

Agenda Report

DATE: November 15, 1999

TO: CITY COUNCIL
THROUGH: FINANCE COMMITTEE

FROM: CYNTHIA J. KURTZ, CITY MANAGER

**SUBJECT: RECREATE SECOND ASSISTANT CITY MANAGER
POSITION**

RECOMMENDATION:

It is recommended that City Council:

- 1) Amend the budget to add a second Assistant City Manager position to the City Manager's Office, and
- 2) Approve a journal voucher appropriating \$71,063 from the unappropriated General Fund balance to City Manager's account 141000.

BACKGROUND:

There have been a number of changes in the external environment which have decreased staff, increased the workload and altered the way in which the City Manager's Office operates. The additional Assistant City Manager position is proposed to address these issues and provide more efficient management of city operations.

Reduced Staffing

In FY99, direct administrative support of the City Manager's Office was decreased by one position in order to respond to fiscal concerns and technology demands. The position of Assistant to the City Manager was eliminated in order to find sufficient resources to pay for the projected \$100,000 General Fund cost of implementing the Living Wage Ordinance. Staff in this position was transferred to a position in the Information Technology Services Division (ITSD) where half-time was spent attending to the increasing demands of technology and half-time was spent providing administrative support for the City Manager. As of August, 1999, however, the demands of responding to Y2K and continuing to manage accelerating technology required that this position be dedicated full-time to ITSD, further reducing support to the City Manager.

City Manager staff was also significantly reduced several times between 1990 and 1999. In 1990 the City Manager's Office included one Deputy Assistant City Manager, two Assistant City Managers and one Assistant to the City Manager. In 1993, the Deputy Assistant City Manager

was eliminated. In 1995, the two Assistant City Manager positions were combined, and a Special Assistant to the City Manager was added.

Increased Workload

The current economic and political environment has produced an informed and activist citizenry which, in turn, produces a more active and responsive City Council. Because the Office of the City Manager is responsible for carrying out the necessary operations related to this work, the workload has increased and the current capacity of the Office is being stretched.

Pasadena's economy is booming. Contrary to a few years ago, there are now numerous large projects requiring oversight from the City Manager. These projects require extensive collaborative efforts between city departments and other regulatory agencies and require careful coordination to meet deadlines, follow state-wide political processes and produce fiscally responsible results. For example, these projects include the Ambassador development project, the Playhouse District, the Blue Line, the technology corridor, the East Pasadena Specific Plan, the General Plan revision, the North Lake Specific Plan and Plaza Pasadena. To some extent, all of these projects require staff and resources from the City Manager's Office.

With a strong economy comes not only a need for more project management, but also a heightened need for an on-going strategic focus. The retrofit of City Hall and public safety priorities are examples of two projects requiring direct leadership by the City Manager. In addition to project management, the new Assistant City Manager position will take on many of the internal operations responsibilities, freeing the City Manager to focus on creative strategic planning and leadership.

Finally, there are now eight City Council members, including the elected Mayor. Of the eight, three Council members are new and five field representatives are new.

Position Summary

Responsibilities of the two Assistant City Managers would be split into internal, or City Hall focused, assignments and external, or community focused, assignments. Both positions would carry special project assignments most closely related to their expertise and both would represent the City Manager at appropriate commissions, committees and other meetings.

Responsibilities of the internal Assistant City Manager would include staffing and management of Council committees, first draft agenda review, Council issues and internal project tracking. Responsibilities of the external Assistant City Manager would include monitoring contracts with RBOC and PCOC, customer service and citizen complaints, overseeing special projects that require liaison with residents or community groups and managing the Public Affairs Office. Full job descriptions are attached to this report, as is a summary of all positions in the City Manager's Office.

FISCAL IMPACT

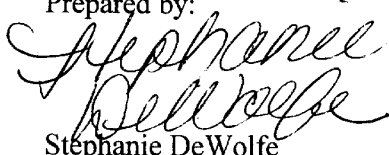
In FY99, the City expended only \$27,000 of the \$100,000 of General Funds reserved for Living Wage. As a result of negotiation, further impacts are expected to be relatively small and will be absorbed by departments. The reinstatement of the second Assistant City Manager will redirect position funding back to the City Manager's Office.

Respectfully submitted,



Cynthia J. Kurtz,
City Manager

Prepared by:



Stephanie DeWolfe
Special Assistant to the City Manager