



# CITY OF FERNLEY

## CITY COUNCIL AGENDA REPORT

Meeting Date: October 2, 2019

**REPORT TO:** Mayor and City Council  
**REPORT FROM:** Daphne Hooper, City Manager  
**REVIEWED BY:** Brandi Jensen, City Attorney  
**REVIEWED BY:** Denise Lewis, City Treasurer

**FINANCIAL IMPACT:**

Yes:  No:

**CURRENTLY BUDGETED:**

Yes:  No:

**FUND/ACCOUNT:**

**ACTION REQUESTED:**  Consent  Ordinance  Resolution  Motion  Receive/File

**AGENDA ITEM: Consent Agenda (For Possible Action): A. Possible action regarding a reorganization plan for General Fund divisions within Public Works and approval of job description for General Services Field Superintendent. B. Possible action to approve reclassification of employee Ray Lowrey from Parks/Facilities Foreman to General Services Field Superintendent.**

**Agenda Item Brief: Staff is recommending a reorganization of the general fund divisions of Public Works to provide increased leadership and structure to the Streets and Storm Drains division, Parks and Facilities Division, Vector/Weed Abatement Division and the Cemetery. The General Services Field Superintendent position would provide daily oversight of division staff assignments and productivity along with oversight of quality of work completed. Staff believes Mr. Lowrey should be reclassified to the position.**

**Recommended Motion: A: "I move to approve the reorganization of the general fund divisions of Public Works to include a General Services Field Superintendent." B: "I move to approve the reclassification of Ray Lowrey to the General Services Field Superintendent."**

**Business Impact (per NRS Chapter 237):**

- A Business Impact Statement is Attached.
- A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

**BACKGROUND:**

Pursuant to Fernley Municipal Code 1.05.04(c)(3), the City Manager shall submit personnel decisions regarding the creation of new positions, reclassifications of any positions.....

Staff has been working on a long-term plan that provides additional support to the general fund divisions of Public Works. Those divisions include Streets and Storm Drains, Parks and Facilities, Vector and Weed Abatement and the Cemetery.

The position created is General Services Field Superintendent and aligns with the Deputy Public Works Director on the org chart. The intent is that the Deputy Public Works Director would continue to provide oversight to the Utility Division and the Fleet Division along with a major support focus on the administrative side of Public Work. The General Services Field Superintendent would provide oversight to the Streets and Storm Drains division, Parks and Facilities division, Vector and Weed Abatement division and the Cemetery along with a major support focus on the field side of Public Works.

As outlined in the attached job description, the intent of this position is to provide oversight and leadership to the day to day functions of the field crews. This individual no longer would be considered a working foreman but rather an exempt employee that would oversee the projects and schedules of assigned staff. This individual would be instrumental in oversight of the assigned budgets and project costs and work with the Public Works Director on maintaining and creating budgets of all assigned divisions.

At this time, staff believes the creation and intent of this position is most beneficial to the City. The reorganization would not eliminate the Parks/Facilities Foreman and/or the Streets and Storm Drains Foreman but would ask that council approve the positions remain unfunded on the organizational chart at this time. It would be staff's intent that as the city grows and the need arises, these positions would again be funded and filled when appropriate in future years.

The General Services Foreman position will be reclassified to the General Services Field Superintendent position. This position is an exempt position with a salary range parallel to the Deputy Public Works Director position. The Streets Foreman position is currently vacant, so there will be no impact on personnel. Both the General Services position and the Streets Foreman position will remain on the organizational chart as unfunded, as stated above.

The City has communicated these changes with the union. They are aware of the changes and understand that there will be no negative impact to current staff.

**LEGAL IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:**

There will be a cost savings to the City as the two Foreman positions would remain unfunded until a later date when staff and council feel it would be necessary.

**ATTACHMENTS**

General Services Field Superintendent Job Description