



CITY OF  
**FORESTPARK**

## City Council Agenda Item

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**Subject:** Council Discussion and Approval to separate the City Clerk and Executive Assistant Position within the City Manager's Office.

**Submitted By:** Interim City Manager, James Shelby

**Date Submitted:** May 1, 2023

**Work Session Date:** May 1, 2023

**Council Meeting Date:** May 1, 2023

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### **Background/History:**

The City Clerk/Executive Assistant position is combined and according to the recent organizational audit by Mauldin & Jenkins the positions should be separate. The Executive Assistant position will report directly to the City Manager and Mayor. This position will handle all administrative duties and other duties as assigned. This split will not affect nor have a major impact on the position of City Clerk. It will just split the two positions and be more defined according to the updated job descriptions.

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**Cost: \$ 55,000 – 60,000**

**Budgeted for:**  Yes  No

### **Financial Impact:**

There is currently a funded position that is not being utilized (Deputy City Manager). I would like to utilize those funds to fund this position for the remainder of the Fiscal Year.

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### **Action Requested from Council:**

My request is for the Council to approve my request to amend the budget to utilize the funds allocated for the Deputy City Manager position to fund the position of Executive Assistant for the remainder of this Fiscal Year.