

RESOLUTION NO. ____-2022

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING THE TRANSFER OF ASSISTANT CITY MANAGER AND
GRANTS COORDINATOR CLASSIFICATIONS AND BUDGET FROM
ADMINISTRATIVE SERVICES TO COMMUNITY DEVELOPMENT
DEPARTMENT; APPROVING PART-TIME GOVERNMENT
ACCOUNTANT CLASSIFICATION; APPROVING SOCIAL SERVICES
LIAISON-CRISIS WORKER CLASSIFICATION TO BE A BENEFITED
POSITION; ESTABLISHING SALARY RATE COMPENSATION PLAN
AND CONFIRMING ALL CITY OF FORT BRAGG ESTABLISHED
CLASSIFICATIONS; APPROVING BUDGET AMENDMENT 2022/23-10**

WHEREAS, the City has experienced significant staffing challenges within the Community Development Department since the departure of the former Community Development Director in 2019; and

WHEREAS, the City conducted a recruitment for a Community Development Director in October 2019, which failed to produce a suitable candidate for the Community Development Director position; and

WHEREAS, since March 2020, the Acting Community Development Director has been the City's Public Works Director, and day-to-day operations of the Community Development Department have been managed by the Assistant Director – Engineering; and

WHEREAS, currently, the Assistant City Manager position resides within the Administrative Services Department and directly oversees the Grants Coordinator position; and

WHEREAS, the City wishes to reevaluate its organizational structure to provide better service to the community by moving the Assistant City Manager and Grants Coordinator positions to reside in the Community Development Department; and

WHEREAS, the Assistant City Manager classification is currently an Executive Management classification qualified to oversee the Community Development Department; and

WHEREAS, the transfer of the labor costs associated with the Assistant City Manager and Grants Coordinator positions requires City Council to approve this Resolution and a Budget Amendment; and

WHEREAS, the Resolution 4531-2022 approved the creation of the Social Services Liaison – Crisis Worker (Social Services Liaison) classification, funded by grant reimbursement account 110-4200-3318, through the City's award of the Behavioral Health Justice Intervention Services Project (BHJIS) grant, and

WHEREAS, the employees serving as Social Services Liaisons have done a tremendous job in providing focused assistance to individuals in the Fort Bragg

community experiencing mental health issues as part of the Crisis Response Unit (CRU); and

WHEREAS, the City desires to reinforce the value of the aforementioned employees to the Fort Bragg community by providing employee benefits to the City's Social Service Liaisons staff; and

WHEREAS, the BHJIS grant allows for two full-time positions for a period of one year; and

WHEREAS, due to the Social Services Liaison employees not beginning City employment until early July 2022, cost savings were achieved from four months of no labor costs for the Social Services Liaison employees; and

WHEREAS, additional cost savings were achieved by having one of the Social Services Liaison positions as a 60 percent part-time (24 hours weekly) for two months of the one-year grant period; and

WHEREAS, the savings from having one 60% full-time position and the delayed employment leaves enough funds in the BHJIS grant to cover the cost of providing employee benefits for the City's Social Services Liaison staff through March 2023; and

WHEREAS, the City conducted a recruitment for a full-time Government Accountant I in the Spring of 2022, which failed to produce qualified candidates; and

WHEREAS, the City's Finance Director continues to be in need of additional support in work relating to higher-level accounting activities, particularly in the area of bank reconciliation, year-end close and budget preparation and reporting; and

WHEREAS, the City is nearing its annual midyear budget review and desires to hire a part-time, regular Government Accountant to work less than 20 hours a week to assist with budget preparation and other higher-level accounting tasks; and

WHEREAS, budgeted funds are available to cover the costs associated with hiring a part-time Government Accountant position through cost savings achieved by not filling the Government Accountant I position recruited for in the Spring of 2022; and

WHEREAS, the Fort Bragg City Council approves all salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, the establishment of this Resolution meets the requirements of California Regulations Section 570.5 as confirmed by the California Public Employees' Retirement Systems (CalPERS); and

WHEREAS, the newly created part-time Government Accountant and the reclassified Social Services Liaison classifications must be approved as part of the City's Master Salary schedule; and

WHEREAS, CalPERS requires the City to have a publicly adopted and posted salary schedule; and

WHEREAS, the full salary schedule is available on the City's website; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. Moving the Assistant City Manager position from the Administrative Services Department to the Community Development Department better serves the community and provides an improved organizational structure; and
2. The transition of the Grants Coordinator position from the Administrative Services Department to the Community Development Department provides continuity of operations; and
3. Providing benefits for the Social Services Liaison employees enhances the value of the Crisis Response Unit; and
4. The establishment of a part-time (less than 20 hours weekly), regular Government Accountant classification (no budget amendment needed) will increase the efficiency of the Finance Department; and
5. The authorization of a \$16,418 net budget amendment is needed to appropriate funds in the current fiscal year as identified in Exhibit B attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the transfer of the Assistant City Manager and Grants Coordinator positions and budget from the Administrative Services Department to the Community Development Department; the establishment of the part-time Government Accountant; confirm the City’s Master Salary Schedule as outlined in Exhibit A, provide benefits for the Social Service Liaison employees of \$16,418 and approve Budget Amendment 2022/23-10 amending the previously adopted FY 2022-23 Budget to incorporate the changes enumerated in Exhibit B.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on November 28, 2022, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**BERNIE NORVELL
Mayor**

ATTEST:

**June Lemos, MMC
City Clerk**