

**TO: HONORABLE MAYOR
AND CITY COUNCIL**

FROM: Norberto L. Dueñas

**SUBJECT: City Manager's Office
Interim Staffing Changes**

DATE: January 8, 2015

INFORMATION

In light of current vacancies and transitions in the City Manager's Office, I have made several appointments to ensure that we continue to have a seasoned senior management team in place. These interim appointments will provide continuity and leadership during the transition in the City Manager's Office. Although they are effective immediately, the moves will be take place over the coming days as we make sure all the handoffs are handled properly. I anticipate that this team will be in place until the Mayor and Council appoint the next City Manager, and at that point we will review our staffing and structure to consider any changes that might be necessary.

My ability to put this temporary team together speaks well for the breadth and depth of the City's management leadership, and I look forward to working with them to continue our support for the City Council and our entire organization. Please join me in welcoming them to their new roles.

Interim Assistant City Manager: With the resignation of Assistant City Manager Pam Antil effective Friday, January 9, I have appointed Public Works Director Dave Sykes to serve as Interim Assistant City Manager. He brings solid experience as a seasoned long-term manager in our organization that will be valuable for serving in this critically important role in the coming months. As Interim Assistant City Manager, Dave will help me with day-to-day operational oversight of all City services and departments, as well as help guide and coordinate the work of deputy city managers and department directors to achieve quality service delivery and Citywide organizational and policy goals. In addition, he will oversee the Environmental and Utility Services and Transportation and Aviation Services City Service Areas and provide senior management coordination for the Environmental Services, Transportation, and Public Works Departments.

Dave is a Registered Civil Engineer and was promoted to Director of Public Works in September 2011. He began his career with San José as an engineering trainee in 1987 and was promoted to positions of increasing responsibility. He became Assistant to the City Manager in 2002 leading the Capital Improvement Program Action Team to oversee the successful delivery of major projects funded by voter-approved bonds. In 2003 Dave was appointed Assistant Director of Public Works with responsibility for day-to-day operations of the department, and became Acting Director in 2010. As Public Works Director he led the successful consolidation of General Services and Public Works to create a more streamlined department and engaged staff and other departments in identifying creative service delivery changes to achieve cost savings and service improvements. Last year Dave also successfully served as our interim director of

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Planning, Building and Code Enforcement until Harry Freitas was appointed in April. Dave has a bachelor's and master's degree in civil engineering, both from San José State University.

Interim Senior Deputy City Manager: I have appointed Jennifer Maguire as Interim Senior Deputy City Manager to take the lead on high-level projects and policy issues that require Citywide coordination. Jennifer has been a Deputy City Manager since December 2013, and she has served as Budget Director since 2008. In her expanded role, Jennifer will continue to oversee the operations of the Budget Office as well as the Public Safety City Service Area and Police, Fire, and Finance departments, but she will now also oversee the Strategic Support City Service Area and provide senior management oversight for the Office of Employee Relations, Human Resources Department, and Information Technology Department. She will also provide operational oversight of the City Manager's Office during this time of transition.

Jennifer joined the City in 1991 as an Analyst in the City Manager's Budget Office, became Principal Budget Analyst in 1993, and was promoted to Assistant to the City Manager in 1998. In her Assistant to the City Manager role, she spent the majority of her time assisting in the management and oversight of the Office of Employee Relations as well as completing high-level special projects. She became Assistant Budget Director in 2000, became Acting Budget Director in 2007, and was promoted to Budget Director in 2008, leading the preparation of the City's \$3.0 billion annual operating and capital budgets, expense and revenue forecasts, and budget policy guidance for all City departments. When Jennifer became Deputy City Manager in 2013, in addition to her assignments above, she oversaw the Environmental and Utility Services and Transportation and Aviation Services City Service Areas and provided senior management coordination for the Environmental Services, Transportation, and Airport Departments. She is a graduate of Santa Clara University with a bachelor's degree in psychology and a master's degree in business administration.

Interim Deputy City Manager: Julie Edmonds-Mares will temporarily move from her role as Director of Parks, Recreation, and Neighborhood Services (PRNS) to take on the role of Interim Deputy City Manager. This appointment will backfill the vacancy left by my appointment by the City Council, and she will oversee the Neighborhood Services City Service Area and provide senior management coordination for the Library and PRNS departments. Julie joined the City in 2007 as Assistant Director of PRNS, and has been leading the department since spring 2011. Before coming to San José, she worked for the City of Tucson for nearly twelve years as Deputy Director of Budget and Research, Assistant to the City Manager, and Human Resources Administrator. Prior to her move to the public sector, Julie also worked for United Airlines for eleven years in various airport customer service and operational management roles. Julie has a bachelor's degree in business management from the University of Phoenix and a master's in education from Northern Arizona University.

Interim Director of the Office of Employee Relations: Jennifer Schembri will step up from her current position as Deputy Director of the Office of Employee Relations (OER) to serve as Interim Director. She has been with the City for more than ten years starting as Executive Analyst in the City Manager's Office in 2004, promoted to Assistant to the City Manager in 2011, and has served as Deputy Director of OER since 2012. In OER she has managed the day-to-day operations of employee and labor relations functions, served as lead negotiator in union

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contract negotiations, and managed the formal employee disciplinary process for the City. She has a bachelor's degree in psychology from Saint Mary's College in Moraga.

Interim Director of Public Works: Barry Ng will move up from his current position as Assistant Public Works Director to lead the department while Dave Sykes serves as Acting Assistant City Manager. Barry has been with the City for 27 years and was promoted to Assistant Director last fall after having served as Deputy Director for over three years. He previously held leadership positions in Public Works as a Division Manager of Engineering Services and Contracts/Technology and has also served as the City Land Surveyor and team leader in Development Services. His responsibilities include management of Capital Project Support Services, City Facilities Architectural Services, Procurement, Radio Communications, Technology Services, Utility Permitting, and Administration. Barry holds a master's degree in environmental engineering and a bachelor's degree in civil engineering from San José State University.

Interim Director of Parks, Recreation and Neighborhood Services: Angel Rios, Jr., will move up to become Acting Director of PRNS while Julie Edmonds-Mares is posted to the City Manager's Office. Since 2011 Angel has served as Assistant Director of PRNS, and he brings more than 20 years of professional experience working in both the public and non-profit sectors. While Deputy Director for PRNS from 2006 through 2011, he oversaw the operations and staffing for 54 community, senior, and youth centers as well as guided Citywide initiatives including the Aging Services Strategic Plan, Strategic Plan for Persons with Disabilities, and the Mayor's Gang Prevention Task Force. He currently serves as a key member of the City of San José team assisting the White House and the Office of the Attorney General launch a "National Youth Violence Prevention Forum," and he is a senior fellow of the American Leadership Forum. Angel holds a bachelor's degree in political science and government from San José State University and a master's degree in public administration from University of Phoenix.

Interim Assistant Director of Parks, Recreation and Neighborhood Services: Matt Cano, who has been PRNS Deputy Director of Administration Services since 2011, will now serve as Interim Assistant Director of the department. During the past three years, Matt has overseen the department's day-to-day administrative functions, and he has served as the executive lead for the PRNS capital improvement and planning program. He also served as Acting Deputy Director of the Parks Division in 2010, which provided valuable experience in the operational side of the department. Matt began his City career in 1999 in the Department of Transportation, moved to the City Manager's Office, and joined PRNS in 2006 as Division Manager overseeing the department's capital and planning programs. He is a licensed Professional Civil Engineer, with bachelor's and master's degrees in civil engineering from Stanford University, and a master's degree in public administration from San José State University.



Norberto L. Dueñas
Interim City Manager