

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JIM COPSEY, INTERIM CITY MANAGER *jc*
SUBJECT: AUTHORIZATION TO ESTABLISH THE JOB CLASSIFICATION OF CAPITAL IMPROVEMENT PROJECT MANAGER AND AFFIRMING THE SALARY RANGE

BACKGROUND

In November 2014, voters approved Measure K-14 which will provide up to \$48 million in bond funds to repair residential streets. City staff has developed a Street Repair and Implementation Program for the expenditure of the bond funds and has identified an operational need for a project manager for this purpose in the Public Works Department. In addition, the City has a number of significant capital improvement projects, including the Grover Beach Lodge, which need to be managed in order to be successfully completed. Staff is recommending the Council authorize a full-time, Capital Improvement Project Manager job class.

DISCUSSION

In the past, many of the City's capital improvement projects have been completed with outside contractors for project management. When this is done, there is still a significant amount of in-house staff time associated with the projects. Staff has analyzed many of the projects needs and agrees that the need for outside contracts services could be substantially reduced with the use of a newly established in-house position filled with a person with the necessary skills. Although we may not eliminate all outside project or construction manager consultants due to the nature and size of the projects, the City should realize a cost and time savings by having our own Capital Improvement Project Manager. For example, the current street projects, 2015-1, 2015-2, 2015-3, and the North Oak Park streets are underway and these streets need immediate project management which is currently being handled by Hollenbeck Consulting. To date the City has spent \$93,623.22 on project management costs for the Measure K-14 street work with expectations of a total expenditure of \$397,980 for 2015-1, 2015-2, 2015-3, and 2016-1 projects. In addition, projected project management costs for the Oak Park project will be \$89,433. For the purposes of continuity and time necessary for a new project manager to familiarize his/herself with the current projects staff is recommending continuing with these contract services for a period of time following the hiring of a new in-house Project Manager. However, overall costs associated with these projects should be reduced with in-house staff. Should Council approve this new position and the City were able to hire an experienced capital improvement project manager, the existing consulting contract may be terminated at any time with a 5 day notice and project management could be handled in-house. Staff agrees that with

APPROVED FOR FORWARDING


JIM COPSEY
INTERIM CITY MANAGER

Please Review for the Possibility of a Potential Conflict of Interest:

- | | |
|--|----------------------------------|
| <input checked="" type="checkbox"/> None Identified by Staff | <input type="checkbox"/> Bright |
| <input type="checkbox"/> Shoals | <input type="checkbox"/> Nicolls |
| <input type="checkbox"/> Lee | <input type="checkbox"/> Shah |

Meeting Date: March 21, 2016

Agenda Item No. 10

the inclusion of the Associate Engineer and a Capital Improvement Project Manager, the City would be able to complete CIP projects in a more timely and cost effective manner. A significant amount of the Capital Improvement Project Manager's time will be split between the Measure K-14 street projects and the infrastructure improvements for the Grover Beach Lodge project. Staff has completed an analysis of the City's current workload and department needs with engineering positions, job titles, and compensation salary packages from other cities in the County of San Luis Obispo. As a result, staff recommends adding a full-time Capital Improvement Project Manager job classification and the job specifications as outlined in attachments – Exhibit A and Exhibit B.

ALTERNATIVES

The City Council has the following alternatives:

1. Adopt the Resolution amending the Classification and Compensation Plan to authorize a full-time Capital Improvement Project Manager job classification; and
2. Adopt the Resolution amending the number of job positions authorized; and
3. Adopt the Resolution amending Annual Appropriation Resolution; or
4. Provide staff with alternate direction.

RECOMMENDED ACTION

It is recommended that the Council

1) adopt the Resolution amending the Classification and Compensation Plan to authorize a full-time Capital Improvement Project Manager job classification; 2) adopt the Resolution amending the number of positions authorized; 3) adopt the Resolution amending Annual Appropriation Resolution; and 4) authorize staff to proceed with the recruitment process for a Capital Improvement Project Manager.

FISCAL IMPACT

The annualized fiscal impact would be \$61,900 to the Measure K-14 Bond fund, \$39,500 to General Fund, \$20,300 to the Water Fund, and \$13,500 to the Wastewater Fund. Should this position be approved, staff will immediately seek qualified applicants and should a person be identified for hire during this fiscal year, FY16, staff will evaluate the impacts and if necessary the need for appropriation of additional funds for budget FY16.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

Attachments

1. Resolution No. 16-__-Amending Resolution No. 02-73 to affirm the salary range for the new job specifications of Capital Improvement Project Manager with Exhibit A- Staffing Detail Salary Schedule and Exhibit B- Capital Improvement Project Manager Job Specifications.
2. Resolution No. 16-__- Amending Resolution No. 15-27 establishing the number of authorized positions.

RESOLUTION NO. 16-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING RESOLUTION NO. 02-73 ESTABLISHING THE CLASSIFICATION OF CAPITAL IMPROVEMENT PROJECT MANAGER, ADDING A SALARY RANGE FOR THE JOB CLASS OF CAPITAL IMPROVEMENT PROJECT MANAGER

WHEREAS, Resolution No. 02-73 was adopted by the City Council on September 17, 2002, establishing rules governing compensation rates and related requirements for all job classes; and

WHEREAS, the City Council is desirous of amending Resolution No. 02-73, as amended, to add the job classification of Capital Improvement Project Manager.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby amend the Salary Schedule of the Classification and Compensation Plan Resolution No. 02-73 with the attached Exhibit "A" and the job specifications in the attached Exhibit "B".

On motion by _____, second by _____, and on the following roll-call vote, to wit

- AYES: Council Members -
- NOES: Council Members -
- ABSENT: Council Members -
- ABSTAIN: Council Members -

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at a Regular meeting of the City Council of the City of Grover Beach, California this ____ day of _____.

JOHN P. STOKALS, MAYOR

DRAFT

Attest:

DONNA L. McMAHON, CITY CLERK

City of Grover Beach
STAFFING DETAIL & SALARY SCHEDULE
Effective: 03/21/2016

Exhibit A

Compensation Plan – Monthly Salary Ranges

Steps

Section 2 - Management & Confidential

		A	B	C	D	E
Capital Improvement Project Manager	*	6664	6997	7347	7714	8100

FLSA: EXEMPT

CITY OF GROVER BEACH
CAPITAL IMPROVEMENT PROJECT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a class. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of professionals within the position.*

DEFINITION:

Under direction of a Public Works Director/City Engineer, performs field and office civil engineering work related to the management, planning, design, construction, and maintenance of City capital improvement projects and programs in the areas of streets, sewer, water, storm drains, parks and facilities, provides project management and administration; confers with architects, engineers, environmental consultants, developers, contractors, and other agencies; administers federal and state grant funds associated with construction projects; provides professional staff assistance to the Director of Public Works/City Engineer, other departments, and the public in areas of expertise; prepares and presents staff reports, and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Capital Improvement Project Manager** is the advanced-level in the professional engineering classification and perform the full range of the engineering functions, but with primary emphasis on complex and specialized engineering projects and programs; plan, direct, coordinate and supervise the planning, development and administration of City's Capital Improvement Program including budgeting, design, management, and inspection of construction of capital projects.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Public Works/City Engineer. Exercises direct supervision of professional consultants as well as technical, and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- **Capital Improvement Projects:** Develops the capital improvement program; serves as the project manager on City capital projects; supervises and/or performs the design on a limited number of in-house design projects; procures and supervises private consultants; pursues funding sources; provides technical support for City operations including but not limited to streets, water, sewer, storm drains, facilities, recreation and parks, police, fire, community development, and library; acts as professional staff advisor to policymakers serving on various regional planning/enforcement boards.
- **Construction Management:** Assigns, supervises, and evaluates the work of assigned staff and consultants, other engineering personnel; procures and supervises the services of consultants to survey, design, inspect, or manage City construction projects; negotiates change orders; manages project budgets; facilitates solutions to construction issues; negotiates with other departments and agencies regarding construction issues.

