



## Legislation Details (With Text)

**File #:** ID 21-1489    **Version:** 1    **Name:**  
**Type:** City Council Item    **Status:** Agenda Ready  
**File created:** 4/7/2021    **In control:** City Council  
**On agenda:** 4/19/2021    **Final action:** 4/19/2021  
**Title:** Project Management Update and Recommendation

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

| Date      | Ver. | Action By    | Action   | Result |
|-----------|------|--------------|----------|--------|
| 4/19/2021 | 1    | City Council | Approved | Pass   |

|                             |  |
|-----------------------------|--|
| Agenda Item: 12(b)          | Prepared By: Mike McNees, City Manager |
| Business: City Council Item | Department: Executive                  |

**Subject:**

Project Management Update and Recommendation

### BACKGROUND:

Given the number of large projects the City is undertaking, it would be beneficial to hire a full time Project Manager to oversee the construction of Fire Station 50, City Hall Annex renovations, and Veterans Community Park renovations.

#### *Potential Positions:*

##### Project Manager

Min \$ 73,000.00

Mid \$ 91,300.00

Max \$110,000.00

Mid w/ Benefits: \$127K

##### Project Engineer

Min \$61,000.00

Mid \$77,000.00

Max \$93,000.00

Mid w/ Benefits: \$111K

The City currently has a full-time maintenance vacancy that can be converted into a Project Manager position. We also have a part-time maintenance vacancy that we would like to convert to a full-time position, therefore adding a 0.5 FTE rather than 1.0 FTE.

The current projects are expected to continue through 2021 and throughout 2022. At that time, this position will continue to manage projects as they arise including roof replacement at City Hall, generator replacements, A/C replacement, and other capital asset projects.

**FUNDING SOURCE / FISCAL IMPACT:**

Project Manager Cost with Benefits: \$127,000.00  
Current Vacant Position's Budget: 72,533.00  
Anticipated Annual Variance: **\$ 54,467.00**

Part-time position:

Current Vacant Position Budget: \$19,600.00  
Fulltime Conversion Variance: **\$36,633.00**

Total fiscal need for entire reclassification: **\$91,100.00**

Prorated need (4 Months) for FY21: **\$30,367.00**  
*Can be funded from FY21 City Manager Contingency Fund*

Alternatively, if the City contracts with an engineering firm to temporarily add project management support, the anticipated costs will be \$400,000 annually for a full-time position. This cost estimate is based on a service contract provided to Collier County in May 2019 for a Project Manager for 16-24 hours per week at the cost of \$199,884.

Having a dedicated project manager on staff will ensure the City's interests are represented with no conflicts of interest.

**RECOMMENDATION:** Approve the conversion of a current vacancy to a Project Manager and convert one part-time maintenance position to full-time.

**POTENTIAL MOTION:** I move that Council approve the City Manager's recommendation.