



# CITY OF CLEARLAKE

City Council

## STAFF REPORT

**SUBJECT:** Consideration of the Public Works Construction Project Manager Job Description, Authorization of Amendments to the Management Benefit Plan, and Adoption of an Amended 2021/22 Salary Schedule; Resolution Nos. 2022-15 and 2022-16

**MEETING DATE:**  
April 7, 2022

**SUBMITTED BY:** Melissa Swanson, Administrative Services Director/City Clerk

**PURPOSE OF REPORT:** ☐ Information only ☐ Discussion ☒ Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to authorize the creation of a Public Works Construction Project Manager position within the Public Works Department, authorize amendments to the Management unit and adopt an amended 2021/2022 Salary Schedule.

### BACKGROUND/DISCUSSION:

#### Public Works Construction Project Manager Position

The increase in Public Works projects since the passing of Measure V in 2016 has exponentially impacted the technical and professional staffing needs of the department. It has become evident that a dedicated project manager is needed to ensure the success of roads and construction projects.

The creation of a Public Works Construction Manager would provide oversight for the multitude of both current and planned projects. It is staff's recommendation that this position be added to the Management Benefit Plan due to the level of expertise and oversight necessary.

The recommended salary range for this technical and supervisory position is Range 60: \$6533.87 - \$8148.45 monthly/\$80,444.98 - \$97,781.38 annually.

#### Management Benefit Plan Amendments

Further, it is staff's recommendation to authorize the modification of the current Management Benefit Plan to include updated language in Section 6-2.2 Longevity Pay to be consistent with the majority of employee bargaining unit longevity benefits. Longevity would increase to the rate below (shown in the redlined Plan as attached):

5	1.0%
6	2.0%
7	3.0%
8	4.0%

9	5.0%
10	6.0%
11	7.0%
12	8.0%
13	9.0%
14	10.0%
15	11%

This amendment would potentially impact the proposed Public Works Construction Project Manager position and three other current employees within the Management unit.

Finally, staff recommends modifying Section 6-2.3 Medical/Dental/Vision and Life Insurance to reflect the current City benefit for all employees of a \$50,000 life insurance policy and a \$100,000 Line of Duty benefit for all sworn employees. There is no additional cost to the City with this language change as it is simply reflecting current practice.

#### OPTIONS:

1. Move to adopt Resolutions No. 2022-15 and 2022-16
2. Other direction

#### FISCAL IMPACT:

☐ None      ☒ \$13,000 (approx.) Budgeted Item? ☐ Yes ☒ No

Budget Adjustment Needed? ☐ Yes ☒ No      If yes, amount of appropriation increase: \$

Affected fund(s): ☒ General Fund ☒ Measure P Fund ☒ Measure V Fund ☐ Other:

Comments:

#### STRATEGIC PLAN IMPACT:

- ☐ Goal #1: Make Clearlake a Visibly Cleaner City
- ☐ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☐ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☐ Goal #7: Support Economic Development

#### SUGGESTED MOTIONS:

Move to adopt Resolution Nos. 2022-15 and 2022-16.

- ☒ **Attachments:**
- 1) Resolution No. 2022-15
  - 2) Public Works Construction Project Manager Job Description
  - 3) Updated 2021/22 Salary Schedule
  - 4) Resolution No. 2022-16

## 5) Redlined Management Benefit Plan