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? (X) Yes ( ) No  Current FY Cost: $ 0
Budgeted In Current FY? (X) Yes ( ) No
Amount in Budget: $0
Additional Funding Needed: $75,000
Source:
Internal Transfer X
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

Annual Recurring Cost: $ 0

List Attachments, number pages consecutively
Professional Services Agreement
Budget Action

CLERK’S USE ONLY:
Vote – Ayes: 5  Noes: 2
Absent:  Abstained: 0
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

Revised August: 2011

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
No Opinion
Comments:

CAO: ____________________________
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

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<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>0101</td>
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<td>1090</td>
<td>GENERAL CONTINGENCY</td>
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</table>

**TOTAL** $75,000  $75,000

### TRANSFER BETWEEN FUNDS

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**TOTALS** $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;

- 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 Johnson

**DATE** 8-30-11

**APPROVED BY RES NO.**

11-428 CLERK

**DATE** 9-6-11

**PUBLIC WORKS ADMINISTRATION**

Budget Revision Form Revised 11/95