



MEMO TO: Members of the City Council

FROM: Mayor John Marchione

DATE: June 6, 2017

SUBJECT: **Approval of Recreation Limited-Duration FTE for the 2017 Special Event Season**

I. RECOMMENDED ACTION

Approve a new FTE in a Limited Duration position to supplement, prepare for and execute the 2017 special event season. The project will start late June and end in January. The position duration will be six months.

II. DEPARTMENT CONTACTS

Maxine Whattam, Director of Parks & Recreation	425-556-2310
Rachel Van Winkle, Deputy Parks & Recreation Director	425-556-2334
Megan Worzella, Events Administrator	425-556-2360

III. DESCRIPTION/BACKGROUND

A key staff member will be out on extended leave during this time. Other staff will be coordinating several other large summer events. The body of work is full-time and supplemental (temporary) employees can only work part-time. This is truly project work and the position sunsets following the return of the key staff member. Focus includes preparing for the events, staffing the events, documenting lessons learned after the events, and preparing for the 2018 events.

IV. PREVIOUS DISCUSSIONS HELD

April 24, 2017	FAC Committee
May 2, 2017	Parks & Human Services Committee

V. IMPACT

A. Service/Delivery:

Maintain quality of Derby Days, So Bazaar, and Redmond Lights.

B. Fiscal Note:

The cost of this FTE will be paid through salary savings.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

Reduce level of service or outsource event production.

VII. TIME CONSTRAINTS

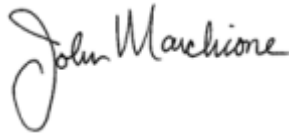
The preference is for the staff person to be in place in the June timeframe in order to be trained and help with planning and production of summer events. The staff person will provide day of operations support for Derby Days, plan and support So Bazaar, and take on a significant role for Redmond Lights.

VIII. LIST OF ATTACHMENTS

None



Maxine Whattam, Director of Parks and Recreation



Approved for Agenda _____
John Marchione, Mayor