

Memorandum



TO: Mayor Manier and City Council
FROM: Ray Forsythe, City Administrator *RPF*
DATE: August 9, 2019
SUBJECT: Temporary Employment Agency Options

As I have mentioned in Friday Reports and at Committee of the Whole and City Council Meetings, I feel that the City is understaffed, especially at City Hall and specifically with administrative support. There is no administrative assistance provided for any of the Department Heads, the City Administrator or City Clerk. This causes our professional staff to provide their own clerical responsibilities. Thus, we are paying these staff to draft correspondence, manage calendars, make copies, etc. At the last Finance and Personnel Committee, Joanie and I presented a request to utilize a staffing agency which would allow me to hire a temporary Executive Administrative Assistant so that we can evaluate the needs and requirements of a position. The staffing agency would be responsible for identifying a qualified individual, cover the cost of the employee and all the associated costs such as State and Federal withholdings, Medicare, Social Security, Workman's Comp and Unemployment Insurance. The City would be billed for these costs and avoid the restrictions of benefits and pension requirements. My goal would be to use the next several months to evaluate the position and then if deemed necessary, budget in 2020/2021 for a full time City of Washington employee. We have contacted three staffing firms and are in the process of evaluating their fit for the City of Washington.

We have funds available to cover the costs of the employee and agency. I am looking for confirmation from the City Council to move forward with the utilization of a staffing agency and specifically to engage with the chosen agency to hire a temporary Executive Administrative Assistant.