

**AGENDA
ITEM**

12



CITY COUNCIL AGENDA STAFF REPORT

DATE: February 19th, 2025

TO: Mayor and City Council

APPROVED BY: Juan Contreras, Acting City Manager *JAC*

PREPARED BY: Karla Chaparro, Finance Director *KC*

SUBJECT: Authorize the recruitment and allocation of funding for the Grants Manager position to enhance the City's ability to secure, manage, and maximize grant opportunities.

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Recommendation:

It is recommended that the City Council approve the recruitment and allocation of funding for the Grants Manager position as outlined in the attached job description. This position is critical for identifying and securing grant funding to support City projects, enhance operational efficiencies, and ensure compliance with grant requirements.

Background:

The Grants Manager position has been developed to address the City's growing need for effective grant management and to secure additional funding sources for City operations. This role is designed to ensure compliance with grant requirements, maximize the City's revenue-generating potential, and streamline grant-related processes across departments. The selected individual will focus on identifying and applying for federal, state, local, and private grants to support City projects.

Discussion and Analysis:

A dedicated Grants Manager will play a crucial role in helping the City identify, apply for, and effectively manage multi-million dollar grants. This position will establish clear and efficient grant management processes, addressing existing gaps that have hindered the City's ability to pursue future funding opportunities. By implementing proper oversight, compliance measures, and financial tracking, the Grants Manager will ensure that the City meets all grant requirements, reducing the risk of missed reimbursements or ineligible expenditures. This role will be instrumental in maximizing reimbursement for every eligible dollar while also reviewing past grants to identify and recover any unclaimed funds.

Additionally, the Grants Manager will actively collaborate with City departments to identify and secure funding opportunities that align with their specific needs, priorities, and long-term strategic goals. With a dedicated focus on grant administration, the City will be better positioned to secure critical funding for infrastructure, public services, and community programs, ultimately strengthening its financial sustainability and expanding resources for essential projects.

This role requires independent judgment and expertise in financial analysis, grant writing, and compliance, making it essential for the City's fiscal health and growth.

Conclusion:

The establishment of the Grants Manager position will provide the city with a dedicated professional to identify funding opportunities, manage grants effectively, and ensure compliance with all applicable requirements, as well as ensure prompt, accurate, and responsible reimbursement of eligible grant funds. This position is vital to enhancing the City's fiscal sustainability and advancing critical projects for the benefit of the community.

Fiscal Impact:

The proposed salary schedule for this position is structured in accordance with the City's existing classification and compensation framework for the G-55 range. This range reflects the level of responsibility, expertise, and qualifications required for the role, ensuring that the position remains competitive and attractive to qualified candidates. Below is the corresponding salary table for the G-55 range, detailing the step increases and compensation structure applicable to this position.

Step 1	Step 2	Step 3	Step 4	Step 5
7,657	8,040	8,442	8,864	9,308

The financial impact of this position, including salary and benefits, will be as follows for each applicable fiscal year:

Fiscal Year 2025

In fiscal year 2025, the projected fiscal impact of this position, assuming the selected individual is hired at the beginning of March 2025, is estimated at **\$52,555.11**. This amount accounts for both salary and benefits over a four-month period within the twelve-month fiscal year.

Annual Fiscal Impact (July 2024 - June 2025):
\$157,665.32

Pro-rated Fiscal Impact (March 2025 - June 2025):
\$157,665.32/12 Months x 4 Months= **\$52,555.11**

Fiscal Year 2026

In fiscal year 2026, the projected fiscal impact of this position is **\$167,863.62** assuming a 2% cost of leave adjustment, 5% medical insurance increment and an anticipated rise in CalPERS contribution rates. The Grants Manager position is expected to offset its cost by proactively identifying, securing, and managing grants and other funding opportunities.

Annual Fiscal Impact (July 2025 - June 2026):
\$167,863.62

Coordinated With:
City Manager's Office

Attachments:

- 1. Grants Manager Job Description
- 2. Budget Amendment Resolution

ATTACHMENT 1



CITY OF CALEXICO

CLASS TITLE: GRANTS MANAGER

SALARY: \$7,657 - \$9,308 RANGE: G-55

BASIC FUNCTION:

Under direction of an assigned supervisor, identifies sources of revenue through grants, efficiencies in City operations, implementation of new technologies and procedures, etc. Prepares, reviews, and oversees the management of City grants to assure compliance with grant requirements and coordinates with City departments to enhance revenue generating operations. Ensures the prompt, accurate, and responsible reimbursement of eligible grant funds. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

- Incumbents exercise considerable independent judgment. May provide direction to support staff.

GENERAL INFORMATION

Bargaining Unit: City Management Association

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identifies potential sources of revenue through grants, efficiencies in City operations, implementation of new technologies and procedures.

Oversees management of City grants to assure compliance with grant requirements.

Works closely with other City departments to identify and improve revenue generating operations.

Prepares and reviews grant applications and supporting documentation to ensure compliance with funding requirements, including researching, compiling, and interpreting demographic and statistical data necessary for the applications.

Maintains records for grants and other funding sources for compliance with applicable regulations and policies, including quarterly financial reports.

