



APPROVAL TO ADD 1.0 FTE LIMITED TERM POSITION

City Council Meeting
December 15, 2020

Stephanie Williams, City Clerk
City Manager's Office

BACKGROUND

- The City Clerk's Office is responsible for managing the City's response to Public Records Act (PRA) requests
- The City Clerk's Office also manages the City's virtual public meetings by either acting as Zoom hosts, or training Zoom Hosts

ANALYSIS

- Hosting City Council and other City public meetings via Zoom is a new function of the City Clerk's Office
- This new function began as COVID-19 distancing requirements made virtual meetings necessary
- Current staffing does not provide adequate coverage to provide these services in the near or long-term

ANALYSIS

- The City Clerk's Office has seen a significant increase in PRA requests over the last year
- In addition to the increase in the number of requests, they are more complex
- The addition of a 2-year Limited Term Administrative Technician – Confidential position will provide necessary staffing coverage for both PRA requests and virtual meetings

ANALYSIS

- The Administrative Technician – Confidential is the appropriate position for the work performed
- A two-year limited term will allow the City to release the position if workload decreases
- Annual salary and benefits cost is approximately \$125,000
 - Position will likely be filled in January - FY 21 cost estimated at \$60,000
 - Sufficient budget in existing appropriations to fund FY 21 costs

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.