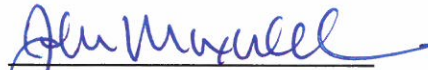




**M E M O R A N D U M**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**



John Maxwell, Director  
Division of Human Resources

**DATE:** November 29, 2021

**SUBJECT:** Create positions – Office of the CAO and Division of Grants and Special Programs

**Request:**

The attached action is requesting authorization to create one (1) unclassified position of ARPA Project Manager (Grade 528E) in the Office of the Chief Administrative Officer and create one (1) unclassified position of Financial Coordinator (Grade 516N) in the Division of Grants and Special Programs, both positions will have a termination date of five (5) years expiring on December 31, 2026.

**Why are you requesting?**

LFUCG has continued to experience a major infusion of federal funds associated with the CARES Act and other COVID response measures. Now with the implementation of the American Rescue Plan Act (ARPA), we request to create these positions to assist with the required administrative tasks that accompany the grants. These positions will be 100% funded by ARPA funds.

**What is the cost in this budget year and future budget year?**

This has a 12-month future impact of a cost \$185,265.88 and will be grant funded.



<b>Position Title</b>	<b>Annual Salary Before</b>	<b>Annual Salary After</b>	<b>Annual Increase/Decrease</b>
Financial Coordinator	\$0	\$46,061.60	\$46,061.60
ARPA Project Manager	\$0	\$82,719.52	\$82,719.52
<b>Total Annual Impact/ Salary and Benefits \$185,265.88</b>			

**File Number:**

0988-21

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at 258-3957.

