

BUSINESS MANAGEMENT PLAN
FOR GOVERNING THE ADMINISTRATIVE DIVISIONS
AND RESPONSIBILITIES
OF THE
PORTAGE TOWN COUNCIL POSITIONS
REVISED 2/2022

The Portage Town Council is comprised of five elected positions from the Portage Town Municipality. Utah State Municipal Code governs the responsibilities for each of these positions. This document is not intended to change or alter these duties and responsibilities in any way, but is intended to develop and define the routine division of duties needed for the smooth operation of town activities.

Municipal Code provides that the mayor, working in consultation with the town council, may develop working administrative divisions, including their inherent responsibilities, and assign them to individual council members. These assignments must be concurred with and approved by the town council.

Responsibilities may be altered and assignments modified by the Mayor with the concurrence of the council.

Culinary/Secondary Water Manager:

Principle responsibilities of the water manager are:

- Is accountable for the safe distribution of drinking water to all the citizens of Portage.
- Ensures that Portage hires and maintains a certified water system manager as required by state law.
- Supervises water master, meter reader and other employees with water related duties.
- Ensures that all required sampling and monitoring tests are conducted as required by state and county health codes.
- Develops contracts for providing for the chlorination and sampling of the town drinking water supplies.
- Develops guidelines for installing new water services when approved by the governing board.
- Oversees the purchase of new water meters and required hardware needed for installing new services once approved.
- Oversees the proper billing for new water services.
- Is responsible for the collection of all water fees owed to the town. Works with the water master to deliver late fee notices and shut off water meters if payments are not made.
- In consultation with the town governing body, hires contractors to install new water hookups and provide repairs to town owned water facilities for both normal and emergency repairs.

- Develops bidding process for all large contracts.
- Ensures that the governing board approves all contracts and contractors.
- Serve as town liaison officer with the Rural Water Association of Utah.
- Works with Water Master to determine availability of irrigation water and extra culinary water to sell.
- Oversees clearance and maintenance of irrigation waterways.
- Take the lead role in developing a master plan for providing quality drinking water for all the citizens of Portage.
- Attends Town Water Board meetings and represents the Town Council at these meetings.
- Serves as the Blue Stakes contact for the town and water master.
- Serves as Town Constable under the direction of the Mayor.
- Is responsible for and will be available to sign checks for approved town expenses.

Roads and Streets Manager:

Principle responsibilities of the roads and streets manager are:

- Is responsible for the care and management of the roads and streets, both paved and gravel, of the Town of Portage.
- Schedules pothole and damage repairs and grading of shoulders and gravel streets as required.
- Is responsible for all required new street signing and for the replacement of damaged and faded signs.

- Is responsible for snow removal on town streets and for mowing of town right-of-ways.
- Is responsible for the care and maintenance of the town snowplow.
- Develops contracts detailing requirements for snow removal, street mowing and road repair.
- In consultation with the town governing body, hires contractors for each work area and provides equipment training where necessary.
- Develop bidding process for all contracts.
- Ensure that the governing board approves all contracts and contractors.
- Serve as town liaison officer with the Box Elder County Road Department and Rocky Mountain Power Company.
- Is responsible for overseeing the replacement of town street lights.
- Take the lead role in developing a master plan for maintaining and improving the roads and streets for the citizens of Portage.
- Oversees the pruning and removal of trees on town property.
- Serves as town liaison officer to oversee the committees responsible for the Portage Days Celebration .
- Is responsible for and will be available to sign checks for approved town expenses.

Parks and Recreation Manager:

Principle responsibilities of the Parks and Recreation manager include:

- Is responsible for the care and maintenance of the portage Town Park,

Town Hall and surrounding town owned properties.

- Schedules park use and monitors park activities to ensure the safe use of equipment and care of park facilities.
- Is responsible for the care and maintenance park equipment and replacement of any damaged and broken items.
- Is responsible for mowing of the park and for periodic trash cleanup as required.
- Is responsible for the watering of the park and maintaining park watering equipment.
- Develops separate contracts detailing requirements for park watering, mowing, cleaning services and repair and maintenance of park facilities and equipment.
- In consultation with the town governing body, hires contractors for each work area and provides equipment training where necessary.
- Supervises park mower, waterier and other park related personnel.
- Develops bidding process for all contracts.
- Ensures that the governing board approves all contracts and contractors.
- Serves as town liaison officer for all recreation activities including special town activities such as the Portage Christmas decorating.
- Takes the lead role in developing a master plan for maintaining and improving the town park for the citizens of Portage.
- Serve as council liaison with the Portage Fire Department, the Plymouth Fire and Rescue, and the Box Elder County Emergency Services. Moved from water
- Manages the Fire Department Vending Machine and coordinates deposit of vending funds with Town Treasurer in a timely manner.

- Removes snow and ice around the town hall building.
- Manages the town burn pile.
- Monitors and arranges refill of the propane tanks as well as the diesel and gas tanks at the fire dept.
- Is responsible for and will be available to sign checks for approved town expenses.

Planning and Zoning Director and Business Office Manager

Principle responsibilities of this position include:

- Is responsible for the operation and maintenance of the Portage town office equipment.
- Ensures that the appropriate software is available for use in completion of required reports and budgetary transactions.
- Oversees the Portage Planning and Zoning Commission and serves council liaison with the commission.
- Is responsible for writing and filing all town ordinances and resolutions as requested by the town council.
- Is responsible for the writing and codification of the Portage Planning and Zoning Regulations and ensures that they are consistent with appropriate county and state code.
- Ensures that all town regulations are fair and legal.
- Oversees town administration for subdivision development, animal control and environmental regulations.
- Oversees the building permit process for the town and ensures that the new construction is in compliance with town zoning ordinances.
- Serve as council liaison with the Box Elder County Health Department

to coordinate services to the citizens of Portage.

- Ensures that all ordinances and resolutions are properly prepared, advertised and certified in the correct manner.
- Maintains a list of all ordinances and resolutions by year and keeps them readily available for inspection.
- Is responsible for and will be available to sign checks for approved town expenses.

Portage Town Mayor

Principle responsibilities of this position include:

- Serves as the chief executive officer of the town to whom all employees of the municipality report.
- Serves as the chair of the town council and presides at all meetings of the governing body.
- Is a full voting member of the town council.
- Is vested with all the administrative powers, authority and duties necessary for managing the municipality.
- Is responsible for keeping the peace and enforcing the laws of the town.
- May receive monies due the town and remit them to the Town Treasurer.
- May inspect the books and activities of any town official at any appropriate time.
- Serves as the final budget authority for the town and is ultimately responsible for the professional administration of the town's fiscal affairs.
- Serves as supervisor the Town Clerk, Town Recorder, Town Treasurer

and Town Fire Marshal.

- May call on residents of the town over 21 to assist with the enforcement of the laws of the state and municipality.
- Assigns administrative responsibilities to appointed town employees and officials.
- Has overall responsibility for managing the affairs of the town and the town governing body.
- Serves as liaison with the Portage Cemetery Corporation and the Box Elder County Sheriff Department.