



STAFF REPORT
1/27/2021

TO: Honorable Mayor and City Council Members

FROM: William Pattison, City Manager

SUBJECT: Resolution No. 2021-02 Approving the Creation and Funding for a Full-Time Assistant Community Development Director Position and a Full-Time Public Information Officer Position

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2021-02 approving the creation and funding for a full-time Assistant Community Development Director Position and a full-time Public Information Officer Position.

BACKGROUND:

- 1) The Community Services Director has notified the City of his intent to retire towards the end of the fiscal year. Staff is asking that Council approve the Assistant Community Development Director position so that the City can begin recruitment and fill the position in preparation of this transition.

The Assistant Community Development Director position falls under Management Group II. This position would be added to the existing Salary Schedule, with a Pay Grade of \$119,053.93 to \$144,710.79 annually.

- 2) The City currently contracts with CV Strategies to provide assistance to the Assistant to the City Manager for public relations, marketing, and social media activities. Staff is asking that Council approve the Public Information Officer position so that these contracted services can be administered in-house under one position. Upon filling of the position, the Assistant to the City Manager position would be frozen. The Public Information Officer is required to be bilingual in English and Spanish.

The Public Information Officer position falls under Management Group II and would report to the City Manager. This position would be added to the existing Salary Schedule, with a Pay Grade of \$100,000.08 to \$121,560.34 annually.

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2021-02 approving the creation and funding for a full-time Assistant Community Development Director position and a full-time Public Information Officer position.
2. Do not approve staff's recommendation.

FISCAL IMPACT:

Approval of the positions would add \$61,362 to the salary and benefits expenses of the Community Development department's current operating budget and \$72,172 to the salary and benefits expenses of the City Manager's current operating budget.