



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: September 13, 2016

TO: Mayor and Councilmembers

FROM: City Administrator's Office

SUBJECT: Reorganization In City Administrator's Office

RECOMMENDATION:

That Council approve, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 16-045, the Position and Salary Control Resolution for Fiscal Year 2017, Affecting the City Administrator's Office Effective October 1, 2016, to reclassify two existing management positions in the City Administrator's Office effective October 1, 2016.

DISCUSSION:

The City Administrator's Office wishes to reclassify two existing management positions to better reflect and support department functions. This will involve the creation of a new "Senior Assistant to the City Administrator" classification, and the reclassification of the Employee Relations Manager (vacant) and Assistant to the City Manager positions to the new classification.

The two Senior Assistant to the City Administrator positions will share some administrative, analytical, and technical functions typical of an Assistant to the City Manager, which is a common middle-management position in the profession. This includes weekly review and approval of agenda reports from all departments for the Council meetings, and serving as a management representative of the City Administrator's office within the City organization and the community. They will also more independently manage certain significant and/or sensitive standing programs, including directly supervising the work of program staff, and lead highly complex multi-department special projects, initiatives, and interdepartmental teams.

The two positions will bring increased focus to public engagement, sustainability, neighborhood relations, and business community issues. We will also take a fresh look at the P3 performance measurement program for the next two year budget cycle, and there are a host of other issues and responsibilities these managers will address. Specific assignments will be allocated between the two positions, as needed, to meet the changing needs of the office and best employ the strengths of the incumbents.

BUDGET/FINANCIAL INFORMATION:

The amount budgeted in the current fiscal year (2017) for the Employee Relations Manager and Assistant to the City Administrator (\$164,379 and \$181,865 total compensation, including benefits, respectively) totals \$346,244. The expected costs in fiscal year 2017 for the two new Senior Assistant to the City Administrator positions is estimated at \$298,635 based on an October 1, 2016 start date. Therefore, there is no need for additional appropriations this year. The ongoing budgetary impact starting in Fiscal Year 2018 is \$11,241, representing the annualized cost differential, based on total compensation, between the existing positions and the new positions.

PREPARED BY: Kristine Schmidt, Director of Administrative Services

SUBMITTED BY: Pamela Antil, Assistant City Administrator

APPROVED BY: City Administrator's Office