

MEETING DATE
5/2/2025

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Create New Position

DEPT / OFFICE: Human Resources

Originator: BillieJo Bible, Director of Human Resources		
City Manager Don Rosenthal	Department Director BillieJo Bible	Date 4/25/2025
Recommended Action: Approve to create a new position for Legal Administrative Assistant pending approval of the City hiring in-house attorney.		
Summary Explanation & Background: If the City Council approves hiring an in-house City Attorney, said attorney is expected to need a Legal Administrative Assistant.		
Alternatives:		
Source of Funds:		
Financial Impact: With salary and benefits the cost will be a minimum of \$83,368.28 (per finance).		
Exhibits Attached: Job description and salary breakdown		