

STUDY SESSION

- Overview of Organizational and Reporting Structure
- Exchange of Personnel Positions
- Consideration of Pilot Alternative Work Schedule

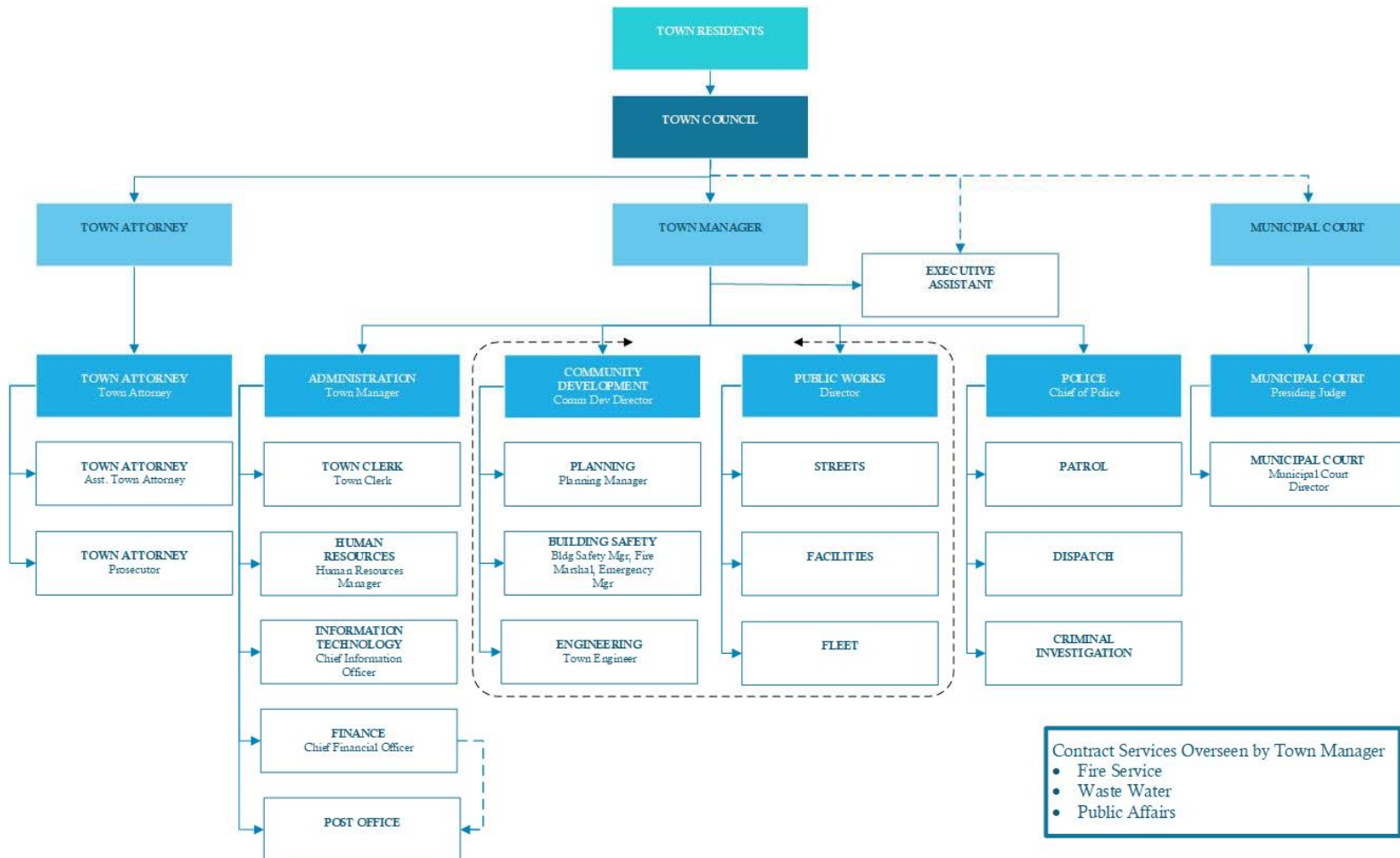
December 5th, 2019



Request

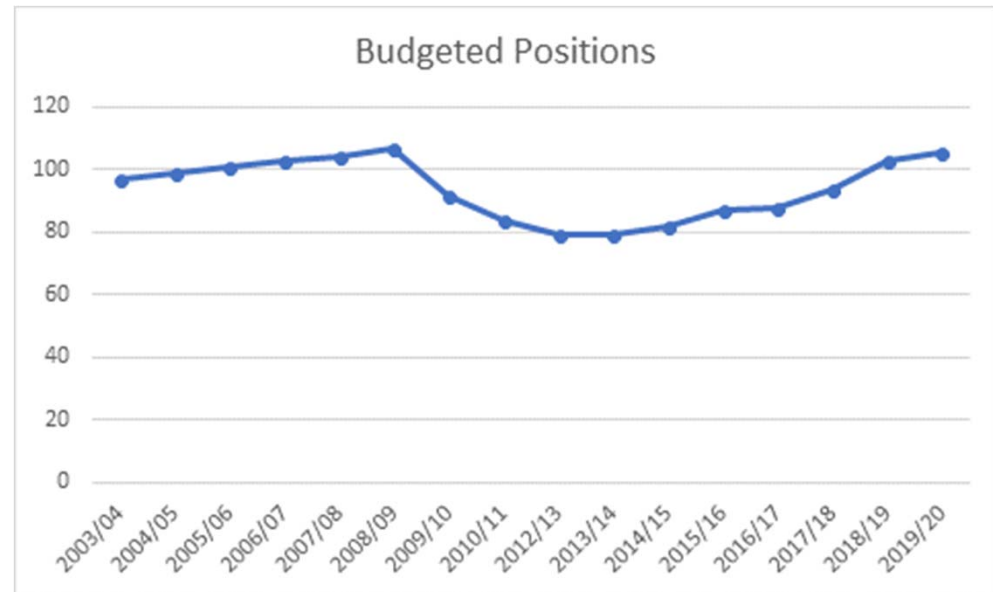
- Provide Overview of Organizational Chart and Reporting Structure
- Change Finance and IT *Divisions* to *Departments*
- Exchange authorized Deputy Town Manager position to Entry Level Planner
- Promote Community Development Director and reclassify existing Planning staff, with all other responsibilities same
- Extend option of an Alternative Work Schedule to all staff, assuming adequate coverage

Organizational Structure



Personnel Changes? No Change in FTEs

- Police Dept converted from paper to latest technological advances to enhance efficiencies and transparency by 250%
- Increased the positions in IT to strategically respond and plan
- Added technical engineering expertise for new hillside regulations, storm water natural flows, and right-of-way review
- Processed 278% more complex SUPs, amendments
- Added public facing receptionist for Public Works
- Provided every department with specific software to process information faster and more accurately



Overall Budget Savings

These recommended position changes net an annualized budget savings of **\$83,125**:

- Eliminate one vacant Deputy Town Manager position;
- Create one new entry level Planner position;
- Grade change the filled Community Development Director position from 82 to 83;
- Reclassify one filled Planner to Senior Planner; and
- Reclassify one filled Senior Planner to Planning Manager.

Alternative Work Schedule Recommendation

