



CITY COUNCIL ACTION REPORT

August 13, 2009

TO: The Honorable Mayor and City Council Members

FROM: John Szerlag, City Manager 

SUBJECT: Organizational Restructuring

The departure of Assistant City Manager Brian Murphy has led me to initiate a series of events:

- 1) Planning Director Mark Miller will be promoted to Acting Assistant City Manager of Economic Development Services. This temporary appointment will be evaluated after six months. At that point a decision will be made whether Mr. Miller's temporary appointment should become full-time.
- 2) Because of the importance of economic development to the sustainability of Troy, Economic Development Specialist Pamela Valentik is now a direct report. Additionally, Mrs. Valentik has moved to the office of the City Manager.
- 3) Principal Planner R. Brent Savidant will be promoted to Acting Planning Director on a temporary basis. Mr. Savidant's career path in Troy will be contingent upon two factors; his performance, and what happens with the Assistant City Manager of Economic Development Services position.
- 4) The organizational restructuring I have already advanced leaves one full-time professional in the Planning Department. And as opposed to hiring an employee to assist in the work load, I'm going to utilize the services of Mr. Richard Carlisle of Carlisle-Wortman Associates. Mr. Carlisle will be initially scheduled to come in to Troy during regular business hours one day per week and will work on the following projects:
 - Zoning ordinance re-write
 - Big Beaver design guidelines
 - Capital improvement planning (CIP)
 - Development approval review
 - Rapid energy assessment program
 - Transit Center landscape plan
 - General consultation regarding the Downtown Development Authority (DDA), Brownfield Redevelopment Authority (BRA) and SmartZone Local Development Finance Authority (LDFA)
 - Planned unit development (PUD) review when applicable

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Attached is a letter from Richard Carlisle indicating his hourly rate of \$95.00 per hour, which has not changed since April 2005. So too, the City will not be charged for travel time as long as we schedule more than five hours at a clip. Also know that the contract with Carlisle-Wortman Associates expires in the spring of 2010, so I'll be able to judge the degree of success in this endeavor as well.

This organization restructuring is going to provide us with our first full hybrid department; namely, in-house retention paired with privatization. In six months I'll report back indicating the results of this endeavor using the criteria of cost savings, and level of service.

JS/mr\AGENDA ITEM\2009\08.17.09 – Organizational Restructuring

c: Richard Carlisle, Carlisle-Wortman Associates
John M. Lamerato, Assistant City Manager/Finance and Administration
Brian P. Murphy, Assistant City Manager/Economic Development Services
Department Directors
Time File: January 2010



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July 27, 2009

John Szerlag, City Manager
City of Troy
500 W. Big Beaver Road
Troy, MI 48084

Re: Office Hours

Dear Mr. Szerlag:

In response to your request, I would be pleased to schedule regular hours in the City of Troy offices. I understand that you would like me to be there one full day to assist with the Planning Department and with other assignments requested by you.

Our current contract allows the City to assign whatever work to us that you deem necessary. I will change my rate of \$95/hr. and due to the predictability of this assignment, I will not charge for travel time provided I am scheduled for at least 5 hours.

For the most part, I can be there during your normal business hours but would appreciate being able to adjust my departure time based on traffic. However, I can be flexible if I am needed for late afternoon meetings.

I am available to begin the week of August 17th. Please let me know if there are any questions.

Yours truly,

CARLISLE/WORTMAN ASSOCIATES, INC.

Richard K. Carlisle, PCP

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