



## Legislation Details (With Text)

<b>File #:</b>	23-13	<b>Name:</b>	
<b>Type:</b>	Staff Report	<b>Status:</b>	Consent Calendar
<b>File created:</b>	1/4/2023	<b>In control:</b>	City Council
<b>On agenda:</b>	1/11/2023	<b>Final action:</b>	
<b>Title:</b>	Report regarding a resolution approving an employment agreement between the City of South San Francisco and Sharon Ranals for service as Interim City Manager and amending the Fiscal Year 2022-23 Salary Schedule to add an Interim City Manager position. (Sky Woodruff, City Attorney)		
<b>Sponsors:</b>			
<b>Indexes:</b>			
<b>Code sections:</b>			
<b>Attachments:</b>			

Date	Ver.	Action By	Action	Result
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Report regarding a resolution approving an employment agreement between the City of South San Francisco and Sharon Ranals for service as Interim City Manager and amending the Fiscal Year 2022-23 Salary Schedule to add an Interim City Manager position. (*Sky Woodruff, City Attorney*)

### **RECOMMENDATION**

**Adopt a resolution approving an employment agreement between the City of South San Francisco and Sharon Ranals for service as the Interim City Manager and amending the Fiscal Year 2022-23 Salary Schedule to add an Interim City Manager position.**

### **BACKGROUND/DISCUSSION**

On November 17, 2022, City Manager Mike Futrell announced his intention to resign from his position as City Manager of the City of South San Francisco after more than eight years of service with the City. Mr. Futrell's last day of active service as City Manager will be December 24, 2022, and last day of employment with the City will be January 8, 2023. As plans to recruit for a new City Manager are getting underway, Council identified a need for an Interim City Manager while the position is vacant and until a permanent City Manager appointment is made.

At its December 14, 2022, meeting, Council adopted a resolution appointing Sharon Ranals as Acting City Manager from December 24, 2022 to January 8, 2023 and as Interim City Manager after January 8, 2023 and until such time the position of City Manager is filled on a permanent basis. The resolution further directed the Ad Hoc Subcommittee to negotiate the terms of an employment agreement with Ms. Ranals for her service as Interim City Manager.

Ms. Ranals has served as the City's Assistant City Manager since August, 2019. Prior to her appointment as Assistant City Manager, she served as the City's Parks and Recreation Director for fifteen years. Due to her depth of knowledge and experience Ms. Ranals is highly qualified to serve as the City's interim City Manager.

The proposed agreement is the result of discussions among the Ad Hoc Subcommittee, Ms. Ranals, the Director

of Human Resources, and City Attorney. It sets the annual base salary for the Interim City Manager position at \$336,689.20, which is 10% above the current base salary for the Assistant City Manager and 4.86% above the base salary of the Police Chief. The base salary would be adjusted by any across-the-board changes to salaries for employees in the Executive Management Unit. Benefits would be the same as provided to employees in the Executive Management Unit. The agreement allows Ms. Ranals to accrue vacation above the 480-hour cap in the Executive Management Compensation Plan. At the end of the Interim City Manager assignment, an accrued and unused vacation above the 480-hour cap would be cashed out at the hourly equivalent rate of for the base salary for the Interim City Manager position.

Additionally, the Agreement allows Ms. Ranals to be reinstated to the position of Assistant City Manager at the end of the Interim City Manager assignment. It recognizes that, as Interim City Manager, she may make temporary appointments to the Assistant City Manager position, which would terminate upon her reinstatement to the Assistant City Manager position.

The resolution amends the Fiscal Year 2022-23 Salary Schedule to include the position of Interim City Manager with the base salary stated above.

#### FISCAL IMPACT

There is no direct fiscal impact for this item. Although the Interim City Manager base salary will be greater than the budgeted amount for the City Manager position, a budget amendment is not necessary because of the salary savings resulting from the Assistant City Manager position remaining vacant during the period that Ms. Ranals serves as Interim City Manager.

#### RELATIONSHIP TO STRATEGIC PLAN

An Interim City Manager is essential to maintaining efficient and effective operations during the pendency of a vacant City Manager position. The Interim City Manager will provide continued oversight to staff and support to City Council for implementation of all strategic objectives.

#### CONCLUSION

It is recommended that City Council adopt the attached resolution authorizing the Mayor to execute the employment agreement with Sharon Ranals for service as the Interim City Manager and amending the Fiscal Year 2022-23 Salary Schedule to add the position of Interim City Manager.