

REQUEST FOR COUNCIL ACTION

Date: April 20, 2015
Item No.: 14.b

Department Approval

City Manager Approval



Item Description: Approve Creation of a Forestry Coordinator Position

BACKGROUND

As part of the 2015 Budget, the City created a full-time Forester position to manage the City's forestry and tree programs as well as provide review services for landscape and tree installations as part of development. Staff advertised for the position early in 2015. After going through the whole recruitment process, staff was unable to secure a candidate for the full-time Forester position.

As there are existing needs presently, staff has decided it is best to suspend looking for a full-time Forester at this time and instead create a part-time Forestry Coordinator position to assist the Parks and Recreation with their programs, including work on the Emerald Ash Borer problem. In addition, Community Development staff has solicited proposals from firms to provide landscape plan review and inspections services for development projects. Staff also intends to use the selected firm to draft a revised tree preservation ordinance for consideration. It is expected that selection of the consulting firm will occur in the next couple of weeks.

At this point, the arrangement of a part-time Forestry Coordinator and use of a consultant is seen as a temporary solution. Staff intends to revisit this issue in fall 2015.

In order to move forward, the City Council needs to create the new Forestry Coordinator position. The job summary is as follows:

Forestry Coordinator – 1/2x Exempt Position

Under the direction of the Parks Superintendent the Forestry Coordinator assists in planning, coordinating, implementing, directing volunteers, contractors, and personnel with regard to managing the city's forestry and tree sustainability programs. This position works to define, establish, and attain the overall goals and objectives of the forestry for the City and is responsible for the contract development and management, as well as the program/project management and public education for these programs.

Salary Range: Internally this position falls into grade 9 of the exempt ranges 26.25 – 31.63/Hr. or \$27,300 - \$32,895 annually. This position would also be eligible for 1/2x benefits.

The existing person serving as the seasonal forester will fill this position.

35 **POLICY OBJECTIVE**

36 To align staff roles, at appropriate levels, with qualified employees in order to carry out the
37 strategic vision and goals of the city.

38 **BUDGET IMPLICATIONS**

39 The full-time Forester position was funded as part of the 2015 Budget. With the use of a
40 consultant by Community Development, it is expected that total costs will be less than
41 budgeted.

42 **STAFF RECOMMENDATION**

43 Authorize the creation of the Forestry Coordinator position at the proposed pay grade within
44 the city's compensation plan.

45 **REQUESTED COUNCIL ACTION**

46 Motion to authorize the creation of the Forestry Coordinator position at the proposed pay
47 grade within the city's compensation plan.

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49 Prepared by: Patrick Trudgeon, City Manager 651-792-7021