



Office of the  
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## MEMO

TO: Mayor McFarland and Committee Members  
FROM: Lisa Famularo  
DATE: August 27, 2024

### **Agenda Item:**

**Review and take possible action: Payroll Resolution Amendment for Media Productions Manager Position**

### **BACKGROUND:**

Cottingham & Butler recently reviewed the Media Productions Manager position, upon approval by the Finance Committee at its meeting of 8/12/24 and has recommended a grade H for this position. In order to hire under the recommended grade, the 2024 payroll resolution must be amended to move the Media Productions Manager to grade H from grade G. A draft resolution is attached for the adjustment.

Attachments: Classification Memo  
Draft resolution