



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 7-20-2017

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: For possible action: To establish the City Manager's goals and objectives for the performance review period, July 1, 2017 to June 30, 2018. (*mbruketta@carson.org*)

Staff Summary: Pursuant to the City Manager's employment contract, the Board shall define and prioritize the desired outcomes the Board deems necessary for the proper operation and attainment of the Board's policy objectives. This action is to establish the City Manager's goals and objectives for the performance review period beginning July 1, 2017 to June 30, 2018.

Agenda Action: Formal Action/Motion

Time Requested: 2 hours

Proposed Motion

I move to establish the City Manager's goals and objectives for the performance review period, July 1, 2017 to June 30, 2018 as follows:

Board's Strategic Goal

Organizational Culture

Previous Actions

The Board of Supervisors reviewed the City Manager's performance on June 6, 2017.

Background/Issues & Analysis

The City Manager's employment contract was amended and entered into on January 21, 2016. In accordance with Section 4.4 of the contract, the Board is required to conduct a public meeting to evaluate his performance and establish goals and objectives for the upcoming fiscal year.

Section 4. Salary, Compensation, Performance Evaluation and Benefits, Sec. 4.4 states in part:

In June of each year beginning June 2015, the Board shall conduct a public meeting review and evaluate the performance of the Employee. The Board shall define the desired outcomes it deems necessary for the proper operation of the City and the attainment of the Board of Supervisors' policy objectives. The Board shall prioritize the desired outcomes. These goals and objectives shall be generally obtainable within the time limits specified. Based on the Employee's achievement of the goals, the Board may grant a merit increase to the Employee up to, but not exceeding the current salary range for City Manager. If such a merit increase is approved by the Board of Supervisors, it will be granted effective for the next fiscal year budget to begin the following July 1.

A list of proposed objectives based on the Board's discussion that occurred on June 6, 2017 is provided as back-up material for this agenda item.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes X No

If yes, account name/number: Establishing the goals and objectives does not have a fiscal impact. However, attaining the goals and objectives will have a fiscal impact that cannot be determined at this time.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

The Board of Supervisors can adopt the list provided by the City Manager or amend the list by deleting and/or adding goals and objectives.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

OBJECTIVE

STRATEGIC GOALS STATUS

Behind the Scenes

1	Carefully develop and review the RFP for solid waste services	Quality of Life and Community	Before issuing the RFP, PW should hold public workshops to get concerns/issues from residents on recycling and solid waste pick-up issues; City staff should use the "lessons learned" from Washoe County when developing the RFP; engage a consultant on the development of the RFP; consider the following when developing the RFP (If a homeowner's association is paying for trash pick-up, the residents should not be charged too, what happens with trash pick-up during inclement weather, commercial glass pick-up, bear proof containers (try to obtain those concessions now), possible impact fee for street repair due to garbage truck use, etc.)
2	Implement City-wide performance metrics and begin to develop a plan for Priority Based budgeting		Survey the public to establish priorities
3	Review the environmental health division procedures, revise if applicable, and bring forward CCMC amendments, if needed.	Efficient Government/Quality of Life and Community/Safety	
4	Develop a road maintenance plan, which should include funding, public education, long-term maintenance.	Efficient Government/Sustainable Infrastructure/Quality of Life and Community	Staff should take into consideration, when developing the plan, the use of the Traffic Advisory Committee, what are best practices for road maintenance e.g., should a pothole be fixed or should the whole road be replaced, and include how to educate the Public and the BOS on street issues; look ahead to the next legislative session; consider the creation of a PAC to help support future passage
5	Work with long-stay motels on code enforcement issues; consider possible code changes; may possibly need to implement abatement procedures	Quality of Life and Community/Safety	Coordinate ongoing motel inspection program with Code Enforcement, Fire, Health and Building; cite for failure to correct code violations. Report to the Board of Supervisors (tentatively in July, 2016) on code compliance issues and status; get direction from Board on possible code amendments regarding length of stay in motels and/or Transient Occupancy Tax provisions.
6	Create a CarsonProud Clean-Up Day	Quality of Life and Community	Consider involving civic organizations in the event such as the Boy Scouts; possibly use the SO workcrew; provide lunch; consider implementing a program that allows residents who need help cleaning up their yards can make a request for assistance; a community spirit day.
7	Review and prioritize Municode revisions.	Efficient Government	
8	Continue to maintain transparency with the public; attend events; respond to complaints	Efficient Government	Message on water/sewer and stormwater rates- educate the public on why there are restricted watering days, it's not necessarily about conserving but recharging; maybe include an FAQ in the water bill on issues such as: do we have enough water? What will happen to the resources with growth? etc.; use public outreach for educational purposes.
9	Update the Board of Supervisors on the Redevelopment Plan; include a status of the incentives, what goes to the Redevelopment Authority v. the Redevelopment Authority Citizens Committee	Quality of Life and Community/Efficient Government	Create a Redevelopment report that can be used as an informational document for the public as well as the Board of Supervisors.
10	Review the membership requirements of the Planning Commission and bring forth possible changes to the composition of the Commission.	Efficient Government	Prepare a report on the qualifications of the planning commissioners in other cities and make recommendations to the Board of Supervisors regarding possible amendments to CCMC regarding the Carson City Planning Commission membership requirements.
11	Look at ways the City can encourage downtown housing.	Quality of Life and Community/Efficient Government	Carson City has adopted the Downtown Mixed Use zoning district standards that allow residential uses by right (without the requirement of a Special Use permit). Parking standards have also been reduced for downtown housing. Other barriers have not been identified by the development industry, other than general market forces.
*	Other objectives: city-wide internet connectivity; replace lights in the Sierra Room with LED; look for ways to save money as was done with the energy contract; update the BOS on Question 18 and Open Space- e.g. what properties are missing/what properties are being considered for purchase/status of the Open Space budget.		