



## City Council Agenda Item

**City Council Meeting Date:** February 16, 2021

**TO:** Honorable Mayor and City Council Members

**FROM:** Jim Throop, City Manager  
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**SUBJECT:** Positions and Funding Allocation Changes in the Community Development Department; Amendment to the City's Compensation and Classification Plans to Include Reinstatement of the Community Relations Manager/Public Information Officer and Deletion of the Grant Writer Job Classifications and Compensation ("Salary"); Adoption of Resolution No. 6383(21)

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### **Recommendation:**

Staff recommends the City Council:

- 1) Reinstatement of the Community Relations Manager/Public Information Officer job classification, position allocation, and salary; abolish the Grant Writer job classification, position allocation, and salary within the Community Development Department and adjust the departments' budgets accordingly; and
- 2) Adopt Resolution No. 6383(21) (Attachment 1), which will:
  - a. Approve and adopt the Community Relations Manager/Public Information Officer job classification;
  - b. Approve and adopt the proposed salary for the Community Relations Manager/Public Information Officer reallocation;
  - c. Approve and abolish the Grant Writer job classification, position allocation, and salary;
  - d. Amend the Classification Plan to include the reinstatement of the job description for Community Relations Manager/Public Information Officer;
  - e. Amend the Classification Plan to include the abolishment of the job description for Grant Writer;
  - f. Amend the Compensation Plan to include the compensation ("salary") for Community Relations Manager/Public Information Officer;

- g. Amend the Compensation Plan to include the abolishment of the compensation (“salary”) for Grant Writer; and
  - h. Approve and adopt the proposed reallocation and adjustment of funding allocations for the Community Development department for the remaining Fiscal Year (FY) 2020-21 budget cycles; or
- 3) Provide an alternate direction.

**Background:**

At the City Council meeting on December 15, 2020, upon motion by Councilmember Jeremy Ball, the City Council requested a future agenda item to consider reinstatement of the Community Relations Manager/Public Information Officer position.

**Discussion:**

By reinstating the Community Relations Manager/Public Information Officer classification, the Grant Writer position will be deleted, and the duties of the Grant Writer will fall under the Development Program Specialist I/II position.

**Fiscal Impact:**

There is no fiscal impact, since this is a reclassification and was budgeted during the Biennial Budget FYs 2019-21.

**Conclusion:**

Adoption of Resolution No. 6383(21), will effectuate the reinstatement of the Community Relations Manager/Public Information Officer and the deletion of the Grant Writer classifications and compensation (“Salary) into the City's Classification and Compensation Plans, and formally reorganize and reallocate the position allocation in the Community Development Department’s budget.

Respectfully submitted,

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James Throop, City Manager

Attachment: Resolution No. 6383(21)