

96-179

MARIPOSA COUNTY BOARD OF SUPERVISORS

AGENDA ACTION FORM

DATE: May 7, 1996 AGENDA ITEM NO: 5-B

HOUSING AND COMMUNITY DEVELOPMENT AGENCY

BY: James F. Evans

PHONE: 966-6121

RECOMMENDED ACTION AND JUSTIFICATION: (POLICY ITEM: YES () NO (x)) Resolution authorizing the Mariposa County Visitors Bureau to provide Courthouse Tours from May 10, 1996 through June 30, 1997. (Timeliness and beginning of summer tourism season).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has authorized Courthouse tours for many years. In the past, tour guides have been County Extra Help employees, contractors, and employees of the Chamber of Commerce. Funds have been included in the Visitors Bureau FY 1995/6 Budget.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

(1) Contract with another organization to provide tours. (2) With approval of the County Counsel, retain independent contractors.

Table with 4 columns: Item (A-D), Description, Current FY, and Amount. A: Budgeted, B: Total anticipated costs, C: Required add'l funding, D: Internal transfers.

SPECIAL INSTRUCTIONS: List the attachments and number pages accordingly: 1 pages memo

SOURCE: () 4/5's vote required. A. Unanticipated revenues, B. Reserve for Contingencies, C. Source description.

Balance in Reserve for Contingencies, if approved: \$

CLERK'S USE ONLY: Resolution No.: 96-179, Ordinance No., Vote: Ayes, Noes, Absent, Abstain, () Approved, () Denied, (x) Minute Order attached, () No Action Necessary.

ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on Agenda as: [x] Recommended, [] Not recommended, [] Policy determination, [] Submitted w/ comment, [] Returned for further action. Comment:

A.O. Initials [Signature]

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



**HOUSING AND COMMUNITY
DEVELOPMENT AGENCY**



- Calaveras/Mariposa County
Community Action Agency
- Head Start
- Housing Authority of the
County of Mariposa
- Recreation Programs

James F. Evans Director

April 23, 1996

TO: Board of Supervisors
FROM: James F. Evans, Director *JFE*
SUBJECT: Courthouse Tours

I request your approval to initiate the Courthouse tours for the 1996 season beginning the first weekend in May, 1996 and continuing through the last weekend in September and the 1997 season through June 30, 1997.

The tour guides could either be extra help employees of the Visitors Bureau or the County could contract with another entity to provide this service. I recommend that the guides be extra help employees of the Visitors Bureau.

The hours of operation would be Fridays from 5:00PM - 9:00PM (one or two guides); Saturdays from 10:00AM - 6:00PM (two guides); and Sundays and Holidays from 12:00Noon - 5:00PM (one guide). The projected cost is as follows:

- * FY 95/96 (through 6/30/96): 10 weekends/1 holiday X 32 hours X \$8.00/hour = \$2,560. There is currently \$2,500 budgeted for this activity.
- * FY 96/97 (7/1/96 -6/30/97): 24 weekends/3 holidays X 32 hours X \$8.00/hour = \$6,144.

I specifically recommend your approval of the following

- (1) Direct County Counsel to prepare an Extra Help Tour Guide position classification for approval.
- (2) Authorize the County to recruit tour guides and utilize Boyer Business/Temporary Services for a short term period.
- (3) Authorize 176 hour emergency hires during position classification approval/recruitment of Extra Help guides.
- (4) Include \$6,144 in the Proposed FY 1996/97 Budget.
- (5) Authorize the County Administrative Officer to approve a Personal Services Agreement with Paul Beard to provide Courthouse tours to schools and other groups. This PSA would be similar to that approved last year which provided no compensation and a waiver of required insurance.

Thank you for your consideration of my request.

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM EVANS, Housing and Community
Development Agency Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: COURTHOUSE TOURS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on May 7, 1996

ACTION AND VOTE:

Jim Evans, Housing and Community Development Agency Director;

A) Resolution Adopting Class Specifications and
Establishment of an Hourly Rate of \$7.00 for the Extra Help
Position of Courthouse Tour Guide; and

B) Resolution Authorizing the Mariposa County Visitors
Bureau to Provide Courthouse Tours from May 10, 1996 Through June
30, 1997

BOARD ACTION: Discussion was held with Jim Evans. (M)Parker,
(S)Taber, Res. 96-179 adopted approving the expenditure \$2,500
for the remainder of this fiscal year for tour guides; directing
that the Visitors Bureau Director review and provide
recommendation for the future of the tour guide program; and Res.
96-180 adopted approving class specifications and establishment
of an hourly rate of \$7.00 for the extra help position of
Courthouse Tour Guide/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
Nancy Kyle, Personnel
Jeff Green, County Counsel
Clif Price, Public Works
Visitors Bureau
Judge LaRoche
Judge McMechan
File