



CITY COUNCIL AGENDA ITEM

REQUESTED COUNCIL MEETING DATE 1/15/08

SUBJECT: Modification of select Engineering-related functions to create an Engineering Services Team

DEPARTMENT: Community Development (Support from Public Works and Public Utilities)

RECOMMENDED MOTION: To approve the Engineering Services Team structure.

SUMMARY:



City Charter Article IV. Administrative, Section 4.05 describes the Administrative Code. The Administrative Code, adopted by the City Council, sets forth the department organization including charts showing the chain of command and the allocation of responsibilities and duties for each department. This proposal recommends creation of a cross-functional Engineering Services Team for select engineering functions.

Over the years there have been a number of changes in engineering staff and functional reporting relationships. During late 2007, staff from Community Development, Public Works and Public Utilities met to analyze the existing organizational structure for engineering related responsibilities. The attached report and charts represent staff recommendations for reorganizing select engineering services. Although the primary impact of this effort is to Community Development engineering functions, the multi-departmental coordination will create additional efficiencies and provide a base for future team opportunities. The Team is proposed to be led by Community Development Engineer Mike Hill, P.E. with extensive support from Public Utilities Engineer Fred Griffith, P.E.. The Engineering Services Team is intended to:

- Improve the quality of construction management including City capital projects.
- Improve the efficiency of the engineering role in development review.
- Cross-train for staff depth in key roles.
- Provide Succession Planning opportunities.
- Provide mentoring and required supervision for Professional Engineer licensing.

ATTACHMENTS: Ordinance Resolution Budget Resolution

Other Support Documents – Team Overview, Organization Charts

DEPARTMENT HEAD		Wayne Clark, AICP Community Development Director	Date 1/4/08
FINANCE DEPARTMENT		Approved as to Budget Requirements	Date
CITY ATTORNEY		Approved as to Form and Legality	Date
CITY MANAGER		Approved Agenda Item For:	Date 1/15/08

COUNCIL ACTION: Approved as Recommended Disapproved Tabled Indefinitely
 Continued to Date Certain Approved with Modification:

Engineering Services Team Overview

January 2008

Purposes:

1. Improving the quality of capital project/construction management.
2. Improving the efficiency of the engineering role in development review.
3. Cross-training for staff depth in key roles.
4. Succession planning.
5. Mentoring for Professional Engineer licensing.

Organization:

TASK CHART & PERSONNEL CHART - Attached

Key Roles:

Construction Management:

A. Private Development Projects

1. Pre-construction - Pre-construction meeting, fee and document processing.
2. Construction – Site inspection, issue resolution, As-built documents and final inspections.

B. City Capital Projects (Generally projects not assigned to Public Works or Public Utilities)

1. Project Development – Development of conceptual plan, budget, phasing and schedule.
2. Project Design – Coordination with Project Manager, user, architect and permitting agencies.
3. Contract Management – Bid documents, bidding process, payment of fees, change orders, contractor payments, site and building inspections, final acceptance.

Development Review:

1. Stormwater
2. Utilities
3. Plats
4. Environmental
5. Landscaping

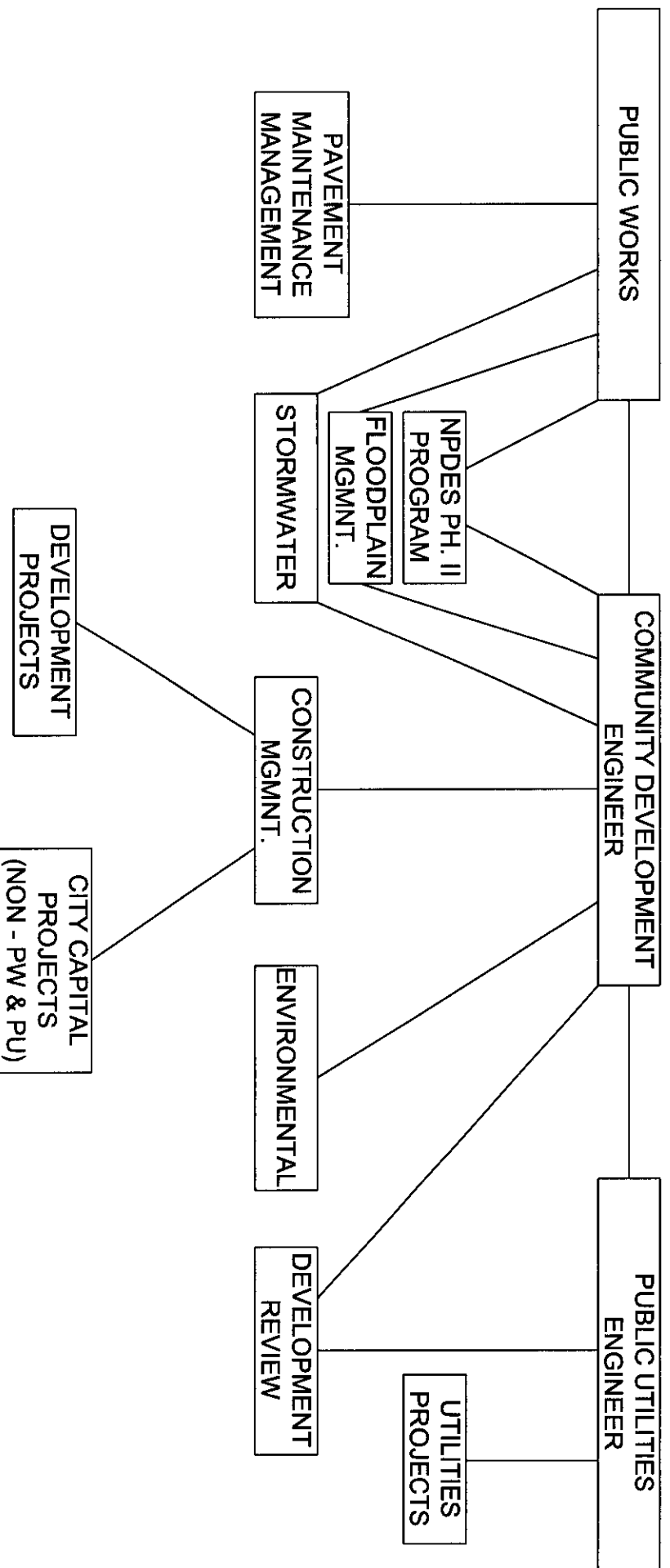
6. Constructability (practical ability to construct the proposed development)
7. Transportation (driveways, access, circulation, streets, sidewalks, etc.)
8. Concurrency Management

Other Support Tasks:

1. Floodplain Management - Enforcement of FEMA National Flood Insurance Program.
2. National Pollutant Discharge Elimination System (NPDES) – Compliance with the MS4, Phase II, permit requirements and Construction Activities Permits.
3. Compliance with environmental regulations - Threatened and endangered species, gopher tortoises, manatee protection plan, etc.
4. Development and implementation of the State Department of Environmental Protection (DEP), Basin Management Action Plan (BMAP), for Total Maximum Daily Load (TMDL) for Spruce Creek.
5. Liaison with the FDOT, SJRWMD, DEP, Corps of Engineers, etc.

ENGINEERING SERVICES TEAM

TASK CHART



ENGINEERING SERVICES TEAM

PERSONNEL CHART

