

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 02/13/06		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of the New Classification Specification for Economic Development Administrator			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (02/08/06); Culver City Management Group (02/08/06)			
Department Approval: Serena Wright (02/07/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (02/08/06)	
City Controller Approval: n/a			
<u>RECOMMENDATION</u> Staff recommends the City Council approve the new classification specification for Economic Development Administrator. <u>BACKGROUND</u> In 2001, the City Council approved reclassification of a Redevelopment Project Specialist position to Redevelopment Project Manager to administer the City's economic development programs. During the budget process for FY2005-2006, the City Council approved the addition of an Economic Development Division to the Community Development Department. This division is primarily responsible for retaining, expanding and attracting preferred businesses to the City of Culver City as well as managing the contracts of various City real property sites. <u>DISCUSSION</u> In order to properly identify this position in the marketplace, the Community Development Department, in concurrence with the Personnel Department, is proposing to reclassify this position to Economic Development Administrator. The current title and classification specification of Redevelopment Project Manager is not consistent with the responsibilities and duties that are expected of the position within the Economic Development Division.			

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Redevelopment's work efforts are focused on revitalizing existing property sites, whereas Economic Development is responsible for retaining, expanding and attracting business, as well as real property coordination.

The new division was created for two reasons: to focus on the City's economic development programs, and the merging of real property duties within the Economic Development Division. Community Development had recommended that the position be created as part of the 2005-06 budget process, but due to time constraints this was not feasible.

The Civil Service Commission approved this revised classification specification at the December 7, 2005 meeting.

FISCAL ANALYSIS

There is no fiscal impact.

ATTACHMENTS

1. New Classification Specification for Economic Development Administrator
2. Classification Specification for Redevelopment Project Manager

MOTION

That the City Council

Approve the new classification specification for Economic Development Administrator.