



## MEMORANDUM

**TO:** CITY COUNCIL

**FROM:** STEVEN ADAMS, CITY MANAGER SA

**SUBJECT:** CONSIDERATION OF RESOLUTION APPROVING ENGINEERING STAFFING CHANGES

**DATE:** APRIL 22, 2014

### RECOMMENDATION:

It is recommended City Council: 1) adopt a Resolution approving creation of, and job descriptions for, a new City Engineer position and new Capital Projects Engineer position and elimination of the existing Assistant City Engineer position; and 2) approve an appropriation of \$8,000 from the Water Fund and \$5,500 from the Sewer Fund for the Capital Projects Engineer position.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The annual cost of the Capital Projects Engineer position is approximately \$160,000. It is proposed that it be funded 50% from the General Fund, 30% from the Water Fund and 20% from the Sewer Fund. This results in the following costs:

- General Fund \$80,000
- Water Fund \$48,000
- Waste Water Fund \$32,000

The General Fund portion is proposed to be funded \$25,000 from the funds that were recently budgeted for inspection services, \$20,000 from the additional revenue projected from the increase in the annual encroachment permit fee that was recently approved, and \$35,000 from existing consultant services funds and funds budgeted in capital projects for design, construction management and inspection services. Therefore, the position will have no impact to the projected General Fund balance. While the recent rate study did not anticipate these costs to the Water and Sewer Funds, staff believes they can be accommodated without the need to modify the rate recommendations. These changes will be made in the budget adjustments that will be presented to the City Council in June for FY 2014-15.

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In the current FY 2013-14 budget, only appropriations of \$8,000 from the Water Fund and \$5,500 from the Sewer Fund are needed to complete the remainder of the year. Sufficient funds are available from both these sources.

The City Engineer position will result in an increase of approximately \$10,000 for FY 2014-15 when compared to the existing Assistant City Engineer position. Based on the current allocation of costs for the Assistant City Engineer position, this cost will be paid \$3,500 from the General Fund, \$3,000 from the Water Fund, \$1,500 from the Street Fund, \$2,000 from the Sewer Fund. The General Fund portion of the costs will be paid from existing consultant services accounts so there will be no impact to the General Fund balance. No appropriation is requested in FY 2013-14. Consultant services will be contracted using existing funding for the remainder of the fiscal year while the recruitment for the new position takes place.

The changes will provide staffing to better address engineering needs of the City. Therefore, there will be a positive impact on personnel resources.

**BACKGROUND:**

During the recession, a number of structural and personnel changes were made to the City's engineering services in order to address budget reductions while maintaining critical service levels. The Engineering Division was moved from the Public Works Department to the Community Development Department in order to provide a more seamless development review process. The Public Works Director/City Engineer, Engineering Technician, and Construction Inspector positions were eliminated. The Associate Engineer and Office Assistant II positions were reduced to part-time. The Associate Engineer position has recently been increased back to full-time.

Currently, the Engineering Division has an Assistant City Engineer, Associate Engineer, part-time Associate Engineer, Intern, and part-time Office Assistant II. The Division is responsible for capital projects requiring design services, review of development proposals for grading and public improvements, traffic engineering, encroachment permits, storm water regulations, mapping, and other engineering services. Maintenance oriented capital projects have been transferred to the Public Works Department, but Engineering Division staff still provide assistance with the bidding process.

**ANALYSIS OF ISSUES:**

Staff recently completed an organizational assessment of the Engineering Division and a number of issues were identified, which primarily include the following:

- Despite recent changes, there is still confusion regarding the roles and responsibilities of the Public Works Department and Engineering Division with regard to the management of capital projects, as well as other functions.

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- While the City has begun to include funding in capital project budgets for contract inspection services, there is still inadequate staffing available for inspection of private development projects and work associated with encroachment permits. Some funding has been budgeted to address this need, but it is difficult to contract for inspection services on a part-time basis since it is not possible to project specifically when inspections will be needed.
- There is insufficient available staffing dedicated to oversight of the Engineering Division's role in the development review process, which has prevented the City from achieving its customer service goals.
- While more capital project work has been transferred to the Public Works Department to reduce workload on the Engineering Division, there is insufficient professional staff support available in the Public Works Department to address all the functions involved in managing these projects.
- Extensive new stormwater management requirements approved by the Regional Water Quality Control Board are increasing staffing requirements to administer this program.

In order to better clarify and assign clear departmental responsibilities, it is recommended the Public Works Department oversee all improvements to the City's street, water, sewer and storm drain systems and the Community Development Department oversee the development review process, long-range planning functions, and storm water compliance. Therefore, management of all capital projects will be transferred to the Public Works Department. The Community Development Department will continue to oversee the planning phase of long-range projects involving significant public and inter-agency involvement, such as the Brisco Road Interchange and Bridge Street Bridge, but they will be transferred to the Public Works Department for the construction phase.

