



Meeting Date:	July 6, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR
Department:	Administration / Human Resources
Agenda Item:	A Resolution Approving the Job Description and Authorizing the Hiring of Ava Cox as Police Department Audio Visual and FOIA Specialist at a rate not to exceed 61,878.00.

Summary: On December 18, 2023 City Council approved Resolution 1197, approving the job description, recruitment and hire of an Audio Visual and FOIA Specialist at a rate not to exceed \$61,878.

Due to the recent vacancy of this position, the City posted the position and received sixteen applications. Staff conducted seven interviews and confirmed that one of these individuals meets desired criteria.

For this hire, staff proposes a starting rate of at least \$61,878.00 (\$29.75/hour) based on the applicant's request for the salary. This amount is less than was budgeted in FY 2026 for the vacated position (\$68,276).

The addition of body cameras has made this position vital for Police Department operations for the past two years. The position is classified as full-time exempt, and performs a variety of specialized tasks, including body cam video redactions in response to FOIA requests, court preparations, and support for FOIA response in the Police Department.

The job description has been updated from the previous version to reflect current formatting and responsibilities of the position.

Fiscal Impact: The annual pay for this position is proposed at a rate of \$61,878.

Recommended Council Action: A Resolution Approving the Job Description and Authorizing the Hiring of Ava Cox as Police Department Audio Visual and FOIA Specialist at a rate not to exceed \$61,878.00.

Attachments:
Resolution
Job Description