

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	June 13, 2011
	<b>Agenda Item No.</b> 64 <b>Roll Call No.</b> <u>11-1052</u> <b>Communication No.</b> <u>11-392</u> <b>Submitted by:</b> Phillip Delafield, Community Development Director	

**AGENDA HEADING:**

Approving reduction of staff.

**SYNOPSIS:**

Recommend approval and authorize the City Manager to implement the diminution of two positions within the Community Development Department; including the issuance of appropriate layoff notices.

**FISCAL IMPACT:**

Amount: \$205,000 in salary and benefits

Funding Source: 2010-11, Operating Budget, Community Development Department, Community Development Block Grants, SPO020, CDD049900, page 68.

**ADDITIONAL INFORMATION:**

On March 28, 2011, the City Council received a presentation on the 2011 Community Development Block Grant (CDBG) funding discussions that were occurring in Congress.

The final passage of the FY11 Federal Budget resulted in a loss of \$794,000 to the Community Development Block Grant Program. This reduction in funding results in reduced funding for administration and programs.

To address the reduction in administration funding, the reduction of two positions is being recommended. These two positions are in the Community Investment Administration Division and are responsible for monitoring Federal funding allocations. With the reduction of the number of contracts awarded from CDBG dollars, the number of contracts being monitored will be reduced. This reduced workload and contracting efficiencies will offset the reduction in workforce.

The diminution of positions needs Council authorization to layoff the affected employees pursuant to Iowa Code Chapter 400.28. It is expected that the general layoff date will be June 30, 2011.

The two positions being eliminated are the following:

Management Analyst – Shelley Nurse  
Community Action Site Office Supervisor – Carolyn Gathright

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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