

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 11/26/91

12-10-91 12-3 Cont'd  
AGENDA ITEM NO.: 54

DEPARTMENT: Administration BY: Supervisors PHONE: 966-3222  
Radanovich & Baggett

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_x)  
Resolution Appropriating Funds from Reserve for Contingencies to Building Maintenance for Modifications to Existing Facilities (\$6,500) for Offices of the Board of Supervisors, Administration, County Counsel, Personnel and Data Processing

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors directed that the Space Needs Committee review the options for the location of the Board of Supervisors, Administration and County Counsel offices. The Space Needs Committee recommends that funds be appropriated for remodel of the present District Attorney's office for future offices of these three functions (\$3,000); that the Data Processing Function be remodeled to eliminate interruptions to the Programmer/Analyst (\$2,000); and that a private office be created at the back of the Hall of Records conference room for the Personnel Officer (\$1,500). The options and recommendations are outlined in the attached memorandum.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve this resolution appropriating the funds.
2. Do not approve the appropriation of funds for these space needs and direct the Committee to investigate other alternatives. The needs of these offices will not be addressed.
3. Approve a portion of the funding recommended. Other alternatives may be addressed for the unmet space needs.

COSTS: ( ) Not Applicable  
 A. Budgeted current FY \$ -0-  
 B. Total anticipated costs \$6,500  
 C. Required Add'l funding \$6,500

SPECIAL INSTRUCTIONS:  
 List the attachments and number the pages consecutively:  
Memorandum of 11/18/91 from staff

D. Source: Reserve for Contingencies  
 SOURCE: (x) 4/5ths Vote Required  
 A. Internal transfers \$  
 B. Unanticipated revenues \$  
 C. Reserve for contingency \$ 6,500  
 D. Description:  
 Balance in Reserve for Contingencies, if approved: \$

CLERK'S USE ONLY:

Res. No.: 91-585  
 Ord. No.:  
 Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 ( ) Approved ( ) Denied  
 (x) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 ATTEST: MARGIE WILLIAMS  
 Clerk of the Board of Supervisors  
 County of Mariposa, State of CA  
 By: \_\_\_\_\_  
 Deputy

Comment: \_\_\_\_\_  
 A.O. Initials: John Baggett

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: JOHN MC CAMMAN, ADMINISTRATIVE OFFICER  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*  
RE: MODIFICATION TO FACILITIES

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on December 10, 1991

ACTION AND VOTE:

9:24 a.m. Resolution Appropriating Funds from Reserve for Contingencies to PWD/Building Maintenance for Modifications to Existing Facilities (\$6,500) for Offices of the Board of Supervisors, Administration, County Counsel, Personnel and Data Processing (4/5ths Vote Required) (Continued from 12/3/91) (Radanovich/Baggett - Space Needs Committee)  
BOARD ACTION: (M)Baggett, (S)Punte, Res. 91-585 adopted appropriating funds for modifications to existing facilities as recommended; and Board approved recommended location of office facilities following renovation of Lind House - Board, Administration and County Counsel functions to relocate to the present District Attorney's facilities; District Attorney functions to be relocated to the Courthouse (previous Board offices, including upstairs office) and Lind House; and Justice Court to move back to previous facilities, with the addition of office space upstairs for the Judge/Ayes: Unanimous. Direction was given for Administrative Officer to work with Board's Space Needs Committee (Supervisors Baggett and Radanovich) to meet with Justice Court and Superior Court Judges to bring back recommendations for a court consolidation program.

cc: Evelyn Billings, Auditor  
Larry Pollard, Public Works Director  
Jeff Green, County Counsel  
Catherine Harmon, Personnel  
Rick Campbell, Data Processing  
George Griffith, District Attorney  
Judge LaRoche, Justice Court  
Judge McMechan, Superior Court  
Lynne Robinson, County Clerk  
File

COUNTY OF MARIPOSA  
BOARD OF SUPERVISORS

BUDGET  
ACTION FORM

RESOLUTION NO. 91-585

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BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq, the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
From:			
Reserve for Contingencies		001-103-6-000	\$6,500
To:			
Building Maintenance	Bldg Enhancement	001-235-2-132	\$6,500

# Mariposa County Board of Supervisors



JOHN W. McCAMMAN  
Administrative Officer

MARGIE WILLIAMS  
Clerk of the Board

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DISTRICT 1 ..... ARTHUR G. BAGGETT, JR.  
DISTRICT 2 ..... SALLY S. PUNTE  
DISTRICT 3 ..... ERIC J. ERICKSON  
DISTRICT 4 ..... GEORGE P. RADANOVICH  
DISTRICT 5 ..... GERTRUDE R. TABER

November 18, 1991

To: Supervisors Radanovich and Baggett  
Space Needs Committee

From: John W. McCamman, Administrative Officer

Subject: Lind House Remodel

The Board of Supervisors has directed we review the appropriate allocation of space for the Board of Supervisors, Administrative office and County Counsel office. Two options have been identified for discussion:

1. Moving the Board of Supervisors to the Courthouse and the Administrative and County Counsel function to a remodeled Lind House; or
2. The movement of the District Attorney/Family Support function to the Lind House, District Attorney to the Courthouse and the Board of Supervisors, Administrative Office and County Counsel to a remodeled District Attorney's office.

## Lind House Remodel

The Board set aside \$135,000 in the final budget for remodel of the Lind House. That project is ready to go to bid pending this decision of the Board of Supervisors, with any variations in the plan depending upon allocation of space for the Board or the Administrative functions.

The cost of the remodel may be reimburseable at the 66% level from Family Support if the facility is used for Family Support purposes. For this reason, the remodel of the Lind House for Family Support is the recommended alternative.

The reasons for this recommendation include:

1. The reimbursement of the remodeling cost at a minimum of the 66% level;

2. The need for additional space by the District Attorney's office based upon their expanding staff over the past several years;
3. The Board members' desire to co-locate the Board of Supervisors and the Administrative staff.

In addition to these advantages, the following disadvantages have been identified for this alternative:

1. The Board of Supervisors would no longer be housed in the Courthouse, which is an historical allocation of space for the Board;
2. It would require approximately \$3,000 of remodeling work at the District Attorney's office.

#### Other Issues

The Board of Supervisors may also chose to return to the allocation of space the way it was prior to the Courthouse remodel. The downside of this alternative is that that allocation of space is totally inadequate in terms of space requirements and in terms of productivity and efficiency of the location of the Administrative function.

In addition, both the Personnel and the Data Processing functions need to be slightly reconfigured to allow for private offices for professional staff. Currently in the Data Processing function, the Programmer/Analyst is sharing an entrance with the computer room. This has resulted in interruptions with people coming down to get printed documents from the computer. A partition can be built in the existing facility to separate the computer room and the office space of the Programmer/Analyst. A requested \$2,000 is included with the attached transfer to accomplish this modification.

In the Personnel office, no office for private conversations is available. In addition, continuous interruptions of professional staff occur due to job applicants walking into

the office and asking questions, etc. A separate office can be established in the back of the Grand Jury/employee break room. This will not reduce the effectiveness of this room, which is largely used for meetings and employee lunches.

The attached budgetary transfer includes \$1,500 to build the wall associated with this recommendation.