



STAFF REPORT

MEETING DATE: February 3, 2025

MEETING TYPE: City Council

SUBMITTED BY: Cynthia Olguin, City Secretary

AGENDA CAPTION: Discuss and consider a request for part-time/temporary support staff in the City Secretary's office. Presented by Cynthia Olguin

Background Information

To prepare for the new city hall move, the City Secretary's Office has started a records review and update project that will also include amending the city's records management program. The amendments will include the implementation of an efficient electronic record keeping system and repository. I am requesting approval to hire temporary part-time staff to help with this time sensitive project.

The support staff will help with several critical tasks, including:

- Inventory of on-site and off-site archived boxes
- Reviewing and preparing destruction schedules
- Routing destruction approvals to department heads
- Scheduling the destruction of records as necessary
- Assisting with records management policy review and revisions
- Creating repository file outlines (digital filing system)

Operational Impact

This project must be completed in accordance with the Local Government Code Records Act and the schedules approved by the Texas State Library and Archives Commission for local government bodies.

Budget Implications

The impact on the budget would be \$9,750 (plus FICA & Medicare). This would cover the cost of a part-time employee working 30 hours per week through February 10, 2025, or until \$9,750 is expended.

Budget funding for the Laserfiche and digital records management and repository project was approved in the FY2024-2025 Budget.

Staff Recommendation

Staff recommends approval.