

CORTE MADERA TOWN COUNCIL
STAFF REPORT

Report Date: September 14, 2016
Meeting Date: September 20, 2016

TO: MAYOR AND TOWN COUNCIL

FROM: GEORGE T. WARMAN, JR., DIRECTOR OF ADMINISTRATIVE SERVICES/
TOWN TREASURER

SUBJECT: 1. ADOPTION OF PROPOSED RESOLUTION NO. 34/2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA (1)
ADOPTING THE POSITION CLASSIFICATION AND JOB
DESCRIPTION OF DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER/MANAGER
SANITARY DISTRICT NO. 2/ASSISTANT TOWN MANAGER; AND (2) DELETING
THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF DIRECTOR OF
PUBLIC WORKS (ENGINEERING & PUBLIC WORKS ADMINISTRATION)

AND

2. ADOPTION OF PROPOSED RESOLUTION NO. 35/2016

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
AMENDING COMPENSATION SCHEDULE B AND COMPENSATION SCHEDULE C OF
RESOLUTION NO. 38/2015 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
FIXING COMPENSATION AND ESTABLISHING CERTAIN BENEFITS FOR
DEPARTMENT HEAD EMPLOYEES OF THE TOWN OF CORTE MADERA
EFFECTIVE SEPTEMBER 26, 2016
(SETS SALARY RANGE OF NEW POSITION CLASSIFICATION)

AND

3. APPROVE A SUPPLEMENTAL APPROPRIATION OF \$170,600 FOR FILLING
THE VACANT DEPARTMENT HEAD POSITION IN THE PUBLIC WORKS
ADMINISTRATIVE OFFICE

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PURPOSE:

- 1) To adopt the new Position Classification and Job Description of Director of Public Works/Town Engineer/Manager Sanitary District No. 2/Assistant Town Manager; and delete the Position Classification and Job Description of Director of Public Works (Engineering & Public Works Administration).
- 2) To set the salary range of the Director of Public Works/Town Engineer/Manager Sanitary District No. 2/Assistant Town Manager; and delete the salary range of the Director of Public Works (Engineering & Public Works Administration).
- 3) Approve a supplemental appropriation of \$170,600 for the balance of this fiscal year for filling the vacant Department Head position in the Public Works Administrative Office.

RECOMMENDATION:

1. Staff recommends that the Town Council adopt the proposed Resolution No. 34/2016 in Attachment #1.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA (1) ADOPTING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER/MANAGER SANITARY DISTRICT NO. 2/ASSISTANT TOWN MANAGER; AND (2) DELETING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF DIRECTOR OF PUBLIC WORKS (ENGINEERING & PUBLIC WORKS ADMINISTRATION)

AND

2. Staff recommends that the Town Council adopt proposed Resolution No. 35/2016 in Attachment #2.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA AMENDING COMPENSATION SCHEDULE B AND COMPENSATION SCHEDULE C OF RESOLUTION NO. 38/2015 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA FIXING COMPENSATION AND ESTABLISHING CERTAIN BENEFITS FOR DEPARTMENT HEAD EMPLOYEES OF THE TOWN OF CORTE MADERA EFFECTIVE SEPTEMBER 26, 2016 (SETS SALARY RANGE OF NEW POSITION CLASSIFICATION)

AND

3. Staff recommends that the Town Council approve a Supplemental Appropriation of \$170,600 for the balance of this fiscal year for filling the vacant Department Head position in the Public Works Administrative Office.

