



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	April 13, 2026
Department:	Community Services
Agenda Section:	Regular Agenda
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Proposal for Community Services Reorganization

Attachments:

1. Staff Memo
2. Powerpoint

Summary:

The resignation of the previous public works manager provided an opportunity to evaluate and adjust the structure and alignment of both the Public Works Division and the Community Services Department.

The current Community Services Department is composed of five divisions:

- Public Works
- Public Space & Sustainability
- Planning & Economic Development
- Stormwater & Environmental Services
- Engineering Services

Each division has a manager, and supervision is provided by the assistant town manager, who also serves as the department director.

Public Works is primarily responsible for:

- Maintenance of public streets and sidewalks
- Maintenance of stormwater conveyance infrastructure
- Collection of solid waste, yard waste, leaves and bulk items
- Other tasks – tree/bush trimming, banner hanging, special event cleanup, cemetery support, emergency operations (snow plowing and tree/debris clearing)

There is a high level of coordination needed between the activities of Public Works, Public Space & Sustainability, and Stormwater & Environmental Services, so it is proposed to combine those divisions into a single department named "Community Services and Sustainability". By combining resources, in those three divisions and distributing management-level tasks to other staff, the previous public works manager position can be replaced with two lower-level positions in order to address other departmental and organizational needs at a lower cost compared to adding the necessary personnel through expansion.

The identified needs for the near-term future of the department include additional public works staff to keep up with workload and community growth, and a dedicated transportation resource to focus on regional coordination, competitive funding opportunities, and project management.

The other department created in the reorganization would consist of Planning & Economic Development and Engineering Services, and be named "Planning & Development Services". The separation of the departments creates additional bandwidth for focus on affordable housing and delivery of upcoming projects.

The goals of the proposed reorganization include the following:

- Add operational staff to public works
- Add dedicated transportation resource
- Provide advancement opportunities for public works staff
- Address shifting priorities and increased demand on public works staff
- Increase alignment of time and energy on advancing and delivering town priority projects
- Retain high-level focus and accountability for sustainability and affordable housing goals
- Minimize cost impacts

Financial impacts:

Depending on the timeline for implementation, the net cost for the reorganization in FY27 would be approximately \$60,000, increasing in subsequent years. The total projected impact over the FY27-FY29 budget would be about \$220,000. In comparison, just adding the necessary staff would cost about \$175,000 in FY27, and about \$575,000 over the three year budget.

Staff recommendation and comments:

Staff recommends the proposed reorganization.

Action requested:

Provide feedback on staff's proposal.