Prepares reports detailing the status of all grant applications and availability of additional funding sources.

December 2013

Ensures the prompt, accurate, and responsible reimbursement of eligible grant funds by adhering to compliance requirements, maintaining detailed financial records, and implementing efficient processing procedures.

Meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's funding efforts.

Develops and implements contracts to receive funds for department activities or to provide funds to private organizations to perform grant-related activities.

May contact and appear before state and local elected officials to obtain support for various proposals, projects, or legislative actions; prepares reports for application approval and/or expenditure authority.

Performs related duties as required.

The preceding activities have been provided as examples of the types of work performed by individuals assigned to this position. The City reserves the right to add, modify, change, or rescind work assignments as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic budgetary principles and methodology.
Federal, state, local and private sources of grants.
Statistical methods, research techniques and applications.
Principles and practices of grant procedures and management.
Basic fiscal functions and operations of a municipality.
Record keeping techniques.

ABILITY TO:

Identify potential grant funding sources.
Understand the principles and practices of public funding, as well as management techniques and procedures.
Prepare grant applications and obtain/compile supporting documentation.
Initiate and analyze financial data in conjunction with grant application and grant management.
Prepare, submit, and present complex written reports.
Interpret and apply complex regulations, legislation and guidelines.
Develop, administer, and maintain grant oversight systems and procedures to ensure compliance with funding requirements.
Coordinate and plan multiple projects.
Maintain accurate records and files related to the funding process.

Actively pursue the timely and accurate reimbursement of grant funds by closely monitoring eligible expenses, ensuring compliance with grant guidelines, and submitting required documentation promptly.

Establish and maintain cooperative and effective working relationships with others.

Express ideas and recommendations effectively in oral and written form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Completion of Bachelor's Degree or a related field from an accredited college or university and two years of direct work experience in grant writing.

Associate of Science/Associate of Arts plus 3 years of experience or 5 years of experience with ability to trade 2 years of experience for 2 years college level education. Five years of progressively responsible financial and/or accounting experience may be substituted for direct work experience in grants writing.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License with an acceptable driving record.

Able to work a flexible schedule to include weekends and evenings, as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Stooping, bending, and reaching for files

Standing and sitting for extended periods of time.

Hearing and speaking to exchange information.

Dexterity of hands and fingers.

Seeing to read a variety of materials.

ATTACHMENT 2



BUDGET AMENDMENT RESOLUTION NO. 2025-____
 BUDGET AMENDMENT RESOLUTION OF THE CITY COUNCIL
 OF THE CITY OF CALEXICO AUTHORIZING AN AMENDMENT
 TO THE FINAL BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS, the Final Budget for Fiscal Year 2024-2025 was adopted by Resolution No. 2024 - 44 of the City Council on June 26, 2024; and

WHEREAS, the City Council has authorized the amendment of the Final Budget, in accordance with proper governmental accounting and financial reporting practices; and

NOW THEREFORE, the City Council of the City of Calexico hereby resolves and authorizes the following action(s)

AMENDMENTS TO ADOPTED BUDGET:

1) Record Revenue Estimates(s)

Fund No.	Department	Division	Account	Sub-Account	Amount
Total				\$	-

2) Record Appropriation(s)

Fund No.	Department	Division	Account	Sub-Account	Amount
Total				\$	-

3) Record Transfer of Funds:

FROM:

Fund No.	Department	Division	Account	Sub-Account	Amount
III	10	160	51010	000	\$30,629.87
III	10	160	52010	000	\$5,947.21
III	10	160	52011	000	\$2,343.19
III	10	160	52012	000	\$9,770.83
III	10	160	52013	000	\$3,675.58
III	10	160	52014	000	\$153.15
III	10	160	52015	000	\$35.28
Total				\$	52,555.11

TO:

Fund No.	Department	Division	Account	Sub-Account	Amount
III	10	150	51010	000	\$30,629.87
III	10	150	52010	000	\$5,947.21
III	10	150	52011	000	\$2,343.19

III	10	150	52012	000	\$9,770.83
III	10	150	52013	000	\$3,675.58
III	10	150	52014	000	\$153.15
III	10	150	52015	000	\$35.28
Total				\$	52,555.11

4) Purpose of Budget Amendment:

Request that the City Council approve the Budget Amendment Resolution to transfer \$52,555.11 from Division 160 to Division 150 in the General Fund to cover four months (March – June 2025) of salary and benefits costs associated with the approved position of Grants Manager.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calexico at the regular meeting this 19th day of February, 2025.

DIANA NURICUMBO, MAYOR

ATTEST:

VERONICA L. ALVARADO, City Clerk

APPROVED AS TO FORMS;

CARLOS CAMPOS, City Attorney

STATE OF CALIFORNIA)
CITY OF CALEXICO) ss.
COUNTY OF IMPERIAL)

I, Veronica Alvarado, City Clerk of the City of Calexico, do hereby certify under the penalty of perjury, that the foregoing Resolution No. 2025-____, was duly adopted by the City Council at their regular meeting of said City Council held on the 19th day of February, 2025 by the following votes:

AYES:
NOES:
ABSTAIN:
ABSENT:

VERONICA L. ALVARADO, City Clerk
City of Calexico