



CITY OF POMONA COUNCIL REPORT

January 28, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Linda Matthews, Human Resources/Risk Management Director

Subject: **Adjustment of Authorized Staffing Levels in the Fiscal Year 2018/19 Operating Budget by the Addition of One (1) Housing Analyst and Reclassification of One (1) Parks Maintenance Specialist to Facilities Maintenance Technician**

OVERVIEW

Recommendation – It is recommended that the City Council adopt the following resolution amending authorized staffing levels in the Fiscal Year 2018/19 Adopted Operating Budget:

RESOLUTION NO. 2019-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING AUTHORIZED STAFFING LEVELS IN THE FISCAL YEAR 2018-2019 ADOPTED OPERATING BUDGET BY ADDING ONE (1) HOUSING ANALYST AND RECLASSIFYING ONE (1) PARKS MAINTENANCE SPECIALIST TO FACILITIES MAINTENANCE TECHNICIAN

Fiscal Impact – The new Housing Analyst is estimated to cost \$110,000 annually and \$45,800 for the remainder of Fiscal Year 2018/19 and will be funded from Measure H and Homeless Services Grant Funds (Fund 139 and Fund 215). The reclassification of the Parks Maintenance Specialist to Facilities Maintenance Technician is estimated to cost \$5,310 annually including estimated benefit costs, and \$2,213 for the remainder of Fiscal Year 2018/19. The estimated cost for FY 2018/19 will be absorbed within the current General Fund budget appropriations for Public Works Department.

EXECUTIVE SUMMARY

Approval of this proposed resolution (Attachment 1) will add one Housing Analyst to the Neighborhood Services Department to assist with the administration of grants the City has received for homeless programs. It will also reclassify an existing vacant Parks Maintenance Specialist to Facilities Maintenance Technician in the Public Works Department.

DISCUSSION

This item includes two personnel actions in order to address changing staffing needs of the City. First, one (1) Housing Analyst position will be added to the Housing Authority Division to assist with the administration of grants for homeless programs. In the past year, the City has been

award over \$1.5 million County Measure H and other grant funding to implement new homeless services within Pomona and over \$3.4 million in capital cost grant funds. It has also received over \$350,000 in Mental Health Services Act (MHSA) funding for the Hope for Home Shelter for homeless persons. In addition, the City currently has three grant requests under consideration for Measure H funding in the amount of \$1.4 million and will be applying for an additional \$2.5 million State and County funding to fully fund operations of the Hope of Home shelter and access center. Each of these grants, over ten in total, comes with grant administration and program oversight funding and responsibility placed on the City. Currently, there is over \$150,000 in administrative funding and this amount will increase as new grants are awarded. The requested position will help ensure all grant administration requirements are met.

The second request is to reclassify a vacant Parks Maintenance Specialist position to Facilities Maintenance Technician in the Parks and Facilities Division of the Public Works Department. The Parks Maintenance Specialist was recently vacated via a retirement of a long-term incumbent whose primary expertise and responsibilities were inspection of playground equipment. The reclassification to Facilities Maintenance Technician will provide a broader classification that will better meet City facilities maintenance needs, as staff under this classification will be able to provide a wider range of maintenance services, as well as providing the City with greater operational bench strength in the event of future vacancies. Playground equipment inspection responsibilities will then be equitably divided between staff in the facilities maintenance unit rather than assigned to a single individual.

The resolution implementing these actions is included as Attachment 1.

Attachment:

1. Resolution Amending the Authorized Staffing Levels within the Fiscal Year 2018/19 Adopted Operating Budget