



## Legislation Text

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**File #:** 19-1474, **Version:** 1

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Department of Transportation recommending the Board adopt and authorize the Chair to sign Resolution **190-2019**, thereby amending the FY 2019-20 Authorized Personnel Allocation Resolution for the Department of Transportation, adding one 1.0 FTE Administrative Technician - Limited Term.

**FUNDING:** 50% Developer and Traffic Impact Mitigation Fee funds and 50% Road Fund.

### **DISCUSSION / BACKGROUND**

The Department of Transportation (Transportation) proposes to add one 1.0 FTE Administrative Technician - Limited Term to the Development/Right of Way/Environmental Unit (DRE). Based on discussions with the Board on August 13, 2019 (Item 18) and September 17, 2019 (Item 32), Transportation was given direction to proceed with an accelerated schedule for the 2020 Major TIM Fee Program update and approved Transportation's request to add temporary additional administrative staff to aid in the efforts.

Transportation is proposing to add one 1.0 FTE Administrative Technician - Limited Term to DRE in order to accommodate the accelerated schedule.

This limited term position will be funded by developer funding and TIM fees.

### **ALTERNATIVES**

The Board could choose not to adopt the proposed resolution amending the Authorized Personnel Allocation Resolution; however Transportation would have inadequate administrative support staff to effectively meet the Board's directive regarding the 2020 Major TIM Fee Program update and other unit obligations.

### **PRIOR BOARD ACTION**

Outlined in the Discussion / Background section above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources and County Counsel

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. The estimated annual cost of adding this 1.0 FTE Administrative Technician - Limited Term is \$89,633 (at Step 1) or \$96,480 (at Step 3). For either step, Transportation anticipates having sufficient developer funding and TIM fees to cover the increased costs from the TIM Fee Funds, and salary savings to cover the Road Fund costs. No budget amendment is needed.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board to obtain the Chair's signature on one (1) original of the Resolution.
- 2) The Clerk of the Board will provide one (1) certified copy of the signed Resolution to the Human Resources Department, attention to Katie Lee.
- 3) The Clerk of the Board will provide one copy of the certified Resolution to Transportation, Attn., Julie Millard.

## **STRATEGIC PLAN COMPONENT**

Good Governance

## **CONTACT**

Rafael Martinez, Director  
Department of Transportation