



CITY COUNCIL STAFF REPORT

MEETING DATE: September 23, 2024

ITEM TITLE: Adopt a Resolution Approving the Classification Specification for the Assistant Public Works Director and Amending the Management Group Salary and Benefits Resolution Appendices.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution approving the classification specification for the Assistant Public Works Director and amending the appendices of the Management Group Salary and Benefit Resolution.

FISCAL IMPLICATIONS:

There are no fiscal implications or costs associated with amending the classification specification. This position was approved as part of the Fiscal Year (FY) 2024-25 Adopted Budget.

BACKGROUND:

This item is coming before the Council per Chapter 2.44.050 of the City's Municipal Code, which states that revisions of a position classification shall be adopted by Council Resolution.

On June 10, 2024, the City Council approved the Assistant Public Works Director position starting in calendar year 2025, with the adoption of the FY 2024-25 Mid-Cycle Budget Adjustments.

The Assistant Public Works Director was created to provide supervision of both Engineering and Maintenance staff and provide greater input and support for the unprecedented number of projects planned in the city.

ANALYSIS:

The Assistant Public Works Director classification specification has been created to provide an accurate description of the duties and responsibilities of the positions, as well as the minimum qualifications needed. The proposed changes were reviewed and approved by the Director of Public Works to whom this position reports.

Below is a brief overview of the position:

Under the direction of the Director of Public Works, the Assistant Public Works Director will oversee the engineering and field operations of the City, including facilities, fleet, parks, wastewater, stormwater, and street maintenance. The Assistant Public Works Director will oversee the development, planning, control and evaluation of the programs of the engineering division, including planning, cost estimating, design, inspection, and contract administration of

capital improvement plan projects. In addition, the position will oversee the efficiency of maintenance and operations policies, programs, quality of service, technology, safety and training programs, contracts and vendors.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution approving the classification specification for the Assistant Public Works Director and amending the Management Group Salary and Benefit Resolution Appendices; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Rebecca Mendenhall, Administrative Services Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Proposed Assistant Public Works Director Classification Specification
3. Proposed Management Group Salary and Benefit Resolution Appendices