

**Carson City
Agenda Report**

Date Submitted: March 12, 2013

Agenda Date Requested: March 21, 2013

Time Requested: 15 Minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: For possible action. To authorize the City Manager to add the position of Deputy City Manager to the FY 2012/2013 City Manager's budget within the range of Unclassified UNC 46.

Staff Summary: As described in the Explanation for Recommended Board Action there is a need for the Deputy City Manager position to be restored. The main drivers for this request are to maintain and perpetuate the performance management system that the City began implementing in 2007; to implement the initiatives that the Board has established (town hall meetings, community outreach, etc.) that we have not been able to address through reduced staffing; grant coordination; and general upper management support.

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 authorize the City Manager to add the position of Deputy City Manager to the FY 2012/2013 City Manager's budget within the range of Unclassified UNC 46.

Explanation for Recommended Board Action: The purpose for this position is to share the workload, concentrate on Board programs and functions that are not getting the attention necessary and to take on programs and projects that are currently being performed by consultants or not being addressed at all. I would see this person as a true deputy with the authority and responsibility to perform the function. I do not expect nor would I encourage that the person selected for the position be identified as the next city manager without going through a selection process.

The reasons for needing a deputy are many. We have been working on the performance management (PM) system for 6 years and two years ago we started transitioning our PM consultant's work to a staff member in the City Manager's Office who subsequently resigned. We are at a critical point with our PM system now that have almost every department's activities identified and are ready to tie cost for those activities and the relative importance to you and the community into the system. At the project's completion, we will have a system that identifies what each department does, how the work relates to your goals and strategic plan, what it costs the citizens and its priority. It will provide a road map for identifying areas for cost savings and

improved effectiveness. In my mind, it is critical that we do not lose any momentum in this project. The person that manages this program needs to have a thorough understanding of the City's operations, leadership skills and the ability to step into the role seamlessly and quickly.

Another key area is grant monitoring for reporting and auditing. This function is critical in maintaining our relationship with federal and state grant programs and we have not been able to give it the attention it needs.

We need a communications officer that could work with the community for outreach such as developing a speaker's bureau. I also see the possibility of re-establishing a "city newsletter" that could provide more regular information to staff and community. I have received several emails lately that ask if we could do a newsletter such as Douglas County is providing. I have also been asked by both you and staff to create a Public Information Officer for the city. Again, the person that steps into this position needs to understand the City's operations in detail and needs to have the trust of department managers and elected officials as well as being perceived as trustworthy by the community.

Lastly, I have been asked by senior staff to get some upper management support for the City Manager. I have been hesitant because of the budget impacts. The need has certainly been identified in that access is sometimes difficult due to the number of meetings and other activities that compete for the City Manager's time. There are programs and policies that are needed but have not been developed in a timely manner. This position can take on the day to day policy tasks for a segment of the City's departments and relieve the City Manager of a portion of those tasks.

Currently there are four salary grades for department directors – the Grade UNC 40 which includes the IT Director, HR Director, Finance Director and Health and Human Services Director tops out at \$116k per year, Grade 510/01 which is the Fire Chief and tops out at \$120k per year, Grade UNC 43 which is the Parks and Recreation Director, topping out \$123k per year and Grade 46 which is the Public Works Director, topping out at \$134k per year. I would create this position at Grade 46 and start out \$125k per year. The major portion of the funding is available in an existing vacant budgeted position in the City Manager's Office and an existing vacant position in the Finance Department.

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

Fiscal Impact: At \$125k plus benefits there would still be a savings of \$1,830 in the City Managers budget for FY12/13. For FY13/14 there would be a cost impact of \$85,849.

Explanation of Impact: The City Manager's Budget has a vacant funded position (the Grants Coordinator) and because there's only portion of FY12/13 remaining, funding the position this year would still create a savings. For FY13/14, the cost impact would be the difference between the Grants Coordinator position and the DCM for a full year. There will be additional offsets to the General Fund through indirect cost allocation to other funds and a potential reduction in outside consultant costs.

Funding Source: General Fund

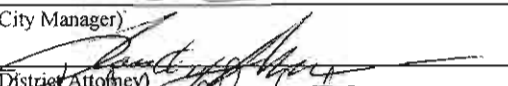
Alternatives: There are many alternatives, all dependent upon the programs and priorities established by the Board for the City Manager's Office and the staffing resources available to commit. Should the proposed action not be acceptable to the Board, the most likely alternative would be to refer the issue back to staff for further discussion.

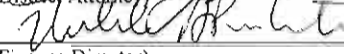
Supporting Material: None

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

Reviewed By:



(City Manager)


(District Attorney)


(Finance Director)

Date: 3/12/13
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Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)