



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: January 12, 2010

Subject: Elimination of positions at Conservation and Development Department

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**RECOMMENDATION(S):**

ADOPT Resolution 2010/49 to abolish certain positions and layoff employees in the Department of Conservation and Development effective the close of business January 31, 2010, as recommended by the Conservation and Development Director.

**FISCAL IMPACT:**

The elimination of 1.0 FTE Executive Secretary-Exempt and 1.0 FTE Senior Structural Engineer-Project will generate an annual salary savings of \$231,468. These positions are funded by Land Development fees. There is no impact on the county general fund.

**BACKGROUND:**

The continued economic downturn has significantly impacted revenues generated from new construction. The Department of Conservation and Development (DCD) has experienced a reduction in building permits of close to 50% over the past two years. Consequently, the decline in revenues and demand for work do not presently justify the existing number of staff positions. Consequently, it is necessary to eliminate one (1) FTE a Project position (Senior Structural Engineer-project).

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/12/2010** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor

Gayle B. Uilkema, District II  
Supervisor

Mary N. Piepho, District III  
Supervisor

Susan A. Bonilla, District IV  
Supervisor

Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 12, 2010

David Twa, County Administrator and Clerk of the Board of Supervisors

By: EMY L. SHARP, Deputy

Contact: Laura Glass  
335-1178

cc:

## BACKGROUND: (CONT'D)

Additionally, the merger of the former Community Development and Building Inspection departments has resulted in the integration of various administrative functions and streamlining of resources. Two administrative positions were already eliminated last year; however, in our continued effort to remain cost-effective during these challenging times, it is necessary to also eliminate another administrative support position (Executive Secretary-Exempt).

DCD recognizes the importance of regular assessment of its resources to streamline and respond to the fiscal challenges ahead. The decision to renovate 30 and 40 Muir, as opposed to construction of a new building, is proof of its efforts to streamline. The funds that have been set aside for the renovation of 30 and 40 Muir Road can only be used for staff costs related to the project being reviewed and the portion of the fees for related building and operations costs. Were these funds not used for the building renovations, they would have to be refunded to customers. DCD is also proactively reviewing contracts and temporary staffing and has taken reductions in these areas as necessary to continue to find ways to reduce overall costs.

## ATTACHMENTS

Resolution No. 2010/49

Attachment A