

APPROVED  
BY THE CITY COUNCIL

FEB 23 1999

OFFICE OF THE  
CITY CLERK



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DEPARTMENT OF  
PUBLIC WORKS

CITY OF SACRAMENTO  
CALIFORNIA

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ROOM 200  
SACRAMENTO, CA  
95814-2608

OFFICE OF THE DIRECTOR

PH 916-264-7100  
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February 11, 1999

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AMEND THE 1998/99 OPERATING BUDGET TO ADD 1.0 FTE SAFETY SPECIALIST II TO THE DEPARTMENT OF ADMINISTRATIVE SERVICES FOR DEDICATED ASSIGNMENT TO THE DEPARTMENT OF PUBLIC WORKS**

**LOCATION AND COUNCIL DISTRICT:**

City-wide; All districts.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the attached resolution, which authorizes the following:

- Amends the 1998/99 Administrative Services Department Operating Budget \$40,500 to add 1.0 FTE Safety Specialist II for dedicated assignment to the Department of Public Works
- Amends the 1998/99 Public Works Department Operating Budget \$ 40,500 to establish a source of funding reimbursement for a dedicated Public Works Safety Specialist II.

**CONTACT PERSON:** Mike Kashiwagi, Director of Public Works, 264-7100  
Ken Nishimoto, Director of Administrative Services, 264-7205

**FOR COUNCIL MEETING OF:** February 23, 1999

**SUMMARY:**

This report recommends amending the 1998/99 operating budget by adding 1.0 FTE Safety Specialist II for dedicated assignment to the Department of Public Works. This position is proposed to enhance City-wide safety and loss control efforts by establishing a dedicated position to oversee a proactive health and safety program for the Department of Public Works.



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The specific responsibilities of the proposed Safety Specialist will be to provide Public Works coordination of:

- City loss control programs (Workers Compensation, Automobile, General Liability)
- Compliance with Cal/OSHA
- Compliance with Cal/EPA

**COMMITTEE/COMMISSION ACTION:**

None.

**BACKGROUND INFORMATION:**

The Department of Public Works currently employs 665 FTE employees who perform a wide variety of Public Works services to their customers: garbage pickup and disposal; architecture and engineering; maintenance of our city's roads, buildings, and vehicles; and on-street parking and animal care. Since many of these employees work with hazardous materials and routinely operate vehicles, heavy equipment and highly specialized equipment, safety and city liability is a primary concern for the department.

The City Safety Office has supported and will continue to support the Department of Public Works by providing the following loss control program services: Drivers License Pull Notice reports; DOT Drug Testing; OSHA 200 Log updates; Monthly Industrial Injury Reports, Quarterly Vehicle Accident Reports; Cal/OSHA Citation adjudication; and training on City-wide policies and targeted special loss control programs including baseline biological monitoring programs. It is recommended to establish a dedicated Public Works Safety Specialist to supplement these safety efforts

A dedicated Public Works Safety Specialist is needed to coordinate the department's Injury Prevention Program, conduct safety audits and equipment/facility inspections to determine compliance/deficiency with legally mandated safety programs. These safety audits will drive a Public Works safety work program designed to reduce accidents and reduce liability to the city.

The Safety Specialist is needed at the 24<sup>th</sup> Street Corporation Yard and the Meadowview Corporation Yard to provide field personnel direct access to safety services. The Safety Specialist will attend weekly safety staff meetings with the City Safety Officer to coordinate City-wide health and safety programs and provide specialty expertise on other City safety projects. In the event of a fatality or multiple casualty incident, the Safety Specialist will be subject to "call-out" by the 911 Communications Center or the City's Safety Officer.

**FINANCIAL CONSIDERATIONS:**

It is recommended to amend the 1998/99 Administrative Services Operating Budget to establish the budget for a Public Works Safety Specialist as follows:

	<u>FY 1998-99</u>	<u>FY 1999-00</u>
Salary & Benefits	\$15,000	\$60,000
Vehicle	20,000	250
Computer	4,500	0
Misc. Supplies	1,000	9,765
Total	<u>\$40,500</u>	<u>\$70,015</u>

City Council  
Amend the 1998/99 Operating Budget to Add 1.0 FTE Safety Specialist II  
to the Department Of Administrative Services  
for Dedicated Assignment to the Department Of Public Works  
February 11, 1999

There is no additional General Fund impact associated with this recommendation. It is proposed that the Public Works Safety Specialist will be funded for the remainder of FY 1998/99 and subsequent fiscal years as follows:

- 1/3 - Fleet Funds
- 1/3 - Solid Waste Funds
- 1/3 - General Funds (from current DPW administration budget)

**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

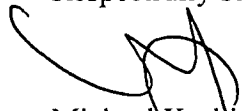
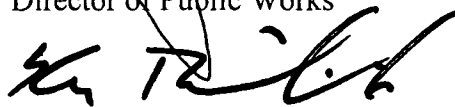
**POLICY CONSIDERATIONS:**

Establishing a dedicated Public Works Safety Specialist to coordinate Public Works safety efforts for reducing city liability exposure supports the Council's goal of maintaining fiscal viability.

**MBE/WBE:**

There are no M/WBE issues related to this recommendation.

Respectfully submitted,

Michael Kashiwagi  
Director of Public Works

Ken Nishimoto  
Director of Administrative Services

**RECOMMENDATION APPROVED:**

  
WILLIAM H. EDGAR  
City Manager



**APPROVED**  
BY THE CITY COUNCIL

**FEB 23 1999**

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 99-079**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION AMENDING THE 1998-99 OPERATING BUDGET  
TO ADD 1.0 FTE SAFETY SPECIALIST II TO THE DEPARTMENT  
OF ADMINISTRATIVE SERVICES FOR DEDICATED ASSIGNMENT  
TO THE DEPARTMENT OF PUBLIC WORKS**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

1. The 1998/99 Department of Administrative Services Operating Budget be amended by adding 1.0 FTE Safety Specialist position.
2. The 1998/99 Administrative Services Department Operating Budget be amended to establish the budget for a Public Works Safety Specialist as follows:

**FY 1998-99**

Salary & Benefits	\$15,000
Vehicle	20,000
Computer	4,500
Misc. Supplies	<u>1,000</u>
Total	\$40,500

3. The Public Works Safety Specialist will be funded for the remainder of FY 1998/99 and subsequent fiscal years as follows:

Source of Funding

- 1/3 - Fleet Funds Contingency (420-710-7012-4999)
- 1/3 - Solid Waste Contingency (415-310-7012-4999)
- 1/3 - General Funds (98/99 Public Works Administration budget)  
101-310-3112-4991

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

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