

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT General Services Agency		(2) MEETING DATE October 7, 2008		(3) CONTACT/PHONE Janette D. Pell, Director (805) 781-5200	
(4) SUBJECT Submittal of a resolution amending the position allocation lists for fund centers 113 and 114 to reflect classification changes related to the reorganization of the General Services Agency.					
(5) SUMMARY OF REQUEST General Services Agency requests your Board approve the attached resolution amending the Position Allocation Lists (PAL) for General Services and Information Technology to reorganize the agency to increase the PAL by one full-time equivalent and reallocate resources required to achieve the agency's strategic and financial goals.					
(6) RECOMMENDED ACTION That your Board: 1. Approve the reallocation of resources between General Services and Information Technology; and 2. Approve the resolution amending the Position Allocation Lists (PAL).					
(7) FUNDING SOURCE(S) GSA Budget		(8) CURRENT YEAR COST \$ 64,000 (6 months), gross, \$0 additional General Fund		(9) ANNUAL COST See staff report	
(10) BUDGETED? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): County Administrative Office					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, How Many? <u>1</u> <input checked="" type="checkbox"/> Permanent <u>1</u> <input type="checkbox"/> Limited Term <u>    </u> <input type="checkbox"/> Contract <u>    </u> <input type="checkbox"/> Temporary Help <u>    </u>					
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		(15) Maddy Act Appointments Signed-off by Clerk of the Board <input checked="" type="checkbox"/> N/A
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. <u>    </u> ) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. <u>30min</u> )			(17) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: <u>    </u> <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(19) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) <u>    </u> not applicable			(21) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		(22) Agenda Item History <input type="checkbox"/> N/A Date <u>March 4, 2008</u>
(23) ADMINISTRATIVE OFFICE REVIEW 					



County of San Luis Obispo  
**GENERAL SERVICES AGENCY**

Janette D. Pell, Director

Helen McCann, Department Administrator

**TO: BOARD OF SUPERVISORS**  
**FROM: *Janette D. Pell* JANETTE D. PELL, GENERAL SERVICES AGENCY DIRECTOR**  
**DATE: OCTOBER 7, 2008**  
**SUBJECT: SUBMITTAL OF A RESOLUTION AMENDING THE POSITION ALLOCATION LISTS FOR FUND CENTERS 113 AND 114 TO REFLECT CLASSIFICATION CHANGES RELATED TO THE REORGANIZATION OF THE GENERAL SERVICES AGENCY**

**RECOMMENDATION**

It is recommended that your Board approve:

1. Reallocation of resources between General Services and Information Technology; and
2. Resolution amending the Position Allocation Lists (PAL).

**DISCUSSION**

On March 4, 2008, your Board approved the ordinances and other actions creating the General Services Agency. The primary goal was to consolidate the administrative and financial support systems within the previous General Services Department and the Information Technology Department, both now part of the General Services Agency. Additional goals included enhancing collaboration, reducing expenses and improving communication.

In order to better realize the GSA vision (*Delivering excellence to every customer*) and mission (*We are a team committed to enhancing the work and recreation environments of San Luis Obispo County through leadership, trust, and vision for the future*), it is necessary to change the structure of the organization. The proposed action will reorganize the administrative and financial groups within the General Services Agency. The reorganization will be accomplished by reallocating positions within the General Services Fund Center and the Information Technology Fund Center to better reflect the resource needs of the respective functional areas. In addition, we propose the addition of one position, an Accountant III, to the current 283 FTE (Full Time Equivalent) positions in the Agency. The changes will add resources to the financial team to better enable the organization to meet the financial operations and reporting requirements of the General Services Agency and the County. Specifically, the proposed changes will allow the GSA to improve the basic accounting functions and ensure that cash flow controls are more tightly managed.

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[www.slocounty.ca.gov/gsa](http://www.slocounty.ca.gov/gsa)

The General Services Agency includes multiple budget units with a wide variety of operational and financial reporting complexities.

