

September 23, 2008

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Creation of Two Fixed Term Assistant Engineer Positions

RECOMMENDATION: Authorize creation of two (2.0) Assistant Engineer Positions for a period of one year.

SUMMARY: On July 23, 2008, your Board approved the Capital Improvement Program (CIP) for Fiscal Year 2008/2009. The CIP included \$3,688,000 for facility improvements, which integrated \$2,000,000 for various disability access improvement projects identified in the Transition Plan and \$1,688,000 for facility improvement projects.

On December 4, 2007, Public Works and the County Administrator's Office held a joint workshop with your Board regarding Capital Facilities. The workshop concluded that the staffing cost to implement facility improvement projects should be included into the project budgets, and this decision was reflected in the 08/09 CIP. The \$3,688,000 budgeted for this year's Facility Improvement projects include an estimated \$345,500 for staffing costs.

Current staff will be completing some of the identified Facility Improvement projects; however, not all of the work can be tackled by existing staff. Therefore, in order to support the 2008/2009 Facility Improvements including the Transition Plan projects, we recommend hiring two fixed term Assistant Engineers.

FISCAL IMPACT: The annual cost for one fixed term position is \$122,905 at the top step. The total cost for the two positions is \$245,810. Funding for these positions is available in Capital Fund 27900, Capital Improvement Admin. Fund Center 4100991061.

REVIEWED BY:	<input checked="" type="checkbox"/>	Auditor Controller	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,

Kevin McGowan
Principal Civil Engineer

c: Matthew Hymel
Laura Armor
Auditor-Controller