

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024

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To: Honorable Mayor and City Councilmembers
From: Mary Gourley, City Clerk
Subject: Consideration of Council Approval to Proceed with Update to Staffing Assessment Study. This item has been budgeted in the FY 24 25 City Budget for \$10,000; therefore there is no budget amendment required. This item was reviewed by the Budget Committee at their meeting of December 2, 2024. City staff is requesting Staffing Assessment be Completed prior to the 2025 Goals and Priority Setting

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EXECUTIVE SUMMARY:

The item is to request the Council Approve and Direct Staff to Proceed with Update to Staffing Assessment Study.

BACKGROUND:

A staffing assessment study for city employees is important because it helps evaluate current staffing allocation, identify staffing needs based on workload and performance objectives, and ensure efficient operations.

In July 2021, the City of Sebastopol (City) allocated funding for a City-wide staffing study and in the fall of 2021, engaged Regional Government Services Authority (RGS) to conduct an assessment and provide recommendations regarding the City's staffing structure. The purpose and impetus for the study included the City's desire to:

- Review and analyze the City's current overall staffing structures.
- Consider options to align organizational and classification structures with relevant, effective municipal models found in other municipalities with similar demographics and functions.
- Respond to changing demographics and new developments in technology and service delivery methods.
- Receive personnel allocation options to achieve more effective ongoing and future City services.

DISCUSSION:

The City received the report that identified staffing considerations, broken down into three phases of timeframes for implementation and a summarized cost estimation. With receipt of this report, the City has undertaken some of the recommendations in the report such as:

- Converting Public Works Superintendent to Public Works Director through natural attrition and co-locating Engineering under Public Works (combining Public Works and Engineering Department). *(This has been completed and new Public Works/City Engineer will be on board mid January 2025)*
- Consolidate with Sonoma County Fire District or another local district – retain administrative staff to process various administrative requests, billing, and statistical data. (The City is currently undergoing reorganization process with Gold Ridge which is expected to be completed by July 2025.)
- Combining of Planning and Building Departments (This item has been in discussion since the staffing assessment study first came out and discussions will be ongoing to ensure the City has a strong organization).

With the City Council goals and priorities session tentatively scheduled for February 2024, City staff believes that having a revised staffing assessment based upon the current City organization would be beneficial to the City Council as you review upcoming goals and objectives.

Staffing decisions are a critical aspect of any organization's growth and development and should align with the Council's specific objectives and projects. Once Council creates their priorities and objectives are established, the City Manager would be responsible for fulfilling the staffing requirements necessary to support these goals. This also includes allocating resources, including budget and personnel, based on the priority of Council approved strategic projects.

Ensuring that the Council has an updated staffing assessment (which is a continuous process that aligns the needs and priorities of the City) will provide the Council with information as to what staffing is available to meet goals and priorities; and what staff is recommended for the City to maintain key and essential services for the community.

It should be noted that the Fire Department will not be part of this assessment as that is on a different path and will be discussed as part of the Reorganization with Gold Ridge Fire Department.

Staffing Analysis:

During the budget meeting for the approval of the FY 24 25 City budget, the staffing assessment study update was budgeted but was placed on hold and staff was directed to return this to the mid year budget review.

City staff brought this item forward to the budget committee on December 2, 2024 and there was consensus to bring this item forward to the Council for consideration.

Staff is recommending the Council approve the City to move forward with an update to the staffing assessment study. It is proposed that if approved tonight the study will be completed by end of January 2025 in time for the goals and priority setting meeting of February 2024.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. 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. 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 the scheduled meeting date.

FISCAL IMPACT: There is no fiscal impact with the action tonight. This item has been budgeted in the FY 24 25 City Budget for \$10,000; therefore there is no budget amendment required.

RESTATED RECOMMENDATION: That the Council Approve and Direct Staff to Proceed with Update to Staffing Assessment Study.

OPTIONS:

That the City Council can deny the request and not proceed with the update of the Staffing Assessment Study.

ATTACHMENTS:

None

APPROVALS:

Department Head Approval: Approval Date: 12-8-2024

CEQA Determination (Planning): Approval Date: 12-8-2024

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) 100-14-01-4210

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 12-8-2024