



STAFF REPORT

To: Shayne Scott, County Manager
Summit County Council

From: Carl Miller, PMP, AICP CTP, Regional Transportation Planning Director

Date of Meeting: March 29, 2023

Subject: Revise the Chart of Positions for the Bikeshare Program

Type of Item: Regular Session

Background

Summit County has the opportunity to negotiate the contract with Bewegen Industries, Inc. to take autonomy of the county bikeshare program. This is expected to lead to better service and greater opportunities to expand the program to meet county needs. However, this would require the county to amend the chart of positions to enable the recruitment of an operations team. The operations team would be assigned to the Transportation Division which reports to the County Manager.

The operations team would be comprised of:

- Travel Demand Planning Manager. This position would oversee day-to-day operations of the bikeshare program, marketing and sponsorship relations, community engagement and strategic planning. Bikeshare operations would be approximately one-third of the overall workload, with additional work in bicycle and pedestrian long-range planning and programming. One position is requested.
- Bicycle Mechanic II. This would be a full-time position providing the system-wide asset management of the bicycle fleet. During the off-season this position would provide preventative maintenance. One position is requested.
- Bicycle Mechanic I. This position is intended to be seasonal and also provide system-wide asset management of the bicycle fleet. One position is requested in 2023.

Staff recommends making the revisions to the chart of positions as it would enable Summit County greater autonomy of the administration of the system and to increase customer satisfaction with the program.

Chart of Fulltime Positions
Proposed April, 2023

Department	Position	2000 Fulltime	2001 Fulltime	2002 Fulltime	2003 Fulltime	2004 Fulltime	2005 Fulltime	2006 Fulltime	2007 Fulltime	2008 Fulltime	2009 Fulltime	2010 Fulltime	2011 Fulltime	2012 Fulltime	2013 Fulltime	2014 Fulltime	2015 Fulltime	2016 Fulltime	2017 Fulltime	2018 Fulltime	2019 Fulltime	2020 Fulltime	2021 Fulltime	2022 Fulltime	2023 Fulltime
Animal Control	Animal Control Administrator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Field Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Animal Control Officers	4	4	4	4	4	4	5	5	5	5	5	4	3	3	3	4	4	4	4	3	3	3	3	
	Kennel Tech	2	2	2	2	2	1	7	7	7	7	7	1	1	1	1	2	2	2	2	2	2	2	2	
	Subtotal	7	7	7	7	8	7	7	7	7	7	7	7	5	5	5	8	8	8	7	7	7	7	7	
Assessor's Office	County Assessor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Deputy Assessor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Commercial Appraiser															1	1	1	1	1	1	0	0	0	
	Appraisal Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1											
	Assoc CommercialAppraiser																					1	1	1	
	Appraiser/Software Spec																								
	Deputy Appraisers	7	7	7	7	7	6	6	6	6	5	4	4	4	4	4	4	4	4	4	4	6	6	6	
	Data Analyst																								
	Assessing Tech	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	1	1	
	Subtotal	11	11	11	11	11	11	11	12	12	12	11	10	9	9	10	10	10	10	10	10	10	11	12	
Attorney's Office	County Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Civil Attorney	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Civil Attorney	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	
	Chief Prosecutor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Prosecuting Attorneys	1	1	1	1	1	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	
	Investigator																								
	Victim Advocate Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	
	Victim Advocate																								
	CJC Director																								
	Legal Secretary	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Paralegal																								
	Subtotal	7	7	8	8	8	9	11	11	10	10	11	10	10	9	9	10	11	11	11	12	12	12	13	
	Auditor's Office	County Auditor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		Chief Deputy Auditor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Financial Officer																									
Payroll Clerk																									
Management Analyst																									
Accountant																									
Auditing Tech		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	
Subtotal	4	4	4	5	5	5	5	5	5	5	5	5	5	5	6	4	5	5	5	4	3	3	3		
Clerk's Office	Clerk	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Chief Deputy Clerk																								
	Deputy Clerk	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Elections Clerk																								
	Subtotal	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	4	
Community Development	Comm Development Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Office Manager																								
	Administrative Assistant	1	1	1	1	1	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Planning and Zoning Admin	1																							
	Planning and Zoning Director																								
	Economic Development Spec																								
	Planning Director																								
	Project Coordinator																								
	Senior Planner	1		1																					
	Special Projects Manager																								
	Principal Planner																								
	County Planners	6	7	6	5	6	6	5	5	7	6	5	5	5	2	2	2	2	2	2	3	3	4	4	
	Assistant County Planner	1	1	1	1	1	2	2	1																
	Regional Transportation Planning Crd																								
	Code Enforcement Officer																								
	Permit Technician																								
	Secretaries	2	3	3	3	3	3	3	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	
	Chief Building Official	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	Plan Examiner	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Plan Examiner																									
Asst B.O./Supervising B.O.																									
Plan Exam/Asst Building Offic																									
Subtotal	7	7	7	6	6	6	8	8	7	7	5	4	4	4	5	5	5	5	5	5	5	6	6		

