

DEPARTMENT: BUILDING

BY: Fred Lustenberger
PHONE: 209-966-3934

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt Resolution setting new office hours of 7 a.m. to 4 p.m. with a one hour closure for lunch for the Building Department (12:00 p.m. to 1:00 p.m.). This will allow the office to continue to operate with only one D.S.T. with a minimum loss of service to the public.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board is aware of the budgetary constraints on the Building Department with the loss of permit applications. In the past, the Board has approved necessary changes to ensure continued service to the public.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Alternative: Status Quo: Deny the change and leave office hours as is (7 a.m. to 5 p.m.).
Consequences: 1. Pay the remaining D.S.T. overtime.
2. Leave the office without personnel to assist the public.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		New Office Hours Resolution
Source:		
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: 09-174 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: [Signature]
Approved
() Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

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

CAO: [Signature]

MARIPOSA COUNTY RESOLUTION APPROVING THE ESTABLISHMENT OF NEW OFFICE HOURS FOR THE BUILDING DEPARTMENT

RESOLUTION NO. 09-174

WHEREAS, the Board of Supervisors has the authority to approve the recommended establishment of office hours of 7 a.m. to 4 p.m. Monday through Friday with a one hour closure for lunch; and

WHEREAS, the Board of Supervisors wishes to exercise this authority by adopting this RESOLUTION APPROVING THE NEW OFFICE HOURS; and

WHEREAS, a loss of personnel has occurred and due to budgetary constraints cannot be replaced at the current time; and

WHEREAS, new office hours have become necessary in order to effectively maintain acceptable levels of service to the public;

WHEREAS, with the loss of personnel who possess the knowledge required of the position, the situation has become a staffing problem requiring immediate mitigatory action. Due to budgetary constraints and personnel limitations, only one Development Services Technician will be available to serve the needs of the public without incurring two hours of overtime each business day.

NOW, THEREFORE, IT IS RESOLVED by the Board of Supervisors of Mariposa County, State of California, as follows:

1. The Board finds all the facts mentioned above to be true, and that it has jurisdiction to act on the subject of this Resolution.
2. This Board does hereby approve and adopt the recommended office hours set forth herein.
3. The office hours adopted by this Resolution shall be effective immediately. At such time that the Department becomes fully staffed, regular office hours will revert back to what existed before the adoption of this resolution.
4. The purpose of this change in office hours is to allow public reasonable access to the services of front office personnel when the office is open to the public.

PASSED and ADOPTED by the Board of Supervisors of the County of Mariposa, State of California, this 14th day of April, 2009 by the following vote:

AYES: TURPIN, BIBBY, CANN, ALLEN
NOES: NONE
ABSENT: ABORN
ABSTAIN: NONE

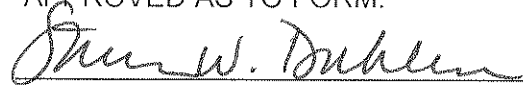

By Vice-Chair, Janet Bibby

BRAD ABORN, Chairperson
Board of Supervisors

ATTEST:


MARGIE WILLIAMS
Clerk of the Board

APPROVED AS TO FORM:


STEVEN W. DAHLEM
County Counsel

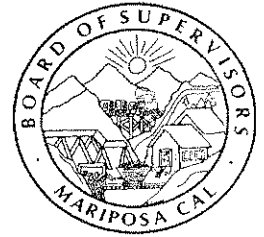


COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BRAD ABORN, CHAIR
JANET BIBBY, VICE CHAIR
LYLE TURPIN
KEVIN CANN
JIM ALLEN

DISTRICT I
DISTRICT III
DISTRICT II
DISTRICT IV
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: FRED LUSTENBERGER, Building Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Adopt a Resolution Setting New Office Hours of 7:00 a.m. to 4:00 p.m. with a One Hour Closure for Lunch for the Building Department to Allow the Office to Continue to Operate with One Development Services Technician (DST) with a Minimum Loss of Service to the Public

RESOLUTION 09-174

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 14, 2009

ACTION AND VOTE:

Fred Lustenberger, Building Director;

Adopt a Resolution Setting New Office Hours of 7:00 a.m. to 4:00 p.m. with a One Hour Closure for Lunch for the Building Department to Allow the Office to Continue to Operate with One Development Services Technician (DST) with a Minimum Loss of Service to the Public

BOARD ACTION: Discussion was held with Fred Lustenberger relative to the request; and he advised of another alternative by making a contribution to the budget to keep the position in the interim of the revenue for the Department increasing to cover the operation costs.

Input from the public was provided by the following:

Ruth Catalan stated she has no objection to the request, but she feels that it should be noted that this is Monday through Friday; and she suggested a change in the lunch hour closing to 11:00 a.m. to 12:00 noon or 1:00 p.m. to 2:00 p.m. versus the 12:00 noon to 1:00 p.m. that is proposed.

Further discussion was held, and Fred Lustenberger advised that they will try to serve the people that come in during the lunch hour. It was clarified that this new schedule would become effective on April 20, 2009. Rick Benson suggested that approval be given for a one-hour lunch closure and that the Building Director be authorized to set that time, but that it should be a regularly scheduled time.

(M)Cann, (S)Allen, Res. 09-174 was adopted approving the new office hours as requested, with the opportunity for a one hour closure for lunch with the Building Director to determine the lunch closure time/Ayes: Turpin, Bibby, Cann, Allen; Excused: Aborn.

Cc: Sandi Laird, Personnel
Chris Ebie, Auditor
File

Debbie Willis

From: Debbie Willis
Sent: Thursday, April 02, 2009 11:26 AM
To: 'debbie.macias@seiu521.org'
Subject: D Willis from Mariposa County Building Department

Debbie,

My name is Debra Willis and I work for the Mariposa County Building Department. On April 14, 2009, a resolution will be on the Board of Supervisors Agenda requesting approval of the establishment of new office hours for the Building Department. The office will then be open from 7 a.m. to 4 p.m. with one hour for lunch. One of pre-requisites was to contact you regarding this change. If you would like to read the actual resolution, let me know and I will send you a copy of it.

Debra Willis
Development Services Technician
Mariposa County Building Department