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Report on City Manager and Assistant City Manager Reporting Assignments

BACKGROUND

To maximize efficiency and ensure that my greatest attention is devoted to advancing the City Council’s adopted goals and managing the precarious financial environment that we are experiencing, I have made several changes to reporting relationships between Department Heads and the City Manager’s Office. This report is for information only and no action is required.

DISCUSSION

Beginning July 1, 2012, we will be implementing changes in the reporting relationships between Department Heads and the City Manager’s Office. Historically, all Department Heads have reported directly to the City Manager. Although I intend to remain involved in all facets of City operations, in the future we will be dividing reporting relationships between the City Manager and Assistant City Manager. When significant issues and projects arise, the City Manager will be involved regardless of the Department. For day-to-day operational issues, however, the new reporting relationships will ensure that the departments are able to communicate effectively with the City Manager’s Office via the City Manager or Assistant City Manager.

As shown in the attached chart, the following Departments will report as follows:

City Manager

Community Development
Engineering & Transportation
Finance
Public Works

Assistant City Manager

Library Services
Police
Recreation and Human Services
Fire Department

These assignments will direct my greatest attention to furthering the following City Council goals:

- Place the City on a firm foundation for long-term fiscal sustainability
Finance
- Work with the community and all stakeholders towards completing major projects and programs for sustainable economic development
Community Development
- Maintain and enhance the City's infrastructure
Engineering & Transportation, Public Works

Obviously, public safety continues to be a major priority and this will be the focal point of the Assistant City Manager's attention. Within the City Manager's Office, the Human Resources, communications, and community relations functions will be overseen by the City Manager and Information Systems, the City Clerk's Office and Council agendas will be overseen by the Assistant City Manager.

SUMMARY

These changes will provide operational efficiency and allow me to direct my greatest attention to some of our highest priorities at this time. The loss of redevelopment has created a need to shift responsibilities, but given the development opportunities in San Leandro, such as Kaiser, the Shoreline, Village Marketplace, and Lit San Leandro, devoting maximum attention to these projects is the best way to ensure their success. City priorities are certain to change in the future and reporting assignments will be subject to corresponding adjustments.