

**ORDINANCE NO. 17-006**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE CREATING AN ADMINISTRATIVE SERVICES DIRECTOR POSITION AND AMENDING THE FULL-TIME POSITION CLASSIFICATION SCHEDULE AND AUTHORIZING THE CITY MANAGER TO FILL THIS POSITION**

**WHEREAS**, the City's Finance Director resigned with brief notice during the critical development of the City's fiscal budgeting process;

**WHEREAS**, the City has an urgent business need to increase the scope of the job responsibilities of the vacant Finance Director position and create an Administrative Services Director position;

**WHEREAS**, the scope of responsibility of the Administrative Services Director will include, Finance, Procurement, Risk Management, Payroll, Recreation and Information Technology functions;

**WHEREAS**, the City has an urgent an immediate need to fill the vacancy on an interim basis while actively recruiting for a permanent replacement to continue City operations and comply with deadlines set forth in the Pacific Grove Municipal Code;

**WHEREAS**, in order for the City to be competitive and recruit the most qualified candidates, an amendment to the full-time position classification schedule is recommended; and

**WHEREAS**, staff recommends amendment of the classification salary schedule for the Administrative Services Director position; and

**WHEREAS**, the salary schedule for the identified position is amended accordingly; and

**WHEREAS**, the City Manager shall be authorized to fill the identified position; and

**WHEREAS**, any amendment to the classification plan must be adopted by the City Council pursuant to Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

**WHEREAS**, any future amendments to the classification plan may be adopted by the City Council by Ordinance; and

**WHEREAS**, in the enactment of this Ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this Ordinance action does not constitute a "project" as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

**NOW, THEREFORE,** BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The City Council finds and declares this Ordinance is required for the immediate preservation of the public peace, health, safety or public welfare for the following reasons: to complete the City's annual budget process to legally comply with the City's municipal code requirement that the budget process be completed prior to June 1, 2017, to avoid any disruption of services that could result if this deadline is not met, and to best serve the existing and future needs of the City.

SECTION 3. That certain position classification plan approved and adopted by the City Council pursuant to PGMC § 4.20.280 is hereby amended for the Administrative Services Director position, with salary schedule as indicated:

Classification	Step						
	1A	2B	3C	4D	5E	6F	7G
Administrative Services Director	65.26	68.52	71.95	75.55	79.32	82.30	85.38

SECTION 4. That the salary schedule attached to this Ordinance incorporates and states the salary range for the Administrative Services Director position as identified in Section 3. The City Manager shall be authorized to fill the Administrative Service Director position approved by Ordinance.

SECTION 5. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.

SECTION 6. In accord with Article 15 of the City Charter, this Ordinance shall become effective upon adoption hereof.

**PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE** this 19<sup>th</sup> day of April, 2017, by the following vote:

AYES: Mayor Kampe, Councilmembers Cuneo, Fischer, Garfield, Huitt, Peake, and Smith.

NOES: None.

ABSENT: None.

APPROVED:

  
BILL KAMPE, Mayor

ATTEST:



SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:



DAVID C. LAREDO, City Attorney