

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/23/09		Item Number: <u>C-4</u>	
AGENDA ITEM: 1) Approval of the Revised Classification Specification for Redevelopment Administrator; and 2) Adoption of a Resolution Revising the Salary Schedule and Rescinding Resolution No. 2009-R013.			
Contact Person/Dept.: Linda Coll		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (03/18/09), Culver City Management Group on 3/18/09.			
Department Approval: Serena Wright (03/18/09)		City Attorney Approval: Carol Schwab (by H. Baker) (03/17/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/18/09)		City Manager Approval: Jerry B. Fulwood (03/18/09)	
<u>RECOMMENDATION</u> Staff recommends the City Council 1) approve the revised classification specification for Redevelopment Administrator; and 2) adopt a resolution revising the salary schedule and rescinding Resolution No 2009-R013 (Attachment No. 1). <u>BACKGROUND</u> In early 2007, a search was being conducted to hire a new Community Development Director (Director). The new Director was hired on May 14, 2007, at which time preparation of the proposed FY 2007/2008 budget was near completion. The proposed budget included a reorganization of the operations of the Community Development Department. The City Council approved the reorganization and funds were included in the adopted FY 2007/2008 budget to implement: • Creation of a new Enforcement Services Division within the Community Development Department (formerly the Code Enforcement Division within the City Attorney's Office) , along with the transfer of responsibility for the division from the City Attorney's Office to CDD; • Reassignment of responsibility for Cultural Affairs, Economic Development, and Events Supervision from CDD Administration to the Redevelopment Division, and • Reclassification of the Redevelopment Administrator due to the additional responsibilities associated with management of Economic Development, Cultural Affairs, and Events Supervision.			

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The revised classification specification was approved by the Civil Service Commission at the March 4, 2009 meeting, by a 4-1 vote, with Chair Whitaker dissenting (Attachment No. 2).

Tonight, staff is seeking the City Council's approval to revise the Redevelopment Administrator classification specification to Deputy Community Development Director/Redevelopment Administrator (Attachment No. 3).

DISCUSSION

On June 28, 2007, the City Council approved the City Manager's recommendation to reorganize the Community Development Department and funds were included in the FY 2007/2008 adopted budget. The Redevelopment Administrator assumed the additional responsibilities however, it was mutually agreed to postpone revising the classification specification as the new Director's first order of business was to proceed with higher level development projects that needed to go forward. This included transitioning Code Enforcement and establishing a new Enforcement Services Division, as well as the transition of Cultural Affairs, Economic Development and Events Supervision responsibilities to Redevelopment. This process entailed the hiring of an Enforcement Services Manager, two Code Enforcement Officers, and an Economic Development Manager.

The Organization

CDD currently employs 61 full-time and temporary employees. The Department is comprised of five divisions, Redevelopment (including Cultural Affairs and Economic Development), Housing, Building Safety, Planning, and Enforcement Services.

The Redevelopment Administrator reports directly to the Director and responsibilities include acting as Assistant Executive Director of the Culver City Redevelopment Agency in the absence of the Assistant Executive Director, overseeing the Economic Development, Events Supervision, and Cultural Affairs Divisions, providing staff support to the Cultural Affairs Commission, and acting as the Director of Community Development in his/her absence.

CDD also employs a Deputy Community Development Director/Planning Manager who has responsibility for management of the Planning Division, providing staff support to the Planning Commission, and acting as the Director of Community Development in his/her absence.

The City Council approved the reclassification with the title of Redevelopment Administrator/Assistant Community Development Director. However, upon analysis of

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the labor market and the internal organizational structure it is staff's professional recommendation that the adopted class specification should reflect the title of Deputy Community Development Director/Redevelopment Administrator. The new organization chart will reflect two Deputy Directors, one with oversight of Planning, and the other with oversight of Redevelopment, either of which may act on behalf of the Director (Attachment No. 4).

A survey of our labor market did not find a comparable position (Attachment No. 5). However, while the position and organizational structure may be unique to Culver City, a somewhat similar hierarchy is reflected in the CDD organization chart at the City of Burbank (Attachment No. 6).

Consistent with the Redevelopment Administrator classification specification, the proposed classification specification will remain unclassified and will continue to receive Culver City Management Group (CCMG) benefits. As such, a copy of the revised classification specification was provided to the CCMG.

FISCAL ANALYSIS

Due to current economic conditions, there is a hiring freeze on three existing Deputy Director positions within the City. Therefore, it is important to note that the proposed reclassification will *not* result in the addition of a new position and/or a request for additional funds. As previously stated, the Redevelopment Administrator assumed the additional responsibilities when City Council approved the proposed reclassification. Funds are included in the FY 2008/2009 Adopted Budget at the following salary range:

Range 622: \$9,570 - \$11,681/mo; \$114,835 to \$140,167 annually

ATTACHMENTS

1. Proposed Resolution
2. Excerpt from unofficial minutes of the Civil Service Commission Meeting, 03/04/09
3. Revised Classification Specification for Redevelopment Administrator
4. Community Development Department Organization Chart
5. Labor Market Survey and Classification Specifications
6. Organization Chart, City of Burbank, Community Development Department

MOTION

That the City Council:

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1. Approve the revised classification specification for Redevelopment Administrator; and
2. Adopt a resolution revising the salary schedule and rescind Resolution No. 2009-R013.