

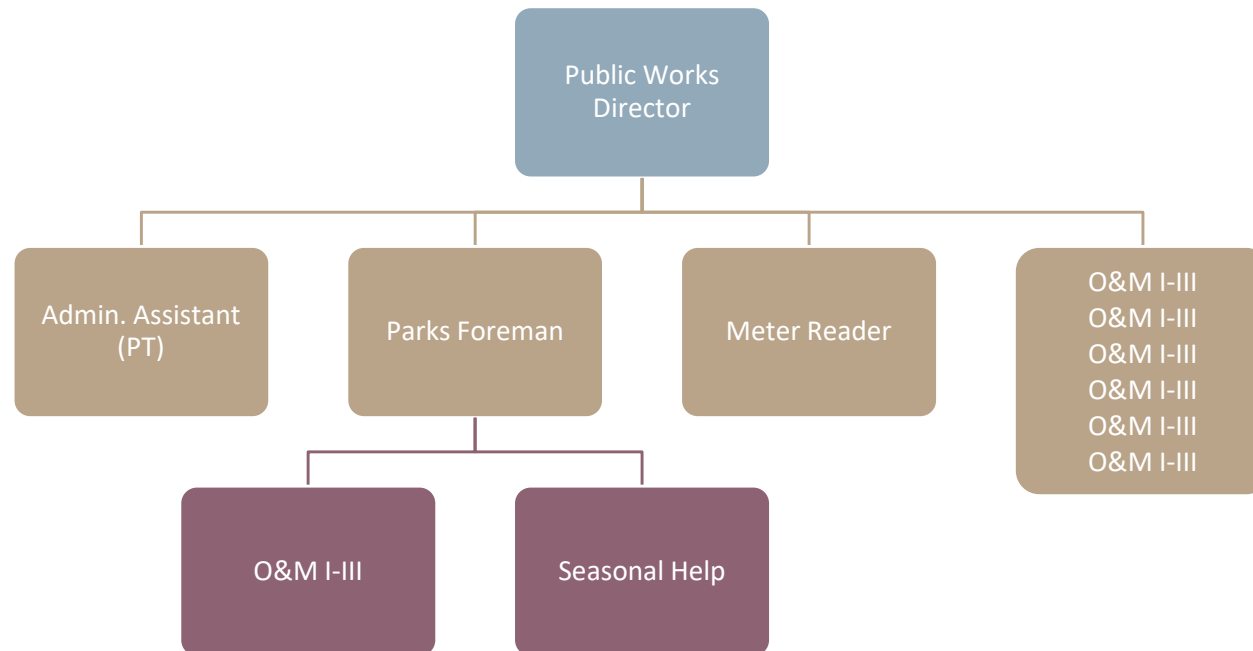
Public Works Department

Organizational Chart Update

December 28, 2021

Current Organizational Chart

- Public Works Director involved in all areas of Department workload management, budgeting, reporting requirements, etc.
- Developed and incrementally expanded to address prior needs
- Generalist approach to allow cross-training throughout the Department



Department Responsibilities

- Administration
- After-Hour Emergencies On-Call
- Annual Reports
- Annual Storm Water Report
- Auto Read Meter Program
- Basin Management
- Blue Staking
- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Community Service Projects
- Coordinate Solid Waste/Recycling
- Coordinate with Central Weber Sewer District
- Coordinate with Recreation
- Culinary Water Emergency Response Plan
- Development Review Committee
- Ditch Management
- Easements
- Facility Requests, Planning & Maintenance
- Fertilizing Program
- Fleet Ordering, Maintenance, Contracts, Etc.
- Founders Day Support
- Fuel Order/Planning
- General Repairs
- GIS Mapping
- Grant Applications
- Illicit Discharge
- IWORQ - Work Order Management
- LID Tracking
- Maintain Water Quality Standards
- Maintain/Replace Waste & Recycling Bins
- Monitor Bowery & Park Reservations
- Municipal Code Updates
- Park and Ground Maintenance
- Park Restrooms (Open, Close, Clean & Stock)
- Parking Lots Install/Maintenance
- Playground Safety Inspections
- Policy and Procedures
- PRV Station Upkeep
- Project Management
- Public Noticing
- Public Works Inspections
- Quarterly Reports
- Resident Requests
- Road Cut Permits
- Road Maintenance – Annual Schedule
- Road Studies – Transportation Utility Fee
- Safety Protocols
- Sanitary Sewer Management Plan
- SCADA System management
- Sewer Cleaning Schedule
- Sidewalks and Curbing
- Snowplow Procedures & Routes
- Snowplowing
- Source Protection
- Sprinkler System
- Standards Updates
- Storm Water Management Plan
- Street Crossings
- Street Light Maintenance
- Street Paving & Maintenance
- Street Signs Order/Install/Maintain
- Street Sweeping
- Subdivision Inspection
- SWPPP Inspections
- Utility Permits
- Water Lines, Mains & Connections Install/Maintain
- Water Rights
- Website, Newsletter & Public Information

Needed Change Identified

- Substantial growth has expanded department responsibilities
Miles of roadway, sidewalk, water, storm sewer, utility lines, number of customers, etc.
- State standards and reporting requirements
- EPA Quality Standards
- Economic circumstances and hiring challenges
- Need for more specialized training and commensurate pay to match work being performed
- More clear distribution of work needed – responsibility breakdowns, project ownership, etc.

