

Memorandum

DATE: 2/22/01
TO: Mayor Shaw, Council Members
FROM: Randall Nelson, Engineering Division Manager
RE: Request for Senior Engineering Technician for Construction Services Center
CC: Dan Bjerke, Public Works Director

I am requesting your approval for adding one FTE as a Senior Engineering Technician to provide construction observation and management oversight in private land developments (subdivisions and commercial site developments).

Salary and benefits for a Senior Engineering Technician, approximately \$36,000 per year, would be covered by revenues from existing fees for plans review, right-of-way permits, and construction inspection.

The proposed Senior Engineering Technician will be assigned to a work group within the Engineering Division consisting of:

- two Project Engineers - Developments (second development engineer added June, 2000);
- two Senior Engineering Technicians (reassigning one current engineering technician plus proposed technician);
- one-half Project Administrator (remaining time is devoted to capital improvements projects);
- one full time, temporary Engineering Technician (May through September).

This work group is the Engineering Division's contribution to the Construction Services Center, a joint effort with the Building Inspection Division to consolidate work processes and resources to improve customer service to the building industry. As a result of steady growth in construction activity, both public and private, the Engineering Division needs to organize and specialize both administrative staff and field staff in the land development area - subdivisions, commercial site developments, residential construction, and private utility work in right-of-way.

The graphs on the attached sheets show that the trend over the past 10 years has been a constant increase in the amount and value of construction and building activity, both in the City's capital improvements program and in private development.