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MEMO

TO: Municipal Services Committee
Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAW*

DATE: October 7, 2021

SUBJECT: **Proposed Modification to the Department of Public Works Table of Organization – CEA and Parking Utility.**

The Department of Public Works has continuously struggled to fill and retain our part-time CEA Service Person Position. We are currently on our fourth unsuccessful process to try to fill this position. In an effort to fill this position, we need to get creative as it is not in the best interest of our CEA customers to have highly paid mechanics performing Service Person tasks, or letting these tasks go indefinitely.

In discussions with Human Resources, the idea developed to combine part-time positions in Parking Utility and CEA into a full-time benefitted position. We believe the pool of applicants will improve with this proposal and that the probability of retaining the employee for a length of time will also improve.

Combining the CEA and Parking Utility positions into one full-time benefitted position will result in a 2022 cost increase of \$13,124 for CEA and a cost increase to the Parking Utility of \$0. There is no cost increase to the Parking Utility given we would reduce our seasonal part-time budget request from \$55,016 to \$17,883.

All 2021 costs associated with the proposed change would be covered with vacant salary dollars.

Therefore, I request approval of the proposed modification to the Department of Public Works Table of Organization – CEA and Parking Utility to combine part-time positions into one full-time benefitted position.

C: Tony Saucerman, Finance Director
Jay Ratchman, Human Resources Director
Lisa Lau, Managerial Accountant Coordinator