Type of Business Unit	Business Units	Areas Of Focus	Amount of Fiscal and Budget Responsibility
General Fund Supported	Utilities, Maintenance Services, Custodial Services, Real Property Services, Information Technology	Providing services to other County Departments at multiple locations throughout the County, 24/7	\$ 35,000,000
Special Revenue Fund (Partially General Fund Supported) and Enterprise Fund	Parks and Golf	Serving the public, guided by the various Commissions, providing recreational opportunities, safeguarding County assets at multiple locations.	\$ 22,000,000
Enterprise Fund	Airports	Serving the aviation community, the traveling public and supporting the economic vitality of the County	\$ 9,000,000
Internal Service Funds	Fleet, Reprographics	Providing services to other County Departments	\$ 10,000,000
General Fund Supported	Architectural Services - Capital and Maintenance Projects	Special projects for all County Departments	\$ 146,000,000
<b>Total Fiscal Responsibility</b>			<b>\$ 222,000,000</b>

In addition, the General Services Agency provides purchasing services for every County Department and serves as the Purchasing Agent for the County.

The fiduciary responsibility represented by these duties is considerable. The Public Works Department, which has a similar size operation, has highly skilled financial staff of about 8.75 FTE. The current level of comparable staff in the General Services Agency is 5.0 FTE. The proposed changes will increase it to 7.0 FTE.

The recommended changes to the Agency staffing are shown in the following table:

Description of PAL Proposed PAL Adjustment	Annual Fiscal Impact
<b>Information Technology - 11401</b>	
Delete Secretary I	-\$65,491
Delete Administrative Services Manager	-\$122,132
Add DAS III	\$123,334
<b>General Services – 11301</b>	
Add Secretary I	\$65,491
Add Administrative Services Manager	\$122,132
Add Accountant II/III	\$103,668
Add Accountant II/III	\$103,668
Delete DAS III	-\$123,334
Delete Supervising Buyer	-\$79,333
Delete Position(s) from PAL making annual costs neutral	-\$128,003
<b>Total GSA Budget Impact</b>	<b>\$0</b>

The ongoing consolidation of functions in the Agency allow for the above changes. The transfer of the Administrative Services Manager from the Information Technology Fund Center to the General Services Fund Center allows for the elimination of the Supervising Buyer as the Administrative Services Manager will assume these responsibilities and oversee additional functions in the Agency. The transfer of the Secretary I position more accurately reflects the duties of this position as support to the Agency Director and Deputy Directors. The additional Accountant positions will provide greater fiscal monitoring and support for the Parks and Golf Course Fund Centers as well as for Fund Centers associated with Capital Projects and Maintenance Projects. The above changes will enhance the Agency's capacity to better address existing and emerging fiscal and operational challenges with the overall goal of assuring the financial and operational integrity of the services provided the Agency.

### **Other Agency Involvement**

County Administrative Office and Human Resources

### **Financial Considerations**

The proposed changes add cost to the GSA Salaries and Benefits budget. The additional cost for FY 2008-09 for 6 months is \$64,000, which is the additional cost of two Accountant III positions offset by the vacant Supervising Buyer position recommended for deletion. This cost will be paid from the GSA existing budget allocation for FY 2008-09. Annually in future years the increased cost for the new position will be offset with a reduction in the GSA Position Allocation List.

The GSA currently has 22 vacant positions in all the business units. One of the vacant positions will be eliminated from the Position Allocation List for the General Services Fund Center resulting in a reduction of \$79,333 for the current year. The vacant Administrative Services Manager position in the Information Technology Fund Center will be transferred to the General Services Fund Center. Information Technology will see a reduction in salary and benefit expense of \$122,132 and the General Services Fund Center will see a corresponding increase in their salary and benefit accounts.

