

# NOTICE OF STUDY SESSION

## OF THE

### UNIVERSITY CITY CITY COUNCIL

Public Notice is hereby given that a Study Session of the City Council of University City will be held on Monday, March 26, 2018, at 5:30 p.m., at City Hall, fifth floor, 6801 Delmar, University City, MO.

#### AGENDA

Requested by the City Manager

1. Meeting called to order
2. Any changes to the upcoming meeting agenda
3. Proposed Organizational Structure Presentation
4. Roll-Call vote to go into a Closed Council Session according to RSMo 610.021  
(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys
5. Adjournment

This meeting is OPEN to the public.

Dated this 23<sup>rd</sup> day of March, 2018

LaRette Reese  
City Clerk



This item asks the Mayor and Council to consider a proposal that if approved would result in a restructured organization. This proposed restructuring would have minimal impact on the Police Department, City Attorney's Office, and the Courts. The reporting relationship, however, for the Court Clerk would change from the Finance Department to the City Manager's Office.

#### ASSISTANT TO THE CITY MANAGER – ECONOMIC DEVELOPMENT:

The proposed structure would create a director level Assistant to the City Manager – Economic Development position. This would result in the elimination of the Deputy Director of Economic Development and Community Development and the Manager of Economic Development positions. Funding for the new position would be taken from the Economic Development Retail Sales Tax Fund, as was the position recommended for elimination. The attachment list the duties and responsibilities for the new position (see attachment.)

#### ASSISTANT TO THE CITY MANAGER – COMMUNICATIONS:

The proposed director level Assistant to the City Manager – Communications position would be responsible for coordinating all public information efforts. This position would also have oversight of information technology, and customer service, and would staff CALOP. The attached highlights all areas of responsibility for the position. The Assistant to the City Manager - Communications would be budgeted in General Fund.

#### FIRE DEPARTMENT:

With the exception of adding a Fire Marshall position, the Fire Department would not be impacted. The Fire Marshall duties is currently the responsibility of the Community Development Director, however limited resources are dedicated to this function and no one in the department is adequately trained in this area. The Fire Department would have a person train in this area. The position would be funded from Proposition P funding.

#### FINANCE DEPARTMENT:

The Finance Department is proposed to reduce its span of control as I believe it is too great. The Department would have a more traditional role focusing on the areas identified in the attached. Courts, I.T., and Human Resources divisions which currently reside in the Finance Department, would be removed under the proposed new structure.

#### HUMAN RESOURECES DEPARTMENT:

I am proposing to reinstate the Human Resources Department (HR). The department functions would initially be overseen by a human resources manager. In FY20 or sooner it is my intention to request a department direction for this department if the restructuring is approved. H.R. would oversee functions such as labor relations, wellness, risk management, safety, and career

development just to name a few. The areas of responsibility for the Department are fully outlined in the attached.

**PARKS, RECREATION AND FORESTRY DEPARTMENT:**

I am proposing to reinstate the Parks, Recreation and Forestry Department with its own director. Although these duties are currently separated, there is a nexus between the parks and recreation duties. For example, the parks division maintain the pool and assists with building improvement projects. The pruning of the park tree and golf course trees could be accomplished by the forestry division. The attached outlines all the functions for this department. The director position would be budgeted in General Fund and the proposed Golf Course Fund.

**PUBLIC WORKS DEPARTMENT:**

With the exception of removing the Parks, and Forestry divisions from Public Works and adding the Facilities division from Community Development, the department would remain the same. Facilities seems better suited for Public Works as we start to invest more in our facilities; which will result in construction projects.

**PLANNING AND ZONING DEPARTMENT:**

I am proposing a name change for the Community Development Department to Planning and Zoning and a reduction in scope. The new name is more representative of the role the department would have in the organization. The removal of Economic Development, Fire Marshall, and Facilities divisions will result in this being a more traditional department and able to provide better focus on development related matters.

Thank you for the opportunity to present the proposed organization restructuring. Please let me know should you have any questions or concerns.

Respectfully submitted,

Gregory

**Organizational Structure Proposal  
City of University City**

