

9B



JENNIFER LAND
CITY CLERK
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OFFICE OF THE CITY CLERK
ADMINISTRATION

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MEMORANDUM

TO: MAYOR AND COUNCILMEMBERS

FROM: CITY CLERK JENNIFER LAND

DATE: MAY 25, 2021

RE: **ITEM 9B:** Request to approve a new job description for the position of a Roads Program Manager, authorize the hiring of the position, and authorize the City Manager to offer hiring incentives based on qualifications

The changes to Item 9B reflect the addition of the word “Roads” in the job description title to clarify this position will be the “Roads Program Manager.” This clarification is carried throughout item 9B and further clarification is provided that the primary responsibilities are to manage the road projects funded by Measure A.

City Council Staff Report

May 25, 2021



From: Nathan Bray, P.E.,
Interim Development Services Director / City Engineer

Prepared by: Nathan Bray, P.E.,
Interim Development Services Director / City Engineer

Agendized by: Gary Hampton, Acting City Manager

1. ACTION RECOMMENDED:

Resolution: Approving a new job description for the position of Roads Program Manager, effective July 1, 2021

Resolution: Authorizing the hiring of one (1) Roads Program Manager in the Development Services Department – Engineering Division and authorizing the City Manager to offer hiring incentives based on qualifications not to exceed 40 hours of sick leave, 80 hours of vacation, and \$6,000 to be distributed 50% on the date of hire and 50% on completion of probation

2. SYNOPSIS:

These actions will approve a new job classification and authorize the City Manager to fill the position with hiring incentives. This position will manage the new roads program as introduced by the Mayor in the State of the City Address.

3. DISCUSSION OF ISSUE:

Background

The City of Turlock has historically had inadequate funds to maintain the street network system. In this regard, Turlock is very similar to other valley towns and as such, the roads have deteriorated. This is commonly referred to as Deferred Maintenance which represents the cost to rehabilitate the street network system to a pavement condition index (PCI) that preventative maintenance treatments (seal coats) can be applied and effective.

The Turlock voters approved Measure A, a ¾ cent general sales tax, in November 2020 providing the City of Turlock with additional revenues. Council has expressed a desire to allocate 50% of the revenues from Measure A for road rehabilitation

efforts. Additionally, during the State of the City Address, the Mayor identified a new roads program initiative to rehabilitate the remaining 428 lane miles of roads over the course of 5 years.

The Mayor's initiative includes allocating 50% of Measure A revenues, approximately \$5,500,000, annually towards road rehabilitation projects. This initiative would essentially increase the existing road funding by 100% and in the first couple years would focus on creating shovel ready projects and adding Measure A funds to existing projects in order to leverage existing funds to go farther. Additionally, staff will explore bonding via lease revenue bonds and utilizing the up-front capital from the bonds for intensive system-wide street improvements while utilizing the 50% allocation of Measure A revenues for debt service on the lease revenue bonds.

Roads Program Manager

In order to facilitate the roads program initiative identified by the Mayor, additional staff is needed. First, a job description for a roads program manager will need to be created (attached as Exhibit A) as the City does not have any existing job description that meets the intent. In order to attract qualified candidates, hiring incentives are proposed and would be offered based on qualifications. The incentives are as follows:

- 40 hrs. sick leave
- 80 hrs. vacation leave
- \$3,000 date of hire
- \$3,000 passing probation (~1 year)

The position would go out for recruitment immediately with a candidate starting no earlier than July 1, 2021. This position is designated as un-represented for labor relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA). This position would be responsible for overseeing the Request for Proposal (RFP) development, consultant contract administration, exploring and identifying funding opportunities to including bonding, regular reporting at City Council meetings, and other duties to support the roads initiative program.

The first duties this position would undertake involve writing an RFP for a consultant to perform the planning, design, and financing including bonding (lease revenue). This position would coordinate and facilitate revisions to the City's street management system (Streetsaver) based upon surveys provided from the consultant. The primary responsibility for this position will be to manage the roads program and projects funded by Measure A. Additional projects from other funding sources will serve as secondary responsibilities, as time and funding permits.

4. BASIS FOR RECOMMENDATION:

- A. Council has expressed a desire to increase funding for road rehabilitation projects and additional staff is needed for the additional workload.

5. FISCAL IMPACT / BUDGET AMENDMENT:

These actions will not affect the adopted Fiscal Year 2020-21 Budget. All expenses for these actions will be funded from a portion of Measure A for road purposes and identified in future Fiscal Year budgets.

6. CITY MANAGER'S COMMENTS

Recommend Approval.

7. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378 (Project) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment," and therefore, is not considered a project.

