

Administrative Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday,
September 23, 2019**

4:30 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

The meeting was called to order at 4:30 p.m.

PRESENT: Kathryn Bonzo, Brandy Sullivan, Gina Taruscio
OTHERS: Art Bettge, Council Member
STAFF: Gary J. Riedner, Mia Vowels, Bill Belknap, Tyler Palmer, Jen Pfiffner, Laurie M. Hopkins

1. Approval of the August 26, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

The minutes were approved as presented.

2. Management Structure Reorganization (ACTION ITEM) – Gary J. Riedner

As City Council has been advised, the Mayor has directed the City Supervisor to evaluate the current City operational management structure in terms of efficiency and optimal service. The City Supervisor has completed that review and has researched various alternative management structures which have proven to be effective and which provide increased customer service. The attached memo describes the structure that has been approved by the Mayor and which has been reviewed by City Council leadership. As outlined in the memo, the reassignment of duties of existing managers will require some modifications to City code, which will be reviewed during the presentation.

PROPOSED ACTIONS: Receive report of revised management structure and direct staff to prepare modifications to City code for implementation, or provide staff further direction.

Riedner introduced the item explaining the new organization would have no reduction on authority of the Mayor or Council positions. With the current structure, the City Supervisor has approximately 16 employees reporting to him and with projects and other work, it is difficult to meet regularly with each of them. The revised organizational structure includes three deputies, creating a bit more functionality and puts the departments more in line with the funds. Police, Fire, Legal, Finance and Administration remain under the City Supervisor. Deputy City Supervisor of Community Planning and Design Group encompasses Building, Planning, Engineering, Grants and Moscow Urban Renewal Agency (MURA). Deputy City Supervisor of Public Works and Services Group includes Public Utility Sewer, Public Utility Water, Environmental Services, Street/Storm, Fleet and Sanitation. Deputy City Supervisor of Recreation, Culture and Employee Services

encompasses Information Systems (IS), Parks and Recreation (P&R), Arts, Community Events and Human Resources (HR). HR Director will transition to a manager position in the new year, after processes are audited and streamlined. Moscow Volunteer Fire Department (MVFD) is shown in a different color on the organizational chart as the City does not manage the organization. The new organization will take advantage of efficiencies. Managers will have more interaction with group leaders and a more executive approach to planning and projects. With this proposed change, the City Code would need to be changed. The Public Works (PW) Director, Community Development Director and HR Director Ordinances would need to be repealed. Staff is still discussing whether to include Deputy City Supervisors in the City Code. The Administrative Assistant to the PW Director is revised to a Capital Project Administrative Assistant to assist staff in developing the capital improvement program. This will allow engineers to spend more time on their projects. Staff anticipates that this can be completed in the budget that was appropriated. There is a realignment of positions and job title changes but no new positions. Group leaders meet weekly with the City Supervisor. The workload won't reduce but will allow others to step in and be more efficient with resources. The new organization will have less chain of command and more collaboration. The next step is to present to Council on October 7, 2019 with review of ordinances. Staff is reviewing the entire City Code so that any position that is repealed is updated to the new title. Committee consensus is to review the proposed reorganization and ordinances at the October 7 2019 Council meeting.

ADJOURN

The meeting closed at 5:18 p.m.

