



# TOWN OF FAIRFAX

## SPECIAL MEETING STAFF REPORT

### August 3, 2022

**TO:** Mayor and Town Council

**FROM:** Heather Abrams, Town Manager  
Janet Coleson, Town Attorney

**SUBJECT:** Adopt Resolution ratifying appointment of Public Works Director

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#### **RECOMMENDATION**

Adopt Resolution ratifying appointment of Loren Umbertis as Public Works Director and Authorizing the Town Manager to implement the terms of the employment offer letter.

#### **HISTORY**

Since August of 2021, the Town has used the services of two interim Public Works Directors, Jonathan Goldman and Hamid Shamsapour while conducting a search for a permanent Director. A successful candidate has been identified.

#### **DISCUSSION**

After assessing staffing needs, the Town Manager has determined there is a very strong need for expertise in the Town's Public Works Department. Loren Umbertis is an experienced public works project manager who worked at the City of Sausalito for 11 years and as a public works contractor for many years previous to his public service.

Mr. Umbertis will continue the work of Mr. Goldman and Mr. Shamsapour with the many pressing public works related needs of the Town's Capital Projects program. In addition, Mr. Umbertis will provide continuity for projects such as the various bridges, vegetation management, street pavement program, and assessing staff development and performance management programs in the department. Mr. Umbertis is highly recommended and brings a wealth of practical project management and construction experience to Fairfax. He is adept at collaborating across departments, agencies, contractors, and working with the public to complete public works projects.

The Public Works Director salary range can be found on the Town's publicly available pay schedule at <https://www.townoffairfax.org/documents/salary-schedule/>. Typically employees are hired at Step A, and have a review for Step B in six months after employment, with annual reviews thereafter. In addition, the Public Works Director would receive a cost of living increase, if approved by the Council for management group. The Step A salary is \$13,317.50 per month.

Staff recommends the Council ratify this appointment effective August 29, 2022, on an at-will basis and reporting to the Town Manager.

**FISCAL IMPACT**

The salary for the Public Works Director was approved in the FY 22/23 budget. No budget adjustments are required. The full-time Public Works Director position will include medical, health, and other benefits (e.g., deferred compensation, vacation).

**ATTACHMENT**

Resolution

**RESOLUTION 22-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
RATIFYING THE APPOINTMENT OF LOREN UMBERTIS  
AS PUBLIC WORKS DIRECTOR**

**WHEREAS**, the position of Public Works Director is currently vacant; and

**WHEREAS**, in order to ensure continuity in the operation and management of the Department of Public Works, the Town Council desires to retain the services of Loren Umbertis, who is well qualified for the role, effective August 29, 2022; and

**WHEREAS**, Loren Umbertis has extensive experience in managing, directing, and overseeing public works in a Marin County municipality given his prior experience as Public Works Manager for the City of Sausalito; and

**WHEREAS**, the recruitment process for a permanent Public Works Director has been completed; and

**WHEREAS**, the base monthly salary for this position is \$13,317.50; and

**WHEREAS**, the base monthly salary to be paid to Loren Umbertis is \$13,317.50.

**NOW THEREFORE, THE TOWN COUNCIL OF TOWN OF FAIRFAX  
RESOLVES AS FOLLOWS:**

**SECTION 1.** All facts set forth in the background section of this Resolution are true and correct.

**SECTION 2.** Loren Umbertis has the specialized skills needed to perform the work required of the Public Works Director position and has been appointed by the Town Manager to this position.

**SECTION 3.** Pursuant to Town Code Section 2.12.070(B)(3), the Town Council hereby ratifies the Town Manager's appointment of Loren Umbertis as the Public Works Director effective August 29, 2022, on an at-will basis, reporting to the Town Manager.

**SECTION 4.** The Town Manager is authorized to implement the terms of the employment offer letter on behalf of the Town, with such technical amendments as may be deemed appropriate by the Town Manager and Town Attorney.

The foregoing Resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax, held in said Town on the 3rd day of August 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Stephanie Hellman, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk