

Item # 8F

City of Carson City
Agenda Report

Date Submitted: 12/11/2006

Agenda Date Requested: 12/21/2006

Time Requested: 10 Minutes

To: Board of Supervisors

From: Linda Ritter, City Manager

Subject Title: Review of the City Managers performance for the period December 1, 2005 through December 1, 2006.

Staff Summary: Each year, the Board of Supervisors are asked to evaluate the performance of the City Manager. The City Manager welcomes feedback and looks forward to hearing recommendations for improvement. No salary adjustments are being proposed as part of this review.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes (XX) No

Recommended Board Action: I move that the City Managers performance for the period December 1, 2005 to December 1, 2006 is satisfactory.

Explanation for Recommended Board Action: A report of activities and accomplishment during the past year are included in your agenda packet for review. It is important to note that all accomplishments are not the sole credit of the City Manager, but of the efforts of Board members and all City staff. No one person can succeed alone - all achievements should be celebrated across the organization.

Applicable Statue, Code, Policy, Rule or Regulation: None

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: Take action to determine that performance is less than satisfactory.

Supporting Material: Activities / accomplishments report.

Prepared By: Linda Ritter

Reviewed By:



(Department Head)


(District Attorney)

Date:

12/12/06

Date:

12-12-06

Board Action Taken:

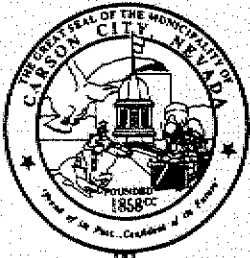
Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMO TO: Board of Supervisors

FROM: Linda Ritter, City Manager

DATE: December 14, 2006

SUBJECT: 2006 Activities / Accomplishments

It is difficult for me to provide a list of accomplishments during 2006 that I can take sole credit for. My job as your City Manager is one of facilitator, coordinator, director and cheerleader. I place the best talent available in positions under my purview and support their activities and successes. Coordinating these varied activities to insure maximum effectiveness of services and maximum efficiency in use of the taxpayer's dollar is my principal role. And in that, I believe I have served you and the citizens of Carson City well. I am also providing an updated report on the 2005/2006 and 2006/2007 management team work plans. This report reflects the major projects and activities I have overseen this past year.

It has been a pleasure working for you and serving Carson City for the past 3 ½ years. I look forward to facing the challenges ahead of us with energy, enthusiasm, and with a smile.

Carson City Management Team	December, 2006
Work plan Report	
2005/2006 and 2006/2008	
Build a community coalition to begin defining the issue, building public awareness and defining possible solutions.	Partnership Carson City has been formed.
Maximize outreach efforts to our Latino / Hispanic community.	The position of Citizen Outreach Coordinator was created and has been actively working with the Latino community.
Identify funding options for landscaping along the Carson Freeway.	Maintenance costs have been identified. With current financial challenges, long term maintenance funding has not been identified.
Provide regular updates regarding public works projects to the Board and public.	The first update was provided recently. Quarterly updates will be provided on a regular basis.
Complete the re-design of the Carson City Website.	The new website was launched this fall.
Secure a permanent vendor to operate the cable television access channels.	The Brewery Arts Center was chosen to operate cable access.
Start pre-employment drug testing for all employees.	Pre-employment drug screening began in November.
Identify capital needs for the future and prepare a funding plan for each utility.	Capital programs for Water and Wastewater have been developed. Funding plans are in process.
Implement the new Sheriffs Administration Facility	Construction has begun with completion scheduled in 2007.
Develop a Facilities Master Plan	Work is still proceeding on this plan. Part of the plan includes developing a funding strategy. This will be part of an overall financial policy for the City to be presented in Spring, 2007.
Examine opportunities for partnering with other agencies to provide public facilities.	Staff is actively pursuing some opportunities with the Carson City School District.
Develop a long term maintenance plan for all facilities.	This plan will be developed in conjunction with the Facilities Master Plan. Providing a funding strategy is a key element of the plan.
Create a vision for Downtown and the Carson Street corridor.	The downtown corridor plan has been completed and presented to the public.
Examine code amendments that will accommodate new business and other improvement in the downtown.	A draft "urban code" has been developed and is being reviewed internally.
Write a 5 year investment plan for downtown.	This plan will be developed in conjunction with the Carson Street vision.
Begin planning to accommodate additional parking downtown.	An updated traffic study is nearing completion.
Facilitate start up of a Downtown Business Association.	The Downtown Business Association has been formed and is actively promoting events downtown.
Develop an incentive to retain and expand our auto sales sector.	First deal with Dick Campagni was completed. Others are in discussion.
Examine sign standards in the South Carson redevelopment area and amend to accommodate the auto sales sector.	City codes have been amended to reflect the unique needs of our auto dealers.
Prepare retail recruitment packages for areas throughout the city that are deemed suitable for retail development.	Multiple presentations have been provided to prospective developers and their tenants. We are actively working with several in developing possible incentive packages.
Support legislation that provides for financing tools that encourages economic development.	Tax Increment financing for infrastructure was approved by the 2005 Legislature.
Examine the Hwy 50 East corridor for redevelopment opportunities.	Preliminary examinations of the Hwy 50 corridor have taken place. However, immediate emphasis has been placed on North and South Carson Streets.
Protect scenic corridors along the V&T right-of-way through the comprehensive master plan and implementation of the policies adopted as part of the plan.	The viewshed of the V&T has been mapped and protected per the adopted Comprehensive Master Plan.
Map any land use conflicts along the right-of-way in cooperating with Lyon and Storey Counties.	Discussions with Lyon County are underway in relation to the V&T.

