

Agenda Report

December 4, 2023

TO: Honorable Mayor and City Council
FROM: Human Resources
SUBJECT: ADOPT A RESOLUTION UPDATING THE SALARY OF THE ECONOMIC DEVELOPMENT DIRECTOR CLASSIFICATION

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Adopt a Resolution Updating the Salary of the Economic Development Director Classification.

BACKGROUND:

As part of a recent classification and compensation review, Human Resources recommends updating the existing salary control rate of the Economic Development Director classification. The recommended salary control rate was determined following an analysis of internal alignment with comparable classifications within the City. The recommended change is intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market as well as provide internal equity among members of the executive leadership team.

Economic Development Director: Establish a new control rate of \$224,181 for the existing classification of Economic Development Director. Reporting to the City Manager, this single position classification functions as a Division head in the City Manager's Office, providing leadership and oversight to 25 full-time equivalent (FTE) employees, and is responsible for programs and projects focused on development of a strong local economy to bolster the City's revenue base, workforce and business sector. These efforts involve regular contact with property owners, business representatives, local institutions, and residents. The Division also has a real estate portfolio of over 450 properties and leases that are managed, negotiated, and maintained for various City

departments, tenants, and other agencies. The Division also staffs the City Council's Economic Development and Technology Committee (EdTech) and functions as the administrative agent for the Foothill Workforce Investment Board.

The existing control rate is \$178,942. This classification is part of Non-Represented Management, Level 1. This action does not require an additional FTE.


COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

Approval and implementation of the updated salaries will have a fiscal impact of up to \$33,139 in FY 2024 (pro-rated) and \$61,543 in FY 2025. This position is budgeted to the General Fund (101) and will be offset by salary savings in the FY 2024 Operating Budget. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully submitted,



TIFFANY JACOBS-QUINN
Director of Human Resources

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachment A – Resolution updating the salary of the Economic Development Director classification