

STAFF REPORT REGULAR MEETING

AGENDA DATE: March 31, 2026

DEPARTMENT: City Commission

TITLE:

Discussion regarding Executive Assistant to the City Commission position

SUMMARY:

The City Commission has been without a full time Executive Assistant since 2024. A decision needs to be made on what qualifications are needed so that the position can be posted.

BACKGROUND AND JUSTIFICATION:

The City Commission is to give direction regarding which job description to post for the Executive Assistant to the Commission.

MOTION:

Move to approve/disapprove the xxxxxx job description for the Executive Assistant to the City Commission position

ATTACHMENT(S):

Fiscal Impact Analysis
Job descriptions for Executive Assistant / Ombudsman / Legislative Aide

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	0	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	
Division	
GL Description	
GL Account Number	
Project Number	
Requested Funds	
Remaining Balance	
Source of Revenue (i.e. Paygo, Current Revenue, Bond Money, Grants, etc.)	