

Reinstated FY 2021 Positions in FY 2022

Special Projects

The Special Projects position is the only position determined by City Manager unnecessary at this time and will not be reinstated in FY 2022.

Finance Operations Coordinator

The Finance Operations Coordinator is the backbone of the finance team. This position is the admin for the Finance Director maintaining her schedule and arranging meetings and appointments. In addition, this position provides administrative support for the Budget and Accounting Managers. The Finance Coordinator answers incoming calls and directs to appropriate personnel to resolve citizen questions and concerns. This position also follows up with citizens directly to assure adequate resolution to questions. This position provides backup for both Accounts Payable and Payroll. This position is a critical element in the internal control function of the Finance department providing separation of duties.

Police Department Secretary

The Department Secretary is a long-standing critical support position for the Police Department. This position is responsible for all the fiscal actions attached to the police department, to include all billing, invoicing, and payroll. This position is responsible to maintain all confidential and general documents relating to contracts, agreements, MOUs, and other related correspondence. This position is responsible for ordering and maintain all the police supplies. It is a position that cannot be vacant. Therefore, there is always a “back-up” who can step in when the position becomes vacant, or the person is out on vacation or sick. It is not unusual for the Department Secretary to “work from home” during period out sick or on days off, just to keep up and maintain operations.

The current position was vacated in March 2020. Due to the critical nature of the position, it has been filled with an “Acting” since that date. That person, Hillary Croft, went through the selection process and was slated to move to the position permanently, when the position was “frozen.” However, she was already filling the position as an acting, and has remained, as we could not function without having the position filled. This left Ms. Croft’s prior position, Office Assistant vacant. This vacancy remains today.

Electric Engineer

Utility Services has been actively assessing its current staff complement and is recommending the following specifically as it relates to completing CIP projects in a more effective and timely manner. Reclassify the previously approved Electrical Engineer position to a Project Engineer/Manager whose main focus will be to work directly with City Engineering on Design and Construction Management of

Water, Sewer, Electrical and Landfill projects. This will include adding an additional \$75,000 to the Electrical Division to provide on-call electrical engineering support services.

Water & Sewer Maintenance Worker

The Water and Sewer Maintenance Worker responsibilities are critical to the department's operations. An employee was discharged in November of 2019 leaving one out of two Water and Sewer Maintenance Worker positions unfilled. For nearly 40 years, this position has been necessary in the Water and Sewer Division and is responsible for assisting with most maintenance necessary for the water distribution and sewer collection system. This position is responsible for a very wide range of job duties including fire hydrant repairs, water system flushing to maintain water quality and remain in compliance with EPA and NDEP drinking water standards, water main and lateral leak repairs, sewer main cleaning, operating Vactor trucks for water and sewer plus Electrical, Streets, and Landscape, valve maintenance, replacing water meters, responding to customer service calls at homes and businesses, assisting staff at the Wastewater Treatment Plant, sewage lift (pump) stations, and water pressure regulating valves. This position is critical as it relates the continued public health and safety of our water and sewer systems.

Fire Captain

This position is critical to helping the department maintain the training required at the local, state, and federal government level. Each member of the department is required to participate in hundreds of hours of training annually. The department's members are required to participate in training for fire suppression, emergency medical services, hazardous materials response, technical rescue, fire prevention, building construction, community risk reduction, and professional development. Much of this training is customized to our community and the risks within it. This process is very time consuming and requires special attention to ensure that the training maintains the high quality necessary to keep the public and the firefighters safe. This was previously a shared responsibility under the past administration between the three uniformed officers in the administration. The person in one of these three positions resigned in February 2020 and the position has not been refilled. This has left the responsibility to be shared by several firefighters across the shifts. This affects consistency and does not allow for the oversight needed.

This position will also serve as the designated safety officer at emergency scenes. This is a position that often goes unfilled until help arrives from Henderson.

Fire Analyst

This is a critical position for many reasons. First, the person will serve as a second administrative person in the front office. Currently, the fire department has a single administrative support person on the staff. When she takes a sick day, goes on vacation, leaves for lunch, or runs errands for the department there is no one in the front office. This affects the ability for our citizens to conduct normal business.

Our current administrative assistant was off for family medical reasons for over a month in the last fiscal year which left the front office without coverage.

The fire analyst will also be responsible to gather and track critical data the fire department needs to ensure that response performance is meeting national standards. The data will also be used to ensure that the ambulance billing/collection process is as efficient and effective as possible. The department is projected to bring in approximately \$1,000,000.00 in ambulance fees in FY22.

The final main responsibility of this position will be to ensure that the department works within local, state, and federal guidelines in terms of the emergency medical response and transport services that we provide to the community. They will attend regional meetings with our EMS partners as well.

The two fire positions would just bring the department back to the staffing levels of the previous administration.

