File #: 23-174, **Version:** 1 **Item #:** A-4.

CC - ACTION ITEM: (1) FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Budget Amendment Related to the Addition/Elimination of Staffing Positions in the Amount of $179,046; and (2) Adoption of a Resolution Approving the Salary Schedule for Miscellaneous Employees Effective September 12, 2022 to Effectuate these Changes.

Meeting Date: September 12, 2022

Contact Person/Dept: Dana Anderson / Human Resources Department
Jesse Mays / City Manager Department

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Fiscal Impact: Yes [X] No [] **General Fund: Yes [X] No []**

Public Hearing: [] **Action Item: [X]** **Attachments: Yes [X] No []**

Commission Action Required: Yes [] No [X] Date:

Public Notification: (E-Mail) Meetings and Agendas - City Council (09/07/2022);

Department Approval: Onyx Jones, Assistant City Manager (09/07/2022)
John Nachbar, City Manager (09/07/2022)

RECOMMENDATION

Staff recommends the City Council (1) approve a budget amendment related to the addition/elimination of staffing positions in the amount of $179,046 (**requires a four-fifths vote**); and (2) adopt a resolution approving the salary schedule for miscellaneous employees effective September 12, 2022 to effectuate these changes.

BACKGROUND

With the recent announced retirement of the Community Development Director and the hiring of a new Human Resources Director, the City Manager and staff have been working with Human Resources (HR) on how to best reorganize the duties and responsibilities of the Community Development Department, the City Manager's Office, and the Human Resources Department to achieve more efficiency, meet regulatory mandates and to also provide better internal and external

service. The reorganization for each Department is outlined below. It should be noted these changes result in an increase in the current fiscal year budget in the amount of $179,046 and each of the positions being recommended for elimination are vacant.

DISCUSSION

Community Development Department Reorganization

The scope of work of the Community Development Department has changed significantly over the last decade after the elimination of redevelopment and growing crises in housing, homelessness, and mental health. Staff has modified the structure of the Community Development Department to better reflect the City's current priorities and needs. The modifications include the following:

- Rename the Community Development Department to the Planning and Development Services Department, which will contain the following divisions: Current Planning, Advanced Planning, and Building Safety.

- The Community Development Director position will be renamed the Planning and Development Services Director and will oversee the Planning and Development Services Department. The position's job description has been revised to reflect this restructuring.

- Rename the Economic Development Division to the new Office of Economic and Cultural Development, which will contain Economic Development and Cultural Affairs, and will be supervised by the Assistant City Manager, Jesse Mays.

- Reclassify the Housing Division and Enforcement Services Divisions to the new Housing and Human Services Department. This Department is being created to increase the City's efforts to expand housing services, eliminate homeless, and to create new mobility crisis response programs designed to assist members of the community experiencing mental health crises. Details of this new Housing and Human Services Department will be described in more detail in a separate agenda item scheduled for the September 19, 2022 City Council meeting.

New Planning and Development Services Department

The decision to streamline this Department allows the new Director for this Department to focus their attention on effective planning strategies, ensuring quality development within the City, creating a sustainable, livable community, General Plan implementation, and improving the efficiency and effectiveness of the City's development services functions. This change will result in the following staffing changes:

Action	Position	Hourly Rate	Annual Salary/ Difference
Add	Planning and Development	84.307	228,415

Eliminate	Director Community Development Director	90.6741	(277,855)

Total Impact **($ 49,440)**

New Office of Economic and Cultural Development

The mission of the Office will be to support and strengthen Culver City's economy and culture through programs and initiatives that support local businesses and the arts. Economic Development and Cultural Affairs staff frequently collaborate and the Cultural Affairs Division's current mission already includes advancing the economic impact of arts and culture. Bringing the two divisions together under one umbrella will enhance creativity, cross-pollination of ideas, efficiency, and coordination. The consolidation of these two divisions will result in the following staffing changes:

