



MEMORANDUM

DATE: September 29, 2011

TO: Honorable Mayor
and Council Members

FROM: Richard Miranda
City Manager

SUBJECT: Organizational Changes

As a first step towards codifying the trust and confidence in the management of the City of Tucson for the citizens of our community, effective October 3, 2011, I will be establishing an executive team that can move this organization toward this goal. Understanding that these positions are interim, I do have a sense of urgency in creating an organizational structure that complements the policies and directions that the Mayor and Council has established for the City of Tucson. I will be immediately making a number of personnel changes all within current resources by reallocating vacant positions and re-deploying staff to new assignments in order to enhance service delivery to our constituency.

Considerations for me in assembling these changes include the desire to create a team that has a passion for our great city, with diverse and complimentary skills, that can strategically forge ahead to deal with the immediate organizational needs we face. Establishing a leadership team and organizational structure is paramount if we are to provide remedy to the challenges that face us as a community. Through future recruitments, I will be seeking to bring in additional high quality team members with outside views and fresh perspectives to complement the current staff. With time there are other administrative and operational enhancements that are planned. However, having key personnel in place is the immediate concern.

Changes in the City Manager's Office – The City Manager's Office will continue to operate with six executive-level positions. Ms. Kelly Gottschalk will remain as the Assistant City Manager/Chief Financial Officer overseeing the internal support departments and offices. Ms. Nicole Ewing Gavin will remain as an Assistant to the City Manager, overseeing Policy and Public Affairs. I am providing assignment to two new staff members onto the executive team who have established experience and tenure and who will assist me in providing process and innovation to our organization. Ms. Liz Rodriguez Miller, a veteran of the City Manager's Office will oversee Public Safety and Neighborhood Services as an Interim Assistant City Manager, and provide counsel to me on issues where her many years of experience with the City can be of value to me as the City Manager. Mr. Andrew Quigley will be assigned to Interim Assistant City Manager. He will oversee Operations and Public Works as his primary duties with additional duties to include overseeing project management and inspection processes. Mr. Quigley has a background in managing utilities and has a Masters of Urban Affairs, Financial Administration. I

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believe both of these individuals will offer great value to our organization. Please see the attached resumes for Ms. Miller and Mr. Quigley.

I will be replacing one of the Assistant to the City Manager positions with a newly created Business/Economic Development Manager position, for which we will conduct an external search. The selected individual will report directly to me. This position is being created in response to the economic development and business - related policies and priorities established by the Mayor and Council. Because of the immediate need to focus effort in this area, I will be assigning Mr. Chris Kaselemis, Housing and Community Development Administrator to work half-time on a 90-day assignment in this role to assist with the scoping and recruitment for this position. Mr. Kaselemis will be meeting with the Mayor and Council and other interested stakeholders from the private sector to get feedback on establishing priorities for this position and what qualities we want the ideal candidate to have to meet the expectations of the Mayor and Council. It is anticipated Mr. Kaselemis's work may result in additional personnel adjustments to support business and economic development activities.

Mr. Sean McBride will be temporarily assigned as the Interim Director of Information Technology while the recruitment for an IT Director takes place. Mr. McBride will focus on IT policies, PCWIN, IT internal service fund review and analysis, as well as other personnel and budget matters. Mr. DJ Parslow will continue to serve as Interim IT Deputy Director who will oversee technical oversight and operations. Ms. Christina Parisi, who has done an excellent job in developing and managing the City's business web page, will be on a temporary special assignment to the IT Department. Ms. Parisi will focus on marketing and communication outreach efforts for the City via the web and social media. The need for communication outreach and marketing has been a priority articulated by the Mayor and Council and this assignment will fulfill that direction.

Changes in Other Departments – Captain Carla Johnson, from the Tucson Police Department will serve as Interim Human Resources Director until a Human Resources Director is selected. Ms. Nancy Peterson will serve as Interim Environmental Services Director while Mr. Quigley is in his assignment of Interim Assistant City Manager. Mr. Sandy Elder will serve as Interim Water Director until the recruitment for the new Water director is completed. Chris Avery, Principal Assistant City Attorney will be responsible for Annexation. This will help to ensure that the annexation process and the implementation of the Water Service Area Policy are linked seamlessly for customers. This will also help to augment the technical resources and support needed to complete annexations in an efficient and timely manner. Mr. Byron Howard will be assigned to focus his efforts full time on this important effort working with Mr. Avery and Tucson Water staff. Therefore, Ms. Gottschalk will be assigned to oversee matters as they relate to the Pima County Bond Advisory Committee. She will be appointed as the City of Tucson's representative to monitor and review the implementation of the Bond Implementation Plan and ensure that Mayor and Council's direction and Tucson citizens and taxpayers are being represented.

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In conclusion, while these changes are only a first step, I see them as creating the foundation for our efforts to enhance service delivery to our citizens, codify trust in our community, and bring about Mayor and Council direction into action.

RM:NEG

C: Kelly Gottschalk, Assistant City Manager/Chief Financial Office
Andrew Quigley, Interim Water Director/Environmental Services
Nicole Ewing Gavin, Assistant to the City Manager
Carla Johnson, Captain, Tucson Police Department
Nancy Peterson, Environmental Services Deputy Director
Sandy Elder, Deputy Water Director
Chris Avery, Principal Assistant City Attorney
Sean McBride, Assistant City Manager
DJ Parslow, Interim IT Deputy Director
Chris Kaselemis, Housing and Community Development Administrator
Christina Parisi, Assistant to the City Manager
Byron Howard, Special Projects Manager
Executive Leadership Team