

COUNCIL COMMUNICATION

From: The City Manager

Subject: Assistant Director of Development Position

Manager's Recommendation:

I recommend adding the full-time non-union position of Assistant Director within the Department of Development.

Funds are available within the Department of Development - Zoning and Planning Division's Personnel Services Account No. 101-3863-761.70-01. Additional funding may be available through Neighborhood Stabilization 2 Program Grant from the U.S. Department of Housing and Urban Development as administered through the MSHDA Consortium of Cities. This position is cost neutral and does not add to the overall total City's personnel complement.

Justification:

During the last strategic planning session held in July 2009, a restructuring plan for the Department of Development was unveiled. Due to retirements, attrition from vacant positions and the elimination of another vacant position, funds were identified to create a non-union management position of Assistant Director of Development. The aggregate savings from the restructuring, inclusive of the creation of the new position is \$94,405.00. (See chart below)

Position	Cost Analysis
Assistant Director	(\$91,265.00)
Associate Planner	(3,140.00)
Zoning and Planning Coordinator	83,908.00
Assistant Building Inspector	69,536.00
Code Enforcement Officer <i>(will not be filled in FY 2010)</i>	<u>61,650.00</u>
Total Savings for City:	\$94,405.00

It has long been obvious that the department is in need of reorganization and internal oversight. This has been evidenced by audits and monitoring reports from HUD as well as the city's auditors (HUD Single Audit). Those findings have continued to be a

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source of citation in all of the reports we have received. Moreover, the increased activity in the department since 2005 has seen a need for a more effective management and oversight structure internally, since the director's efforts have been primarily focused on generating grant funds in the department for service delivery.

This position would assist the Director of Development in the following areas:

- Managing the day to day oversight of all of the department's programs and staff
- Work with HUD officials to eliminate the findings in our monitoring and audit reports
- Help facilitate the development and implementation of the city's update of its housing and master plans
- Assist with the economic development components of the department's programs
- Help with the long-term planning and implementation of the city's Neighborhood Revitalization Plan

Council Action:

Council _____ moved that the recommendation of the City Manager be approved.