



MEMORANDUM
Office of the Administrator

To: Council, Mayor

From: Marsha Hall, Administrator

Copy: Jeff Green, Kevin Shannon

Date: November 5, 2013

Re: 2014 Reorganization

After reviewing the engineering costs we have spent for the past several years, it became evident that the hiring of a staff engineer in lieu of a professional services contract with an engineering firm would be advantageous to the City. A historic analysis of engineering costs since 2008 showed that there would have been a substantial savings with a staff engineer in all except one year, 2010, the year of the severe economic downturn. As important as the cost savings, the technical knowledge this position would give to the City's Public Works and Building/Zoning operations and the increased efficiency in customer service this position would provide are both essential to the goals of our operations.

The parks, recreation and aquatics programs (excluding park maintenance) account for approximately 19% of the General Fund annual budget. The Parks Maintenance Department would be better served to be under the direction of the Director of Facilities Management, enabling the current Parks and Recreation Director to provide better management and oversight of the recreation and aquatic centers and programs.

In order to accomplish the above changes to our organization I am making the below recommendations to our organization and classification plan:

1. Creation of City Engineer job description, serving as the City's Engineer and overseeing the Public Works Superintendent and Public Works Administrative Assistant. The job descriptions of the Public Works Superintendent and Administrative Assistant will also need to be changed to reflect supervision by the City Engineer.
2. Modify the Director of Facilities Management job description to include supervision of the Parks Maintenance Department, with the Parks Superintendent reporting to that position. The Parks Superintendent job description will also need to be modified to show the supervision change.
3. Modify the Parks and Recreation Director job description to remove the supervision of the Parks Maintenance Department.
4. The Pay Scale will need to be changed to include the City Engineer position.
5. The Organization Chart will need to be changed to reflect the above changes.

