



Department of Administration

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

May 19, 2023

MEMORANDUM

To: Finance & Personnel Committee Members
From: Preston Cole, Administration Director
Subject: Memo regarding CCFN 230071 and CCFN 230164

At the May 24, 2023 Finance & Personnel Committee meeting two files are related to the structure of the Department of Administration.

The main components of the files are as follows:

1. Change in Positions – File 230071
 - Creation of a DOA-Deputy Director position
 - Creation of a BOZA Administrative Supervisor to ensure continuous operation of the BOZA office and Board/departmental support
 - Reclassification of the BOZA Administrative Coordinator position and administrative support to reflect the knowledge, skills and responsibilities required
2. Change in DOA Structure – File 230164
 - Move the Board of Zoning Appeals (BOZA) staff to the DOA during 2023
 - Move the Office of Violence Prevention (OVP) staff to the DOA during 2024

The proposed move of the BOZA staff to the DOA will have no impact upon the independent nature of the BOZA's functions. Instead it would ensure consistent administrative support so that the BOZA can carry out its responsibilities under the state statute and the ordinance.

The proposed move of the Office of Violence Prevention would occur as part of the 2024 budget process.

Attached to this memo is a comparison of the current and proposed Department of Administration organizational charts.

I look forward to discussing the above efficiencies with you. Please reach out to me with any questions you may have.

Encl. – updated Organizational Chart added 5/23/2023

BR: awc
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Department of Administration

File # 230164 updated 5/23/2023

Current Organizational Hierarchy 2023



Proposed Organizational Hierarchy File # 230164

