



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Michael Mallinoff

Date: May 15, 2023

Subject: O-17-23 Requiring the City Manager to Provide Staffing Impact Statements on Pending Legislation

Purpose of legislation

O-17-23 requires the City Manager to submit a staffing report when legislation is introduced before the City Council. The report would include the impact the legislation has on staffing levels and staff workloads.

It also changes when staffing and financial impact reports must be submitted to the Council; and makes clarifying and copyediting changes to those city code sections, Title 2 § 16.090 subsections B and E.

Staff recommendation

_____ Support as drafted X Support with revisions _____ Do not support

Impact of legislation on operations

This legislation would require close coordination between the City Manager's Office, Human Resources, City Departments, and Finance. Given this, having a full staffing impact statement available upon first reader for legislation may not be as helpful as the current practice of having impact statements submitted in time for public testimony.

Two caveats should be considered when it comes to staffing impacts. First, depending on staff capacity, relatively small workload changes proposed in legislation may have large staffing

impacts if new positions would be required. Second, it is relatively common that implementation of new legislation uncovers unanticipated needs or related needs that should be addressed at the same time. Both can impact staffing needs. For both reasons, staffing impact statements should be regarded as estimates only based on the scope of work as described.

Impact of legislation on staffing

The workload associated with this legislation will vary with the number of resolutions, ordinances, and charter amendments introduced. In general, this workload should be able to be absorbed by the existing staff. Requirements in the legislation to require very fast turnaround in time for a statement by first reader will make absorbing the work more difficult because of limitations around fitting this into existing staff schedules.

Drafted by Victoria Buckland, Assistant City Manager