



## Legislation Details (With Text)

**File #:** REPORT 20-0656 **Version:** 1 **Name:**  
**Type:** Action Item **Status:** Municipal Matter  
**File created:** 10/1/2020 **In control:** City Council  
**On agenda:** 10/13/2020 **Final action:**  
**Title:** REQUEST FOR APPROVAL TO UNFREEZE THE DEPUTY CITY MANAGER POSITION AS APPROVED IN THE 2020-2021 BUDGET AND FREEZE THE VACANT ASSISTANT TO THE CITY MANAGER POSITION  
(Human Resources Manager Vanessa Godinez)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1. June 9, 2020 City Council Meeting Video, 2. 2. SUPPLEMENTAL Memo from Human Resources Manager Vanessa Godinez (Submitted 10-13-20 at 5pm).pdf

Date	Ver.	Action By	Action	Result
10/13/2020	1	City Council		

**Honorable Mayor and Members of the Hermosa Beach City Council  
Regular Meeting of October 13, 2020**

**REQUEST FOR APPROVAL TO UNFREEZE THE DEPUTY  
CITY MANAGER POSITION AS APPROVED IN THE 2020-2021  
BUDGET AND FREEZE THE VACANT ASSISTANT TO  
THE CITY MANAGER POSITION  
(Human Resources Manager Vanessa Godinez)**

**Recommended Action:**

Staff recommends that the City Council:

1. Unfreeze the Deputy City Manager position as approved in the FY 2020-2021 Budget; and
2. Freeze the recently vacated Assistant to the City Manager position.

**Executive Summary:**

At the June 9, 2020 City Council meeting (**Attachment 1**), the City Council approved a full-time permanent Deputy City Manager position and a full-time permanent Assistant to the City Manager position as part of the 2020-2021 Budget. As a cost savings measure for the 2020-2021 Budget, the City Council also approved freezing the Deputy City Manager position for FY 2020-2021. Staff recommends that the City Council approve unfreezing the Deputy City Manager position and freezing the recently vacated Assistant to the City Manager position.

**Background:**

As part of the 2020-2021 Budget, the City Council approved a full-time permanent Deputy City Manager position and a full-time permanent Assistant to the City Manager position. As part of a cost savings measure for the 2020-2021 Budget, the City Council approved freezing twelve vacant full-time permanent positions for the remainder of FY 2019-2020 and ten positions for FY 2020-2021. The Deputy City Manager position was one of the positions frozen for both fiscal years. Recently, the position of Assistant to the City Manager was vacated when Nico De-Anda Scaia resigned from this position leaving a vacancy in that position. Staff recommends placing the Assistant to the City Manager on the list of frozen positions for FY 2020-2021 and unfreezing the Deputy City Manager position with the intent to recruit and fill the full-time permanent position of Deputy City Manager.

### **General Plan Consistency:**

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant policies are listed below:

#### *Governance*

#### **Goal 1. A high degree of transparency and integrity in the decision-making process.**

- **Policy 1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

### **Fiscal Impact:**

The total compensation with salary and benefits for the Assistant to the City Manager at step four of four in the salary range is \$193,653 per year. The total compensation with salary and benefits for the Deputy City Manager at step two of four in the salary range is \$189,114 per year. If the position is hired at step two of four, the salary savings will be \$4,539 for the first year. The salary and benefit costs of \$193,653 are approved in the 2020-2021 Budget.

### **Attachments:**

1. June 9, 2020 City Council Meeting Video

**Respectfully Submitted by:** Vanessa Godinez, Human Resources Manager

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Approved:** Suja Lowenthal, City Manager