

AGENDA ITEM #: _____

DATE: January 27, 2020

CAR #: 2020-6884



CITY COUNCIL ACTION REPORT

SUBJECT: Reorganization of City Manager's Office

STAFF PRESENTER(S): Julie Arendall, City Manager

OTHER PRESENTER(S): None.

Summary: Reorganization of the City Manager's Office to reinstate the position of Assistant to the City Manager and authorize associated budget transfer for use of City Manager Contingency Funds

Recommendation: Authorize reorganization of City Manager's Office, resulting in an increase to the full-time equivalent (FTE) employee count by one position, and authorize associated budget transfer in the amount of \$57,000 utilizing the ongoing portion of the City Manager's General Fund Contingency for FY2020 costs.

Fiscal Impact: Approval of this item will increase the total authorized employee count by one (1.0) FTE to 680.8 FTE.

The estimated annual total cost of this position including salary, benefits, and ancillary costs is approximately \$140,000. For FY2020, the salary, benefits and ancillary costs will be funded through the city manager's ongoing general fund contingency in the amount of \$57,000. For FY2021 and thereafter, the position would be included in the base budget of the City Manager's Office.

Background and Previous Actions

The Assistant to the City Manager position previously existed in the City Manager's Office. In January 2019, the position was vacated, and repurposed to create a new Deputy Director position in the Engineering department supporting the city's Capital Improvement Program, as this is a top priority for the city.

Staff Analysis

A vacancy in the Governmental Relations Manager position caused a re-evaluation of the role. In order to fully address the needs of our growing City, the Governmental Relations Manager will be dedicated fully to their primary job responsibilities working with the legislature, other cities,

regional organizations and others all of which require them to work out of the office a majority of the time. They will no longer be responsible for supervision of employees, specifically Mayor & Council staff and the Neighborhood Services/Grants team in the City Manager's Office.

The re-instated Assistant to the City Manager would supervise employees in the City Manager's Office, specifically, the Mayor/Council staff and the Neighborhood Services/Grants team, all of whom were previously supervised by the Governmental Relations Manager. There is also a need in the City Manager's Office to provide high-level coordination on major focus areas, such as, performance measures and also other project-based support to the City Manager.

Attachments

City Manager's Office Proposed Organizational Chart with new FTE