



## Staff Report

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**File #:** 18-60

**Version:** 1

**Date:** 2/12/2018

**Item #:** 3.2e.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kacey Duncan, Deputy City Manager

**SUBJECT:**

Transfer of appropriation authority in the General Fund for ICMA University consulting and peer assistance.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the City Council adopt Resolution No. 2018-12 transferring \$15,000 of appropriation authority from General Fund, Non Departmental, contingencies to General Fund, City Manager's Office, materials and services for the purpose of accessing ICMA University consulting and peer assistance?

**RECOMMENDATION:**

Adopt Resolution No. 2018-12 to transfer \$15,000 of appropriation authority from General Fund, Non Departmental, contingencies to General Fund, City Manager's Office, materials and services for the purpose of accessing ICMA University consulting and peer assistance.

**SUMMARY AND BACKGROUND:**

The International City / County Management Association (ICMA) provides peer consulting and assistance with direct application to challenges and opportunities currently faced by local governments through a capstone program. The City of Salem competed with 16 other jurisdictions to be selected as one of four ICMA capstone projects for 2018.

The City is obliged to provide a level of match funding for this opportunity, an expense that was unanticipated in the FY 2018 City Manager's Office budget. State law allows the City Council to approve transfers of appropriations within the limits established by the adopted budget to address unforeseen changes. Resolution No. 2018-12 provides appropriation authority to allow the City to

leverage this opportunity.

## **FACTS AND FINDINGS:**

Through ICMA University, the City will benefit from experienced local government managers analyzing the organization's current practices and policies. Specifically, the ICMA team will support current work by the City Manager and executive management team to implement the City Council's strategic plan and transition the organization to deliver on the City Council's desired priorities and outcomes.

Staff are developing decision-making processes to support implementation of the Strategic Plan and Policy Agenda. As an example, item 3.2.d of the current City Council meeting agenda provides an appropriation to support the shift from an annual department-centric budgeting process to one that is policy-based through developing service area budgets and implementing the outcome-focused approach of Priority-Based Budgeting.

To help the organization achieve a high-performing, enterprise management approach, City staff propose accessing the ICMA Capstone Consulting and Peer Assistance Program to assist with:

- Defining best practices to emulate in municipal enterprise management;
- Facilitating and engaging staff and leadership in focused discussions during a site visit in February or March 2018;
- Assessing Salem's readiness for enterprise management and proposing near-term, mid-term, and long-term strategies and tactics to transition the organization; and
- Delivering findings and recommendations to the City Council in May 2018.

It is anticipated the ICMA Capstone Consulting and Peer Assistance Program work will be completed by May or June 2018 as City staff begin implementation of Priority-Based Budgeting. The City's match funding supports a capstone fee to ICMA and travel expenses for the four-member project team, which will be managed within the appropriation authority sought in Resolution No. 2018-12 attached to this report.

### **Attachments:**

1. Resolution No. 2018-12, ICMA University Capstone Program
2. Resolution No. 2018-12, Exhibit A, Contingency Status