



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Regular Meeting

**MEETING DATE:** February 11, 2020

**ITEM:** RESOLUTION NO. 20-6

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Approval of Resolution No. 20-6 which provides for revisions to job descriptions for Director of Public Works/City Engineer and Automotive Maintenance Superintendent.

**BACKGROUND:** The City Manager is proposing to bring the Fleet Maintenance Division under the Public Works Department. Fleet Maintenance is currently under the City Manager. Resolution No. 20-6 provides for approval of changes to the Public Works Director/City Engineer job description and the Automotive Maintenance Superintendent job description to change the reporting structure and also provides for some additional revisions to the Automotive Maintenance Superintendent job description. While the job description changes will be effective upon approval of the resolution, the City Manager will plan to implement the change in the reporting structure upon hiring of a new Public Works Director/City Engineer following Mr. Henley's upcoming retirement.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The City Manager recommends approval of Resolution No. 20-6.

**ATTACHMENTS:** Resolution No. 20-6; Director of Public Works/City Engineer revised job description; Automotive Maintenance Superintendent revised job description

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*