



N E V A D A

AGENDA
Regular Meeting
City Council

Wednesday, April 27, 2022 • 5:00 PM

Mayor
Roy Edgington

City Council
Ward 1 - Raymond Lacy
Ward 2 - Felicity Zoberski
Ward 3 - Stan Lau
Ward 4 - Albert Torres
Ward 5 - Fran McKay

City Manager
Daphne Hooper

Fernley City Council Chambers, 595 Silver Lace Boulevard, Fernley, NV 89408

Zoom information:

Please click the following link to join the webinar: <https://us02web.zoom.us/j/84532759425>, or one tap_mobile: 12532158782, Dial: 669 900 9128, Webinar ID: 875 4472 6373

Public Notice: This agenda has been physically posted in compliance with 241.020 at Fernley City Hall, 595 Silver Lace Blvd. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at www.cityoffernley.org and NRS 232.2175 at <https://notice.nv.gov/> To obtain further documentation regarding posting, please contact the City Clerk's Office at (775) 784-9830 or cityclerk@cityoffernley.org

Public Comment: Those wishing to address the City Council may submit public comment through the online public comment form found at <https://www.cityoffernley.org/forms>, or by sending an email to cityclerk@cityoffernley.org. Comments received prior to 4:00 pm the day of the meeting will be provided to City Council and added to the record but will not be read during the live meeting. Public comments received after 4 pm the day of the meeting will be included in the record by may not reach council members before action is taken. Public comment, whether on action items or public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. The public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone).

Accommodations: City Council and staff will make reasonable efforts to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the City Clerk's Office at (775) 784-9830 in advance so that arrangements can be made.

Supporting Material: Staff reports and supporting material for the meeting are available at the City Clerk's Office, and on the City's website at www.cityoffernley.org Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the City Council.

Order of Business: The presiding officer shall determine the order of the agenda. The Fernley City Council may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

1. INTRODUCTORY ITEMS

1.1. Roll Call

1.2. Public Forum

1.3. (For Possible Action) Approval of Agenda

2. STAFF REPORTS

2.1. Possible action, discussion and deliberation on the recruitment process, and job description for the city manager and appointment of acting city manager.

3. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

4. PUBLIC FORUM

5. ADJOURNMENT

Next Meeting: May 5th @ 5pm

CITY OF FERNLEY City Manager

APPOINTMENT

This position is appointed by the City Council. The incumbent in this position is unclassified and "at-will," serving at the pleasure of the City Council.

DEFINITION

Under policy direction of the City Council, plans, directs, manages and oversees the activities and operations of the City. The incumbent performs high-level administrative, technical, and professional work directing and supervising the administration of City government. This position description is in addition to Ordinance #2001-0001.

DISTINGUISHING CHARACTERISTICS

This is a single position executive management class responsible for the overall management of the City and the supervision of management staff and the management of City resources consistent with the administrative and policy direction of the City Council; represents the City of Fernley on a variety of matters at the city, state, and national level.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in italics) are those which are least likely to be essential functions for any single position in this class.

1. Develops, evaluates, and implements administrative policies and procedures to meet Council goals and objectives; supervises the performance of City departments; directs the establishment of standards, goals, and objectives and evaluates the performance of departments; coordinates the activities of the various City departments to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates management personnel and other staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and/or supervises the negotiation of all City contractual agreements subject to the limitations of law and Council direction; administers and enforces agreements.
4. Oversees the development of the annual City budget for approval by the Council; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, initiates remedial action, and reports significant variances to the Council.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the City Council; analyzes information pertaining to City services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the City Council.

6. Administers the preparation of Council meeting agendas; attends Council meetings; makes oral and written presentations to the City Council and to other public and private groups; provides information to the news media and the public regarding City operations; represents the City with other government agencies and in meetings with the public.
7. Analyzes proposed legislation and administrative regulations for their impact on City operations; reviews and makes recommendations to the Council regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
8. Provides direction and support to staff including advice and consultation to the members of the City Council; receives, investigates, and resolves complaints and concerns regarding City programs, services, and facilities; acts as liaison with cities, counties, regional, state, and federal agencies on a broad range of matters.
9. Assists the City Council in the development of overall goals of the City; provides leadership and direction in the development of short and long-range plans for achieving overall goals; works with the City Council and others to develop community and economic development plans.
10. Administers the City's personnel system including classification, compensation, benefits, recruitment and selection, and personnel policies.
11. Informs the Council of operational problems and seeks advice and counsel on possible solutions.
12. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of

- principles and practices of management and supervision;
- principles of public budget preparation and administration;
- principles of public personnel administration and employee relations; and,
- laws and regulations which pertain to City operations, services, and programs.

Ability to

- develop policies and goals consistent with Council directives;
- effectively administer projects and operations consistent with City policies and goals;
- supervise staff;
- plan, direct, and evaluate the work of staff;
- develop, motivate, and supervise management staff;
- work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- establish and maintain effective working relationships with all levels of City staff, elective and appointive bodies, and members of the general public;
- gain cooperation through discussion and persuasion;
- collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters;
- analyze policies, regulations, projects, activities, and methods;
- select alternatives;
- project the consequences of proposed actions;

*Approved by Fernley City Council on 9/7/05 to be effective 10/01/05
(Reference added to document 1/9/06).*

- implement administrative policies and work programs consistent with regulations and with City policies and goals;
- understand, interpret, and apply laws and regulations;
- present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; and,
- communicate effectively in writing on matters related to department policies, funding, and operations.

Special Requirements:

Possession of a valid Nevada driver's license or access to alternate means of travel.

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Bachelor's Degree in business or public administration and five (5) years of city or other public agency administrative experience including responsibility for management of staff and programs.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper, reference, and other materials weighing up to twenty-five pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry or frustrated individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

FLSA Status: Exempt

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

Approved by the City Council on September 7, 2005 to be effective October 1, 2005.