



Agenda Memorandum

Agenda Item – {{section.number}}.A.

City Council Meeting
May 8, 2023



Strategic Priority 1: Preparedness and Resilience

Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives.

Subject: Information Only – Quarterly Workforce Report – January through March 2023

Prepared By: Mark A. Freitag, City Manager

Summary Statement:

- This report is for City Council information only and requires no action by City Council.
- At the direction of City Council, a workforce update will be provided with the purpose of providing an overview of the organization's personnel status during the 1st Quarter of 2023 through both qualitative and quantitative data and information.
- The report will include data on vacancies, recruitments, promotions, and transfers in leadership positions, regular full-time positions, and regular part-time positions across the organization, information on employment patterns in the organization, the marketplace, and the community, as well as other indicators of the health of the workforce.

Background Information:

On December 4, 2021, City Council and Staff participated in a Team Building and Governance Retreat facilitated by Berry, Dunn, McNeil, and Parker, LLC. As part of the discussion, City Council requested the Interim City Manager to develop a monthly report on the personnel status of the organization. In January 2023, it was decided to provide this report on a quarterly basis.

The purpose of this report is to provide City Council with an update on the personnel status of the organization through both qualitative and quantitative data. The report includes data on vacancies, recruitments, promotions, and transfers in leadership positions, regular full-time positions, and regular

part-time positions across the organization, information on employment patterns in the organization, the marketplace, and the community, as well as other indicators of the health of the workforce.

The attached report reflects the organization's personnel status as of March 31, 2023, in an effort to provide City Council with the most current data as possible.

Staff welcomes feedback from City Council on this report and will endeavor to make it as useful and informative as possible.

A quarterly report to City Council focused on the personnel status of the organization supports the City's Strategic Priority of Preparedness and Resilience by promoting transparency and making the status of the City's organizational well-being more accessible to the public.

Respectfully Submitted,

Mark A Freitag

Mark A. Freitag
City Manager

Attachments:

Quarterly Workforce Report for January through March 2023