



**City of Flagler Beach**

**AGENDA ITEM # 8**

**Item Summary and Recommendation**

**SUBJECT:** Discussion and any necessary action regarding LAP and other Grants administration.

**BACKGROUND:** Currently the CRA Director also acts as the LAP Administrator for the City. There has been some discussion as to the appropriateness of the CRA Director position handling the other grant functions. To date all salary for work performed by the CRA Director for non-CRA grant writing and/or administration has been paid out of the general fund.

**RECOMMENDATIONS:** Provide direction to staff

**SUBMITTED BY:** Libby Kania, Asst. to the City Manager

**DATE:** 02/11/2010

# City of Flagler Beach

**JOB TITLE:** UTILITIES MANAGER/ENGINEER

**DEPARTMENT:** Utility

**SUMMARY:** Responsible for technical and administrative work in the control and supervision of the City's water and wastewater treatment facilities, laboratory facilities, water distribution and collections systems, public works and related equipment. The employee in this class is responsible for the direction and supervision of all subordinates in the water and wastewater treatment system, and public works, which includes the operation of water and wastewater treatment plants, laboratory facilities, related equipment and maintenance and the management of water distribution and wastewater collections systems. The employee exercises considerable initiative and independent judgment in developing and carrying out the total program, with work subject to review by the City Manager.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (Which are not in any hierarchical order)

1. Provides guidance to and supervises department personnel engaged in the utilities activities. Evaluates job performance. Recommends action on hiring, disciplinary dismissal or promotion.
2. Maintains utility use permits and permits for other regulatory agencies.
3. Provides technical engineering input into the operation of all equipment and related maintenance of water and wastewater treatment, collection systems, pump stations and related utility systems.
4. Manages capital improvement projects and coordinates City Projects.
5. Serves as the City's American's with Disabilities Act (ADA) and Title VI Officer
6. Assists in the administration of Local Agency Program (LAP) projects as required
7. Develops work programs for the division and standard operational procedures as required.
8. Organizes and provides direction to and supervises the department.
9. Reviews legal plats and surveys for utility service hook-ups.
10. Prepares and submits reports, including reports on utility activities or responses to requests for engineering data or technical opinions. Maintains contact with consulting engineers.
11. Prepares and maintains recommended Department budget and controls expenditures from the approved annual budget.
12. Coordinates stormwater management activities including plan reviews for development.
13. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of engineering management and planning.

Knowledge of the principles and practices of civil engineering as applied to public utilities.

Knowledge of water, wastewater, and stormwater systems.

Knowledge of Local Agency Program (LAP) Management practices

Knowledge of ADA and Title VI requirements

Knowledge of City's Grant and Purchasing Policies

Ability to evaluate information, make decisions and coordinate programs efficiently.

Ability to present findings effectively with subordinates, other City personnel and the general public

Ability to supervise a staff of professional and technical employees.

Skill in utilizing written and oral communication in developing management level reports and presentations.

Skill in prioritizing and managing multiple tasks and projects simultaneously.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to drive, stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing.

**MINIMUM QUALIFICATIONS:**

1. Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical, Chemical or Sanitary Engineering; or other appropriate job-related field.
2. Possess at least five (5) years progressively responsible experience, in a water and/or wastewater system or environmental regulatory agency servicing a population of not less than 10,000, which includes at least three (3) years experience in a supervisory capacity. Experience must include technical and administrative responsibilities in the water and/or wastewater fields.
3. Registration as a Professional Engineer.
4. Possession of a valid Florida Driver's License.

A comparable amount of training and experience may be substituted for the minimum qualifications.

# City of Flagler Beach

**JOB TITLE:** COMMUNITY REDEVELOPMENT AGENCY DIRECTOR

**DEPARTMENT:** Executive

**SUMMARY:** General and administrative work responsible for the development and implementation of the City's Community Redevelopment Agency Program. Under the direction of the City Manager, the Coordinator will serve as liaison to the CRA Board and the Redevelopment Committee. Performs administrative and managerial functions and is responsible for considerable interaction with City officials and administrators, department heads, staff, City boards, City committees, other governmental agencies and the general public. Performs functions in the area of redevelopment, event coordination, grantsmanship, public information and community services.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Develops and implements the City's CRA Program/Plan and oversees all related projects.
2. Develops, submits for approval and implements the operating policies, procedures and an action plan for the program.
3. Confers with City officials, administrators, staff, boards, committees, other governmental agencies and members of the general public on all matters related to the functions of the CRA.
4. Attends meetings and assists in the preparation and coordination of all materials necessary to accomplish the established goals and mission of the CRA.
5. Develops and implements internal and external communication strategies in support of the CRA objectives.
6. Develops alternative funding sources for CRA related activities.
7. Facilitates special events as necessary on a one-time or annual basis.
8. Responsible for all Redevelopment Committee and CRA Board meetings, agendas and staff reports.
9. Seeks and applies for County, State and Federal Grants as approved by the City Commission
10. Administers Local Agency Program (LAP) projects
11. Serves as the City's Disadvantaged Business Enterprise (DBE) Officer.
12. Maintains all grant and CRA related documentation to meet the requirements of the responsible governing agencies and auditors.
13. Manages other grant related projects as assigned.
14. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of supervisory and management principles and practices.

