

**City of Carson City
Agenda Report**

Date Submitted: 6.23.15

Agenda Date Requested: 7.2.15

Time Requested: 15 minutes

To: Board of Supervisors

From: Melanie Bruketta, HR Director

Subject Title: For Possible Action: To define and prioritize the desired outcomes the Board deems necessary for the proper operation of the City and the attainment of the Board of Supervisors' policy objectives by establishing the City Manager's goals/objectives for Fiscal Year 2016. *(Melanie Bruketta, HR Director, mbruketta@carson.org)*

Staff Summary: Pursuant to the City Manager's employment contract, the Board is responsible for establishing and prioritizing the City Manager's goals and objectives for the upcoming fiscal year.

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 define and prioritize the desired outcomes the Board deems necessary for the proper operation of the City and the attainment of the Board of Supervisors' policy objectives by establishing the City Manager's goals/objectives for Fiscal Year 2016 as follows...

Explanation for Recommended Board Action: On June 4, 2015, the Board conducted the City Manager's performance evaluation and directed Human Resources to return to the Board in July with a list of City Manager goals/objectives for Fiscal Year 2016. Attached to this staff report is a proposed list of goals/objectives. The top three proposed goals/objectives as identified by the City Manager for FY 2016 are highlighted in bold. The Board is being asked to deliberate and implement FY 2016 goals/objectives for the City Manager.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: The goals/objectives will have costs associated with each of them which will be brought to the Board, as required by law.

Alternatives: N/A

Supporting Material:

List of proposed FY 2016 goals/objectives

Prepared By: Melanie Bruketta, HR Director

Reviewed By:

Lick Munoz
(City Manager)

Date: 6/23/15

Michael A. Puhls
(Finance Director)

Date: 6/23/15

Joseph L. Ward Jr.
(District Attorney)

Date: 6/23/15

Board Action Taken:

Motion: _____ 1) _____

Aye/Nay

2) _____

(Vote Recorded By)

FY 2016 Goals/Objectives City Manager

Goal/Objective	Priority/Time Limit
Manage and oversee compliance of the 1/8 th percent revenue projects and use a CMAR on each project.	June 30, 2016
Implement changes in laws due to Legislative Session	July 1, 2015
Evaluate and report on the NNDA Business Development Plan	June 30, 2016
Manage and oversee the improvements of water and wastewater infrastructure in accordance with the 5 year plan	June 30, 2016
Implement/Institutionalize a Continuous Process Improvement Program; report results of Kaizen events to BOS.	June 30, 2016
Implement and enhance web and smartphone-based functionality for citizens and city staff.	June 30, 2016
Manage and oversee compliance of the Capital Mall Project	June 30, 2016
Coordinate and conduct NV Fair	August 2015
Implement City-wide performance metrics and develop a plan for Performance-Based Budgeting.	June 30, 2016
Enhance the public's ability to access information concerning City facilities and events.	June 30, 2016
Maintain compliance with FY 2016 budget and develop FY 2017 budget	June 30, 2016
Enhance the public's ability to participate in the FY 2017 Budget Planning Process.	June 30, 2016
Research and try to implement ways to improve mental health services in Carson City in cooperation with the State Health Department	June 30, 2016

In addition to the special projects listed above, the City Manager is expected to conduct all of the duties set forth in employment contract, daily tasks and any special projects that may be further defined by the Board of Supervisors.