DEPARTMENT: Public Works/Facilities/Solid Waste

BY: Dana Hertfelder
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the allocation of two new permanent full-time positions for the Facilities division of Public Works who would be used to staff the landfill: one Maintenance Supervisor - Facilities (Range 210) and one Senior Maintenance Worker (Range 180); and approve Budget Action increasing revenue and increasing salary and benefit expense in the Facilities budget to cover these positions from February 1, 2005 through June 30, 2005.

We are also requesting that the Board waive the following requirements of the Maintenance Supervisor – Facilities position that do not apply to landfill operations: possession of a Grade 1 Wastewater Treatment Plant Operator Certificate (or an Operator in Training Certificate with the ability to obtain a Grade 1 Certificate within 18 months); Pool Operator Certification; and a Backflow Tester Certificate (or the ability to obtain one within 18 months).

The Public Works Department has been given direction to take over operation of the County Landfill and Recycling Center by the end of January 2005. We are in the process of hiring gate attendants who will be manning the entrance station, collecting fees, recording the volume of material brought in by commercial users, and so forth. Extra help staff will be utilized to man the recycling center, direct customers and assist with other operations as needed.

Operating the landfill in a manner that will ensure we are in compliance with all applicable State regulations is a complex and challenging task. In order to achieve this goal we feel it is essential that we have a permanent Supervisor on site every day to direct and oversee staff activities. There needs to be someone with a broad view of our objectives that can monitor daily activities to ensure that we are providing quality service to both residential and commercial users, and be able to respond quickly to any problems that arise.

The Senior Maintenance Worker position that we are requesting is to provide for someone to operate heavy equipment, which is a vital part of daily operations. We are hoping to attract a person with experience to perform this task, which is why we are asking for a Senior Maintenance Worker as opposed to a Maintenance Worker I/II. As you know, the standard number of hours for extra help staff is 860 hours, which is roughly five months of full-time work. It would be very inefficient to have to train a new person for this task every five months, which is why we believe a permanent position is better for the task of operating heavy equipment.

If these positions are approved by the Board, we will need to fill them immediately. One or two of our current employees at Public Works have expressed an interest in applying for the Senior Maintenance Worker position. One of these employees is currently a Senior Maintenance Worker at step 5, so the amount of funding being requested in the Budget Action Form would cover a Senior Maintenance Worker at step 5 of the salary range for a five-month period, from February through June. The funding being requested for the Maintenance Supervisor position is at step 2 of the salary range for the same five-month period.

Because the employees filling these positions would work exclusively at the landfill, the Facilities division would be reimbursed for their labor from the Solid Waste fund. Therefore the attached Budget Action increases both revenue and expense in the Facilities division,
resulting in no net change to the overall budget. The cost of the employees will essentially be paid for out of the Professional Services line item (#0418) in the Solid Waste Operations budget, Fund #601. (We will review the Solid Waste Operations budget at midyear to determine if we need to increase appropriations for Professional Services. If an increase is deemed necessary, it would be covered by an internal transfer.)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At its regular meeting of December 21, 2004, the Board approved the allocation of two permanent full-time positions for gate attendants at the County landfill.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested positions, and direct us to use extra help staff for landfill operations (other than manning the gate).

Financial Impact?  (X) Yes  ( ) No  Current FY Cost: $42,283  Annual Recurring Cost: $101,480
Budgeted In Current FY?  ( ) Yes  (X) No  ( ) Partially Funded
Amount in Budget:  $ 0.00
Additional Funding Needed:  $ 42,283

List Attachments, number pages consecutively
1. Budget Action form

Clerk's Use Only:
Res. No.: #55-54  Ord. No. _____
Vote – Ayes:   5  Noes:  _____
Absents:  _____
Approved  _____
1) 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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  ✔
No Opinion  ( )
Comments:

CAO:  ______
### BUDGET ACTION FORM

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**TRANSFER BETWEEN FUNDS**

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**TOTAL**

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**ACTION REQUESTED:** (Check all that apply)

( X ) 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:** To fund two new positions in the Facilities Division (to work at the landfill).

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**DEPT HEAD SIGNATURE**

**DATE**

**01/07/05**

**APPROVED BY RES NO. 05-24 CLERK**

**DATE**

**1/18/05**

**0128 Facilities Maintenance**
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA  95338 (209) 966-3222

BOB PICKARD, CHAIR            DISTRICT V
LEE STETSON, VICE CHAIR         DISTRICT I
LYLE TURPIN                     DISTRICT II
JANET BIBBY                     DISTRICT III
DIANNE FRITZ                    DISTRICT IV

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO:              DANA HERTFELDER, Public Works Director
FROM:            MARGIE WILLIAMS, Clerk of the Board
SUBJECT:         ALLOCATION OF TWO NEW PERMANENT FULL-TIME POSITIONS FOR THE
                FACILITIES DIVISION OF PUBLIC WORKS TO STAFF THE LANDFILL

Resolution No. 05-24

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 18, 2005

ACTION AND VOTE:

11:41 a.m. Dana Hertfelder, Public Works Director;
Approve the Allocation of Two New Permanent Full-Time Positions for the Facilities Division of Public
Works to Staff the Landfill: One Maintenance Supervisor – Facilities (Range 210) and One Senior
Maintenance Worker (Range 180); and Approve Budget Action Increasing Revenue and Increasing Salary and
Benefit Expense in the Facilities Budget to Cover These Position from February 1, 2005 through June 30,
2005 ($42,283) (4/5ths Vote Required)

BOARD ACTION: Discussion was held with Dana Hertfelder concerning the request. Chairman Pickard
clarified that the request to waive requirements for the Maintenance Supervisor – Facilities position is just for
filling this particular position for the landfill operations. Supervisor Bibby asked about addressing the
temporary promotions and dealing with the vacancies that are created in the interim, and she asked that an
acknowledgment be signed by the affected employees that this is an interim situation. Supervisor Turpin
clarified that the matter will come back to the Board for further action after June 30, 2005.

Input from the public was provided by the following:
Ruth Sellers asked if the County is going into the garbage business, and she asked what is going to
happen to the trash hauling. Chairman Pickard advised that the contractor is terminating its contract with the
County for the landfill operations, and the County will take over those operations on an interim basis until it is
determined how to best handle the operations. The hauling agreement is still in force, along with agreements
with other private contractors.
(M)Stetson, (S)Turpin, Res. 05-24 was adopted approving the recommended actions/Ayes: Unanimous.

cc: Mary Hodson, Deputy County Administrative Officer
    Ken Hawkins, Auditor
    Sandi Laird, Administrative Analyst
    File