



Stephen N. Zanni
Mayor

70-16-13
adu# 911

City of Methuen, Massachusetts
Department of Economic & Community Development

The Searles Building, 41 Pleasant Street
Methuen, Massachusetts 01844
Telephone (978) 983-8560 Fax (978) 983-8976

William J. Buckley
Director

Memorandum

To: Methuen City Council
From: Stephen N. Zanni, Mayor
Date: September 28, 2016
CC: William DePardo, AFSCME Local 93
RE: Reorganization Plan for
Department of Economic & Community Development

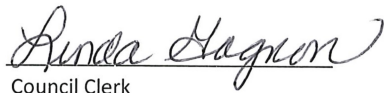
Attached please find an Amendment to the Reorganization Plan submitted to the City Council on August 29, 2016. This Amendment makes one minor change to the Proposed Reorganization Plan. After discussing the plan with AFSCME Local 93, it was agreed that the Head Clerk position for Zoning & Conservation Administration shall be listed as a Vacant position in the plan and shall be posted and follow the hiring process to be filled by the Mayor.

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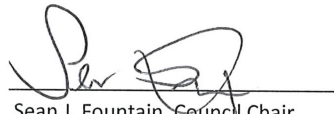
Order #911

First Read: September 19, 2016
Adopted: October 3, 2016
Effective: November 2, 2016

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by a unanimous vote on October 3, 2016.



Council Clerk



Sean J. Fountain, Council Chair

Approved under MHRC Sec. 3-6

Date: 10-12-16

Approved:



Stephen N. Zanni, Mayor

Order # 911



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To: Methuen City Council
From: Stephen N. Zanni, Mayor
Date: August 29, 2016
RE: Reorganization Plan for
Department of Economic & Community Development

Attached to this explanatory memorandum please find a proposed Reorganization Plan by Mayor submitted in accordance Article 6, Section 6-2 of the Home Rule Charter of the City of Methuen. The proposed plan consolidates two city agencies and reorganizes the Department of Economic & Community Development, in part, as provided in the attached documents. As you will find, this plan will result in a Department designed to be more effective and efficient in addressing the matters before it while reducing municipal employment and reducing municipal salary spending. Simply, the plan results in a better Department with fewer employees using fewer tax dollars.

Currently, the Department has 22 approved municipal positions over 5 divisions – Planning, Community Development, Conservation, Health and Inspections. The proposed plan would consolidate the current Health and Inspections Divisions in one Inspectional Services Division directed by an Inspectional Services Director resulting in 4 divisions. Overall employment for the Department would be reduced to 20 municipal positions with the elimination of the Health Director position and the transfer of the Animal Control Officer to the Police Department. The attached organizational charts provide an overview of the Department as currently structured (red chart) and after implementation of the proposed reorganization plan (blue chart).

The timing of the proposed plan takes advantage of the current vacancies within the Department and the anticipated retirement of two full-time municipal employees. The Health Director position is currently vacant and proposed to be eliminated. The vacant Building Commissioner position will be converted to the Inspectional Services Director and the current Acting Commissioner will return to the Assistant Local Inspector position. Two existing Head Clerks are expected to retire in December 2016. One Head Clerk position will be maintained and filled. The other Head Clerk position is proposed to be converted to an entry level planning position as Environmental Planner with a salary scale less than a Head Clerk.

The plan provides for the creation of 4 new municipal job descriptions for Inspectional Services Director, Senior Planner, Environmental Planner and Health Agent / City Nurse though no additional municipal employees. The Senior Planner position was approved in the FY17 budget and the existing Public Health Nurse position will be reclassified to a position entitled Health Agent / City Nurse. The plan also allows for the current Assistant Planning Director to resume full-time employment and proposes a change in title for the Assistant Planning Director and

Assistant Community Development Director to Planning Division Director and CD Division Director respectively. The plan will also result in the physical relocation of some employees to be determined within the Searles Building.

