RESOLUTION NO. 2019 - 40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELL
AUTHORIZING THE INTERIM CITY MANAGER TO IMPLEMENT
DEPARTMENTAL STAFF CHANGE, INCLUDING THE
APPROVAL OF A NEW EXECUTIVE ASSISTANT POSITION

WHEREAS, the City Council recognizes the increase work load and service demands in
the administration department, which necessitates the reclassification of the City Manager’s
Management Analyst; and

WHEREAS, operational efficiencies can be achieved by authorizing staff to fill the vacant
position of the City Manager’s Management Analyst with a classification of an Executive Assistant.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELL DOES HEREBY:

SECTION 1. The City Council hereby approves amending the Fiscal Year 2018-19
budget by replacing the City Manager’s Management Analyst with a new Executive Assistant
position.

SECTION 2. The City Council hereby approves amending the Fiscal Year 2018-19
budget by appropriating an additional amount of $5,315.88 annually from the General Fund to
cover the cost of the Executive Assistant.

SECTION 3. The City Council authorizes the interim City Manager to reorganize the
Administration Department and authorize the creation of an Executive Assistant position in that
department.

SECTION 4. The City Council hereby approves the job description and salary range for
the position of Executive Assistant (Exhibit A).

SECTION 5. The City Council hereby desires to amend the BCEA classified unit to
include the position of Executive Assistant

PASSED, APPROVED, AND ADOPTED this 12th day of June 2019.

Ali Saleh, Mayor

APPROVED AS TO FORM:

David Aleshiro, City Attorney
CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 12th day of June 2019, by the following vote:

AYES: Councilmembers Gallardo, Quintana, Valencia, Vice-Mayor Romero and Mayor Saleh

NOES: None

ABSENT: None

ABSTAIN: None

[Signature]
Angela Bustamante, City Clerk