DEPARTMENT: Public Works

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: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

Annual Recurring Cost: $

List Attachments, number pages consecutively
Memo

CLERK’S USE ONLY:
Res. No.: 03-349
Vote – Ayes: 5  Noes: __
Absent: ___

Approved
( ) 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: _______________________

Revised Dec. 2002
**BUDGET ACTION FORM**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0304</td>
<td>583-0102</td>
<td>Assistant Director</td>
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<td></td>
<td>19,590</td>
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<tr>
<td>001</td>
<td>0161</td>
<td>427-0780</td>
<td>Interfund/Road Fund Contribution</td>
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<tr>
<td>300</td>
<td>0301</td>
<td>581-0120</td>
<td>County Surveyor</td>
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<tr>
<td>300</td>
<td>0301</td>
<td>309-1655</td>
<td>Transfers In - General Fund</td>
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<td>(19,590)</td>
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**TRANSFER BETWEEN FUNDS**

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<th>DECREASE</th>
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<tbody>
<tr>
<td>300</td>
<td>0301</td>
<td>309-1655</td>
<td>Transfers In</td>
<td></td>
<td>(19,590)</td>
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<tr>
<td>001</td>
<td>0304</td>
<td>601-0787</td>
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**TOTAL**

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<tr>
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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19,590</td>
<td>19,590</td>
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</tbody>
</table>

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: See Attached Board Item

DEPT HEAD SIGNATURE: [Signature]

APPROVED BY RES NO.[Signature]: [Res No.]

DATE: 9/16/03

AUDITOR'S USE ONLY

BA# [Signature]

Budget Revision Form Revised 11/95
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:

<table>
<thead>
<tr>
<th>County Surveyor 70%</th>
<th>County Surveyor 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$62,271</td>
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</tbody>
</table>

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
TO: JIM PETROPULOS, Public Works Director
FROM: MARGIE WILLIAMS, Clerk of the Board
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