

**SAUSALITO CITY COUNCIL
RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO AUTHORIZING
RECLASSIFICATION OF A VACANT ADMIN AIDE POSITION TO A PERMIT TECH
CLAFFIFICATION IN THE COMMUNITY DEVELOPMENT DEPARTMENT**

WHEREAS, Chapter 2.36 of the Sausalito Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, coordination and collaboration between Building and Planning Divisions is essential to the provision of timely and efficient customer service, particularly when issuing permits for land use, construction and occupancy; and

WHEREAS, The Administrative Aide position became vacant on November 1, 2019 and reclassification of this position to Permit Technician, subject to meet and confer process with the SEIU, will improve the service level provided by the Community Development Department; and

NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

The vacant Admin Aide position in Community Development Department is hereby reclassified into a Permit Technician position to support the functions of the Building and Planning Divisions in the Community Development Department.

RESOLUTION PASSED AND ADOPTED, at the regular meeting of the City of Sausalito City Council on the 19th day of November, 2019, by the following vote:

YES: Councilmember:
NOES: Councilmember:
ABSENT: Councilmember:
ABSTAIN: Councilmember:

Joe Burns, Mayor

Attest:

Serge Avila, City Clerk