



NOTICE OF SPECIAL MEETING OF BOARD OF DIRECTORS

ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7

100 NORTH CANYONS PARKWAY, LIVERMORE, CA 94551-9486 • PHONE (925) 454-5000

DATE: October 26, 2009
TIME: 6:00 p.m.
LOCATION: Zone 7 Administration Building
100 North Canyons Parkway, Livermore, California

Any member of the audience desiring to address the Board on an item under discussion may do so upon receiving recognition from the President. After receiving recognition, please step to the podium and state your name and address.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available at the Zone 7 Administrative Building lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the Zone 7 Board Secretary, Barbara Morse, at (925) 454-5007 or fax (925) 454-5724. Notification 48 hours prior to the meeting will enable Zone 7 to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}

A G E N D A

1. Call Meeting to Order
2. Salute to Flag
3. Citizens Forum

This is an opportunity for members of the audience to speak on an item not listed on the agenda. The Board cannot deliberate or take action on a non-agenda item unless it is an emergency as defined under Government Code Section 54954.2.

4. Voluntary Resignation Program

Recommended Action: Adopt resolution.

5. Upcoming Board Schedule:
(All meeting locations are 100 North Canyons Parkway, Livermore, unless otherwise noted)
 - a) Finance Committee Meeting: November 17, 2009, 3:00 p.m.
 - b) Regular Board Meeting: November 18, 2009, 7:00 p.m.
6. Adjournment

Materials related to an item on this agenda that have been provided to the Board less than 72 hours prior to the meeting are available for public inspection at the Zone 7 office at the time of, and prior to, the meeting. All other material otherwise provided to the Board will be available at the public meeting.



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ORIGINATING SECTION: OFFICE OF THE GENERAL MANAGER
CONTACT: JILL DUERIG

AGENDA DATE: October 26, 2009

ITEM NO:

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SUBJECT: Voluntary Resignation Program

SUMMARY:

On July 15, 2009, as a result of preliminary feedback from the Strategic Planning interviews, the Board endorsed conducting a review of current staffing levels to provide data to assist management in making staffing decisions. A contract was executed with A.H. Pruitt Tully ("Tully") to conduct that review. Tully had conducted phases I and II of the review. He solicited input from senior staff, conducted an on-line survey of other agencies, and compared staffing levels of other agencies to benchmark supervisory staffing levels.

The focus of the review was on "span of control" which describes the ratio of employees to supervisors. Ratios ranging from 7:1 to 10:1, with an average of 8:1 for engineers and 8.5:1 for maintenance workers, were found to be the industry standard. Applying these standards to information determined from his review of Zone 7 practices, Tully identified areas in which the numbers of supervisors could ultimately be adjusted for a more economical, efficient organization. Tully made very few recommendations affecting non-supervisory positions.

Staff recommends that staffing reductions be achieved through attrition and voluntary programs. Thus, staff recommends offering a Voluntary Resignation Program to all employees to achieve this goal. The program would offer a severance package to employees who choose to voluntarily resign, and management reserves the right to place a limit on the total number of positions that would be eligible and to deny requests if business needs so dictate. Upon receipt of authorization from the Board, staff will take the necessary steps to implement the program, which include establishing the amount of the severance package, eligibility criteria, and preparation of necessary documentation. Staff expects this work to be done in less than two weeks.

Staff requests that the Board of Directors authorize the General Manager to create and implement a Voluntary Resignation Program to occur in the current fiscal year and direct the General Manager to report the results of that Program to the Board on an ongoing basis.

FUNDING:

Funding for this program will come from funds already appropriated for salaries. Staff expects a net savings the current fiscal year and ongoing savings in the future.

RECOMMENDED ACTION:

Adopt a Resolution Authorizing Voluntary Resignation Program

ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS
RESOLUTION NO.

Introduced by:
Seconded by:

AUTHORIZING VOLUNTARY RESIGNATION PROGRAM

WHEREAS, pursuant to the Board's direction, management conducted a review of current staffing levels to assist management in making staffing decisions; and

WHEREAS, A.H. Pruitt Tully conducted phases I and II of that review and submitted a preliminary report to management; and

WHEREAS, A.H. Pruitt Tully concluded that the number of supervisory staff positions could be decreased to achieve a more economical, efficient organization; and

WHEREAS, the Board desires to achieve that reduction through attrition and voluntary resignations;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes the General Manager to create and implement a Voluntary Resignation Program to occur in the current fiscal year and directs the General Manager to report the results of that Program to the Board on an ongoing basis.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN: