



Council Agenda Report

From: Thomas Frutchey, City Manager

Subject: Appointment of Richard McKinley as Acting City Manager, to Serve When the City Manager is Unable to Be Reached or Is Incapacitated

Date: December 19, 2017

Facts

1. The City Manager is the Chief Executive Officer of the City and, as such, has certain mandated duties, including authorizing purchases, directing staff, negotiating and executing agreements, etc.
2. In addition, the City Manager serves as the Director of Emergency Services in the event of a natural or man-made disaster or other emergency event.
3. As such, there exists the need for a back-up when the City Manager is not available or is incapacitated.
4. The Assistant City Manager is directed by the Paso Robles Municipal Code to serve as the Assistant Director of Emergency Services. In addition, the Assistant City Manager serves as the Acting City Manager when the City Manager cannot be reached or is incapacitated.
5. Upon the retirement of Meg Williamson as Assistant City Manager on December 29, and until the appointment of a replacement Assistant City Manager, there is no person in the City service who automatically fills these roles.

Options

1. Take no action;
2. Confirm the appointment of Dick McKinley as Acting City Manager in the event the City Manager cannot be reached or is unable to serve;
3. Provide alternative direction to staff;

Analysis and Conclusions

Given his broad experience in municipal matters, his knowledge of the community, as well as his role as Public Works Director, Dick McKinley is highly qualified to fill in during the absence of the City Manager as the Acting City Manager and as the Assistant Emergency Services Director.

It is necessary and appropriate to make this appointment now, to ensure a smooth assumption of duties if needed and to provide Mr. McKinley the opportunity to participate in emergency preparedness drills in this role.

Fiscal Impact

None.

Recommendation

Confirm the appointment of Dick McKinley as Acting City Manager in the event the City Manager cannot be reached or is unable to serve, effective upon the retirement of Meg Williamson as Assistant City Manager, on December 29, 2017, and continuing until the appointment of a replacement Assistant City Manager.

Attachments

1. Résumé, Richard McKinley

SUMMARY:

Executive leader of large organization with multiple business lines. Diverse experience in managing complex projects, supervising staff, and providing leadership in a team oriented style. Proficient in developing and implementing sound, creative, effective programs and policies based on economic logic tempered with political practicality. Solid, pragmatic background in achieving goals and implementing programs. Adept in persuasively presenting information to a range of audiences that is technically sound and free of jargon. Skilled at producing large volumes of work under tight deadlines while making the workplace fun.

- AWARDS:**
- 2012 APWA National Diversity Exemplary Practices Award
 - 2012 APWA June Rosentreter Spence Award (Diversity Recruitment)
 - 2011 APWA National Public Works Leadership Fellow (PWLF)
 - 2008 APWA National Top Ten Public Works Leader of the Year
 - 2008 APWA National Excellence in Journalism Award (for "Inside Bellingham")
 - 2007 APWA Roy Morse Award (Top Award for State of Washington)

PROFESSIONAL:

City of El Paso de Robles (2015 – Present)

Public Works Director

Population of 30,000. Serve as Public Works Director with a staff of 65. Full responsibilities for Streets, Solid Waste, Fleet, Water, Wastewater, Storm Water, Capital Projects Engineering, and Airport. Member of Executive Management Team.

City of Surprise, Arizona (2013-2014)

Public Works Director

Population of 122,000. Served as Public Works Director, with a staff of 175. Full responsibilities for Streets, Solid Waste, Fleet, Facilities, Water, Wastewater, Engineering, Development Review and Transportation. Member of senior leadership team.

- Completed Phase I of the Integrated Water Master Plan, including analysis of opportunities to obtain new water resources to meet growing demand, including Recycled Water system.
- Implemented Same Day Trash collection service with minimal customer complaint.

City of Tacoma, Washington (2009 - 2013)

Public Works Director

Population of 199,826. Served as Public Works Director, with a staff of 850 and an annual budget of \$300 million. Had full responsibilities for Transportation, Rail, Wastewater, Streets, Grounds, Storm Water, Engineering, Fleet, Code Enforcement, Environmental Services, Solid Waste, and Facilities.

- Implemented paid parking in the downtown core
- Created a scenario to keep the Point Ruston development project moving forward

Power Section Manager, Assistant - Served as Lead Labor Negotiator for Tacoma Power. Primary manager overseeing the completion of the evaluation/assessment of the Transmission & Distribution Section of Tacoma Power. Working with Customer Services staff and others to improve JD Power customer ratings.

City of Bellingham, Washington (2001 - 2009)

Public Works Director

Population of 75,000. Served as Public Works Director, with a staff of 240 and an annual budget of \$78 million. Full responsibilities for Water, Wastewater, Streets, Storm Water, Engineering, Fleet, Environmental, Solid Waste, Purchasing, and GIS.

- Regularly served as head of staff during Mayor's absence
- Won national environmental award for storm water project
- Won national capital project award for roundabout project
- Won state capital project award for the Depot Market Square project

City of Walla Walla, Washington (1994 - 2001)

Public Works Director

Population 29,200. Served as Public Works Director, with a staff of 80 and an operating budget of \$14 million. Had full responsibilities for Water, Wastewater, Sanitation, Landfill, Planning & Building, Engineering, Streets, Stormwater, and Equipment Pool. Served as Acting City Manager on a regular basis.

- Regularly served as Acting City Manager
- Completed planning and construction of a \$14.4 million ozone water treatment plant
- Completed construction of a \$22.6 million improvement to the Wastewater Treatment Plant. Secured a \$13.4 million State Revolving Funds and \$7 million Public Works Trust Funds (these saved ratepayers \$6 million in interest)
- Developed first Aquifer Storage and Recovery project in Washington

City of Springfield, Oregon (1990- 1994)

Management Analyst II

Population 45,000. Functioned as assistant to the Public Works Director and performed special assignments for the City Manager. Acted as Public Works Director in his absence. Supervised senior and mid-level managers on complex projects. Duties included budget preparation and analysis, policy analysis and recommendation, and capital improvement planning.

- Key member of the economic development team that brought a Sony CD plant to the community, along with hundreds of living wage jobs

City of Medford, Oregon (1982- 1986)

Administrative Analyst

Population 41,000. Served as Administrative Analyst (assistant to the Public Works Director and Building Official in senior level management). Served on the negotiating team for four labor contracts.

EDUCATION: **MPA** Portland State University, Portland, Oregon
4.0 GPA Major: Local Government Management
Received the 1993-94 Award of Excellence
BA Michigan State University, East Lansing, Michigan
Major: Economics/Poli. Sci/Philosophy and History