



COUNCIL REPORT

DATE: December 13, 2022
CATEGORY: Consent
DEPT.: Human Resources
TITLE: **Revised Salary Plan for Hourly Employees and New Position Requests for Fiscal Year 2022-23**

RECOMMENDATION

1. Adopt a Resolution of the City Council of the City of Mountain View Authorizing the City Manager or Designee to Amend the City of Mountain View's Salary Plan for Hourly Employees to Ensure All Classifications Reflect Mountain View's Minimum Wage, to be read in title only, further reading waived (Attachment 1 to the Council report).
2. Authorize two new positions: Assistant City Manager and Senior Assistant City Attorney.
3. Transfer and appropriate \$393,550 from the General Fund Reserve to the City Attorney's Office (\$178,550) and City Manager's Office (\$215,000) to fund the cost of the positions for the remainder of the fiscal year.

BACKGROUND

Hourly Salary Plan Amendment

Government Code Sections 20636 and 7522.34 and California Code of Regulations Sections 570.5 and 571.1 require that the City's pay rates be reported pursuant to a publicly available pay schedule that has been duly approved and adopted by the employer, in accordance with applicable public meeting laws.

On November 10, 2015, the City Council adopted an ordinance increasing the Citywide minimum wage in Mountain View to \$15 per hour by 2018. Beginning January 1, 2019, and annually thereafter, the City will adjust the minimum wage based on the regional Consumer Price Index.

New Position Requests

Staff is proposing adding the following positions to help address the significant workload and increased staffing needs in the City Manager's Office and City Attorney's Office: 1.0 Assistant City Manager and 1.0 Senior Assistant City Attorney.

City Manager's Office

The City Manager's Office supports the City Council in the development and execution of the City Council's goals and policies and provides leadership and guidance to City departments in the delivery of City services. The department has one Assistant City Manager leading the department and working on special projects; however, the department has grown from two divisions in Fiscal Year 2018-19 to four divisions currently: City Management, Communications and Outreach, Sustainability, and Human Services. New and expanded functions within the four divisions are in direct response to community priorities, which include strategic communications; enhanced outreach and engagement, including multilingual programs, events, and meetings; greater focus on legislative and intergovernmental affairs; sustainability and resiliency action items; and human services to address the homeless and unstably housed, including safe parking and the LifeMoves Mountain View housing community, among other vulnerable population needs. These functions are all in addition to the overall City management function providing leadership and oversight of all City departments and Council policy matters.

City Attorney's Office

The City's Attorney's Office provides legal services and counsel to the City Council, boards, and commissions as well as to City staff in 11 departments with legal consultation needs related to policies, procedures, and general City business. In addition to legal consultation, the City Attorney's Office manages code enforcement functions. The City Attorney's Office is currently staffed with five full-time attorneys at various levels, including the City Attorney, whose duties include managing and mentoring staff.

ANALYSIS

Hourly Salary Plan Amendment

Beginning January 1, 2023, the minimum wage in Mountain View will increase to \$18.15 per hour, as set forth by the Mountain View Minimum Wage Ordinance.

There are currently nine classifications in the Hourly Salary Plan that have a salary range lower than \$18.15. To remain in compliance with the ordinance, the City is updating the hourly salary plan to increase hourly rates that are under \$18.15 to meet the minimum wage requirement.

The hourly salary plan is included as Exhibit A to the Resolution.

New Position Requests

1.0 FTE Assistant City Manager

A second Assistant City Manager in the City Manager's Office will provide additional leadership and capacity to deliver the quality services and leadership the organization and community need. In addition, this position will provide resources to continue the organization's commitment to continuous improvement evaluation and streamlining of internal City processes to support departments and improve customer service. This proposed reorganization will provide strategic level leadership support for the Finance and Administrative Services, Human Resources, and Information Technology departments and the City Manager's Office intergovernmental function. The proposed new position will oversee and implement upcoming strategic projects, such as: planning for the Information Technology Strategic Plan, to include the Cybersecurity Strategic Plan; upgrading the aging utility billing system and financial enterprise resource planning system; implementing results of a Citywide fee study; strategic planning to fund a new public safety building and other infrastructure improvements; collaborating with a Citywide team on issues and developments in the City's North Bayshore/Shoreline Community area; and continuing efforts to support and enhance the City's organizational culture and recruitment and retention of quality staff.

1.0 FTE Senior Assistant City Attorney

The volume and complexity of the legal demands on the City Attorney's Office staff have increased beyond what current staff can address without sacrificing timeliness, quality, or employee retention. Further, the volume of work and the need for resources to respond to urgent items are anticipated to continue based on the current and projected projects, including, but not limited to, the Council work plan. The recommended Senior Assistant City Attorney will address the existing legal workload that is beyond what current staffing can adequately address and will provide additional leadership and mentoring to support the professional development of existing staff.

FISCAL IMPACT

Hourly Salary Plan Amendment

The minimum wage increases will not have a significant impact on the budget. Departments have sufficient budget to absorb the increased costs for the remainder of the fiscal year.

New Position Requests

The fiscal impact of the two position requests is \$393,550 from the General Fund Reserve to fund the cost of the positions for the remainder of the fiscal year. If approved, the ongoing costs will be incorporated into next fiscal year's operating budget.

ALTERNATIVES

1. Direct staff to provide additional information.
2. Provide other direction.

PUBLIC NOTICING—Agenda posting.

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Attachment: 1. Resolution—Hourly Salary Plan