

Public Works Committee  
**STAFF REPORT**



**SUBJECT:** Reactivating Personnel  
**MEETING:** Public Works Committee Meeting - 15 Dec 2020  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends reactivating the previously frozen positions for Construction Supervisor and Construction Technician.

**BACKGROUND:**

The positions for a Construction Supervisor and a Construction Technician were created by transferring existing positions within the Water Department to Utilities Administration. The newly-named positions were budgeted for FY18-19.

In March of 2019, staff proposed the Construction Supervisor and one of two Construction Technician positions to remain on-hold / frozen for the duration of the Eastside Sewer Lift Station project in order to secure the services of a qualified Resident Project Representative (RPR) to oversee the project construction.

The Eastside Sewer Lift Station project was accepted by council on December 1, 2020.

**FISCAL IMPACT SUMMARY:**

When the positions were frozen, the intent was to use existing, budgeted personnel salaries to pay for expert RPR services for the lift station project and then to unfreeze those two existing positions at the conclusion of the lift station project.

The construction inspection services for the lift station were completed at the contract amount of \$209,000.

The compensation allocated for the Construction Supervisor and the Construction Technician positions, including benefits, equated to just over \$125,000 annually in FY18-19 and again in FY19-20.

In FY18-19, the full \$125,000 was used to pay for the RPR services with a net zero dollar impact to the FY18-19 budget.

The first eight (8) months of FY19-20 was used to pay the remaining \$84,000 of the RPR contract (\$209k – \$125k = \$84k). The personnel savings for FY19-20, achieved by keeping the positions frozen for the four (4) remaining months of FY19-20, was approximately \$41,000.

The Construction Supervisor and one Construction Technician were inadvertently excluded in the FY20-21 budget.

**ATTACHMENTS:**

[A copy of the February 11, 2019 Public Works Committee Agenda and Report as well as an excerpt from the March 5, 2019 Regular City Council Meeting Minutes are attached.](#)

[2019\\_03-05 Regular City Council Meeting Minutes - Excerpt](#)

[2019\\_02-11 Public Works Committee – Staff and Committee Reports](#)