



# Agenda Report

October 22, 2018

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Department

**FROM:** City Manager

**SUBJECT: AMENDMENT TO THE FISCAL YEAR 2019 OPERATING BUDGET  
TRANFERRING 1.0 PROGRAM COORDINATOR III FROM THE FIRE  
DEPARTMENT TO THE CITY MANAGER'S OFFICE**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in State CEQA Guidelines Section 15378(b); and
2. Approve an amendment to the Fiscal Year 2019 Operating Budget transferring 1.0 Program Coordinator III (PCN 5323), the position and appropriations, from the Fire Department to the City Manager's Office.

## **BACKGROUND:**

This position serves as the City's Emergency Management Coordinator, responsible for the City's disaster preparedness efforts. Key functions including ensuring staff compliance with various federal and state training requirements; periodic updates to the City's various disaster plans including the Local Hazard Mitigation Plan which are necessary to ensure reimbursement to the City following a declared disaster, and promoting disaster preparedness throughout the community. Historically, this position has been housed in the Fire Department and classified as a Program Coordinator III, where duties also included serving as media Spokesperson for the Department.

Recently, the incumbent was promoted to Public Information Officer in the City Manager's Office. Rather than fill the vacancy in the Fire Department, staff

recommends transferring this position to the City Manager's Office, which will assume direct responsibility for disaster preparedness.

By placing the position in the City Manager's Office it is expected that greater focus will be provided to disaster preparedness across all City departments. Furthermore, by expanding the Public Affairs staff to two persons, additional resources will be available to further the City's communication strategy, with particular emphasis on social media and greater coordination between departments.

**CITY COUNCIL CONSIDERATION:**

The proposed action supports the City Council's strategic plan goal to ensure public safety by furthering the City's disaster preparedness effort.

**ENVIRONMENTAL:**

The California Environmental Quality Act applies to "projects" which have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Excluded from the definition of "project" as set forth in State CEQA Guidelines Section 15378(b)(2) are activities like continuing administrative activities, including personnel-related actions. The action proposed herein fits within that exclusion, as it is an administrative activity to reallocate personnel, and will not have any environmental effect.

**FISCAL IMPACT:**

The annualized cost of the Program Coordinator III position is \$152,981 including all benefits and overhead. For the balance of the Fiscal Year a prorated amount would be transferred from the Fire Department to the City Manager's Office, thus increasing appropriations in the latter and reducing appropriations in the former, for an overall net change of \$0 in the General Fund.

Respectfully submitted,



Steve Mermell  
City Manager