

RESOLUTION No. 2021-37

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA PROVIDING FOR A NEW POSITION IN THE PLANNING DEPARTMENT; APPROVING A NEW JOB DESCRIPTION; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, Charter amendments approved by the voters of Tarpon Springs on March 17 2020, require the review and update every three fiscal years beginning October 1, 2020 of all elements of the Comprehensive Plan in addition to all implementation master plans in existence currently or in the future; and,

WHEREAS, the Board of Commissioners has initiated a Strategic Planning process that seeks to integrate the goals, objectives and policies of the new Strategic Plan with those of the Comprehensive Plan to ensure short/mid and long-term initiatives are coordinated and support a shared vision, mission and values; and,

WHEREAS, additional staff support for the technical aspects of Comprehensive Planning (Capital Planning, Transportation, Utilities, Environmental) are desired to support the long-term implementation of the Plan and coordination with the City's Strategic Plan development and implementation; and

WHEREAS, the Board of Commissioners has identified a need to integrate short and long term sustainability and resiliency initiatives into the Comprehensive Plan and Strategic Plan; and

WHEREAS, an additional staff planner will provide support to the Project Administration Department, especially in the early phases of community engagement and design as well as coordinating projects across multiple disciplines/departments; and

WHEREAS, certain projects require extensive public outreach and community engagement to ensure that final designs/plans meet public expectations; and

WHEREAS, additional staff support is desired to apply for, and manage grant applications for major City initiatives; and

WHEREAS, such staffing review and assessment takes into account the need for expanded professional skill sets necessary to meet the State, Regional, County and Local planning requirements with less reliance upon consultant services; and,

WHEREAS, the City Manager recommends that the proposed change be made to the City's organizational structure in order to maintain responsive and efficient services; and

WHEREAS, it is requested that the Board of Commissioners approve the change as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpon Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve, certain change in the City's organization, as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective upon adoption.



MEMORANDUM

From: Renea Vincent, Planning

To: Mark LeCouris, City Manager

Date: July 6, 2021

Subject: Principal Planner Position: Additional sustainability functions for consideration/addition

BACKGROUND:

On June 29, 2021 a memorandum was transmitted recommending the addition of a new Principal Planner for Projects, Comprehensive and Strategic Planning for the Planning Department. Based upon increasing staffing needs related to sustainability the following supplemental job duties/descriptions are provided for consideration to be added to the proposed Principal Planner position:

- Develop, update, maintain and implement the City's Sustainability Action Plan and serve as primary staff support to the City's Sustainability Committee.
- Organizes, prepares, participates, and performs follow up work for meetings as a staff liaison for sustainability matters, including Committee meetings, Board meetings, cohort meetings, and neighborhood civic meetings.
- Promote initiatives & sustainability programs to incorporate sustainable practices into City policy.
- Assist departments in defining sustainability program goals and objectives and means of accomplishing program objectives.
- Reviews and prepares recommended studies, actions, policies, projects, or programs to reduce the impacts of a changing climate, including sea-level rise, extreme rainfall, extreme heat events, droughts, flooding and storms, which threaten current community priorities, human wellbeing, property, infrastructure, and natural resources.
- Promotes the use of methods, systems, and materials that are harmonious with land, water, energy natural resources and natural cycles.
- Seeks to apply the economic benefits of sustainability measures to operational efficiency, the tourism economy, and overall community economic health; and encourages the growth of green jobs within the City of Tarpon Springs.
- Develops, coordinates, and conducts educational programs including workshops and public events related to sustainability initiatives.



MEMORANDUM

From: Renea Vincent, Planning

To: Mark LeCouris, City Manager

Date: June 29, 2021

Subject: Planning Department Mid-Year needs assessment/position request

Summary

The Planning Department proposes to add one additional professional planner to meet emerging needs as further described below. The proposed position is suggested to be classified at wage grade 21 (\$53,291-\$85,853) and would be titled as “Principal Planner: Projects, Comprehensive & Strategic Planning”.

Background

Over the last year the Planning Department has taken on new responsibilities (Strategic Planning coordination, City-wide online community engagement, Disston Corridor project) and is also focusing on long overdue updates to many regulating plans and documents (Comprehensive Plan, Land Development Code, Sponge Docks/CRA Special Area Plan, SmartCode, & Land Development Code). While some of these functions have been supported by grants or through the Department’s professional services budget, an additional full-time position, with multiple skill-sets, is desired to ensure that all of these documents and regulating plans are evaluated and updated on a more routine basis. An additional area of need includes the integration of sustainability initiatives into the Strategic Plan, Comprehensive Plan, Land Development Code and SmartCode.

