STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Michael Mallinoff, City Manager

Date: April 5, 2024

Subject: CA-1-24 & O-8-24: Department of Central Services

Purpose of legislation

The purpose of this legislation is to reconstitute the Department of Central Services in the City Charter; move public purchasing duties from the Finance Department to the Department of Central Services, and move facilities management, fleet operations, and fleet replacement duties from the Department of Public Works to the Department of Central Services; and generally related to Department of Central Services responsibilities.

Impact of legislation on operations

The intent of this legislation is to clarify the roles and responsibilities around these functions and to promote efficiency. Having these internally-facing functions under one umbrella will allow the City to focus on streamlining procurement processes and ensure facilities and fleet needs are optimized.

Impact of legislation on staffing

Reconstituting the Department of Central Services will create the need for one additional staff position: the Director. Other staff in the Department will be moved from their current organizational position to the new structure.

Prepared by Victoria Buckland, Assistant City Manager