



## Agenda Item Summary

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**File #:** 25-00968

**Agenda Date:** 12/9/2025

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**Agenda Item Name:**

**Notice of Administrative Order to Create a Department, and an Office and Restructuring**

**Presenter:**

Tommy Crosby, Assistant County Manager

**Description:**

Notice of Administrative Order to Create a Department, and an Office and Restructuring

**Recommended Action:**

Approve the Notice of Administrative Order to Create a Department, and an Office and Restructuring

**Prior Board Motions:**

N/A

**Fiscal Note:**

N/A

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

In an effort to maximize efficiencies and manage operations, the County Manager is proposing to create a new department. The changes are reflected in the organization chart included

**County Ordinance: Sec. 21.51. - Establishment, reorganization and abolishment.** By administrative order, the county manager may establish, reorganize, or abolish departments and offices in the Article III executive branch. The county manager shall provide such administrative order to the board in a regularly scheduled meeting at least 30 calendar days prior to the effective date of the order to permit the board members to state objections of the manager's order. By a majority vote of the board, the board may overrule an administrative order issued pursuant to this section

1. The vacant Fiscal Supervisor and Fiscal Assistant positions in Fiscal Services are being reclassified to a Budget and Fiscal Services Director position, which will fall under the Senior Management classification and oversee a newly established Budget and Fiscal Services Department. One approved, staff will move forward with the process to designate the position as part of Senior Management.
2. ERP Systems will be established as a separate office from Office of Management and Budget. By establishing ERP as an independent function, the County can better align system

management with departmental needs, streamline decision-making, and ensure more focused independent oversight of financial, human resources, and procurement modules and its efforts to optimize technology solutions, system performance, and user support across departments.

3. A vacant Senior Staff Assistant position from Facilities is being reclassified to a ERP Systems Specialist in the ERP Systems Office.