

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 16, 2021  
**To:** Honorable Mayor & Members of the City Council  
**From:** Administration  
**Presentation By:** Dave Vaughn, City Manager

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**Summary**

**Subject:** Administrative Manager Transfer

**Recommendation:** Adopt a Resolution authorizing:

- A. The Finance Director to transfer the Administrative Manager position from the Police Department to Administration
- B. The Finance Director to make a supplemental appropriation of \$148,600 of unallocated general funds to division 1305 salary and benefits

**Fiscal Impact:** No change in salary or benefits.

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**Purpose:**

To transfer the Administrative Manager position from the Police Department to Administration, the City Manager's Office.

**Background:**

In the past, the Police Department's Administrative Manager oversaw records and dispatch staff while working directly for the Police Chief and providing media relations for the Police Department. A Police Lieutenant has been assigned the duties previously performed by the Police Department's Administrative Manager, in addition to overseeing sworn staff in the Police Department, which a non-sworn Administrative Manager could not do. As a result, there is currently no need for an independent Administrative Manager position within the Police Department. Since the City Manager was appointed he has been evaluating staffing and services for all departments to better serve the needs of the community. As part of this ongoing evaluation, the City Manager has identified a need for the Administrative Manager position in the City Manager's Office.

**Analysis:**

In addition to the City Manager, the City Manager's Office includes a Management Analyst, City Clerk Administrator, and Executive Assistant. As noted in the "Background", the City Manager has been and currently is evaluating the staffing and needs of each department. As a result of his department and staffing evaluations, the City Manager has been making staffing adjustments

since the adoption of the Fiscal Year 21/22 budget with additional changes that have occurred over the last couple of months. Recent staffing adjustment examples include the reclassification of the Administrative Analyst I to Management Analyst in the City Manager's Office and promotion of a second Information Technology Manager in the Finance Department.

The City Manager's Office handles a variety of sensitive and pressing matters including media relations and City Council that are well suited for the role and responsibilities of an Administrative Manager. Moreover, the City Manager has special projects for the Administrative Manager including the Emergency Preparedness efforts, general program analysis in addition to working as a lead in the citizen institutes. If approved, the Administrative Manager would report directly to the City Manager and have an office in Administration.

This change would become effective November 20, 2021.

**Fiscal Impact:**

No change to salary or benefits.

**Alternatives:**

Do not approve the position move and provide staff direction.

**Recommendation:**

Adopt a Resolution authorizing:

- A. Moving the Administrative Manager from the Police Department to the City Manager's Office
- B. The Finance Director to make a supplemental appropriation of \$148,600 of unallocated general funds to division 1305 salary and benefits

**Attachments:**

- 1. Resolution

Prepared By:

*/s/ Natalie Springer*  
Natalie Springer  
Human Resources Director

Submitted By:

*/s/ Dave Vaughn*  
Dave Vaughn  
City Manager

# ATTACHMENT 1

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
AUTHORIZING THE DIRECTOR OF FINANCE TO TRANSFER THE ADMINISTRATIVE  
MANAGER POSITION FROM POLICE DEPARTMENT TO ADMINISTRATION**

WHEREAS, the City Manager has been evaluating staffing and services in all departments;

WHEREAS, the City Manager's Office has a need for an Administrative Manager to work on Emergency Preparedness, media relations, and other sensitive and pressing projects;

WHEREAS, the Police Department has a budgeted Administrative Manager position, which is not being utilized because the Administrative Manager duties have been subsumed under a Lieutenant position which supervises both sworn and nonsworn staff;

NOW THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF YUBA CITY AS FOLLOWS:

SECTION I.

Transfer the Administrative Manager position from the Police Department to Administration effective November 20, 2021.

SECTION II.

The Director of Finance is hereby authorized to make the necessary salary schedule modifications to implement the provisions of this resolution and is hereby authorized to make a supplemental appropriation of \$148,600 of unallocated general funds to division 1305 salary and benefits.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 16th day of November 2021.

AYES:

NOES:

ABSENT:

ATTEST:

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Marc Boomgaarden, Mayor

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Ciara Wakefield, Deputy City Clerk

APPROVED AS TO  
FORM COUNSEL FOR YUBA CITY

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Adam Smith  
BB&K, Special Counsel