Offer option to all staff to stagger a 9/80 work week where an employee would work eight nine-hour work days and one eight-hour work day every two weeks with the following expectations:

- Each new department ensures coverage on Fridays
- Salaried employees would be reachable by phone on their 'off-Fridays'
- If and when the Town required additional assistance on a particular Friday, the employee would endeavor to assist
- All Post Office staff would work on high volume peak periods during the holidays and tax day, for example.

	Monday – Thursday Hours	
City/Town	Alternative Schedule	Depts Open on Friday
Apache Junction	4/10	Police, Fire, Library, Parks & Rec
Avondale	4/10	Police, Fire, Library, Parks & Rec
Buckeye	4/10	Police, Fire, Library, Parks & Rec
Cave Creek	4/10	None
Chino Valley	4/10	Police, Library
Fountain Hills	4/10	Community Center, Parks
Gilbert	4/10	Police, Fire, Library, Community Center
Maricopa	4/10	Police, Fire, Recreation Complex
Mesa	4/10	Police, Fire, Library, Parks & Rec
Page	4/10	Police, Fire
Peoria	4/10	Police, Fire, Library, Parks & Rec
Queen Creek	4/10	Police, Fire, Utilities, Grounds Maintenance
Sedona	4/10	Police, Fire, Code Enforce., Public Works, Parks & Rec
Wickenburg	4/10	Police, Fire
Yuma (alternate Fridays)	9/80	Police, Fire, Library, Parks & Rec

Request of Council

To:

- accept the new functional organizational and reporting structure;
- adopt recommended position changes; and
- approve a pilot 9/80 staggered workweek to allow employees to have the option of every other Friday or other day off, yet keep the Town Hall offices open every work day, Monday through Friday.
- It is further recommended staff return to Council with a draft resolution and any necessary code changes (i.e. signing authority code changes) for adoption by the Council.



Questions