

STAFF REPORT

City Council Consent Item

DATE: October 7, 2024

TO: Honorable Mayor and Council Members

FROM: Brendan Byrd, Public Works Director

THROUGH: Amy Nilsen, Interim City Manager

SUBJECT: **Approve Proposed Change to Public Works Department Organizational Chart**

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the proposed Public Works Department organizational chart by deallocating a Streets Maintenance Worker II position and allocating a Streets Maintenance III position.

EXECUTIVE SUMMARY:

Currently the General Services Division of Public Works has one full time equivalent (FTE) position for a Streets III, and 4 FTE's for Streets II positions. This has been the case for the last several years, as the Division has had a less-experienced crew with regular turnover. However, currently the Division has several staff members that are working out very well and management staff would like to change one Streets II FTE to a Streets III, which could allow for continued growth opportunities for staff members within the division.

FISCAL IMPACT:

The annual change in cost between a Streets Maintenance Worker II and a Streets Maintenance Worker III at the top step would be approximately \$5,000. This position and its related cost is allocated 75% to General Fund dependent departments (General Services and Streets) and 25% to Enterprise dependent departments (Water and Wastewater).

This action will not require an SBR due to pay and benefit savings the related departments have recognized already through the year, including the budgeting for a Lead Mechanic over hire (4-months) which will not be used at this point. Future costs of the position change will be built into the annual budget during the annual budget process.

RECOMMENDED COUNCIL ACTION:

Approve proposed change to Public Works Department Organizational Chart. Consent Agenda vote.

ATTACHMENTS:

- Proposed Organizational Chart

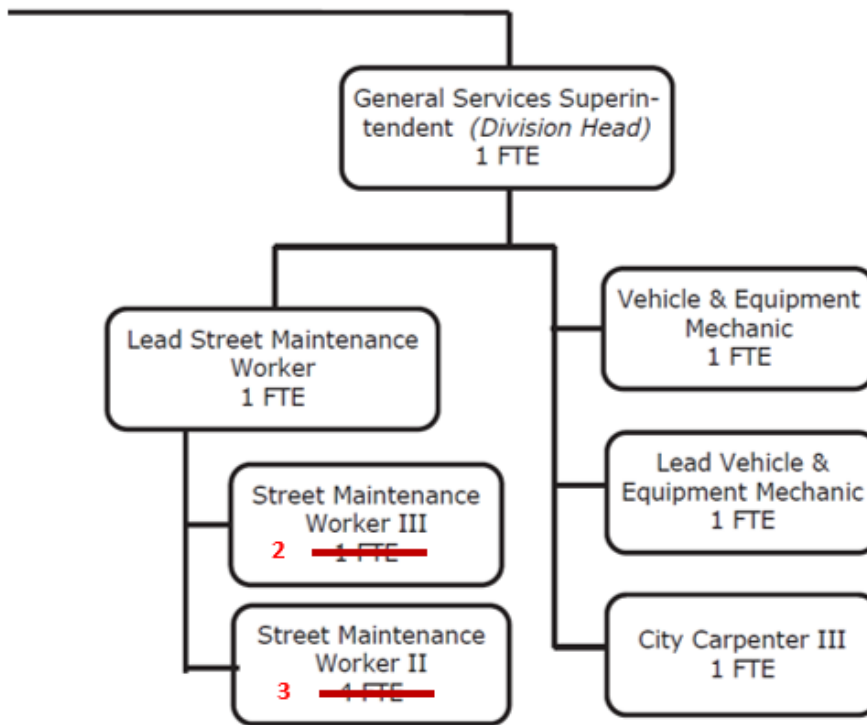


Figure 1. Proposed organizational chart.