

DEPARTMENT: Public Works

BY: James Petropulos

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**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.

<b>COSTS:</b> (X) Not Applicable		<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: _____ _____ _____ _____
A. Budgeted current FY	\$ _____	
B. Total anticipated costs	\$ _____	
C. Required additional funding	\$ _____	
D. Internal transfers	\$ _____	
<b>SOURCE:</b> ( ) 4/5ths Vote Required		
A. Unanticipated revenues	\$ _____	
B. Reserve for contingencies	\$ _____	
C. Source description: _____		
Balance in Reserve for Contingencies, if approved: \$ _____		

**CLERK'S USE ONLY:**

Res. No.: 5-149 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**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: JAW