City of Fernley
CITY MANAGER'S OFFICE

Administration,
Human Resources,
Budgeting,
Risk Management,
& Contracts

To: Mayor and City Council

From: Chris Good, City Manager

Date: February 19, 2013

Re: Fiscal Year 2013/2014 City Manager Budget request

The City Manager's Office is requesting support from the City's General Fund for the fiscal year 2013-2014 in the amount of $: 625,992.00

Salary/Wages:	$282,550.00
Benefits/Taxes:	$135,142.00
Operating Expenses:	$208,300.00
Capital Outlay:	$0
Total	$625,992.00

The City Manager's Office, for the first time in three years will be fully staffed. With the recruitment of a City Manager, the department has reviewed the organization, and requests a small organizational shift to address customer service needs and streamlining of services.

The increased staffing reflects the transition of an Administrative Specialist II position, which was previously located in the City Clerk's Office. Additionally, the Information Technology (IT) Coordinator was relocated from the Finance Department to the City Manager's Department. This will allow for more oversight and full implementation of communication needs throughout the City.

The budget request includes an increase of $144,652.00, which includes the transfer of the Administrative Specialist II position, and increase in the CTAX litigation, and the inclusion of the lobbyist contract.

The City Manager's Office mission is to provide positive administrative leadership to the City government and ensure efficient and effective services to the residents of Fernley. This is accomplished through various functions, including General Administration, Human Resources, Risk Management, Grants Administration, Government Relations, Constituent Services, Legislative Affairs, Council Support and Customer Service.

Attached are the documents requested.

MISSION STATEMENT

The mission of the City Manager's Office is to provide positive administrative leadership to the City government and ensure efficient and effective services to the residents.

LEGAL REQUIREMENTS

Title 1, Chapter 5 of the Fernley Municipal Code outlines the powers and duties of the City Manager.

The City Manager shall be responsible to the Council for the proper administration of the affairs of the City. The City Manager's chief guide in conducting and structuring City personnel will be the City of Fernley's Personnel Policy Manual. Insofar as the Mayor is the Chief Executive Officer of the City under NRS 266.165 with the attendant responsibilities, powers, and duties as described in NRS 266.190, the Manager shall direct his efforts toward assisting the Mayor in accomplishing these described objectives, powers, and responsibilities.

PRIMARY RESPONSIBILITIES

City Administration
Human Resources
Risk Management
Grants Administration
Council Support
Government Relations
Legislative Relations
Information Technology
Water Resources

OVERALL CHANGE IN LEVEL OF SERVICE

The City Manager's Office has increased the number of staff, including an Administrative Specialist II position to provide additional support to the City Council and address customer service needs for the residents. The total cost of this position including wages, benefits, retirement, and taxes is $69,764.

The City Manager's Office will also provide oversight for Information Technology and assist with Water Resource Management. Ten percent (10%) of the Assistant City Manager's position will be paid for out of the water rights funding, to cover the additional responsibility for water issues.

The Administrative Specialist II position was moved from the City Clerk's Office and the IT Coordinator was moved from Finance.

Additionally, there was an increase in the CTAX Litigation line item of $50,000 and the inclusion of the lobbyist contract of $30,000. Additionally, pool pact deductibles are included for Risk Management issues to address property damage. The total increase from FY12-13 to FY 13-14 is $144,652.00.

CHANGE IN NUMBER OF POSITION FROM PRIOR FY12-13 TO THE REQUESTED FY13-14.

