



City of Morgan Hill

Legislation Details (With Text)

File #: 17-078 **Version:** 1 **Name:** New Senior Engineer
Type: Staff Report **Status:** Consent Calendar
File created: 2/3/2017 **In control:** City Council
On agenda: 2/15/2017 **Final action:**
Title: APPROVAL TO UPGRADE ASSOCIATE ENGINEER POSITION TO SUPERVISING CIVIL ENGINEER POSITION - LAND DEVELOPMENT/DEVELOPMENT SERVICES

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|-----------|------|--------------|--------|--------|
| 2/15/2017 | 1 | City Council | | |

CITY COUNCIL STAFF REPORT MEETING DATE: FEBRUARY 15, 2017

PREPARED BY: Leslie A. Little, Asst. City Manager/Community Development
APPROVED BY: City Manager

APPROVAL TO UPGRADE ASSOCIATE ENGINEER POSITION TO SUPERVISING CIVIL ENGINEER POSITION - LAND DEVELOPMENT/DEVELOPMENT SERVICES

RECOMMENDATION(S)

Amend the FY 2016-17 and 2017-18 authorized personnel allocations to reflect recommended changes in staffing by position.

COUNCIL PRIORITIES, GOALS & STRATEGIES:

Ongoing Priorities

Protecting the environment
Maintaining fiscal responsibility

2016 Focus Areas

Planning Our Community
Developing Our Community
Enhancing Our Services

REPORT NARRATIVE:

In 2016, the City conducted a review of development processing activities. Zucker and Associates was retained to interview the public, development community, and land development team to make recommendations to improve performance, training, and customer service. In response to those recommendations, the former Senior Engineer for land development was promoted to Deputy

Director for Engineering/CIP and the vacant senior engineer position is in the process of being filled. The recruitment process is complete and an offer is pending. As day-lighted in the Zucker report as well as in post restructure analysis, a significant flaw in processing plans occurs when one member of the team is the only person with a skill set great enough to step in and complete a review, make a flood plain compliance decision, complete environmental review, etc.

Therefore, it is recommended that the city upgrade the Associate Engineer position to a Supervising Civil Engineer position on the Development Services team to create the breadth and depth of skill and experience needed to more efficiently and expediently complete the work of this group. With a small and lean engineering function, the most qualified individuals with the most diverse qualifications are needed. This enhancement provides backup at a skill level needed to move projects along, without waiting for a sequential review process to occur, making the team more productive, and providing backup/redundancy for the most critical project review services.

This recommendation would result in the promotion of the current Associate Engineer to a Supervising Civil Engineer position, and would leave the Associate Engineer position in the AFSCME salary schedule, but vacant.

SALARY RANGE:

| Position | Salary Range |
|----------------------------|--------------------|
| Associate Engineer | \$8,322 - \$10,622 |
| Supervising Civil Engineer | \$8,489 - \$11,165 |

There would be a 5.1% salary increase from top step Associate Engineer to top step Supervising Civil Engineer. The Associate Engineer position is eligible to earn overtime; the Supervising Civil Engineer would not be eligible as a member of the management team though would receive other benefits outlined in the City Council approved Management Resolution.

Per the City of Morgan Hill's Memorandum of Understanding with AFSCME, the City's Director of Human Resources met with the leadership of AFSCME, to consult with them regarding the proposal. They registered no objections.

MINIMUM QUALIFICATIONS:

The minimum qualifications for the Associate Engineer and Civil Engineer would be fairly similar. However, a Civil Engineer would be required to have a Professional Engineer, (P.E.) certificate and expected to sign certain plans and documents. The Associate Engineer is not required to have a P.E certificate.

In addition to minimum qualifications, professional public sector civil engineers have certification in FEMA flood plain management and administration, administration of Regional Water Quality regulations, and a variety of other special compliance training.

COMMUNITY ENGAGEMENT: Inform

This report serves to inform the community of the recommended position upgrade.

ALTERNATIVE ACTIONS:

1. The City could continue to fill its land development engineering needs with an Associate level engineer.
2. Consistent with the Zucker report, the City could instead consider hiring an additional plan check engineer.

PRIOR CITY COUNCIL AND COMMISSION ACTIONS:

In 2016, the City conducted a review of development processing activities. Zucker and Associates was retained to interview the public, development community, and land development team to make recommendations to improve performance, training, and customer service. The FY 2016-17 and 2017-18 Budget was approved while anticipating the restructure of land development engineering by Jan. 1, 2017. On January 3, 2017 this reporting structure was initiated.

FISCAL AND RESOURCE IMPACT:

In 2016, the City conducted a review of the development services functions. Based on that study, the FY 2016-17 and 2017-18 Budget recommended the restructuring of development services activities and the oversight of land development engineering services placed within the Community Development Department. The full report and recommendations were presented in November 2016. This shift assists with the delivery of the performance needs identified in this report. The annual financial impact of this request is approximately \$6,500. However, no budget amendment for FY 2016-17 is recommended as there is sufficient salary savings. For FY 2017-18, staff will bring forward a budget amendment during the mid-cycle, if needed.

CEQA (California Environmental Quality Act):

Not a Project

LINKS/ATTACHMENTS:

None.