

W.3.B.1.

AGENDA COVER MEMORANDUM

AGENDA DATES: August 29, 2007
TO: Board of County Commissioners
DEPT: County Administration
PRESENTED BY: Christine Moody, Management Analyst 2
AGENDA TITLE: IN THE MATTER OF APPROPRIATING 1.0 ADDITIONAL FTE FOR THE ASSISTANT COUNTY ADMINISTRATOR POSITION WITHIN FUND 124 IN THE DEPARTMENT OF COUNTY ADMINISTRATION.

I. MOTION

MOVE TO APPROPRIATE 1.0 FTE FOR THE ASSISTANT COUNTY ADMINISTRATOR POSITION WITHIN FUND 124 IN THE DEPARTMENT OF COUNTY ADMINISTRATION.

II. AGENDA ITEM SUMMARY

The FTE needs to be increased within County Administration to allow for the recruitment and selection of an Assistant County Administrator.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Board Order No. 07-7-24-4 created the classification of Assistant County Administrator. Board Order No. 07-7-24-6 adopted the recruitment and hiring process for both the County Administrator and Assistant County Administrator.

The FY 07-08 budget within Fund 124 County Administration does not have an FTE appropriation for the Assistant County Administrator. The FTE needs to be increased by 1.0 before filling the position.

B. Policy Issues

It is county policy to appropriate FTE by fund within each department when appropriating the budget. A department is not allowed to exceed the FTE appropriation and must receive Board approval to increase or decrease the appropriation.

C. Board Goals

Lane County's budget and financial management policies support the County's strategic goal of ensuring stability in service delivery to promote the efficient use of public funds.

D. Financial and/or Resource Considerations

None. Funding for the Assistant County Administrator will be covered by the retirement of the County Administrator and other vacancies within the department.

E. Analysis

Increasing the FTE appropriation makes it possible to follow the direction established in prior Board Orders which established the Assistant County Administrator position and adopted the recruitment and hiring process.

F. Alternative/Options

- 1) Increase the FTE appropriation in County Administration;
- 2) Do not approve the FTE appropriation.

IV. RECOMMENDATION

Increase the FTE appropriation.

V. TIMING/IMPLEMENTATION

The position is being posted and FTE needs to be in place prior to hiring the successful candidate.

VI. FOLLOW-UP

None needed.

VII. ATTACHMENTS

Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION & ORDER) IN THE MATTER OF APPROPRIATING 1.0
) **ADDITIONAL FTE FOR THE ASSISTANT**
) **COUNTY ADMINISTRATOR POSITION WITHIN**
) **FUND 124 IN THE DEPARTMENT OF COUNTY**
) **ADMINISTRATION**

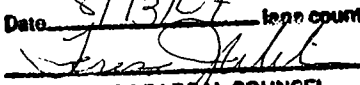
WHEREAS, Board Order No. 07-7-24-4 created the classification of Assistant County Administrator and Board Order No. 07-7-24-6 adopted the recruitment and hiring process for both the County Administrator and Assistant County Administrator;

WHEREAS, the FY 07-08 budget within Fund 124 County Administration does not have an FTE appropriation for the Assistant County Administrator and the FTE needs to be increased by 1.0 before filling the position.

IT IS HEREBY ORDERED that the FTE appropriation within Fund 124 in the Department of County Administration is increased by 1.0 to allow for the recruitment and hiring of the Assistant County Administrator position.

ADOPTED by the Lane County Board of Commissioners this 29th day of August, 2007.

Faye Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 8/13/07 Lane County

OFFICE OF LEGAL COUNSEL