



## September 19, 2024, Staff Retreat

### Identified Needs

Staff met to chart progress on the 2023 Strategic plan tasks and discuss what the City is doing well and what needs improvements. After the update, the Strategic Plan shows the following progress.

### City Goals & Projects

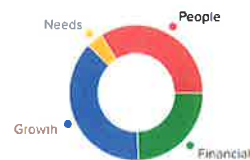
Progress



**78**

Task Count

Type



**40**

Complete Tasks

Staff has identified the following needs that will help us accomplish the Strategic Plan.

1. The Staff did a desk audit of the services, organizational chart, and employee chart

Potential Solutions: See attached flow charts that reflect the current organization with all approved job descriptions.

2. Both Facility Maintenance and Facility Management are lacking, as evidenced by buildings in disrepair, leaking roofs, cleanliness, high energy bills, and out-of-date lease agreements. The City also needs to increase our security, safety, and communications between buildings for more efficient operations and perhaps future cost savings.

Potential Solutions: Hunter has taken these tasks under his "other duties as assigned" for the immediate future but that is not a long-term solution. We are working with Ayers to add a facilities plan back into the Master Plan process. Implementation of the resulting Facilities Plan may require an increased budget in future years for items including but not limited to: building repairs, ADA upgrades, Security (camera and keyed locks) upgrades, and a contracted or in-house facilities manager.

3. Airport Best Practices was previously identified as a potential revenue generator.

Potential Solutions: The Master Plan is producing a Best Practices memo that may require reconfiguration of airport operations, the Airport Administrator position, Fixed-base Operator, management, leases, etc.



## September 19, 2024, Staff Retreat

### Identified Needs

4. Safety Program continues to be a number 1 priority for jobsite safety, training, communications, and accident prevention and reporting. The jobsite and emergency protocols for a competent person are adequate for reducing the potential for injuries. The online training platform (including SDS updates) is working well but we would like to add additional in-person training classes by using in-house knowledge and contracted trainers.

Potential Solutions: The reporting chain for emergency work and injury reporting will be added to Stacker so that HR, supervisor, and workers can all access each incident as necessary. This will result in better tracking of all of our safety efforts and retaining our lower workman's compensation rates and responses to OSHA audits.

