



**BACKGROUND PAPER FOR PROPOSED
ORDINANCE**

COUNCIL MEETING DATE: June 13, 2022

TO: President Heather M. Graham and Members of City Council

CC: Mayor Nicholas A. Gradisar

VIA: Marisa Stoller, City Clerk

FROM: Mayor Nicholas A. Gradisar
Marisa Pacheco, Human Resources Director

SUBJECT: AN ORDINANCE AMENDING THE FISCAL YEAR 2022 STAFFING
ORDINANCE BY ADDING FIVE (5) FULL-TIME POSITIONS TO THE
AUTHORIZED STAFFING FOR THE PURPOSE OF SUPPORTING
COMMUNITY DEVELOPMENT ACTIVITIES

SUMMARY:

To enhance the City's efficiency and effectiveness in processing new and existing commercial and residential property development projects, the Mayor requests to add the following new positions:

Planning and Community Development:

- 1 Land Use Technician

Public Works:

- 1 Deputy Director of Public Works
- 1 Civil Engineer – Transportation
- 1 Associate Engineer I

Stormwater :

- 1 Civil Engineer – Drainage

Furthermore, the Public Works Department requests to convert a vacant, funded Pavement Management Technician position to an Associate Field Engineer.

All staffing changes listed are directly connected to the objective of enhancing the City's capacity to respond to commercial and residential development projects.

PREVIOUS COUNCIL ACTION:

On December 28, 2021, Ordinance No. 10085 was approved by City Council. This Ordinance provided authorized staffing for Fiscal Year 2022.

BACKGROUND:

A City objective is to enhance the efficiency with which the various elements of development review connected to commercial and residential development projects is accomplished. The City is experiencing a significant increase in the number of land use and development-related applications from developers and property owners. Many of these applications are complex and inter-related, making the application review process a significant challenge.

Since fall of 2021, there have been a historic number of subdivision applications submitted to the Planning and Community Development Department. In fact, more development requests have been submitted since September of 2021 to current date, than in the previous decade.

Current Subdivision Applications – Received between September 2021- March 2022

<u>Case Description</u>	<u>Lots</u>	<u>Multi-Family Units</u>
Regency Crest Filing 13	57	
Pueblo Springs Apartments		265
Villa Bella Filing 2	375	
Pikes Peak Park Filing 1	114	220
Rivers Run		50
Cottages at Park West		158
Pastora Ranch Filing 1	90	
Pastora Ranch Filing 2	104	
North Vista Highlands Filing 5	141	
Belmont Place	97	
Total	978	693
		
