

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to authorization for one Senior Management Analyst (Class Code 9171-1) for the Board of Public Works (BPW) for the Centralized Contracts Management Section.

Recommendation for Council action:

DISAPPROVE the request from the BPW to add a Resolution Authority for a Senior Management Analyst I (Class Code 9171-1) position for Fiscal Years 2023-24 and 2024-5 for centralized contracts management and the appropriation of \$144,105 from Fund No. 100/74, Account No. 1070, Salaries, As-Needed to Fund No. 100/74, Account No. 1010, Salaries, General for this position.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that the recommendation contained in the September 14, 2023 CAO report, attached to the Council File, will have no impact on the General Fund. Approval of the BPW's request will have an additional impact of \$43,248 on the General Fund for the current Fiscal Year and \$187,353 in 2024-25.

Financial Policies Statement: The CAO reports that the recommendation contained in the September 14, 2023 CAO report, attached to the Council File, complies with the City's Financial Policies. The BPW's request is not in compliance with the City's financial policies as it does not fully fund the resolution authority.

Community Impact Statement: None submitted.

Summary:

On September 19, 2023, your Committee considered an August 10, 2023 BPW and September 14, 2023 CAO reports relative to authorization for one Senior Management Analyst (Class Code 9171-1) for the BPW for the Centralized Contracts Management Section. According to the CAO, during consideration of the Mayor's 2023-24 Proposed Budget, the Budget, Finance, and Innovation Committee, along with the Petroleum Administrator, discussed the slowdown in the contracting process resulting from a staff vacancy. Following this discussion, the Committee requested a report regarding the funding of one Senior Management Analyst I at the Board of Public Works to facilitate the contracting process for the amortization study of oil and gas fields. After reviewing the report, Council added one-time funding of \$144,105 to the Salaries, As-Needed Account for temporary staffing to facilitate contracting for an amortization study of oil and gas fields, instead of funding a full-time Senior Management Analyst.

This decision was based on the assessment that the BPW currently possesses sufficient staffing, with 23 analyst positions across all divisions, to effectively manage and administer contracts. The City employs a standardized model for the issuance of requests for proposals and boilerplate contract language, ensuring that these are

relatively easy. The cost projection for a Senior Management Analyst I in the 2023-24 Fiscal Year is \$187,353, which includes \$128,409 in direct costs and \$58,944 in indirect costs. This is \$43,248 more than the action approved by the Council and Mayor in the 2023-24 Budget.

Executive Review and Approval of Departmental Requests Executive Directive 3 directs all departments to submit first to the Mayor's Office any and all matters of policy or financial significance to City operations including all new requests for positions resolution authority, and for appropriations and fund transfers that require subsequent consideration by Council. The August 10, 2023 BPW report was released simultaneously to the Mayor and Council and did not provide the Mayor's Office the opportunity to review the request. In accordance with Executive Directive 3, all future requests for resolution authorities should be released to the Mayor's Office prior to sending the request to the Council. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendation contained in the September 14, 2023 CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

COUNCILMEMBER	VOTE
McOSKER:	YES
PADILLA:	ABSENT
SOTO-MARTINEZ:	YES

ARL
9/19/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-