



Staff Report

For City Council Meeting - 09/06/2017

Subject - Resolution - Administrative Assistant Position

Synopsis: The Gearhart City Council and City Administrator has determined a new position within the city hall is necessary. Because this position was not budgeted FY 2017/2018 a resolution is necessary to move funds to accommodate the costs.

This position will be an assistant position primarily for the city administrator and will also assist all other departments as needed. This position will also cover administrative positions for vacations, scheduled days off, and sick leave.

The cost for the position including wages, healthcare, retirement, w/c, social security and other costs will not exceed \$65,000 the first year. This years prorated cost will be less depending on the date the position is filled.

Recommendation: City staff recommends this project as it will enhance service to our community, staff, and overall workflow for city hall.

Legal Analysis: N/A

Financial Analysis: See attached resolution

Respectfully submitted,

Chad

RESOLUTION NO. 937

WHEREAS, the City of Gearhart has an General Fund excess of \$20,000 in the Administrative Material & Services fund, \$20,000 in the Non-Departmental Materials & Services Fund, and \$15,000 in the Planning Materials & Services Fund, and;

WHEREAS, the City of Gearhart's General Funds Administrative Personnel Fund requires an additional \$55,000 for expenditure;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GEARHART, that the \$20,000 in the Administrative Material & Services fund, \$20,000 in the Non-Departmental Materials & Services Fund, and \$15,000 in the Planning Materials & Services Fund shall be transferred to the City of Gearhart's Administrative Personnel Services fund.

Passed by the City Council of the City of Gearhart this ____ day of Nov.2017.

Approved and signed by the Mayor of the City of Gearhart this _____ day of Nov. 2017.

Mayor Matt Brown

Chad Sweet, City Administrator