

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Shasta County Department of Public Works Letter of Concurrence for Proposed Reorganization	06/12/01	3

RECOMMENDATION

It is recommended that the Agency authorize the Chairman to sign the attached letter to the Shasta County Board of Supervisors, concurring with the proposed reorganization of the Shasta County Department of Public Works.

SUMMARY

A reorganization of the Shasta County Public Works Department is being proposed. Staffing for the RTPA would be affected, and so the County is seeking Agency input on the proposal. The proposed reorganization would improve RTPA staffing and operations, and so it is recommended that the Agency concur with the proposed reorganization.

DISCUSSION

Section 15 of the Rules of the RTPA specify that the Shasta County Public Works Director or his designee shall serve as the Executive Officer for the RTPA. Currently, the Deputy Public Works Director-Administration is designated as the Executive Officer. The Executive Officer is charged with appropriately staffing the Agency to discharge its planning and administrative responsibilities. The Executive Officer presently draws upon Shasta County Public Works Department staff to meet the Agency's staffing needs. Most of this staff is drawn from the Plans and Programs Division, which is under his purview as the Deputy Director - Administration.

Shasta County's Public Works Director is proposing to reorganize the Public Works Department, per the attached draft staff report. This proposed reorganization would affect the entire department, including those portions which serve as staff for the Agency.

The proposed reorganization would relieve the Deputy Public Works Director - Administration (Executive Officer) of several major non-RTPA responsibilities (Facilities Management and Airports). This would enable the Executive Officer to focus on RTPA activities. Enhanced Senior Management staffing has been necessitated by the Agency's increased importance and work load. The passage of SB 45, new air quality standards, and other factors have combined to elevate and expand the Agency's role.

A Senior Planner position would be added within the Plans and Programs Division. This would provide greater professional planning capabilities to the Agency, as well as compensating for the recent departure of a seasoned planner who had long participated in the operations of the Agency.

A Supervising Transportation Planner position would be deleted. This is presently a middle-management position, between the Executive Officer and the rest of the RTPA staff. As proposed, the Executive Officer would directly supervise all RTPA staff, streamlining the Agency and enabling the Executive Officer to take a hands-on approach to the day-to-day operations of the RTPA. The Supervising Transportation Planner position is presently occupied; this individual will be offered the Senior Planner position, and his salary will be preserved.

ALTERNATIVES

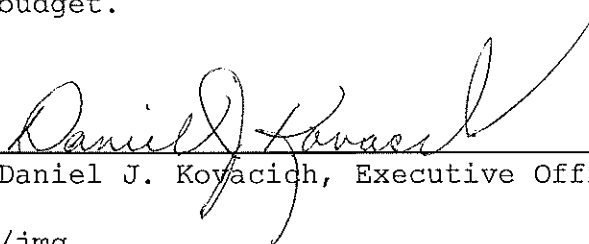
An identified alternative to the staff recommendation is that the Agency could choose to not support the County's reorganization. The proposed reorganization appears to afford greater resources, focus, and responsiveness to the Agency, and so this is not recommended.

OTHER AGENCY INVOLVEMENT

Due to time constraints this item has not been discussed with the Technical Advisory Committee. It is the intent of Staff to present this item at a TAC meeting scheduled for June 7, 2001. Any significant feedback from TAC will be shared with the Agency at the June 12, 2001 meeting.

FINANCING

The proposed reorganization would not have a significant impact on the RTPA budget.



Daniel J. Koyacich, Executive Officer

/jmg

Attachment: Draft Shasta County Board of Supervisors Report
 Draft Letter to Chair Molly Wilson

REPORT TO SHASTA COUNTY BOARD OF SUPERVISORS

SUBJECT		BOARD MEETING DATE	AGENDA NUMBER
	Reorganization	06/05/2001	
DEPARTMENT	PUBLIC WORKS	SUPERVISORIAL DISTRICT	All

RECOMMENDATION:

It is recommended that the Board adopt the attached resolution which amends the 2000/2001 Salary Resolution as follows:

- A. Combine various functions of the Department per the Proposed Organizational Chart (attached), with the overall impact of adding one support staff:
1. DELETE:
one (1) Assistant Public Works Director
one (1) Supervising Transportation Planner
 2. ADD:
two (2) Deputy Public Works Director - Engineering
one (1) Senior Planner
- B. Delete two (2) classifications: Assistant Public Works Director, and Supervising Transportation Planner;
- C. Approve one (1) job description to establish a new classification for Deputy Public Works Director - Engineering.

SUMMARY:

It is proposed to reorganize the Public Works Department per the Proposed Organizational Chart (attached). Three Deputy Director positions would oversee the 1) Engineering, 2) Operations & Maintenance, and 3) RTPA/Administration functions. The proposed reorganization would have a net effect of adding one support staff.