Attached you will also find a spreadsheet detailing the financial benefits of the plan. The Department had a salary budget approved of \$1,357,167 for the FY17 Budget. Under the proposed reorganization plan, the salary budget for a full FY17 would be \$1,265,445 for annual salary savings of \$91,722. However, the proposed transfer of the Animal Control Officer to the Police Department encompasses \$57,554 of the savings which must be added back to the municipal budget. The NET year 1 annual municipal salary savings are \$34,168 as shown. The spreadsheet also provides for wage and salary classifications for the proposed new and reclassified positions. Please be advised that the financial numbers presented for the plan are based on a full fiscal year. The plan will take several months to implement and final salary costs will be based on eventual start dates and retirement dates. In any event, it is anticipated that the actual FY17 costs will be less than attached in the plan due to the fact that some of the positions will only work part of the fiscal year as the plan is implemented. Some of those 1st year savings will be absorbed by retirement buyouts but final actual costs will be less.

The reorganization will allow the Department to function more effectively and efficiently. Zoning administration would be relocated to the Director's office to enhance the one-stop shopping experience for all development with the Zoning Board, Conservation Commission, Community Development Board and Historic District Commission all located in one office. All clerks will be cross-trained to accept any application. The incorporation of additional planning positions in the Department will allow the Department to be even more successful in pursuing grant dollars and implementing community development projects that make a difference in the quality of life for the residents of Methuen. A consolidated Inspectional Services Division will place our 7 state and municipal code inspectors under a new Director and will allow for greater collaboration and efficiency addressing the code enforcement needs of the community. A reclassified Public Health Nurse position will service the Methuen Board of Health and oversee the public health and education side of the Health Division.

A brief overview of the new job descriptions is as follows:

Inspectional Services Director

The Inspectional Services Director will be a state Certified Inspector of Buildings. It is anticipated the Director will maintain a presence in the office for most of the workday while the actual inspectors remain in the field conducting their inspections. The Director will allow us to provide much better customer service to the constituency of the Inspectional Services Department by being available regular hours rather than the current set office hours which are inefficient and often difficult for the general public to comply with. The new Director will be technologically savvy and will be responsible for implementing and overseeing a better online permitting system for all of our permitting and inspection requirements while managing the overall division. The Director's position is proposed as a Middle Management position with a wage and salary classification in line with the current Chief Engineer position. It replaces the current Building Commissioner position.

Senior Planner

The Senior Planner will be an experienced municipal planner with a minimum of 7-10 years experience and a track record of success in implementing municipal plans. A Master's Degree is

Urban Planning or similar will be desired. This position will begin with a primary focus on downtown revitalization and will assist on expanding our ability to source grant funding, implement city beautification projects, park improvements, facility improvements and other duties. The Senior Planner is proposed as an AFSCME position with a wage and salary classification in line with the Jr. Accountant. The position was approved in the FY17 budget, however, this plan adjusts the salary to reflect a more senior position after review and development of the reorganization plan.

Environmental Planner

The Environmental Planner will be an entry level planning position for a recent college graduate with a degree in biology, urban planning, landscape architecture or similar. The position will assist the Department with field inspections for projects permitted through the Conservation and Planning Divisions. The Environmental Planner will have a focus on park and open space planning and improvements. The position replaces a current Head Clerk position that will be vacant due to a retirement in December 2016. The position is proposed as an AFSCME position with a wage and salary classification in line with an Engineering Aide which is less than a Head Clerk classification.

Health Agent / City Nurse

This reclassified position will absorb many of the public health and education responsibilities of the eliminated Health Director position along with current City Nurse responsibilities. The Agent will service and manage the agenda for the Methuen Board of Health, develop local health regulations, manage communicable disease programs, mosquito control programs, tobacco control programs, healthy behavior programs, emergency preparedness programs, etc.... The position as proposed will remain within AFSCME with a wage and salary classification in line with the Local Inspector. The Health Agent / City Nurse will be a college graduate with a nursing degree and 7-10 years experience in public health programs. Certifications in the Public Health field will be desired.