Chart of Fulltime Positions
Proposed April, 2023

Patrol Sergeants	5	5	5	5	6	6	6	6	5	6	6	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Patrol Lead Deputies									4	4	4	5	5	4	4										
Deputies	15	17	20	20	20	20	25	25	21	19	18	15	14	14	15	19	19	19	19	23	23	22	24	24	
JRI Deputy																2	2	2	2	2	2	2	2	2	
Major Crime Lieutenant												1	1	1	1	1	1	1	1	1	1	1	1	1	
Major Crime Sergeant									1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Major Crime Detective									1	4	3	3	3	3	2	2	2	2	2	2	2	2	2	2	
Special Ops Lieutenant								1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Special Ops Sergeant				1			1	1	1			2	1	1	1	1	1	1	1						
Special Ops Deputies				3	3	3	2	2																	
Detective Sergeant		1	1	1	1	1	2	2	3	3	3	2													
School Resource Sergeant																									
Detectives	4	3	3	3	3	4	2	2	8	8	10	8	6	7	7	7	7	7	7	7	7	8	8	8	
Evidence Tech					1	1	1	1				1	1	1	1	1	1	1	1	1	1	1	1	1	
SAR Lieutenant																									
Corrections Lieutenant	1	1	1	1					1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Corrections Sergeant	1	1	1	2	5	5	5	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	
Corrections Lead Deputies									4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Corrections Officers	17	17	15	15	15	16	16	16	15	14	14	13	12	12	12	16	16	16	16	16	16	16	16	16	
Corrections Nurse								1	1				1	1	1	1	1	1	1	1	1	1	2	2	
Court Security Lieutenant												1	1	1	1	1	1	1	1	1	1	1	1	1	
Court Security Sergeant						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Court Security Lead Deputy									1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Court Security Officer	2	4	4	4	5	4	4	4	4	6	6	6	6	7	7	8	8	8	8	8	8	8	8	8	
Inmate Working Deputies												2	2												
Kitchen Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Cooks	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Communications Director																									
Dispatch Supervisor		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	
Communications Lieutenant																									
Lead Dispatchers				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Admin Dispatcher																									
Dispatchers	9	9	9	9	11	11	11	11	11	12	12	12	12	12	12	12	12	12	17	17	11	11	11	11	
Subtotal	61	67	68	76	84	86	90	92	99	99	97	98	95	97	97	102	107	107	112	113	113	117	117		
Treasurer's Office																									
County Treasurer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Chief Deputy Treasurer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Deputy Treasurer	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	
Motor Vehicle Supervisor	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Motor Vehicle Tech	4	4	4	3	3	3	3	3	3	3	3	3	3	4	4	2	2	3	3	3	3	3	3	3	
Subtotal	8	8	8	7	7	7	7	7	7	7	8	7	7	7	7	6	6	7	7	7	7	7	7		
Transit District																									
Regional Transportation Plan Dir																1	1	1	1	1	1	1	1	1	
Transportation Planner																									
ALL TRANSFER TO NEW ENTITY																									
Data Analyst																									
Admin Technician																									
Transit Tech																									
Subtotal																1	1	1	1	2	2	2	2	0	
USU	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Subtotal	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Total FTE 11/4/2020	203	215	221	236	252	262	277	284	290	290	286	278	277	276	284	293	303	309	312	326	332	344	356	366	

Chart of Part-time Positions
Proposed January 2021

Department	Position	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
		Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime	Parttime
Public Works	Secretary				1	1	1	1																	
Subtotal		0	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior Citizens	Senior Admin Assistant																					2	2	2	2
	Senior Assistant Cook																					1	1	1	1
Subtotal																						3	3	3	3
Solid Waste	Gate Attendants					2	2	2																	
	Landfill Operator	3	3	3	2	2																			
	Landfill Spotters						1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		3	3	3	2	4	3	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
Treasurer	Motor Vehicle Tech																2	2							
Subtotal		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0
Totals		17	16	16	18	25	25	24	20	19	28	28	27	22	25	30	32	31	30	32	31	31	31	32	28