

TO: Mayor and City Council

FROM: David Chanski, City Administrator

RE: Organizational Changes

DATE: August 1, 2023



Background

As the City continues to grow, service needs and priorities have also shifted. In 2022, the City Council created the Assistant City Administrator position, and, in 2023, a 7th police officer position was added. As we continue to look to the future, I am looking at ways to improve our service delivery in the most efficient ways possible.

There are two ways I am proposing to improve service delivery in 2024 without adding new positions. First, I am proposing implementing a full-time Planning & Zoning Administrator position. The P&Z Administrator would replace the current contract planner. So, while the position would technically be new, it would not come at the cost of a completely new position as it's just replacing a contractor. I estimate the position would be an approximate increase of \$60,000 to the budget once the cost of the contract planner is removed. This estimated increase includes wages, taxes, insurance, and PERA.

I also am proposing placing Planning & Zoning, Public Works, and Building under the supervision of the Assistant City Administrator. The attached draft organizational chart demonstrates this proposed change. With such a "promotion," I am recommending that the Assistant City Administrator wage also be increased from a Grade 6 to a Grade 7 to account for the new supervisory duties. The estimated budgetary impact of this change is roughly \$4,500 (includes wages, taxes, and PERA).

I anticipate these two changes to aid service delivery in the following ways:

- A full-time Planning & Zoning Administrator will provide faster response times to inquiries and faster permit turnaround times than a part-time employee.
- A full-time Planning & Zoning Administrator will be able to be more proactive in regularly reviewing the Zoning Code, implementing the Comprehensive Plan, and conducting code enforcement.
- A full-time Planning & Zoning Administrator will relieve pressure from the Deputy Clerk/Office Manager as this position will be responsible for all Planning Commission related tasks including public notice preparation and publication, meeting packet preparation and publication, development of zoning resolutions, and intake and issuances of building permits. The position will be responsible for Short Term Rental enforcement.

- Placing Planning & Zoning, Public Works, and Building under the Assistant City Administrator will reduce the number of positions that directly report to the City Administrator from 7 to 4. By reducing the number of direct reports, this would allow the City Administrator more time to focus on other duties.
- Under this new structure, the amount of time staff spends staffing committee meetings would also be reduced. Committee assignments would be as follows:
 - o City Administrator – City Council and Joint Powers Board
 - o Assistant City Administrator – City Council and Parks & Recreation Committee
 - o Planning & Zoning Administrator – Planning Commission
 - o The Deputy Clerk/Officer Manager will still attend all meetings to run A/V equipment and take minutes, and the Public Works Supervisor will attend meetings as needed.

Council Discussion

Staff is looking for Council's support to include these recommended changes in the preliminary 2024 budget, which the City Council will consider in full on August 15.