

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2004-047

A RESOLUTION ADOPTING THE ADMINISTRATIVE ORGANIZATIONAL
STRUCTURE OF THE CITY OF LAKE ELMO

WHEREAS, the City Administrator has evaluated the administrative organizational structure for the city;

WHEREAS, the City administrator has recommended changes to the administrative organizational structure for the City as indicated in "Exhibit A" as attached.

WHEREAS, the City Administrator has recommended that Charles Dillerud serve as the City Planner/Assistant Administrator; and that Mike Bouthilet serve as Public Works Director; and that Tom Bouthilet serve as Finance Director/Treasurer; and that Sharon Lumby serve as the City Clerk.

WHEREAS, the City Council has considered the recommendation of the City Administrator.


NOW, THEREFORE, BE IT RESOLVED, that the organizational changes recommended by the City Administrator are approved and that the staff appointments to the position of City Planner/Assistant Administrator, Public Works Director, Finance Director/Treasurer, and City Clerk are hereby approved.

ADOPTED BY THE LAKE ELMO CITY COUNIL ON JUNE 1, 2004.



Lee Hunt, Mayor

ATTEST:



Martin J. Rafferty, City Administrator

<p>Lake Elmo City Council June 1, 2004</p>	<p>Agenda Section: CITY ADMINISTRATOR'S REPORT</p>	<p><u>No. 11A.</u></p>
<p><u>Agenda Item:</u> City Staff Organizational Chart</p>		
<p><u>Background Information for June 1, 2004:</u></p> <p>Over that last several weeks, I have taken appropriate time to interview and evaluate the capabilities of key staff presently performing identified functions and responsibilities in an "Acting or Deputy" capacity designation. I have come to the conclusion, that the individuals in those positions are well suited to be officially designated as the leadership for those areas. Considering the changes over the last several years, with some uncertainty at times, I feel it is very important to move forward in clarifying the "staff" organizational decision making role as defined in the attached organizational chart. The right people are in the right places.</p> <p>This organizational chart does rearrange some reporting structures. A permanent Public Works Superintendent is clearly established with four functional areas reporting to that position. The functional areas included are streets, water, sewer (storm and sanitary) and parks. In the past, two Superintendents carried out these functions. The City is currently budgeted for two positions. In this case one Superintendent is identified to manage both areas and I will promote the Acting Superintendent to Superintendent of Public works and hire and additional maintenance worker assuring the city's capability to provide the defined service responsibilities.</p> <p>A second change moves Tom Bouthilet from Acting Finance Director to Finance Director/City Treasurer. Tom has performed excellently in this responsibility area. An existing budgeted support function position is in the process of being recruited.</p> <p>A third area of change moves the City Clerk function reporting to the Administrator. Today Sharon functions as the City Clerk as Deputy City Clerk. Sharon also performs her responsibility excellently. This change is an important long term move as the position of City Clerk is a position that a city is benefited by having lifetime employee. It is rare to find the lifetime of a City Administrator equate to that of City Clerk in a specific city. By the way, Sharon recently celebrated her 19th year with the City and should be congratulated for her years of dedicated service. In preparation for the future, the next generation of Clerk leadership needs to be identified and mentored as Deputy Clerk so that the historical information is preserved.</p> <p>A forth change moves the planner's position as Planner/Assistant City Administrator with specific organizational reporting changes that includes building inspections and engineering. The relationship of responsibilities makes this move an obvious conclusion and not unusual, given the type and complexity of development that has occurred in the city over the last several years. Chuck again has done an outstanding job for the city and continues to earn, on a daily basis, my respect and admiration for his knowledge, skills, ability and commitment.</p>		
<p><u>Action Items:</u> A resolution approving the organizational chart as presented authorizing the Administrator to so organize the city's operations.</p>	<p><u>Person responsible:</u> Martin Rafferty, City Administrator</p>	
<p><u>Attachments:</u> Organization Chart of City Staffing Operations</p>		