Action	Position	Hourly Rate	Annual Salary/ Difference
Add	Management Analyst	42.0890	128,605
Eliminate	Public Arts Coordinator	34.8308	(101,593)

Total Impact **$ 27,012**

The purpose of the change is to add capacity, flexibility and prepare for succession planning. As a generalist, the Management Analyst will take on more of a variety of the day-to-day tasks of Cultural Affairs, including but not limited to maintaining and enhancing public art. In addition, staff anticipates that the Management Analyst will be trained by the Cultural Affairs Manager to serve as a back-up if the need arises which will ensure greater staff coverage.

Addition to Economic Development Staffing

Staff has experienced an increase in the scope and the number of special events both sponsored by and permitted by the City. This has added additional burden to the workload of multiple departments including the City Manager's Office, Economic Development Division, Parks, Recreations and Community Services (PRCS), among others. Staff is consolidating that workload into one (1) position who will be responsible for coordinating the multi-departmental review of special events city-wide, as well as coordinating and enhancing the design and implementation of City events such as community meetings, festivals, celebrations, and lectures. The Special Events Coordinator will work closely with staff to support both local businesses and cultural events, and with City Manager's Office staff on supporting City events, such as Fiesta La Ballona, as well as Council Member proposed events such as the annual State of the City, Pride Event, Juneteenth, etc. Based on the enhanced duties and responsibilities of this position, the salary range of this position will be increased:

Action	Position	Hourly Rate	Annual Salary/ Difference

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Add	Special Events Coordinator	45.3545	152,995
Eliminate	Economic Development Project Manager	(56.4765)	(136,412)
Total Impact			**$ 16,583**

Human Resources Department

The Human Resources (HR) Department mission is to provide leadership and operational support to City departments to enhance their ability to recruit and retain and a qualified, diverse workforce and to effectively manage labor relations and business risks. The department currently has fifteen (15) full -time equivalent positions including one (1) new Risk Manager position in which all report to the Director of Human Resources. The Director also oversees the Civil Service Commission and Equity and Human Relations Committee. This is a very wide span of oversight which impacts the ability to provide adequate and effective oversight in ensuring great customer service and meeting the needs of City Departments.

Based on the department's increasing responsibilities, staff is adding a Senior Human Resources and Equity Manager to assist in oversight of staff, increase responsiveness and customer service. HR is currently embarking on several projects to include a City-wide class and compensation study, employee wellness initiatives, recruitment and retention incentives, employee on-boarding enhancements and several projects to continue to move Culver City forward. Staff is also reclassifying one (1) Administrative Clerk position to an Administrative Secretary position. This enhancement is based on departmental need as this position supports both the Director and department staff in a variety of tasks to include preparing for numerous new employee orientation, coordinating, and scheduling various meetings, preparing sensitive and confidential correspondence which require a higher skill set than the Administrative Clerk. Human Resources staff will be modified as follows:

Action	**Position**	**Hourly Rate**	**Annual Salary/ Difference**
Add	Senior Human Resources and Equity Manager	70.3242	195,355
Reclassify	Administrative Secretary	28.9798	12,880
Total Impact			**$ 208,235**

FISCAL ANALYSIS

The dollar amount for the Economic Development/Planning and Development position changes is a net reduction of $5,845, and for the position changes in Human Resources is an increase of $208,235. A budget amendment in the amount of $202,390 is requested to fund the above position

changes. If approved, funding will be appropriated from the General Fund reserve. **A budget amendment requires a four-fifths vote.**

ATTACHMENTS

1. 2022-09-12_ATT 1_Proposed Resolution Approving Miscellaneous Employees Salary Schedule

MOTIONS

That the City Council:

1. Approve a budget amendment related to personnel reallocation (**requires a four-fifths vote**); and

2. Adopt a resolution approving the classification and salary plan for miscellaneous employees effective September 12, 2022.