

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
AUTHORIZING THE DELETION OF ONE VACANT OFFICE ASSISTANT II POSITION
AND THE ADDITION OF ONE ADMINISTRATIVE ASSISTANT I POSITION**

WHEREAS, the proposed changes are as detailed below:

- Delete a vacant 1.0 full-time equivalent (FTE) Office Assistant II position allocated equally between the City Clerk's office and Finance Department; and
- Add a 1.0 FTE Administrative Assistant I position to be allocated between the City Clerk's office (80%) and Finance Department (20%); and

WHEREAS, this change will allow the City to maintain momentum on current and future projects in the City Clerk's office and further assist both the community and staff; and

WHEREAS, this change will more accurately align the current and future duties of the position with the classification; and

WHEREAS, this change results in an annual increase of \$12,664 to the City's General Fund operating budget; and

WHEREAS, the bargaining unit representing the impacted classification has reviewed the proposed changes and has not brought forth any objections or concerns.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Burlingame finds, orders and declares that:

1. The Council approves the deletion of a 1.0 FTE Office Assistant II position allocated equally between the City Clerk's office and Finance Department; and
2. The Council approves the addition of a 1.0 FTE Administrative Assistant I position allocated between the City Clerk's office (80%) and Finance Department (20%).

Donna Colson, Mayor

I, Meaghan Hassel Shearer City Clerk of the City of Burlingame, certify that the foregoing resolution was introduced at a regular meeting of the City Council held on the 3rd day of September 2019, and was adopted thereafter by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Meaghan Hassel-Shearer, City Clerk