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Title: CONSIDERATION OF APPROVAL OF A CONSULTANT AGREEMENT FOR COMMUNITY DEVELOPMENT PROJECT MANAGER AND APPROVAL OF RESOLUTION 17-156 REVISING THE PROJECT MANAGER JOB SPECIFICATION (CITY COUNCIL)

Sponsors:

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Attachments: 1. Exhibit 1-Reso. No. 17-156, 2. Exhibit 2-Red-lined Job Spec, 3. Exhibit 3 - Final Job Spec, 4. Exhibit 4 - Employment Agreement, 5. Exhibit 5 - Resume'

Date	Ver.	Action By	Action	Result
11/21/2017	1	City Council		

Report to Mayor and City Council

Tuesday, November 21, 2017

Consent

SUBJECT:

CONSIDERATION OF APPROVAL OF A CONSULTANT AGREEMENT FOR COMMUNITY DEVELOPMENT PROJECT MANAGER AND APPROVAL OF RESOLUTION 17-156 REVISING THE PROJECT MANAGER JOB SPECIFICATION (CITY COUNCIL)

I. SUMMARY

The recent resignations of both the Housing Analyst and the Redevelopment Project Manager necessitates retaining a community development contractor to complete a series of important housing and community development projects. Council approval is requested for a revised job specification eliminating the Redevelopment Project Manager and creating a Project Manager job description. Council is also requested to approve a temporary employment agreement while recruitment is underway.

II. RECOMMENDATION

1. Adopt Resolution 17-156 approving the retitled position of Project Manager with no

change in the salary range from Redevelopment Project Manager, and.

2. Authorize the City Manager to execute the At Will, Limited Duration Project Employment Agreement with Rick Gomez.

III. ALTERNATIVES

1. Do not approve the retitled and revised Project Manager Job Specification.
2. Do not approve the At Will, Limited Duration Interim Project Manager Employment Agreement with Rick Gomez
3. Take another action the City Council deems appropriate.

IV. BACKGROUND

The Redevelopment Project Manager resigned on November 1, 2107 to take a positon with another City. With this resignation the City has the opportunity to review the Job Specification to ensure that it is consistent with the duties that are required to be performed. The revised Job Description of Project Manager is attached for City Council's approval. There is no recommendation to change the salary range.

When Redevelopment was eliminated in 2011 the employees of the former Redevelopment Agency were absorbed by the City and continued to perform duties consistent with the wind down provisions of Redevelopment. Additionally, the staff performed responsibilities in the Community Development Department Community Development Block Grant and Neighborhood Pride programs. Performance of these functions continues to be needed and the Project Manager Job Specification allows for those duties to be performed, along with, duties related to the Successor Agency (formerly Redevelopment) as required (i.e. preparation of the ROPS, draw downs, etc.).

The Housing Analyst resigned October 31, 2017 to take a position with another agency. The functions being performed by the Housing Analyst also need to be continued on an interim basis.

Rick Gomez (Resume Attached) is a retired Community Development Director who has Redevelopment/Successor Agency experience. Additionally, Mr. Gomez is a real estate broker and can handle the housing matters. His skills allow him to handle the functions of both the vacant Redevelopment Project Manager (now retitled to Project Manager) and Housing Analyst duties. Mr. Gomez has agreed to handle responsibilities in both areas within the salary range of the [Redevelopment] Project Manager position. The At Will, Limited Duration Interim Project Manager Employment Agreement calls for Mr. Gomez to begin working on December 4, 2017 and ends on November 30, 2018 or sooner if a replacement employee is hired prior to that date. In any case, Mr. Gomez cannot work more than 960 hours in a fiscal year.

V. FISCAL IMPACT

There is no Fiscal Impact for the Job Specification revision and retitling.

Funds to cover the cost of the Interim Project Manager are allocated in the City's Fiscal Year 2017-18 Budget in the salary for the Redevelopment Project Manager and Housing Analyst.

VI. EXHIBITS

1. Resolution 17-156 (Pgs. 4-5)
2. Revised (Redline/Strikeout) Job Specification of Project Manager (Pgs. 6-9)
3. Final Version of Job Specification (Pgs. 10-12)
4. At Will, Limited Duration Interim Project Manager Employment Agreement (Pgs. 13-18)
5. Rick Gomez Resume (Pgs. 19-20)

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