



Staff Report

Agenda Item #: {{section.number}}H

Yountville Town Council Staff Report

DATE: August 6, 2024

TO: Mayor and Town Council

FROM: Brad Raulston, Town Manager

PREPARED BY: Brad Raulston, Town Manager; Celia King, Administrative Services Director

RECOMMENDATION:

Consider adoption of Resolution Number 24-4299 approving job description and salary range for Community Development Director.

Consider adoption of Resolution Number 24-4300 ratifying the Town Manager’s appointment of Ken MacNab as Community Development Director.

DISCUSSION/BACKGROUND

In accordance with the Yountville Municipal Code and the Yountville Personnel Rules and Policies, the Town Manager is responsible for the administration of the Town’s personnel system, including the maintenance of the Town’s employee Classification Plan. The Classification Plan is a listing of approved positions, a salary schedule of the ranges and steps for each position, and Job Descriptions that detail the requirements of each position. All three elements are administrated by the Town Manager and approved by the Town Council. Part of the duties of the Town Manager is to recommend changes to the personnel system for Council consideration.

There is currently a severe staffing shortage in the Town’s Planning and Building Department. The Town Manager has assessed the best method to prevent stoppage of public business while the staffing shortage is resolved. The Town Manager recommends that a temporary Community Development Director position be created. A new job description reflecting the proposed job duties and assignments performed by the Community Development Director has been drafted and is included for the Town Council to review. The recommended salary range for the new position is also in alignment with the Planning and Building Director series, as shown below:

Community Development Director Monthly Salary-	Entry	Control Point	Top
	\$12,772.34	\$14,191.30	\$17,951.73

The Town Manager has appointed Ken MacNab, a retired PERS annuitant, as Community Development Director until the staffing crisis has been resolved. The PERS annuitant agreement between Mr. MacNab and the Town (attached) is being brought before the Town Council for ratification.

Mr. MacNab is a person with specialized skills qualified to fill the position on an interim basis in order to prevent stoppage of public business and continue municipal operations during this staffing crisis, in that Mr. MacNab has specialized land-use planning experience as a former city manager, community development director, and planning manager for local municipalities in Northern California area.

ENVIRONMENTAL REVIEW

Not Applicable

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? General Fund Planning and Building Department

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

Briefly Explain Relationship to Strategic Plan Goal and Objective. The proposed Community Development Director position aligns with Town Council goals of supporting Town's staff while maintaining critical public infrastructure.