

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOLLISTER ADOPTING THE PERMIT CENTER MANAGER AND FINANCE DIRECTOR CLASSIFICATIONS, APPROVING SALARY SCHEDULES FOR THE PERMIT CENTER MANAGER AND FINANCE DIRECTOR CLASSIFICATIONS, AND ADDING ONE FULL-TIME EQUIVALENT (FTE) POSITION IN THE PERMIT CENTER MANAGER CLASSIFICATION TO THE FISCAL YEAR 2025-2026 BUDGET

WHEREAS, the City has a need for a managerial level classification to oversee and improve Permit Center operations, as well as a need for an executive level management classification to oversee and improve Finance operations; and

WHEREAS, based on an analysis by Beauchaine Consulting Group (BCG) in which staff have reviewed and recommended that the City adopt the Permit Center Manager classification with a salary range of M-55, per the City's Salary Schedule, and

WHEREAS, under the direction of the Community Development Department Director, the Permit Center Manager will manage the operations of the Permit Center and will supervise technical and Center support staff; and

WHEREAS, due to the City's Administrative Services Director position being vacant, ongoing staffing challenges, and an immediate need for fiscal oversight, City staff recommend the City adopt the Finance Director classification to replace the Administrative Services Director, with a salary range of X-91, per the City's Salary Schedule; and

WHEREAS, under the direction of the City Manager, the Finance Director will manage the operations of the Finance Department and will supervise professional, technical, and clerical staff; and

WHEREAS, staff have reviewed the matter and recommend adoption of the Permit Center Manager and Finance Director classifications, approval of the salary schedules of M-55 for the Permit Center Manager classification and X-91 for the Finance Director classification, and the addition of one Full Time Equivalent (FTE) position in the Permit Center Manager classification to the Fiscal Year 2025-2026 budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hollister approves the following:

1. The Permit Center Manager and Finance Director classifications are hereby adopted.
2. One fully funded Full Time Equivalent (FTE) position in the Permit Center Manager classification is added to the Fiscal Year 2025-2026 budget.

3. The Permit Center Manager is hereby established at the salary range of M-55. The bi-weekly amounts are as follows:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$4,259.23	\$4,472.19	\$4,695.80	\$4,930.59	\$5,177.12

4. The Permit Center Manager classification is designated as part of the Mid-Management Unit.

5. The Finance Director is hereby established at the salary range of X-91. The bi-weekly amounts are as follows:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$6,851.56	\$7,194.14	\$7,553.84	\$7,931.54	\$8,328.11

6. The Finance Director classification is designated as part of the Executive Management Unit.

PASSED AND ADOPTED, by the City Council of the City of Hollister at a regular meeting held on November 3, 2025, by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

Roxanne Stephens, Mayor

ATTEST:

APPROVED AS TO FORM:
Lozano Smith Attorneys at Law

Jennifer Woodworth, MMC, City Clerk

Mary F. Lerner, City Attorney

I, Jennifer Woodworth, MMC, City Clerk of the City of Hollister, do hereby certify that the attached Resolution No. 2025-XX is an original resolution, or true and correct copy of a City resolution, duly adopted by the Council of the City of Hollister at a regular meeting held on November 3, 2025 at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Hollister on November 3, 2025.

Jennifer Woodworth, MMC
City Clerk of the City of Hollister