Carson City Management Team	December, 2006
Work plan Report	
2005/2006 and 2006/2008	
Meet schedules for Fairview Drive Widening project.	The project is meeting all deadlines.
Meet schedule for extension of Stewart Street to Roop Street	Right of way acquisition is proceeding. Design is nearly complete.
Partner with non-profit housing agency to initiate a central contact regarding affordable housing for the public.	The Economic Development Department has worked through the Western Nevada Home Consortium to identify affordable housing opportunities.
Consider housing needs in the Comprehensive master Plan update.	The adopted comprehensive master plan identifies the need for a variety of housing options.
Remain part of the WNHC and look for opportunities to advance HUD programs, such as housing rehabilitation.	Staff has actively participated through the HUD technical assistance program.
Evaluate opportunities for transitional housing for the homeless.	The 10 year Plan to End Homelessness is being developed.
Continue to work with NDOT to complete Phase II of the Carson Freeway.	Phase 2B will go out to bid in December, 2006.
Complete the Envision Carson City process.	The Comprehensive Master Plan was adopted in Spring, 2006.
Implement the document imaging program city wide.	An implementation schedule has been developed. The Assessor is now using the system. It is anticipated that the Sheriff will begin implementation in December, 2006.
Implement new VOIP system.	This Voice over IP system will begin implementation by January, 2007 and will result in substantial savings in telephone charges.
Implement facility security system to include employee badges	City Hall has been programmed for the System. Employees will begin receiving new ID card/pass cards for the system in January.
Finalize location and design for a recreation center.	A joint recreation center is now being pursued with Western Nevada Community College.
Complete Carson City Lands Bill for submission to Congress.	A recommended lands bill package will be provided to the Board of Supervisors in January, 2007.
Explore the possibility of Silver Saddle ranch being developed into a Regional Park	The concept of the regional park was presented to the public as part of the Carson City Lands Bill.
Implement a marketing program for JAC	The proposed marketing program has been adopted by RTC.
Develop a resolution or MOU between RTC and BOS regarding authorities over road maintenance and repair.	The resolution has been adopted by RTC and the Board.
Implement a Human Resource Management Information System that provides an efficient way to monitor, track and plan training needs.	Portions of this system have been implemented.
Develop a city-wide training policy that sets forth the importance of employee training and development and its impact on the effectiveness and efficiency of service delivery to the public.	Immediate training needs have been identified and training opportunities are being provided through the HR Department.