



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Aldinger and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager

**FROM:** Jim Arndt, Public Works Director

**DATE:** December 18, 2007

**SUBJECT:** Consideration of the Reclassification of Two Senior Civil Engineers to Principal Engineers

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**RECOMMENDATION:**

Staff recommends that the City Council approve the reclassification of two existing Senior Civil Engineer positions to Principal Engineer positions.

**FISCAL IMPLICATION:**

The reclassification of Principal Engineer from Senior Civil Engineer will increase the compensation by up to \$2900 annually. With two Principal Engineers recommended, the total annual costs would be \$5800. Funds for the reclassified positions are contained within the current fiscal year budget.

**BACKGROUND:**

With the retirement of long time Utilities Manager Clarence Van Corbach, we had the opportunity to review the organization and consider changes in order to most effectively and efficiently carry out the Public works responsibilities as well as provide for the recruitment and retention of key skilled staff personnel. This classification change will help us achieve that goal.

**DISCUSSION:**

The impetus to look at the Public Works organizational structure came with the decision of long-time Utilities Manager Clarence Van Corbach to retire after 20 plus years of service to the City. Mr. Van Corbach demonstrated competence that led to his direction of other duties of the Department not necessarily associated with a Utilities Manager. Specifically, City Fleet Operations, as well as the supervision of two Public Works Inspectors have been under Mr. Van Corbach's direction.

One of the Department's most important functions is that of providing water, sewer and storm water Utility Service. In order to attract a manager whose expertise is focused in Utilities, it was felt that it would benefit the City to remove other duties that might otherwise be distracting to a professional Utilities Manager.

We will be reassigning the Fleet Division to the Street Division where Maintenance Manager, Juan Price will supervise the Division. Juan has many years of service as Maintenance Manager and is familiar with and knowledgeable of Fleet Services and personnel. As a major user of the City Fleet as well as possessing an unmatched knowledge of Fleet needs throughout the City, Juan will offer a seamless transition of the Fleet Division to Streets.

In many agencies, inspection provided by Public Works is closely tied with that of the Engineering Division. With Mr. Van Corbach's retirement, inspection and plan review services will be shifted to the Engineering Division under the overall supervision of the City Engineer, Mr. Dana Greenwood. To assist in the day to day supervision of the inspectors and other Engineering personnel, two reclassified positions of Principal Engineer are recommended. One of the Principal Engineers would supervise the two inspectors and Engineering intern, and the other Principal Engineer would supervise the remaining Senior Civil Engineer, Associate Engineer, and Engineering Tech II.

The GIS Analyst will be shifted to be under the supervision of the City Engineer. This will allow for a closer alliance between mapping and utility needs and the coordination with design review as well as provide more directed supervision than presently exists under the Director of Public Works.

In summary, this minor reorganization and two position changes will allow us to take advantage of capabilities of current staff. It reflects the change over time of the duties performed by the Department and captures the capabilities of the Staff.