

RESOLUTION NO. 2024-62

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COACHELLA,
CALIFORNIA, APPROVING THE CREATION AND FUNDING FOR A FULL-TIME
EXECUTIVE ASSISTANT POSITION IN THE CITY MANAGER’S DEPARTMENT**

WHEREAS, on March 9, 2016, Council reclassified the Executive Assistant position to a Deputy City Clerk. At the time, the Executive Assistant reported to the City Manager and provided secretarial and administrative support. However, these duties were reduced under the Deputy City Clerk classification. The Executive Assistant position has remained unfilled and unfunded since 2016;

WHEREAS, staff is requesting that Council approve the Executive Assistant position to provide much-needed support to the City Council and the City Manager to ensure that the administrative functions of the City Manager’s office are effectively carried out; and

WHEREAS, the Executive Assistant position falls under the Mid-Management bargaining unit and is already on the Salary Schedule as Grade 17, with a salary range of \$84,129 - \$101,044 annually.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the City Council of the City of Coachella, as follows:

Section 1. **Incorporation of Recitals.** The City Council hereby finds and determines that the foregoing Recitals of this Resolution are true and correct and hereby incorporated into this Resolution as though fully set forth herein.

Section 2. **Title.** Adopt Resolution No. 2024-62, a Resolution of the City Council of Coachella, California, Approving the Creation and Funding for a Full-Time Executive Assistant Position in the City Manager’s Department.

PASSED, APPROVED and ADOPTED this 13 day of November 2024.

Steven A. Hernandez
Mayor

ATTEST:

Angela M. Zepeda
City Clerk

APPROVED AS TO FORM:

Carlos Campos
City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. 2024-62 was duly adopted by the City Council of the City of Coachella at a regular meeting thereof, held on the 13 day of November 2024, by the following vote of Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Delia Granados
Deputy City Clerk