	1671	

Historic Subdivision Applications - 2003-2020

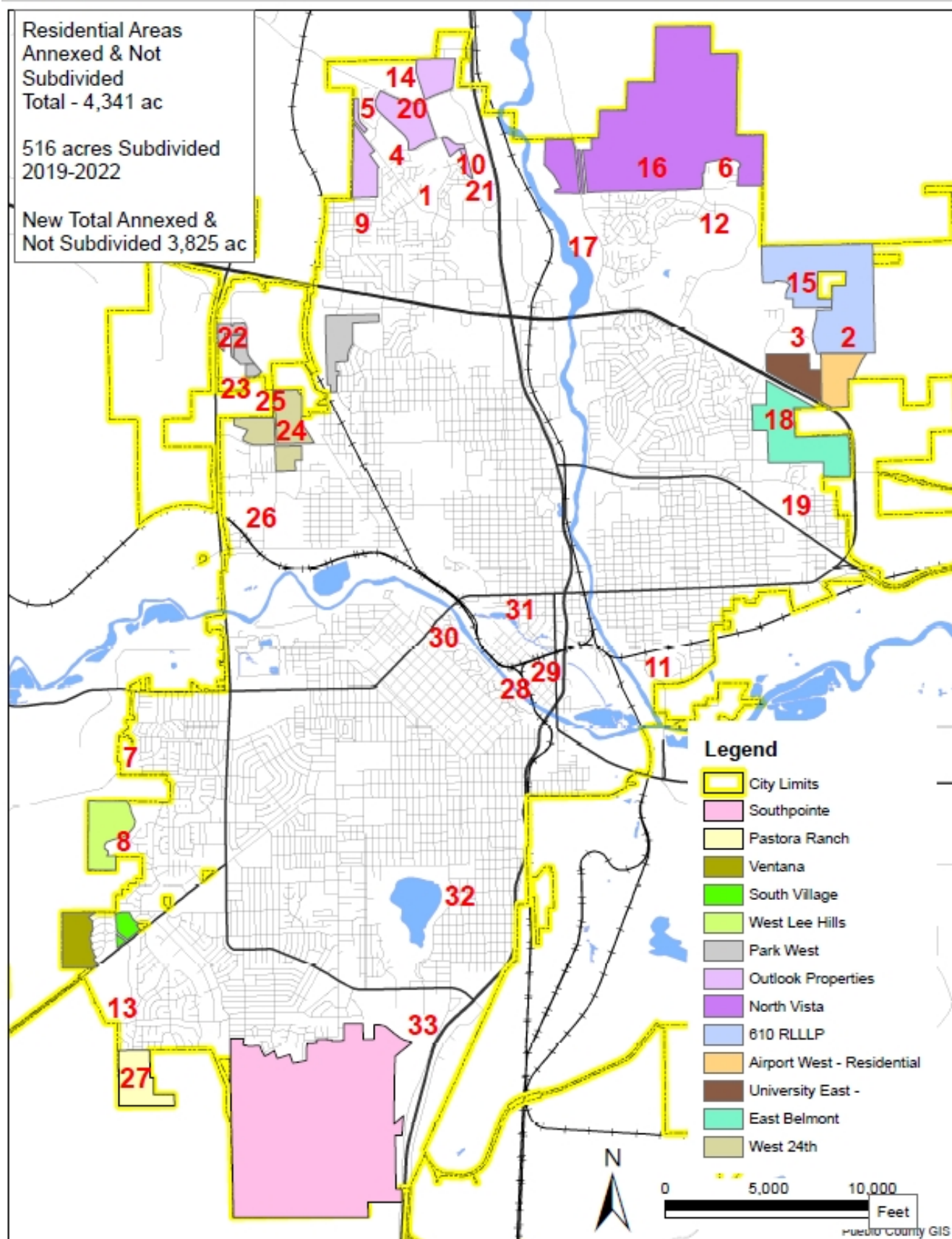
<u>Year(s)</u>	<u>Lots</u>	<u>Multi-Family Units</u>	<u>Total</u>
2020	5	49	54
2009-2019	250		250 (average 23 per year)
2008	80	150	230
2007	823		823
2006	226		226
2005	272		272
2004	260	15	265
2003	552		552

Active or Potential Development Project Areas as of April 2022 (33 in total)

Residential Areas
Annexed & Not
Subdivided
Total - 4,341 ac

516 acres Subdivided
2019-2022

New Total Annexed &
Not Subdivided 3,825 ac



- 2 Villa Bella – 20 ac - 90 lots
- 3 Villa Bella – 25 acres - 125 lots
- 4 Sawyer Ridge– 20 ac - 98 lots
- 5 Sawyer Ridge, filing 2 – 36 ac - 165 lots
- 6 North Vista – 194 ac - 320lots, +/- 450 units
- 7 Regency Crest – 7 ac - 35 lots
- 8 West Lee Hills – 13 ac - 23 lots
- 9 Crestview Hills – 14 ac - 70 lots
- 10 Outlook Ridge Apartments – 8 ac - 120 units
- 11 River's Run – 12 ac - 60 lots

