

# **TOWN OF FAIRFAX**

## **STAFF REPORT**

**To:** Mayor and Members of the Town Council  
**From:** Michael Rock, Town Manager  
**Date:** October 7, 2009  
**Subject:** **Management Analyst Limited Term Position**

### **RECOMMENDATION**

Approve the following actions related to the Management Analyst (Limited Term) position:

1. Allow Management Analyst position to expire and do not renew for another year
2. Allocate \$40,000 for the remainder of the 2009-10 fiscal year towards temporary help to continue a limited portion of the Management Analyst work

### **DISCUSSION**

On August 20, 2008 at the Town Council meeting the Management Analyst position was proposed as part of the draft budget. On September 3, 2008 the Council created a 1-Year Limited Term position and the job specifications and salary range. The one year period expired on September 30, 2009 and Yvonne Roberts has resigned from the position to take employment elsewhere.

With the uncertainty at this time as to whether the State will take our gas tax monies (\$120,000 per year) and with the impending increases in PERS retirement and health care costs it is prudent at this time not to fill this position. It is essential that the Town recover all costs associated with the FEMA projects still outstanding and administer grants already received. Thus the recommendation to budget \$40,000 for the remainder of this fiscal year to ensure completion of this work is necessary.

### **FISCAL IMPACT**

There will be a savings of approximately \$40,000 for the remainder of this fiscal year. The temporary help will be funded from 01-715-421.