SUBJECT: CONSOLIDATED WASTE MANAGEMENT AUTHORITY POSITION

SOURCE: Public Works Department - Engineering Division

COMMENT: Since August, 2000, the City of Porterville has donated staff services to maintain and implement Consolidated Waste Management Authority (CWMA) programs. With the exception of 2003/2004 when the “Authority” approved a $10,000 stipend to offset City expenses, the City of Porterville has borne the full cost of providing a staff member to formulate and implement the Authority’s direction.

The person currently charged with these duties is an administrative aide with full time responsibilities in the Solid Waste Division. CWMA programs have expanded and will continue to expand. The Authority is of the opinion that a full time administrator is needed to effectively implement it’s programs. On July 20, 2005, the Authority unanimously voted to fund the new position and directed staff to negotiate a one year contract with the City of Porterville to host a full time CWMA administrator.

The one year contract allows flexibility in the event the Authority chooses to change the structure of the contract. To avoid making rushed decisions, the authority indicated that they would make a final decision on the scope and requirements of a future contract on or before March 31, 2006.

The CWMA staff is of the opinion that the position needs to be filled by an Administrative Analyst level employee because of the depth and complexity of Authority programs. As indicated above, the staff member currently implementing the various CWMA programs is an Administrative Aide who also performs various duties for the Solid Waste Division. To expedite the negotiation process towards a successful contract, Public Works recommends that the staff person implementing the Authority’s programs be reclassified at the level of Administrative Analyst and further, that the Administrative Aide position be backfilled immediately on a “one year provisional” status so that the tasks needing attention in the Solid Waste Division do not suffer. To further insure that the work performed by this new position be focused on CWMA business, this position will be reporting to the Office of the City Manager.

The CWMA can successfully fund at the level of Administrative Analyst for one year without increasing fees to the member agencies. At the conclusion of the one year contract, the CWMA will explore, if necessary, various funding options to pay for the services of a CWMA administrator.
RECOMMENDATION: That the City Council:

1. Direct the Public Works Director to enter into negotiations with the CWMA to allow the City of Porterville to host the position of CWMA Administrator;

2. That the current City employee performing the duties of CWMA administrator be reclassified from an Administrative Aide to the level of Administrative Analyst, and that pay and benefits be commensurate with the duties and responsibilities expected of a program administrator;

3. That the Administrative Aide position vacated by the step outlined in Recommendation #2 be backfilled immediately as a one year provisional position to ensure continuity in the City’s Solid Waste Division;

4. That the negotiated contract clearly specify that the CWMA Administrator’s actual wages, fringe benefits and overhead costs shall be appropriately borne by the member agencies;

5. That the contract not extend beyond one year without Council’s approval;

6. That the contract include language that the “Authority” inform the City by March 31, 2006 of its intent to either renew or terminate the contract at the end of the one year term; and

7. That the contract include language that failure by the “Authority” to properly notify the City of the Authority’s intention to terminate or renew the contract will automatically renew the contract and its terms for another year.