

DATE 6/9/26

ITEM NO. ADD 4

Melissa Manriquez

From: Rex Scott
Sent: Wednesday, July 8, 2026 8:18 AM
To: Jennifer Allen; Jan Leshar; Melissa Manriquez; COB_mail
Cc: Carmine DeBonis; Chad Kasmar; Steve Holmes; Cami Evans; Kim Briggs; Nathan Bacal
Subject: Study Session Item (Staffing & Vacancy Policy)

Study
Session

Good morning. Consistent with how the Agenda Committee has asked staff to prepare discussion questions for items on study session agendas, I wanted to share the questions that prompted me to ask that the item dealing with staffing and the vacancy policy be part of our July 14 agenda:

Staffing

Could staff describe how staffing proposals with annual budgets are currently vetted and considered?

How is staffing in each department monitored and discussed with directors and elected officials throughout the fiscal year?

Given that the base budget is the starting point for each department's new budget, could there be analysis of the need for each position in all staffing proposals starting with the next budget cycle?

Vacancy Policy

How were the thresholds for elimination of vacant positions currently in the policy determined? Could they be lowered?

It seems that few appeals for retention of positions are denied. Has that been the case? If so, why?

If an appeal to retain a position is granted, does that mean the position can no longer be considered for elimination?

Could staff describe how grant-funded vacant positions are addressed by the policy?

Melissa, please attach the content of this email to the study session item as additional material.

Rex

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