Subdivision Improvement Agreement Amendment – 124 acres, 490 lots/units

- 12 Walking Stick Vista – 40 ac - 97 lots – Amend SIA
- 13 Pueblo del Sol – 24 ac - 93 lots – Amend SIA
- 14 Northpointe Estates Mobile Home Park – 60 ac, 300 units

Unplatted – Overall Totals – 1,181 acres, 2,985 lots/units

Northeast – 325 acres, 1,175 lots/units

- 15 Villa Bella 560 ac - 2,620 lots, Current Application 48 ac -375 lots –Subdivision
- 16 North Vista Highlands – Current Application, filing 5, 141 lots 110 ac
- 17 Fountain Creek Apartments/Townhomes 39 ac - 411 lots – Subdivision
- 18 Belmont Place 114 ac – Current Application 116 lots – total 411 lots – Subdivision
- 19 Oakshire Lane Cottages 14 ac –132 units – Rezone & Subdivision

Northwest, 101 acres, 630 lots/units

- 20 Andiamo Development 85 ac – 350 lots – Rezone & Subdivision
- 21 **Apartment Complex – 16 ac – 280 units**

West – 223 acres, 1573 units/lots

- 22 Cottages at Park West – 25 ac - Current Application 194 units - Rezone & Subdivision
- 23 Pueblo Springs Apartments – 13 ac - Current Application 265 units - Rezone & Subdivision
- 24 Pikes Peak Park 90 ac - Current Application 114 lots & 220 units – Rezone & Subdivision
- 25 Quail Ridge 65 ac 600 lots/units – Rezone & Subdivision, portion Annex
- 26 Chamberlains/West Side Addition– 30 ac, 180 units/lots – Rezone & Subdivision

Southwest – 498.35 ac, 519 lots/units

- 27 Pastora Ranch 110 ac – 194 lots - Subdivision

Downtown - 16 acres, 431 +/- units

- 28 Fuel & Iron Project 2.5 acres, 28 units – Redevelopment in Process
- 29 Watertower Place 10 acres, +/- 110 units – PUD Amnd Current Application
- 30 Arkansas Bluffs 2 ac -- 115 units – Rezone & Subdivision
- 31 City Block 110 ac – .5 ac – 30 units – plus 1.3 ac - 178 units at full build out

South - 18 acres, 230 +/- units

- 32** Motel Conversion – Lake Avenue – 1 .3 ac – 30 units
- 33** Pueblo Dog Track Redevelopment – 17 ac – 200 units

Housing Permit Activity

Another strong indicator of development activity is the number of housing permits being issued. According to Pueblo Regional Building, 206 permits were issued in 2021. In 2022, between January and the end of April, 112 permits were already issued with an anticipated total for the year in excess of 300.

Specific Staffing Requests

Supporting the timely and thorough review of development applications requires a well-trained staff with subject matter technical expertise and knowledge of the Pueblo Municipal Code, land use, transportation engineering, drainage engineering standards and regulations, federal permitting requirements as well as City construction standards. Additionally, these staff members must also possess the soft skills required to successfully communicate and collaborate with a broad cross-section of the public.

Given development trends that have taken shape over the past year as well as anticipated funding for future City projects, it is crucial that adequate resources be allocated to meet the City's development support objectives. Adding additional staffing resources and maximizing current capacity is critical to success.

Planning and Community Development – 1 Full-Time Position

Land Use Technician

The Land Use Technician position will significantly help with the daily land use communications with customers, and in accomplishing the variety of administrative support activities associated with moving applications through the required review and public hearing processes. The Land Use Technician will set up case files, organize the application attachments for distribution to other City departments and outside agencies, properly notice property owners, prepare legal notices of hearings and work with the three boards and commissions of the Planning and Community Development Department. Maintaining accurate and up-to-date records of land use applications, and documenting the legal process required for city land use actions is mission critical in supporting development activities.

Adding an additional Land Use Technician will provide for better allocation of time for senior planning staff to work on staff reports and development reviews to expedite development applications.

