



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Provide Direction to Staff on Staffing Support Options for City Council
Category:	Leadership and Support Services
Meeting Date:	8/9/2019
Staff Contact:	Ashwini Kantak, Assistant City Manager, 408-586-3053
Recommendation:	Provide direction to staff on staffing support options for Milpitas City Council.

Background:

In Fiscal Year 2018-2019, the City Council had expressed an interest in having dedicated support staff. In response to this request, staff had proposed adding a new Administrative Assistant position in the Proposed Fiscal Year 2019-2020 Budget. An amount of \$145,000 (fully loaded position cost) was requested to fund this ongoing full time position and it was anticipated that this position would be housed in the City Manager's Office.

On June 11, 2019, Council discussed this proposed position, including the reporting structure and the option of multiple part-time positions versus one full-time position. Some Councilmembers expressed a preference to have part-time positions that would benefit from the coaching and mentoring individual Councilmembers could provide.

Upon further deliberation, Council did not approve the proposed position but did approve funding in the amount of \$145,000 and directed staff to bring back staffing options, based on that funding amount, for Council consideration.

Analysis:

In accordance with Council direction, staff has developed the following options and is seeking Council direction on these options or other options the Council deems appropriate.

Option 1: Paid undergraduate and graduate Interns from San Jose State University (SJSU) and Santa Clara University (SCU).

This option would allow each individual member of the Council to select an intern pursuing an undergraduate degree in Political Science or a graduate degree in Political Administration (SJSU only). Interns typically work up to 20 hours per week. These are hourly unbenefited positions compensated between \$15 to \$24 per hour based on education and previous work experience. Staff anticipates that sufficient funding is available for five part-time interns.

San Jose State University currently has an internship program that connects students to various organizations through both required (Internships for Academic Credit (IAC)) and optional internship opportunities. In order to participate in the IAC program, the City will need to enter into a University Organization Agreement (UOA). Staff has already connected with the program director and is ready to move forward with a SJSU internship program if so directed by Council.

Santa Clara University offers courses with internships that align with the University's quarter system. If the Council wanted internships that last longer than three months, the City would need to advertise in fall 2019 in order for the internships to begin in January 2020.

Staff recommends the use of undergraduate and graduate interns for the following reasons:

- a. Allows each member of the Council more flexibility to work with an intern on specific research or other support as needed.
- b. Enables each member of the Council to mentor a student that is looking to pursue a career in public service.
- c. Provides an opportunity for students to better understand local government and potentially pursue a career in Milpitas or other surrounding cities.
- d. The current SJSU and SCU internship programs already provide opportunities with elected officials in other organizations so the proposed program in Milpitas can be quickly integrated into the existing programs.

The downside of this option is that the level of experience of the interns may limit their ability to do complex research or analysis.

Option 2: Administrative Analyst I/II position

A full time Administrative Analyst I/II position that would provide approximately 7 - 8 hours of support each week to individual Councilmembers. Since this is a classified position, the City's Municipal Code and MOUs require that the position report to a full time City employee. Thus, the position will need to report to either the City Manager or the City Clerk for supervision and prioritization of work. This option would require an additional annual appropriation of up to \$51,328 based on the level of experience of the selected candidate.

The benefit of this option is that the position is full-time and requires a Bachelor's degree and two years of experience for the Administrative Analyst II position, thus making a slightly more experienced individual available for research and analytical support.

The downside of this option is that dividing the time equally between the members of the Council may provide less flexibility to each individual Councilmember. Further, depending on Council's need, work may have to be prioritized by the position's supervisor.

Management Fellow

Staff also looked at the possibility of hiring a Management Fellow through the NextGen Silicon Valley Regional Management Fellowship program. Management Fellows hired through this program have recently completed graduate degrees and are trained to perform analytical staff work. Staff is not recommending this option since the objective of the program is to have the Management Fellows receive coaching and training from full time senior level staff. This objective was validated through the recruitment process for the Management Fellow in the City Manager's Office, with candidates specifically looking for opportunities and experience in city administration, either in the City Manager's Office or in other departments.

Once the support staff is in place, Council and staff will need to be mindful to limit requests of support staff to only those allowed under state law. Pursuant to Government Code Section 8314, it would be a violation of state law to use support staff for any personal or campaign related uses. Thus, all requests of support staff should be limited to City specific matters.

Fiscal Impact

No additional funding is required for Option 1. Option 2 will require additional annual funding up to \$51,328 depending on the level of experience of the selected candidate. If Council approves Option 2 or another option which requires a budget amendment, staff recommends funding such staffing option from the Unassigned General Fund Reserve.

Recommendation:

Provide direction to staff on staffing support options for Milpitas City Council.

Attachment:

None