- Reviews development proposals; works with developers and the private engineering sector to draft public infrastructure requirements consistent with City policy; facilitates review of construction plans and subdivision maps; supervises update of public infrastructure records; coordinates the issuance of encroachment permits and responds to public requests for engineering data; represents the Public Works Department before the City Planning Commission and/or City Council; maintains rapport with the private engineering sector; employs and coordinates consultants to accomplish tasks.
- Prepares a variety of written materials, including staff and engineering reports and grant applications for engineering and transportation projects.
- Coordinates projects with activities of businesses, utilities, special districts and other City departments. Serves as the City representative at meetings and promotes department and/or City objectives.
- Responds to complaints and assists in solving problems related to construction or City plans; interprets plans and policies; confers with and provides information to property owners, contractors, engineers, consultants and the general public on conformance to standards, plans, specifications and codes.
- Performs administrative duties in support of department goals and capital projects.
- Maintains accurate records and files.
- Performs other duties of a similar nature as assigned.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Hearing sufficient to provide telephone and personal service is required. The nature of the work may require the Capital Improvement Project Manager to work outdoors, and lift equipment and materials weighing up to 25 pounds. *Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Equivalent to a bachelor's degree from a four-year college or university with major coursework in an engineering curriculum or a field related to the area of assignment; five years of professional engineering experience and two years of complex capital project management experience.

License/Certificate/Special Requirements:

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, professional engineering registration, certification or specialized education and training relevant to the area of assignment. Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.*

Knowledge of:

Engineering theories and principles related to the area of assignment; Construction theories and principles; Principles of project management; Computer applications related to the work including basic GIS and AutoCad concepts and applications; Principles of capital improvement cost estimation and contract administration; Basic supervisory principles and practices; Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports; and Techniques for effectively representing the City in contacts with government agencies, community groups, various businesses, professional and regulatory organizations and the public.

Ability to:

Prepare plans and drawings neatly and accurately. Prepare engineering design computations and check, design, and prepare engineering plans and studies. Learn and understand City engineering policies and procedures. Administer contracts and coordinate and review the work of outside consultants. Learn applicable laws and regulatory codes. Prepare quantity and cost estimates. Use and care for engineering and drafting instruments and equipment. Prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Prepare engineering designs and plans; Prepare, negotiate and manage contracts and monitor the work of contractors and consultants; Writing technical reports and prepare cost estimates; Reading blueprints, plans and technical specifications; Coordinate and manage multiple projects, often with competing deadlines; and Communicate effectively with officials, co-workers, contractors, consultants, representatives of organizations and others sufficient to convey information, both directly and over the telephone.

Rev 03-16

Approved & Adopted:

Signature: _____ Date: _____
Human Resources Coordinator

Signature: _____ Date: _____
City Manager

DRAFT

RESOLUTION NO. 16-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH,
AMENDING THE POSITION AUTHORIZATION RESOLUTION NO. 15-27
TO AUTHORIZE A FULL-TIME
CAPITAL IMPROVEMENT PROJECT MANAGER POSITION**

WHEREAS, Resolution No. 15-27 was adopted by the City Council on June 15, 2015, establishing the number of authorized positions in the various departments of the City for the FY 16 Budget; and

WHEREAS, the Capital Improvement Project Manager will assist the Public Works Director/City Engineer carry out a number of key tasks essential to adequately completing current Public Works projects.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby amend Resolution No. 15-27 to authorize the additional position of Capital Improvement Project Manager.

On motion by _____, second by Council Member _____, and on the following roll-call vote, to wit:

- AYES: Council Members –
- NOES: Council Members –
- ABSENT: Council Member -
- ABSTAIN: Council Members –

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California, this ___ day of _____.

JOHN P. SHOAN, MAYOR

ATTEST:

DONNA L. McMAHON, CITY CLERK

DRAFT