

RESOLUTION NO. 2023-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING THE ALLOCATION OF AN ADMINISTRATIVE ASSISTANT II POSITION AT THE MARINA MUNICIPAL AIRPORT; AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLAN, AND, AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY BUDGETARY AND ACCOUNTING ENTRIES

WHEREAS, there is a need for an Administrative Assistant II position to provide support staff at the Marina Municipal Airport; and,

WHEREAS, the Administrative Assistant II at the Airport position will be part the Marina Employees Association group; and,

WHEREAS, the salary and benefits for the proposed position is approximately \$90,000 annually; and,

WHEREAS, the Airport operates an enterprise fund which has adequate ongoing funding for the Administrative Assistant II position. This position will not have an impact on the General Fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. That the Administrative Assistant II classification is position is hereby added to the Marina Municipal Airport staff allocation plan.
2. That the Administrative Assistant II will be part of the Marina Employees Association group.
3. That the salary schedule of the Administrative Assistant is previously included in the Citywide compensation plan.
4. That the City Manager is hereby authorized and directed to make the necessary adjustments to the City's Classification and Compensation Plan.
5. That the City's Finance Director is hereby authorized and directed to make the necessary and appropriate budget adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 18th day of January 2023 by the following vote:

AYES, COUNCIL MEMBERS: Visscher, McCarthy, Biala, Medina Dirksen, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of January 18, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPROVING THE ALLOCATION OF AN ADMINISTRATIVE ASSISTANT
II POSITION AT THE MARINA MUNICIPAL AIRPORT; AUTHORIZING
THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO THE
CITY'S CLASSIFICATION AND COMPENSATION PLAN, AND,
AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY
BUDGETARY AND ACCOUNTING ENTRIES**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2023-, approving the allocation of an Administrative Assistant II position at the Marina Municipal Airport; and,
2. Authorizing the City Manager to make necessary adjustments to the City's classification and compensation plan, and,
3. Authorizing the Finance Director to make necessary budgetary and accounting entries.

BACKGROUND:

The Marina Municipal Airport currently is staffed by one full time Airport Services Manager and one full time maintenance worker. The Airport Services Manager is tasked with daily safety checks, pilot services and communications, fuel delivery, tenant relations, lease management, facility maintenance and repair coordination, billings, invoicing, Airport Capital Improvement Project coordination, airport planning, FAA coordination, grant applications and reporting, and daily customer service needs. The Airport is in a unique position to grow and succeed with introduction of major new tenants and opportunities for significant grant funding from the FAA.

ANALYSIS:

The day-to-day service demands at the Marina Municipal Airport have grown considerably in the last few years with the introduction of new major tenants. For the Airport to operate successfully and to pursue growth opportunities through grant funding and employer expansion, support staff is needed to augment the day-to-day administrative duties that must be undertaken. It is staff's assessment that the proper Classification to perform the needed support duties for the Airport Services Manager is Administrative Assistant II.

FISCAL IMPACT:

The annual salary and benefits costs for the Administrative Assistant II position is approximately \$90,000 annually. The Airport operates an enterprise fund which has adequate ongoing funding for the Administrative Assistant II position. This position will not have an impact on the General Fund.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Matt Mogensen
Assistant City Manager

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina