



AGENDA NO: 9.b

MEETING DATE: March 12, 2024

Staff Report

TO: Honorable Mayor and City Council

DATE: March 7, 2024

FROM: Yvonne Kimball, City Manager

SUBJECT: Approval of Finance Director Job Description and revised Salary Schedule

RECOMMENDED ACTION

Adopt Resolution No. 20-24 reinstating the Finance Director Job Classification and Job Description and approve pay schedule, and adopt Resolution No. 21-24 approving a revised FY 23-24 pay schedule including the Finance Director Classification and increasing the salary for the Community Development Director to align with other Morro Bay director positions.

FISCAL IMPACT

None

BACKGROUND/DISCUSSION

The Assistant City Manager/Administrative Services Director position was created in June 2021 and occupied until October 2023. Following a robust recruitment for the dual role position, we were unsuccessful in finding a suitable candidate. Upon evaluating city's needs and with community input, I have decided to recommend Council to consider reinstatement of the position of Finance Director, which was in existence from 2016 to 2021 until its replacement by the ACM/ASD position. This would clarify the position's focus on city's finance needs and attracts individuals with commensurate skills in municipal finance.

A revised job description for Finance Director is expected for City Council approval. The pay scale for this position remains the same with the ACM/ASD position.

Also included in the Reso requesting salary approval is the Community Development Director position. This department head position has been receiving a pay scale slightly lower than other department heads. It is recommended to increase the scale to be the same as the other director positions, ie. the Finance Director, and the Public Works Director. This adjustment will help with the recruitment of the vacant CD Director position. The Harbor Director, the Police Chief and the Fire Chief are at a different scale.

ATTACHMENT(S)

1. Resolution No. 20-24 Adopting Finance Director Position and Job Description
2. Resolution No. 21-24 adopting Updated FY 23-24 Pay Schedule

Prepared By: YK

Dept Review: _____

City Manager Review: YK

City Attorney Review: _____