To accomplish this, it is proposed a Capital Projects Engineer position be created in the Public Works Department, who will oversee all the capital project design, bidding, project construction management and inspection. The existing Assistant City Engineer will be transferred to that position and the salary will be Y-rated, which means the employee will not be eligible for cost of living adjustments (COLA's) until the new position's salary is equal to the current position's salary. The Assistant City Engineer position will be replaced with a City Engineer position in the Community Development Department, who will oversee all engineering related development review, traffic engineering, circulation planning, encroachment permits, and stormwater regulations. Since the City Engineer will be responsible for a significant portion of the plan check work, it will enable the Associate Engineer to increase time devoted to inspection of private development projects and encroachment permits. It will also provide a management level engineering position available to attend Planning Commission meetings to address development related engineering issues.

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Job descriptions for each of these positions are attached to the Resolution. If approved, it is recommended to proceed immediately with establishing the Capital Projects Engineer position in the Public Works Department. A part-time contract City Engineer will be used in the Engineering Division while recruitment takes place for the new full-time City Engineer position. The Public Works Department is designing modifications to the new building to accommodate the additional office needs and one of the vehicles recently replaced, but still operational, is being held back from auction to address vehicle needs. However, purchase of an additional vehicle will be necessary in the future.

**ALTERNATIVES:**

The following alternatives are presented for consideration:

- Approve staff's recommendations;
- Modify and approve the job titles, job descriptions and/or salary ranges;
- Direct staff to modify the recommendations to utilize more contractual services;
- Do not approve the proposed changes; or
- Provide staff other direction.

**ADVANTAGES:**

The recommendations will provide a more effective division and assignment of responsibilities in order to improve accountability, will significantly improve the City's development review process, will enable the creation and implementation of more effective engineering standards, will address inspection needs for private development and encroachment permits, will improve the management of City capital projects, and will help address new extensive stormwater regulations.

**DISADVANTAGES:**

There will be cost impacts to the Water and Sewer Funds, temporary disruption to City services due to a variety of organizational changes, and create a need for additional office space and a vehicle in the Public Works Department.

**ENVIRONMENTAL REVIEW:**

No environmental review is required for this item.

**PUBLIC NOTIFICATION AND COMMENTS:**

The agenda was posted in front of City Hall on Thursday, April 17, 2014, and on the City's website on Friday, April 18, 2014. No comments were received.

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE ESTABLISHING JOB DESCRIPTIONS AND SALARY RANGES FOR THE POSITIONS OF CITY ENGINEER AND CAPITAL PROJECTS ENGINEER**

**WHEREAS**, the findings of an operational assessment of the Engineering Division have recommended the restructuring of the management and design of capital projects, development review activity, stormwater management regulations, traffic engineering, encroachment permits, mapping, and other engineering services; and

**WHEREAS**, the City Council of the City of Arroyo Grande ("City") deems it in the best interest of the City to eliminate the existing Assistant City Engineer position and to establish a Capital Projects Engineer assigned to the Public Works Department; and

**WHEREAS**, the City Council of the City of Arroyo Grande ("City") deems it in the best interest of the City to establish a City Engineer position assigned to the Community Development Department; and

**WHEREAS**, the City Council of the City of Arroyo Grande ("City") deems it in the best interest of the City to establish a job description for the position of "Capital Projects Engineer", a copy of which is incorporated hereto as Exhibit "A" and a job description for the position of "City Engineer", a copy of which is attached hereto as Exhibit "B"; and

**WHEREAS**, the City Council of the City of Arroyo Grande ("City") deems it in the best interest of the City to establish a salary range for the position of Capital Projects Engineer and City Engineer, which will be placed on the full-time salary schedule.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Arroyo Grande does hereby eliminate the position of Assistant City Engineer and establishes the positions of Capital Projects Engineer and City Engineer to perform the duties and responsibilities set forth in the job descriptions so attached as Exhibit "A" and Exhibit "B". The permanent full-time positions of Capital Projects Engineer and Assistant City Engineer shall receive the rates of pay as follows:

**POSITION:** Capital Projects Engineer

Range M-49  
\$6,553 - \$7,967

**POSITION:** City Engineer

Range 56  
\$7,791 - \$9,473

**RESOLUTION NO.**  
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**BE IT FURTHER RESOLVED** that this Resolution shall become effective as of May 1, 2014.

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**

the foregoing Resolution was passed and adopted this 22<sup>nd</sup> day of April, 2014.

**RESOLUTION NO.  
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\_\_\_\_\_  
**TONY FERRARA, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KELLY WETMORE, CITY CLERK**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**STEVEN ADAMS, CITY MANAGER**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**TIMOTHY J. CARMEL, CITY ATTORNEY**

**CAPITAL PROJECTS ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform and/or coordinate the planning, budgeting, design, management, and inspection of construction of capital projects involving the maintenance and upgrade of the City's street, water, sewer and storm drain systems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works.

