

## STAFF REPORT

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**Date:** August 23, 2023

**To:** Mayor and City Council

**Thru:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Ordinance Introduction - Bill No. \_\_\_\_\_ Ordinance to amend Title 2 of the Reno Municipal Code establishing appointive officer and appointive employee positions by amending Section 2.06.035 designating "Appointive Employees;" and amending Section 2.06.050 relating to the Qualifications of Appointive Officers and Appointive Employees together with other matters properly relating thereto.

**From:** Norma Santoyo, Director of Human Resources

**Department:** City Manager's Office – HR

**Summary:**

This Ordinance serves to revise the Reno Municipal Code, Title 2 - Administration, Chapter 2.06. - Departments, Article II - Appointive Offices, Section 2.06.035 - Designation of appointive employees, and Section 2.06.050 - Qualifications of appointive officers and appointive employees. The revisions include modifications, additions, and deletions of position titles to update and modernize the state of the organization, and updates to the qualifications required for each position. Staff recommends adoption of the attached Ordinance.

**Alignment with Strategic Plan:**

Not Applicable

**Previous Council Action:**

August 9, 2023 - Council directed staff to bring forward this ordinance change for a first reading.

April 8, 2020 - Council approved Ordinance No. 6560, which updated Section 2.06.050 - Qualifications of appointive officers and appointive employees.

October 24, 2018 - Council approved Ordinance No. 6485, which updated Section 2.06.035. - Designation of appointive employees.

**Background:**

Reno City Charter Section 1.090 enables the City Council to declare certain positions as appointive. The City Charter requires the positions and the minimum qualifications to be designated by ordinance in order to establish such appointive positions.

**Discussion:**

Appointive Officer positions are defined by City Charter Section 1.090, subsection 3 as “The City Manager, Assistant City Managers, Chief of Staff, Executive Assistant to the City Manager, Chief of Police, Assistant Chief of Police, Fire Chief, the heads of each department and the assistant heads of each department.” In turn, the Municipal Code incorporates these positions by reference to the Charter.

Appointive Employees are defined by City Charter Section 1.090, subsection 5 and codified by a list of positions in Section 2.06.035 in the Municipal Code. These positions are designated by the City Charter as exempt from the civil service system; individuals serving in appointive positions do so at the will of the administration. The duties of these positions typically consist of administrative work directly related to the development and implementation of management policies. The individuals serving in these positions regularly assist and make recommendations to City executives, demanding the highest level of knowledge, skills, and abilities for the position and requiring that they regularly use independent judgment and exercise discretion. This Ordinance reflects updates necessary to the evolution of the organizational structure and distribution of work within the City to promote enhanced governance and organizational effectiveness.

The “Qualifications” Section includes the minimum desired qualifications for both appointive officers and appointive employees. However, the City may apply a higher standard should the pool of applicants or the particular position demand an additional skill set in order for the incumbent to be successful in the position.

For ease of reference, the following changes have been made:

**New Classifications:****Appointive Officers**

- Assistant Director of Public Works
- Assistant Director of Human Resources
- Assistant Director of Utility Services
- Chief Equity and Community Relations Officer
- Chief Innovation & Experience Officer
- Director of Business Licensing
- Director of Housing and Neighborhood Development
- Director of Maintenance and Operations

- Director of Parking and Code Enforcement
- Director of Policy and Strategy
- Director of Public Safety Dispatch
- Regional Infrastructure Administrator

#### Appointive Employees

- Benefits Manager
- Community Relationships Program Manager
- Council Relations Manager
- Employee Relations Manager
- Mayoral Relations Administrator
- Organizational Development Manager
- Payroll Manager
- Strategic Initiatives Manager
- Urban Economist

#### Adjusted Classifications:

<b>Appointive Officers</b>	
<b>CURRENT POSITION NAME</b>	<b>CHANGES TO</b>
Assistant Community Development Director	Assistant Director of Development Services
Director of Neighborhood Services	Director of Communications
Director of Community Development	Director of Development Services
Director of Parks, Recreation, and Community Services	Director of Parks and Recreation
Director of Public Works	Director of Public Works / City Engineer
Director of Technology	Director of Information Technology

<b>Appointive Employees</b>	
<b>CURRENT POSITION NAME</b>	<b>CHANGES TO</b>
Administrative Assistant to the Mayor and Council	Executive Assistant
Administrative Executive Secretary - City Manager's Office	Senior Administrative Assistant
Assistant to the City Manager	Executive Assistant to the City Manager
Communications Program Manager	Communications Manager
Community Liaison	Council Relations Specialist
Digital Engagement Program Manager	Digital Experience Manager
Labor Relations Program Manager	Labor Relations Manager
Legislative Relations Program Manager	Government Affairs Manager
Administrative Analyst - City Manager's Office	Management Analyst – City Manager's Office
Public Information Officer	Public Communications Specialist
Special Events Program Manager	Special Events Manager

**Removed Classifications:****Appointive Officers**

- Assistant Director of Emergency Communications
- Director of the Office of Communications and Community Engagement

**Appointive Employees**

- Business Relations Manager
- Code Enforcement Manager
- Engineering Manager
- Maintenance and Operations Manager
- Parks Manager
- Planning and Housing Manager
- Principle Engineer / Engineering Manager
- Recreation Manager
- Traffic Engineer

Attached to this staff report is a red-line version and a clean version of the proposed changes to this ordinance.

**Financial Implications:**

No additional funds will be required to implement the changes. The proposed Ordinance reflects administrative changes only.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law. Pursuant to City Charter § 1.090(4), the number of appointive positions established by the City Council via this Ordinance does not exceed the greater of: (a) Forty full-time equivalent appointive positions; or (b) 4% of the total number of (1) appointive officers set forth in the Charter; and (2) all full-time equivalent positions in the City's Civil Service system. For reference, as of July 1, 2023, the total number of appointive officers plus full-time Civil Service employees at the City is 1328. Four percent of that number is 53.

**Recommendation:**

Staff recommends Council refer Bill No. \_\_\_\_\_ for a second reading and adoption.

**Proposed Motion:**

I move to refer Bill No. \_\_\_\_\_ for a second reading and adoption.

**Attachments:**

Article II – Appointive Offices – Red Line

Article II – Appointive Offices - Clean