



TOWN OF TIBURON
 1505 Tiburon Boulevard
 Tiburon, CA 94920

Town Council Meeting
 November 16, 2016
 Agenda Item: CC-4

STAFF REPORT

To: Mayor and Members of the Town Council
From: Office of the Director of Public Works
Subject: Reclassification of Assistant Superintendent of Public Works to Superintendent of Public Works
Reviewed By: *[Signature]*

BACKGROUND

On March 14, 2016, the Town’s Superintendent of Public Works retired. Town Management backfilled the Superintendent’s position at the Assistant Superintendent of Public Works level. Patrick Kerslake was promoted to the Assistant position from his position as Senior Maintenance Worker. The approved FY 2017 Municipal Budget allocated the Assistant Superintendent of Public Works position for the full year. The Director of Public Works has completed the Assistant Superintendent of Public Works six-month evaluation. During the past six months Patrick Kerslake has performed at the Superintendent level and has improved processes in the shop and started new initiatives to improve performance. It is clear that Mr. Kerslake is properly functioning at the level of Superintendent of Public Works and should be promoted to that position.

ANALYSIS

The Assistant Superintendent of Public Work’s current annual salary is \$87,300. The Town’s salary schedule calls for a beginning annual salary of \$96,384 for the Superintendent of Public Works. It is recommended that Patrick Kerslake be promoted to the position of Superintendent of Public Works effective November 7, 2016. Should Council accept this recommendation, the additional cost for the remainder of the fiscal year would be \$6,541, broken down as follows:

Salary	\$6,056
FICA	88
CalPERS	<u>397</u>
	\$6,541

Staff is not recommending a budget amendment for this reclassification as the increased costs can be absorbed in the current budget.

RECOMMENDATION

It is recommended that the Town Council:

1. Authorize the reclassification of the Assistant Superintendent of Public Works to Superintendent of Public Works effective November 7, 2016.

Prepared by: Patrick Barnes