



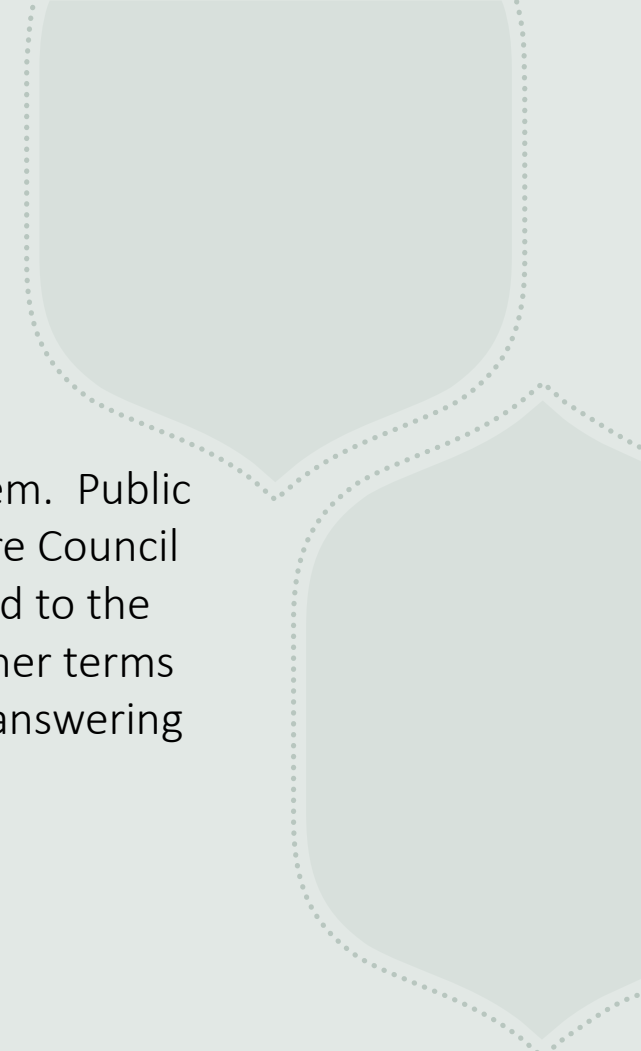
Executive
Leadership
Changes

SEBASTOPOL
CITY COUNCIL

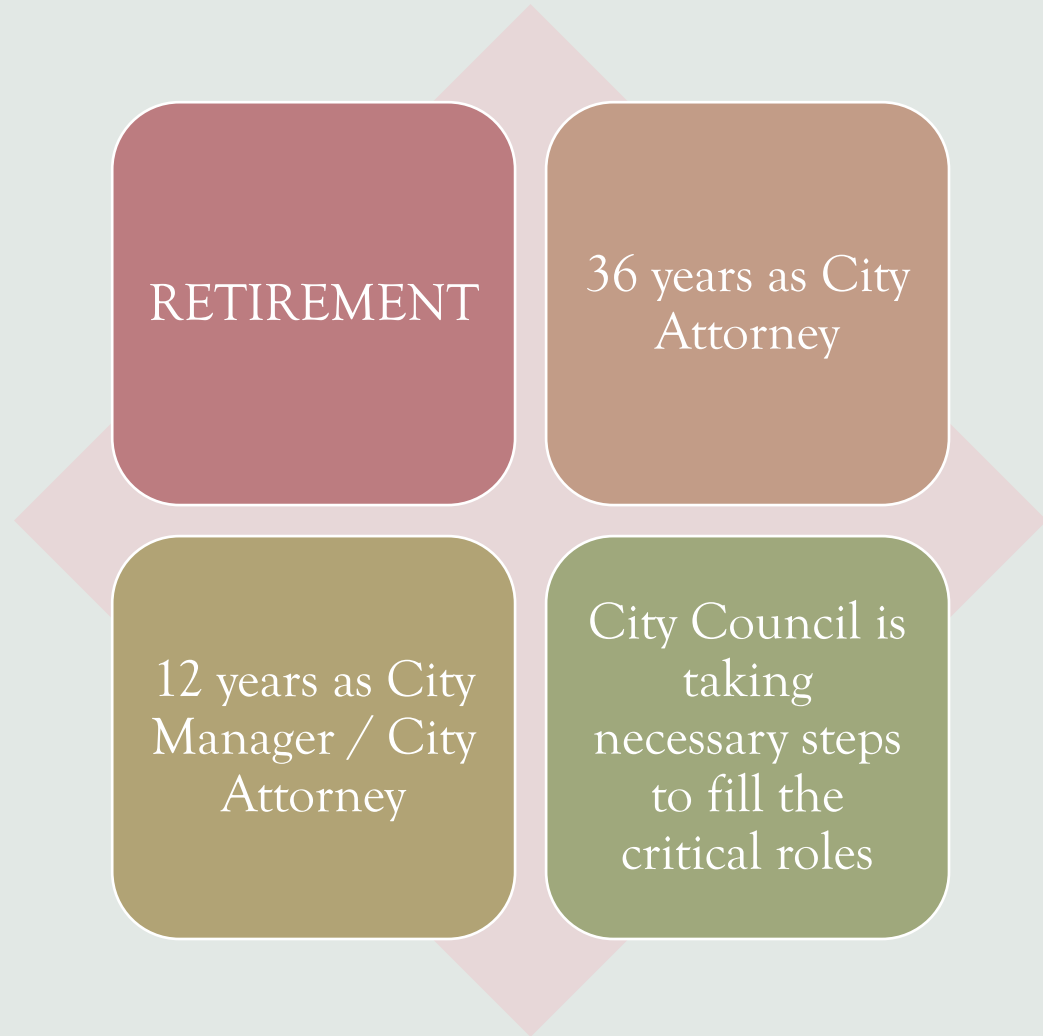
APRIL 4, 2023

Public Comments

The City and Council appreciate the public's questions and comments related to this item. Public comments related to this item received tonight will inform Council deliberation in future Council sessions both closed and open. The Council welcomes questions and comments related to the employment of a City Manager (including comments related to salary, benefits, and other terms and conditions of employment). However, tonight, Council members will refrain from answering any questions posed by members of the public in open session.



City
Manager /
City
Attorney
Retirement



Purpose

To request that the City Council Receive the report

To take public comment

To begin initial steps in preparation to move the processes forward:

Initiate Request for Proposals for Executive Firm

Initiate Request for Qualifications for City Attorney Services

Staff has scheduled closed session meetings



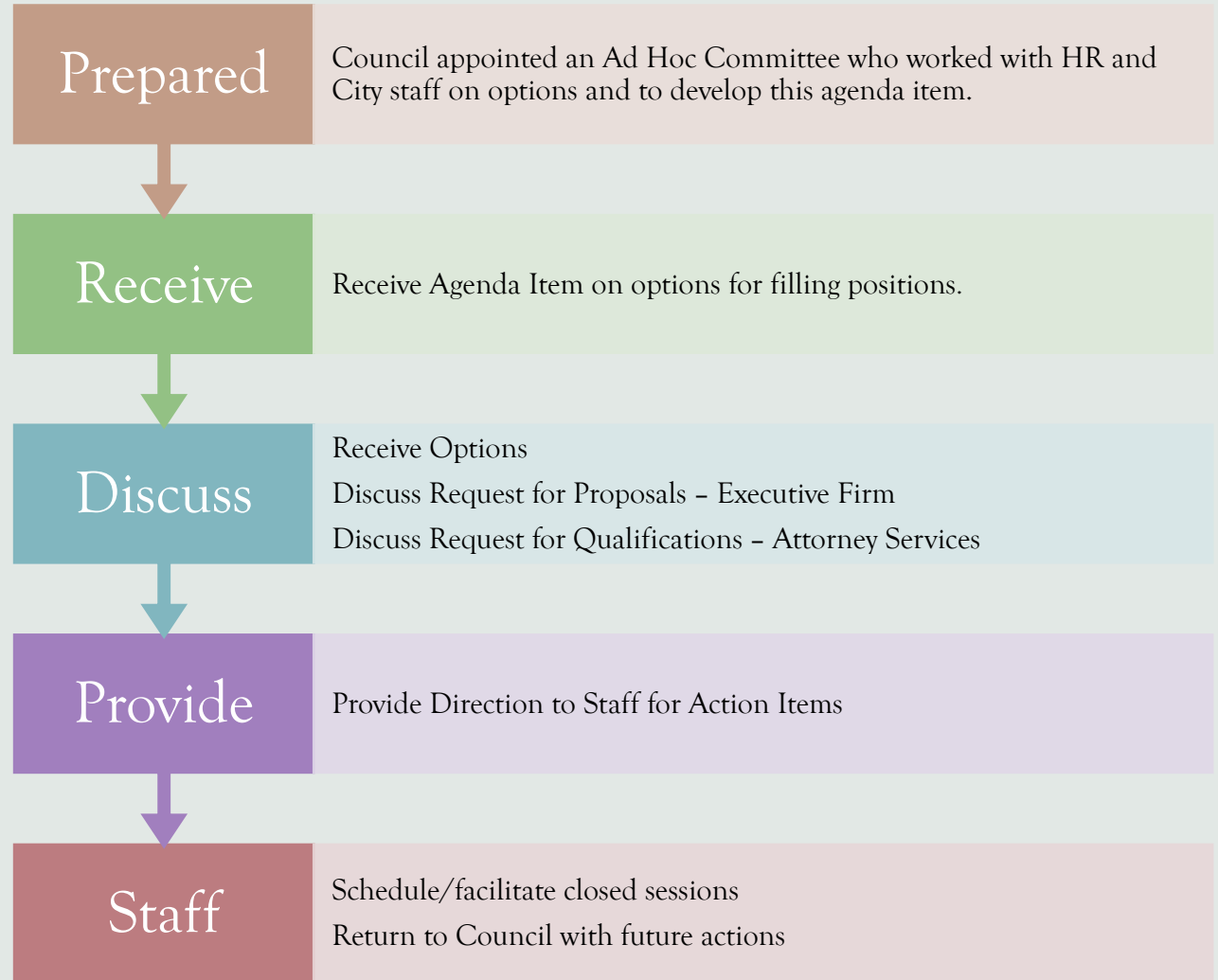
Why Closed Session

The Brown Act is clear that public employment personnel matters shall be discussed in closed session. Any final action taken in closed session will be reported out at a future meeting.

Related to this item, closed session will be scheduled for the following reasons:

- To avoid the revealing of confidential information of employees
- To discuss with labor negotiator(s) on matters related to contract negotiations
- To respect the privacy of applicant candidates, especially regarding their current employment.

First Steps



Receive

Acknowledge
notice and
exemplary service

Processes to fill
positions

Options

City Manager Notice, Agreement, Processes

Acknowledge and Accept verbal resignation

Address May 25, 2012, agreement language

Consideration of process for Interim

36 years as City Attorney
12 in combined role
City Manager /
City Attorney

Return to City Attorney
if no longer City
Manager

Options for interim

Interim Selection



Option: Reach out internally for interest for interim role

Discuss: Solicit Proposals from search firms

Review and Rank Proposals

Presentations to Council for selection

Filling Roles



Option: Combined vs separate roles
Determine course forward.

Discuss: Review proposals from search firms, select firm.

Option: Begin Materials Development for search
Marketing and Advertising , and
Selection Processes

