

CITY OF
ANTIOCH
CALIFORNIA

STAFF REPORT TO THE CITY COUNCIL

DATE: Special Meeting of January 13, 2023

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Ana Cortez, Human Resources Director *AC*

APPROVED BY: Cornelius Johnson, City Manager

SUBJECT: Discussion Item: Reorganization of the Public Works Department and Community Development Department

RECOMMENDED ACTION

It is recommended that the City Council provide direction to staff concerning

1. Whether staff should prepare an ordinance amending the Municipal Code:
 - a. reorganizing the Public Works Department and changing the position and responsibilities of “Director of Public Works/City Engineer” to become a new position entitled, “Public Works Director”;
 - b. creating a new Engineering Department and position description for the City Engineer;
 - c. reorganizing the Community Development Department; and
 - d. implementing other actions necessary to carry out the reorganization described above.
2. Whether staff should create new job classifications for the following positions:
 - a. Public Works Director
 - b. City Engineer

FISCAL IMPACT

The budget for this restructure is not under consideration at this meeting. The City Council will have the opportunity to consider the budget for new positions, office furniture, and equipment in its upcoming consideration of the fiscal year budget.

DISCUSSION

The Municipal Code ordinances for Article 1: Community Development and Article 2: Public Works were enacted on August 13, 1992. Since these ordinances were enacted,

the City has experienced significant growth and changes that require updating and revising the ordinance to effectively and efficiently address the demands related to Public Works, Engineering and Community Development.

To improve service to our residents and remain an attractive development destination, City staff is recommending a reorganization of the Public Works and Community Development Departments and the formation of a new Engineering Department.

The proposed changes to the Public Works Department include separating the current Public Works Director/City Engineer position into two separate positions, a Public Works Director and a City Engineer. The Public Works Director will oversee multiple operations and maintenance divisions that include the Streets, Water Treatment Plant, Parks and Wastewater divisions. The City Engineer will oversee all the Engineering division and absorb engineering duties currently performed by the Public Works Department, though the Municipal Code formally assigns that responsibility to the Community Development Department. The Public Works Director is an existing position within the City's Master Salary Schedule. A job specification would need to be created for an Engineering Director position.

The reorganization will reduce the span of responsibility to a more manageable size which will reduce inefficiencies, complete projects in a timelier manner and improve overall services to the community. When the reorganization is complete, the City will be well prepared to address the challenges into the future.

ATTACHMENTS

None