



City Council Meeting Memorandum

To: Pleasant View City Council

From: Amy Sue Mabey, City Administrator

Re: Proposal for Public Works Department Organizational Chart

Overview

City growth, new state standards and reporting requirements, economic circumstances, increasing service needs, and hiring challenges, have all caused need to evaluate the existing organizational structure of the Pleasant View Public Works Department. City Administration is proposing a new Public Works Organizational Chart for Council consideration to address various needs within the Department.

This proposal introduces three new divisions: Streets & Storm Water, Parks & Facilities, and Water & Sewer Utilities. This includes new options for upward mobility for employees and increased responsibility and ownership for roles performed, as well as specialized training. This is intended to provide a higher level of services to residents, more clear job tasks and expectations, and completion of needed job training certifications.

Background

During the past several years, it has become more and more difficult to maintain full staffing levels within the Public Works Department. The city's population growth has resulted in expanded Public Works services to thousands of additional residents. The current model of having all employees share all of the general Public Works Department responsibilities has proven challenging. In recent years, the State of Utah and Environmental Protection Agency have established numerous new service requirements for municipal public works organizations, including: adjusted quality standards, inspections, annual reporting and development of proper policies and procedures. The current structure of the Public Works Department doesn't provide a clear mechanism or approach to address these requirements. Additionally, economic factors and low-unemployment rates have made hiring difficult across all public employment.

The City currently has the Public Works Director and a Parks Foreman as the sole supervisory roles within the Department. The Public Works Director manages all of the Department functions in a general approach with employees who are expected to be cross-trained in the various department responsibilities. The Parks Foreman currently helps to manage Parks operations and employees who assist in these tasks.

Proposal

Public Works position modifications and the organizational structure of the department are proposed for adjustment to provide needed clarity for the roles of existing positions and to better meet industry standards, reporting requirements and resident needs.

This proposal includes maintaining the existing number of employees for this Fiscal Year 2022, with adjustments and reclassifications to some existing positions to allow for the new organizational chart to become effective and transitioning the Meter Reader/Utility Locator position from part-time to $\frac{3}{4}$ -time.

The organizational changes are proposed to go into effect January 2022, with personnel needs being addressed through existing Fiscal Year 2022 budgetary funds to whatever extent possible. For needs unable to be addressed within current budgetary constraints, a budget amendment for Council consideration may be requested to provide for the new organizational chart to be fully implemented and new changes to take place.

Additionally, a new full-time “Inspector” position as well as transitioning the current “Administrative Assistant” position from part-time to full-time will be proposed for consideration with the Fiscal Year 2023 budget.

Attachment:

- a. Public Works Organizational Chart Proposal