

# Agenda Report

TO: City Council April 9, 2001

FROM: City Manager

RE: Amendment to the Salary Resolution to Revise Titles and Control Rates of Various Executive Management Classifications

## RECOMMENDATION:

It is recommended that the City Council adopt a Salary Resolution Amendment to the Executive Management Section of the Salary Resolution, effective April 9, 2001, to accomplish the following:

1. Establish a new classification Director of Planning and Development, and delete the classifications Director of Housing and Development and Director of Planning and Permitting;
2. Revise the control rate for General Manager of Water & Power;
3. Delete reference to a control rate amount for the classifications City Manager, City Attorney/City Prosecutor, and City Clerk; and
4. Revise the control rate for Chief Prosecutor.

## BACKGROUND:

1. Director of Planning and Development

The Director of Planning and Permitting position was vacant and filled through an interim appointment for more than six months. This time provided an opportunity to consider the benefits of a new organizational structure. That is, combining the planning and development activities under one director, which has been done on a temporary basis for the last month. The two functions of planning and development are quite intertwined, requiring continual consultation between the two departments during the planning and implementation stages of major development projects. Staff believes that certain benefits are realized by combining the two functions within one department and under one director. For example, the lines of communications and information sharing have been enhanced greatly; there will be improved coordination and facilitation in project planning and implementation; and issues and problems will be addressed and resolved more expeditiously under a director who has both a strong planning and development background.

While this City maintained these two functions in separate departments for many years, there are other cities which successfully combine the planning and development functions under one department to work more effectively together. Under the present circumstances, this is an opportune time for Pasadena to combine the functions in the Planning and Permitting Department with that in the Housing and Development Department, under one Director of Planning and Development. Staff believes this new structure strengthens the coordination, management and decision-making necessary on the numerous small and major projects that are planned and underway in Pasadena.

With this reorganization, it is recommended that a new Executive Management position be established in the Salary Resolution, entitled Director of Planning and Development, at a control rate maximum of \$128,539 annually. This control rate is approximately 5% above the control rates of both the Director of Housing and Development and the Director of Planning and Permitting, both of which will be deleted from the Salary Resolution.

## 2. General Manager of Water & Power

When Executive Management control rate adjustments were recommended and approved by City Council in December 2000, no recommendation was made for the classification General Manager of Water & Power. At the time, a nationwide recruitment was underway to fill the vacant position, and it was not known at that time, with all the changes in the utility industry, what control rate would be appropriate and necessary to attract a highly competent candidate. The recruitment and selection process has recently concluded and an appointment has been made and accepted.

The recommended control rate (i.e. maximum salary) is \$149,126, which is \$9,170 or 6.6% higher than the existing control rate of \$139,956. This recommended control rate, approved in closed session on April 2, 2001, is market competitive with utilities of the same size and scope as Pasadena.

## 3. City Manager, City Attorney/City Prosecutor, and City Clerk

The three Council-appointed incumbents (City Manager, City Attorney/City Prosecutor, City Clerk) have or soon will have employment contracts with the City. Their salaries are specified in their respective contracts. Therefore, it is not necessary to designate these control rates in the Salary Resolution. It is recommended that the control rate amounts currently listed for each classification be replaced by language which states that the salaries for each classification are specified by contract.

## 4. Chief Prosecutor

The Chief Prosecutor is a new position that reports directly to the City Attorney/City Prosecutor. It has responsibility for oversight and day-to-day management of the Prosecution Division of the City Attorney's Office. It is recommended that the control rate for this position be increased from \$123,530 to \$125,000 to be more competitive in

the labor market for this occupation. This is an adjustment of 1.2% or \$1,470 per year in salary, and was approved in closed session on April 2, 2001. Additionally, this position, when initially established, was intended to be designated as an Executive level position, but was designated as a Top Management position in error. Approval of this Salary Resolution will correct this error.

FISCAL IMPACT:

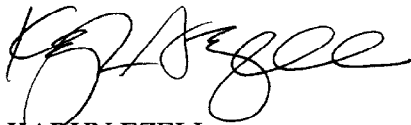
1. Director of Planning and Building - The cost of establishing a new Director of Planning and Development is \$6,215 in salary, or \$7,147 including benefits. This cost will be offset by combining two department head positions into one, resulting in an overall cost savings of \$133,625 per year in salary and benefits.
2. General Manager of Water & Power – The cost of increasing the control rate is \$149,126 in salary, or \$171,495 including benefits. Funds are available in the Water & Power budget to cover this cost for the remainder of the fiscal year.
3. City Manager, City Attorney/City Prosecutor, City Clerk – There is no cost associated with this recommendation.
4. Chief Prosecutor – The cost of increasing the control rate is \$1,470 per year in salary, or \$1,690 including benefits. Funds are available in the departmental budget to cover this cost for the remainder of the fiscal year.

Respectfully submitted,



CYNTHIA J. KURTZ  
City Manager

Approved:



KARYN EZELL  
Director of Human Resources