



Board Report

File #: RES 20-165, **Version:** 1

Adopt a Resolution to:

- a. Amend the County Administrative Office Budget General Fund, Fund 001, Housing and Economic Development Administration, Appropriation Unit CAO038, to reallocate one (1) Redevelopment/Housing Project Analyst II to one (1) Finance Manager I as indicated in Attachment A, to further the implementation of Citygate recommendations.
- b. Authorize and direct the County Administrative Office and Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget; and
- c. Authorize the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Amend the County Administrative Office Budget 1 General Fund, Fund 001, Housing and Economic Development Administration Appropriation Unit CAO038, to reallocate one (1) Redevelopment/Housing Project Analyst II to one (1) Finance Manager as indicated in Attachment A;
- b. Direct the County Administrative Office and Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget; and
- c. Authorize the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

On July 28, 2020, the County Administrative Office (CAO) presented a report by Citygate Associates, LLC (Citygate), which recommended a reorganization of the Resource Management Agency. On September 15, 2020, the Board of Supervisors adopted a resolution dissolving the Resource Management Agency and creating two new departments, the Housing and Community Development Department and the Community Services Department, effective at 12:01 a.m. on November 30, 2020. The resolution also authorized and directed County staff to take such other and further actions as may be necessary or appropriate to implement the intent and purposes of this resolution, consistent with the recommendations in the staff report accompanying this resolution

While Citygate's scope did not include a comprehensive review of the County's economic development functions, Citygate recommended that the County retain the economic development functions under the CAO, while moving the housing functions to the Planning Services Division of the new Housing and Community Development Department. Citygate also recommended the existing (vacant) Management Analyst II position be retained as support staff to the Economic Development Manager within the CAO.

The Management Analyst II position is responsible for managing all fiscal duties for the housing functions, including four (4) special revenue funds with budgets in excess of \$7.4 million as well as preparing recurring reports, including: the annual Schedule of Expenditures of Federal Awards (SEFA), quarterly reconciliation of twelve (12) revolving Loan Funds, and periodic grant reporting for the HOME Investment Partnerships Program (HOME), CalHome Program (CalHOME), and Building Equity and Growth in Neighborhoods Program (BEGIN) grants. Other assigned duties include tracking requirements and deadlines required for Community Development Block Grant (CDBG) annual Consolidated Annual Performance and Evaluation Report (CAPER) reports and state-required reporting. These fiscal duties are moving with the housing functions under the Housing and Community Development Department.

Working with the CAO, Resource Management Agency (RMA) staff prepared a request to reallocate the Redevelopment/Housing Project Analyst II position in Economic Development to a position “to be determined” based on the duties previously performed by the Management Analyst II and Redevelopment/ Housing Project Analyst II to support the housing functions. The Human Resources Department (HRD) conducted a review of the duties, and based on the tasks identified, determined the appropriate classification for the position was Finance Manager I. Therefore, RMA recommends that the Board adopt a resolution to effect the reallocation of the vacant Redevelopment/ Housing Project Analyst II to a Finance Manager I as presented in Attachment A to support the housing functions assumed by the Housing and Community Development Department.

OTHER AGENCY INVOLVEMENT:

The CAO and HRD reviewed the recommendation and concur with proposed position allocation. At their October 7, 2020 meeting, the Budget Committee voted to support the recommendation.

FINANCING:

If approved, reallocation of this position will result in estimated additional salary and benefit costs of \$22,393 per fiscal year (FY). Additional costs for FY 2020-21 will be covered by salary savings generated from current vacancies in the budget unit. In FY 2021-22, however, the additional cost will need to be addressed as part of the budget process.

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors’ Administration Strategic Initiative by demonstrating the County’s commitment to recruit, retain, and attract a diverse and talented workforce that supports the mission of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Carl P. Holm, AICP, Resource Management Agency Director

Attachments (on file with the Clerk of the Board):

Attachment A-Reallocated Position

Attachment B-Draft Resolution