Public Works – 3 Full-Time Positions, 1 Existing Position Conversion

Deputy Director Public Works (New Classification)

The Deputy Director will provide additional leadership and management capacity within the Public Works Department. This position will manage personnel administration, champion internal process improvement and technical innovation, and support the Director in achieving the City's public infrastructure and capital project programs. The Deputy Director will be required to hold the same credentials as the Director in case of an extended absence or vacancy in the Director position.

Civil Engineer – Transportation (New Classification)

The Civil Engineer-Transportation will provide direct support to the Traffic Engineer, reviewing applications for various land use and development activities; managing standards and specifications related to signals, signs, and striping for City projects; designing and developing scopes of work for City projects; analyzing traffic data and transportation studies; and performing other duties as assigned by the Traffic Engineer. The Civil Engineer-Transportation will be on a career path that leads to licensure as a Professional Engineer which is required within five years of the employee's hire date.

Associate Engineer I

The Associate Engineer I will facilitate the review and approval of land use and development applications for residential and commercial development within the City; draft agreements and exhibits related to subdivisions and property boundary rearrangements; provide input on the development and update of standard details, construction specifications, design criteria, and other City standards; prepare resolutions, ordinances, and background papers for City Council agenda items; and other duties as assigned by the Engineering Manager.

Pavement Management Tech to Associate Field Engineer (Conversion)

The Pavement Management Technician position within Public Works is currently vacant due to a recent retirement. By converting the position to an Associate Field Engineer, the employee in this role would assess pavement conditions across the City, assist in developing scopes of work and estimating quantities for paving projects, and oversee day-to-day construction operations on those projects. Some of the Pavement Management Technician job responsibilities have been transferred to the new Public Works Asset and Project Coordinator positions or they have been contracted out. Public Works still requires the day-to-day project management and oversight capacity previously performed by the Pavement Management Technician, but this is a function also performed by the Associate Field Engineer job classification. Associate Field Engineers have a wide scope of construction oversight training and experience that includes paving projects. This realignment will allow Public Works to support a broader range of project types now and into the future.

Stormwater – 1 Full-Time Position

Civil Engineer – Drainage

The Stormwater Department is finding that the engineering firms that submit drainage documents to for reviews are overwhelmed as well as the City. These firms are submitting incomplete documents. This causes the Stormwater

Department to have to spend extra time documenting mistakes and completing multiple reviews of one project to ensure that drainage criteria is met.

The addition of one more Civil Engineer – Drainage position would make a significant difference in being able to meet the development review deadlines. This extra Drainage Engineer position will be able to design construction documents for Stormwater capital improvement projects. Otherwise, a private engineering firm would have to be paid to design these projects.

FINANCIAL IMPLICATIONS:

All costs associated with this proposal will be paid out of either the General Fund or the Stormwater Enterprise Fund dependent on department assignment.

Assuming the additional development positions are approved, the timeline to fill through the Civil Service, selection and post-offer background processes would likely result in a hire date no sooner than August 2022 for the majority of the new positions. Some of the requested positions may be filled sooner if an existing Civil Service eligibility list is already established with a sufficient number of qualified candidates. The costs below include salary, benefits and necessary recruitment and office equipment costs.

Position	Department	Fund	Annual Cost	5 Months of Costs
Deputy Director of Public Works	Public Works	GF	\$ 163,639	\$ 69,495
Civil Engineer - Transportation	Public Works	GF	\$ 124,800	\$ 53,312
Associate Engineer I	Public Works	GF	\$ 79,465	\$ 34,306
Conversion -Pavement Mngt Tech to Associate Field Engineer	Public Works	GF	\$ 1,195	\$ 239
Civil Engineer -Drainage	Stormwater	SW Enterprise	\$ 124,800	\$ 53,312
Land Use Technician	Planning	GF	\$ 77,145	\$ 33,340
Totals			\$ 571,044	\$ 244,005

BOARD/COMMISSION RECOMMENDATION:

Not Applicable.

