

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council
From: Michael Rock, Town Manager *(MFR)*
Date: January 12, 2011
Subject: Short Term Proposed Reorganization

RECOMMENDATION

1. Direct staff to create a job description and salary schedule for the position of Chief Building Official/Public Works Manager for Town Council consideration at the February 2, 2011 Council meeting.
2. Direct staff to create a job description and salary schedule for the position of Inspector/Maintenance Worker for Town Council consideration at the February 2, 2011 Council meeting.
3. Direct the Town Manager to enter the Town into a Consultant Services Agreement (on an hourly basis not to exceed \$150/hour and not to exceed \$20,000) for public works services so that several federal and state grants may proceed without delay.

DISCUSSION

With the recent retirement of the Public Works Director there is a need to have some of the Director duties completed by other existing staff members and consultants. The Public Works Director position, under the current financial climate, cannot be filled. The Chief Building Official is willing and able to take on the additional duties of Public Works Manager. These additional duties include supervision of three existing full time maintenance worker employees and a fourth full time employee if item two above is approved. It also includes customer service issues from residents and businesses regarding street and drainage maintenance issues and overseeing building maintenance activities, including all maintenance contracts with vendors, consultants and contractors and processing and inspecting encroachment permits.

The Senior Maintenance Worker position has been vacant since the retirement of Jack Adams in August of 2010. There is a real need to fill this position. The Inspector/Maintenance Worker position would allow for inspections to be done by an existing position in the budget and allow the Chief Building Official to transition in to the Public Works Manager role.

FISCAL IMPACT

Financial Effect: Savings of \$139,326 per year. For the last half of FY 2010/11 savings would be half of \$139,326 minus the actual costs of an hourly consultant or about \$50,000.

| | Current 2010 | Short Term (Per Year) | Net Change |
|------------------------------|------------------|--------------------------|--------------------|
| Delete Public Works Director | \$153,623 | \$ 0 | (\$153,623) |
| Delete Senior Maint Worker | \$ 88,125 | \$ 0 | (\$ 88,125) |
| Add Public Works Manager | \$ 0 | \$ 15,514 | \$ 15,514 |
| Add Building Inspector | \$ 0 | \$ 86,908 | \$ 86,908 |
| Net Financial Change | \$241,748 | \$ 102,422 | (\$139,326) |

Assuming that we hire the Building Inspector/Senior Maintenance Worker at a C Step or lower.