



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Reclassification of One Associate Civil Engineer Position to Senior Civil Engineer

**MEETING DATE:** October 7, 1998

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** To approve the Reclassification of One Associate Civil Engineer Position to Senior Civil Engineer

**BACKGROUND INFORMATION:** A classification study has been conducted on the position of Associate Civil Engineer in accordance with the Rules for Personnel Administration. The study reveals that the incumbent in this position has been performing duties outside the scope of duties for the Associate Civil Engineer classification. Principally this position supervises other professional level engineers in the Development Services Section of the Engineering Division in the Public Works Department; and works independently at a mid-management level with other City departments, engineers, developers, business owners and property owners. For further information, please refer to a memo from the Public Works Director attached as Exhibit A.

It is recommended to approve the reclassification of Associate Civil Engineer to Senior Civil Engineer.

**FUNDING:** Currently funded.

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

cc: City Attorney  
Public Works Director

APPROVED:

H. Dixon Flynn -- City Manager



## MEMORANDUM, City of Lodi, Public Works Department

**To:** Joanne Narloch, Human Resources Director  
**From:** Richard Prima, Public Works Director,   
**Date:** September 4, 1998  
**Subject:** Engineering Division - Development Services

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Our request to reclassify the engineer position in Development Services is a key part of our efforts to respond to varying levels of development activity and still maintain our ability to plan and implement city capital projects. Both of these activities have been intense in recent months and we have come under criticism for delays in processing residential subdivisions and capital projects such as the Lower Sacramento Road widening. Development activity handled by this engineering is shown on the attached Exhibit A.

Presently, the Public Works Engineering Division consists of thirteen full-time professional and technical staff plus two part-time student interns. One Engineering Technician position was eliminated in the early 90's. The addition of an additional engineering position, while approved in the budget, has been put on hold as were most new positions.

While staff is divided into three sections: Development Services, Traffic and Design/Construction, most tasks and projects involve two or all three sections. Development Services plays an integral role in the review and processing of industrial, commercial and residential development in the City. These projects require planning, design and construction of public improvements. While most of the design work is done by consultants, significant planning, coordination and agreement preparation is done by this section. Over the past several years, the workload on the Development Services section - an engineer and a technician - has steadily increased in both volume and complexity. Most significantly, the administration of the Development Impact Fee Program has shifted from the City Engineer to the Associate Civil Engineer.

Our response to the demand has been to shift one engineer from the Design/Construction Section to Development Services. We will assign some CIP projects and planning activities to the Development Services section to maintain workload efficiency as development activity fluctuates.

To address the issue of delivering CIP projects, we are preparing a recommendation involving two main areas. One is increasing use of outside consultants for project planning and design. The other involves transferring the present contract Construction Manager, Gary Wiman, who handled the City Hall and Hutchins Street Square projects, to the Design/Construction Section as a full-time employee. We have already planned to extend Mr. Wiman's contract to include the Multimodal Station and the Public Safety Building. With Fire Stations and Municipal Service Center projects waiting in the wings, plus involving him in other street and utility projects, we feel we can improve project delivery at little or no increase in cost to the General Fund.

RCP/lm

attachment

cc: City Manager  
SRCIVILATTACHMENT

## APPLICATIONS SUBMITTED

	7/1/96-12/31/96	1/1/97-6/30/97	7/1/97-12/31/97	1/1/98-6/30/98	7/1/98-8/24/98	Total
Building Permits <sup>1</sup>	102	120	90	135	45	492
Use Permits <sup>2</sup>	5	2	6	9	3	25
Development Plans	3	8	2	0	3	16
Tentative Subdivision Maps	1	3	1	2	1	4
Tentative Parcel Maps	4	2	1	2	2	11
Lot Line Adjustments	2	3	5	12	3	25
SPARC	9	3	9	5	2	28
Variance	2	0	0	0	0	2
Improvement Plans Submitted	1	3	5	8	2	19

<sup>1</sup> Includes the following "Fast Track" projects. There are also two "Fast Track" projects in development, but no permit application has been submitted.

Apache Plastics	300 S. Beckman Rd	12/96
Arkay Industries	1250 Thurman Street	4/97
Sweetner Products	1150 Thurman Street	7/97
Vitalink	927 E. Industrial Way	7/97
Capri Pizza	114 W. Pine Street	7/98; 2/98
Scientific Specialties	1310 Thurman Street	7/97 (Imp. Plans); 8/97 (Map); 7/98 (Permit)
Cottage Bakery	40 E. Neuharth	8/97
Legends	27 W. Elm Street	12/97
Cabaret Café	19 W. Pine Street	1/98
Paul's Chevron	601 E. Kettleman Ln	4/98

<sup>2</sup> Includes site plan and development requirements review for two shopping centers. (Since 7/1/97 only)

Vintner's Square	NW corner Kettleman Lane/Lower Sacramento Road
Sunwest Marketplace	NE corner Kettleman Lane/Lower Sacramento Road

RESOLUTION NO. 98-151

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RECLASSIFICATION OF  
ASSOCIATE CIVIL ENGINEER TO SENIOR CIVIL  
ENGINEER

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BE IT RESOLVED, that the Lodi City Council does hereby approve the reclassification of one Associate Civil Engineer position to Senior Civil Engineer.

Dated: October 7, 1998

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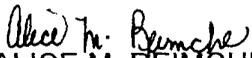
I hereby certify that Resolution No. 98-151 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 7, 1998 by the following vote:

AYES: Council Members – Johnson, Land, Mann, Pennino and  
Sieglock (Mayor)

NOES: Council Members – None

ABSENT: Council Members – None

ABSTAIN: Council Members – None

  
ALICE M. REIMCHE  
City Clerk