



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** March 10, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:10 PM) Creation of a Term-Limited Position Dedicated to Public Records Response - Executive,

**SUMMARY:** The City is receiving a growing number of increasingly complex public records requests. In order to provide more staff support to respond to these requests, the City Manager recommends creation of a term-limited position, Public Records Specialist or a similar title, for 12 months. Additional discussion of staffing and the potential to add a regular, ongoing position, will be part of the upcoming biennial budget discussions.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward for approval with the Consent Agenda for the March 24, 2020, Council meeting creation of a term-limited position to support public records response.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

<b>Amount:</b>	\$45,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$45,000
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** See the attached memo for additional information.

**ATTACHMENTS:**

[Presentation - Request to Add Term-Limited Position CC 03102020](#)

[Staff Memorandum - Exec Staffing Request for Term-Limited PRR Position](#)

**FISCAL DETAILS:** The 2020 cost is estimated to be \$45,000, which is salary and benefits for 6 months of a position in Range 14.

Based on historical spending compared to budget, the City Manager proposes to use funding from the Professional Services line in the Executive Department.

**Fund Name(s):**

**Coding:**