

96-236

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: May 28, 1996
AGENDA ITEM NO.: 10

DEPARTMENT: Administration

BY: Mike Coffield

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No X)

Temporary appointment of Steve Hayes to Tourism Assistant to CAO during vacancy of Visitors Bureau Director.

BACKGROUND AND HISTORY OF BOARD ACTIONS: As the Board is aware, now that the recruitment for the Visitors Bureau Director has been extended, it will be no less than 90 days before a permanent appointment can be made. Currently Mr. Hayes has been working in the Visitors Bureau as his Housing and Community Development schedule permits, approximately half time, but, the press of on-going business requires an increase in the commitment of his time. Also, although I have retained signature authority over the expenditure of Visitors Bureau funds and am reviewing and approving all Bureau documents, Mr. Hayes, through his knowledge of local transportation issues, Visitors activities and publicity, is consistently performing at a higher level of responsibility than assumed at his current compensation as a Housing Eligibility Specialist. Accordingly, I am recommending that Mr. Hayes' hourly commitment to Visitors Bureau activities be increased to approximately 32 hours per week, and that his compensation be increased 20% from \$25,700 to \$30,840. Approval of this request effective June 1 would impose an additional current year cost of \$428 and there are sufficient funds in the Visitors Bureau budget to accommodate this higher expenditure level. HCD has concurred that through staff reassignments, Mr. Hayes' absence can be accommodated until a permanent Visitors Bureau Director is appointed.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The hours worked per week could remain the same with some negative impact on the effectiveness of Visitors Bureau activities during this transition period, however, our Memoranda of Understanding require an appointment to a higher classification if an employee is required to work in excess of 80 hours at a higher level.

COSTS: () Not Applicable		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:
A.	Budgeted Current FY \$ 2142	
B.	Total Anticipated Costs \$ 2570	
C.	Required Additional Funding \$ 428	
D.	Internal Transfers \$ 428	
SOURCE: () 4/5ths Vote Required \$		
A.	Unanticipated Revenues \$	
B.	Reserve for Contingencies \$	
C.	Source Description: _____	
Balance in Reserve for Contingencies ,if approved: _____		

CLERKS USE ONLY:

Res. No. 96-236 Ord. No. _____

Vote - Ayes: 3 Noes: _____

Absent: Parking Tables Abstained: _____

myr Approved () Denied

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: _____

ATTEST: _____

MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

BY: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

CAO's Initials: [Signature]