

ITEM #: 13
DATE: 03-14-23
DEPT: Transit

COUNCIL ACTION FORM

SUBJECT: CYRIDE PRINCIPAL CLERK STATUS CHANGE

BACKGROUND:

At its December 2022 meeting, the Transit Board approved changing the status of the maintenance division Principal Clerk position from half-time to three-quarter time, effective July 1, 2023, as part of the FY 2023/24 CyRide budget. The primary function of this position is to perform clerical tasks relating to entering work order information, submitting warranty claims, gathering vehicle disposal information, providing initial contact with in-person vendors, and ordering facility supplies.

During an average year, CyRide typically receives three to four new buses. This year, in a short time frame CyRide received nine new buses and has two battery electric buses expected before the end of March 2023. The maintenance division will also need to dispose of eleven buses replaced by these new vehicles. **This rapid change in the fleet has significantly increased the workload for the principal clerk. Additionally, with the nationally strained supply chain, CyRide has experienced a higher-than-normal rate of warranty claims on the nine buses received so far. Because the warranty claims are not specific to a single manufacturer, more time is required to prepare these work orders.**

Because of these immediate needs, staff is requesting to move the Principal Clerk position to three-quarter time immediately rather than waiting until July. This would support the additional workload, ensure warranty claims, and work orders are filed promptly.

The estimated cost of this change will be approximately \$5,700 for the remainder of FY 2022/23, and will be paid from the available balance in the Transit Operations Fund.The change was approved by the Transit Board at their meeting on February 23, 2023.

ALTERNATIVES:

1. Approve changing the maintenance division Principal Clerk position to three-quarter time status, effective March 1, 2023.
2. Do not approve changing the maintenance division Principal Clerk position to three-quarter time status for FY 2022/23.

CITY MANAGER’S RECOMMENDED ACTION:

Moving the maintenance division Principal Clerk to three-quarter time, effective March 1, 2023, would help address an unexpected surge in the position’s workload. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.