Knowledge of Local Agency Program (LAP) administration practices

Knowledge of Disadvantaged Business Enterprise (DBE) requirements

Knowledge of City's Grant and Purchasing Policies

Skill in problem solving.

Skill in basic computer applications, writing reports and completing official documents.

Skill in developing and implementing new policies, procedures, and programs.

Skill in applying appropriate public relations techniques as situations warrant.

Skill in prioritizing and managing multiple tasks and projects simultaneously.

Ability to establish/maintain effective working relationships with those contacted in the course of work.

Ability to express ideas clearly when providing oral and written reports and recommendations on administrative and technical issues.

Ability to maintain records in an organized manner

Class: PAT 6

Exempt

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate work generally in an office setting. There may be a need to stand, walk, sit, talk or hear, use hands, climb, kneel, stoop lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random, and/or reasonable suspicion drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

**MINIMUM QUALIFICATIONS:** Ability to function in a managerial capacity and exercise good judgment, creativity and leadership. Ability to use office equipment and those computer programs necessary to correlate data/information necessary to coordinate all activities of the CRA. Bachelors Degree required, Masters Degree Preferred. Two years of experience related to redevelopment and/or redevelopment related projects or activities. Valid Florida Driver's License.

**City of Flagler Beach  
Title VI and Nondiscrimination Policy and Plan**

**Policy Statement:**

The City of Flagler Beach values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. Moreover, the City does not tolerate discrimination in any of its programs, services or activities. The City will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

**Limited English Proficiency (LEP) Guidance:**

In adherence with Federal regulations, the City of Flagler Beach will make reasonable efforts to ensure its programs, services and activities are meaningfully accessible to those who do not speak English proficiently. The City will utilize its bilingual employees, State and Local Transportation partners, faith based organizations and community groups and other language services to provide oral interpretation and translation or program documents, as required. To determine if or when alternate language usage is required for meaningful access, the City will assess the program, service or activity using the following four (4) factors.

1. The number or proportion of LEP Persons eligible to be served or likely to be encountered by City programs, services or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service or activity to people's lives and;
4. The resources available to the City and costs.

**Persons requiring language services should contact the City's Title VI Officer:**

Robert Smith  
105 S. 2<sup>nd</sup> Street  
Flagler Beach, FL 32136  
Tel: 386-517-2000  
Fax: 386-517-2008  
e-mail: rsmith@cityofflagerbeach.com

**Complaint Procedures:**

The City of Flagler Beach has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discriminatory actions. Any person who believes that he or she has been subjected to discrimination based upon race,

color, national origin, sex, religion, age, disability or family status may file a complaint with the City's Title VI Officer as noted above.

If possible the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e. race, color, national origin, sex, religion, age, disability or family status); and a description of the alleged discrimination with the date of the occurrence. If the complaint cannot be submitted in writing, the complainant should contact the City's Title VI Officer for assistance.

The Title VI Officer will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the City of Flagler Beach be unable to satisfactorily resolve the complaint, the Title VI Officer will forward the complaint, along with a record of its disposition to the Florida Department of Transportation (FDOT), Equal Opportunity Office, Statewide Title VI Coordinator. FDOT will assume jurisdiction over the complaint for continued processing.

**ADA/504 Statement:**

The city of Flagler Beach makes great effort to ensure that its facilities, programs, services and activities are available to those with disabilities. The City encourages its citizenry to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the City will provide reasonable accommodation to disabled individuals who wish to participate in public involvement or other events, with advance notification of seven (7) days.

Questions, concerns, comments or requests for accommodation should be made to the City's ADA Officer:

Robert Smith  
105 S. 2<sup>nd</sup> Street  
Flagler Beach, FL 32136  
Tel: 386-517-2000  
Fax: 386-517-2008  
e-mail: rsmith@cityofflagerbeach.com

## **Title VI / Non discrimination Policy Statement**

The City of Flagler Beach assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious stats, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The City of Flagler Beach further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison Officer that has a responsible position within the organization and access to the City's Manager and Elected Officials.
2. Issue a policy statement signed by the City's Mayor, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the City's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the City shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the City.

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Alice M. Baker, Mayor

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Date