



**STAFF REPORT**  
**8/25/2021**

**TO:** Honorable Mayor and City Council Members

**FROM:** Dr. Gabriel Martin, City Manager

**SUBJECT:** Resolution 2021-51 Approving the Creation and Funding for a Full-Time Construction Project Coordinator

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council approve Resolution No. 2021-51 approving and funding a full-time Construction Project Coordinator Position that will focus on Water, Waste Water and Storm Water Project coordination tasks.

**BACKGROUND:**

Currently, the City has more than 12 million dollars in Utility related projects programmed into the Capital Improvement Program. In The past, the Utilities department had a separate devoted staff member that helped coordination efforts to advance and deliver these Utility projects. Looking forward, City Staff anticipate increased funding opportunities for utility related projects due to increased Federal and State infrastructure funding and Economic Stimulus funding. City Staff also anticipate increased demand to advance and deliver utility projects in association with projected growth. Therefore, in order to place the Utility department in the best position to respond to growing grant opportunities, manage multiple projects and serve the citizenry with future development projects, a new Construction Project Coordinator specifically assigned to the Water, Sanitation and Storm Water areas is needed. This Construction Project Coordinator position will place the Utility department in an advantageous position to take advantage of all federal and state funding resources while better serving our community.

The Construction Project Coordinator position falls under Sanitary/Miscellaneous Employees and would report to the Utilities Manager. This position would be added to the existing Salary Schedule, with a Pay Grade of \$78,582.40 to \$95,513.60 annually.

**ALTERNATIVES:**

1. Approve staff's recommendation to approve Resolution No. 2021-51 approving and funding a full-time Construction Project Coordinator position.
2. Do not approve staff's recommendation.

**FISCAL IMPACT:**

If approved, funding for this position will be appropriated from unrestricted fund balance in the City's general fund (101) for \$22,000 and unrestricted net position in the water authority fund (178) for \$66,000 and sanitary district fund (361) for \$22,000. This represents an additional appropriation in fiscal year 2022 of \$110,000.

**ATTACHMENTS:**

Approved Position Description (included for reference)