



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/8/2021

To: Sonoma County Board of Supervisors and Board of Commissioners of the Community Development Commission

Department or Agency Name(s): County Administrator, Human Resources

Staff Name and Phone Number: Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Department Head Interim Extra-Help Personal Services Agreement - Executive Director Community Development Commission

Recommended Action:

Authorize the County Administrator to execute an Individual Agreement for Extra-Help Personal Services with David Kiff as Interim Executive Director Sonoma County Community Development Commission, with the term of the agreement commencing July 1, 2021 and continuing until terminated by either party, with an hourly salary at the "I" step.

Executive Summary:

This report and accompanying agreement appoints David Kiff as the Interim Executive Director Sonoma County Community Development Commission effective July 1, 2021. Salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

Discussion:

The Community Development Commission (CDC) has been under the Department of Health Services since January 2020, and the Director of Health Services has been acting in a dual role of Community Development Commission Executive Director. With the recent resignation of the Health Services Director, the reporting and leadership status needed to be addressed. Additionally, a recent organizational report completed by KPMG laid out several options for the future structure of the CDC and staff have been directed by the Commission to evaluate these options and make recommendations. Given this situation, the Sonoma County Development Commission desires to have the CDC be overseen during this evaluation period by the County Administrator. The Commission has also delegated authority to the County Administrator to appoint an interim CDC executive director.

David Kiff has 30 years' experience in State and local government, where he worked for the State Senate's Local Government Committee, the County of Orange as a Board staffer, and the cities of Orange and Newport

Beach. Mr. Kiff was with Newport Beach for almost 20 years, serving as its city manager for his last nine years. Under Mr. Kiff's leadership, the city of Newport Beach approved the city's first permanent supportive housing project for chronically homeless veterans. Mr. Kiff was also the president of the Orange County City Managers Association and for four years was a member of the Orange County Commission to End Homelessness. He later served as Interim City Manager of Huntington Beach, Healdsburg, and currently Sonoma.

Mr. Kiff earned a Bachelor of Science in Business Administration from California State University Sacramento, and earned a Master of Government Administration Degree from University of Pennsylvania.

The personal services agreement with David Kiff appoints him as an extra-help employee with an expected work schedule of 30 hours per week minimum, paid hourly at the "I" step of the salary range, which is currently \$92.56/hour. The effective term will start July 1, 2021. Mr. Kiff will receive only those benefits mandated in the County's Salary Resolution 95-0926 or those required by law for his employment status.

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Ongoing annualized salary and benefit costs associated with this position has been incorporated into the Community Development Commission's budget. This action does not increase any budget appropriations.

Staffing Impacts:

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Agenda Date: 6/8/2021

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Individual Agreement for Extra Help Personal Services - David Kiff

Related Items "On File" with the Clerk of the Board:

None.