

DEPARTMENT: Administration

BY: Rick Benson  
PHONE: 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:** Consider relocation of the Economic Development office and approve layoff of a permanent part-time Office Assistant II.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Please see attached staff report.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:** Economic Development will remain at its current location. No layoff will be taken and proposed savings will be relinquished.

Financial Impact? ( ) Yes (x) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Letter
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 10-239 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 4 Noes: Board  
 Absent: \_\_\_\_\_  
 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

KEVIN CANN, CHAIR  
JIM ALLEN, VICE-CHAIR  
BRAD ABORN  
LYLE TURPIN  
JANET BIBBY

DISTRICT IV  
DISTRICT V  
DISTRICT I  
DISTRICT II  
DISTRICT III



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

TO: RICHARD J. BENSON, CAO  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Consider Relocation of the Economic Development Office and Approve Layoff of a Permanent Part-Time Office Assistant II

Res. 10-239

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on May 18, 2010

#### ACTION AND VOTE:

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#### **Administration**

Consider Relocation of the Economic Development Office and Approve Layoff of a Permanent Part-Time Office Assistant II

**BOARD ACTION:** Discussion was held with Rick Benson, and he advised that the agreement with the Building Director for the relocation is that it is to be considered temporary. Supervisor Allen asked about the status of County-owned equipment, including the copier, and he recommended that it be removed when the office is relocated; and he asked that Personnel work with the Office Assistant employee.

Input from the public was provided by the following:

Ruth Catalan asked whether the grant search program would still be available to the public; whether the new space (downstairs in the Government Center) would accommodate confidential meetings with clients; and whether the additional workload would create an unfair burden to Administrative staff.

Lester Bridges, President of the Chamber of Commerce, stated he does not feel it is in the County's best interest to relocate this office; and he advised that the loss of rent will be a financial hardship to the Chamber. He asked that if the relocation is going to occur, that the contract be extended by six months to give the Chamber an opportunity to find another tenant.

Rick Benson responded to the questions – advised that there will be no change in the availability of the e-civis grant search program; the relocation is to a private office; and that the additional workload can be handled by the Administrative staff. He further advised that the recommended actions are to be effective July 1, 2010. No action is necessary on the relocation. (M)Allen, (S)Turpin, Res. 10-239 was adopted approving the layoff of the permanent part-time Office Assistant II/Ayes: Turpin, Bibby, Cann, Allen; Noes: Aborn.

Cc: Chris Ebie, Auditor  
Michael Kinslow, Building Director  
Sandi Laird, Personnel  
Marilyn Lidyoff, Economic Development Coordinator  
File

# MARIPOSA COUNTY

Richard J. Benson  
County Administrative Officer



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May 18, 2010

TO: Board of Supervisors  
FROM: Rick Benson, County Administrative Officer *RJB*  
SUBJECT: Proposed Relocation of Economic Development Office

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During the Fiscal Year 2009-10 Final Budget Hearings your Board directed staff to explore opportunities for cost savings. Specifically, your Board urged a review of alternate locations for the Economic Development Office which is currently located in the Chamber of Commerce building.

There has been a reduction in activity in the County Building Department. As a result, there has been a correlating reduction in staffing. At this time, not all of the office space assigned to the Building Department, located in the Government Center, is currently being utilized. Therefore, there is an opportunity to relocate the Economic Development Office into that unused space. The Building Department Director has been consulted and has given his approval to make an office available.

It should be noted that this move should be considered temporary. Inevitably, demand in the Building Department will return and they will once again need to occupy all of the available space. The department has received assurance that when this need arises that Economic Development will vacate the office. Given current economic conditions, it is not expected that the space will be needed by the Building Department for the next two years.

If the Economic Development Office is moved from its current location, the County will realize a saving of approximately \$8,000 annually in rent. Additionally, the move into the Government Center Building will allow the Business Development Coordinator to utilize the clerical staff of the County Administrative Office thus eliminating the need for the permanent part-time Office Assistant II currently allocated to Economic Development. Since this position is currently filled, the proposed action will necessitate the layoff of the individual in that position. This layoff will generate additional savings in excess of \$15,000 annually.

Although the proposed move may not be ideal, given the precarious nature of future County funding, it is prudent to take advantage of any savings opportunity which presents itself. Therefore, it is recommended that your Board approve the relocation of the Economic Development Office to the Government Center and approve the layoff of one Permanent Part-Time Office Assistant II position in Economic Development effective July 1, 2010.