

## MEMORANDUM

To: Honorable Mayor and City Council Members

From: Bob Harrison, City Manager

Date: July 1, 2021

RE: Grant writer position

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As discussed at the June 15 regular business meeting, the City has developed and Civil Service has approved the Grant Writer position classification, and we would like to proceed with the hiring of a grant writer. There are many opportunities at the federal and state level for grants that we should be applying for but don't have the capacity or organizational expertise to effectively apply for and win these grant awards. There is also the opportunity to explore foundations that can provide grants. Additionally, this position will work with our non-profit partners and provide technical assistance/guidance as they seek grant opportunities.

The pay range for the position is \$26.95 to \$32.39 per hour. Projecting the financial impact using a September 1, 2021 start date, it is anticipated this cost will be approximately \$30,000 for the balance of the year. This position will be funded through existing general fund savings.