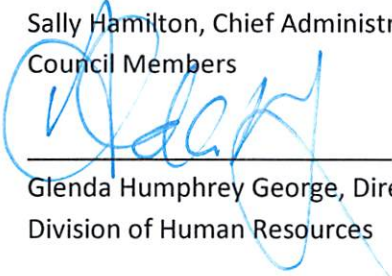




## M E M O R A N D U M

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
Glenda Humphrey George, Director  
Division of Human Resources

**DATE:** September 24, 2025

**RE:** Create – Office of the Mayor

**Request:**

The attached action is requesting authorization to amend the authorized strength by creating one (1) unclassified civil service position of Administrative Aide to Mayor (Grade 523E) in the Office of the Mayor, effective upon passage of Council.

**Why are you requesting:**

This position is being created to add an entry-level Administrative Aide position in the Office of the Mayor.

**What is the cost in this year and future budget year?**

This has a 12-month fiscal impact cost of \$96,225.87.

Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Administrative Aide to Mayor	\$0	\$71,556.16	\$71,556.16
Total Annual Impact/ Salary and Benefits \$96,225.87			

**File Number:** 0948.25

**Director/Commissioner:** Glenda Humphrey George/Sally Hamilton

If you have questions or need additional information, please contact Alana Morton at (859) 258-3037.

