



DEPARTMENTAL CORRESPONDENCE

TO: Darcy Adcock, HR Director

DATE: December 09, 2024

FROM: Austin McFarlane, PW Director

RE: PW Assistant Director Position (new)

Since Joel Sensenig departure from the organization, I have taken some time to review the organizational structure and the need for improved efficiency and succession planning. Given the growth of the department and the ever-increasing workload, I have concluded that it would be best for this department to have two Assistant Directors. I am, therefore, requesting your consideration and approval to add a second Assistant Director position.

Over the past three years, we have added 30 new Intergovernmental Agreements (IGA). This brings our overall total to 75. The additional IGAs were absorbed from the Lakes Region conversion. During the same period, we have seen a 35% increase in capital projects. This has stemmed from ARPA funding, Congressional funding, New Regulations, and Failure of aged infrastructures.

The Assistant Directors responsibilities would be assigned as follow: Management of Capital Improvement Projects (A) and Management of Intergovernmental Agreements (B). Position A would Manage the Department's Capital Improvement Program and other related duties as noted below. Position B would Manage the Department's Intergovernmental Agreements and other related duties as noted below.

Position A

- 1) **Manage Capital Improvement Projects**
- 2) Oversee Engineering Division
- 3) Dept. IT Liaison
- 4) Supervise Control Tech
- 5) Manage ARPA Invoices & Performance Reporting

Position B

- 1) **Manage Intergovernmental Agreement**
- 2) Oversee Billing Department
- 3) Dept FOIA Liaison
- 4) Manage Dept. Safety Program
5. Manage Dept. Grant Program

The attached Program Request Form contains information on Alternative solutions and the Financial analysis for the requested position. Thanks in advance for your consideration.

