

**REPORT TO MAYOR AND COUNCIL**

**TO HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL**

DATE: March 25, 2014

SUBJECT: AUTHORIZE THE HIRING OF ONE CONTRACT FULL-TIME, BENEFITED PROGRAM COORDINATOR AND AMEND THE CITY MANAGEMENT BUDGET ACCORDINGLY THROUGH BUDGET TRANSFERS (INFORMATION TECHNOLOGY, COMMUNITY AND ECONOMIC DEVELOPMENT AND CITY MANAGEMENT)

Report in Brief

Staff is recommending that Council authorize the hiring of a full-time, benefited Program Coordinator at an annual salary of \$78,520, plus benefits, for an 18-month period of time. The total contract cost for the full 18-months is \$200,850. Staff is proposing to fund the contract with \$90,000 of budgeted resources in the current 2013-14 fiscal year (FY), with the remaining amount to be funded by budgetary appropriations in FY 2014-15 and FY 2015-16 that will be made without increasing budget allocations. Establishing this position addresses several critical needs that have been identified. First, the City Clerk has indicated that she is retiring no later than February 2015, and as a succession planning initiative, she is interested in “building the bench” by developing staff prior to her retirement. This plan is critical given the important role and small staffing size of the City Clerk’s Office.

Second, there is a need to replace the City’s existing document imaging system. This position will play a major role as a project manager for the City’s document management processes and systems and will work in concert with the Information Technology Department and the entire organization to facilitate the purchase and implementation of this replacement system.

Third, the City Clerk’s Office City-wide records management program has a significant backlog. Over the next eighteen months this position will assist the City Clerk’s Office to bring the City’s records management system current.

Background

Over the next eighteen months, this position will work in partnership with the Information Technology staff and City Clerk’s office to move forward with development of a new citywide records management and document imaging system and its implementation.

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The City's Document Imaging System, Questys, is 14 years old and the City Clerk's Division struggles to remain efficient with the obsolete technology. Following a recent assessment of the City's electronic content management practices, it has been determined that there is a need for a trusted electronic content management system which in part will require the replacement of the current Questys system.

Discussion

A trusted document management system ensures that critical files and documents are secure and stored in a system to which will not allow modifications or deletions, that is verifiable through independent audit, and provides for an exact copy to be stored in a safe and separate location; and the goal of the City's records management program is to make sure that all records are complete, accurate, readily accessible and verifiable as unaltered and unalterable. At present, we are unable to certify as unalterable records scanned into the document imaging system, and because we are unable to make a redundant copy we are unable to destroy eligible records that have been scanned into the system.

To find the appropriate replacement for the Questys system will require an assessment of the records currently in Questys, and an analysis of the needs of each Department to produce realistic functional goals and objectives. The accumulated data will need to be incorporated into a Request for Proposal (RFP) seeking costs, an assessment of the information received, a process for reviewing the products appearing to be best suited to the needs of the City, and finally a process for rolling out a replacement system and transitioning the entire organization into its use. This position will play a major role in this effort over the next eighteen months.

The contract Program Coordinator will perform the following duties and responsibilities over the next eighteen months:

- Update and eliminate the backlog in the City Clerk's Office by bringing the City's Records Management Program current.
- Serve as the Project Manager, in partnership with the Information Technology Department, of the assessment and implementation of a new Citywide Electronic Document Management System, managing the conversion of all citywide records within the City's current system, assist in a needs assessment for replacement of our current document imaging system, develop a Request for Proposals (RFP) for a new Records Management System, and coordinate the purchase and implementation of the replacement system.

Fiscal Impact

Due to the citywide benefits of improved document management, the funding for this position will be through contributions from the City Manager's Office, and the departments of Community & Economic Development and Information Technology. In compliance with the Affordable Care Act (ACA) and Cal PERS regulations, the contract position will be eligible for most benefits that are offered to full-time, regular employees that hold this position. The annual salary is \$78,520. The total annual cost, which includes the cost of City-paid benefits, is \$133,900. Since the proposed contract is for an 18-month period, the contract has

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a provision that allows for a unilateral termination of the relationship by the City prior to the 18-month period. The total contract cost is \$200,850.

Staff is proposing to fund the contract with \$90,000 of budgeted resources in the current FY 2013-14 budget, with the remaining amount to be funded by budgetary appropriations in FY 2014-15 and FY 2015-16. These future budgetary appropriations will not increase future budget allocations but, rather, will be found from within the budget in a manner similar to what is being proposed for this fiscal year.

In order to make existing budget funding available to support this contract, staff requests Council authorize the transfer of existing budgeted General Fund resources in the current FY 2013-14 Adopted Budget, in the amount of \$90,000, from the following units:

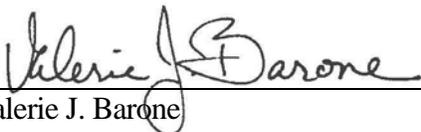
- \$50,000 -- Information Technology Department, Administration Program 2500 (Account Code: 6342500-1Z01-63800)
- \$20,000 -- Community & Economic Development, Administration Program 1600 (Account Code: 10081001Z01-63800-400)
- \$10,000 -- City Manager's Office, Franchise Management Program 1600 (Account Code: 10016001Z01-63800)
- \$5,000 -- City Manager's Office, City Management Program 1200 (Account Code: 10012001Z01-63800)
- \$5,000 -- City Manager's Office, Administrative Services & City Clerk Program 1400 (Account Code: 10014001Z01-61000)

Public Contact

The agenda has been posted in accordance with the Brown Act.

Recommendation for Action

Staff recommends the City Council authorize the hiring of a full-time limited duration (eighteen months), benefited Program Coordinator, at an annual salary of \$78,520, plus benefits, and amend the City Management budget through budget transfers as outlined in the fiscal impact section of this report.



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