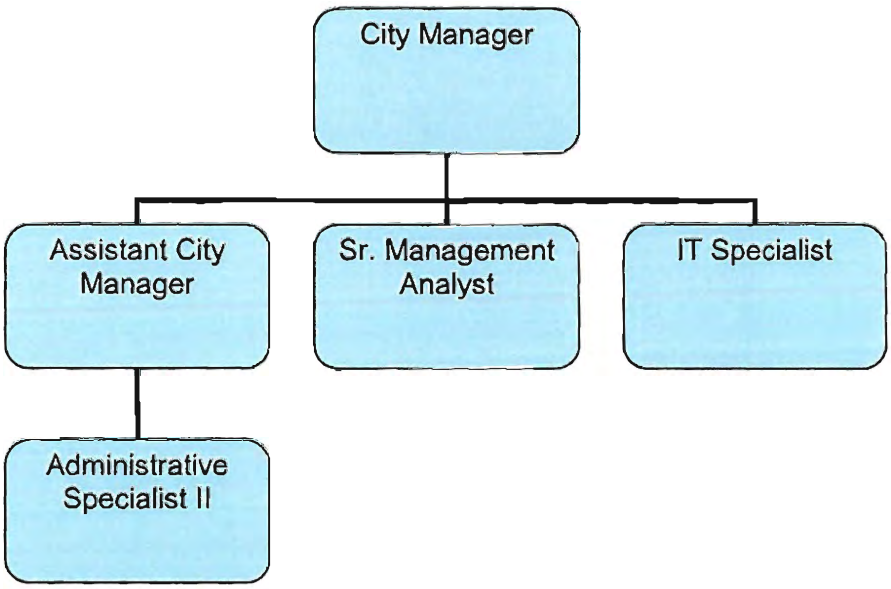
FY2012-2013 included three positions:

- City Manager
- Administrative Services Manager
- Senior Management Analyst/Grants Administrator

FY2013-2014 includes the following:

- City Manager
- Assistant City Manager (reclassification for Administrative Services Manager)
- Senior Management Analyst/Grants Administrator
- Administrative Specialist II (previously located in City Clerk's Office)
- IT Coordinator (previously located in Finance)

City Manager's Office Organizational Chart



GOALS, OBJECTIVES, AND WORKPLAN

Administration

I. **Goal: City Council goals and objectives are met.**
   A. **Objective: Assist City Council in the development of overall goals of the City.**
      1. Meet annually with City Council to develop goals and priorities.
      2. Develop, evaluate, and implement policies and procedures to meet Council goals and priorities.

II. **Goal: Citywide department goals and objectives are met.**
   A. **Assist the Departments in the development of overall goals.**
      1. Meet annually with department heads to develop goals and objectives.
   B. **Evaluated department goals and objectives.**
      1. Establish measureable outcomes for departmental goals.
      2. Establish timelines for review.
   C. **Analyze proposals regarding policies, programs, and services and develop recommendations to the City Council.**
      1. Review staff reports before presentation to City Council.
      2. Direct staff and provide guidance for development of staff reports.

III. **Goal: Efficient and effective delivery of programs and services.**
   A. **Objective: Coordinate the activities of city departments to ensure timely, efficient, and effective delivery of programs and services.**
      1. Meet regularly with staff.
      2. Establish measureable outcomes for programs and services.
      3. Evaluate the performance of department programs and services.

IV. **Goal: Compliance with all City contractual agreements.**
   A. **Objective: Negotiate and supervise all City contractual agreements.**
      1. Review all contractual agreements.
      2. Agendize all contracts for City Council review and approval.
      3. Administer and enforce all agreements.

V. **Goal: Annual City budget is prepared and approved by City Council.**
   A. **Objective: Coordinate activities for completion of departmental and overall City budget.**
      1. Establish budget manual and instructions.
      2. Establish budget completion calendar.
      3. Coordinate with City Treasurer to ensure compliance and accuracy of City Budget.
      4. Meet with department heads to review requests.
      5. Coordinate with City Treasurer to finalize budget for presentation to City Council.

VI. **Goal: Public information and communication about City of Fernley is accomplished.**
   A. **Objective: Provide information to media outlets regarding issues affecting Fernley.**
      1. Establish and administer policies for public information.

Human Resources

I. **Goa l: Compliance with federal, state, and local regulations and laws for hiring employees.**
   A. **Objective: Provide oversight for all recruitment efforts.**
      1. Post job announcements.
      2. Collect and screen applications for vacancies.
      3. Schedule and complete interview process.
      4. Complete employee orientation.
      5. Complete employee new hire packets and background checks.

II. **Goal: Compliance with federal, state, and local regulations and laws for training.**
   A. **Objective: Provide oversight for city-wide employee training.**
      1. Establish annual training plan.
      2. Schedule and coordinate training.
      3. Monitor and evaluate all training requirements.

