DEPARTMENT: Building

RECOMMENDED ACTION AND JUSTIFICATION:

1. The addition of another counter with an overhead security door would be located where the Deputy Planning Director’s present office exists. This office space would be utilized by the Planning Department to enable a planner and one staff member counter exposure for initial contact to the public. This would provide the Building Department DST’s more time for permit processing.

2. The new office location for the Deputy Director would be located on the west wall of the lower floor and the adjacent cubicles would be slightly remodeled. The furniture and associated cubicle walls will be retrofitted to the new office at the front counter.

3. Another cubicle would be retrofitted at the Building Department front counter to enable the third building DST counter accessibility for permit and plan processing in lieu of the present back office location. This change enforces staff productivity since all the permit processing information is being entered into the LTE system at the counter for maximum efficiency.

4. The outside patio area located on the north side of the Government Center would be remodeled into more office space as required by the existing departments.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Remodeling has been approved in the past to incorporate changes to provide more efficiency for the staff, create additional office space for optimum service to the public.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Failure to approve this project would create less efficiency and overcrowding of personnel.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ 3,500
Additional Funding Needed: $121,500
Source: Contingency

Unanticipated Revenue
Transfer Between Funds
Contingency ( X ) General ( ) Other

List Attachments, number pages consecutively
Budget Action

CLERK’S USE ONLY:
Res. No.: 41-04  Ord. No. _____
Vote – Ayes: _____ 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: PAM

Revised Dec. 2002
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
GARY R. PARKER, CHAIR
DOUG BALMAIN, VICE-CHAIR
LEE STETSON
BOB PICKARD
JANET BIBBY

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JOHN DAVIS, Building Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: REMODEL OF THE DEVELOPMENT SERVICES DEPARTMENT

Resolution No. 04-446a

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 5, 2004

ACTION AND VOTE:

John Davis, Building Director;
Approve the Remodel of Development Services Departments in the Amount of $125,000 to Improve
Overall Staff Efficiency by Logistically Placing Staff at the Counter for Each Individual Department and
Addressing Critical Office Space Needs for Existing and Future Staffing; Approve Budget Action Reducing
the Building Fund’s Contingency and Transferring Funds between Line Items to Fund the Remodel
($125,000) (4/5ths Vote Required)

BOARD ACTION: Discussion was held with John Davis relative to the request, and he reviewed the
revenue and workload status of the Department. Supervisor Parker suggested that the Board’s Space Needs
Committee should be involved in this process. He also noted that cross-training was supposed to occur
when the three departments were brought together. Discussion was held as to whether this would be a
short-term or long-term solution and relative to the status of planning for staffing needs. Supervisor Bibby
stated she would like to have more time to review this matter, and would like more information on the
impacts during construction and future staffing needs. Kris Schenk, Planning Director, stated the issue is to
be able to get the public away from the counter to maintain confidentiality. Discussion was held relative to
phasing the project and relative to developing long-term plans.

(M)Pickard, (S)Balmain, to approve the recommended actions of adding another counter for the
Planning Department staff, moving the Deputy Director’s office, retrofitting a cubicle at the Building
Department’s front counter, and remodeling the outside patio area located on the north side of the
Government Center to have more office space; and direction for the Space Needs Committee and the
County Administrative Officer to work with the three Departments on this matter. Further discussion was
held. Ayes: Balmain, Pickard; Noes: Stetson, Bibby, Parker. The motion failed.
Further discussion was held relative to the request. (M)Pickard, (S)Stetson, Res. 04-446(a) was adopted approving the first three recommended actions for the interim, and direction was given for additional information to be brought back for the expansion. Discussion was held. Supervisor Parker suggested that the expansion issues be referred to the Space Needs Committee. Supervisor Bibby requested more information on the staffing needs. Ayes: Stetson, Balmain, Parker, Pickard; Noes: Bibby. Supervisor Parker stated he would like to see the Board give direction to the Space Needs Committee to meet with the three department heads relative to these issues and the cross-training issues, and the Board concurred.

cc: Bob Pickard, Supervisor District V
    Janet Bibby, Supervisor District III
    Rich Inman, County Administrative Officer
    Mary Hodson, Deputy County Administrative Officer
    Ken Hawkins, Auditor
    Kris Schenk, Planning Director
    Charles Mosher, Health Officer
    Dana Hertfelder, Interim Public Works Director
    File
October 12, 2004

Rich –

The Board’s action to approve the first three recommendations for the remodel of the Development Services Department did not address any changes in the budget action request to reflect that the fourth recommendation was held for additional information --- how do you want the budget action form handled:

- Do you want it processed as presented?
- Do you want it re-done to reflect the cost for the first three items only at this time, and what would that amount be?

Thanks,

Margie
October 26, 2004

Per Rich, he asked Building to provide the dollar figure to implement the action taken by the Board to approve the first three recommendations for remodel of the Development Services Department. When that figure is received, the Budget Action Form can be changed accordingly.

mw

12-2-04 Rich:

Have you vetted the budget info?
So we can finish processing this?

Thanks

mw

3-8-06 Never need anything.
## BUDGET ACTION FORM

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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 transferring appropriation from 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 pay for remodel of Development Services Department

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**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**DEPARTMENT**

**Auditor**

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 12/18