DEPARTMENT: Public Works  BY: James Petropulos  PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No _X_) Request for allocation for a Fiscal Officer Position in Public Works Administration starting July 1, 2002 and request to direct Personnel to develop a job description and conduct a salary survey for a proposed Safety Officer position.

Due to the size and complexity of the Department’s budgets, a Fiscal Officer position is greatly needed. The Department presently has 53 budgets that include several divisions, special districts and other funds. It is also responsible for several millions of dollars worth of real estate and equipment. In addition, the Department is responsible for a large number of Capital Improvement Projects ranging from $6.2 million dollars down to $10,000, all of which need accurate and timely monitoring.

The Department obtains funds from several sources including General Fund, federal and state government, and fees. Often the funding sources require a substantial amount of reporting requirements and special audits. Some of the funds are time sensitive and require much oversight to ensure that the money is utilized in an acceptable and timely manner. A Fiscal Officer would be entrusted with much of the monitoring and managing of the Department’s finances; definitely a full-time job due to the size and complexity of the Department. A portion of the funding for this position will be provided by the various programs, including special districts, CIP’s and Regional Transportation Improvement projects.

Public Works, because of its potential exposure to safety related issues, has recently initiated a safety-training program with the assistance of a consultant. Also, in order to comply with OSHA and other complex safety requirements, a Safety Officer position for the Department needs to be considered in the near future.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board recently allocated a Fiscal Officer position for the Human/Social Services Department. Public Works Administration reviewed the Department’s need with the County Administrative Officer and it was recommended that a request for an allocation for a Fiscal Officer be presented to the Board due to the size and complexity of the various budgets that staff is responsible for. The Board has also allocated funds over the past two budget cycles for safety training conducted by a consultant.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: 1) Do not approve allocation. The Department will continue with the existing organization.

COSTS: (X) Not Applicable
A. Budgeted current FY $________________
B. Total anticipated costs $________________
C. Required additional funding $________________
D. Internal transfers $________________

SOURCE: (X) 4/5ths Vote Required
A. Unanticipated revenues $________________
B. Reserve for contingencies $________________
C. Source description: Balance in Reserve for Contingencies, if approved: $________________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively.
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CLERK’S USE ONLY:
Res. No.: 5
Vote - Ayes: ___
Noes: ___
Absent: ___
No Action Necessary (X)

Approved: ___
Denied: ___

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________________________
ATTEST:  ____________________________
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By:  ____________________________
__________________

COUNTY ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as: ____________________________
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment: ____________________________
__________________
C.A.O. Initials: ____________________________