



**CHURCH
STREET
MARKETPLACE**

October 9, 2013

TO: City Council
FROM: Ron Redmond, Church Street Marketplace
RE: REQUEST TO APPROVE RECLASSIFICATION OF CHURCH STREET MARKETPLACE'S
MARKETING ASSISTANT POSITION FROM GRADE 14 TO GRADE 16, FUNDED BY
REDUCING CONTRACTUAL SERVICES BUDGET IN PUBLIC RELATIONS
cc: Julie Hulburd, Human Resources
Marketplace Staff and Commission

I am writing to request the City Council approval for a reclassification of the Church Street Marketplace's Marketing Assistant position from Grade 14 to Grade 16. This request was reviewed by the Board of Finance at their October 15, 2013 meeting.

Over the past year, we made substantial changes and additions to the duties and responsibilities of the Marketing Assistant. The degree of change was such that when we consulted with the Human Resources department, they conducted a reclassification. Their recommendation was to reclassify the position from Grade 14 to Grade 16. Using FY 14 salary tables, the difference between the current and new is \$5,072.47.

At our September 18, 2013 Marketplace Commission meeting, the Commission unanimously approved the increase and to fund it through an equal reduction in operating expenses. Staff will reduce, by \$5,072.47, the department's budget for Professional and Consultant Services, Contractual Services, 230-33-390.6500_118 in Public Relations.

As you remember, our goal for FY 14 is to generate approximately \$100,000 more in revenue than expenses, to stay on track with our strategy to pay down our \$200,000 negative fund balance.

Best, Ron.