



## Council Agenda Report

From: Ryan Cornell, Administrative Services Director

Subject: Approval of the Part-Time Community Events Coordinator Job Description and Updated Master Pay Schedule

CEQA Determination: The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

Date: March 17, 2026

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### Facts

1. The City organizes and allocates employee resources based on operational needs and assigns duties consistent with its established job classification system.
2. Historically, responsibility for community events—including planning, coordination, and event execution—was assigned to the Public Works Director. In 2026, the Director retired after 22 years of service with the City.
3. Following the retirement, City management evaluated how community event responsibilities should be structured moving forward. Given the strong connection between these activities and existing recreation programming, staff determined the function would be more appropriately managed within the Community Services Department, which already oversees similar programs such as the Concerts in the Park series.
4. In order to properly align job responsibilities with the appropriate qualifications and skill sets, staff developed a new job description that requires City Council approval.
5. To ensure community event responsibilities can be effectively managed without interruption, City management recommends the reclassification of one Lead Recreation Services Representative to this new Community Events Coordinator position. Similar to the current position, this position would be limited to a maximum of 980 hours annually and is recommended to be classified at Grade PT9, with a current salary range of \$25.67 to \$28.24 per hour.
6. The California Public Employees Retirement System (CalPERS) requires governing bodies of local agencies that contract with CalPERS for retirement benefits to approve and adopt a publicly available pay schedule in accordance with public meeting laws. The pay schedule must identify each position by title, the individual pay rate or range for the position, and the time base upon which the pay amounts are calculated, and must be posted at the office of the employer or be immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website (pursuant to California Code of Regulations, Title 2, Section 570.5).

### Options

1. Take no action;
2. Approve the Community Events Coordinator job description and updated Master Pay Schedule;
3. Provide alternative direction to staff.

## **Analysis and Conclusions**

Community events play an important role in fostering civic pride, supporting local businesses, and enhancing quality of life for residents and visitors. Events hosted in City parks (e.g., Pioneer Parade, 4<sup>th</sup> of July, New Year's Eve) require coordination across multiple departments, including Public Works, Police, Fire, and Community Services, as well as coordination with event organizers, vendors, and community groups.

The Community Events Coordinator will perform intermediate-level administrative and program support work, including assisting with event planning, permit coordination, logistical planning, vendor communication, and ensuring compliance with municipal policies and safety requirements. The position will also serve as a point of contact for event organizers and community partners, helping to ensure that events meet City standards and operate smoothly.

In evaluating the future of this function, City management carefully considered both operational needs and fiscal responsibility. While the demand for event coordination services remains consistent, staff believes the reclassification of a part-time position is the most appropriate approach at this time. Establishing this role will allow the City to maintain the necessary level of service and oversight for community events while remaining fiscally prudent.

This approach also provides the City with flexibility to evaluate long-term needs as the community continues to grow and as event programming evolves. Should demand increase in the future, the City Council may consider adjustments to staffing levels at that time.

This action does not result in a net increase in the City's personnel complement or cost to the City. Rather, it establishes a new job description and reclassifies an existing part time position to more accurately align with the operational needs of the organization.

## **Fiscal Impact**

The recommendation is to reclassify one lead recreation services representative position to a community events coordinator position. As such, there is no net increase in personnel costs. This represents a cost-conscious solution to maintain the City's event coordination function. The total personnel cost, including wages, benefits and retirement, for the position is approximately \$30,800 per year.

## **CEQA**

The City finds that this action is not a project under the California Environmental Quality Act pursuant to State Guidelines Section State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

## **Recommendation (Option x)**

Approve Resolution 26-XXX, approving the community events coordinator position, the job description and the update to the Master Pay Schedule.

## **Attachments**

1. Resolution 26-XXX
  - a. Exhibit A: Master Pay Schedule
  - b. Exhibit B: Community Events Coordinator Job Description