III. **Goal: Compliance with federal, state, and local regulations and laws for personnel policies and procedures.**
   A. **Objective: Direct administrative policy development.**
      1. Regularly review and update personnel policy manual.
      2. Present recommendations for policy improvements for approval.
      3. Establish processes to review compliance for administrative and employee actions.
      4. Keep abreast of regulatory standards and government employment law including collective bargaining, EEOC, ADA, veterans' preference, FSLA, FMLA, etc.
      5. Establish processes and coordinate with supervisors regarding employee evaluations.
      6. Facilitate conflict resolution among employees and between management and employees.
      7. Mediate, facilitate, and provide guidance relative to formal grievances and appeals procedures.

IV. **Goal: Compliance with federal, state, and local regulations and laws for development and completion of collective bargaining unit agreement.**
   A. **Provide oversight for union negotiations and implementation of agreement.**
      1. Coordinate the development of the negotiation team.
      2. Coordinate the negotiations.

3. Prepare needed documentation.
4. Provide assistance to the team in development of a negotiation plan.
5. Finalize negotiation process.
6. Prepare staff report for final approval of the collective bargaining agreement for approval and acceptance by the City Council.
7. Review employee and administrative actions for agreement compliance.

Risk Management

I. Goal: Compliance with federal, state, and local regulations and laws for Risk Management.

A. Administer policies and procedures to lower the City's liability.

1. Identify risk management needs for the City through risk and liability assessments.
2. Establish procedures to limit City liability.
3. Train staff on procedures and protocol regarding reporting requirements.
4. Case management of potential and on-going claims regarding property and liability.
5. Coordinate with POOL/Pact and City Attorney regarding potential claims.

II. Goal: Compliance with federal, state, and local regulations and laws for employee safety.

A. Administer policies and procedures for employee safety.

1. Meet regularly with Safety Committee.
2. Assist in establishing training plans for the City.
3. Provide oversight for review and updates of safety manuals.
4. Provide oversight for safety drills.

III. Goal: Compliance with federal, state, and local regulations and laws for Workers Compensation

A. Administer policies and procedures for workers compensation.

1. Train employees regarding reporting requirements for Workers Compensation.
2. Provide forms and processes for Workers Compensation.
3. Coordinate with ASC for submitting workers compensation claims.
4. Review claims and establish training plan to lower risk.

Grants Administration

I. Goal: Grant applications submitted by or on behalf of the City are aligned with established City priorities.

A. Objective: Administer grants for document quality, match requirements, project management, and funding periods.

1. Meet regularly with departments to coordinate grant requirements.
2. Review goals and objectives for compliance.
3. Identify roles and responsibilities for managing grant programs.
4. Establish criteria for evaluating the benefits and costs of grant programs.

II. Goal: City compliance with Single Audit Act Requirements.

A. Objective: Administer audit preparation and review.

1. Meet regularly with departments for audit preparation.
2. Establish timeline for audit preparation.
3. Prepare all grant documents for presentation to auditor.
4. Coordinate with departments to ensure all past findings have been addressed.
5. Establish process to address any deficiencies and implement a corrective action plan.
6. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs.

III. Goal: Grant funding opportunities are identified to meet City goals and objectives.

A. Objective: Administer process for grant opportunities.

1. Meet regularly with departments to identify grant seeking needs.
2. Coordinate efforts to secure identified funding needs for capital improvements.
3. Establish criteria for evaluating benefits and costs of funding opportunities.
4. Review indirect costs of administering grant programs to be recovered to the maximum extent feasible.

City Council Support

I. **Goal: Citizens' requests, inquiries, and complaints are addressed in a timely manner.**
   A. **Objective: Administer efforts to address citizen inquiries.**
      1. Coordinate with City Council Members to provide information to constituents.
      2. Develop a system of response for inquiries, questions, and complaints.
      3. Provide feedback and information to City Council.

II. **Goal: Citizens have adequate access to City Hall.**
   A. **Objective: Administer use of technological resources.**
      1. Develop systems of communication through technology.
      2. Develop proactive method of communication regarding Citywide issues.