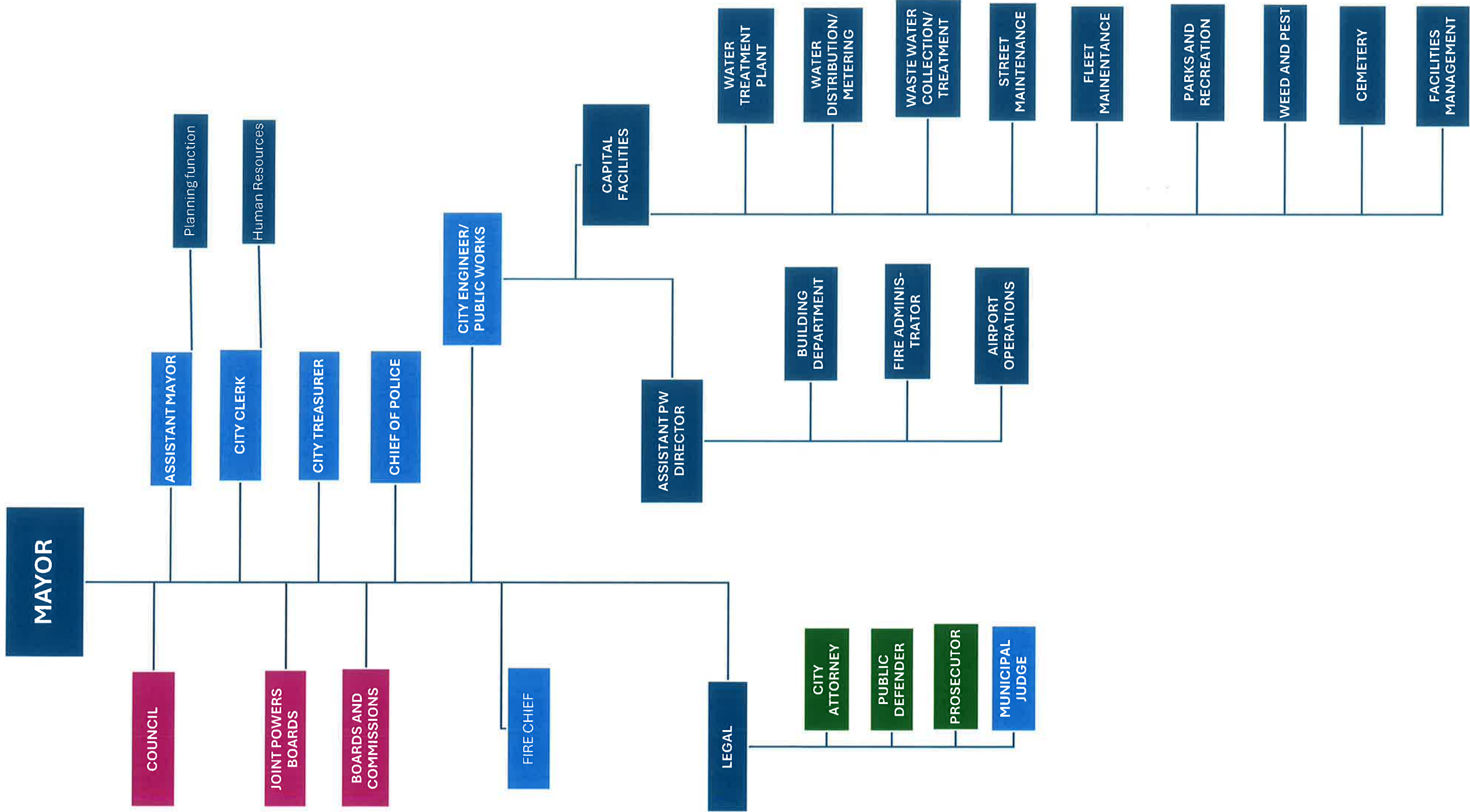
5. Fire Protection has been identified by the LVFD as a future concern due to recruitment difficulties, aging volunteers, and loss of ability for volunteers to leave their work to report to incidents. It was noted that this is a county- and state-wide issue.

Potential Solutions: There have been community discussions for Rural Fire and LVFD to increase their mutual aid or even combine forces. Would the formation of a separate Lander or Fremont County Fire District (which must go to a vote of the people) allow paid Firemen and be more reliable? Such a district would change the LVFD funding source away from the City General Fund to a separate property mil levy like Rural Fire, Riverton and many other municipalities currently have.

6. Staff identified a bottleneck in timely Legal and Court needs. Our current legal workload for legal opinions, potential lawsuits, new policy changes, Labor laws, increased contracting for grant awarded projects, and legal documents are increasing our expenditures dramatically. Currently these processes require a lot of staff time away from daily operations since we don't have immediate and full-time access to our retained attorney. The PD and Building Department have found that the municipal court is sometimes at odds with the code enforcement goals that the Council has stressed as a priority.

Potential Solutions: Would a staff attorney streamline legal access and the requested legal documents and products? Our current workload would support a staff attorney position which may not increase expenses but will likely increase our efficiency by providing the staff with timely and full-time access to legal matters and products. The City Attorney position may take over the HR duties. HR duties currently take away from the Clerks efficiency to perform the clerk statutory duties. Additionally, a contracted judge position is common throughout the state and will reduce expenditures from the General Fund with the same access to the Court system.

