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City Manager's Report
January 14, 2025, City Council Meeting
Prepared by: Cleve Morris, City Manager
Item #: 12.1

Subject: Consider approval of changes to the salary for the Director of Development Services Position, abolishing the Administrative Assistant Position in the Development Services Department, approving a Development Technician Position in the Development Services Department, and retroactively approving and affirming a salary schedule effective December 21, 2024.

Recommendation: Adopt a resolution:

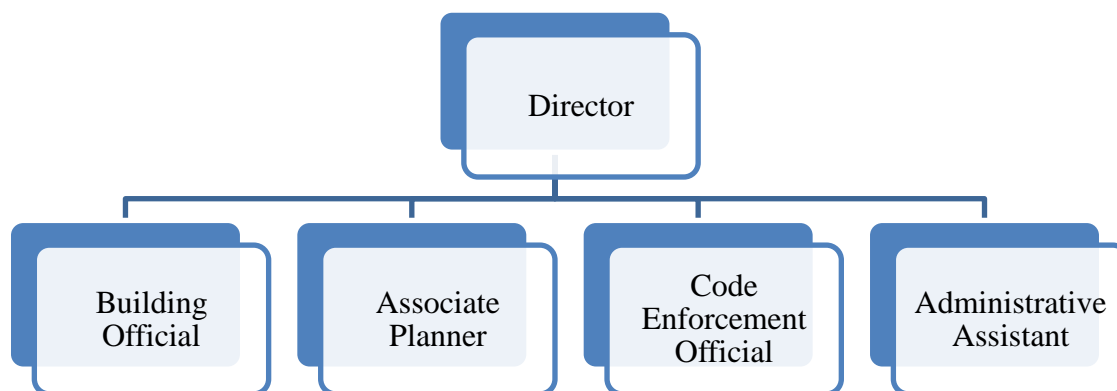
- Approving a salary change for the Director of Development Services Position; and
- Abolishing the 1.00 FTE Administrative Assistant Position in the Development Services Department; and
- Approving a 1.00 FTE Development Technician Position in the Development Services Department; and
- Retroactively approving and affirming a new salary schedule effective December 21, 2024.

Purpose: To better reflect responsibilities and distribute workload in the Development Services Department and to assist with the transition to a new Department Head.

Strategic Plan Strategy: Good Governance

4) Strategy - Provide support to staff through behaviors and actions

Background: The current staffing in the Development Services Department is outlined as follows:



In July of this year, with the adoption of the budget, the Administrative Assistant Position, which was vacant, was abolished due to budget constraints. Also in that month, the Director of Development Services announced his retirement effective in November of 2024. The City began to recruit for the Director Position, and received several applications. Unfortunately, only one applicant met the qualifications for the position. The candidate appeared to be a strong candidate and was invited for an interview. However, prior to the interview the candidate withdrew his application from consideration. The City Manager contacted the candidate in an attempt to find out the reason for his change in interest, however the candidate has not agreed to a time to meet.

Staff reviewed the recruitment with our consultant who assisted with the recruitment. The main issue seemed to be the salary. In 2022, the City performed a Salary Study to determine how the City compared to other similar cities in our area. Based on that study, the Director of Development Services was approximately 14.88% below market rate. For the past two years the City has made some increases to the salary, and has included a Cost of Living Adjustments (COLA) to avoid falling further behind. However, even with these improvements, an update to the Salary Study shows the position still 21.51% below the market median for similar cities in our study area.