DISCUSSION:

It is proposed to reorganize the Public Works Department per the Proposed Organizational Chart (attached). Three Deputy Director positions would oversee: 1) Engineering, 2) Operations & Maintenance, and 3) RTPA/Administration functions. This reorganization will combine similar functions, and provide additional oversight emphasis as appropriate.

In 1995, the Public Works Department was reorganized per the Existing Organizational Chart (attached). At that time, road construction and maintenance funds were declining. The Deputy Director - Engineering and Deputy Director - Operations positions were consolidated into an Assistant Director position. Facilities Management was brought into Public Works and assigned to the Deputy Director - Administration, together with the Regional Transportation Planning Agency (RTPA) and the Administrative functions of the department. That

reorganization was a success, adapting the department to the 1995 circumstances. Conditions have since changed significantly. Road construction and maintenance funds have rebounded, and projects are being developed to meet those priorities. This expanded funding stream has elevated the RTPA's significance. In response, it is recommended that the department be reorganized per the Proposed Organizational Chart (attached).

The Assistant Director position will be downgraded to a Deputy Director - Engineering position. Operations (Road Maintenance) and CSA oversight will be reassigned elsewhere. This will enable the incumbent to tend to the many large public works projects that are in progress, and on the horizon (roads, bridges, buildings, etc). The incumbent was made aware of this proposed reorganization before he was promoted to the Assistant Director position.

A new Deputy Director - Engineering position would be established to oversee Operations (Road Maintenance), Facilities Management, CSA's, and Airports. Additional responsibilities and regulations are being added to these functions. Assumption of Facilities Management and Airports by this new Deputy Director - Engineering will free up the Deputy Director - Administration to focus on running the RTPA.

The RTPA is an independent agency with a seven-member board, made up of elected representatives, appointed by the county and the three cities. The Department of Public Works provides staff to the RTPA. In 1995, the title of RTPA Executive Officer was delegated from the Public Works Director, to the Deputy Director - Administration. The RTPA staff includes the RTPA Executive Officer, and five subordinates. Delegation of RTPA oversight to the Deputy Director - Administration has worked well, and it is now proposed to take this a step further. An intervening middle-management position will be eliminated, to place the Deputy Director - Administration in direct charge of RTPA staff. This will enable the RTPA Executive Officer to take a hands-on approach to this sensitive function.

The subject middle-management position is presently filled. That individual will be offered the ability to demote to a Senior Planner position, and the employee's salary will be preserved. In order to avoid "bumping" and associated layoffs, it is proposed to add a Senior Planner position. This will also serve to compensate for the recent departure of a seasoned Senior Planner, who had greatly contributed to the operations of the RTPA. It is recommended that the Board approve the proposed reorganization with an effective date of June 10, 2001.

ALTERNATIVES:

The Board may elect to modify the proposed organization of the Public Works Department, or may decline to reorganize the Public Works Department at this time.

OTHER AGENCY INVOLVEMENT:

The Department of Support Services and the CAO's Office have reviewed and support this recommendation. The affected bargaining units have received an advance copy of the staff report and been given an opportunity to raise concerns regarding this matter. Personnel has participated in the development of the job descriptions, contacted the unions, and prepared the salary resolutions.

FINANCING:

The proposed reorganization would reconstitute two management positions, and add one support staff position. Ongoing costs to the Road Fund would increase by approximately \$93,000 per year. The Road Fund would recover approximately half of these costs through additional services provided to the RTPA. The Road Fund would recover some of the remainder from various state and federal sources, through services provided in conjunction with reimbursable projects. These changes would be incorporated into the 2001-02 budget through the Supplemental Budget process. There is no General Fund impact.

Pat Minturn, Director

/mlc

**SHASTA COUNTY
REGIONAL TRANSPORTATION PLANNING AGENCY**

**DANIEL J. KOVACICH
EXECUTIVE OFFICER**

1855 PLACER STREET • REDDING, CA 96001
(530) 225-5661 • FAX (530) 225-5667
E-MAIL shasroad@snowcrest.net
HOME PAGE www.scrtpa.org

June 12, 2001

Molly Wilson, Chair
Shasta County Board of Supervisors
1815 Yuba Street, Suite #1
Redding CA 96001

Subject: Endorsement of Proposed County Reorganization

Dear Ms. Wilson:

It is our understanding that the Board of Supervisors is considering a proposal that will allow more focused attention to RTPA issues by the Deputy Public Works Director - Administration who serves as the RTPA's Executive Officer. The passage of SB 45 and the impending non-attainment air quality designation has significantly increased the importance and profile of the Shasta County Regional Transportation Planning Agency.

We support and concur with the County's recommendation that a more focused effort on the part of the Executive Officer is necessary to discharge these new and greater responsibilities of the RTPA. Therefore, we endorse the proposed reorganization that makes more of the Executive Officer's time available for the functions of the RTPA.

Very truly yours,

Norma Connick, Chair
Shasta County Regional Transportation
Planning Agency (MPO)

NC/DJK/jmg