DATE:  May 4, 2020

TO:  Honorable Mayor and Members of the City Council through City Manager

FROM:  Charles Castillo, Director of Human Resources
        Jason Beatty, Director of Public Works and Utilities

SUBJECT:  Resolution Authorizing the Position Allocation of One Assistant Engineer II

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution Authorizing the Position Allocation of One Assistant Engineer II.

BACKGROUND

In 2012, the Engineering Division began performing more of the professional engineering, design, and construction management of the City Capital Improvement Program (CIP) projects; utilizing qualified staff instead of heavily relying on engineering consultants, which had been the standard practice. The transition to more in-house engineering has allowed the City to deliver a greater volume of projects with greater cost control. Additionally, this has also provided opportunities for staff to perform the full spectrum of CIP tasks including project management, design, and construction management. The funding for an additional Assistant Engineer II was approved in the fiscal year 2019-2020 budget and this action is the next step in implementing the allocation.

DISCUSSION

As the Capital Improvement Program continues to expand to address deferred maintenance in streets, utilities, facilities and parks, an additional engineering staff is needed to plan, design and manage projects. Specifically, the addition of an Assistant Engineer II will address a need in expanding the department’s design and project management capacity that is needed to increase the effectiveness and efficiency of City’s CIP Projects related to Water and Wastewater. This action will provide an opportunity for succession planning as well as another level at which to recruit talented candidates with minimal years of experience, who can provide excellent services to the City as they grow and gain expertise.

PUBLIC OUTREACH

This item was listed on the May 4, 2020 City Council Agenda, published in accordance with public noticing requirements.
COUNCIL GOAL ALIGNMENT

The authorization of a position allocation of one Assistant Engineer II aligns with the City Council Goals of “A City That Works For Everyone” and “Our Environmental Legacy.” The additional allocation will help the City through the following Objectives:

- Ensure a fiscally and organizationally sustainable City.
- Provide city infrastructure that is safe, sustainable, multi-use, efficient, inspiring civic pride.
- Preserve and protect Petaluma’s environment with smart and efficient use of resources.

CLIMATE ACTION/SUSTAINABILITY EFFORTS

The increase in staffing provides the City with additional resources to put toward innovation in addressing the climate crisis. The additional engineering staff will provide further capacity to complete renewable energy and energy savings projects.

FINANCIAL IMPACTS

The annual salary range of the Assistant Engineer II position is $78,582-$95,555. The total annual cost for this position, including salary and benefits, ranges between $125,089 to $142,723. The financial impacts of this proposed action have been incorporated and were approved in the Fiscal Year 19-20 budget. Costs will be allocated as: 50% Water CIP and 50% to Waste Water CIP.

CONCLUSION

It is recommended that the City Council of the City of Petaluma, California, adopt a resolution authorizing the position allocation of one Assistant Engineer II.

ATTACHMENTS

1. Resolution
RESOLUTION AUTHORIZING THE POSITION ALLOCATION OF ONE ASSISTANT ENGINEER II

WHEREAS, the Department of Public Works and Utilities requires adequate staffing to appropriately address challenges with growing workload within the Capital Improvement Program (CIP); and,

WHEREAS, the addition of one Assistant Engineer II position allocation will improve the effectiveness and efficiency of operations within the CIP; and,

WHEREAS, the City Manager/Personnel Officer has determined the addition of one Assistant Engineer II position allocation properly aligns with the description of the duties and responsibilities of the existing workload.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Petaluma hereby authorizes the position allocation of one Assistant Engineer II effective upon the adoption of this Resolution.