

STAFF REPORT

Date: February 12, 2020

To: Mayor and City Council

Thru: Sabra Newby, City Manager

Subject: **D.6. Staff Report (For Possible Action): Discussion and potential direction to staff regarding an amendment to Reno Municipal Code, Title 2, Article II - Appointed Offices to create a Utility Services Director position, including setting the salary for the proposed position.**

From: Mark Gregersen, Director, Human Resources

Summary: Staff is proposing to create a new director position, Utility Services Director, which would require amending Reno Municipal Code (RMC) Title 2, Article II - Appointed Offices.

Background: The Reno City Charter, Section 1.090 – Appointive officers and appointive employees, outlines the City Manager’s duties as to appointive officers and appointive employees for the City of Reno.

Section 1.090, Subsection 4, states that “except as otherwise provided in this subsection, the City Council may establish such other appointive offices and appointive positions as it may deem necessary for the operation of the City by designating the office or position and the minimum qualifications therefore by ordinance.” The ordinance by which Council establishes those appointive offices and positions is codified in the RMC, Title 2, Article II – Appointed Offices.

Discussion: Due to the City Manager’s intended formation of the Utility Services Department, staff is proposing amending RMC, Title 2, Article II – Appointed Offices to reflect an additional appointed officer in the City of Reno. The job classifications in this section of the RMC are not Civil Service positions.

Staff researched best practices of the 13 largest jurisdictions in Nevada to determine which utilize a utility department. Seven of the jurisdictions separate their utility services into a separate department from public works, including:

- Henderson - Utility Services Department
- North Las Vegas - Utilities Department
- Fernley - Utilities Department
- Elko - Water and Sewer Department

- Boulder City - Utilities-Infrastructure Department
- Winnemucca - Sewer and Water Department
- Ely - Water and Sewer

The complexity and subject matter needs in the areas of wastewater and stormwater have grown to the level where creation of a focused department is warranted.

While the department's responsibilities will be formally assigned by the City Manager, these could potentially include wastewater infrastructure, wastewater plants, environmental services, flood and drainage, and stormwater.

Staff is seeking Council authorization regarding this proposed amendment to RMC Title 2, Article II – Appointed Offices and the salary of this proposed position. If directed by Council, this amendment will return as an ordinance introduction.

Financial Implications: While this position will be paid entirely out of the sewer enterprise fund, the removal of the Public Works Director position from oversight of sewer functions will result in an annual cost increase of approximately \$120,000 to the General Fund.

Legal Implications: None

Recommendation: Staff recommends Council direction regarding an amendment to Reno Municipal Code, Title 2, Article II - Appointed Offices to create a Utility Services Director position, including setting the salary for the proposed position at range A43 commiserate with other department directors.

Proposed Motion: I move to approve staff recommendation.

Attachments:

- Salary Schedule for Management Employees (PDF)