

RESOLUTION NO. 367

A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS TO INCREASE WORK TIME OF THE RECEPTIONIST.

WHEREAS, the City Staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A", and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit "A", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of December, 1983, and filed with the Wilsonville City Recorder this same day.



WILLIAM G. LOWRIE, Mayor

ATTEST:

DEANNA J. THOM, City Recorder
CB-R-19-83
RESOLUTION NO. 367

CITY OF WILSONVILLE

MEMO

December 19, 1983

DATE

TO: Mayor and City Council
FROM: Daniel O. Potter, City Administrator
SUBJECT: Receptionist

Now that we are in the new building it is obvious that we need to increase the time of the receptionist.

The receptionist is located in an area independent from other offices. Someone needs to physically be at the receptionist position as all incoming telephone calls are answered at this position. Also, the receptionist receives payment for water and sewer bills, distributes the mail, directs visitors to the proper location, etc.

Heretofore, in the other building there was only the one counter. Now we have a counter at the receptionist position and a counter at the Building, Planning, Public Works area. This new configuration makes it very difficult to spread people thin enough to cover both counters.

Prior to the move my secretary, Fern Rostal, covered the reception area from 8 to 10 a.m. Kay Anicker, the receptionist, came at 10 a.m. and worked until 3 p.m. Kim Sambuceto, the Public Works/Building secretary, covered from 3 p.m. to 5 p.m. We need to relieve Kim from receptionist duties so she can remain on the lower level.

I propose that we increase the time of Kay Anicker by having her work from 9 a.m. to 5 p.m. This, with a lunch hour, is an increase of two hours.

Fern Rostal will work the first hour as receptionist, and will be available to take the Noon to 1 p.m. lunch hour.

I believe with this arrangement we can keep all counters covered, and properly answer the telephone.

Obviously this is an increased cost for time and fringe benefits as follows:

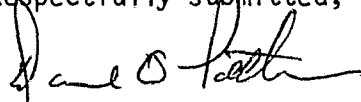
Additional Salary	\$ 263.40
Additional Fringe Benefits	<u>64.24</u>
Total	\$ 327.64 per month
Total for Balance of Year (6 1/2 Mo.)	\$2,129.66
Rounded	\$2,130.00

Mayor and City Council
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In order to fund this, a transfer can be made from the General Fund, Non-Departmental, Building Rental, line item (Account No. 60632) to General Fund, Administration, Salaries and the appropriate fringe benefits.

Recommendation: I recommend that the Council authorize the above described fund transfer in the amount shown.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Daniel O. Potter".

Daniel O. Potter

DOP/fr