RECOMMENDED ACTION AND JUSTIFICATION:

Resolution authorizing an Amendment to the Parsons NBA, Inc. Contract for Services.

Approve budget action reducing General Contingency and increasing appropriations in Planning for completion of the General Plan ($38,000).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The County of Mariposa entered into a Contract effective November 18, 2000 wherein Parsons agreed to provide specified services relative to the County’s General Plan Update. Subsequently, the Auditor indicated that he felt that there were irregularities with the Contract Amendment process.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The General Plan does not move forward until alleged contractual irregularities are resolved.

Financial Impact? (X) Yes  ( ) No  Current FY Cost: $  
Budgeted In Current FY? ( ) Yes  ( ) No  (X) Partially Funded
Amount in Budget: $1,917
Additional Funding Needed: $38,000

Source:
Internal Transfer
Unanticipated Revenue  4/5's vote
Transfer Between Funds  4/5's vote
Contingency  4/5's vote
(X) General  ( ) Other

Annual Recurring Cost: $  

List Attachments, number pages consecutively
Draft Amendment to Contract for Services w/Parsons NBA, Inc.
Budget Action
Memo from Co. Counsel

CLERK’S USE ONLY:
Res. No.: Ord. No.
Vote – Ayes:  Noes:  
Absent:  
(X) Approved
4 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
MEMORANDUM

Date: April 20, 2004

To: Board of Supervisors

From: Thomas P. Guarino, County Counsel

Re: General Plan Process

This memorandum is to outline a proposed process that would allow maximum use of the time agreed to by Parsons in the proposed Contract Amendment.

The following process/estimated schedule is suggested:

- Within 2 weeks of the Contract Amendment approval Parsons will complete revisions and provide 1 hard copy and electronic copy of General Plan draft.
- The draft will then be posted on website in Planning/Board of Supervisors with invitation for written comments on the proposed revisions only over 2 week period (date specific).
- One week after comment date Board of Supervisors holds 2 day workshop with Mr. Hauge present:
  - Day 1 – morning session from 9:00-11:30 a.m., open comment with 3 minute limit.
  - Day 1 – afternoon session from 1:30-3:30 p.m. – specific section discussion.
  - Day 1 – evening session from 5:00-7:00 p.m. – 1st hour open comment with a 3 minute limit, 2nd hour specific section discussion.
  - Day 2 – morning session from 9:00-11:30 a.m., specific section discussion.
  - Day 2 – afternoon session from 1:30-3:30 p.m., specific section discussion.
  - Day 2 – afternoon session from 3:30-4:30 p.m., direction to staff for 2nd draft.

- Within 2 weeks revisions are made and final draft of all documents prepared and Parsons prepares final draft for review and adoption.
- Parsons will provide final draft to be distributed and posted as with first draft but no further comments invited.
- Board of Supervisors holds final workshop (essentially for itself) within week after receipt of final draft:
  - Day 3 – morning session from 9:00-11:00 a.m.
  - Day 3 – afternoon session from 1:00-2:00 p.m.
  - Day 3 – afternoon session from 2:00-3:00 p.m. direction to staff
Final revisions submitted and final version of all documents prepared and distributed for formal adoption public hearing process.

Once a process is directed by the Board of Supervisors dates can be reserved and a time line set for adoption.
## BUDGET ACTION FORM

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**TOTAL**  
$38,000  
$38,000

### TRANSFER BETWEEN FUNDS

**TOTALS**  
$0  
$0

**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:** To complete the General Plan.

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**DEPT HEAD SIGNATURE**  
[Signature]

**DATE**  
4-14-04

**APPROVED BY RES NO.**  
04-165

**CLERK**  
[Signature]

**DATE**  
4-20-04

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**PLANNING**

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**AUDITOR’S USE ONLY**

BA #

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Budget Revision Form Revised 11/95
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: TOM GUARINO, County Counsel
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: AMENDMENT TO THE PARSONS NBA, INC. CONTRACT FOR SERVICES Resolution No. 04-165

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on April 20, 2004

ACTION AND VOTE:

C) Adopt a Resolution Authorizing an Amendment to the Parsons NBA, Inc. Contract for Services; Approve Budget Action Reducing General Contingency and Increasing Appropriations in Planning for the Completion of the General Plan ($38,000) (4/5ths Vote Required)

BOARD ACTION: Tom Guarino provided input relative to the status of the contract with Parsons and the public comments by the Auditor relative to payments made on amendments to the contract that were not approved by the Board, but signed by the former Planning Director. He recommended that the Chairman be authorized to sign an amendment to the agreement with Parsons and advised that the amendment will incorporate the change in the business name for Parsons, with the final language of the amendment to be subject to approval by County Counsel. He advised that this amendment will settle and cure any questions as to whether prior expenditures were authorized. He recommended that direction be given to Planning and Administration for the final process of the General Plan Update as outlined in the memorandum. Discussion was held relative to the process and distribution of the document for review; and discussion was held relative to the request for funding to complete the process. (M)Pickard, (S)Stetson, Res. 04-165 was adopted authorizing the amendment to the contract with Parsons, as recommended; direction was given to Planning and Administrative staff for the final process of the General Plan Update as recommended; and the budget action was approved as recommended. The motion was clarified to reflect that the budget action is not to exceed $38,000. Ayes: Unanimous.

Ken Melton noted that he has purchased two copies of the document already, and questioned whether he would have to pay for a third version. Further discussion was held relative to distribution of the document.

cc: Mary Hodson, Deputy County Administrative Officer
    Ken Hawkins, Auditor
    Sarah Williams, Interim Planning Director
    File