



Report to the City Council
Council Meeting of August 9, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing General Fund Reserves to fund a limited term full-time Administrative Records Assistant in the City Clerk's office for a cost of \$56,906; and funding to reconfigure the front office to accommodate three work stations which includes office furniture and the purchase of a new computer for a cost not to exceed \$4,500; for a total transfer from General Fund Reserves not to exceed \$64,406

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

In 2010, both the City Manager's office and the Planning Department staffed two authorized full-time administrative assistant support specialists. In 2010, when the administrative assistant in the City Manager's office resigned, the position was never filled. In FY 2011/12, the position continued to be authorized for Fiscal Year 2011/12 at 1.0 FTE. At some point during FY 2011/12, the position was downgraded to 0.50 FTE, and completely eliminated by FY 2012/13, during which time the position remained unfilled. In 2012, under restructure of the planning department, the administrative assistant was laid-off and the position was eliminated altogether for FY 2012/13.

On September 8, 2015 Council adopted resolution 2015-104 approving a budget adjustment to fund a shared full-time Administrative Assistant for the City Clerk and Planning Departments.

DISCUSSION

The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, Brown Act and the Public Records Act. On behalf of the City of St. Helena the City Clerk has a legal obligation, not an option, to comply with these mandates.

For example, one of the most staff intensive functions of the City Clerk's office is complying with the Public Records Information Act (PRA's) and to respond in a timely

manner. Numerous PRA's are filed with the City Clerk's office that require many staff hours to research and produce the responsive records. Staff cannot proactively plan staff time for PRA's due to receiving requests at any given time.

One of the goals of the City Clerk is to deliver the highest level of customer service to the community. This includes ensuring that the legislative process and records are transparent and accessible to the community. The City Council has supported this level of commitment in the City Clerk's office by authorizing the acquisition of the laserfiche system, a repository system which would house the City's day-to-day operational and historical vital records. The repository system has the capability of delivering information to the public as a more effective transparent solution offering the public on-demand accessibility to records. Unfortunately, staff finds itself in a catch-22, striving to maintain day-to-day operational functions while fielding the numerous PRA requests has not allowed the City Clerk's office to implement the laserfiche system.

Adopting staff's recommendation would provide a dedicated Administrative Records Assistant to solely implement laserfiche and begin to records fully accessible. In addition to being solely dedicated to the implementation of the laserfiche system, this limited-term position would provide highly responsible and complex administrative, clerical, and technical duties in support of the functions of the City Clerk's Office related to preparing, distributing, and maintaining official records and documents. As time would allow, the position would also provide additional records support with City Council Agenda and minutes, and maintaining a comprehensive indexing and filing system for related council action and official documents in compliance with all city, state, and federal laws. Staff is recommending a limited-term of 10-months at a cost not to exceed \$56,906.

The Administrative Records Assistant would share the front office reception area and would require reconfiguring the office space to accommodate three workstations. Reconfiguring to accommodate three people includes the purchase of three office cubicle desks, one chair, purchase of a new computer workstation, and installation of a new phone and T1 line at a cost not to exceed \$4,500.

FISCAL IMPACT

The General Fund Reserves has an estimated net position of \$2,435,508.00 or 23% at the end of FY16/17. The estimated net position is unaudited and is subject to change during the closing process of FY 2015/16. A total not to exceed of \$61,406.00 from the General Fund Reserves would be transferred out to the City Manager's Office 101-4200 as follows:

Item	GL Account	Amount
Administrative Records Assistant Position	101-4200-2010	\$56,906
Office Furniture	101-4200-2600	\$2,850
Computer Equipment	101-4200-2212	\$1,080
Special Department Supplies	101-4200-2215	\$570

TOTAL TRANSFER FROM GENERAL FUNDS
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\$61,406

The remaining estimated net position of the General Fund Reserves would be \$2,376,515.00 or 22%.

RECOMMENDED ACTION

Approve.

ATTACHMENTS

1. Resolution

**CITY OF ST. HELENA
RESOLUTION NO. 2016-**

Authorizing General Fund Reserves to fund a limited term full-time Administrative Records Assistant in the City Clerk's office for a cost of \$56,906; and funding to reconfigure the front office to accommodate three work stations which includes office furniture and the purchase of a new computer for a cost not to exceed \$4,500; for a total transfer from General Fund Reserves not to exceed \$64,406

RECITALS

- A. In 2010 and 2012, the City did not replace the Administrative Assistant in the City Manager's office and released the Administrative Assistant in the Planning Department. The current, budgeted support staff is for one part time Office Assistant.
- B. The City Council has determined that the City Clerk's obligation to comply with federal, state, and local statutes including the Political Reform Act, Brown Act and the Public Records Act is at the utmost importance.
- C. The limited term full-time Administrative Records Assistant position and office reconfiguration would be funded from General Fund reserves.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

- 1. The City Council authorizes a limited term full-time Administrative Records Assistant in the City Clerk's office for a cost of \$56,906; and funding to reconfigure the front office to accommodate three work stations which includes office furniture and the purchase of a new computer for a cost not to exceed \$4,500; for a total transfer from General Fund Reserves not to exceed \$64,406.

Approved at a regular meeting of the St. Helena City Council on August 9, 2016 by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk