

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NUMBER: A-2

DATE: April 22, 2010

SUBJECT: Public Works Department Reorganization
Public Works Director - Authorization Advertise and Set
Salary Range

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the Council is to authorize a search for a public works director with a professional engineering degree and set a salary range for the position.

STAFF RECOMMENDATION:

Amend the job description for the public works director position adding a requirement to possess a professional engineering degree and set a salary pay range of \$88,008 to \$92,522 plus benefits for this position (Attachment A).

Direct staff to advertise for a Public Works Director with a professional engineering degree using the amend job description.

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 2006 retirement.

The proposed reorganization of the public works department was discussed with the City Council in 2008 during the 2009 budget process, then again in 2009 for the 2010 budget.

Effective January 20, 2010 Jon Stack as City Engineer retired from the City, leaving a vacancy which then opens the door for the Public Works Department reorganization and the start of succession planning within the City of Sultan Government Organization.

On March 11, 2010 the council subcommittee reviewed the proposed reorganization and requested staff return to the full council with additional finance information to show the budget cuts necessary to fund the reorganization in 2010 (Attachment B).

City staff presented the requested budget information showing how the 2010 budget could be revised to accommodate the proposed public works director position. Council directed staff to bring the issue back for council action.

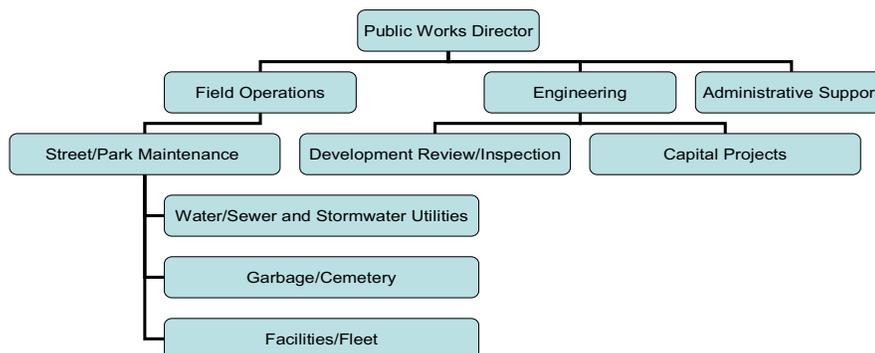
Two actions are proposed:

1. Amend the job description for the public works director position adding a requirement to possess a professional engineering degree and set a salary pay range of \$88,008 to \$92,522 plus benefits for this position (Attachment A).
2. Direct staff to advertise for a Public Works Director with a professional engineering degree using the amend job description.

Since the city currently has a public works director, city staff recommend postponing action on amending the salary schedule and creating the field supervisor position until a qualified applicant to fill the director's position is found.

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. Following in the proposed flow chart for the reorganization of Public Works:



The City .75 FTE city engineer retired in January, 2010. The city engineer managed 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 could effectively oversee the work of outside consultants, and address policy issues such the General Sewer Plan, Water Systems Plan, Parks Open Space and Recreation Plan, and future rate studies.

Since the field supervisor position has been vacant since 2006, the public works director has had direct supervisory control over staff members, managing engineering, water, sewer, stormwater, garbage, parks, cemetery, facilities and fleet, and planning documents needed in the city. When the city engineer retired in January 2010 the public works director has been overseeing capital projects. Such as the light guard crosswalk, hypochloride conversion, and gutter replacement.

Summary of Job Duties and Salaries

Position	Proposed Job Duties	Proposed Monthly Salary
Public Works Director	<ul style="list-style-type: none"> • Management responsibility for public works department • Engineering, development review, maintenance, utilities, facilities, fleet and capital improvements • Policy development • Negotiates and administers contracts • Budget and planning • Capital Improvement Plan • Personnel 	\$5,659-\$6,318 current \$5,659-\$6,419 city engineer \$7,569- \$7,811 competitive
City Engineer Currently Vacant	<ul style="list-style-type: none"> • Capital improvements • Development Review • Infrastructure inspections 	\$5,659 - \$6,419 current
Field Supervisor Currently Vacant	<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 • Recommends plans and goals for utilities, conducts facility planning • Maintains fleet and facilities Assists with the department budget Assist with Personnel Evaluations and Job Performances	\$5,933 - \$6318 proposed

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 adjust the 2010 budget streets, parks, water, sewer, stormwater, garbage and cemetery and capital project budget in the amount of \$36,131, for a full year. The cost with a September 1 hire date is approximately \$26,667.

Position	Pay Step	Adopted 2010 Salary Cost/month	Proposed 2010 Salary Cost/month
Public Works Director	3	\$6,124	\$7,811
City Engineer	3	\$6,027 (.75 FTE)	\$0
Field Supervisor	5	\$0	\$6,318
Total/month		\$12,229	\$14,129

The fiscal impact can be mitigated somewhat in 2010 with the time it will take to search and hire a public works director. It is likely if the candidate search started in May that a public works director would not be on board until September 2010. The current engineer is retired as of January 20, 2010.

After discussion with Mayor Eslick and Deborah Knight, City Administrator, the hiring process will be handled in-house rather than using an executive search firm. When we spoke with hiring firms recently, they have indicated - 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 need to be adjusted to accommodate the field supervisor position and public works director salary adjustments (Attachment A). Staff recently completed suggested budget cuts in parks, streets, cemetery, water, sewer, garbage, and stormwater to adjust salary and benefits the reorganization of Public Works will require.

ALTERNATIVES:

1. Amend the job description and pay range for the public works director position. Direct staff to proceed with advertising the director's position and seek qualified candidates. This action indicates the city council is prepared to move forward with the proposed reorganization.
2. Do not amend the job description and pay range for the public works director position. This action indicates the city council has questions or concerns regarding the proposed position description and salary range and is not prepared

to authorize city staff to advertise for the revised public works director position. The city council should provide direction to staff regarding the proposed changes.

RECOMMENDATION

1. 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 of \$88,008 to \$92,522 plus benefits for this position.
2. Direct staff to advertise for the Public Works Director using the amended job description

ATTACHMENTS:

A – Budget impacts for Public Works reorganization

B - Proposed Public Works Director job description

Public Works Reorganization

Fund	Fund Name	2010 Adopted Budget	2010 PW Reorg	Annual Difference	**2010 Budget Adjustments	Source
001	General Fund Parks	40,206.69	45,998.53	5,791.84	(2,375.00)	\$1000-Small tools; \$200-Capital Imp; \$1200-Op Trans out
101	Street Fund	115,718.25	127,877.95	12,159.70	(5,066.00)	\$3000-Prof. Services; \$800-Rentals; \$1500-Street Cleaning
103	Cemetery Fund	21,321.58	23,715.05	2,393.47	(997.00)	\$100-Uniforms; \$500-Small Tools; \$200 Vehicle O & M
105	Park Improvement Fund	4,273.31	4,639.81	366.50	(150.00)	\$150-Salaries
303	Street Improvement Fund	44,631.28	19,279.40	(25,351.88)	0.00	
400	Utility Water Fund	363,087.87	365,760.55	2,672.68	(1,200.00)	\$1200-Professional Services, Legal
401	Utility Sewer Fund	341,630.51	345,265.97	3,635.46	(1,500.00)	\$1500-Professional Services, Legal
402	Utility Garbage Fund	219,465.53	243,208.94	23,743.41	(11,000.00)	Included in Garbage Rate Study
406	Storm Water Utility	13,581.32	24,300.98	10,719.66	(5,000.00)	\$5000-Rentals, Vactoring of Catch Basins
407	Sewer System Improvement Fund	0.00	0.00	0.00	0.00	
409	Water System Improvement Fund	0.00	0.00	0.00	0.00	
TOTALS		\$1,163,916.34	\$1,200,047.18	\$36,130.84	(\$27,288.00)	

** Based on September hire date

Assumptions

Salaries 2010	Hourly	Monthly	Annual	
Field Supervisor	35.33	6124.00	73486.00	
Public Works Director	43.66	7568.00	92523.00	
			14000.00	Proposed benefits
Engineer (Part time)	46.35	6026.00	73271.00	No coverage for benefits \$868/yr
Position filled September 2010	\$12000 cost			

Public Works Reorganization
Revenue/Expenditure Analysis

Parks	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
Salaries	24,194	6,373	29,345	30,549	32,549	36,758	38,596	40,526	42,552	44,680
Benefitis	8,634	1,357	8,353	9,656	10,031	12,088	13,297	14,626	16,089	17,698
Office/operating	4,160	4,758	4,250	5,351	4,351	4,395	4,438	4,483	4,528	4,573
Other services/charges	13,070	12,455	6,370	39,100	39,100	39,491	39,886	40,285	40,688	41,094
Capital	4,801	1,043	0	200	0	0	0	0	0	0
Debt Service	8,000	0	0	0	0	0	0	0	0	0
Operating Transfer	0	0	10,000	5,350	4,175	4,217	4,259	4,302	4,345	4,388
Total	62,859	25,986	58,318	90,206	90,206	96,949	100,476	104,222	108,201	112,433

Cemetery	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
Revenues	53,327	56,807	51,000	31,500	31,500	34,650	38,115	41,927	46,119	50,731
Salaries	9,216	10,243	18,240	15,005	15,905	17,927	18,823	19,764	20,752	21,790
Benefitis	2,866	3,526	6,672	6,469	6,369	6,641	7,305	8,036	8,839	9,723
Office/operating	4,187	3,415	3,150	4,866	4,166	4,208	4,250	4,292	4,335	4,379
Other services/charges	5,107	3,979	5,000	4,750	4,650	4,697	4,743	4,791	4,839	4,887
Capital	1,500	0	17,000	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0	0	0	0
Total	22,876	21,163	50,062	31,090	31,090	33,472	35,121	36,883	38,765	40,779
(over/short)	30,451	35,644	938	410	410	1,178	2,994	5,044	7,354	9,952

Public Works Reorganization
Revenue/Expenditure Analysis

Water	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
	937,772	1,019,756	839,125	821,500	821,500	854,360	888,534	924,076	961,039	999,480
Salaries	258,439	276,606	261,166	266,496	267,496	278,955	292,902	307,547	322,925	339,071
Benefitis	90,242	98,522	80,365	98,092	98,205	110,097	121,106	133,217	146,539	161,193
Office/operating	77,696	72,408	89,800	82,166	82,166	85,042	88,018	91,099	94,287	97,587
Other services/charges	137,580	260,922	151,386	213,480	212,280	219,710	227,400	235,359	243,596	252,122
Capital	11,564	14,667	48,500	6,500	6,500	6,728	6,963	7,207	7,459	7,720
Debt Service	105,377	86,562	90,000	100,000	100,000	103,500	107,123	110,872	114,752	118,769
Operating Transfer	15,000	70,000	10,000	20,845	20,845	21,575	22,330	23,111	23,920	24,757
Total	695,898	879,687	731,217	787,579	787,492	825,605	865,842	908,412	953,478	1,001,219
(over/short)	241,874	140,069	107,908	33,921	34,008	28,755	22,693	15,664	7,560	(1,739)

Sewer	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
Revenues	1,042,628	1,115,334	1,145,000	1,150,986	1,150,986	1,191,271	1,232,965	1,276,119	1,320,783	1,367,010
Salaries	281,605	279,830	248,236	255,393	256,393	269,820	283,311	297,476	312,350	327,967
Benefitis	90,087	94,685	80,245	87,028	87,528	97,123	106,836	117,519	129,271	142,198
Office/operating	46,865	42,238	66,000	38,500	38,500	39,848	41,242	42,686	44,180	45,726
Other services/charges	257,334	360,840	254,200	285,770	284,270	294,219	304,517	315,175	326,206	337,624
Capital	26,379	26,863	12,950	45,000	45,000	46,575	48,205	49,892	51,639	53,446
Debt Service	84,874	72,729	95,500	94,000	94,000	97,290	100,695	104,219	107,867	111,643
Operating Transfer	217,476	212,800	385,000	345,258	345,258	357,342	369,849	182,794	189,192	195,814
Total	1,004,620	1,089,985	1,142,131	1,150,949	1,150,949	1,202,217	1,254,655	1,109,762	1,160,705	1,214,417
(over/short)	38,008	25,349	2,869	37	37	(10,946)	(21,690)	166,357	160,078	152,593

Public Works Reorganization
Revenue/Expenditure Analysis

Garbage	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
Revenues	716,543	679,656	683,402	720,816	711,811	742,649	766,676	774,312	801,774	836,853
Salaries	122,584	137,935	164,259	154,420	161,920	173,313	181,979	191,078	200,631	210,663
Benefitis	42,872	54,826	65,043	65,789	69,289	69,895	76,885	84,573	93,030	102,333
Office/operating	17,449	32,180	37,500	20,300	20,300	20,909	21,536	22,182	22,848	23,533
Other services/charges	49,509	27,775	51,600	50,346	50,346	51,856	53,412	55,014	56,665	58,365
Capital	13,283	29,209	28,000	11,000	49,870	51,366	52,907	54,494	56,129	57,813
Intergovernmental	264,885	267,653	312,000	343,000	343,000	353,290	363,889	374,805	386,050	397,631
Total	510,582	549,578	658,402	644,855	694,725	720,629	750,607	782,147	815,353	850,338
(over/short)	205,961	130,078	25,000	75,961	17,086	22,020	16,069	(7,835)	(13,579)	(13,485)

Stormwater	2007	2008	2009	2010 Revised		2011	2012	2013	2014	2015
				2010	(Sept-Dec)					
Revenues			100,022	80,675	80,675	81,482	82,297	83,120	83,951	84,790
Salaries			7,571	10,400	14,400	19,756	20,744	21,781	22,870	24,013
Benefitis			2,695	3,184	3,650	6,034	6,637	7,301	8,031	8,834
Office/operating			2,624	750	750	776	803	832	861	891
Other services/charges			37,132	22,162	17,162	17,763	18,384	19,028	19,694	20,383
Capital			50,000	43,632	43,632	45,159	46,740	48,376	50,069	51,821
Total			100,022	80,128	79,594	89,487	93,308	97,316	101,523	105,942
(over/short)			0	547	1,081	(8,006)	(11,011)	(14,197)	(17,573)	(21,152)

**CITY OF SULTAN
POSITION DESCRIPTION**

TITLE:	Public Works Director	WAGES:
DEPARTMENT:	Public Works	
REPORTS TO:	City Administrator _____	
	Mayor _____	

MAJOR FUNCTION AND PURPOSE

The Public Works Director organizes, administers, and ~~direct supervises~~ all of the activities of the City of Sultan public works department including water and sewer systems, street maintenance and repair, surface water management, capital planning and construction, solid waste collection, facility construction, maintenance and repair, fleet management, cemetery management, parks and traffic control functions, ~~and emergency management, and equipment and public works contracts.~~ The Public Works Director also oversees the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer and water service and public improvements for land subdivisions.

SUPERVISION RECEIVED

This position serves under the direction of the Mayor and City Administrator.

SUPERVISION EXERCISED

The position delegate's considerable authority for the performance of technical and day-to-day administrative activities to supervisors since the major emphasis is on overall administration and coordination. Reporting directly to this position are the public works field supervisor, engineers, contractors, construction inspector, in-field supervisor(s) administrative secretary and other staff necessary to fulfill the department's mission.