8. ALTERNATIVES:

- A. Council could reject the proposed job description or hiring incentives. These alternatives are not recommended by staff as additional staff is required to implement Councils desire to fund road rehabilitation projects with Measure A.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING A NEW JOB }
DESCRIPTION FOR THE POSITION OF }
ROADS PROGRAM MANAGER, EFFECTIVE }
JULY 1, 2021 }

RESOLUTION NO. 2021-

WHEREAS, staff has identified a need to add the job description for the position of Roads Program Manager (Exhibit A); and

WHEREAS, the addition of the classification of Roads Program Manager is requested due to Council's desire to spend Measure A funds on road rehabilitation projects.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve a new job description for the position of Roads Program Manager, effective July 1, 2021.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 25th day of May, 2021, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

Jennifer Land, City Clerk,
City of Turlock, County of Stanislaus,
State of California



ROADS PROGRAM MANAGER

DEFINITION

Under general direction, performs project management functions for high profile projects and provides highly responsible and complex administrative support to the Development Services Director and/or Deputy Director.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Development Services Director and/or Deputy Director. The Roads Program Manager exercises administrative supervision and direction to professional, technical and administrative support personnel.

DISTINGUISHING CHARACTERISTICS

The Roads Program Manager is responsible for managing high profile engineering projects. This classification differs from the classification of Principal Civil Engineer in that the latter requires registration as a Professional Engineer and is responsible for managing the engineering functions related to high profile projects, of which the primary responsibility is managing road projects funded by Measure A-

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

- Manages the selection of outside consultants; oversees the bid, proposal, and purchase recommendation process for projects; solicits and reviews proposals; selects consultants; establishes schedule and performance criteria.
- Negotiates and completes various contracts developed for consultants and other outside service providers.

- Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans, specifications, local laws, codes and regulations.
- Monitors and reviews consultants working on assigned construction and rehabilitation projects; reviews status reports from consultants.
- Reviews project documents such as plans, specifications, studies, budgets, and estimates.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding projects.
- Interfaces with stakeholders such as management, City Council, peers, project staff, and consultants as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Prepares project reports for the City Council, management, outside agencies, and others; makes presentations as necessary.
- Performs periodic review of work onsite to ensure that the work is satisfactory and completed according to plan.
- May provide administrative supervision and direction to professional, technical, and clerical staff
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Roads Program Manager

Knowledge of:

- Principles and practices of project management and administration
- Advanced methods, materials, and techniques used in the design and construction of projects
- Road rehabilitation treatments
- Road construction projects
- Methods and techniques of contract negotiations and administration

- Principles and practices of project budget preparation and control
- Principles of employee supervision
- Methods and techniques of plan review and analysis
- Methods and techniques of conducting site and field investigations
- Principles and procedures of record keeping
- Principles of business letter writing and basic report presentation
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
- Pertinent federal, state and local laws, rules, and regulations

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned high profile projects
- Work collaboratively with community groups, boards, commissions, and City Council to achieve desired goals
- Prepare, review, interpret, and analyze plans, drawings, specifications, contract documents, bid documents, and reports for conformance to professional standards, contract obligations, and approved budgets
- To read maps, research public records and interpret construction documents
- Respond to questions and inquiries from a variety of sources regarding projects
- Interpret and explain projects to the business community and the general public
- Ensure compliance with applicable rules, regulations, and codes
- Inspect projects for conformance with plans and specifications
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations
- Prepare clear and concise reports
- Work cooperatively with other departments, City officials, and outside agencies

- Operate office equipment including computers and supported word processing, spreadsheet, and database applications
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

EXPERIENCE AND EDUCATION

Roads Program Manager

Experience:

Six years of increasingly responsible experience managing capital projects. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Education:

Possession of a Bachelor's Degree from an accredited college or university with major coursework in the areas of construction management, engineering, industrial technology, public administration or a closely related field.

LICENSE AND/OR CERTIFICATE

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: See well enough to operate vehicles and office equipment; hear well enough to converse on the telephone and in person; be able to communicate clearly without amplification; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

Reviewed and approved:

Personnel Officer

Date

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF AUTHORIZING THE HIRING }
OF ONE (1) ROADS PROGRAM MANAGER IN }
THE DEVELOPMENT SERVICES DEPARTMENT }
- ENGINEERING DIVISION AND AUTHORIZING }
THE CITY MANAGER TO OFFER HIRING }
INCENTIVES BASED ON QUALIFICATIONS }
NOT TO EXCEED 40 HOURS OF SICK LEAVE, }
80 HOURS OF VACATION, AND \$6,000 TO BE }
DISTRIBUTED 50% ON THE DATE OF HIRE }
AND 50% ON COMPLETION OF PROBATION }

RESOLUTION NO. 2021-

WHEREAS, by separate action, the Council is requested to approve the creation of the job description for Roads Program Manager; and

WHEREAS, the hiring of a Roads Program Manager is requested due to Council's desire to spend Measure A funds on road rehabilitation projects; and

WHEREAS, the filling of this position is critical to the implementation of increased road rehabilitation projects funded by Measure A; and

WHEREAS, hiring incentives increase the probability of successfully filling the Roads Program Manager position with a highly qualified person; and

WHEREAS, hiring incentives have been used in the past when filling positions is critical and/or difficult; and

WHEREAS, hiring incentives would be based on qualifications and the financial incentives would be split 50% on the date of hire and 50% on successful completion of a one (1) year probationary term.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby authorize the hiring of one (1) Roads Program Manager in the Development Services Department – Engineering Division and authorize the City Manager to offer hiring incentives based on qualifications not to exceed 40 hours of sick leave, 80 hours of vacation, and \$6,000 to be distributed 50% on the date of hire and 50% on completion of probation.

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