



## Legislation Text

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File #: 20-127, Version: 1

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### City Council Agenda

**Memo to:** Manteca City Council  
**From:** Miranda Lutzow, Interim City Manager  
**Date:** March 17, 2020  
**Subject:** Citywide Staffing Needs

Consider approving the addition and reclassification of certain positions.

#### **Background:**

The City of Manteca operates with a staff of dedicated professionals, accomplishing a variety of tasks in support of the community. It is important to review, from time to time, whether the current arrangement of staff positions and duties is the most effective and efficient way to deliver city services to the residents of Manteca.

On February 18, 2020, the City Manager made a presentation to Council and received consensus on the plan for future staffing of the organization. Title 2 "Administration and Personnel", Chapter 2.08 "City Manager", Section 2.08.070 "Powers and Duties" of the Manteca Municipal Code states:

*B. It shall be the duty of the city manager and he or she shall have the power to control, order and give directions to all heads of departments and to subordinate officers and employees of the city through their department head; transfer employees from one department to another and to consolidate or combine offices, positions, departments or units under his or her direction.*

*C. It shall be the duty of the city manager and he or she shall have the power to appoint, remove and demote any and all officers and employees of the city, except the city clerk, the city attorney and the city treasurer. The city manager shall also have the power to appoint an assistant city manager subject to the approval of the city council.*

Staff is requesting that City Council approve and appropriate funding for positions:

- Assistant City Manager
- Deputy City Manager
- Director of Engineering
- Director of Information Technology & Innovation
- Deputy Director of Development Services - Economic Development
- Deputy Director of Development Services - Planning

- Budget Manager
- Accounting Manager
- Purchasing Officer
- Economic Development Specialist
- Executive Assistant to the City Manager
- Senior Management Analyst
- Recreation Supervisor

**Fiscal Impact:**

If approved, total fiscal impact to the General Fund for the remaining of Fiscal Year 2019-20 will be \$120,403 to add 16 new positions. Total financial impact for the remaining Fiscal Year will be: \$169,215.

Impact to the General Fund for upcoming Fiscal Year 2020-21 will be \$869,677 to add 16 new positions. Total financial impact for upcoming Fiscal Year 2020-21 will be \$1,839,410.

**Documents Attached:**

1. Job Description - Assistant City Manager
2. Job Description - Deputy City Manager
3. Job Description - Director of Engineering
4. Job Description - Director of Information Technology & Innovation
5. Job Description - Deputy Director of Development Services - Economic Development
6. Job Description - Deputy Director of Development Services - Planning
7. Job Description - Budget Manager
8. Job Description - Accounting Manager
9. Job Description - Purchasing Officer
10. Job Description - Economic Development Specialist
11. Job Description - Executive Assistant to the City Manager
12. Job Description - Senior Management Analyst
13. Job Description - Recreation Supervisor