

RESOLUTION NO. ____-2015

RESOLUTION OF THE FORT BRAGG CITY COUNCIL AUTHORIZING (1) ESTABLISHMENT OF AN EXEMPT, MID-MANAGEMENT ACTING CITY CLERK POSITION, TO BE RECLASSIFIED AS CITY CLERK UPON INCUMBENT CITY CLERK'S RETIREMENT, AND (2) RECLASSIFICATION OF HOUSING & ECONOMIC DEVELOPMENT COORDINATOR POSITION TO AN EXEMPT, MID-MANAGEMENT POSITION TITLED SPECIAL PROJECTS MANAGER

WHEREAS, City departmental tasks have evolved resulting in a change in staffing requirements; and

WHEREAS, the City Council's Personnel Committee reviewed and recommended approval of a two new, exempt mid-management classifications: (1) Acting City Clerk, a position in the Administrative Services Department which will perform the duties of City Clerk while the incumbent is on leave and following incumbent's retirement; and (2) Special Projects Manager in the Community Development Department which is a reclassification of the Housing & Economic Development Coordinator position; and

WHEREAS, it is the Council's intention that this restructuring will result in the removal of the City Clerk position as an Exempt, At Will, Executive Classification upon incumbent's separation from the City and the Acting City Clerk position will be retitled City Clerk; and

WHEREAS, the compensation plan for the Acting City Clerk and Special Projects Manager positions is established in an accompanying resolution entitled "Resolution Establishing Compensation Plan and Terms and Conditions of Employment for Exempt Mid-Management Classifications; and

WHEREAS, the establishment of these positions requires City Council authorization; and

WHEREAS, funds sufficient to provide for these positions are appropriated in the FY 2015-16 Budget; and

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

1. The proposed reclassifications will provide for critical operational support necessary to carry out the mission and organizational goals of the City.
2. The proposed establishment of the Special Projects Manager will enhance the stability of the Community Development Department and provide essential mid-management support to the Community Development Director.
3. The proposed restructuring of the Administrative Services Department with the Acting City Clerk designated as a mid-management classification will allow for establishment of a well-coordinated team of employees providing administrative services to all City departments, to the Council, and to the public.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the establishment of two new exempt, mid-management classifications as follows: Acting City Clerk and Special Projects Manager to be effective July 26, 2015.

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 the 13th day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DAVE TURNER,
Mayor

ATTEST:

Brenda Jourdain
Administrative Asstistant