



City of Huntington Beach

File #: 18-355

MEETING DATE: 9/17/2018

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Fred A. Wilson, City Manager

PREPARED BY: Michele Warren, Director of Human Resources

Subject:

Introduction of Ordinance No. 4160 amending the Huntington Beach Municipal Code by amending Section 2.76.010 thereof related to exclusions from Competitive Service by adding the Classification of Deputy Director of Community Development; approval of Resolution No. 2018-54 modifying Salary and Benefits for Non- Represented Employees by adding the Deputy Director of Community Development Classification and establishing the Compensation, and authorizing the City Manager to execute the Employment Agreement between the City of Huntington Beach and Jennifer Villasenor

Statement of Issue:

Ordinance No. 4160 is hereby introduced to amend Section 2.76.010 of the Huntington Beach Municipal Code to add the classification of Deputy Director of Community Development. Resolution No. 2018-54 modifies the Non-Associated Salary Schedule and establishes the compensation for the classification of Deputy Director of Community Development. The City Manager is authorized to execute the employment agreement between the City of Huntington Beach and Jennifer Villasenor

Financial Impact:

Funding for the Deputy Director of Community Development is included in the FY 2018-19 budget.

Recommended Action:

- A) Approve for introduction Ordinance No. 4160, "An Ordinance of the City of Huntington Beach Amending the Huntington Beach Municipal Code by Amending Section 2.76.010 Thereof Related to Exclusions From the Competitive Service" by adding the Deputy Director of Community Development; and,
- B) Adopt Resolution No. 2018-54, "A Resolution of the City of Huntington Beach Modifying Salary and Benefits for Non-Represented Employees by Adding the Deputy Director of Community Development" classification and establishing the compensation; and,
- C) Authorize the City Manager to execute the "Employment Agreement Between the City of Huntington Beach and Jennifer Villasenor."

Alternative Action(s):

Reject the Ordinance amendment to the Huntington Beach Municipal Code and direct staff accordingly.

Analysis:

As part of the FY 2015/16 budget development process, the City Council approved the inclusion of funding for a Deputy Director of Community Development classification. This action provided the foundation for succession planning and strategic department and divisional re-alignment in anticipation of the future retirement of the former department director. This action was deferred until the onboarding of the current department director that recently took place in July of 2018.

Reporting directly to the Director of Community Development, the Deputy Director of Community Development has broad authority for directing and coordinating Community Development Department administration and operations through subordinate managers and supervisors. The incumbent is responsible for directing and reviewing the work of the following sections: Permit and Plan Check Services, Planning Services, Neighborhood Preservation and Code Enforcement Services, and Building Inspection Services. The incumbent assumes full program responsibility including decision making on key policy issues, establishing program goals and objectives, setting program priorities, and allocating necessary staffing and other resources.

The position will be an employment contract/at-will employment appointment as part of the classifications designated as Non-Represented/Non-Associated, and is not included as part of the competitive service. The compensation for the Deputy Director of Community Development (job description attached) is established at pay grade NA0840. The base annual compensation range is \$66.98 to \$83.25 per hour/\$139,312 to \$173,160 annually. The City Manager has selected Jennifer Villasenor for appointment to the position, effective the pay period beginning September 22, 2018. Jennifer Villasenor has more than 18 years of experience in the area of Planning and Community Development. Ms. Villasenor began her City of Huntington Beach career as an Associate Planner in 2006 and was promoted to Senior Planner in 2010 and thereafter was promoted to Planning Manager in 2015. Prior to her employment with the City of Huntington Beach, Jennifer worked in planning for the cities of El Monte, Rosemead, and Bell Gardens.

Environmental Status:

N/A

Strategic Plan Goal:

Enhance and Maintain City Service Delivery

Attachment(s):

1. Ordinance No. 4160

2. Resolution No. 2018-54
3. Exhibit "A" Non-Associated Employees' Pay and Benefits Resolution No. 2016-50
4. Exhibit 1 - Non-Associated Executive Management Salary Schedule 09/17/18
5. Deputy Director of Community Development Classification Specification
6. Jennifer Villasenor Employment Agreement
7. Jennifer Villasenor Resume