



Meeting Date: 12/19/2018
Agenda Item: # _____

Mission Statement
To provide our growing dynamic community excellent municipal services to make Fernley a great place to live, work, and play.
Together, we enhance the desirability, safety, friendliness, aesthetics and quality of life in our city.

FERNLEY CITY COUNCIL MEETING - STAFF REPORT

REPORT TO: Mayor & City Council
REPORT FROM: Daphne Hooper, City Manager
REVIEWED BY: Brandi Jensen, City Attorney
REVIEWED BY: Denise Lewis, Finance Director

Discussion and possible action regarding an alternative reorganization plan for the City Engineering Department, including expansion of the Associate Engineer position to Project Managers, filling the Water Rights position with an Administrative Specialist III and expanding to scope of consultant contracts for the City Engineering Department, and approval for the Project Manager/Senior Project Manager job description.

ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

RECOMMENDED ACTION BY CITY COUNCIL

Staff recommends the City Council approve the following action:

“I move to approve the proposed an alternative reorganization plan for the City Engineering Department, including expansion of the Associate Engineer position to Project Managers, filling the Water Rights position with an Administrative Specialist III and expanding to scope of consultant contracts for the City Engineering Department, and approval for the Project Manager/Senior Project Manager job description.”

Key Points:

1. Staff has unsuccessfully been recruiting to fill two vacant Associate Engineer positions. Positions have been posted to professional sites, UNR Engineering Department, as well as City website and social media.
2. Meetings were held to discuss potential options. Staff believes that the City is limiting the applicant scope with current job description.
3. Staff reviewed and revised the Associate Engineer job description to widen the scope of potential applicants to include those with experience in the construction industry.
4. With the loss of critical experience and skill sets, Staff also recommends that the City Council approve of staff working with the City’s current water rights consultants to expand their scope to cover a portion of the duties of the Water Rights/GIS Manager position.
5. Also, given the increase in development in the Fernley, Staff recommends that the City Council approve Staff to advertise a request for qualifications for a contract development engineering firm to assist in the review of various development permits and entitlements.

POLICY REFERENCE

<i>Nevada Statutes:</i>	N/A
<i>Fernley Municipal Code:</i>	FMC 1.05.04
<i>Policies & Procedure Manual:</i>	Personnel Manual Section 3.3 Job Announcement, 4.1.1 and 4.1.2 Classification Plan
<i>Community Assessment:</i>	N/A
<i>Other:</i>	N/A

SUMMARY

The City Engineer's office is current comprised of 5.5 FTE's. 1 – City Engineer position, 2 – Associate Engineer positions, 1 – Administrative Specialist II position, 1 – Water Rights/GIS Manager position, and 1 – part time GIS Technician.

Only 2.5 FTE's are currently filled. Council approved a second Associate Engineer position through the fiscal year 2018-2019 budget process. Recruitment began immediately and has been unsuccessful. In November, the Associate Engineer on staff submitted their resignation to pursue working in their specific area of preference. Also, in November, the Water Rights/GIS Manager submitted their resignation to go back to a previous entity, leaving the City Engineer's office staffed with 2.5 FTE's.

The hiring process has been difficult given the low unemployment rate, high demand for engineers and technically skilled personnel, Fernley's location from the Reno/Sparks area. Newly graduated engineers have more opportunity in the Reno/Sparks area without a 35-mile commute, so they have naturally gravitated toward employment on those areas. More experienced engineers do not find our pay scale to be as competitive as other agencies or private engineering firms.

Staff reviewed the Associate Engineer job description and determined that expanding it to include construction would be beneficial and would hopefully increase the number of qualified applicants. While the main components of the essential functions remain the same, work experience and training has been expanded to include the previous engineering requirement, or a construction project management requirement, or a combination of training and experience that meets either requirement. Staff requests that we be allowed to pursue filling the two vacant Associate Engineer positions with two Project Managers. The requested salary would remain the same as the Associate Engineer but would increase for the senior project manager. The main responsibility of the project managers would be managing or assisting in the management of the City's capital improvement projects. The City currently has 20 capital improvement projects either in design, construction, or yet to be started. Development related projects or reviews are proposed to be administered by the City Engineer and a proposed contract development engineering firm.

Staff also requests that the Water Rights/GIS Manager position be filled with an Administrative Specialist III. Staff would look to find someone with a diversified background such as accounting experience, document creation and tracking experience, high level correspondence, ability to communicate effectively with outside agencies, etc. This individual would help coordinate some of the administrative portions of the previous position such as the Surface Water Rights Lease Program, tracking documentation concerning water rights dedications, will serves, assignments and assumptions, etc. The remaining portion of responsibilities and duties of the Water Rights/GIS Manager position will be assigned to the City's current water rights consultant: Resource Concepts, Inc. The salary of an Administrative Specialist III is slightly less than that of the Water Rights/GIS Manager position, so staff anticipates a cost savings. There will be an increased cost for the additional work to be performed by the City's water rights consultant.

As mentioned above, Staff is requesting that City Council approve of staff moving forward with advertising for a contract development engineering firm. The increase in development and

inadequate staffing level has left the department unable to keep up with permit and development related reviews as well as the duties required of the City during the construction, close out, and warranty period of development projects. The consultant would be responsible for reviewing development applications on behalf of the engineering department, including but not limited to: tentative and final subdivision and parcel maps, civil permits related to subdivisions, commercial, and industrial developments, grading permits, design review applications, etc.

The City would collect deposits from developers to cover the cost of the review fees and would invoice as necessary to ensure that the City is not paying for any reviews. This will require an amendment to the engineering department's fee resolution to collect these deposits and invoice applicants. The City would cover the cost of the consultant attending pre-application meetings or meetings with the City's development team since they are not directly related to a development application or permit review. These costs would be covered by salary savings for this fiscal year but would need to be budgeted in the next fiscal year.

The City would oversee the work of the consultant to ensure that work is being completed and the results of the reviews meet the requirements of the City of Fernley.

FINANCIAL INFORMATION

FISCAL IMPACT:

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| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | Yes |
| 3. If Budgeted, Which Line Item/Account? | |

FISCAL SYNOPSIS:

The salaries are budgeted but additional costs for contract services are not currently budgeted but will be covered salary savings.

ATTACHED INFORMATION

Job Description – Project Manager/Senior Project Manager