Legal Services



Option: Employee vs Engagement

Discuss: Solicit Qualifications from legal firms.

Review Proposals Process

Selection Activities

FISCAL IMPACT

						Low		High	
			Monthly	Six months	annual	FY 22-23	FY 23-24	FY 22-23	FY 23-24
Promoting an Employee	Low		1650	9900	19800		\$19,800		
	High		2200	13200	26400				\$26,400
Retired Annuitant City Manager			21431	86323.2	86323.2		\$86,323		\$86,323
Non Retired Annuitant CM	Low		21450	128700	257400	\$21,450	\$128,700		
	High		30983	185898	371796			\$61,966	\$185,898
Executive Search Firm							\$25,000		\$35,000
City Manager Salary			3168		38010		\$38,010		\$38,010
City Attorney (not incumbent)			21639.17		259670		\$259,670		\$259,670
						\$21,450	\$557,503	\$61,966	\$631,301

FISCAL IMPACT

						Low		High	
			Monthly	Six month	annual	FY 22-23	FY 23-24	FY 22-23	FY 23-24
Interim Current Employee	Low		1650	9900	19800	\$2,475	\$19,800		
	High		2200	13200	26400			\$3,300	\$26,400
Retired Annuitant City Manager			21431	86323.2	86323.2	\$21,431	\$86,323		
Non Retired Annuitant CM	Low		21450	128700	257400	\$21,450	\$128,700		
	High		30983	185898	371796			\$61,966	\$185,898
Executive Search Firm						\$10,000	\$25,000	\$15,000	\$35,000
City Manager Salary			3168		38010		\$38,010		\$38,010
City Attorney (not incumbent)			21639.17		259670		\$259,670		\$259,670
						\$55,356	\$557,503	\$80,266	\$544,978

*Updated to include possible current fiscal year costs depending on timing of options selected

Act

Authorize Search
Firm RPP

Authorize RFQ for
Legal Services City
Attorney

Staff will schedule
Closed Session