CITY OF LANDER 2024-25 ORGANIZATON CHART



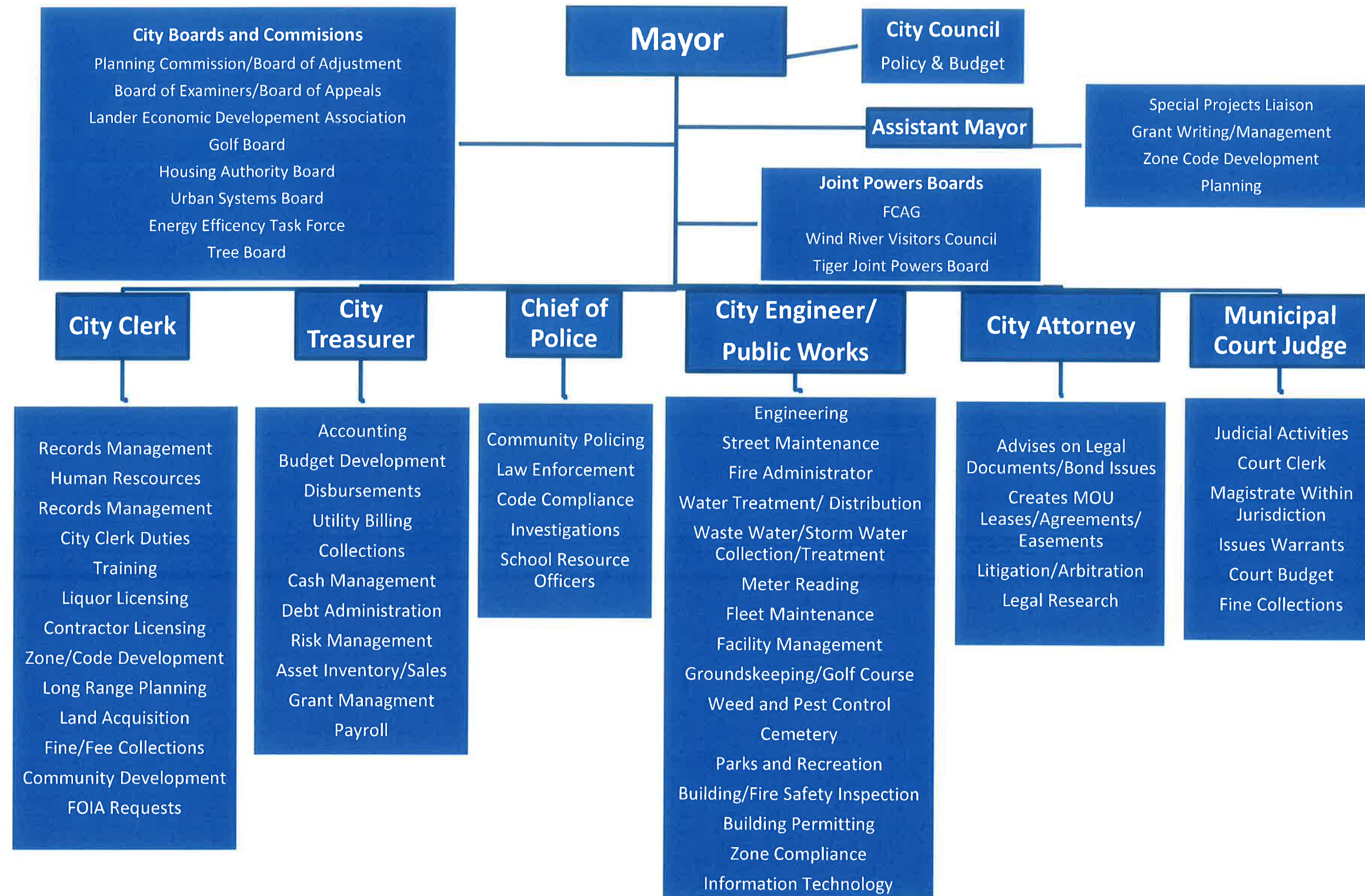
APPOINTED  
POSITIONS

FUNCTIONS/  
SERVICES

BOARDS AND  
COMMISSIONS

CONTRACTED

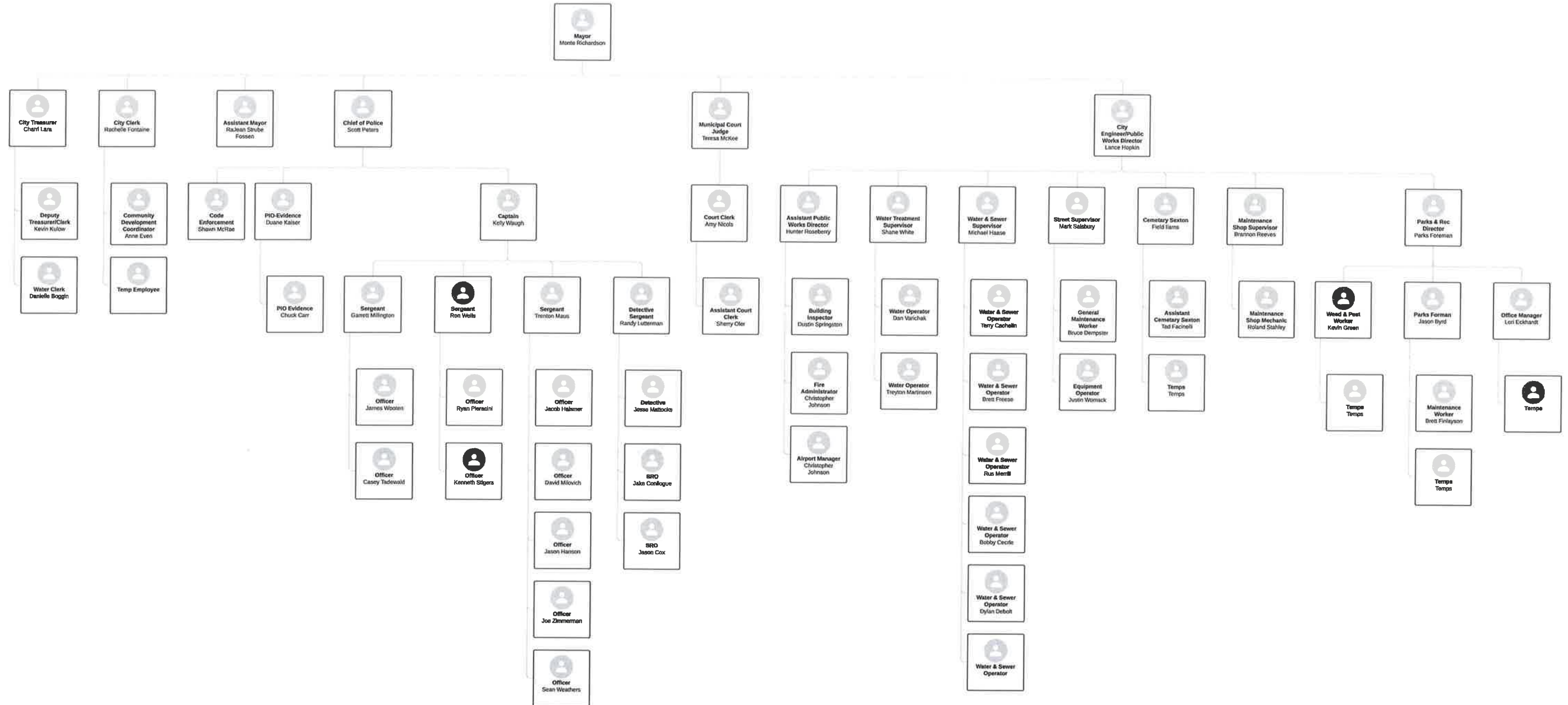
# 2025 City Of Lander Organization of Services Chart







# 2025 City of Lander Organization of Employee Chart



10/1/2024



# Lander Police Department Organizational Chart

9/3/2024

