



Legislation Details (With Board Report)

**File #:** RES 19-140      **Name:** BOS Res RRC - 1 FTE  
**Type:** BoS Resolution      **Status:** Passed - County Administrative Office  
**File created:** 10/14/2019      **In control:** Board of Supervisors  
**On agenda:** 11/5/2019      **Final action:** 11/5/2019

**Title:** a. Amend the County Administrative Office Fiscal Year 2019-20 adopted budget (001-CAO028-1050-8474) to add one (1) new FTE Warehouse Worker (70F79), financed by interdepartmental reimbursements (4/5ths vote); and  
b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2019-20 Adopted Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. RRC\_BoxStorage13-20.pdf, 3. BOS RRC Resolution (JAM 101019).pdf, 4. Completed Board Order and Resolution Item No. 56

Date	Ver.	Action By	Action	Result
11/5/2019	1	Board of Supervisors	adopted - county administrative office	Pass

a. Amend the County Administrative Office Fiscal Year 2019-20 adopted budget (001-CAO028-1050-8474) to add one (1) new FTE Warehouse Worker (70F79), financed by interdepartmental reimbursements (4/5ths vote); and  
b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2019-20 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors adopt a Resolution to:  
a. Amend the County Administrative Office Fiscal Year 2019-20 adopted budget (001-CAO028-1050-8474) to add one (1) new FTE Warehouse Worker (70F79), financed by interdepartmental reimbursements (4/5ths vote); and  
b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position change in the FY 2019-20 Adopted Budget.

**SUMMARY:**

The County Administrative Office’s Records Retention unit requests authorization to add one (1) Warehouse Worker (70F79) position that will assist with growing records storage and retrieval operations.

**DISCUSSION:**

The CAO’s Office requests authorization to increase staffing in the Records Retention Center (RRC). RRC provides secure, and cost-effective records storage, retrieval, and destruction for numerous county departments. In July of 2017, the RRC was integrated into the CAO’s Office. Since integration, the RRC’s workload has increased significantly; however, the number of full-time equivalents (FTEs) has remained the same. The RRC relocated from Moffett Street to the larger Schilling Place Annex in late 2016. Record box storage increased from 22,00 in 2013 to just over 55,000 in current fiscal year, a 150% increase. During this same period of growth in capacity and operations, the RCC has operated with two fewer FTEs compared to 2013 staffing levels.

OTHER AGENCY INVOLVEMENT:

The County Administrative Budget Office has reviewed this report. The Budget committee received and approved this report on Sept. 25, 2019.

FINANCING:

Funding for the salary and benefits of the new Warehouse Worker will be financed by interdepartmental reimbursements. Ongoing salary and benefits costs will be reflected and submitted with all future budgets and associated rate structure.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Improving the overall service to entire county by providing more efficient support services.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

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Attachments: Resolution; Records Retention Center Stored Box Levels