

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR
STEPHANIE WILLIAMS, CITY CLERK
SUBJECT: APPROVAL TO ADD 1.0 FTE LIMITED TERM POSITION IN THE
CITY CLERK'S OFFICE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the City Clerk's Office and the Human Resources Department that the Council, by resolution, amend the City classification and salary plan to add 1.0 Full Time Equivalent (FTE) Limited Term Administrative Technician – Confidential to the City Clerk's office for a two-year term.

EXECUTIVE SUMMARY

The City Clerk's Office is requesting to add a two-year limited term Administrative Technician position to provide support for City's continued use of virtual meetings and provide support the Public Records Act (PRA) process. The position will ensure adequate coverage of Zoom Host duties for City Council and boards and commission meetings. In addition, the position will add additional resources to process PRA requests, which have become greater in number and more complex over the past year. There is enough funding in the current budget to pay for the position without an appropriation of additional funding.

BACKGROUND

During the COVID-19 pandemic, the City has relied on virtual meetings to hold public meetings. This initially began with holding virtual meetings for the City Council only, but has since expanded to other boards, commissions, and sub-committees. These meetings require Zoom Hosts as well as technical support from IT. There are currently two positions in the City Clerk's office to provide Zoom hosting and training for these meetings. Additionally, the City has experienced a dramatic increase in number and complexity of PRA requests, and the City Clerk's office does not have sufficient staffing resources to manage these requests.

PRIOR CITY COUNCIL REVIEW

The City Council was notified of the need for an additional position in the City Clerk's Office during the September 15, 2020 Fiscal Year-End Review study session.

ANALYSIS

Staff is requesting a two-year Limited Term position which will allow time to address existing resource needs and allow for time to assess the need for the position beyond the two-year term.

With the position in the City Clerk's office, it is appropriate for the position to be classified as Confidential. Confidential positions are 2% more in salary than comparable non-confidential positions. The salary and benefits cost for an Administrative Technician – Confidential position is approximately \$125,000 per year. The limited term will begin when the position is filled, and will end two years from that point. Assuming the position is filled in January 2021, the estimated cost of the position for the second half of FY 2020-21 will be approximately \$60,000. No additional budget appropriations will be needed to pay for this position for the remainder of the current fiscal year. Instead, the additional budget in the City Clerk's budget will be offset by reductions in unused conference and travel budgets within the General Fund.

FISCAL IMPACT

The addition of this two-year limited term position will not result in an increase in budget for FY 2020-21, as there is sufficient funding to offset the cost; however, there will be an increase in the budget for the remaining years of the positions two-year limited term (FY 22 and FY 23).

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

APPROVAL TO ADD 1.0 FTE LIMITED TERM POSITION IN THE CITY CLERKS
OFFICE
PAGE 3 OF 3

ATTACHMENTS

- Resolution

CONTACT

Stephanie Williams, swilliams@srcity.org, 543-3016