

DEPARTMENT: Public Works

BY: Jim Petropulos
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Request for authorization to change the county surveyor position from part time (70%) to full time effective October 1, 2003.

Public Works is requesting that the part time County Surveyor position be converted to full time in order to accommodate the increased work load. Please see attached memorandum to the County Administrative Officer for further explanation of this request.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

N/A

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The work load required of the County Surveyor is continuing to grow. Negative or no action will not relieve the necessity to process the growing demand for the Surveyor's services.

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: \$ _____		Memo _____
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.: 03-347 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____

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: RAI

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0304	583-0102	Assistant Director			19,590
001	0161	427-0780	Interfund/Road Fund Contribution		19,590	
300	0301	581-0120	County Surveyor		19,590	
300	0301	309-1655	Transfers In - General Fund		(19,590)	
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
300	0301	309-1655	Transfers In		(19,590)	
001	0304	601-0787	Transfers Out		19,590	
TOTAL					19,590	19,590

ACTION REQUESTED: (Check all that apply)
 Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
 Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: See Attached Board Item

DEPT HEAD SIGNATURE <i>Paul Trone</i>	DATE 9/16/03
APPROVED BY RES NO. <u>03-347</u> CLERK <i>[Signature]</i>	DATE <u>9-23-03</u>

300 Roads

AUDITOR'S USE ONLY BA#

COUNTY of MARIPOSA



James J. Petropulos
Director

4639 Ben Hur Road
Mariposa, CA 95338
Phone: (209) 966-5356
Fax: (209) 966-2828

DEPARTMENT OF PUBLIC WORKS


Divisions of:

Administration	Airport
Cemeteries	County Surveyor
Design & Construction	Engineering
Facilities	Parks & Rec.
Roads	Solid Waste
Transportation	Fleet Maintenance

August 29, 2003

M E M O

TO: Rich Inman, County Administrative Officer

FROM:  James J. Petropulos, Public Works Director

SUBJECT: County Surveyor Position

As you are aware, I am requesting your assistance to increase the County Surveyor position from part time (70%) to full time. What has become evident is that the County is experiencing increased demands for map checks, subdivision reviews, lot line adjustments, etc. requiring more staff time. In addition, old previously dormant subdivisions are now showing quite a bit of activity adding to the workload. As part of this department's response, I believe that the County Surveyor position needs to be upgraded to a full time position.

The additional funding required for this fiscal year will come from salary savings realized from short-term vacancies. Future fiscal year costs will be covered by increased revenue from map check/subdivision fees. The Planning Department is also supportive of this request. Following is a summary of the fiscal impact:

	County Surveyor 70%	County Surveyor 100%
Salary and Benefits	\$62,271	\$88,391

If converted October 1, 2003 to 100% position	
Fiscal year impact	\$19,590
Subsequent fiscal year impact	\$26,120

Thank you for your assistance. Should you have any questions or comments relative to this matter, please do not hesitate to contact me.

dp



COUNTY OF MARIPOSA

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

BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM PETROPULOS, Public Works Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: AUTHORIZATION TO CHANGE THE COUNTY SURVEYOR
POSITION TO FULL-TIME
Resolution No. 03-347

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 23, 2003

ACTION AND VOTE:

B) Request for Authorization to Change the County Surveyor Position from Part-Time (70%) to Full-Time, Effective October 1, 2003, to Accommodate the Increased Work Load

BOARD ACTION: Discussion was held with Jim Petropulos. Chairman Pickard noted that the requested action includes a budget transfer and that 4/5ths vote is required. (M)Stetson, (S)Bibby, Res. 03-347 was adopted approving the change in the position and the budget action/Ayes: Unanimous.

cc: Sandi Laird, Personnel/Risk Management Technician
Ken Hawkins, Auditor
Mary Hodson, Administrative Analyst
File