

**Carson City
Agenda Report**

Date Submitted: December 6, 2011

Agenda Date Requested: December 15, 2011

Time Requested: 15 Minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: For possible action. To determine that performance measures of the activities and functions of the city departments are key to the management of the services provided by the city to its constituents and that the continued collection and analysis of performance data is a high priority, that an upper level staff member located in the City Manager's Office is needed to manage the process and to authorize the City Manager to add the new position to the budget within the range of a Deputy City Manager (Unclassified UNC 46).

Staff Summary: Discussion on priority performance measures and staff and budget necessary to support the activity.

Type of Action Requested: (check one)

(☐) Resolution

(☐) Ordinance

(☒) Formal Action/Motion

(☐) Other (Specify)

Does This Action Require A Business Impact Statement: (☐) Yes (☒) No

Recommended Board Action: I move to determine that performance measures of the activities and functions of the city departments are key to the management of the services provided by the city to its constituents and that the continued collection and analysis of performance data is a high priority, that a upper level staff member located in the City Manager's Office is needed to manage the process and to authorize the City Manager to add the new position to the budget within the range of a Deputy City Manager (Unclassified UNC 46).

Explanation for Recommended Board Action: Four years ago the City embarked on a program to define, measure and analyze all of the activities of the City's various departments. The goal is to define the services that the City provides to the community by resources used and work accomplished. The project is essentially four phases with phase 1 the establishment of city goals by the Board of Supervisors. Phase 2 was to define all the functions and activities provided by the City and to align those functions and activities to one or more of the adopted goals. Phase 3 is to determine the resources needed by the activity at the current service level. The fourth and final phase is to survey the community on a regular basis to determine if the activity being provided is a priority demanding the resources necessary and is the service being provided at the appropriate level.

The program has been essentially managed by a consultant (Linda Ritter) who helped implement the program as a part time employee. Mrs. Ritter was employed as a member of the City

Manager's Office as a special projects manager for a period of time and then as a part-time employee and ultimately as a consultant. Through the work of Mrs. Ritter, the program has been very successful and has accomplished the desired outcomes for the first two phases. The City is partially through the third phase. To complete the program, it is essential that a position is created that can work with Mrs. Ritter to see all phase completed and to reduce the need for a consultant. For the program to thrive in its completed state, its needs to be managed from within the City Manager's Office. The position to manage the program needs to be at the level of a Department Director and needs to report directly to the City Manager. This position could also provide other high level assistance to the City Manager. The appropriate position would be a Deputy City Manager who functions as an assistant to the City Manager and has high level authority and responsibility. This does not mean that this position is being created to assume the role of City Manager, it is simply a Deputy City Manager as an assistant to the City Manager. Other duties that would be considered are public information officer and providing assistance to business and economic development.

Should the Board agree that performance measures are a high priority and that the management and analysis of the performance measurement system should be assumed by an employee to reduce reliance on our consultant then the budget needs to be augmented.

Applicable Statute, Code, Policy, Rule or Regulation: CCMC 2.06 Unclassified Compensation

Fiscal Impact: Salary of approximately \$125,000 per year plus unclassified employee benefits - impact to the general fund is a savings of \$15,000 to \$20,000.

Explanation of Impact: The funding will come from the combination of two general fund positions and the ultimate reduction of consultant costs.

Funding Source: General Fund

Alternatives: There are several alternatives. Should the Board decide that performance measures are not a priority and direct staff accordingly, there could be savings to the General Fund of about \$175,000 per year from salaries, benefits and consultant fees. Should the Board agree that performance measures are a priority but do not wish to create a new position, the consultant contract would need to be drastically increased.

Supporting Material: None

Prepared By: Lawrence A. Werner, P.E., P.L.S.

y: _____
(Department Head)

Date: 12/6/14

(City Manager)

Date: 12/6/11

(City Manager)

(District Attorney)

Date: 12/6/11

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)
