

DEPARTMENT: Administration

BY: Rick Benson  
PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve a Professional Services Agreement with Willdan Engineering for the services of an Interim Public Works Director in an amount not to exceed \$75,000 and authorize the Chairman of the Board of Supervisors to sign the agreement; Approve budget action transferring funding within the Public Works Administration budget for the agreement (\$75,000). With the recent vacancy of the Public Works Director, this department is in need of experienced leadership while the search for a permanent replacement is being conducted. During this interim period Willdan Engineering has agreed to provide the services of Peter Rei. Because of the complexity of the Public Works department and the many on-going road and construction projects currently in progress, the Assistant Public Works Director does not have the time or expertise to oversee all of the divisions within the Public Works department.

There is sufficient salary savings from the vacant Public Works Director position to offset the cost of the Professional Services Agreement.

**BACKGROUND AND HISTORY OF BOARD ACTIONS**

The Board had directed staff to identify an Interim Public Works Director during the recruitment period for this position.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the Professional Services Agreement or the corresponding budget action. Management of the Public Works many divisions would become the responsibility of the various division heads and Assistant Public Works Director.

|   |                     |  |
|---|---------------------|--|
| Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | Current FY Cost: \$ | Annual Recurring Cost: \$                    |
| Budgeted In Current FY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially Funded |                     |  |
| Amount in Budget: \$-0-   |                     | List Attachments, number pages consecutively |
| Additional Funding Needed: \$75,000   |                     | Professional Services Agreement              |
| Source:   |                     | Budget Action                                |
| Internal Transfer <u>X</u>  |                     |  |
| Unanticipated Revenue _____   | 4/5's vote          |  |
| Transfer Between Funds _____  | 4/5's vote          |  |
| Contingency _____   | 4/5's vote          |  |
| <input type="checkbox"/> General <input type="checkbox"/> Other   |                     |  |

**CLERK'S USE ONLY:**

Res. No.: 11-423 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 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]



# COUNTY of MARIPOSA

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

JIM ALLEN, CHAIR  
JANET BIBBY, VICE-CHAIR  
LEE STETSON  
LYLE TURPIN  
KEVIN CANN

DISTRICT V  
DISTRICT III  
DISTRICT I  
DISTRICT II  
DISTRICT IV



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: RICHARD J. BENSON, CAO  
FROM: MARGIE WILLIAMS, Clerk of the Board  
SUBJECT: Approval of Consent Agenda  
RES. 11-423

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 6, 2011

#### ACTION AND VOTE:

Supervisor Bibby asked about including Parks and Recreation Division in the exhibit for item 110, and the Board concurred. Supervisor Cann asked about holding item 110 until after the job description for the Public Works Director is considered later today; and the Board concurred with moving forward with item 110 at this time.

CA-110 **Administration**  
Approve an Agreement with Willdan Engineering for the Services of an Interim Public Works Director in an Amount Not to Exceed \$75,000, and Authorize the Board of Supervisors Chair to Sign the Agreement; Approve Budget Action Transferring Funding within the Public Works Administration Budget for the Agreement (\$75,000); Res. 11-423, with change to include Parks and Recreation Division in the exhibit

Cc: Mary Hodson, Deputy CAO  
Bill Davis, Auditor  
File

**BUDGET ACTION FORM**

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION           | PROJECT      | INCREASE | DECREASE |
|------|----------|---------|-----------------------|--------------|----------|----------|
| 001  | 0304-583 | 0101    | Public Works Director |              |          | \$75,000 |
| 001  | 0304-583 | 0418    | Professional Services |              | \$75,000 |          |
|      |          |         |                       |              |          |          |
|      |          |         |                       |              |          |          |
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|      |          |         |                       |              |          |          |
|      |          |         |                       |              |          |          |
|      |          |         |                       |              |          |          |
| 001  | 0104-414 | 1090    | GENERAL CONTINGENCY   |              |          |          |
|      |          |         |                       | <b>TOTAL</b> | \$75,000 | \$75,000 |

| TRANSFER BETWEEN FUNDS |  |  |  |               |     |     |
|------------------------|--|--|--|---------------|-----|-----|
|                        |  |  |  |               |     |     |
|                        |  |  |  |               |     |     |
|                        |  |  |  | <b>TOTALS</b> | \$0 | \$0 |

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;

( X ) 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: To fund the contracted services of an Interim Public Works Director.

DEPT HEAD SIGNATURE Mary B. Johnson DATE 8-20-11

APPROVED BY RES NO. 11-423 CLERK mm DATE 9-6-11

**PUBLIC WORKS ADMINISTRATION**

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| AUDITOR'S USE ONLY<br>BA # |
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