This position will fulfill the following roles/gaps:

- Provide additional support for technical aspects of Comprehensive Planning (Capital Planning, Transportation, Utilities, Environmental), especially during and after the overall update to the Comprehensive Plan
- Assist with Citywide Strategic Planning development and implementation as well as the integration with the City’s Comprehensive Plan
- Provide additional support for Sustainability Committee and ensure integration of sustainability policies and practices into the Comprehensive Plan, Strategic Plan, Land Development Codes, SmartCode and other applicable regulating ordinances
- Provide additional project management support for Project Administration Department, especially as it relates to major projects that require extensive public outreach and engagement during design phases



- Provide additional staff support to apply for, and manage major grant funded projects
- Provide additional expertise to support LAP certification, enabling the City to obtain federal grants for construction projects (Disston Avenue, Elfers Spur extension, etc)
- Improve coordination of public and private construction projects through TRC and between Planning, Building, Public Services/Utilities, and Public Works
- Implement a Citywide CIP planning process to ensure capital projects are being programmed to support policies and objectives of the Strategic Plan and Comprehensive Plan

Recommendation:

Approve new position “Principal Planner: Projects, Comprehensive and Strategic Planning” and authorize a mid-year budget resolution to fill the position as soon as possible.

Attachments (Draft Position)

1. Principal Planner: Projects, Strategic & Comprehensive Planning

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PRINCIPAL PLANNER; SPECIAL PROJECTS, COMPREHENSIVE & STRATEGIC PLANNING
DEPARTMENT(S): PLANNING & ZONING
REPORTS TO: PLANNING & ZONING DIRECTOR
DEPT. HEAD: PLANNING & ZONING DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: SEPTEMBER 2020

GENERAL STATEMENT OF JOB

This is professional urban planning and project management position established to coordinate projects and programs across the disciplines of traditional urban planning and public works to ensure that projects and programs meet the needs of the public and implement adopted policies of the City. Responsibilities include development, implementation and integration of policies and objectives of the City Comprehensive Plan and the City Strategic Plan especially those related to implementing sustainability and resiliency initiatives. This position performs professional project planning, administration and management of complex City projects with an emphasis on early public engagement and consensus building with the public and across City Departments. An in-depth understanding of various disciplines including urban planning, sustainability & resiliency planning, redevelopment planning, transportation/multi-modal planning, environmental planning, and economic development is required and work is performed with considerable independence and initiative. This position works closely with various internal and external organizations (Pinellas County, Forward Pinellas, MPO, Regional - Planning Council, FDOT) to ensure successful funding and completion of City projects and planning programs including consultants, public agencies, and private contractors.

ESSENTIAL FUNCTIONS

- 1.1 Drafting, updating and implementing the City's Comprehensive Plan, Strategic Plan, neighborhood plans, form-based codes, land development codes, community redevelopment plans, and other similar land use and community-based plans;
- 1.2 Coordinate the integration of the City's Sustainability Action Plan with the Comprehensive Plan, Strategic Plan, and other similar land use and community-based plans;
- 1.3 Organize and manage projects and tasks associated with major City initiatives under the supervision of the Planning & Zoning Director, Project Administration Director, the City Manager, or other City Departments as assigned;
- 1.4 Research, draft, and manage grant applications in support of City Planning initiatives;
- 1.5 Plans, develops and conducts studies relative to land use and occupancy, road and arterial locations and usage, utilities facilities, transportation services, recreational or cultural needs and community development projects;

Wage Grade 21 (\$53,291-\$85,853)

- 1.6 Coordinate the management of assigned City projects through the City's multi-disciplinary Technical Review Committee;
- 1.7 Organize and manage projects and tasks associated with (or funded by) outside planning agencies such as DEO, Forward Pinellas, MPO, and the Countywide Planning Authority;
- 1.8 Ensure projects progress on schedule and address any delays in a timely manner and create reports to inform the City Manager and elected officials;
- 1.9 Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications;
- 1.10 Leads or participates in cross-functional teams.
- 1.11 Performs related work as assigned or required.

KNOWLEDGE SKILLS AND ABILITIES

- 2.1 Knowledge of principles and practices of urban/municipal planning, methods of collecting and analyzing planning data and preparing planning reports and studies;
- 2.2 Knowledge of public administration principles, project management and practices;
- 2.3 Knowledge of budget, finance, and project management systems;
- 2.4 Knowledge of project management documentation, tracking, and control processes;
- 2.5 Knowledge of sustainability and resilience best practices for local governments;
- 2.6 Knowledge of general management practices and principles;
- 2.7 Skill in identifying, analyzing, and isolating problems, and problem resolution;
- 2.8 Skill in interpersonal skills, communications, team building, facilitation, networking, and negotiations;
- 2.9 Ability to coordinate, lead, and supervise work completed or performed by others;
- 2.10 Ability to apply computer applications and software;
- 2.11 Ability to coordinate and resolve issues arising during the course of project delays in business, operations or construction activities;
- 2.12 Ability to facilitate management level teams and bring the teams to consensus;
- 2.13 Ability to manage and organize major projects and programs;
- 2.14 Ability to implement capital improvement plans and projects
- 2.15 Ability to address civic organizations and committees and present ideas and findings clearly and concisely;
- 2.16 Knowledge of, and ability to contribute to, LAP (Local Agency Program) certification procedures and management.

