

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: November 19, 2024

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**To:** Honorable Mayor and City Councilmembers  
**From:** Deborah Muchmore, Human Resources Consultant  
 Assistant City Manager/City Clerk  
 Responsible Department: City Manager’s Office  
**Subject:** **Appoint Retired Annuitant Special Project**

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**RECOMMENDATION:**

Approve a resolution of the City Council of the City of Sebastopol appointing Marcia Raines, Retired Annuitant Special Project

**EXECUTIVE SUMMARY:**

The City Council of the City of Sebastopol has requested the services of a short-term, temporary executive coach. Marcia Raines is an esteemed municipal executive and former city manager who the Council desires to engage over the next few months for approximately 10 hours of executive coaching work.

**BACKGROUND:**

The City Council has been working with staff and the City’s human resources advisor on executive performance management. Council directed staff to identify an executive coach for a short-term specific project.

**DISCUSSION:**

Marcia Raines, Retired Annuitant, was selected based on her specialized skills for the position. Ms. Raines is a consummate professional with over 23 years of experience in municipal leadership. She is a mentor and leader in municipal government and has served as a city manager for several municipalities successfully navigating emergency situations, fiscal constraints, interested party alignment issues, and organizational stress. She possesses a Master’s degree in Homeland Security and Bachelor’s degree in Urban Planning. She has served as a Director for the California State Community Development Authority, and on the Finance Committee for the San Mateo County Housing Endowment and Regional Trust. Over her career, Ms. Raines has earned multiple awards and credentials from the International City/County Managers Association and is a Past President of the League of California Cities.

This appointment is made pursuant to California Government Code section 21224(a) which provides that a retired person may serve without reinstatement from retirement or loss or interruption of retirement benefits provided the California Public Employees Retirement System upon appointment by the appointing power of a state agency or public agency employer because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

Marcia Raines’ sole compensation be \$117.79 per hour which is not less than the minimum, nor more than the maximum, paid to other employees performing comparable duties and is calculated based on the publicly posted salary. Ms. Raines has not received unemployment in the last twelve months and is not eligible to receive any additional compensation or benefits. Retired annuitants are allowed to receive reimbursement for reasonable expenses.

**STAFF ANALYSIS:**

Staff recommend the appointment of Marcia Raines as a Retired Annuitant Special Project to provide executive coaching services based on her specialized skills.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment on this item. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

**COMMUNITY OUTREACH:**

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

**FISCAL IMPACT:**

The Fiscal Impact of appointing Marcia Raines, Retired Annuitant Special Projects will be no more than \$1,500 This is included in the approved fiscal year 2025 budget.

**RESTATED RECOMMENDATION:**

That the City Council Approve a resolution of the City Council of the City of Sebastopol appointing Marcia Raines as a Retired Annuitant Special Project to provide executive coaching services.

**OPTIONS:**

Council could not approve this item and no executive coaching will be available.

**ATTACHMENTS:**

Resolution

**APPROVALS:**

Department Head Approval: Approval Date: 11/13/24

CEQA Determination (Planning): Approval Date: N/A

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: \_\_\_\_\_

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) 100-11-01-4210

City Attorney Approval: Approval Date: 11/13/24

RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL  
APPOINTING MARCIA RAINES, RETIRED ANNUITANT SPECIAL PROJECT

WHEREAS, The City Council of the City of Sebastopol desires to have an executive coach for a specialized project; and

WHEREAS, Marcia Raines is a consummate professional with over 23 years of experience in municipal leadership. She is a mentor and leader in municipal government and has served as City Manager for several municipalities; and

WHEREAS, The City desires to engage Marcia Raines for approximately 10 hours of executive coaching; and

WHEREAS, This appointment is made pursuant to California Government Code 21224(a) which provides that a retired person may serve without reinstatement from retirement or loss or interruption of retirement benefits provided by the California Public Employee Retirement System upon appointment by the appointing power of a state agency or public agency employer when the retired person has specialized skills needed in performing work of limited duration; and

WHEREAS, The appointment must not exceed a combined total of 960 hours for all employers each fiscal year and the compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule divided by 173.333 to equal an hourly rate; and

WHEREAS, The appointment must not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate other than reimbursement for reasonable expenditures; and

WHEREAS, Marcia Raines will not work more than 960 hours each fiscal year regardless of whether she works for one or more employers, will not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate other than reimbursement for reasonable expenditures; and

WHEREAS, Marcia Raines attests that she has not collected unemployment insurance compensation in the last twelve months and is being hired pursuant to the applicable provisions of 21224(a) for a part-time temporary appointment as Retired Annuitant Special Project for executive coaching services due to her specialized skills, and

WHEREAS, Marcia Raines will be compensated \$117.79 per hour, which is not less than nor more than the salary paid to other employees performing comparable duties as listed on the City's publicly available pay schedule.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol make this appointment of Retired Annuitant Marcia Raines in a regular public meeting to provide executive coaching services for approximately 10 hours of services between November 2024 and February 2025.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 19<sup>th</sup> day of November 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Diana Gardner Rich, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Alex Mog, City Attorney