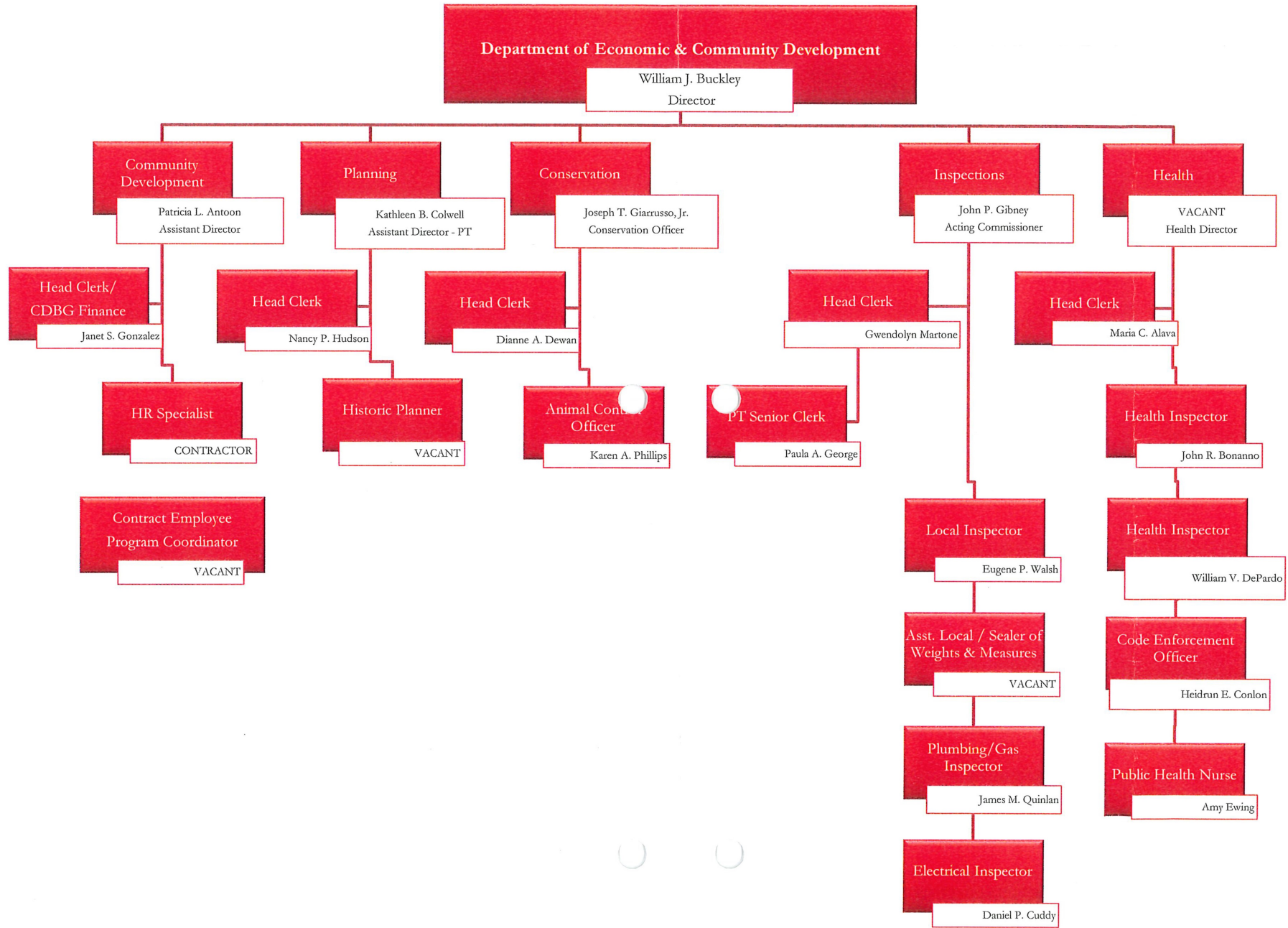
It should be noted that some changes within the reorganization plan are subject to impact bargaining with both AFSCME and Middle Management following, or in conjunction with, approval of the plan. Middle Management loses the Health Director position. AFSCME loses a Head Clerk but gains a Senior Planner and an Environmental Planner position. A Middle Management position (Building Commissioner) and an AFSCME position (Public Health Nurse) are proposed to be reclassified with new titles. AFSCME will also impact bargain the transfer of the Animal Control Officer to the Police Department.

I am respectfully requesting the Methuen City Council schedule a public hearing and vote to approve the reorganization plan as submitted. It is the intent of this plan to include approval of the necessary changes to job titles and salary classifications with the approval of the plan. It is also the intent to include approval of any necessary amendments to current municipal ordinances to allow for full implementation of the plan as proposed.

Thank you in advance for your consideration of approval of this worthwhile reorganization plan. If you have any questions prior to the next meeting of the City Council please do not hesitate to contact me.

