



MEETING OF MAY 2, 2023

TO: Mayor Jordan and City Council
THRU:
FROM: Kit Williams, City Attorney
DATE:
SUBJECT: Budget Adjustment - Senior Assistant City Attorney Position in the City Attorney's Office

RECOMMENDATION:

City Council approval of a budget adjustment in the amount of \$111,499 to fund the Senior Assistant City Attorney position

BACKGROUND:

This additional full-time position in the City Attorney's Office was approved by the City Council on on March 7, 2023, pursuant to Resolution 62-23.

DISCUSSION:

The position of Senior Assistant City Attorney has now been properly graded by HR and JER HR Group and will be soon filled by promoting Blake Pennington as stated in the earlier Resolution approved by the City Council which established that position. The City's IT Department estimates the cost for the required new laptop computer, monitor, phone and an adobe license will be about \$2,635 with a possibility that additional software licenses may be required in the future. The other non-personnel costs for this position should be about \$2,300 for publications, (including Lexis Nexis legal research access) dues, travel and training.

BUDGET/STAFF IMPACT:

Budget Adjustment Attached

ATTACHMENTS: 2023-701 BA Senior Assistant City Attorney