III. **Goal: City Council Members have adequate administrative support.**
   A. **Objective: Administer efforts to provide assistance to Council Members as needed.**
      1. Discuss needs of City Council Members.
      2. Provide administrative support regularly.
      3. Develop system for regular communication and evaluation of City Council needs.

CITY OF FERNLEY
Assistant City Manager
Range 148: $70,853 - $108,659

DEFINITION

Under executive direction of the City Manager, performs highly responsible and complex professional managerial work while assisting the City Manger with the direction and coordination of the activities of assigned City departments and/or division; provides leadership in policy formation and implementation of policies and procedures for assigned departments; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; and provides responsible managerial assistance to the City Manager, City Council, and department heads. This position also acts as the Human Resources Manager and Risk Manager.

DISTINGUISING CHARACTERISTICS

This position is a management position reporting directly to the City Manager. This position manages, directs and implements employee development and training programs, interprets and applies relevant laws, policies and rules of the City; ensures compliance with federal and state personnel regulations; prepares a variety of reports for the City Manager and/or City council; monitors developments and legislation related to municipalities and evaluates their impact upon City operations.

ESSENTIAL FUNCTIONS: *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class.*

1. Assume full management responsibility for assigned functions, services, and activities of the City including overseeing assigned departments and divisions; provide direction to assigned staff on implementing City Council policy and direction and ensure City Council and City goals are carried out by departments.
2. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, with City policy, appropriate service and staffing levels for assigned functions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor workload, administrative support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through management level staff, the work plan for assigned functions; assign projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implements budgetary adjustments as appropriate and necessary.

8. Supervise the conduct of studies, surveys, and the collection of information on difficult operation and administrative problems; analyze findings and prepare reports of practical solutions for review.
9. Maintain communication and coordinate assigned City activities with other outside agencies and organizations; serve as liaison with department directors, City Council, City Manager, and other external agencies.
10. Coordinate and participate in providing responsible staff assistance and professional analysis to the City Manager, City Council, and other City boards and commissions as assigned; attend City Council meetings and other public meetings.
11. Respond to request for information from community residents, businesses, the media, and other outside agencies; respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration and management; incorporate new developments as appropriate.
13. Act as Human Resource officer for the City ensuring compliance with federal, state, and local regulations and laws; overseeing overall recruitment, retention, background checks, and training efforts; direct administrative policy development, employee classification and compensation, job evaluation, pay for performance plans, employee relations and personnel related legal compliance, oversees the maintenance or personnel records, administration of agreements with employee organizations;
14. Recommend and administer policies and procedures for human resources and risk management functions, keeps abreast of regulatory standards governing employment law and risk management including but not limited to collective bargaining, EEOC, ADA, veterans' preference, FSLA wage and hour law.
15. Analyzes collective bargaining agreements and develops interpretations of the intent and spirit of labor contracts to advise and counsel management in the development and application of labor relations policies and practices. Serves as liaison between the City Manager and labor unions. Participates in union negotiations.
16. Researches and prepares reports recommending the improvement of services, changes in organizational design, and measures to improve efficiency of operations in human resources, risk management city wide.
17. Serve as a liaison between the City and the Pyramid Lake Paiute Tribe, Truckee Carson Irrigation District, United States Bureau of Reclamation, community members, and other interested parties related to addressing regional water issues.
18. Assist in development, and facilitate review and approval of local and interagency water policy and partnering program.
19. Develop and administer program budgets and consulting contracts for policy development, negotiation, and litigation related to water rights protection, including grant application, contract compliance and grant administration, where appropriate.
20. Participate on a variety of boards, commissions and committees as required by water rights protection program; prepare and present staff reports and other necessary correspondence related to water policy and water rights protection.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of:

- Advanced principles and practices of public administration involving municipal government.
- Principles of the City programs and projects, challenges, and resources available to resolve municipal issues.
- Principles and practices of modern human resource management.
- Principles and practices of risk management.
- Principles and practices of public administration, management and organizational theories and practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles underlying the laws and regulations of the municipality.
- Principals of Community Relations and Organizing.
- Principals of Emergency Planning and Management, Emergency Incident Command Systems and Emergency Communications.

