

Meeting of December 18, 2017

South Portland City Council
Position Paper of the City Manager

Subject:

RESOLVE #19-7/18 – Approving an Appropriation Transfer Resolve for FY2018 Related to the Reorganization of the Planning Department. Passage requires majority vote.

Position:

The City is in the process of reorganizing the Planning & Development department. This department, which oversees planning and code enforcement functions, has seen quite a bit of personnel changes over the past year. It has also seen an increase in workload, both in terms of permits for development and requests for enforcement action. In addition, many hot topics involving zoning – such as the implementation of the comprehensive plan, recreational marijuana, etc. – have also consumed a significant amount of staff time. These issues have brought to light the need to improve our capacity within this department.

The department is currently overseen by the Planning Director. He oversees both the planning and code enforcement staff. The director also works closely with the Assistant City Manager in his dual role as Economic Development Director, especially as it relates to zoning matters. This oversight includes administrative, operational, and employee functions. The department currently produces an incredible amount of work, but that has been hampered recently by several factors, including: 1) departure of the long-time Code Enforcement Officer (CEO); 2) promotion of the Electrical Inspector to CEO, and three attempts to fill the Electrical Inspector position; 3) various employee leaves and impending retirement of various staff members; and 4) the aforementioned increase in workload.

Given these factors, I am recommending a modest reorganization of the department. This decision was not arrived at lightly, nor was it made in a vacuum. I received input from a variety of staff members, especially the Human Resources department, Assistant City Manager, and Planning Director. I had previously received input from the former interim City Manager, Don Gerrish, as well. While my recommendation is a hybrid of their various feedback, it is a plan that I believe best suits the department at this time.

Part of this plan will increase staffing within this budget year; thus, I am seeking your approval to transfer funds between departments in order to accomplish this reorganization. The high points of the plan are:

- The Assistant City Manager will become the director of the department, which will be renamed the “Planning, Community, & Economic Development Department”
- The department will be split into three divisions, each with their own director: Planning & Community Development, Code Enforcement, and Economic Development

- The current Planning Director will oversee the Planning & Community Development division, the current CEO will oversee the Code Enforcement Division, and the yet-to-be-hired Economic Development Director will oversee the Economic Development division. All will report to the Assistant City Manager
- The City will advertise for a new Economic Development Director immediately. This position was funded as part of the FY18 budget process and at a June workshop, the four Councilors present recommended this be a position (as opposed to a separate nonprofit corporation)
- A new Planner position will be added to the Planning & Community Development division immediately. This position will be funded through the requested budget transfer and savings from the delay in hiring the Facilities Manager position
- The part-time Planning Administrative Assistant will become full-time
- The CDBG Coordinator will report directly to the Economic Development Director, and both will have office space within the Planning Building
- The Assistant City Manager and CEO will work with the Human Resources Department to review the CEO division over the coming months to improve workflows and processes. They will also see if they need to recommend an additional CEO position be added to the division's FY19 budget

As part of this process, the City will also begin to advertise for the Facilities Manager position, which was approved for a November 1, 2017 start date as part of the FY18 budget process. By delaying the hire of this position past the authorized date, we saved some funds to help cover the hiring of the new Planner position. We also saved money due to not having an Assistant CEO/Electrical Inspector on staff for the full fiscal year.

The estimated expense of this plan for the current budget year (FY18) amounts to \$50,929. We believe that we can cover this amount as follows:

- Benefits Budget - \$18,086. We have enough savings in this budget line (due to smaller than expected increases in health insurance premiums) to cover the benefit expenses associated with this reorg
- TIF Budget - \$18,000. We have available funds within the Cummings TIF to apply \$18,000 toward the Planner position. This position will assist in the processing of applications before the planning board and will allow proper review and assistance in the economic development process. As such these costs are eligible expenses under our TIF programs.
- Facility Manager Position - \$8,000. We have enough savings due to the delay in hiring for this position that we can use \$8,000 to help cover the reorg expenses.
- Code Enforcement Salary Savings- \$6,843. The balance of the expenses associated with this plan can come from the savings in wages due to not having the Assistant CEO/ Electrical Inspector filled for portions of this fiscal year.

There will also be additional costs that will appear in the FY19 budget as a result of this plan. The full-year expenses of both the Planner position and bringing the part-time Administrative Assistant is \$108,940. Backing out the FY18 expenses of \$50,929 means that the FY19 budget would increase \$58,011 as a result of this reorg. In addition, should a new CEO position be requested to help with existing workload and better enforcement of current code, that could add another \$80,000 in costs. Finally, the Planning building will need various

assessments and repairs due to its age and deteriorating condition. We would be wise to fully understand the condition of this building before investing much more money into it.

Thank you for your consideration of this funding transfer.

Requested Action:

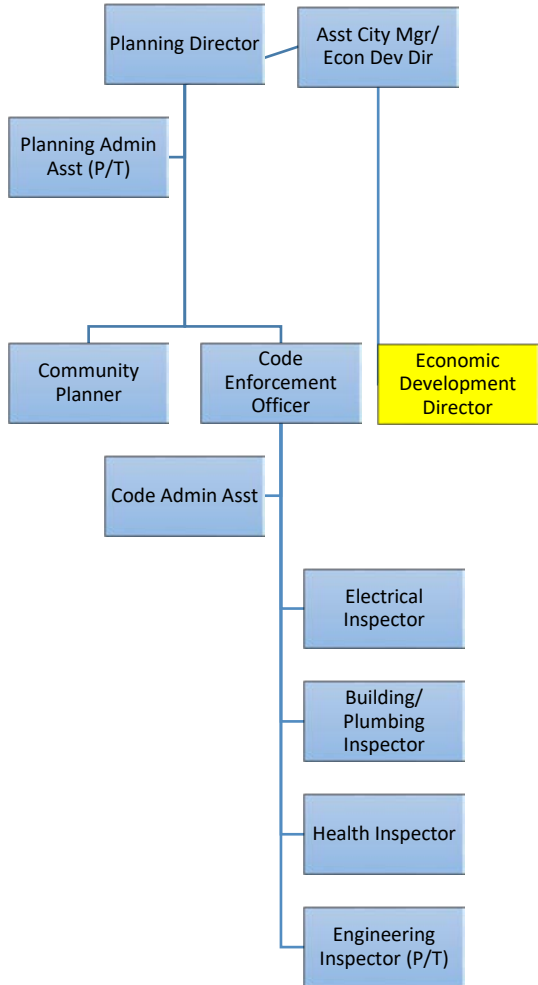
Council passage of RESOLVE #19-17/18.



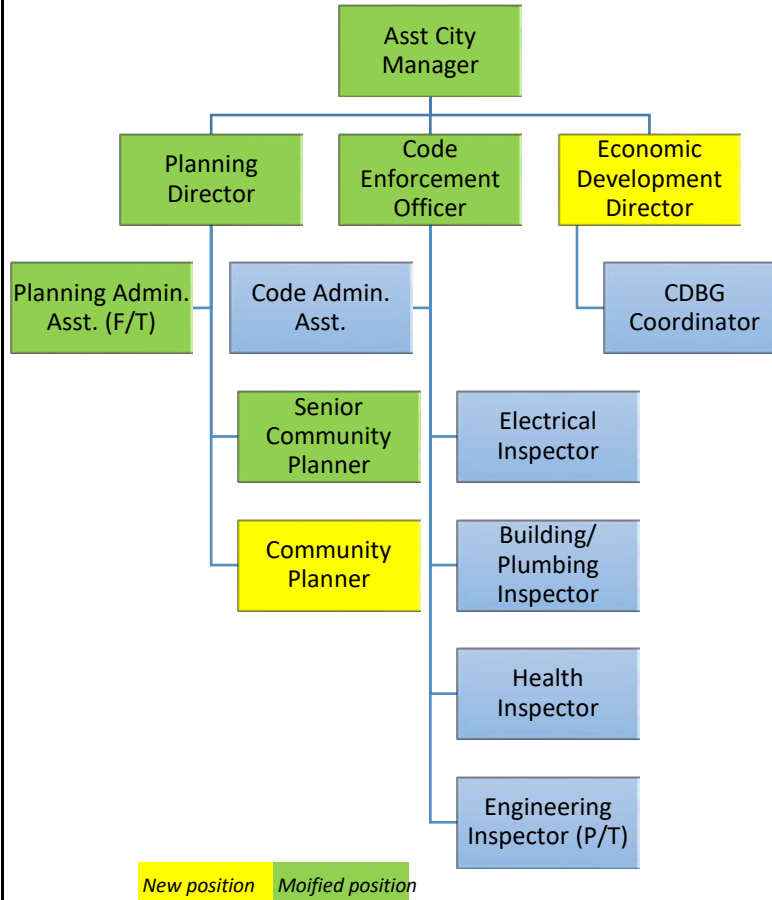
City Manager

PROPOSED REORGANIZATION OF PLANNING & DEVELOPMENT DEPARTMENT

Current Org Chart



Proposed Org Chart





CITY OF SOUTH PORTLAND

LINDA C. COHEN
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

District One
CLAUDE V. Z. MORGAN

District Two
KATHERINE W. LEWIS

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
ADRIAN T. DOWLING

At Large
MAXINE R. BEECHER

At Large
SUSAN J. HENDERSON

**IN CITY COUNCIL
RESOLVE #19-17/18**

THE COUNCIL OF THE CITY OF SOUTH PORTLAND HEREBY
RESOLVES,

WHEREAS, the reorganization of the Planning Department as proposed by the City Manager will result in additional costs of up to \$50,929 in the FY18 budget; and

WHEREAS, \$18,086 of this expense can be covered with available funds in the City's Benefits budget; and

NOW, THEREFORE, BE IT RESOLVED, that \$8,000 be transferred from the FY 2017/2018 Building Maintenance Salary appropriation (Account 10159061-611000) to the FY 2017/2018 Planning Salary appropriation (Account 10156061-611500); and

BE IT FURTHER RESOLVED, that \$6,843 be transferred from the FY 2017/2018 Codes Salary appropriation (Account 10256061-611500) to the FY 2017/2018 Planning Salary appropriation (Account 10156061-611500); and

BE IT FURTHER RESOLVED, that \$18,000 of fund balance in the Cummings TIF fund be appropriated to the FY 2017/2018 TIF Salary appropriation (Account 250461-611500).

Fiscal Note: \$50,929

Date: December 18, 2017