


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

REGULAR AGENDA REQUEST

TO: Board of County Commissioners

FROM: Philip Morley, County Administrator 

DATE: July 22, 2013

RE: Appointments of Frank Gifford as Central Services Director, and Monte Reinders as Public Works Director/County Engineer

STATEMENT OF ISSUE: I am pleased to present to the County Commissioners two significant appointments within our county team:

- Public Works Director Frank Gifford is assuming the position of Central Services Director; and
- County Engineer Monte Reinders is stepping up as Public Works Director/County Engineer.

Mr. Gifford and Mr. Reinders are well respected senior managers. Each contributes a deep knowledge of Jefferson County government, specific technical expertise, as well as broad administrative and management acumen. Both appointments are effective August 1, 2013.

Mr. Gifford and Mr. Reinders will attend the July 22 meeting of the Board of County Commissioners to answer any questions Commissioners may have.

ANALYSIS: Pursuant to Jefferson County Code Section 2.01.080(1), the County Administrator is authorized to appoint persons to fill positions designated by state statute to be designated by the Board of County Commissioners. This includes the Central Services Director and the Public Works Director. Recognizing the importance of these positions to the County organization, these appointments are being presented to the Board to answer any questions Commissioners may have.

As Central Services Director, all three Central Services divisions will report to Mr. Gifford: Information Services, Facilities, and ER&R. He will also have major responsibilities in budgeting, strengthening administrative systems, and special projects.

Frank has had a distinguished 14-year career as the county's Public Works Director since 1999. He has managed a staff of 70 with responsibility for roads & transportation, solid waste, parks & recreation, waste water, major accounting and budgeting services, and a budget of \$14 Million for operations and \$6 Million for capital projects. He initially joined the county in 1989 as Capital Projects Manager for Public Works where he oversaw county facility maintenance/operations and capital projects. In 1994 Frank was promoted to Engineering Services Manager working with a team of up to 20 on roads design and construction, bridge design and construction, rights of way, right of way permitting, franchises, development review,

storm water, storm water review, annual and six year budgeting, personnel, transportation planning, traffic engineering, and architectural capital projects.

The Central Services Director position was last held by Alan Sartin from 2003 to 2008, who left Jefferson County to become County Administrator for Carlsbad, New Mexico. During the Great Recession, the position has been left vacant since then as a budget-saving measure. However pressing County needs in facility planning, and implementing strategic upgrades in information services as well as implementing improvements and efficiencies to central county administrative functions warrant the Central Services Director vacancy being filled at this time.

Monte Reinders will become Public Works Director while continuing as County Engineer. Mr. Reinders will oversee all of Public Works, including roads maintenance, roads design and construction, bridges, parks and recreation, parks maintenance, solid waste operations, moderate risk waste, recycling, rights of way, right of way permitting, franchises, development review, storm/surface water, storm water review, accounting, support services, budgeting, personnel, transportation planning, traffic engineering, wastewater and architectural capital projects

Monte joined Jefferson County in 1998 as an Engineer III for Public Works managing road improvement projects and numerous road repairs resulting from the severe storm damage in the winter of 1999. In 2004, he was promoted to County Engineer managing the county roads program, including Right-of-Way Permits & Vacations, Road Maintenance & Operations, Traffic Data, Transportation Planning, Engineering Services, and Construction Projects. His previous professional experience was in the field of geotechnical engineering working for consulting firms in the Seattle area where he was involved in large grading projects, landslide repairs, and foundation and shoring jobs. Monte is licensed and registered in Washington State as a Professional Engineer and was named County Engineer of the Year in 2010 by the Washington State Association of County Engineers. He holds a BS in Civil Engineering from California Polytechnic State University in San Luis Obispo.

FISCAL IMPACT: Both appointments are to established positions included and funded in the adopted 2013 Jefferson County Budget.

RECOMMENDATION: Meet with Mr. Gifford and Mr. Reinders, and ask questions of Commissioner interest relating to the new positions.

REVIEWED BY:


Philip Morley, County Administrator

7/18/13
Date