



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: October 2, 2007

TO: Mayor and Councilmembers

FROM: Administration Division, Public Works Department

SUBJECT: Reorganization Of Motor Pool Division – Supervisory Positions In The Public Works Department

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 07-053, the Position and Salary Control Resolution for Fiscal Year 2008, Affecting the Motor Pool Division of the Public Works Department, Effective March 31, 2007.

DISCUSSION:

Motor Pool

The Public Works Department is responsible for management of the City's Motor Pool Division (MPD). The MPD is responsible for three distinct functions:

- The daily maintenance and repair of approximately 500 City vehicles
- The annual replacement of these vehicles
- The Overall fleet management.

Until recently, the Motor Pool Division was placed under the direction of the Facilities Manager. With the recent resignations of the Facilities Manager, with 19 years of service, and the Service Writer, with 16 years of service, the Public Works Department undertook an internal review of operations. As a result, changes have been made or are being proposed to bring about organizational effectiveness and efficiencies in the Motor Pool Division.

With the retirement of the Facilities Manager, the classification was renamed Facilities and Energy Manager. To provide increased emphasis on energy conservation, motor pool operations were shifted away from facilities management.

REVIEWED BY: _____Finance _____Attorney

Agenda Item No. _____

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The organizational change prompted the creation of a Fleet Services Superintendent with added operations, budgeting, equipment procurement, and management responsibilities. The Fleet Superintendent will be responsible for supervising the Fleet Supervisor, responsible for Fleet Maintenance Operations and Fleet Procurement operations.

The vacant Automotive Service Writer position is proposed to be filled through internal promotion. A promotional appointment will allow the elimination of an Automotive/Equipment Technician position when vacant.

To implement the reorganization, staff is recommending that the Position and Salary Control Resolution be amended to:

- Create a new position titled Fleet Services Superintendent (Salary Range 390: \$2,909.26 - \$3,536.22 bi-weekly).
- Eliminate one Automotive/Equipment Technician position once the promotional recruitment for the Automotive Service Writer position is completed.

The procurement of new vehicles and the overall management of the Motor Pool Division warrant a superintendent-level position. The Fleet Supervisor will continue to manage the daily maintenance and repair operation and will report to the Superintendent. The Fleet Services Superintendent will report to the Public Works Administrative Officer.

The proposed realignment shown on the Attachment is consistent with organizational structures found in private industry and organizational structure recommended by the National Association of Fleet Administrators. With the elimination of the Automotive/Equipment position, the creation of Fleet Services Superintendent results in no increase to the number of full-time employees in Motor Pool.

In turn, oversight of the MPD was shifted to the Administrative Officer.

PUBLIC WORKS ADMINISTRATIVE OFFICER

Due to the increase in responsibilities and the scope of duties of the Public Works Administrative Officer, it is recommended that this classification be benchmarked with the Principal Engineer classification (Salary Range 439: \$3,714.65 - \$4,515.19).

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BUDGET/FINANCIAL INFORMATION:

The increased costs of these reclassifications are approximately \$31,628 annually in salary plus benefits, which can be accommodated in the Public Works Department budget.

ATTACHMENT(S): Motor Pool Proposed Organization

PREPARED BY: William P. McTomney/mj

SUBMITTED BY: Anthony J. Nisich, Public Works Director

APPROVED BY: City Administrator's Office

Attachment

Motor Pool Proposed Organization

16 FTE

