



AGENDA NO: 9a

MEETING DATE: March 12, 2024

Staff Report

TO: Honorable Mayor and City Council

DATE: March 7, 2024

FROM: Yvonne Kimball, City Manager

SUBJECT: Key staffing vacancies update

RECOMMENDED ACTION

That the City Council receive an update on key staffing vacancies and provide direction as deemed necessary.

FISCAL IMPACT

None

BACKGROUND/DISCUSSION

City has a 107 full time positions. Employee turnover has been an ongoing issue for all public agencies. Morro Bay is no exception. High turnover costs money impacts operation and challenges morale. In the last six months, City is experiencing new vacancies for some key positions, including Assistant City Manager/Administrative Services Director (ACM/ADS), Engineering Technician, City Engineer, Community Development Director, and Planning Manager.

Although difficult to recruit, both the City Engineer and the Eng Technician have been filled within a reasonable timeframe and are expected to join the City in a few weeks.

The Hiring of director level vacancies such as the ACM/ADS and the Community Development Director position have proven to be more involved. Additionally, the Harbor Director has announced his departure in July. Given the significant roles that these positions play as well as common recruitment challenges, I have chosen a deliberate approach to ensure that we find the right fit that can assist my team and myself to achieve City Council's goals. This approach includes needs assessment (though reviews of existing studies, meetings with employees, advisory committee members, council members and other stakeholders), evaluation of organization strength / weakness, budget evaluation, revising job descriptions, monitoring hiring trends and connecting with recruiters.

We are fortunate to have obtained experienced Interim Directors to help filling the hiring gaps temporarily. Their expertise and leadership have allowed strategic execution of recruitment for both the ACM/ASD and the CDD positions. One significant step forward the ultimate hiring is in tonight's meeting agenda: approval of resolutions to reinstate the Finance Director position, its updated job description, pay schedule, and an increased pay schedule for CD Director. Once Council approves the above, both positions are expected to be filled within normal timeframes from this point on.

Prepared By: YK

Dept Review: _____

City Manager Review: YK

City Attorney Review: _____

In terms of the Harbor Department, we are taking a similar team approach to prepare for imminent changes. For years, there have been discussions concerning restructuring Harbor Department to delineate its functions in business and lease operations away from the traditional harbor and water rescue operations. The current Harbor Director also recommended to visit this suggestion in his transition plan. I'm pleased to report that Harbor, Police, Fire, Community Development and Finance are jointly working on recommendations concerning Harbor's next chapter, including the status quo, or possible restructuring. Some immediate goals in our discussions are how to enhance resources available to the Harbor functions and increase training and leadership opportunities for harbor employees. I am confident that this collaboration approach will lead a solid path forward for harbor operations and the city as a whole. More details are to follow.

I want to add that I find immense support and guidance from my exceptionally talented Executive Team and my dedicated City Council in the journey of navigating uncertainties. Collaboration and teamwork will continue to be the key to our future success.

ATTACHMENT(S)

None