



MAYOR & COUNCIL COMMUNICATION

DATE: 9/03/2013
REGULAR
ITEM #: 13

AGENDA ITEM: 2014 Organizational Chart

SUBMITTED BY: Dean Zuleger, City Administrator

THROUGH: 2014 City Council Budget Workshop

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

FISCAL IMPACT: There will be an increase in the salary of the City Clerk, Deputy Clerk, a reclassification of DPW employees, and an adjustment to the City Planner. There is also a reclassification with no pay increase for the Planning Director who will now become the Community Development Director.

SUMMARY AND ACTION REQUESTED: Approve the 2014 City of Lake Elmo Organizational Chart that includes the reclassification of six employees to increase better operational efficiency and equitable compensation. The recommended motion for this action is as follows:

“Move to approve the 2014 City of Lake Elmo Organizational Chart accompanied by the 2104 Personnel Compensation Distribution and the City of Lake Elmo Department of Public Works Pay Classification Matrix”

BACKGROUND INFORMATION: As the City of Lake Elmo meets the needs of growth, personnel must be reallocated and talent (See Appendix 1 A) utilized to provide the greatest

opportunity for efficiency. The 2014 City of Lake Elmo Organizational Chart provides that efficiency through the following:

1. Elevates the City Clerk (Bell) to Assistant Administrator Status for the purposes of day to day management in the functionality of the front office;
2. Elevates the Program Assistant (Gumatz) to Deputy Clerk to backstop the Clerks function and recognize the utility of the personnel in inter-governmental relations and grant writing;
3. Provides for reclassification in the Department of Public Works based on a merit / experience that creates an Operation I, Operation II, Operator III and Operator III (probationary) class;
4. The Planning Director will now become the Community Development Director to better reflect the responsibility of the position.

STAFF REPORT: The staff has reviewed workload and technical needs for staffing in 2014 and recommend recommends classification shifts in responsibility that best line up with the program of work. The Administrator will devote more of his time in economic development, Met Council negotiations and 3M discussions in 2014, which will create a day to day management need filled by the Clerk / Asst. Administrator and the Program Assistant will back fill the Clerk Position. The 2014 Organization Chart is also supported by the reclassification of public works employees (see attached) that creates a merit pay system.

RECOMMENDATION: It is the staff recommendation to:

“Move to approve the 2014 City of Lake Elmo Organizational Chart accompanied by the 2104 Personnel Compensation Distribution and the City of Lake Elmo Department of Public Works Pay Classification Matrix”

ATTACHMENTS:

1. 2014 City of Lake Elmo Organizational Chart
2. 2014 Personnel Compensation Distribution Chart
3. City of Lake Elmo Department of Public Works Pay Classification Matrix