Wage Grade 21 (\$53,291-\$85,853)

2.17 Ability to confidently present projects and programs to diverse populations in a variety of public settings included elected officials, appointed boards, community groups, etc.

EDUCATION & EXPERIENCE

Bachelor's degree with major course work in urban planning, government, sustainability, environmental management, engineering, design, economics, social science, geography, statistics or a related field plus six (6) years professional experience which includes at least one year of project management experience. A Master's degree with major course work in urban planning, government, law, sustainability, environmental management, engineering, design, economics, social science, geography, statistics or a related field plus three (3) years of professional experience as described; or an equivalent combination of education, training and/or experience.

Minimum Education Requirement: Bachelor's degree in Urban Planning, Engineering, Economics, Social Science or a related field.

Preferred Education Requirement: Master's degree in Urban Planning, Public Administration or a related field.

Required Experience Level: Three to five years private or public sector. A Master's degree may be substituted for one year of experience.

LICENSURE / CERTIFICATIONS

Valid Florida Driver's License.

American Institute of Certified Planners is preferred.

Projects Management Certification, such as PMP, is desired, or ability to obtain after hire.

An equivalent combination of education, experience, and professional licensure / certifications may be considered by the City.

ADMINISTRATIVE SKILLS

Computer Skills

Geographic Information Systems
Input data into computer programs
Use computer packages to prepare graphics/charts
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones.
Compose letters.
Coordinate events.
Coordinate meetings
Present to elected officials and appointed Boards

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS

Personal computer

Photocopier

Motor vehicle operations

Wage Grade 21 (\$53,291-\$85,853)

WORKING CONDITIONS/ENVIRONMENT

Predominantly office work with field work/visits as necessary depending upon project type.

Contact with persons under a wide variety of circumstances.

Occasionally subjected to irregular hours.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

Local travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

MEMORANDUM

Date: July 9, 2021

From: Commissioner Costa Vatikiotis

To: Mayor and Board of Commissioners

Subj: Principal Planner, Asst. Public Services Director, Sustainability Coordinator Position

I will be requesting to defer the decision on the Principal Planner position from the July 13th regular session to that of July 27th. There is overlap in responsibilities of the 3 positions, namely Principal Planner, Asst. Public Services Director, and Sustainability Coordinator. In a brief time, we will have a Sustainability Action Plan that will need implementation, and we need a staff person, whether in title or function, for coordinating that effort. I have had discussions with the City Manager and the Internal Auditor concerning this matter as described below. In any case, the City Manager will present the agenda item and we can then discuss how to proceed.

There are a couple of reasons for my request. The Sustainability Committee will be meeting on July 15th. Quite frankly, the Sustainability Committee is an advisory board to the Commission, and it is important to receive their comments before any decisions are made concerning sustainability. We should clearly understand the role of the sustainability coordinator, and as I mentioned there is overlap in the 3 positions in that regard. The job description of Sustainability Coordinator as provided by the HR Department appears to exceed the role of coordination and take on one of implementation. In one sense, the Sustainability Coordinator would "be working" with departments, and in the other, he or she would be "working in" the departments (although would not necessarily be from that department). In any case, that person would have to fit within the City's management scheme.

I would think that implementation of the various elements of the Sustainability Action Plan would be the responsibility of each department for their part. The coordinator would coordinate, monitor, and facilitate that implementation and report the progress to the Sustainability Committee and the City Commission. This role would be in addition to being the Sustainability Committee liaison, integrating the Sustainability Action Plan into the Strategic and Comprehensive Plans, and with writing relevant ordinances and grant applications that will result from these efforts.

Lastly, in addition to their sustainability roles, we should know the job descriptions before approving the positions. For both these efforts, I highly recommend we utilize our Internal Auditor, Mr. Poulos, with his senior management experience to sort this out. I asked Mr. Poulos whether he believes he could help in this regard and he had some excellent ideas and insights into the matter. Mr. Poulos would need the Commission's approval, and he would have the next two weeks to complete the task. I am sure he will listen to the Sustainability Committee, talk to each of you and the City Manager, before returning with his thoughts. I would ask that you discuss this matter with him and the City Manager before Tuesday's meeting, as well. I have also discussed this approach with the City Manager.

Thank you.