Discussion: After review of the survey information and discussions with our consultant, staff is recommending an increase to the salary for the Director of Development Services. The increase will still not bring the salary up to the market median but will be an improvement. It is staff's recommendation that the salary be increased by 7%. The top monthly step with this increase will go from \$11,878 to \$12,709 per month. The top annual salary will change from \$142,536 to \$152,508. The old and proposed monthly salary schedules are shown below:

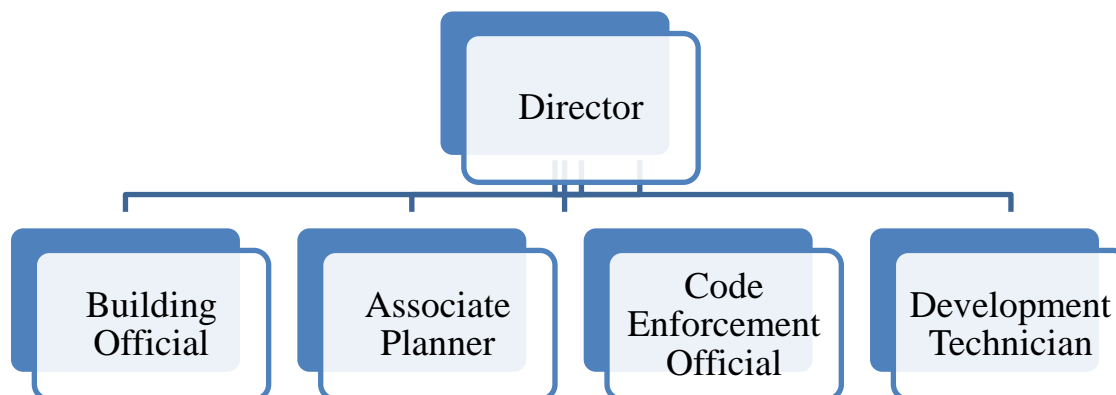
Description	Step 1	Step 2	Step 3	Step 4	Step 5
Current	\$9,771.00	\$10,260.00	\$10,773.00	\$11,312.00	\$11,878.00
Proposed	\$10,456.00	\$10,979.00	\$11,528.00	\$12,104.00	\$12,709.00

Staff intends to continue with the recruitment for the position with the new salary, if approved. It is our hope to attract new candidates and have someone on board in the next few months.

In addition to this change, staff is recommending a minor staffing change to meet the workload requirements of the department. The current Administrative Assistant has demonstrated the skill and ability to fulfill the duties of the Development Technician Position. This includes attendance at external meetings representing the City and preparing reports related to those meetings. This responsibility is clearly outside the job requirements of the Administrative Assistant Position. In addition, there are other higher level tasks assisting both the Associate Planner and the Building Official that require a higher level of competency and responsibility. As part of this action staff recommends abolishing the Administrative Assistant position until such time as budget constraints allow. It is our hope that this position along with others that were abolished last year can be restored in the upcoming 25-26 budget.

The total cost for this change for the next 6 months is \$3,325.

Staff feels these changes will help with the recruitment process and help manage the workload during this interim period. With the changes, the staffing will be as follows:



The State minimum wage increased from \$16.00 to \$16.50 effective January 1, 2025. All positions that previously had step 1 hourly rates less than \$16.50 have been adjusted to the new minimum wage in the proposed salary schedule.

Environmental: This item is not applicable.

Options:

1. Approve staff's recommendations.
2. Approve the Director Salary but not the change to the Development Technician Position.
3. Approve the Development Technician Position but not the Director Salary.
4. Do not approve the changes and provide direction, if any, to staff.

Cost: The projected cost for the changes to the Director's salary for the next 6 months is \$4,306. The cost for the change to the Administrative Assistant/Development Technician for the next 6 months is \$3,325. The total cost for both changes for the next 6 months is \$7,631. The projected cost of these changes over a twelve month period is \$15,262.

Budget Impact: These changes were not anticipated in the 2024-2025 Budget. Staff anticipates budget savings due to the delayed recruitment of the Director of Development Services position should cover these costs. If approved, staff will incorporate the annual cost of both positions in the proposed Fiscal Year 2025/2026 General Fund Budget.

A handwritten signature in blue ink that reads "M. Cleve Morris". The signature is written in a cursive style and is positioned above a horizontal line.

M. Cleve Morris, City Manager

Attachments:

Att. A: Resolution

Att. B: New Salary Schedule