

**SULTAN CITY COUNCIL
RETREAT
AGENDA ITEM COVER SHEET**

ITEM: Retreat Number 5

DATE: June 20, 2009

SUBJECT: Public Works Department Reorganization
Authorization to Amend Job Descriptions and Pay Ranges
for the Public Works Director and Field Supervisor positions

CONTACT PERSON: Connie Dunn, Public Works Director

ISSUE:

The issue before the City Council is to begin the first steps to reorganize the public works department as discussed with the City Council in 2008 during the 2009 budget process.

The City Council's role is to approve the city's budget including salaries and benefits. The proposal will require amending the city's salary schedule and adopting a budget amendment if necessary.

STAFF RECOMMENDATION:

1. Authorize the Mayor to amend the job description for the public works director position adding a requirement to possess a professional engineering degree and develop a salary pay range for the position.
2. Authorize the Mayor to revise the job description and salary pay range for the field supervisor position.
3. Direct staff to return to Council with an amending ordinance to the salary schedule.

SUMMARY:

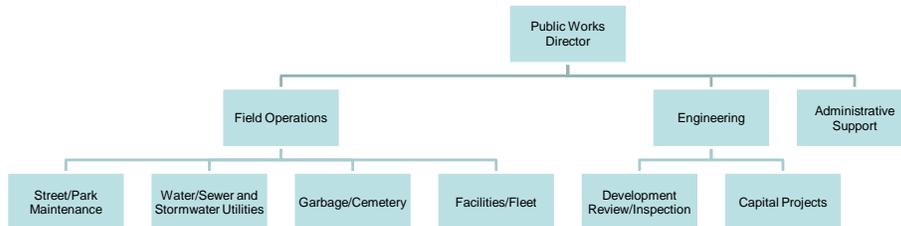
The City Council discussed succession planning in the public works department as a city goal during budget discussions in 2007 and 2008. The discussion anticipated planned retirements of key staff within the department. The goal is to ensure that corporate knowledge regarding the city's public infrastructure is seamlessly passed along to new staff members and not lost when long-term employees leave the city.

In 2008 a subcommittee of the Council reviewed a proposal to create a public works director position with a professional engineering degree and reestablish the field supervisor position which was not re-filled after Tony Beedle's retirement. The subcommittee directed staff to return with a proposal for Council consideration during the 2009 budget discussions. City staff were not able to prepare a proposal in 2008 due to staffing shortages and work load, currently the staff would like to continue with the public works department reorganization with the 2010 budget – this reorganization is revenue/expense neutral proposal for 2010.

Proposal

Amend the public works director job description to include a requirement for a bachelor's degree in Civil Engineering and registration as a Professional Civil Engineer in the State of Washington.

Fund the field supervisor to provide day-to-day assistance to the public works director, and oversight of field staff and operations.



Currently, the City has a .75 FTE city engineer. The city engineer manages small and mid-sized capital projects, and provides oversight and inspection of developer improvements. Larger capital projects such as the waste water treatment plant upgrade and sultan basin road improvements are outsourced to consultants. A public works director with a professional engineering degree with the city engineer assistance could effectively oversee the work of outside consultants, and address policy issues such the General Sewer Plan, Water Systems Plan, and future rate increases.

Since the field supervisor position has been vacant, the public works director has direct supervisory control over ten staff members managing engineering, water, sewer, garbage, streets, parks, cemetery, facilities and fleet. Stormwater and engineering have been added to the department within the last year. Wastewater treatment plant supervisor has been vacant since May 2009 and currently the wastewater treatment plant staff and improvements are also directly reporting to the public works director. Five direct reports is usually considered the maximum number for efficient department operations.

Summary of Job Duties and Salaries

Position	Proposed Job Duties	Proposed Salary
Public Works Director	<ul style="list-style-type: none"> • All management responsibility for public works department • Engineering, development review, maintenance, utilities, facilities, fleet and capital improvements • Policy development • Budget and planning • Capital Improvement Plan • Personnel 	\$5,600-\$6,300 current \$5,699-\$6,464 city engineer \$6,100-\$7,800 competitive
City Engineer	<ul style="list-style-type: none"> • Capital improvements • Development Review • Infrastructure inspections 	\$5,699 - \$6,464 current
Field Supervisor	<ul style="list-style-type: none"> • Monitors work plans and programs • Provides day-to-day oversight and direction to field staff • Monitors fiscal operations • Obtains and evaluates bids for small public works projects • Negotiates and administers contracts • Recommends plans and goals for utilities, conducts facility planning • Maintains fleet and facilities • Assists with the department budget 	\$5,000 - \$5,975 proposed

The current public works director recommends to have sub divisions within the public works department, as follows: Parks, Water; Wastewater, Streets, Stormwater, Garbage, Vehicle Maintenance, Cemetery. Currently with the budget and size of our community all the divisions should be under the Field Supervisor so the City's Public Works Director could focus on the vision of the city, capital projects and long range planning for public works projects.

FISCAL IMPACT:

The fiscal impact is limited to reestablishing the field supervisor which was left unfilled beginning in 2007 as a result of the City's fiscal crisis. With salary and benefits the City will need to increase the 2009 budget by \$72,840 or \$10,406 in each of the public works department budgets (streets, parks, water, sewer, stormwater, garbage and cemetery).

Position	Pay Step	Current 2009 Annual Cost w/ Benefits	Proposed 2009 Annual Cost w/Benefits
Public Works Director	1	\$86,000	\$87,840
City Engineer	3	\$87,393	\$87,393
Public Works Supervisor	1	\$0	\$72,000
Water Systems Manager	6	\$73,682	\$73,682
Wastewater Treatment Plant Manager	1		
Total		\$247,075	\$320,915

The fiscal impact can be mitigated somewhat in 2010 by the time it will take to search and hire a public works director. It is likely if the candidate search started in June that a public works director would not be on board until November 2009 or January 2010. The current engineer is expecting to retire in the spring of 2010.

Recent discussions with hiring firms indicate the market is "tight" for civil engineers with the background and ability to meet the city's proposed qualifications. If the city begins a search it is possible there won't be an adequate pool of qualified candidates seeking the position.

Once a public works director has been hired, the City will need to fill the field supervisor position. The staff recommendation is to proceed with hiring a field supervisor through a competitive hiring process once negotiations have been finalized with the director candidate.

If the Council decides to proceed, the 2010 budget will be formulated with accommodate the field supervisor position.

RECOMMENDED ACTION:

1. Authorize the Mayor to amend the job description for the public works director position adding a requirement to possess a professional engineering degree and develop a salary pay range for the position.
2. Authorize the Mayor to develop a job description and salary pay range for the field supervisor position.
3. Direct staff to return to Council with an amending ordinance to the salary schedule