



**OFFICE OF INFORMATION TECHNOLOGY  
AND COMMUNICATIONS**

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**MEMORANDUM**

**TO:** Rebecca Grill, City Administrator

**FROM:** Jim Jandovitz, Director of Information Technology and Communications

**RE:** Request to Reorganize Department Structure

**DATE:** July 30, 2015

In order to meet the needs of the city in regards to Information Technology and Communications (ITC), I would like to propose the following draft of a re-structuring plan.

This plan will allow us to become more efficient by creating separate and more self-sustaining divisions within the ITC Department. Each division will have a specific core mission and goals. This restructuring will allow each division to focus on its core mission and not be distracted by other IT issues not related to their mission.

The creation of an Innovation and Performance Measurement division will allow us to complete implementation of city wide projects much faster. Currently, employees working on special projects are interrupted daily to take care of technical support issues which are causing the long delays we are experiencing in getting projects implemented. Separating out the day-to-day operations will enable these employees to focus on their projects without interruptions. This division will rely on help from other departments in the city to supply the subject experts when implementing projects affecting their department.

The plan will require some additional staffing. In the following months, we can have a more detailed plan for your approval.

JJ:jfw  
Attachment (CFE Report)