

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date / / **Held Until** / /
Agenda Item No: _____ **Agenda Item No:** _____

Department: General Services Department

() **4/5 Vote Required**

Contact:
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Board Date:
8/04/09

Deadline for Board Action:
8/04/09

AGENDA SHORT TITLE:
General Services Staffing

REQUESTED BOARD ACTION:

Adopt resolution amending the FY 2009-10 General Services Department allocation list restoring 0.45 FTE Account Clerk II (Accounting), 1.0 Secretary (Purchasing) and deleting 1.0 FTE Account Clerk III effective August 15, 2009

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

Estimated Cost \$ 113,942

Amount Budgeted \$ -0-

Other Avail Approp. \$ 113,942
(Explain below)

Additional Requested: \$

ADD'L FUNDS REQUIRING BOARD

Contingencies \$
(Fund Name:)

Unanticipated Revenue \$
(Source:)

Other Transfer(s) \$
(Source:)

Add'l Funds Requested: \$

Explanation (if required): Appropriations available from Early Retirement Option (010108-5100) and reimbursements for Purchasing transactions for capital projects (010207-8700)

Prior Board Action(s):

6-23-09: Adopted resolution 09-0612 approving the Early Retirement Option (ERO) Program for employees represented by the Service Employees International Union effective June 16, 2009 to August 24, 2009.

6-16-09: Adopted resolution approving Fiscal Year 2009-10 Final Budget which included position reductions of 2.0 FTE Painter, 1.0 Building Maintenance Worker, 1.0 Heavy Equipment Mechanic II, 1.0 Administrative Aide, 1.0 Secretary and 0.45 Account Clerk II in the General Services Department allocation list.

Alternatives - Results of Non-Approval:

The General Services Department will not have the benefit of retaining trained personnel to perform work necessary for Accounts Payable, Accounts Receivable and secretarial support in the Purchasing Division.

Background:

In order to meet the reduced FY 2009-10 General Fund Budget net cost targets, departments were asked to submit 15% reduction plans. As a result, the General Services Department included the deletion of 6.45 FTEs (Full Time Equivalents) effective August 15, 2009:

<u>FTE</u>	<u>Job Classification</u>
0.45	Account Clerk II
1.00	Secretary
1.00	Heavy Equipment Mechanic II
2.00	Painter
1.00	Building Maintenance Worker
<u>1.00</u>	Administrative Aide
6.45	Total FTEs

These reductions are not mitigated by Mandatory Time Off or other cost cutting measures. The department has prepared seniority lists and issued notices of layoff to the incumbents of these affected job classes.

On June 23, 2009, the Board approved the Early Retirement Option (ERO) Program for employees represented by the Service Employees International Union (SEIU). The department's Accounting Technician, represented by SEIU, has elected to exercise ERO reducing the involuntary reductions of the 0.45 FTE Account Clerk II and partial Secretary. One of the conditions of ERO is eliminating and not re-filling the allocation or another related allocation for a period of two years. The department is deleting an Account Clerk III position to meet the ERO requirement.

The Secretary is allocated to the Purchasing Division and performs procurement transactions for capital projects. In order to accurately capture total project cost, the department is proposing to reimburse the Purchasing budget for time spent on purchasing transactions with capital project funds. Reimbursing Purchasing for their procurement transactions will not have a significant impact on project budgets as it is estimated to be less than 0.5% of the construction cost depending upon the number of transactions needed. This is consistent with the project budgets for other internal services such as Permit and Resource Management Department, Information Systems Department, Facilities Operations and others.

Attachments: Resolution

On File With Clerk:

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:

Background: (Continued)

Funding

Total salary and benefit appropriations for the 0.45 FTE Account Clerk II and the full time Secretary amounts to \$113,942. Deleting the Account Clerk III position results in savings of \$89,853. Reimbursement for Purchasing time spent on Capital Project procurement transactions, based on the prior two fiscal years, is estimated at \$30,000. More than adequate funding to restore these two positions is reflected below:

<u>Salaries & Benefits</u>		<u>Offset</u>	
0.45 FTE Account Clerk II	\$35,665	ERO (delete Account Clerk III)	<\$89,853>
1.00 FTE Secretary	<u>78,277</u>	Capital Project Transactions	<30,000>
Total Expense	\$113,942	Total Offset	<\$119,853>

Human Resources and County Counsel have both reviewed this Board item and resolution.

Recommended Board Action

Adopt resolution amending the FY 2009-10 General Services Department allocation list restoring 0.45 FTE Account Clerk II (Accounting), 1.0 Secretary (Purchasing) and deleting 1.0 FTE Account Clerk III (Accounting) effective August 15, 2009.