



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Administrator

SUBJECT: A Resolution Approving the Creation of the Economic Development and Sustainability Department, and Amending the Personnel Classification and Compensation Plan to Create New Classification Specifications and Set the Salary Levels for the Director of Economic Development and Sustainability and the Economic Development, Sustainability and Beautification Coordinator; and Approving the compensation level proposed for the Director and Economic Development and the Economic Development, Sustainability and Beautification Coordinator positions.

MEETING DATE: April 3, 2018

RECOMMENDATION:

Staff is recommending that the City Council adopt a Resolution Approving the Creation of the Economic Development and Sustainability Department, and Amending the Personnel Classification and Compensation Plan to Create New Classification Specifications and Set the Salary Levels for the Director of Economic Development and Sustainability and the Economic Development, Sustainability and Beautification Coordinator; and Approving the compensation level proposed for the Director and Economic Development and the Economic Development, Sustainability and Beautification Coordinator positions.

ANALYSIS:

On March 20, 2018, the City Council received a report from the staff on the Green Zones Action Plan. Part of that report included the creation of a business liaison or the Economic Development, Sustainability and Beautification Coordinator. Staff is forwarding for consideration a Director level position to serve as the catalyst for the Green Zones Action Plan (GZAP). The Director would assist in forming this key department or division and would make recommendations as to the implementation of the GZAP and key initiatives related to energy, modernization and potential cost savings for the City. The Director would assist in designing, developing and offering support services to new and existing businesses to cultivate a healthy green economy in the City of Commerce, while creating, administering and overseeing programs and efforts designed to promote a sustainable economy through business development, retention, attraction, and beautification. The Director would also be tasked with working with a potential future Economic Development, Sustainability and

Beautification Officer and would also make recommendations to the City Council on whether this function is best as a stand-alone department, or as a division led by a Deputy Director or Manager under Public Works and Development Services. PWDS staff and the prospective Director would be collaborating on a consistent basis as this initiative materializes.

Staff is further recommending that the City Administrator be authorized to hire an Economic Development and Sustainability Director on an interim basis, which would be 90-180 days.

FISCAL IMPACT:

The overall fiscal impact of the specific recommended staffing enhancements to improve the effectiveness of the City through the Economic Development and Sustainability Department is none as salary savings from budgeted and vacant City Director positions will be used for the remainder of FY 2017/18. The incoming Director will evaluate the Coordinator position, and funding for that position will be requested of the City Council at the appropriate time. The projected budget impact for FY 2018/19 will be approximately \$155,000.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to the 2016 strategic planning goal: “City Organization” Guiding Principle 2: Foster an environment that continuously seeks to improve service and organizational responsiveness to internal and external customers.

Further, the issue before the Council is also consistent with Economic Growth Guiding Principle 1 which focuses on creating and strengthening our identity as a community that promotes opportunity and success for businesses that meet the strategic focus for economic growth, which will have a positive impact on the quality of life and the City’s financial sustainability. An action item titled “Implementation of Green Zone Action Plan” was specifically developed to insure compliance and implementation.

Recommended by: Edgar P. Cisneros, City Administrator
Approved as to form: Norma Copado, Assistant City Attorney
Respectfully submitted: Edgar P. Cisneros, City Administrator

ATTACHMENTS:

1. Director of Economic Development and Sustainability Job Specifications
2. Economic Development, Sustainability and Beautification Coordinator Job Specifications
3. Resolution
4. Salary Schedule for Executive Employees Effective July 1, 2014 – Revised