



# MEMORANDUM

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TO: Human Resources/IT Committee

FROM: Kara Homan, AICP, Director of Community & Economic Development  
Danielle Block, PE, Director of Public Works

DATE: March 31, 2023

RE: Proposed Table of Organization Changes – DPW and CED

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## **Background & Overview:**

The Department of Public Works (DPW) and the Community & Economic Development (CED) Department have undergone significant leadership transitions, most recently in CED with the promotion of David Kress to Deputy Director; and in DPW with the promotion of Pete Neuberger, PE to Deputy Director/City Engineer, pending the retirement of Ross Buetow, PE in early April. DPW and CED leadership felt it prudent to evaluate organizational structures within and between our departments with the following goals: alignment of related functional areas; enhanced customer experience; balancing of workload and supervisory oversight; and improved collaboration and coordination within and between departments. With this in mind, the following is being proposed (see attached proposed Tables of Organization):

*Realignment of Principal Planners within CED.* The three principal planners reporting structure will shift from the Director of CED to the Deputy Director. This will create a division focused on planning and development, and allow for better integration of policy and programming between the functional areas of long-range planning, GIS, community development, and economic development.

*Inspections Division moves from DPW to CED.* The Inspections Division reporting structure will be realigned from the Deputy Director of Public Works/City Engineer table of organization, to reporting directly to the Director of Community & Economic Development. This will allow for close integration with the short-range planning function and enhanced coordination and workflows through the life-cycle of development projects – from concept; planning; approval, permitting, inspection, and enforcement. This will still require significant coordination with DPW/Engineering, Health, and Fire, but will centralize one department (CED) as the coordinating/facilitating entity for all things related to private development / real property.

This organizational structure (aligning inspections/permitting with planning/development) is one that is used by mid-sized communities throughout the Fox Valley (e.g. Neenah,

Menasha, Kaukauna, DePere, Green Bay, Oshkosh, Fond du Lac) and throughout the State (e.g. Eau Claire, Waukesha, Stevens Point, Marshfield, Sun Prairie, among others).

**Fiscal Impact:** This proposal is budget NEUTRAL.

**Staff Recommendation:**

DPW and CED Directors recommend approval of the proposed reorganization of our respective tables of organization.

Attachments: DPW & CED Proposed Organizational Charts