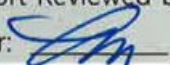


Agenda Report Reviewed by:
 City Manager: 

CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM REPORT

Meeting: March 1, 2022
 To: Honorable Mayor and City Councilmembers
 From: City Administration
 Subject: Calendar Year 2022 City Council and City Staff Committee Assignments
 Recommendation: That the Mayor and City Council Consider of Amendment to City Council / City Staff Committee Assignments as follows:

- Creation of City Council Ad Hoc Committee on the City Wide Staffing Assessment (Requestor: City Administration/Administrative Services)

Funding: Currently Budgeted: _____ Yes _____ No xxx N/A
 Net General Fund Cost: \$ _____
 Amount: \$ _____

Account Code/Costs authorized in City Approved Budget: AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request City Council Consider Amendment to City Council / City Staff Committee Assignments as follows:

- Creation of City Wide Staffing Assessment City Council Ad Hoc Committee

BACKGROUND:

Each year, the City Council makes appointments to the various committees. There are four different types of committee that include: 1) City membership in a separate agency where the representative is a member of the governing board; 2) the City representative is a member of an advisory committee that makes recommendations to another public agency; 3) a Council member or Staff member is appointed as a liaison to a special committee; and 4) other miscellaneous committees.

DISCUSSION:

Each year, the City Council and City staff review the current assignments and make recommendations to assignments or to request removal of committees if no longer needed. On January 4, 2022, the City Council approved the 2022 assignments and at your meeting of February 1, 2022, further amended the committee appointments. The Council is asked tonight to the creation of a City Wide Staffing Assessment City Council Ad Hoc Committee

Creation of Ad Hoc Committee for the City Wide Staffing Assessment:

To help guide the City to achieve a clear understanding of the current state, the desired future plan of sustainability and succession planning for City department functions and how the City can get there, the City Council approved a budget for an overall staffing assessment study on July 6, 2021. Based on the recommendations of our HR Advisor, the recommendation plan for effective, efficient and appropriate staffing across the City, there are two parts to this workplan:

Phase 1

- a) Part 1: Planning Phase cost was approved: \$15,000.

This includes meetings and interviews with department stakeholders, a review of current staffing profiles and duties, a look at where each department, the City, and the City Council wants to go in the future, a look at best practice models in similar size cities, and development of a report of findings.

Phase 2:

- b) Part 2: Implementation Phase estimated cost of \$50,000 to be built into FY22-23 budget
 - a. Development or revision of classification specifications
 - b. Issue a report of program change business case arguments
 - c. Implementation strategies and City Council report
 - d. Recruitment and selection

For Phase 1: The City's HR Consultant, RGS, is expected to submit a report to the City Administration by the end of February 2022 with a report on the overall staffing assessment and recommendation plan for effective, efficient and appropriate staffing across the City. Staff recommends the Council create an ad hoc committee with the specific goal of working with the City Staff and HR Consultant RGS on the proposed recommendations in the report; salary estimates for proposed positions; and provide a detailed report to the City Council for review, consideration and direction to staff and RGS.

CITY COUNCIL AND/OR GENERAL PLAN GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3 Develop and Implement a Program to evaluate delivery of City Services to Community

Goal 6 - Maintain a highly qualified Staff that works to provide services to serve and protect the residents, visitors and business of this community.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if public comment is received from interested parties following the publication and distribution of this staff report, it will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT:

There is no impact with this action tonight as the staffing assessment Phase 1 was included in the approved FY 21-22 City Budget.

RECOMMENDATION: That the City Council Consideration Creation of City Wide Staffing Assessment City Council Ad Hoc Committee

Attachment(s):

None