2015 - 2016 Organizational Chart

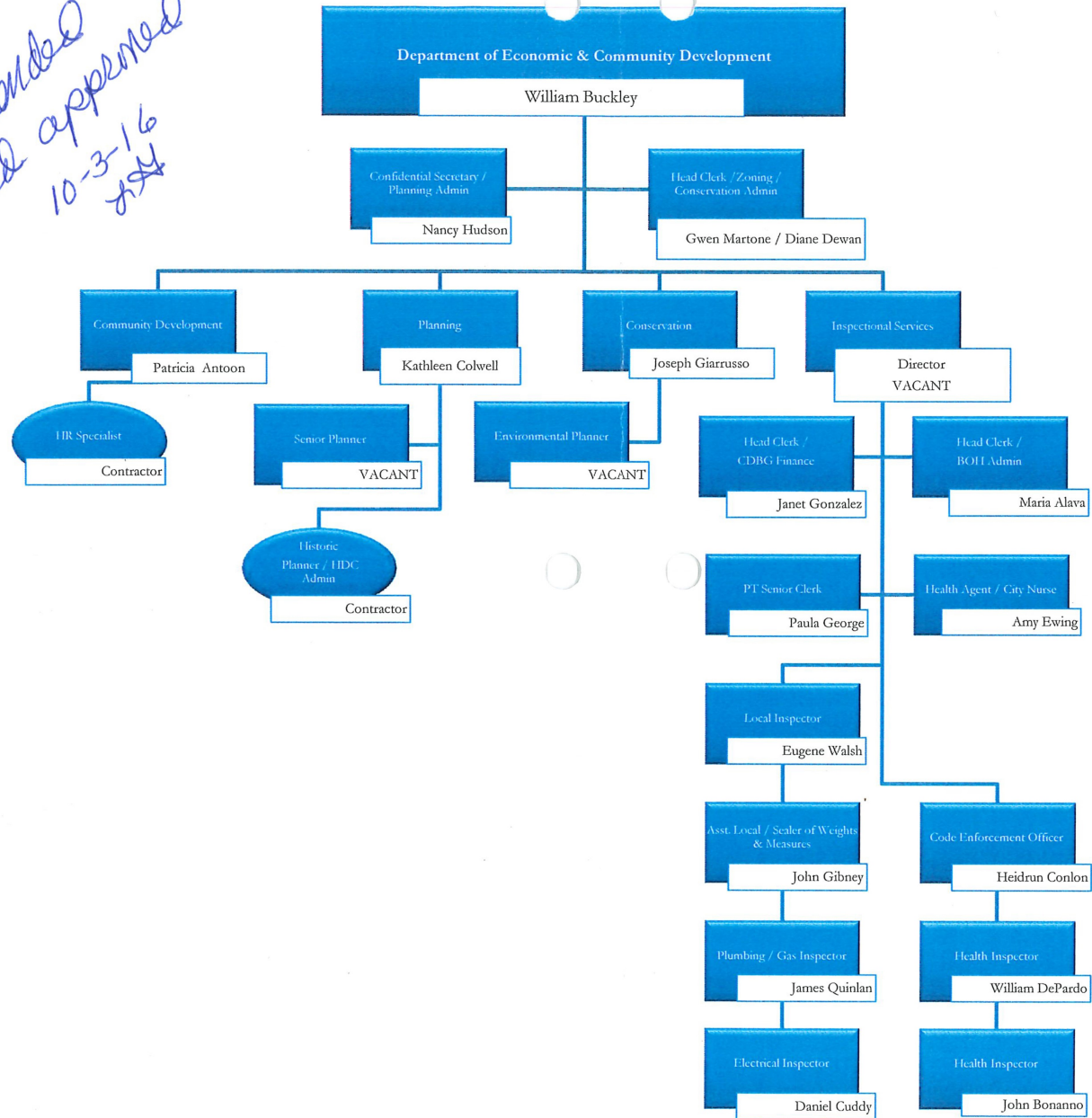
City of Meriden Department of Economic & Community Development



2016-2017 Proposed Organizational Chart

City of Methuen Department of Economic & Community Development

*Amended
and appended
10-3-16
JST*



RED CHART = EXISTING DECD STAFFING

BLUE CHART = PROPOSED DECD STAFFING

Department of Economic & Community Development (DECD) Proposed Reorganization Plan

<u>FY17 Budget Positions</u>	<u>Existing FY17 Salary</u>	<u>Proposed Positions</u>	<u>Proposed Annual Salary</u>	<u>\$\$ Difference</u>	<u>Changes/Notes</u>
Director	\$112,024	Director	\$112,024	\$0	No Change
Asst. CD	\$71,051	CD Division Director	\$71,051	\$0	Title / CDBG Partial Grant Reimbursement TBD
Asst. Planning (PT - 28 hours)	\$70,532	Planning Division Director (FT)	\$88,166	\$17,634	Bring to full time position / Title / Middle Management
Conservation Officer	\$81,958	Conservation Officer	\$81,958	\$0	No Change
Building Commissioner	\$74,246	Inspectional Services Director	\$85,107	\$10,861	NEW POSITION (Salary set at Min. Chief Engineer MM W&S \$85,107-\$100,692) / Middle Management
Health Director	\$62,368	DELETE		-\$62,368	DELETE HD / ISD Director to assume Health enforcement & admin functions / Health Agent other public health fun
Confidential Secretary	\$59,278	Confidential Secretary	\$59,278	\$0	No Change
Head Clerk CD	\$51,253	Head Clerk - ISD	\$51,253	\$0	Relocate from CD to ISD / Revise Job Description as needed / AFSCME
Head Clerk Inspections	\$51,253	Head Clerk - Zoning/Conservation	\$51,253	\$0	Relocate from Inspections to CD / Revise Job Description as needed / AFSCME
Head Clerk Health	\$51,253	Head Clerk - ISD	\$51,253	\$0	Relocate from Health to ISD / Revise Job Description as needed / AFSCME
Head Clerk Conservation	\$51,253	Environmental Planner	\$43,498	-\$7,755	DELETE Head Clerk / NEW POSITION (Salary set at Min. Sr. Engineering Aide AFSCME W&S \$43,498-\$50,935)
PT Senior Clerk (24 hours)	\$26,782	PT Senior Clerk (24 hours)	\$26,782	\$0	No Change
Senior Planner	\$51,044	Senior Planner	\$56,952	\$5,908	NEW POSITION (Salary set at Min. Jr. Accountant AFSCME W&S \$56,952-\$64,951)
ACO	\$57,554	TRANSFER	\$0	-\$57,554	Transfer ACO to Police Department / Subject to impact bargaining with AFSCME
Local Inspector	\$62,637	Local Inspector	\$62,637	\$0	No Change
Asst. Local / Sealer	\$62,637	Assistant Local / Sealer W&M	\$62,637	\$0	No Change
Plumbing Inspector	\$60,855	Plumbing Inspector	\$60,855	\$0	No Change
Electrical Inspector	\$60,855	Electrical Inspector	\$60,855	\$0	No Change
Code Enforcement Officer	\$55,539	Code Enforcement Officer	\$55,539	\$0	No Change
Health Inspector	\$60,855	Health Inspector	\$60,855	\$0	No Change
Health Inspector	\$60,855	Health Inspector	\$60,855	\$0	No Change
Public Health Nurse	\$61,085	Health Agent / City Nurse	\$62,637	\$1,552	NEW POSITION / Reclassify salary to Local Inspector Max in AFSCME W&S
	\$1,357,167		\$1,265,445	-\$91,722	
<u>22 total DECD Employees</u>		<u>20 total DECD Employees</u>		\$57,554	Add back ACO Salary
				<u>-\$34,168</u>	<u>Total Year 1 Municipal Salary Savings</u>

Summary

Consolidates Inspections & Health under one ISD Director for all code enforcement, reduces clerks from 5 to 4.
 Health Director position deleted. Net reduction of 1 municipal position. DECD reduced overall by 2 positions.
 DECD total salaries reduced by \$91,722. Net reduction of \$34,168 in municipal salary in Year 1. \$57,554 to Police Department Budget.
 Converts 1 existing Head Clerk position to an Environmental Planner for more planning and field support. 2 Existing Head Clerks retiring in Dec. '16.
 Creates Senior Planner position for planning and project support.
 Requires NEW job descriptions for ISD Director, Senior Planner, Environmental Planner, Health Agent/Nurse.