



Legislation Details (With Text)

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Title: REVIEW AND FILE THE CITY-WIDE DEPARTMENT ORGANIZATIONAL CHARTS
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Attachments: 1. Org Charts (as of 1 24 19)

Date	Ver.	Action By	Action	Result
1/28/2019	1	City Council		

Report to Mayor and City Council

Monday, January 28, 2019

Discussion

SUBJECT:

REVIEW AND FILE THE CITY-WIDE DEPARTMENT ORGANIZATIONAL CHARTS

I. SUMMARY

The organizational structure provides guidance to all employees by laying out the official reporting relationships that govern the workflow of the City. A formal outline of the City's structure makes it easier to add new positions, as well as provide a flexible and ready means for growth. The attached updated organizational charts show the internal structure of the City as of 01/24/19. An Open status reflects recruitments that are in process, concluded and/or offers pending. A Vacant status reflects positions that are budgeted for FY18-19 but unfilled. The organization chart represents a clear, visual depiction of the hierarchy and ranks of the various staff employees, positions/jobs, ranks and departments that make up the organization of the City.

II. RECOMMENDATION

REVIEW AND FILE the department organizational charts.

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

At the request of Councilmember Cedric Hicks, staff presented the organizational charts for all City departments as of 01/10/19. The attached organizational charts, as of 1/24/19, reflect updates required to more accurately reflect Public Works and Community Services (including Parks and Recreation). Staff will await further direction after City Council review and consideration.

The attached organizational charts include all full-time and part-time staff for City Treasurer, City Clerk, City Manager, Community Development, Community Services, Finance, Human Resources and Public Works. Part-time staff for Community Services (including Parks and Recreation) and Public Works is not fully reflected due to the seasonal vs. project status headcount variances.

V. FISCAL IMPACT

None.

VI. EXHIBITS

Exhibit 1 - City Organizational Charts (pgs. 3-24)

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