STAKEHOLDER PROCESS:

None.

ALTERNATIVES:

The no action alternative would be to retain current staffing levels and continue as is with respect to development activities within the City. As has been outlined, this is not operationally ideal for the departments involved given the surge in development related activities. The suggested changes represent a more efficient way to accomplish this important work for the community.

RECOMMENDATION:

Approval of the Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE FISCAL YEAR 2022
STAFFING ORDINANCE BY ADDING FIVE (5) FULL-TIME
POSITIONS TO THE AUTHORIZED FOR THE PURPOSE OF
SUPPORTING COMMUNITY DEVELOPMENT ACTIVITIES

WHEREAS, it is necessary to revise the positions for the ultimate efficiency and functionality for the Public Works, Stormwater and Planning and Community Development Departments in their mission to support development activities within the community; NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF PUEBLO, that: (brackets indicate matter being deleted, underscore indicates matter being added)

SECTION 1.

The following sections captioned "Planning & Community Development", "Public Works-Engineering" and "Stormwater", and of Ordinance No. 10085, being the 2022 Staffing Ordinance, are amended as follows:

<u>Planning & Community Development</u>	
Director of Planning & Community Development	1
Assistant Mayor/Community Investment	1
Principal Planner	1
Senior Planner	3
Planner	4
Land Use Technician	[1] <u>2</u>
Transportation Planning Technician	1
MPO Manager	1
Administrative Technician	1
Office Assistant	1
Total	[15] <u>16</u>

Public Works - Engineering

Director of Public Works	1
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Deputy Director of Public Works **1**

Engineering Manager	1
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Civil Engineer/Construction	1
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Civil Engineer/Public Works	1
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Civil Engineer – Transportation **1**

Associate Engineer II	2
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Associate Field Engineer	[2] <u>3</u>
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Associate Engineer I	[2] <u>3</u>
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[Pavement Management Technician	<u>1</u>
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Public Works Asset Coordinator	1
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Public Works Projects Coordinator	1
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Survey Party Chief-LS	1
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Survey Party Chief	1
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Senior Planner	1
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Construction Inspector	2
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Administrative Technician	1
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Senior Office Assistant	1
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Total	[20] <u>23</u>
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Stormwater

Director of Stormwater	1
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Stormwater Coordinator	1
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Stormwater Utility Maintenance Supervisor	1
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MS4 Permit Coordinator	1
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Civil Engineer/ Drainage	[1] <u>2</u>
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Associate Engineer II Stormwater	1
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Associate Engineer I Stormwater	2
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Permit Compliance Specialist - SW	1
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Inspector/Stormwater	1
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Stormwater Crew Leader	1
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Equipment Operator IV	3
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Equipment Operator II	4
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Utility Worker/Equipment Operator I	4
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Administrative Technician	1
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Total	[23] <u>24</u>
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SECTION 2.

The officers and staff of the City are directed and authorized to perform any and all acts consistent with the intent of this Ordinance to effectuate and transactions described therein.

SECTION 3.

This Ordinance shall be deemed to amend the Fiscal Year 2022 Budget and staffing with respect to the number and allocation of positions within the Planning and Community Development, Public Works, Stormwater Departments and shall become effective on the date of final action by the Mayor and City Council.

Action by City Council:

Introduced and initial adoption of Ordinance by City Council on _____.

Final adoption of Ordinance by City Council on _____.

President of City Council

Action by the Mayor:

☐ Approved on _____.

☐ Disapproved on _____ based on the following objections:

Mayor

Action by City Council After Disapproval by the Mayor:

☐ Council did not act to override the Mayor's veto.

☐ Ordinance re-adopted on a vote of _____, on _____

☐ Council action on _____ failed to override the Mayor's veto.

President of City Council

ATTEST

City Clerk