



# City of Yelm

EST. 1924

## WASHINGTON

## MEMORANDUM

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DATE: May 24, 2021

TO: All City Employees

FROM: Michael Grayum, City Administrator

SUBJECT: **2021 City Department Integration and Transition Plan Update**

This update is a follow-up to the 'City Operations Update' in the all-staff memo on March 23, 2021 and a follow-up to the series of meetings many of you have been having with Department Directors about how we will transition in preparation for the recently announced retirement of Grant Beck, who serves as our Community Development Director and IT Director. As a result of the ongoing analysis of Department Directors and the conversations they have been having with employees, we have created three departments focused on: public service operations, internal services, and external services.

To better integrate our confidential systems and access requirements of information technology, the IT Department has been combined with Human Resources to form a new Administrative Services Department, which will be led by Lori Lucas

To better serve businesses applying for permits and integrate the planning and construction of essential infrastructure, the Community Development Department has been combined with the Public Works Department to form a new Public Services Department, which will be led by Cody Colt.

To integrate the support our customer service team will be providing to our recently reinvigorated and significantly improved processes for supporting City of Yelm advisory boards and commissions, the responsibilities of the City Clerk have been transferred to Kathy Linnemeyer who will now be providing support to the Mayor and Council for facilitating City Council meetings. Brianna Feller has also been moved to this team as they continue to collectively provide support to all departments and exceptional customer service to residents and businesses as our most forward facing team. As part of the reorganization, this group will form the Community Services Department, which will continue to be led by Kathy.

These changes are effective immediately for all operational, reporting and approval processes. The new organizational charts are attached for your convenience.

Following the proposed organizational structure and the timeline we shared and have been following since April, the next step is for us to propose policy and budget amendments to reflect the changes in some titles and overall cost savings in the biennial budget to the whole City Council as part of Q1 budget adjustment, which is scheduled for June 22. The Council General Government Committee has already briefed and the Council Finance Committee will be briefed at their meeting this Friday.

If you have any questions, please contact your Department Director or Human Resources.