

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: May 6, 2024

Topic:

Discussion and possible action regarding the budgeted position of Director of Special Projects.

Background:

The Director of Special Projects position was included and approved in the 2023-2024 budget, however the position remained vacant for later consideration until the sales tax reports at mid-year were available. Sales tax receipts have exceeded budget projections, and the recommendation is to move forward with this position at this time. This position will support and implement city management initiatives by assisting executive employees and city management with some of the following examples of responsibilities:

1. Leading and overseeing projects aligned with the city's goals.
2. Providing recommendations to improve teamwork and efficiency across departments.
3. Coordinating with various stakeholders for efficient project delivery.
4. Establishing and maintaining reports to measure efficiency and goal achievement.
5. Providing tactical support to implement ideas and mitigate risks.
6. Managing the city's strategic planning process.
7. Coordinating with the City Manager's Office on projects and meetings.
8. Responding to inquiries on behalf of the City Manager.
9. Assisting in preparing reports, presentations, and other executive-level documents.

This role is crucial in ensuring effective communication, project management, implementation, and strategic planning within the city management framework.

Origination:

Recommendation:

n/a

Party(ies) responsible for placing this item on agenda: David Esquivel, City Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: x No: _____ If yes, specify Account Number: #100-111-6002

If no, funds will be transferred from account # _____ To account # _____

Signed _____ Approved by _____
Staff Member Date City Manager Date