



## Staff Report

**TO:** City Council  
**FROM:** Kari Mendoza, Administrative Services Director  
**DATE:** June 20, 2023  
**SUBJECT:** Authorize Employment Contract with Director of Water Reclamation

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**Description** Restated Director of Water Reclamation Employment Agreement.

### **Background and Analysis:**

On June 15, 2021, council authorized an employment contract with Thaxton Van Belle for the classification of General Manager of Utilities. In April 2023 a classification and organizational analysis was completed for this classification. The analysis found significant overlap between the job descriptions for General Manager of Utilities and Chief Plant Operator. The title of General Manager of Utilities suggests there are multiple functions beyond wastewater such as water or electric, which the city does not have. It was a recommendation to retitle the position to Director of Water Reclamation and combine the two job descriptions.

The new classification salary was studied amongst the agreed upon cities consistent with all labor groups. The new scale was reflected in the compensation plan adopted by City Council on June 6, 2023.

### **Fiscal Impact:**

The contract provides for an annual fully loaded fiscal impact of \$264,968 to be paid out of the budget for Wastewater personnel costs. This amount is fully budgeted for the remainder of FY 23 and FY24. The cost to complete this staff report was approximately \$250.

### **Recommended Action:**

Authorize the employment contract with the Director of Water Reclamation.

### **Attachments:**

- A. Employment Contract

## B. Job Description