



Memorandum

Date: 6/22/2021

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 21-281

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
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DEPARTMENT STAFF:

N/A	N/A	N/A
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TITLE:

City Council Supplemental Staff

OVERVIEW STATEMENT:

During the 2021-2022 budget deliberations on December 3, 2020, Council asked to appropriate \$150,000 of one-time funds for supplemental help for the City Council. A discussion of the items the staff member could be responsible for included legislative issues, scheduling, and Council assistance. In response to this Council request, staff would like to recruit for the position but need Council's input so the position can be placed within the appropriate job classification and pay scale.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
Supplemental staff was requested by the City Council during the 2021-2022 budget deliberation process.
- **Other Key Facts:**
N/A

OUTCOMES:

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For discussion purposes, staff would like Council's views on the following questions, including:

- What is Council's goal for the position?
- What are some of the tasks the Council would like the position to accomplish?
- What activities would the position be expected to attend?

Council's feedback will help staff identify the appropriate classification for the position so that recruitment can begin.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The approved budget for the supplemental position equaled \$150,000 of one-time funds.

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:

The supplemental funding is in the City Council Offer No. 00238.

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

The funds to support the supplemental position are one-time funds.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

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Date	Meeting	Requested Action
12/3/2020	Study Session	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
TBD	TBD	TBD

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

The discussion on supplemental staffing is for information only and to provide direction so staff can move forward with recruitment.

ATTACHMENTS:

N/A