



Legislation Text

File #: 17-298, **Version:** 1

TO: Mayor Collins and Town Council Members

FROM: Kevin Burke, Town Manager

DATE: September 14, 2017

DEPARTMENT: Town Manager

AGENDA TITLE:

Departmental Reorganization Funding

Council Goals or Statutory Requirements:

Governance - Review and seek improvement to processes and procedures for our community.

RECOMMENDATION:

Adopt the budget reallocations stated below to achieve the Town Manager's Departmental Reorganization.

SUMMARY STATEMENT:

The Town Manager is seeking a reorganization of several Town positions. The goals are to increase policy management, improve organizational management, and add expertise and capacity to Finance and Information Technology work groups.

Policy management is the function of managing Mayor and Council goals, the agendas, strategic direction of the organization, and other policy questions that come up through the course of providing services. Operational management is the supervision, facilitation and problem solving necessary to deliver the services pledged in an efficient and effective manner.

In the Council-Manager form of government, staff assignments are the domain of the town manager, provided the manager stays within the approved budget and personnel allocation. This authority can be found in Town Code 3-2-2, which states:

"The Council or Manager may create and remove from time to time such other offices as deemed necessary and that are not provided for in this Code or State statute" (Town Code 3-2-2).

Further, section 3-2-6 of the Town Code states:

"The Town Manager shall be the Chief Administrative Officer of the government...it shall be his duty and he shall have the powers [to]...appoint, remove, suspend, promote, and demote appointive officers and employees of the Town."

The reorganization affects three positions. Two are existing positions and the third is a new position. The principal reorganized position is taking the Director of Administration and Government Affairs and making that position the Deputy Town Manager. Dawn Marie Buckland will serve in this new capacity. Ms. Buckland will be responsible for Community Development, Public Works, the Phoenix Fire contract, the Post Office and Information Technology (please reference the attached organizational chart).

Currently Information Technology consists of three positions. The requested new position requiring a reallocation of funding is a Chief Information Officer (CIO) which will supervise the three existing IT positions. That supervisory position will report to the Deputy Town Manager. The CIO will not be a Director level position but hold our top management position of D65. IT work and responsibilities has grown exponentially in the last three years with over 52 new public safety IT initiatives, the development of a geographic information system, the replacement of the planning, building and engineering permit system, a new court system, and increased cybersecurity complexity just to name a few. This position is expected to have strong IT management skills but will also be expected to be a working manager with technical responsibilities.

The Deputy Town Manager will report to the Town Manager as will the Police Chief, Town Engineer, Town Clerk, Human Resources Director, Executive Assistant to the Town Manager, and Finance (again please reference the attached organizational chart). In order to effectively supervise Finance, the reorganization takes the Procurement Manager position authorized in this fiscal year and changes it to become the Finance Manager with procurement, risk management and grant management responsibilities. Now this exact skill set is somewhat fluid as Finance would now have four positions to address all the functionalities. So the Finance Manager might manage the budget while one of the other Finance positions take on risk management or some other realignment of functions. This Finance position will also not be a director but have our top management position of D65. The current auditor of Town finances has reviewed this reorganization and found no conflicts.

The assignment of reporting functions between the Town Manager and Deputy Town Manager was principally driven by work load, experiences (or opportunity for new experiences), and staffing. This arrangement will continuously be evaluated and tweaked to find the best allocation and fresh perspectives.

BUDGETARY IMPACT:

The finances to accomplish this reorganization will be pulled from within the existing fiscal year budget. While the creation and removal of positions may be the responsibility of the Town Manager, the sum total budget authority necessary to make these changes exceeds that afforded the Town Manager and therefore must be approved by the Mayor and Town Council. From Town Code Section 3-8-4 "All non-budgeted expenditures of twenty-five thousand dollars or more...must be approved by Council..."

Move the Alarm Fund (50-44) and associated appropriations into the General Fund as follows:

- Reorganization of the Director of Administration and Governmental Affairs to Deputy Town Manager; Transfer \$8,250 from 50-40-330 and all current expenses associated with the Director of Administration and Government Affairs to the Town Manager Department 10-44-

100 et al.

- Reorganize the Procurement Coordinator to Finance Manager. Transfer \$35,000 from 50-40-330 into the respective lines in the Finance Division, 10-46-100 et al.
- Create a new position called Chief Information Officer and reallocate \$135,000 from the Alarm Fund 50-40-330 into Information Technology 10-52-100 et al.

The Auditor affirmed that moving the Alarm Fund into the General is permissible. The Town Manager requests the above bulleted actions to accomplish this reorganization.

ATTACHMENT(S):

Revised Organizational Chart