



Legislation Details (With Text)

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**Title:** Streets and Parks Division Organization Assessment.

**Sponsors:**

**Indexes:**

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**Attachments:** 1. 1 - Northfield Streets and Parks - Draft Report 6-18-24.pdf, 2. 2 - Streets and Parks Org Assessment - Council Presentation.pdf

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** July 16th, 2024

**To:** Mayor and City Council  
City Administrator

**From:** Charlie Fredericks, Streets and Parks Manager  
David Bennett, Public Works Director/City Engineer

Streets and Parks Division Organization Assessment.

**Action Requested:**

The City Council will receive an update on the progress of the Streets and Parks Organization Assessment.

**Summary Report:**

In the pursuit of excellence in service delivery and enhanced collaboration, the City of Northfield hired public sector advisory firm, Baker Tilly U.S., LLP, to conduct a comprehensive Streets and Parks Organization Assessment. The primary goals of this project are to review all functions of the Division related to current processes, evaluate the existing organizational structure, staffing structure, and efficiency of staff roles and responsibilities.

Through this project, the Division is identifying process improvement areas, areas at risk of significant institutional knowledge loss and level of preparedness as Division responsibilities continue to grow. The attached draft report summarizes the observations and recommendations of the organizational assessment of the Streets and Parks Division.

**Alternative Options:**

N/A

**Financial Impacts:**

None at this time. Consideration of implementation for staffing changes will be presented as part of the 2025-2026 budget process and require City Council approval for any additions of staffing.

**Tentative Timelines:**

- July 16 - Update on Draft Report to City Council.
- August 6 - City Council Resolution Accepting Streets and Parks Organizational Assessment.
- August and Beyond - Staff exploration of cost and implementation considerations 2025-2026 relating to staffing levels.
- August and Beyond - Staff completing administrative recommended tasks internally.