Examples

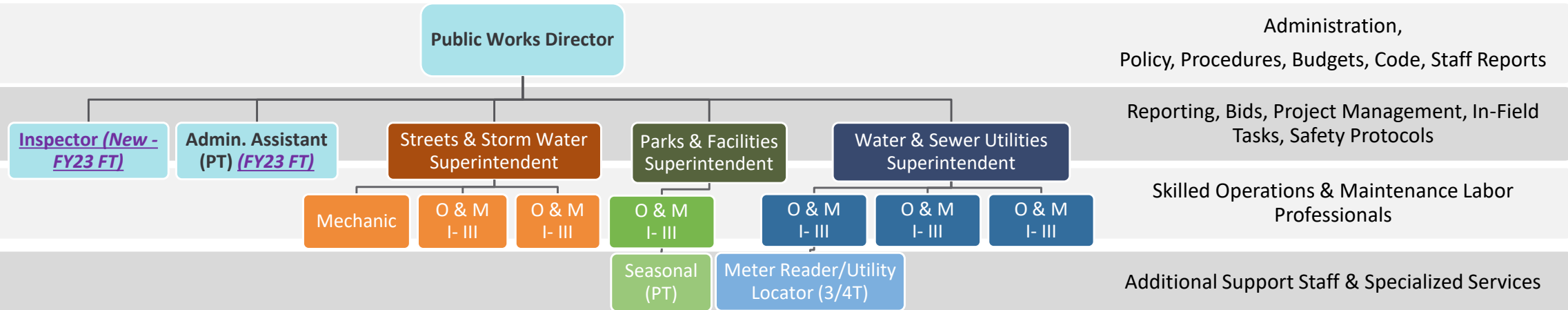
Blue Stake Requests

2021 – 2,331
2020 – 1,773 **+45%**
2019 – 1,269

Work Order Requests

2021 – 961
2020 – 623 **+35%**

Proposed Organizational Chart



Proposed Responsibilities Distribution

General Department (All Employee Support)

- After-Hour Emergencies On-Call
- Community Service Projects
- Development Review Committee
- Fleet Ordering, Maintenance, Contracts, Etc.
- Founders Day Support
- GIS Mapping
- Grant Applications
- IWORQ - Work Order Management
- Municipal Code Updates
- Parking Lots Install/Maintenance
- Public Noticing
- Public Works Inspections
- Resident Requests
- Safety Protocols
- Snowplowing
- Standards Updates
- Website, Newsletter & Public Information

Proposed Responsibilities Distribution

Streets & Storm Water

- Annual Storm Water Report
- Basin Management
- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Ditch Management
- Fuel Order/Planning
- Illicit Discharge
- LID Tracking
- Road Cut Permits
- Road Maintenance – Annual Schedule
- Road Studies – TUF
- Sidewalks and Curbing
- Snowplow Procedures & Routes
- Storm Water Management Plan
- Street Crossings
- Street Paving & Maintenance
- Street Light Maintenance
- Street Signs Order/Install/Maintain
- Street Sweeping
- SWPPP Inspections

Proposed Responsibilities Distribution

Parks & Facilities

- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Coordinate with Recreation
- Facility Requests, Planning & Maintenance
- Fertilizing Program
- General Repairs
- Monitor Bowery & Park Reservations
- Park and Ground Maintenance
- Park Restrooms (Open, Close, Clean & Stock)
- Playground Safety Inspections
- Sprinkler System

Proposed Responsibilities Distribution

Water & Sewer Utilities

- Annual Reports
- Auto Read Meter Program
- Blue Staking
- Budget
- Capital Facilities Plan (CFP)
- Capital Project Management
- Coordinate Solid Waste/Recycling
- Coordinate with Central Weber Sewer District
- Culinary Water Emergency Response Plan
- Easements
- Maintain Water Quality Standards
- Maintain/Replace Waste & Recycling Bins
- PRV Station Upkeep
- Quarterly Reports
- Sanitary Sewer Management Plan
- SCADA System management
- Sewer Cleaning Schedule
- Source Protection
- Subdivision Inspection
- Utility Permits
- Water Lines, Mains & Connections
Install/Maintain
- Water Rights

Request

Consideration to Adopt Public Works Revised Organizational Chart

- Adopts new upward mobility, reclassified positions, and Meter Reader/Utility Locator moved from Part-Time to $\frac{3}{4}$ Time
- Allows for incremental transition into new format with use of existing funds from unfilled positions – any additional funding needed for this transition will come to the Council as a budget amendment
- Doesn't add any new positions now – Anticipates for new Inspector Full-time and transition of Administrative Assistant from Part-time to Full-time subject to Council approval during Fiscal Year 2023 budget process



QUESTIONS
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