



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion and Approval to Transfer the Staff Assistant Position in Planning & Community Development to the Code Enforcement Department.

Submitted By: Human Resources Department

Date Submitted: September 20, 2023

Work Session Date: October 2, 2023

Council Meeting Date: October 2, 2023

Background/History:

The Code Enforcement Department was established during FY23-24 Budget. Since conception the Staff Assistant in Planning & Community Development has served in the role performing administrative duties and functions within Code Enforcement Department.

Cost: \$

Budgeted for: Yes No

Financial Impact: There will be no increase in salary, just a transfer of the line item

This change will reduce the Planning & Community Development's salary line by transferring the remaining balance over to the Code Enforcement Department's line item for salaries.

Action Requested from Council:

My request is for the Council to approve the transfer of the Staff Assistant position in the Planning & Community Development Department to the Code Enforcement Department. This will include the transfer of the employee who already holds that position and performing the duties.