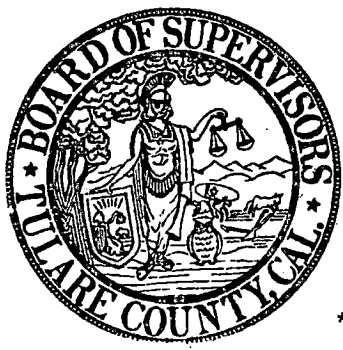


# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF RATIFIED ACTIONS )  
BY THE COUNTY ADMINISTRATIVE ) Resolution No. 2018-0186  
OFFICER ) Agreement Nos. 28462, 28463, 28464,  
 ) 28469, 28470, 28471, 28479, 28480,  
 ) 28491, 28492 and 28493

UPON MOTION OF SUPERVISOR CROCKER, SECONDED BY SUPERVISOR SHUKLIAN, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD MARCH 20, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY AND ENNIS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE



ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: Milany Ronello  
Deputy Clerk

\*\*\*\*\*

1. Ratified actions by the County Administrative Officer during the months of January/February 2018.
2. Found that the activities funded pursuant to the good works funding agreements are necessary to meet the social needs of the residents of Tulare County.



**County Administrative Office  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** March 20, 2018 - REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Katarina Serna    PHONE: (559) 636-5005

**SUBJECT:** Ratified actions by the County Administrative Officer

**REQUEST(S):**

That the Board of Supervisors:

1. Ratify actions by the County Administrative Officer during the months of January/February 2018.
2. Find that the activities funded pursuant to the good works funding agreements are necessary to meet the social needs of the residents of Tulare County.

**SUMMARY:**

Pursuant to delegated authority and within appropriations and policy of your Board, the County Administrative Officer has taken actions during the months of January/February 2018 as indicated below, authorizing those personnel actions listed and executing the following agreements. Pursuant to applicable law, the Board must ratify the agreements signed by the County Administrative Officer.

**PERSONNEL/PAYROLL CHANGES:**

General Services Agency

Granted a temporary salary increase for out of class work.

**GOOD WORKS AGREEMENTS:**

No. 28462: California Agricultural Leadership Foundation (Common Threads Luncheon Program) – Support community activities

\$50

**SUBJECT:** Ratified Actions by the County Administrative Officer  
**DATE:** March 20, 2018

No. 28463:	Redwood Highschool Drama Team for Education – Support community activities	\$250
No. 28464:	Dinuba Women’s Club (Annual Signature Hearts and Roses Fundraiser Event) – Support community activities	\$500
No. 28469:	Visalia Chamber of Commerce (Leadership Golf Tournament) – Support community activities	\$1,000
No. 28470:	Habitat for Humanity of Tulare/Kings Counties (13 <sup>th</sup> Annual Birdhouse Auction) – Support community activities	\$1,500
No. 28471:	Visalia Convention Center and Visitors Bureau (Convention Center and Visitors Bureau Giant Sequoia Interpretive Feature) – Support community activities	\$5,000
No. 28479:	California Hot Springs Capineros – Support community activities	\$1,000
No. 28480:	Strathmore Youth Football (Championship Football Rings) – Support community activities	\$1,100
No. 28491:	City of Visalia (2018 Earth Day Celebration) – Support community activities	\$500
No. 28492:	Encore Theatre Company (Noises Off! Play Advertisement for Education with Tulare Joint Union High School)	\$500
No. 28493:	The Creative Center Foundation (Superbowl Sprint for Community Vitality)	\$950

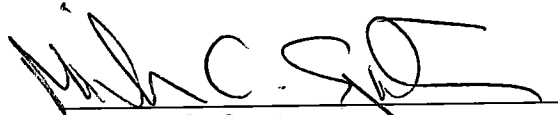
**FISCAL IMPACT/FINANCING:**

All actions are included in the Fiscal Year 2017/18 Budget.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County’s five-year strategic plan includes the quality of life initiative that encourages quality educational opportunities, promotes youth-oriented activities, and provides greater recreational and cultural opportunities.

**ADMINISTRATIVE SIGN-OFF:**

  
Michael C. Spata  
County Administrative Officer

cc: Auditor-Controller  
County Counsel  
County Administrative Office (2)

Attachment(s)

DELEGATED ACTION REQUEST

Agency/Dept: General Services

Agency #087

RECEIVED  
County of Tulare

Date:01/11/2018

1. Requested Action:

8. Grant Temp. Sal. Inc. for Out of Class Work

BUDGET/MID-YEAR TRANSACTIONS:

URGENT OR EXTRAORDINARY TRANSACTIONS:

JAN 11 2018  
Human Resources  
and Development

2. Position Location: Department: Capital Projects

Agency #086

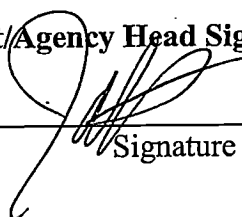
\*To What Location: Government Plaza      Unit Cost Dist.:      Dept.ID: 086000      Jobcode #: 083910  
\*From What Location: Government Plaza      Unit Cost Dist.:      Dept.ID:      Jobcode #:  
Position Number 08102      Classification: Staff Services Analyst II      Name: Victor Calderon

3. Reason for Action: The Capital Projects Division of the General Services Agency has three staff that are responsible for coordinating all of the County's construction projects. Currently, the volume of projects has resulted in a workload that is greater than these three staff have the capacity to manage. Furthermore, several other significant projects are scheduled to begin in the coming months that will require additional staffing. In his capacity as a Staff Services Analyst II, Victor Calderon began assisting with one of the more critical projects, the Countywide Space Move, in February 2017 as the Project Monitor. This alleviated some of the workload from the Capital Projects staff, and allowed the project coordination to proceed more effectively. Due to the success of this model, in September 2017 he also was assigned as the Project Monitor for Fire Station 1 project, that requires regular communication and coordination with staff from RMA due to shared utilities with their Transit Operation and Maintenance Facility project. These two assignments have comprised more than 50% of his workload during the past year. Due to the volume and complexity of current and anticipated capital projects, on December 11, 2017, Victor assumed Capital Project Coordinator duties beyond the scope of an Staff Services Analyst II, and was assigned to oversee the construction of several ongoing projects, consuming 100% of his time. As such, it is requested that Victor Calderon receive a temporary salary increase to recognize the additional duties.

4. Funding Source:  General Fund:      %       Other (List Below): 100%

Fiscal Impact-cost of Request: \$No General Fund Cost. Capital Projects Coordinator is fully budgeted within the Capital Projects budget.

5. Department/Agency Head Signature:

  
\_\_\_\_\_  
Signature

GSA Director  
Title

01/11/2018  
Date

6. County Human Resources Review and Recommendation:

Approve  Deny  Modify  
Meet and Confer required?  Yes  No

If Yes, Completed?  Yes  No

*effective 30 days from  
Dec 11, 2017, Retiree  
pay requested*

Initials: *R. Gordon* Date: *1/16/2018*

7. County Administrative Officer Review and Recommendation:

Approve  Deny  Modify

Initials: *MC* *[Signature]* Date: *1/22/18*

Effective Date – the first day of the pay period following CAO approval: \*For Budget/Mid Year transactions, effective dates will coincide w/ Final Budget/Mid Year adoption

\* (ReportSmith)U:\adp\USER\REPORT\HR\Dept Table.rpt

❖ Explanatory Documentation: For a Reclassification Request the following must be provided:

- 1. Organization Chart, 2. Completed Position Audit Questionnaire, 3. Draft Classification Specification for any requested new class.