Ability to:

- Interpret and apply Federal, State and City policies, procedures, rules and regulations.
- Develop and implement Human Resources policies, procedures and programs.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Demonstrate political acumen, deal positively with confrontation and controversial issues, facilitate community participatory decision making to resolution.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate assigned personnel.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Ability to analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.

Special Requirements:

Possession of a valid Nevada driver's license or access to alternate means of travel.

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Equivalent to a Bachelor's Degree from an accredited college or university in business or public administration, with major course work in human resource management, organizational management, organizational development or a closely related field and four years of progressive

experience in public administration at a level which requires broad participation in policy research and analysis, and various areas of organizational operations of which two years in a senior administrative or supervisory capacity; a Master's Degree in a related field is desirable.

Desirable Characteristics:
The successful candidate will possess a thorough understanding of municipal government and its interaction with other governmental entities. The ideal candidate is a problem solver who utilizes a system approach to address issues. He or she must have excellent analytic and organizational skills, and be a proponent of quality customer service. To be successful, the individual must be an excellent communicator who enjoys establishing and maintaining effective working relationships with public officials, other City employees and the public.

WORKING CONDITIONS
Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise, periodic contact with upset an potentially angry or frustrated individuals, frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

FLSA Status: Exempt

This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

Fund and Department Number	100-413-100		
Department or Function Name	**City Manager's Office**		
Prepared by:	Daphne Hooper		
(A) Base Salary and Wages:			
Position: Exempt	Annual Salary or Wages		
Regular Employees over 20 hours per			
City Manager			100,006
Assistant City Manager			63,480
Sr. Management Analyst			60,715
Administrative Specialist II			42,349
Subtotal (A1)			266,550
Employees Less than 20 hours per			
Subtotal (A2)			
Total Base Salary and Wages (A)			266,550
(B) Additional Compensation:			
Estimated Annual Overtime			1,000
Estimated Annual Standby Pay			0
Estimated Vacation Payout/Other			15,000
Total Additional Compensation (B)			16,000
Total Salaries and Wages (C)			282,550
Account #	Account Name	Amount	Reference to Detail
5000.1	Salaries and Wages	266,550	
5000.2	Overtime	1,000	0
5000.3	Standby Pay	0	0
5000.4	Other	15,000	Conv. from sick/vac
	Subtotal Salaries/Wages	282,550	A+B+ Vac Est
5100.1	FICA (1% X A2)	0	Part Time only
5100.15	Medicare (1.45% X A)	4,097	Total
5100.2	Unemployment (2.65%x26900x#)	2,780	Total
5100.25	Retirement (25.75% X A)	68,637	Base Pay Only
5100.3	Group Insurance ($12,500 X #	48,750	Per Employee
5100.4	Workers Comp (3.85% X A)	10,878	Total
	Subtotal Benefits	135,142	
	Total Salaries & Benefits	417,692	

NON-PERSONNEL LINE ITEMS

Fund and Department Number	100-413
Department or Function Name	City Manager's Office
Prepared by:	Daphne Hooper

Account #	Account Name	Amount	Reference to Detail
100-413-300	Prof. Services (CTAX)	150,000.00	Provide support for CTAX Litigation
100-413-310	Prof. Services - Personnel	10,000.00	Personnel investigations
100-413-322	Prof. Services – Other	40,000.00	$30K – Forte Lobbyists / $10K - Liability deductibles for property damage
100-413-348	Tech Services – Ethics	3,500.00	Commission on Ethics fee
100-413-441	Rental	50.00	Equipment rental
100-413-540	Advertising	0.00	
100-413-550	Printing and Postage	500.00	Mailing
100-413-580	Training	1,000.00	Employee training
100-413-581	Dues and Membership	250.00	Membership for professional organizations
100-413-600	General Supplies	2,000.00	Office supplies
100-413-605	Minor Equipment	500.00	
100-413-626	Gasoline	500.00	
100-413-640	Books and Periodicals	0.00	
		TOTAL	**208,300.00**