


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM REPORT

Meeting: March 15, 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:  
    • 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)  
*There is no impact with this action tonight as the staffing assessment Phase 1 was included in the approved FY 21-22 City Budget.*

**INTRODUCTION/PURPOSE:**

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

- 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.

On July 6, 2021, the City Council approved a budget for an overall staffing assessment study. 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

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:

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

**DISCUSSION:**

At the March 1, 2022 City Council Meeting, the City Council approved creation of a City Wide Staffing Assessment Ad Hoc Committee and appointed Vice Mayor Hinton to the Committee and deferred appointment of a second City Councilmember to this committee. This committee is tasked to review the City Wide Staffing Assessment with the goal to guide the City to achieve a clear understanding of the current state of staffing, the desired future plan of sustainability and succession planning for City department functions and how the City can achieve that result.

The Council is asked tonight to appoint a second City Councilmember to the Ad Hoc City Wide Staffing Assessment Committee to review the results of Phase 1.

The City's HR Consultant, RGS, is expected to submit a report to the City Administration with a proposal to the overall staffing assessment and recommendation plan for effective, efficient and appropriate staffing across the City. Staff recommends the Council appoint a second City Council appointee so that meetings can begin with this Committee to begin working with the City Staff and HR Consultant RGS on sustainability and succession planning for City Departments and to 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