



## OFFICE OF THE CITY CLERK

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### CITY COUNCIL STAFF REPORT

Meeting: November 1, 2022

#### Subject

Consider approval of formation of Council Subcommittee on the Legislative Aide interview process; selection of Councilmembers to serve on Subcommittee

#### Recommended Action

1. Approve the formation of a Council Subcommittee to work with City staff on the Legislative Aide interview process; and
2. Appoint two Councilmembers to serve on the Legislative Aide Subcommittee; consider Councilmembers Moore and Wei for Subcommittee membership

#### Description

On May 19, 2022, as part of the Initial Study Session on Fiscal Year (FY) 2022-23 Proposed Budget, Council directed staff to add a full-time legislative aide/government relations position to support the City Council on legislative matters and government relations.

On June 7, 2022, Council adopted Resolution No. 22-064 establishing an Operating Budget for FY 2022-23, which included changes to the FY 2022-23 Proposed Budget, approving a Legislative Aide (Management Analyst) position in Administration and appropriations of \$183,365. This classification doesn't currently exist in the City's classification plan. It is costed at a Management Analyst level based on information received at the study session.

On October 18, 2022, Council expressed an interest in discussing the formation of a City Council Subcommittee to be comprised of two Councilmembers to work with City staff on the interview process of the Legislative Aide position.

Staff recommends that Council approve the formation of the Subcommittee and appoint two members to fill the Subcommittee seats.

Upon consultation with the Mayor, Staff recommends that Council consider the two Councilmembers who are in the middle of their current terms, Councilmembers Moore and Wei, for membership on the Subcommittee.

Fiscal Impact

There is no fiscal impact.

Sustainability Impact

There is no sustainability impact.

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Prepared by: Kirsten Squarcia, City Clerk

Approved for Submission by: Pamela Wu, City Manager

Attachments: