Board of County Commissioners
Agenda Request 6

Date of Meeting: 5/27/2003
Date Submitted: 5/22/2003

TO: Honorable Chairman and Members of the Board
FROM: Parwez Alam, County Administrator
SUBJECT: Reorganization of the Department of Community Development

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Reorganization of the Department of Community Development

Statement of Issue:
This is a request to reorganize the functions currently within the Community Development Department.

Background:
One of the roles of the County Administrator is to continuously evaluate the effectiveness of the current organizational structure and to align functions, staffing levels, and work processes with the priorities and objectives of Leon County government. The recent review of the Department of Community Development`s Site and Development Plan Process performed by the Office of Management and Budget (OMB) has provided an opportunity to restructure certain elements within the Department to achieve greater efficiencies and enhance customer service as it relates to developmental and environmental concerns of the County.

The following analysis section describes an organizational realignment that the County Administrator will implement to provide increased coordination of related functions and further enhance the County`s ability to operate in the most efficient and effective manner possible.

Analysis:
The results of OMB`s review of the Site and Development Plan Process brought to light several issues that, when improved, will create greater efficiencies within the County`s Community Development Department. The actions below represent the immediate steps the County Administrator will take to continue to improve the services provided in this Department and to ensure that the County`s growth and environmental interests are being protected to the best of our ability.

1. All past delegation of the County Administrator`s authority to any members of the Community Development Department is withdrawn. All instances where the County Code refers to " County Administrator or designee" shall be referred to the County Administrator for decision or approval. A list of these sections of the County Code will be prepared by Growth Management.

2. The position of Director of Community Development is replaced by a new position titled " Director of Growth and Environmental Management" that will report directly to the County Administrator. An appropriate pay grade will be applied to this position.

3. The Planning Department will report to the Assistant County Administrator. The functions of the Planning Department are discrete and separate from the functions of Growth Management. As such, it is appropriate to place the Planning Department under the Assistant County Administrator and keep it separated from the Office of Growth Management so as to avoid confusion regarding the distinct functions of each office.

4. The housing functions that are currently within Community Development will be placed under the Director of Health and Human Services. Earlier this fiscal year, a majority of the functions of the previous Division of Housing and Human Services were absorbed by the Director of Health and Human Services. The placement of the housing functions into this Division will complete this organizational transfer and appropriately place all services associated with housing, health and other human services under this Division.

5. Also as part of this reorganization, the Grants Coordinator position will be placed under the Director of Health and Human Services. The Grants Coordinator is responsible for the Community Human Services Partnership (CHSP) Process and currently shares a position with the Director for this purpose. Placement of this position under the Director of Health and Human Services will further align all associated human services functions under one division.

6. The Neighborhood Justice Center (NJC) currently within the Housing Division will be placed under the Director of Volunteer Services. The functions of the NJC involve, primarily, a coordination of volunteer mediators. The Director of Volunteer Services is a certified Supreme Court Mediator, is knowledgeable of the mission of the Neighborhood Justice Center and the coordination of NJC volunteers in addition to the many other volunteers being coordinated fits appropriately within the functions of Volunteer Services.

In addition, a comprehensive management audit of all of the functions within the Office of Growth Management will be performed by OMB and the Clerk`s Internal Audit Division over the next year for continued evaluation of any further process improvements or organizational adjustments that may be necessary.

Options:
1. Confirm the reorganization of the Department of Community Development as described above.

2. Do not confirm the reorganization of the Department of Community Development as described above.

3. Board Direction.

Recommendation:
Option #1.