



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT

Meeting: July 20, 2021

Subject

Consider increasing the current 0.75 Full-time Equivalent (FTE) Community Relations Coordinator (Block Leader Program) by 0.25 to make 1.0 Full-time Position

Recommended Action

Approve increasing the current 0.75 FTE Community Relations Coordinator (Block Leader Program) position by 0.25 and approve Budget Modification Number 2122-153 to appropriate \$38,352 for the 0.25 FTE addition.

Background

The City's award-winning Block Leader Program was introduced after September 11, 2001 to connect neighbors and build community, resulting in safer, healthier, and happier neighborhoods. Block Leaders connect with neighbors, share resources from the City, and build community engagement; increasing public safety and communication.

Discussion

The Community Relations Coordinator position that administers the Block Leader Program was originally established as a 0.75 FTE with benefits in 1998. This is not a recommended practice since benefited positions are generally required to be full-time in order to maximize cost efficiency for the City. The incumbent Community Relations Coordinator retired from the City at the end of June. This is the only position in the City structure under 0.75 benefitted status, and it is recommended that the position be increased to a full-time position in order to be in alignment with current City practices.

The additional 0.25 FTE will ensure that the program is fully staffed and will bring the position into a consistent status with other positions. Additionally, the Neighborhood Watch Program has been realigned to be administered by this position as well, reducing the need for another part-time position. This will increase efficiency as many of the participants overlap in both programs and the programs will only require 1.0 FTE instead of 1.25 FTEs to operate.

The additional 0.25 FTE will support the revamp and administration of the Block Leader and Neighborhood Watch programs as well as provide the City with the best

recruitment opportunity. Hiring at the current 0.75 FTE level could prove challenging in this area and may not provide the resource hours needed for quality programs.

Sustainability Impact

No sustainability impact.

Fiscal Impact

Approving the additional 0.25 FTE for the Community Relations Coordinator would cost an estimated additional \$38,352 annually. The total cost for a full-time (1.0 FTE) Community Relations Coordinator would be \$153,407 annually at Step 3 of the current salary range.

Prepared by: Thomas Chin, Emergency Manager

Reviewed by: Katy Nomura, Assistant to the City Manager

Approved for Submission by: Dianne Thompson, Acting City Manager