Exercises supervision of contractors and assigned staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Plan, prioritize and schedule construction of public works projects involving maintenance and upgrade of the City's building, street, water, sewer and storm drain systems.
2. Prepare budget estimates, funding strategies and manage construction budgets of public works projects.
3. Perform and/or coordinate the design, bidding, and inspection of public works projects; review and approve progress payments to contractors on City projects.
4. Form and lead project teams with staff from other divisions and departments to coordinate planning and design of public works projects.
5. Perform field investigation and prepare feasibility reports on proposed public works projects.
6. Prepares, coordinates and administer contracts and requests for proposals for consultant services and prepare agreements for design and construction projects.
7. Participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Prepare and present staff reports and other necessary correspondence to the City Council, boards and commissions.
9. Coordinate the filing and digital scanning of project records and documents.
10. Participate in meetings to coordinate issues related to public works projects and infrastructure issues.
11. Coordinate update of infrastructure master plans.
12. Provide responsible staff assistance to the Director of Public Works; may assume responsibility for management of the department in the absence of the Director.



**Essential Functions: (Continued)**

13. Conduct a variety of organizational and operational studies and investigations; recommend modifications to public works programs, policies and procedures as appropriate.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Respond and perform assigned duties in the event of a City declared emergency.
17. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a public works program, including streets, water, sewer and storm drain functions.

Advanced principles and practices of civil engineering and Computer-Aided Design.

Engineering mathematics, theories, principles and formulas used in the design and construction of public works projects.

Methods and equipment used in engineering construction and inspection.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Independently plan, budget, design, bid, manage and inspect capital projects.

Effectively assume management of the department in the absence of the Director.

Perform field investigation of construction projects.

Participate in the development and administration of department goals, objectives and procedures.

Assist in the preparation and administration of large and complex budgets.

Prepare clear and concise staff reports.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of increasing responsible public works/engineering experience including two years of project management responsibility.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a professional engineer in the State of California.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens, noise, dust and inclement weather conditions; work around heavy construction equipment; operate vehicles.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; climbing stairs and ladders; operating motorized equipment and vehicles; light to moderate lifting.

**CITY ENGINEER**

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**DEFINITION**

To direct, manage, supervise and coordinate assigned programs and activities within the Engineering Division of the Community Development Department including land development, traffic engineering, circulation planning and stormwater management regulations; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Director of Community Development.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Community Development.

Exercises direct supervision over lower level staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assume management responsibility for assigned activities of the Engineering Division of the Community Development Department related to land development, traffic engineering, circulation planning and stormwater management regulations.
2. Perform and/or supervise plan checking of tract and parcel maps, grading, construction in the public right-of-way, and other engineering functions.
3. Prepare and/or supervise the preparation of the Engineering Division's conditions of approval for proposed tract and parcel maps, temporary and conditional permits and other projects.
4. Oversee stormwater management regulations.
5. Develop and update engineering standards.
6. Meet with applicants, respond to questions and concerns, and develop strategies to resolve development issues.
7. Coordinates the evaluation of transportation and traffic impacts of development proposals and permits; prepares or coordinates traffic studies and reports.
8. Coordinates, intersection, traffic signal and channelization design.
9. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
10. Plan, direct, coordinate and review the work plan for Engineering Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

**Essential Functions (Continued):**

11. Train, motivate and evaluate Engineering Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Supervise the work of lower level Engineering Division staff in the updating, filing and digitally scanning of City maps and plans; supervise the preparation of exhibit maps and plans used for City meetings.
13. Respond to requests and inquiries from the public over the telephone and at front counter regarding engineering issues.
14. Participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
15. Serve as the liaison for the Engineering Division with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence, including Traffic Commission, Planning Commission and City Council.
17. Provide responsible staff assistance to the Director of Community Development; may assume responsibility for management of the department in the absence of the Director.
18. Conduct a variety of organizational and operational studies and investigations; recommend modifications to programs, policies and procedures as appropriate.
19. Prepare and review staff reports to City Council, Traffic Commission and Planning Commission.
20. Respond and perform assigned duties in the event of a City declared emergency.
21. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Advanced principles and practices of civil engineering.  
Operational characteristics, services and activities of a public works program including streets, water and sewer services functions.  
Engineering mathematics, theories, principles and formulas used in the design and construction of public works projects.  
Methods and equipment used in engineering construction and inspection.  
Principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Modern Information Technology engineering tools and equipment.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Review private development plans for compliance with codes, regulations and engineering standards.  
Oversee and participate in the management of the Engineering Division's services and activities.  
Effectively assume management of the department in the absence of the Director.

**Ability to (continued):**

Oversee, direct and coordinate the work of lower level staff.  
Supervise, train and evaluate staff.  
Participate in the development and administration of department goals, objectives and procedures.  
Assist in the preparation and administration of large and complex budgets.  
Prepare clear and concise staff reports.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**EXPERIENCE AND TRAINING GUIDELINES**

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Possession of registration as a professional engineer in the State of California.

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Office and field environment; travel from site to site; exposure to computer screens, noise, dust and inclement weather conditions; work around heavy construction equipment; operate vehicles.

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