



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JUNE 18, 2019**

**FROM: CITY ATTORNEY      WARDS: ALL**

**SUBJECT: CREATION OF AN ADMINISTRATIVE SERVICES MANAGER POSITION AND  
ELIMINATION OF THE LEGAL SERVICES MANAGER POSITION**

## **ISSUE:**

Create the Administrative Services Manager position and eliminate the existing Legal Services Manager Position from the City Attorney's Office.

## **RECOMMENDATION:**

That the City Council create the position of Administrative Services Manager and eliminate the Legal Services Manager position.

## **BACKGROUND:**

From 2001 through 2003, the City Attorney's Office (CAO) shared an Administrative Services Manager (ASM) with the then Planning Department. At that time, the CAO's administrative needs did not require a full time ASM as the office was not handling the volume of issues and did not have the number of employees it does today. The ASM performed duties expected of the position, and administered the departmental budget. Due to City-wide budget shortages and layoffs in the mid-2000's, the position granted to the CAO was unfunded and eliminated. The Legal Service Manager (LSM) took over the responsibilities of the ASM.

## **DISCUSSION:**

The LSM classification is unique to the CAO and is more in line with the responsibilities in outside legal offices. However, for the LSM position, the candidate must possess a paralegal certificate as well as a bachelor's degree. That requirement is not necessarily required for outside legal manager positions.

Since the elimination of the ASM position from the CAO, the office administration has evolved, with additional administrative duties, personnel, tasks, supervision and responsibilities including three newly created divisions within the department (Public Safety, Workers' Compensation and Claims Divisions). The overall management, budgeting and administrative responsibilities are more in line with the ASM position and not a LSM position. Any future recruitment for an LSM will be very difficult and the candidate pool would be limited. It would also preclude others (or severely limit) within the City from being qualified. Knowledge of City administration and

budgeting is critical to the CAO. Per the consultation and recommendation of the Human Resources Department, CAO is requesting that the ASM be re-created and budgeted in the CAO and eliminate the LSM position.

**FISCAL IMPACT:**

The position and funding for the Legal Services Manager currently exists. With the creation of the ASM position, those LSM funds (and personnel) will be transferred to the ASM position. Funds are available within the departmental personnel budget for FY 2019-2020. Although the current salary range for the LSM is less than that of the ASM, all future increases will be included in future personnel budgets.

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Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer