



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt a Resolution Approving the Addition of One Laborer/Maintenance Worker I/II, One Plant and Equipment Mechanic, and One Streets Contracts Administrator, and Associated Office and Ancillary Equipment for the Public Works Department, and Approving the Class Specification and Salary Range for Streets Contracts Administrator

MEETING DATE: October 18, 2000

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt a resolution approving the addition of one Laborer/Maintenance Worker I/II, one Plant and Equipment Mechanic, and one Streets Contracts Administrator, and associated office and ancillary equipment for the Public Works Department, and approving the class specification and salary range for Streets Contracts Administrator.

BACKGROUND INFORMATION: The three requested positions are described below, but are all related to improving service to Lodi residents, particularly in the older areas of town where maintenance needs are relatively high. As the City continues to grow, existing maintenance staff has been spread thinner, reducing our ability to maintain a high standard.

Laborer/Maintenance Worker I/II (Street Division)

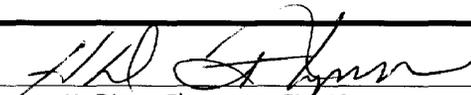
In 1993, a position in the Public Works Street Division was eliminated to reduce the budget. The person in this position operated Truck 16 "the cleanup truck". This job primarily involves assisting the street sweeping operation and cleaning areas the sweeper cannot reach, such as certain curb returns, catch basins and handicap ramps that collect dirt and debris. In addition, spraying and removing weeds in the right-of-way, clearing low-hanging tree limbs over sidewalks and signs, assisting in alley cleaning, cleaning tree wells, and removing tree suckers are also included. These tasks are low priority in the sense of standard street maintenance, but are key in maintaining the attractiveness and cleanliness of City streets.

Staff is currently evaluating options to increasing the frequency and effectiveness of street sweeping and will make a recommendation as part of the next budget. However, restoring this position is critical to this effort.

Streets Contracts Administrator

In a sense, this position is also restoring a position eliminated in the early 1990's, that of Assistant Street Superintendent. The proposed position has an updated focus and different job duties. As proposed, this mid-management position in the Streets Division would focus on maintenance activities contracted with the private sector and possibly other public agencies. The primary duty would be to manage and monitor the City's landscape maintenance contracts. This contract has expanded

APPROVED:


H. Dixon Flynn -- City Manager

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significantly in the last few years (i.e., Cherokee Lane, Lower Sacramento Road, and Elm Street), and will increase again with the Hutchins Street median landscaping, Lower Sacramento Road widening projects, and installation of other landscaped areas. In addition, the City is receiving increased street maintenance funding from Gas Tax, Measure K and other sources, much of which is done by contract.

This position will assist the Street Superintendent in preparing contract documents for various street maintenance activities and administering the contracts. One aspect of this job will be to identify appropriate tasks related to our current maintenance contracts that are typically done by City employees, but that with increased workload cannot always be accommodated, and include them in contracts. This will allow us to maintain a level of expertise in these various tasks, and allow us to get more work done while funding is available without adding permanent staff.

This job will also include working with various private groups or public agencies to develop partnerships that assist in street maintenance. An example would be working with Caltrans to perform a higher level of landscape maintenance on the State highways in Lodi. Another example would be working with the Eastside Improvement Committee on volunteer programs to improve streets and alleys, or working with the United Cerebral Palsy Association on parking lot cleanup.

Public Works and Human Resources staff have developed the proposed job class specification (Exhibit A). In accordance with our classification and compensation practices, the recommended monthly salary range is:

Step A	Step B	Step C	Step D	Step E
\$3,811.99	\$4,002.54	\$4,202.70	\$4,412.83	\$4,633.46

This is in increments 15% below the Street Superintendent salary range.

Plant and Equipment Mechanic (Water/Wastewater Division)

This position is the key “first responder” to customer calls on water/wastewater problems. The mechanics locate water shut-offs and sewer laterals, which, in the older areas are often buried. They deal with various customer problems and questions in the field and are key in assisting engineering staff work with developers and builders on new projects and remodel work. In addition, as we move into a large-scale program of water and sewer main replacements, they will be critical in coordinating the relocation and/or replacement of service laterals. (Note that the engineering positions approved in the budget for the Replacement Program are currently being recruited.)

Presently we have two Plant and Equipment Mechanics (and one Senior) working out of the Municipal Service Center (MSC). This will add one to MSC staff. Much of their time is taken up by operating and maintaining our growing number of granular activated carbon (GAC) filters, water tanks, distribution systems, our wells, numerous storm pumping stations, and sanitary sewer lift stations. In addition, they respond to calls for marking existing utility locations as provided by law.

FUNDING: The two Street Division positions are to be added to the General Fund budget, but the cost is mostly covered by Gas Tax and other transfers. The Water/Wastewater position is 50/50 from the water and wastewater utility funds and needs to be added to the budget. Note that as we add GAC filters, our reimbursements from the DBCP settlement increases to cover these costs. Since these positions will not be filled until January 2001, the figures

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shown below are only for the second half of the 2000/01 fiscal year. Permanent funding for the positions will be included in the next budget. In addition to the personnel costs, it will be necessary to purchase vehicles and equipment as shown below:

Laborer/Maintenance Worker I/II

100 - Personnel Services	
Salary and benefits (6 months)	\$17,800
300 - Supplies, Materials and Services	
Small tools, etc.	\$ 500
500 - Equipment, Land and Structures	
Vehicle	<u>already in service</u>
	Total \$18,300

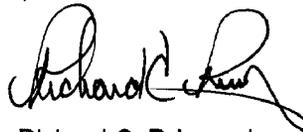
Streets Contracts Administrator

100 - Personnel Services	
Salary and benefits (6 months)	\$37,530
300 - Supplies, Materials and Services	
Office supplies and small tools	\$ 3,500
Computer	\$ 1,000
500 - Equipment, Land and Structures	
Vehicle	\$20,000
Office furnishings	<u>\$ 5,000</u>
	Total \$67,030

Plant and Equipment Mechanic

100 - Personnel Services	
Salary and benefits (6 months)	\$26,900
300 - Supplies, Materials and Services	
Laptop computer and software	\$ 4,500
Electronic locating equipment	\$ 3,500
Small tools, etc.	\$ 3,000
500 - Equipment, Land and Structures	
Vehicle and radio	<u>\$34,000</u>
	Total \$71,900

Funding Available: Vicky McAthie
Vicky McAthie, Finance Director



Richard C. Prima, Jr.
Public Works Director

Prepared by Sharon Blaufus, Management Analyst II
RCP/SB/lm
attachment

cc: Randy Hays, City Attorney
Joanne Narloch, Human Resources Director
Fran Forkas, Water/Wastewater Superintendent
George Bradley, Street Superintendent

STREETS CONTRACTS ADMINISTRATOR

DEFINITION

Under general direction, prepares specifications for landscape and street maintenance, coordinates contract work with the work of Street Division supervisors and maintenance crews in the construction and maintenance of streets, sidewalks, drainage facilities, alleys, traffic control, and City landscape areas.

SUPERVISION EXERCISED AND RECEIVED

This position receives general direction from the Street Superintendent. It exercises direction over contractors and provides general direction to Street Division Supervisors.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Develops and administers landscape contracts for designated City facilities, street medians, well sites, pumping stations, parking lots, and city buildings.
- Develops and administers street preventative maintenance contracts, including seals, striping and related work.
- Coordinates work of contractors and Street Division staff regarding tree maintenance and removal, and street, sidewalk, alley, and parking lot maintenance.
- Inspects work of contractors for conformance with plans and specifications.
- Assists Street Superintendent with long-range planning and organization; direction, and review of operations; development and implementation of Division goals, objectives, policies, and priorities.
- Assists with preparation and administration of the Division’s budget.
- Assists the Street Superintendent with a variety of personnel actions including performance evaluation, training, and disciplinary actions.
- Assists with technical reports of Street Division activities; evaluates, plans and programs an effective system for preventative maintenance of roadways, drainage facilities, and traffic control devices.
- Makes recommendations for improvement and construction of street and drainage facilities.
- Assists with more difficult citizen complaints and public relation matters.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Contract administration and applicable laws.

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- Materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, drainage facilities, traffic control devices, herbicides, insecticides, tree and landscape maintenance.
 - Related Public Works operations, particularly electric, water distribution system, and drainage as they relate to street maintenance and construction work.
 - Report writing techniques.
 - Basic municipal accounting and budgeting practices.
 - Principles of management and supervision.
 - Safety principles, practices, and procedures.

Ability to:

- Analyze Division's operations, and recommend improvements.
- Analyze and interpret Federal and State regulations pertaining to street systems and drainage discharges.
- Estimate job costs and keep neat and accurate records.
- Read and interpret plans, specifications, and diagrams used in the design and construction of streets and drainage facilities.
- Plan and coordinate personnel and equipment assignments on joint projects within the Streets Division and other divisions and departments.
- Establish and maintain cooperative and effective relationships with employees, contractors, the general public, and officials of other governmental agencies.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school, supplemented by course work in public administration, engineering, landscape design, landscape maintenance, horticulture or a related field.

Experience:

- Three years of increasing responsibility in construction and maintenance of street systems and other Public Works activities, two years of which were in an administrative or supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

RESOLUTION NO. 2000-187

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING THE ADDITION OF ONE LABORER/MAINTENANCE WORKER I/II, ONE PLANT AND EQUIPMENT MECHANIC, AND ONE STREETS CONTRACTS ADMINISTRATOR, AND ASSOCIATED OFFICE AND ANCILLARY EQUIPMENT FOR THE PUBLIC WORKS DEPARTMENT, AND FURTHER APPROVING THE CLASS SPECIFICATION AND SALARY RANGE FOR STREETS CONTRACTS ADMINISTRATOR

WHEREAS, the three requested positions are all related to improving service to Lodi residents, particularly in the older areas of town where maintenance needs are relatively high.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby approve the addition of one Laborer/Maintenance Worker I/II (Street Division), one Streets Contracts Administrator (Mid-Management - Street Division), and one Plant and Equipment Mechanic (Wastewater Division); and

BE IT FURTHER RESOLVED that the City Council does hereby approve the Class Specification for the position of Streets Contracts Administrator as shown on Exhibit A attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that the City Council does hereby approve the salary range for the position of Streets Contracts Administrator as shown as follows:

Step A	Step B	Step C	Step D	Step E
\$3,811.99	\$4,002.54	\$4,202.70	\$4,412.83	\$4,633.46

BE IT FURTHER RESOLVED, that the City Council hereby approves funding for associated office and ancillary equipment for the three positions in the approximate amount of \$75,000.00.

Dated: October 18, 2000

I hereby certify that Resolution No. 2000-187 was passed and adopted by the Lodi City Council in a regular meeting held October 18, 2000 by the following vote:

- AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and Mayor Mann
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None

Susan J. Blackston
SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

"Date"

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