Streets Maintenance Worker

The Street Maintenance Division currently has eight staff members. Of the eight, two are dedicated mechanics, one street sweeper operator, and the supervisor. There are four remaining staff members to handle all concrete, sign, asphalt, flood control, cemetery, and heavy equipment operating for other divisions. The crew has done a great job with keeping up, however routine things like signage replacement, curb painting, parking lot striping, flood control maintenance and crosswalk cleaning have not been kept up on due to lack of staff operating at full capacity. In addition, less concrete replacement would be contracted out.

Reinstating this position is critical for when the crew is performing tasks (concrete, asphalt, etc.) that require three or four crew members minimum, this situation causes the need to pull Fleet mechanics or the street sweeper operator from their duties to take care of same day requests for assistance from other divisions, emergencies, and to make sure regular tasks are still completed in a timely manner. The position reinstatement could possibly have half the funding for the position come from labor reimbursement hours from RTC and RFCD, which over the last fiscal year there was over 1,000 hours combined from Street Division staff and the hours could increase with operating at full staff capacity. This would also allow additional RTC funded projects like Pedestrian Safety Upgrades and ADA Upgrades to be completed in-house, which is a cost-effective way for the City to improve right-of-way infrastructure.

This position also would support increased in-house staff support functions including traffic control design/coordination, cemetery interments, flood control projects, and sign & delineation. Also, this position is necessary for performing cemetery interments that require two crew members minimum, this reduces the range of duties and the ability to make sure regular tasks are still completed in a timely manner on days with interments.

Landscape Maintenance Worker

The frozen unfunded Landscape Maintenance Worker position was already supporting overall maintenance of city parks, including landscaped areas at city facilities, boulevards, athletic fields, municipal cemetery, and flood control facilities. The workload of this position has been absorbed by the current staff and the need to fill this position is reflected in a decrease of frequency of service and increase in response time to resolve work orders, SCF requests, etc. in the areas previously mentioned.

This position supports a variety of duties, some of the most important are support mowing operations during the growing season, areas detail such as line trimming, tree and shrub pruning, edging, weed control, leaf clean-up, sodding etc., special projects such as tree and shrub removals and installs, athletic fields maintenance, rebuilding playing surfaces, lining out fields, special event preparation, annual turf renovation, overseeding, boulevard landscape maintenance and irrigation maintenance and repair as needed.

Public Works Technician Inspector

The PW Technician Inspector position has been vacant since January 13, 2020. Since the vacancy, fewer specifications/bid packages have been produced in-house. Due to only having two PW Technician Inspectors, in-house designs for several projects are waiting to be started because one technician is working on design and the other performing inspections for permitted private projects and City projects under construction. The design of the San Felipe – Mendota Feeder (Feeder 53) project is currently under way and the Circuit 45-61-62 Tie and the Circuit 63-64 Tie projects are waiting design after Feeder 53 design is complete. The design of the Boulder Creek Maintenance Yard Paving has been slowed due to the volume of inspections being performed by one PW Technician Inspector. There is also no backup for current PW Technician Inspector staff to cover vacation, sick leave, etc. We are having to use outside contracted inspection services to cover these times. The City would be able to save costs by utilizing in-house staff to cover inspections instead of contracting inspections out when staff is unavailable.

Public Works Design and Construction Coordinator

The Coordinator/Design & Construction position has been vacant since May 2019. This position is the backup for the City Engineer for RTC subcommittee meetings. Currently, when the City Engineer is unavailable these subcommittee meetings are missed. This position is Boulder City's representative on the County wide Inter-Agency Quality Assurance Committee (IQAC). The committee meetings have been missed since this position has been vacant.

Since the vacancy, larger and even some smaller projects are requiring contracted construction management services. We're utilizing in-house staff on utility and general fund projects and contracted services on outside (RTC & Flood Control) funded projects to help reduce costs. However, the City Engineer and PW Technician Inspectors have taken on many of the responsibilities of this position as time permits, but because of the workload items from this position are taking longer to complete. PW Technician Inspectors, which are already strained due to the PW Technician Inspector vacancy, have larger inspection workloads for projects. Construction management and project documentation on utility and general fund projects are lacking compared to normal due to other duties and priorities. Project construction progress meetings sometimes get canceled or missed due to other meeting

conflicts. Oversight of contracted construction management to ensure the City is receiving the services required is less than desired due to this position being vacant.

Review of consultant designed projects are also being delayed due to the City Engineer and PW Inspector Technicians performing many of the responsibilities of this position. Instead of plan and specification reviews taking one to two weeks to complete they are at times taking three to four weeks or more. Reviews of the 2020 Intersection Improvements, Industrial Road Reconstruction, Hemenway Watershed Phase IIB Improvements, Pavement Manager and BC Tap to Buchanan Overhead Line projects and the Pavement Management System report have all taken longer than usual due to these additional responsibilities. Staff believes this position can help bring the city to the point of proactive project construction and management by providing the required staff resources for planning and managing the projects.