

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

This Bill is being initiated by the Law Office.

- **Summary and Facts of the Bill**

Due to the large amount of Right-To-Know requests being submitted to the City on a daily basis it has become necessary to employ someone whose main task is to assist with organizing and tracking them in order to ensure the City is in compliance with the Right-To-Know regulations. The position of Administrative Assistant would be an appropriate classification for these duties.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

In order to ensure compliance with the Right-To-Know regulations it has become apparent that an Administrative Assistant is needed to help organize and track the requests. In addition, this position will assist in other types of research projects as needed.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

This restructuring will be a cost savings of \$5,022.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The unspent funds will be added to the unappropriated balance of the General Fund.

- **Priority status/Deadlines, if any**

As soon as possible in order to appropriately ensure complete compliance with the Right-To-Know regulations.

- **Why should Council unanimously support this bill?**

This requested restructuring will enable the Law office to improve the efficiency of the office.

