



CITY COMMISSION STAFF REPORT

DEPARTMENT: Utilities, Parks & Recreation and Finance

DATE: August 27, 2024

SUBJECT: Motion to approve the addition of the job descriptions for Capital Improvement Project Manager, Engineer I, Parks & Recreation Assistant Director, and Purchasing Manager. – **Utilities/ Parks & Rec/ Finance**

CITY MANAGER RECOMMENDATION:

The City Manager Recommends approval of the addition of new job descriptions and classifications for:

1. Capital Improvement Projects (CIP) Manager (Utilities Department, Exempt, Pay Range 126)
2. Engineer I (Utilities Department, Exempt, Pay Range 116) for planning, organizing, and managing current and future capital projects as part of an expanded/enhanced 5-year capital improvement plan delivery
3. Assistant Director for Parks and Recreation (Parks and Recreation Department, Exempt, Pay Range 124)
4. Purchasing Manager is to be updated and revised (Finance Department, Exempt, and Pay Range 121).

BACKGROUND OF ITEM

While the City Commission approved a large number of job classifications and pay ranges earlier this year, there is a need from time to time to propose new or revised classifications and pay ranges.

The Capital Improvement Projects Manager and the Engineer I are required to create a strong capital improvement and engineering team. The creation of the Parks and Recreation Assistant Director position is the result of the recent reorganization transferring Parks Maintenance from Public Works to the Parks and Recreation Department.

ANALYSIS:

The new position of Capital Improvement Project (CIP) Manager is a reclassification of the previously approved Capital Program Coordinator in Public Works and the Engineer I will be funded by the elimination of the Utilities Superintendent. These positions will manage the Capital Improvement Section, including the existing Utility Coordinator and Engineering

Inspector/Plans Reviewer positions that provide additional supervision and support to the current City Engineer functions of Development Review and Engineering Permitting. This section will supplement the City's capability to deliver additional projects needed by the City, including Pickle Ball Court Improvements, Public Safety Complex, Public Works Administrative Field Design/Construction, Landscape Beautification, water, sewer and stormwater, roadway, lighting, and other required improvements.

Several projects will target grant funds, and these additional resources will be necessary for the improved span of control and workforce continuity required to sustain the momentum of an enhanced and progressing capital program delivery. Long-range planning, scheduling, design, permitting, and construction services will require this minimum level of staffing to administer projects with design engineers, architects, contractors, and the City's procurement division.

Assistant Director of Parks and Recreation, with the merger of the Public Works Department and Utilities Department, it was recommended and approved that grounds maintenance duties currently assigned to the Public Works Department be transferred to the Parks and Recreation Department. The elimination of the Public Works Director position funds this position.

Accordingly, the development of a new position, Parks and Recreation Assistant Director, and the corresponding job description attached resulted from the merger. The Parks and Recreation Assistant Director will assume the responsibilities and oversight related to the operations and management of the Parks Division, both operations and maintenance. The role will provide proper supervision to the Director from the top down and upwards relative to parks. This position will be responsible for day-to-day operations and administrative functions such as contract oversight, agenda items, budget preparations, etc. Though the Parks and Recreation Assistant Director will not have total oversight of the Department day to day, in the event of the absence of the Director, the Parks and Recreation Assistant Director would be in charge during said time.

Purchasing Manager - At the Commission meeting on January 23, 2024, an updated job description and pay range for this position were approved, aligning the duties and responsibilities more closely with the role's requirements. This change is necessary for attracting talent to a function critical to the organization's success. Importantly, this change does not increase the number of full-time equivalent positions in the procurement section.

STRATEGIC PLAN:

This item supports several Strategic Plan Priorities: Priority #3, A Strong Sense of Place - since adding these positions will directly support and encourage additional accomplishment of capital projects, enhancing the City's infrastructure, helping the City "thrive through intelligent development and creative redevelopment. Priority #1: Financially Sustaining Someplace Special - with the City dedicated to providing superior services delivered by a motivated, flexible staff and a highly professional workforce.

FISCAL IMPACT:

The position of Capital Improvement Project Manager is requested with a Pay Grade 126, the Engineer I position is requested with a Pay Grade 116, the position of Parks & Recreation Assistant Director is requested at Pay Grade 124, and the current position of Purchasing Manager at Pay Grade 116 is requested to change to 121.

The net impact of these changes will range from \$3,293 to \$5,058 depending on the specific salary levels. These positions will be budgeted in FY2025.

Position Change	<u>Delta at Min</u>	<u>Delta at Max</u>
CIP Coordinator to CIP Mgr.	\$31,867	\$49,349
Utilities Superintendent to Engineer 1	(\$20,589)	(\$31,913)
Public Works Director to Assistant Director for Parks and Recreation	(\$24,711)	(\$38,303)
Purchase Agent to Purchasing Mgr.	\$ 16,726	\$25,925
Total	\$ 3,293	\$5,058

ALTERNATIVES:

The alternatives available in the event this request is denied would be to rely on current overextended staff to manage projects, who do not have the necessary capacity to take on these additional tasks while delivering a full slate of utility capital projects, which will be demanding in the next 5 to 10 year period.

ATTACHMENTS:

1. Capital Project Manager Job Description
2. Engineer I Job Description
3. Parks and Recreation Assistant Director Job Description
4. Purchasing Manager Job Description (as revised)