



Board Report

File #: BC 23-016, **Version:** 1

- a. Support amending the Fiscal Year (FY) 2022-23 Adopted Positions for Public Works, Facilities and Parks (PWFP), by reallocating one (1) Management Analyst II in General Fund 001, Parks Operations Appropriation Unit PFP058 to one (1) Administrative Operations Manager in General Fund 001, Facility Services Appropriation Unit PFP054, as indicated in Attachment A;
- b. Support authorizing the Auditor-Controller to amend the FY 2022-23 Adopted Budget by increasing appropriations by \$70,619 in General Fund 001, Facility Services Appropriation Unit PFP054, financed by a decrease in appropriations of \$70,619 in General Fund 001, Parks Operations Appropriation Unit PFP058; and
- c. Support authorizing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

RECOMMENDATION:

It is recommended that the Budget Committee:

- a. Support amending the Fiscal Year (FY) 2022-23 Adopted Positions for Public Works, Facilities and Parks (PWFP), by reallocating one (1) Management Analyst II in General Fund 001, Parks Operations Appropriation Unit PFP058 to one (1) Administrative Operations Manager in General Fund 001, Facility Services Appropriation Unit PFP054, as indicated in Attachment A;
- b. Support authorizing the Auditor-Controller to amend the FY 2022-23 Adopted Budget by increasing appropriations by \$70,619 in General Fund 001, Facility Services Appropriation Unit PFP054, financed by a decrease in appropriations of \$70,619 in General Fund 001, Parks Operations Appropriation Unit PFP058; and
- c. Support authorizing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

SUMMARY/DISCUSSION:

The Public Works, Facilities and Parks Department (PWFP) was assigned responsibilities for the County's Fleet, Mail, Courier and Records Retention units starting July 1, 2022. After reviewing possible organizational options, PWFP Executive Staff determined the most appropriate placement for these new department services is within the Facilities Division.

Due to attrition, in August 2021, while the units were still under the County Administrative Office (CAO), Mail, Courier and Records Retention were placed under the Fleet Manager, with special assignment pay, as the additional responsibilities were outside the described duties of that position. There are no appropriate managerial allocations transitioning within the mail, courier and records retention operations that can manage the units, including but not limited to the 14 employees and all applicable functions and operations.

The Facilities Division is a large administrative internal services area responsible for many of the day-to-day functions critical to county-wide operations, including but not limited to the newly acquired fleet, mail, courier and records retention operations. The division utilizes Management Analyst staff to assist in program and project support in all corners of its operations, and additional support is needed to support county-wide facilities maintenance management and master planning projects as it is critical to County operations.

To successfully support the current and projected needs, including managing aspects of the day-to-day

operations acquired, and coordination of staff responsible for implementing aspects of long-range planning and county-wide maintenance management, managerial support is needed to coordinate resources and ensure the overall system is fluid in application of efforts put forth by staff in various positions. To achieve this, the requested Administrative Operations Manager will be responsible for oversight of the Management Analyst staff in addition to providing the necessary oversight of the Mail, Courier and Records Retention units.

Lack of supervisory oversight and management of the Mail, Courier and Records Retention team will result in the supervision defaulting to the Chief of Facilities. This will increase the Chief of Facilities direct reports from five to 19 direct reports, with an overall Division responsibility of 80 FTE and nine different units (Mail, Courier, Records Retention, Fleet, Facilities Maintenance, Grounds, Capital Projects, and Management Analyst and Administration), creating an overburden from a managerial and supervisory perspective, as well as resulting in issues related to responsiveness, lower productivity, and less attention to higher priority projects or issues required of the Chief of Facilities position. Therefore, PWFP requests reallocation of one existing vacant Management Analyst II position in Parks to an Administrative Operations Manager position in Facilities, which will have supervisory authority and responsibility for the new work group. The new positions will increase PWFP's ability to deliver more effective and efficient managerial oversight that will allow the Facilities Unit to maintain service levels. The existing and proposed organization charts for the PWFP Facilities and Park Team are provided in Attachment B.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and concurred with the recommended position reallocations.

FINANCING:

The proposed position reallocation will increase General Fund salary and benefits by approximately \$10,598 in FY 2022-23, which will be absorbed by current General Fund appropriations due to salary and benefit savings from vacancies. Because the reallocation is between two different budget units, it requires a net neutral shift of appropriations between Parks and Facilities. Thus, the recommendation includes amending the FY 2022-23 Adopted Budget for the General Fund, by increasing Facilities Appropriation Unit PFP054 \$70,619 and decreasing Parks Appropriation Unit PFP058 \$70,619 for 5-months of salary/benefits (February-June).

For FY 2023-24, PWFP will work with the County Administrative Office Budget & Analysis Division to transfer the General Fund Contribution (GFC) from Parks to Facilities for the position reallocation between the units, which is approximately \$172,996

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Attachments:

Attachment A - Position Reallocations Summary

Attachment B - Current and Proposed Organization Charts