



City of Racine, Wisconsin
AGENDA BRIEFING MEMORADUM

AGENDA DATE: January 30, 2023 – Finance and Personnel Committee
February 7, 2023 – Common Council

SUBJECT: Communication sponsored by Mayor Mayson requesting permission to change position titles in City Development.

PREPARED BY: Interim Assistant Development Director Kathleen Fischer
Reviewed By:

EXECUTIVE SUMMARY:

In July of 2022 I was appointed to the position of Interim Assistant Director of City Development in the absence of a Development Director. Part of my role is to analyze the staffing needs within the department as well as ensure that the structure of the department is adequate for the needs of our citizenry. Our historical structure focused primarily on compliance and grant administration with a small housing focus and very little economic development focus. After much analysis it has become clear that the current structure of the department does not adequately support our primary focus of economic development and business support.

Some unexpected retirements within the department have resulted in an opportunity to restructure the department sooner than we had anticipated. As such, I am requesting that two positions be retitled in the department to both better define an Economic Development and Housing Division and to allow us to post a job opening that reflects our Economic Development focus. This minor reorganization will create a singular point of entry for developers big and small and businesses big and small to communicate with City Development. This division will work seamlessly with the all other divisions of the department to guide businesses and individuals through our regulatory process.

JUSTIFICATION:

1. There is no fiscal impact as the positions already exist, we are just retitling and changing the job descriptions.
2. One of the positions is filled, the other one will be posted when approval is given

RECOMMENDATION:

That the position title changes be approved.

FISCAL NOTE:

No fiscal impact. The funding is budgeted in the 2023 budget already.