

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

SUBJECT: AMEND THE CLASSIFICATION AND SALARY PLAN TO  
DELETE ONE ASSISTANT CITY MANAGER AND  
REINSTATE ONE DEPUTY CITY MANAGER IN THE CITY  
MANAGER'S OFFICE

STAFF PRESENTER: SEAN MCGLYNN, CITY MANAGER  
CITY MANAGER'S OFFICE

AGENDA ACTION: RESOLUTION

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ISSUE(S)

Shall the Council, by resolution, amend the classification and salary plan to delete one Assistant City Manager and reinstate one Deputy City Manager in the City Manager's Office?

BACKGROUND

The Assistant City Manager and Deputy City Manager positions are both executive management classifications providing critical staff assistance to the City Manager. The Deputy City Manager classification has traditionally been identified as the second in command to the City Manager.

The City currently has an Assistant City Manager position to oversee the Roseland project. The Deputy City Manager will be distinguished from the Assistant City Manager in that the Deputy City Manager will be the acting City Manager in the absence of the City Manager and will be responsible for providing leadership on a wide variety of high profile and complex projects. The Deputy City Manager may at times oversee projects assigned to the Assistant City Manager and/or Department Heads.

In February 2011, the vacant Deputy City Manager position was recruited at the lower Assistant City Manager level in an effort to reduce costs. The previous Assistant City Manager was regularly assigned work at the Deputy City Manager level requiring out of class pay.

AMEND THE CLASSIFICATION AND SALARY PLAN TO DELETE ONE ASSISTANT CITY MANAGER AND REINSTATE ONE DEPUTY CITY MANAGER IN THE CITY MANAGER'S OFFICE

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ANALYSIS

The previous Assistant City Manager was regularly performing work at the Deputy City Manager level and there is an ongoing need for the position to perform that work. In order to maintain the integrity of the City's classification plan, the City Manager's Office would like to recruit the vacant position at the Deputy City Manager level.

RECOMMENDATION

It is recommended by the City Manager's Office that the Council, by resolution, amend the classification and salary plan to delete one Assistant City Manager and reinstate one Deputy City Manager in the City Manager's Office. The approximate ongoing annual general fund cost is \$31,000. No additional FTE or funding is requested for the 2014/2015 fiscal year as current salary savings within the City Manager's Office budget can cover the cost.

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Attachments: None