



DATE: September 5, 2017

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Approval of Additional 0.5 FTE
Administrative Analyst I/II (Budget
Reallocation Only)**

RECOMMENDATION

Approve an additional 0.5 FTE Administrative Analyst I/II limited-period position to be funded by the \$75,000 limited-period funding approved with the adopted budget for environmental sustainability. (Five votes required)

BACKGROUND

In the adopted budget for Fiscal Year 2017-18, the Council approved a limited term 0.5 FTE Administrative Analyst I/II position for Environmental Sustainability. This 0.5 FTE position is to support the implementation of the City's Climate Protection Roadmap, the Municipal Operations Climate Action Plan, the Environmental Sustainability Action Plan 3, as well as to provide assistance with ongoing projects and grant opportunities. The Council also appropriated an additional \$75,000 in support of the City Council Major Goal to "Promote environmental sustainability with a focus on measurable outcomes."

ANALYSIS

Staff is requesting to create a 1.0 FTE limited-term Administrative Analyst position using the already-appropriated \$75,000 in support of the Council goal to reestablish and support the Environmental Sustainability Task Force (ESTF) in conjunction with the adopted 0.5 FTE position. Having one full-time position will help the City attract well-qualified candidates and more efficiently manage workload and deliverables in support of the ESTF and the Environmental Sustainability program overall.

FISCAL IMPACT –

There is no fiscal impact, as no new funding is requested or required.

ALTERNATIVES

Do not approve an additional 0.5 FTE Administrative Analyst I/II limited-period position to be funded by the \$75,000 limited-period funding approved with the adopted budget for environmental sustainability.

PUBLIC NOTICING – Agenda posting.

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SA/7/CAM
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