



# Agenda Report

June 10, 2002

TO: City Council

FROM: City Manager

RE: Adoption of a Resolution Amending the Salary Resolution and Adoption of an Amendment to the Memorandum of Understanding with Pasadena Management Association Relating to the Classifications of Health Officer, Building and Neighborhood Revitalization Manager, Building Official and City Engineer

## RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution to increase the control rates for the classifications of Health Officer and Building and Neighborhood Revitalization Manager. It is also recommended that the City Council adopt an addendum effective June 10 2002, to the Memorandum of Understanding between the City and the Pasadena Management Association to establish the Top Management classification and control rate for the new position of Building Official, and to adjust the control rate for the classification of City Engineer.

## BACKGROUND

Health Officer - Based on a market survey for the position of Health Officer, it is recommended that the current control rate be increased to \$138,406. While the control rate for this position was adjusted in December 2001, it has become apparent that the adjustment recommended at that time was insufficient. In the City's most recent recruitment for Health Officer, our current salary is low compared to other agencies that are competing for the same highly-qualified candidates. Additionally, a higher control rate is necessary for those candidates who must move to a higher-cost area like Pasadena. The recommended control rate brings Pasadena more in line with physicians in Pasadena and Health Officers throughout the State.

Building and Neighborhood Revitalization Manager - Last year, the Department of Planning and Permitting and the Department of Housing and Development were combined. Since that time, staff has reviewed and reorganized functions and positions for improved organizational efficiency. One position, Building and Neighborhood

Revitalization Manager, has been established to oversee the functions of the Permit Center, technology issues, code compliance, building and plan check, and the MASH Program. The incumbent will oversee the largest and one of the most active divisions, will assume more administrative functions, and will also be responsible for the management of the department in the absence of the Director. Consequently, a higher control rate is warranted. It is recommended that the control rate for this position be increased to \$115,359.

Building Official – As part of the reorganization of the Department of Planning and Development, the new classification of Building Official is recommended for the management of the building and plan check functions. The Building Official is the City official technically responsible for building code enforcement, pursuant to State law. The City has met with the Pasadena Management Association and an agreement was reached to establish the control rate for Building Official at \$97,531. This action does not create an additional FTE, but instead converts an existing FTE that is no longer needed due to the reorganization.

City Engineer -- The market survey completed for benchmark classifications in the Pasadena Management Association was implemented last year. However, due to internal salary compression concerns at the time, the adjustment to the 75<sup>th</sup> percentile for the classification of City Engineer was not fully implemented. This action will adjust the control rate for the position of City Engineer to \$130,747.

#### FISCAL IMPACT

The fiscal impact of this action is estimated to be approximately \$33,700 annually. No additional appropriation is required for FY 2002, and no appropriation for FY 2003 is requested at this time.

Respectfully Submitted,



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City Manager

Prepared by:



KARYN S. EZELL  
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Concur:



JAY M. GOLDSTONE  
Director of Finance