

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES  
DEPARTMENT  
SUBJECT: APPOINTMENT OF CITY MANAGER, APPROVAL OF CITY  
MANAGER EMPLOYMENT AGREEMENT AND INTRODUCTION  
OF ORDINANCE SETTING CITY MANAGER SALARY

AGENDA ACTION: RESOLUTION AND INTRODUCTION OF ORDINANCE

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RECOMMENDATION

It is recommended that the Council, by resolution, appoint Maraskeshia Smith to the position of City Manager and approve the Employment Agreement – City Manager. It is further recommended that the Council introduce an ordinance establishing the salary of the City Manager in the amount of \$22,500.00 per month effective January 3, 2022.

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EXECUTIVE SUMMARY

After a nation-wide recruitment and selection process and candidate interviews, the City Council announced on November 12, 2022, its intent to appoint Maraskeshia Smith as the City Manager subject to reaching satisfactory terms and conditions for an employment contract and authorized the Mayor to negotiate an employment agreement on behalf of the City.

BACKGROUND

City Manager Sean McGlynn resigned his position as City Manager effective June 28, 2021.

Maraskeshia Smith has agreed to the terms and conditions set forth in the Employment Agreement – City Manager attached hereto as Exhibit A. The term of the agreement will commence on January 3, 2022, and continue until terminated as provided in the contract.

The City Charter requires that the compensation for the salary of the City Manager be established by ordinance. A Proposed Ordinance is included for adoption by the council.

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ANALYSIS

As legally allowed under the Brown Act and appropriate as a personnel matter, the City Council held discussions and interviews for the City Manager position in Closed Session over the past few months. The City was fortunate to have a number of highly qualified applicants.

Ms. Smith most recently served as Deputy City Manager for the City of Stockton, California, overseeing economic development, human resources, municipal utilities, public works, and affordable housing and homelessness initiatives. Ms. Smith was instrumental in managing the city's COVID-19 response, launching the city's first Office of Performance & Data Analytics, distributing nearly \$40 million in rental assistance, launching an economic development action plan, implementing strategies to reduce gun and gang violence, creating a pipeline for affordable housing, and launching a Clean City Initiative.

Prior to joining the City of Stockton, Ms. Smith served as Assistant City Administrator for the City of Oakland, California, where she provided leadership to various departments, including libraries, planning and buildings, human resources, animal services, parks and recreation, human services, community development, and homelessness services. At the onset of the COVID pandemic, Ms. Smith was instrumental in launching a mobile COVID-19 testing site in Oakland to ensure that first responders – police, fire, and other frontline workers – could get tested, and then quickly expanded testing to include all eligible employees. During that time, the City of Oakland was one of the first cities in the nation to offer testing to employees that were not sworn police or fire personnel. Ms. Smith was also instrumental in adding over 800 shelter beds, 1,200 affordable housing units, reducing construction inspections, and eliminating a backlog of rent adjustment hearings.

In 2015, Ms. Smith was appointed Cincinnati's first African American female Public Works Director, where she led the department for nearly ten years, managing the daily operation of traffic and roads, sanitation, facilities, fleet management and emergency operations. She was instrumental in enhancing the quality of life for Cincinnati residents, and her accomplishments have been recognized for contributing to neighborhood revitalization and code enforcement. Under Ms. Smith's leadership, the design and construction of a 39,000 square-foot police district headquarters was completed, which became the first LEED Platinum and net-zero energy police station in the world.

Ms. Smith has been active in the communities where she has lived and worked, serving on a number of professional boards and commissions, including the Commission on Housing and Support Services, International City Management Association, National Forum of Black Public Administrators, American Public Works Association, Municipal Waste Management Association, National Black MBA Association, and the International Public Managers Association. She has also been a committed board member to a

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number of to service and faith-based nonprofits supporting youth education and development, including Bluegrass Community and Technical College, United Way of the Bluegrass, YMCA Black Achievers, Tubby Smith's Club House, Step By Step Worldwide Ministries, and Michael John Vision for Success Committee.

Ms. Smith has received several accolades during her career including the City Manager's Innovative Government Award, Public Technology Institute GIS Award, Public Technology Institute Innovation Award, Design-Build Institute of America Award, Frank F. Ferris II Planning Award, AIA Cincinnati Design Award, and NAFA Fleet Management Association Top 100 Fleets Award. She holds an MBA from Eastern Kentucky University and a Bachelor of Science in Business Administration from the University of Kentucky.

FISCAL IMPACT

The total cost of this resolution and ordinance for Fiscal Years 21-22 will be \$169,316. The salary and benefit cost will be paid for with existing FY 2021-22 appropriations.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline Section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Exhibit A - Employment Agreement – City Manager
- Ordinance

CONTACT

Amy Reeve, Director of Human Resources, [Areeve@srcity.org](mailto:Areeve@srcity.org) (707) 543-3070