ESSENTIAL FUNCTIONS

1. Determine departmental policies for long-term and short-term planning.
2. Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.
3. Administrate general policies in consultation with department supervisor(s) for maximum utilization of available financial resources through appropriate allocations of manpower and equipment.
4. Delegate responsibility and appropriate authority for tasks assigned to staff. Set department goals and prioritize as appropriate.
5. Perform administrative tasks to manage the public works department including maintaining

awareness of state and federal safety requirements. Monitor operations to assure a safe working environment, provide for necessary safety training, and supervise health testing (hearing, first aid, CPR, spray licensing etc.).

6. Assist in recruiting and selection of qualified candidates, development of position requirements, analyze and assist in resolving human resource issues. Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effectively correct undesirable trends in performance consistent with established city policy. Mentor employees.
7. Review plans and oversee public and private (developer) construction projects. Perform the duties of the City Engineer in completion of capital projects.
8. Prepare project construction/maintenance contracts and bid specifications. Provide for proper distribution of request for proposals and/or request for qualifications. Analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully. Administer the contract.
9. Formulate cost estimates for future expansion of surface water, water and wastewater services and, report findings to the Mayor/City Administrator.
10. Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the organization.
11. Support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, display initiative to resolve problems and capitalize on opportunities in the job and maintain a work environment supporting fair and equal treatment of employees with in the Equal Employment Opportunity guidelines. Ability to perform a broad range of supervisor responsibilities over others.
12. Other duties as assigned.

OTHER RESPONSIBILITIES

Attend regular and special meetings as required. Concisely present complex technical information and politically sensitive subjects to the city council, planning board, ad hoc committees and members of the public.

Attend regional meetings and effectively represent the city of Sultan

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to effectively communicate city plans, policies and programs orally and in writing with a broad range of individuals.

Ability to organize, direct and coordinate the activities of several divisions - Water Distribution Management, Cross Connection Control, Sewer Collection Management, Water Treatment Plant Operation, Wastewater Treatment Plant Operation, Parks and Recreation including Cemetery, and Solid Waste Management.

~~Knowledge of Emergency Management Operations and the operation of a Emergency Operations~~

~~Center, by participation in drills and times of emergency.~~

Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.

Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Knowledge of the principles and practices of civil engineering as related to the design and construction of municipal Public Works facilities.

Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.

Thorough understanding of Water Treatment, Wastewater Treatment, Water/Sewer Operations, Street Maintenance, Surface Water Management, Solid Waste Disposal, Facilities Maintenance and Parks Maintenance.

Knowledge of modern principles and practices of design, construction, operation and maintenance of water and wastewater systems.

Knowledge of Washington State Department of Transportation (WSDOT) Standards and Specifications and WSDOT Design Manual.

Knowledge of Emergency Management Operations and the operation of an Emergency Operations Center, by participation in drills and times of emergency.

WORK ENVIRONMENT

See attached Physical Demand Job Assessment Form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

MINIMUM QUALIFICATIONS

A bachelor's degree in Civil Engineering or related field, together with at least four years of responsible civil engineering experience for a municipality, county, state, or engineering consultant is required. ~~Familiarity with the WSDOT Standard Specifications and WSDOT Design Manual, as well as knowledge of the principles and practices of civil engineering as related to the design and construction of municipal Public Works facilities.~~

~~Completion of high school or equivalent plus an additional two years of post high school or college level work or a combination of education and experience sufficient to fulfill the four-year education requirement for certification.~~

Certification as a professional engineer licensed to practice in Washington State.

Six years supervisory experience with responsibility for human resources, equipment, materials and

budget and six years of work experience. Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.

~~Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.~~

~~Thorough understanding of Water Treatment, Wastewater Treatment, Water/Sewer Operations, Street Maintenance, Surface Water Management, Solid Waste Disposal, Facilities Maintenance and Parks Maintenance.~~

Requires the use of personal or city vehicles on city business. Individuals must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record. Must have personal insurance coverage.

~~Knowledge of modern principles and practices of design, construction, operation and maintenance of water and wastewater systems.~~

Date

Department Head

Mayor

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

(Employee signature)