



City of Broken Arrow

Request for Action

File #: 20-1318, **Version:** 1

Broken Arrow City Council
Meeting of: 10-20-2020

Title:

Consideration, discussion, and possible approval of and authorization to take the necessary actions to restructure the City's General Services Department

Background:

To improve organizational effectiveness and efficiency, the City Manager is recommending the restructuring of the General Services Department.

Currently, General Services is comprised of six divisions: Operations (Action Center), Sanitation, Logistics (Purchasing), Fleet Maintenance, Cemetery and Building Maintenance.

The current services provided by the Sanitation Division has grown alongside our community and requires an updated department model to streamline operations. In addition, to properly maintain and account for city assets, an overall focus on asset maintenance is needed.

Accordingly, the City Manager is requesting approval to amend all applicable city ordinances to restructure the General Services Department as follows:

1. Move Logistics (Purchasing) operations to the Finance Department;
2. Move the Cemetery operations to the Parks & Recreation Department;
3. Create a new department focused on sanitation and recycling services entitled Solid Waste and Recycling; and,
4. Consolidate the remaining divisions of General Services (Operations, Fleet Maintenance and Building Maintenance) into a new department entitled Maintenance Services.

This new structure will streamline services to the community and assist staff in finding talent that has the skillset needed to meet organizational goals. The new Solid Waste and Recycling Director position will be funded from an existing vacancy (Assistant Sanitation Manager) and anticipated salary savings within the General Services Department.

Cost: Personnel costs as budgeted in Fiscal Year 2021

Funding Source: BAMA

Requested By: Jannette McCormick, Human Resources Director

Approved By: City Manager's Office

Attachments: General Services Restructure

Recommendation:

Approve and authorize staff to take the necessary actions to restructure the General Services Department.