



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Sharon Hanson, City Administrator
<b>Meeting Date:</b>	Tuesday, February 14, 2023
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of Community Planning Organizational Structure and Approve MOU with AFSCME, Local No 65 Accepting Union Status for Senior Engineering Specialist and Building Services Coordinator Positions
<b>Background Information:</b>	<p>The City is proposing a restructure of our Community Planning department. Currently, all Community Planning staff report directly to the Director of Public Works/City Engineer. Staff have proposed to have the Office Assistant/Receptionist and Building Inspector positions report directly to the Building Services Coordinator. With this proposed change, the Building Services Coordinator would be given clear authority to help oversee the daily working arrangements and tasks of these positions to help ensure that the department is operating in a manner that meets the satisfaction of the Building Official for our community.</p> <p>Ray Henriksen is our Building Services Coordinator. The Director of Public Works/City Engineer has had discussions with Ray, and the other impacted employees; the employees have indicated support for this restructure. The Building Services Coordinator would continue to be eligible for overtime (FLSA non-exempt position) and would receive an increase in pay as a result of this restructure.</p> <p>The City is proposing a restructure of our Engineering department. In late July 2022, we experienced an employee resignation in our Assistant City Engineer position and have been unable to hire a qualified individual to fill this position. In light of this, City staff is proposing to make an adjustment to our organizational structure to provide for more immediate lines of communication and stronger staff supervision.</p> <p>Under the current organizational structure, the Senior Engineering Specialist and Engineering Specialist positions report to the Assistant City Engineer. In the absence of the Assistant City Engineer, all staff report directly to the Director of Public Works/City Engineer. The Director of Public Works/City Engineer is not in the best position to be actively engaged in daily work tasks, personnel supervision, and management of the entire Engineering Department. To alleviate this burden and provide better daily coordination, project direction, and supervision, staff is proposing to restructure the department to have the three Engineering Specialist positions report directly to the Senior Engineering Specialist. The Senior Engineering Specialist will continue to report to the Assistant City Engineer. In the absence of an Assistant City Engineer, the Senior Engineering Specialist will report to the Director of Public Works. The Senior Engineering Specialist job description has been revised and evaluated for a DBM rating and pay range.</p> <p>Staff have met with the Council Personnel Committee, which is supportive of both Building Services Coordinator and Engineering restructures.</p>

<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Do not accept the re-structures
<b>Recommendations:</b>	Approve Community Planning Organizational Structure and Approve MOU with AFSCME, Local No 65 Accepting Union Status for Senior Engineering Specialist and Building Services Coordinator Positions