TO: HONORABLE CITY COUNCIL  
FROM: CITY MANAGER  
DEPARTMENT: PUBLIC WORKS  
DATE: JUNE 9, 2008  
CMR:271:08  
SUBJECT: ADOPTION OF AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2008-2009 TO AMEND THE TABLE OF ORGANIZATION TO ADD ONE (1.0 FTE) ASSISTANT DIRECTOR PUBLIC WORKS POSITION AND ELIMINATE ONE (1.0 FTE) DEPUTY DIRECTOR, PUBLIC WORKS OPERATIONS POSITION  

RECOMMENDATION  
Staff recommends that the City Council adopt the attached ordinance amending the 2008-09 adopted budget to amend the Table of Organization to add one Assistant Director Public Works position and eliminate one Deputy Director, Public Works Operations position.  

DISCUSSION  
The position of Deputy Director, PW Operations has been vacant due to a retirement since January 7, 2007. The Public Works Department used this vacancy as an opportunity to review and evaluate the department’s span of control, staffing structure and business efficiencies. Under temporary management by Mike Sartor, Assistant Director Public Works, several supervisory scenarios were tried and evaluated. Due to the level of responsibilities and complexity of the programs implemented by the Operations Division, it was apparent that the Deputy Director position should more appropriately be at an Assistant Director level. Adding to the complexity of the position is the oversight of the new solid waste and recycling hauling contract totaling $96M to $144M over a maximum twelve year period; the implementation of Zero Waste Operational Plan (ZWOP) proposing the addition of five new programs; relocation of Landfill facilities and closure of the City landfill by 2011; and the City’s contractual commitments with the Sunnyvale Materials Recovery and Transfer (SMaRT) Station and the Kirby Canyon Landfill.  
Simultaneously, the draft Management Compensation Study has also proposed that the Deputy Director, Public Works Operations be re-titled to Assistant Director. The Management Compensation Study is still underway and the timing of the completion of the study does not match the Department’s operational needs. Due to the Department’s need to reprogram the current Assistant Director’s efforts back to the upcoming Public Safety Building and Library/Community Center assignments, staff recommends approving the attached amended Table of Organization for the Public Works Department reflecting the addition of one, for a total of two, Assistant Director-Public Works positions and eliminating the Deputy Director, Public Works Operations position.
POLICY IMPLICATIONS
These recommendations are consistent with City policies, which require active positions to be listed in the Table of Organization.

RESOURCE IMPACT
Funds for the annual increase in compensation in the amount of $6,896 are available in the Refuse Fund.

ENVIRONMENTAL REVIEW
This action is not considered a project under the California Environmental Quality Act.

ATTACHMENTS
Attachment A: Ordinance Amending the 2008-09 Adopted Budget

PREPARED BY: ________________________________
SHARON MACWAY
Senior Administrator

DEPARTMENT HEAD: ____________________________
GLENN S. ROBERTS
Director of Public Works

LALO PEREZ
Director of Administrative Services

CITY MANAGER DESIGNEE APPROVAL: ________________________________
STEVE EMSLIE / KELLY MORARIU
Deputy City Managers