

**Attachment D**  
**Question Matrix**  
**City Council Study Session – June 9, 2020**

<b>Council Member</b>	<b>Question</b>	<b>Response</b>
Fields	If the project runs past the original MOU schedule date is there any risk to the City financially? Will there be additional funding from Microsoft to offset the staffing?	There will be no financial risk to the City as Microsoft will provide sufficient funding to cover staffing for the additional work that is to be performed.
Kritzer	Considering that we are short staffing in development review, is there consideration to swap some of the existing staff with the Microsoft Refresh staff?	Those who work on the Microsoft Refresh are staff dedicated through the MOU and staffing agreement to work on this project. The revenue is fixed as well as the review timelines and delivery expectations. Those staff working on the Refresh project are not allowed to be redeployed elsewhere. With the budget reductions that Council is examining it will be primarily non staffing agreements such as those for the Microsoft Refresh and Sound Transit.
	The proposed MOU extends the contracts for staff who are working on the Refresh project. Is there any flexibility to move some our best people into development review projects where we are experiencing high permit volumes?	The staff working on the Microsoft Refresh project are experts in dealing with the Overlake neighborhood regulations. They can share their expertise as part of the work that is to be done on the Overlake neighborhood plan
Anderson	Will the extension of the MOU require additional funding, or will Council see a future budget adjustment? Is this simply just a schedule update?	Microsoft will provide additional funding for the extension of this project. This funding will offset the staffing costs for the needed review and inspections of this project.
	Will this look like an acceptance of funds?	The dollar amount is currently under negotiation with Microsoft and will be contained within the proposed MOU

		document. Through Council's approval of the MOU there is agreement to accept the funds for the work being done. Approving the MOU is the same process the Council goes through to accept grant funds for reimbursement of costs.
Fields	Will we need to add this to the budget? The payment of funds by Microsoft is revenue. Will we be able to include this in time for the discussion tonight about budget revision?	Staff will bring a budget adjustment to appropriate the revenue and expenditures that are beyond what is in the current MOU agreement. Staff will bring this to the City Council as part of a budget clean up later.