Recruitments are open for five vacant positions. To date this year there are about \$245,000 in salary and benefit savings from the vacant positions across the Agency. This will more than offset the expected additional \$64,000 expense associated with this request. Additionally, the Agency is committed to maintaining vacancies in recognition of the fiscal realities that are likely to pose challenges for the County budget. As the Agency consolidation continues, we will continue examine opportunities to increase efficiencies. The Agency will implement a future reduction of a vacant position so that there will be no net increases in the General Services Position Allocation List. Prior to proposing additional reductions in positions, the Agency will conduct an evaluation to assure that the position identified will have the least impact to the services we deliver. By combining the elimination of the Supervising Buyer Position and holding additional vacant positions, this proposal will have no net increase in General Fund expense. The future reduction of a position in the General Services Agency will result in no net increase of positions within the Agency.

## **Results**

The short term results of the proposed action will be to improve the financial resources of the department which will allow the GSA to better manage financial information, improve reporting capability and establish better systematic procedures to ensure consistent financial controls. We will continue to work closely with the Auditor-Controller and the Administrative Office to identify the key priorities and ensure that operations and budgets are consistent with County standards and best practices. For example, this additional staff will allow the GSA to immediately reduce its dependency on outside consultants, improve and enhance the use of SAP monitoring and reporting, better support the new Parks Reservation System Implementation, maximize the collection of revenues and improve the fee calculation and cost recovery processes. It will also allow the GSA to improve and enhance customer communication.

Longer term, we will work with the Administrative Office to set up a three-year plan for improvements to the systems and documentation of financial practices in the GSA with measurable results at each step of the way. The strategy for the three year plan takes into consideration that governmental accounting is structured around the annual fiscal year budget cycle. In order to improve processes, changes are most effective if implemented with the start of the fiscal year, and the effectiveness of change is best revealed with an entire year's results. Therefore, a realistic timetable of three years allows for a systematic implementation of changes, with time to evaluate effectiveness and refine the processes. We plan a collaborative approach, including direction and feedback from the Auditor-Controller, participation from the Administrative Office, and the contributions of our many customers. The results will include higher quality financial reporting, more effective and streamlined accounting procedures, better use of financial resources and better customer service.

IN THE BOARD OF SUPERVISORS  
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

\_\_\_\_\_ day \_\_\_\_\_, 2008

PRESENT: Supervisors

ABSENT:

RESOLUTION NO.

RESOLUTION AMENDING THE POSITION ALLOCATION LIST  
AND SALARY RESOLUTION FOR FISCAL YEAR 2008-2009

The following resolution is hereby offered and read:

WHEREAS, Chapter 2.48, Section 160 of the San Luis Obispo County Code provides that the number of positions and the classifications of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, pursuant to Section 2.48.090 of the San Luis Obispo County Code, the compensation of all officers and employees of the County of San Luis Obispo shall be regulated by resolution of the Board of Supervisors of said County; and

WHEREAS, the Board of Supervisors has allowed certain positions through adoption of the County budget for Fiscal Year 2008-2009 and

WHEREAS, the positions being allocated by this resolution have been reviewed by the Department of Human Resources and are consistent with job specifications and classifications as provided by the Civil Service Commission, and are hereby designated to the 08 Bargaining Unit; and

WHEREAS, the County Administrator has met with the Department of Human Resources staff and concurs with the recommended changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, the position allocation for Cost Center 114 Information Technology, and 113 General Services, be amended as follows:

**114 INFORMATION TECHNOLOGY**

<u>Job Class</u>	<u>Title</u>	<u>From</u>	<u>To</u>
00883	Secretary I	1.00	0.00
08795	Administrative Services Manager	1.00	0.00
08906	Departmental Automation Specialist III	6.00	7.00

**113 GENERAL SERVICES**

00883	Secretary I	0.00	1.00
08795	Administrative Services Manager	1.00	2.00
00907	Accountant I or II or III	2.00	4.00
09644	Supervising Buyer	1.00	0.00
08906	Departmental Automation Specialist III	1.00	0.00

Upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted:

\_\_\_\_\_  
Chairperson of the Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

BY: \_\_\_\_\_ Deputy Clerk

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10/7/2008