



ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL

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CITY COUNCIL STAFF REPORT

Meeting: October 18, 2016

Subject

Authorize an additional full-time equivalent (FTE) position in the City Attorney's Office.

Recommended Action

Adopt Resolution to:

- (1) Increase FTE in the City Attorney's Office from 3 FTE to 4 FTE by adding a Deputy City Attorney position.
- (2) Authorized a budget adjustment of \$60,000 in the City Attorney's program budget.

Description

As part of the re-evaluation of workload, current staffing levels and use of contract attorney's in the City Attorney's Office, staff is recommending the addition one full-time Deputy City Attorney position. The position will assist City departments in a variety of subject areas including but not limited to the following:

- Public Records Act, Brown Act, conflicts of interest, public contracts, employment practices, telecommunications, policies & procedures
- Principles and practices of government and government programs including industry standards/best practices in assigned area of responsibility which may include but is not limited to Human Resources, City Clerk, Planning, Community Development, Information Technology, Finance, Parks & Recreation, and Public Works

Fiscal Impact

As this is a new position in the City Attorney's Office, the fiscal impact in FY16/17 will be a total of \$60,000 and an ongoing cost of \$154,500 in FY17/18.

Prepared by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: David Brandt, City Manager

Attachments:

A- Draft Resolution Adopting additional FTE in the City Attorney's Office