

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 11/24/03
Department Name: Public Works
Department No.: 054
Agenda Date: 12/9/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Phillip M. Demery,
Director

STAFF CONTACT: Rochelle Camozzi, Chief Financial Officer
X3011

SUBJECT: Reconciliation of Allocated Positions

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective December 8, 2003, to implement changes not previously approved during the 2003-04 budget hearings as follows:

PUBLIC WORKS (#1615)

Add: 1.0 FTE Real Property Agent III (Class 006631), Range 5868 (\$4,528 - \$5,528); and Delete 0.5 FTE Real Property Agent III (Class 006631), Range 5868 (\$2,264 - \$2,764).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

The Public Works Department requested that the Human Resources Department review the addition of a full time Real Property Agent III and the deletion of one half time Real Property Agent III. This request was not part of the proposed 2003-04 organization plan. Circumstances of a separation of a contract employee and the request of another employee to become part time prompted a review of Public Works real property services and our needs. It was determined that the recommended changes would enable the Public Works Department to better meet our business needs while saving approximately \$22,000 a year.

Below we have included the Public Works Department's response to the seven questions requested by the Board Chair for operation plan modifications.

1. In Fiscal Year 1998-99, Public Works established the position of Real Property Agent III within the department to provide cost effective real estate/property services for our construction projects. Since Fiscal Year 1998-99, Public Works has added two additional Real Property Agent III positions and one Real Property Agent on contract to address increased workload due to additional funding of capital projects.

On September 15, 2003, one Real Property Agent III position has been reduced to 50% (at request of employee) and one full time contracted employee has been separated. The request for one additional permanent full time Real Property Agent III and the deletions of one permanent half time Real Property Agent III and one budgeted contract employee will net a reduction of one half budgeted position.

2. There will be no impact on service levels to the public, other departments, or other organizations.

3. On March 5, 2002, the Public Works Department reported to the Board of Supervisors a 13,700-hour backlog of real property services. Public Works has successfully reduced the backlog by 7,450 hours to 6,250 hours, therefore the proposed changes (net reduction of .5 positions) will address the reduced service needs. Public Works will continue to monitor workload and make any necessary changes in the future.

4. The recommended addition and deletion, in combination with those adjustments already implemented, allows the department to adapt to current changes in workload, as described in answer #3 above.

5. The change should have no impact on related classes in the department.

6. The County Administrator's office has reviewed and approved the organizational change and the resulting impact.

7. There is an annual savings of \$22,000 as a result of 1) deleting contract position, 2) changing full time Real Property Agent III to half time, and 3) addition of Real Property Agent III.

Mandates and Service Levels:

No changes to mandates or service levels.

Fiscal and Facilities Impacts:

The fiscal impact is identified in #7 above.

Concurrence:

Human Resources
County Administrator