

ORGANIZATIONAL CHANGES

Public Works

The recent retirement of the Public Works Department Supervisor provided an opportunity to analyze the organizational structure of the department. This budget includes a Public Work Department reorganization to make better use of existing staff and to provide more focused supervision of the Parks and Street/Sewer Divisions.

This reorganization includes eliminating the Public Works Supervisor position and replacing it with a new Street/Sewer Foreman position and upgrading the Maintenance Leadworker position upgraded to a Parks Foreman position.

The budget also includes reclassifying the Water Superintendent position to Deputy Director of Public Works. This position will be responsible for Public Works field operations, with individual water, street/sewer, and parks divisions under the direct supervision of their respective foreman. All foreman will be field supervisors which take an active role in field work in addition to providing supervision. The cost of this change is absorbed through the position reclassifications.

Recreation

The primary functions of the Parks and Recreation Department include: Sierra Madre pool, YAC, Recreation After-School/Vacation Camp Programs, special interest classes, senior programs, special events, transportation programs, filming, and general recreation programs. In order to more accurately reflect the type of services this department provides, the Parks and Recreation Commission recommended that the name of the Commission and the Department be changed to *Community Services*. This budget includes making that change effective July 1, 2003. This change will not result in any financial impact to the City.

Administrative Services

The fiscal year 2003-2004 budget includes the elimination of the full-time Financial Analyst/Information Technology position in the Administrative Services Department. The Financial Analyst duties of this position will be reassigned to other members of the Administrative Service Department. The Information Technology responsibilities will be contracted out to an outside vendor. The elimination of this position resulted in a \$25,000 savings to the General Fund.

Police Department

The fiscal year 2004-2005 budget includes the elimination of the Administrative Clerk position in the Police Department. The elimination of this position resulted in a \$50,000 savings to the General Fund.