

PROPOSAL: Strategic City Administrator Model

OVERVIEW

With Kearns' elevation to a City and our upcoming responsibilities as a 2034 Olympic Host, our Five-Member Council requires a dedicated professional to coordinate our complex inter-agency relationships. I propose we appoint a Strategic City Administrator to serve as the Council's primary executive envoy.

WHY AN "ADMINISTRATOR" OVER A "MANAGER"?

A traditional City Manager (capped at \$180k) often functions as a CEO with independent statutory authority. Given our Five-Member Council structure and our reliance on the MSD for labor, a City Administrator is a more precise fit:

- **Council Control:** The Administrator implements the Council's collective decisions. They do not have independent "hire/fire" authority over MSD personnel, ensuring that power stays with the elected body.
- **Professional Coordination:** An Administrator brings "Master of Public Administration" (MPA) level expertise to the table, essential for navigating state Olympic committees and federal grants.

THE TANDEM MODEL: Driving the MSD Engine

Kearns is in the unique position of having a full staff (the MSD) without an on-site "driver."

- **Daily MSD Oversight:** The Strategic City Administrator will be the person who ensures the MSD is meeting the specific performance standards the Kearns Council expects.
- **Olympic Legacy Liaison:** This person will represent Kearns at the 2034 Olympic Host Communities meetings, ensuring that when the state spends money on "Olympic Infrastructure," it is spent in Kearns neighborhoods and at the Olympic Oval.

CONCLUSION

The Strategic City Administrator model is the most effective way for a Five-Member Council to lead. It provides us with a high-level "right hand" to manage the MSD and the 2034 Olympics, while strictly preserving the Council's role as the city's ultimate decision-makers.

Why this works for Kearns

The \$180,000 cap was likely designed for a **Full-Scale Manager** who has to manage HR, IT, Finance, and Public Works departments. Since the **MSD handles those departments**, our Administrator has a significantly lighter "people management" load.

- **Traditional Manager:** Manages 100+ employees (Higher Pay).
- **Kearns Administrator:** Manages 1 Contract & 5 Council relationships (Strategic Pay).

The "Efficiency Narrative" for the Public

If we present this to the community, the "Savings Narrative" is powerful:

*"By utilizing the MSD for labor and hiring a Strategic Administrator instead of a statutory CEO, we are providing the same level of professional oversight while keeping up to **\$60,000 per year** in the city's pocket. Over the 8 years leading up to the Olympics, that is **nearly half a million dollars** saved for neighborhood parks and roads."*

All Options:

1. Kearns Strategic City Administrator

- The Pitch: A full-time professional envoy who implements the Council's vision and manages the MSD contract.
- Pros: Exclusive Loyalty. This role is dedicated 100% to Kearns' Olympic legacy. It preserves the Council's power and could potentially save up to \$60,000 annually vs. a Traditional City Manager.
- Cons: May requires a new dedicated line item in the budget (though under the \$180k cap).

2. The MSD Shared Liaison (The "Regional" Option)

- The Pitch: A staffer hired by the MSD to act as a point of contact for multiple cities.
- Pros: The lowest cost option; no direct hiring burden on the city.
- Cons: A shared staffer cannot prioritize Kearns over another member city without a breach of neutrality.

3. Part-Time / Retired City Manager (The "Bridge" Option)

- The Pitch: Hiring a veteran manager (often retired) to work 20–25 hours a week.
- Pros: High-level expertise and "gray hair" wisdom at a reduced salary.
- Cons: Capacity Gap. Olympic planning is a high-velocity, full-time commitment. A part-time administrator often lacks the "bandwidth" to manage daily MSD friction. Kearns needs an engine that runs 24/7, not a part-time consultant.

4. Traditional City Manager (The "Full Scale" Option)

- The Pitch: A statutory CEO with full authority over city operations.
- Pros: Professional "Gold Standard" for municipal governance; high accountability.
- Cons: Redundancy & Cost. At the \$180k cap, we are paying for an executive to manage departments (HR, Public Works, Engineering) that are already managed by the MSD. The current salary cap may also be unrealistic for a Traditional City Manager and may require a higher amount.

Official Duties: Strategic City Administrator (The "Lean" Model)

1. Contract & MSD Oversight (The Watchdog)

- **Performance Auditing:** Daily monitoring of the MSD service portal to ensure Kearns' work orders (potholes, streetlights, code enforcement) are completed within the agreed-upon timeframe.
- **Service Level Liaison:** Act as the "single point of contact" for the MSD District Manager to address service gaps or quality concerns before they reach the Council.
- **Operational Reporting:** Provide the Council with a monthly "Value Report" showing exactly what the city received from the MSD in exchange for its contract payments.

2. Olympic & Regional Advocacy (The Envoy)

- **Host Community Representation:** Attend 2034 Olympic Host meetings to ensure Kearns' interests, specifically regarding neighborhood infrastructure and the Olympic Oval, are prioritized in state funding.
- **Grant Lifecycle Management:** Identify, draft, and submit grant applications for city improvements. Once won, manage the reporting requirements to ensure Kearns remains in good standing for future funds.
- **Inter-Agency Networking:** Build relationships with the Kearns Improvement District, the school district, and neighboring cities to align on regional projects (like transit or drainage).

3. Council Support & Policy Execution (The Project Manager)

- **Policy Implementation:** Once the Council votes on a resolution (e.g., a new park rule or a zoning change), coordinate with the MSD or legal counsel to ensure it is enacted immediately.
- **Meeting Preparation:** Compile the Council's "Board Packet" for meetings, ensuring all technical data is translated into clear, easy-to-read memos.

- **Constituent Escalation:** Serve as the high-level "troubleshooter" for complex resident issues that the MSD front-desk staff cannot solve independently.

4. Fiscal Monitoring (The Efficiency Officer)

- **Budget Tracking:** Daily monitoring of the city's revenue and expenses to ensure the city remains under its spending caps and that the Administrator's own office remains "lean."
 - **Procurement Support:** Researching and comparing costs for city-specific needs (like holiday lights or local events) to ensure Kearns is getting the best "bang for its buck."
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Daily "Pulse" Checklist

- **Morning:** Check MSD dashboard for new Kearns-based service tickets.
 - **Mid-Day:** Follow up on pending 2034 Olympic committee action items.
 - **Afternoon:** Review one specific grant opportunity or state legislative bill affecting city funding.
 - **Evening (as needed):** Attend Council or community meetings to act as the technical resource for the elected body.
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Strategic City Administrator Profile:

Education: Master of Public Administration (MPA). This industry-standard degree ensures advanced training in municipal law, public finance, and intergovernmental diplomacy.

Experience: 5–8 Years (7-12yrs) in Municipal Administration. This provides the "backbone" necessary to hold regional partners accountable while maintaining the agility needed for a new city.

Key Skillset:

- **Contract Advocacy:** Auditing the MSD to ensure Kearns gets the exact services it pays for.
- **Grant Architecture:** Proactively securing federal and state funding for "Olympic-ready" neighborhood improvements.
- **Soft-Power Diplomacy:** Building regional consensus to protect Kearns' interests at the state level.

Why this works for the \$90k-\$95k (\$120k-\$125k Olympic Level Experience) base range:

This role is a **force multiplier**. We aren't paying for an executive to sit in a big office and manage a large staff; we are paying for an **active, mobile professional** who ensures the MSD does its job and the Olympics leave a legacy. This person is a "doer," not just a "director."