DEPARTMENT: Auditor

BY: Ken Hawkins
PHONE: 966-7606

RECOMMENDED ACTION AND JUSTIFICATION:

I am recommending approval of contract with Mike Coffield in an amount not to exceed $5,000. Mr. Coffield proposes that he spend up to but not exceeding 100 hours at $50 per hour to assist the Board in issuing instructions, conducting analyses and working with departments, staff and the Board in developing a spending plan for the remainder of the year. Please see attached letter from Mr. Coffield. Also see attached budget action for Board approval.

Funding for this action will come from salary savings from the vacant CAO position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board periodically provides assistance to departments by hiring consultants to provide assistance in professional level work, in this instance, to fill in for the vacant CAO position during the midyear process. Mr. Coffield was a prior administrator for Mariposa County as well as having held high level positions in San Diego and Tulare County.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
No action would leave the midyear process to existing staff.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $5,000  Annual Recurring Cost: $0
Budgeted In Current FY? (X) Yes ( ) No  Partially Funded
Amount in Budget: -0-
Additional Funding Needed: $5,000
Source:
Internal Transfer X
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General  ( ) Other

List Attachments, number pages consecutively

CLERK'S USE ONLY:
Res. No.: 23  Ord. No. 
Vote - Ayes: 5  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: __________
December 18 2002

To: Ken Hawkins  
Mariposa County Auditor

From: Mike Coffield

Subject: Mid-year Status Report - Proposal

Since the Board has slipped the CAO interviews into mid-January, it is likely that the new CAO will not arrive much before March. This is very late in the year to have appreciable impact on current year spending. Also, my conversations with State and County staff indicate that the 03-04 impact of the State's budget crisis and the 04-05 increases in retirement contributions are going to be very formidable budget challenges. The most fiscally conservative approach would be to plan on a two-year budget process which preserves the maximum amount of on-going general revenues to offset the retirement increases in 04-05. And, to establish the lowest possible spending base, I believe the County would benefit from a very rigorous 02-03 Mid-year process.

If the County desires my assistance in such a project, I would propose to work hourly to accomplish the CAO's share of preparing the Mid-year Budget Report. These include issuing instructions, conducting analysis and working with you and CAO staff to develop and present recommendations to the Board. I would hope we would be able to run several reports of annual expenditures from the HTE system, developing annual spending patterns for each account in each department, and use that data to validate their projections. We would begin the process as soon as you are able to close out December and complete it by mid-February. Therefore, the incoming CAO would have it available to begin the 03-04 budget process.

Hourly Rate: $50

Number of Hours: 100 (not-to-exceed) - Every effort will be made to complete the project at the least cost to the County, but, without knowing the extent to which we will be successful in automating the process, and the level of analytical work required, I am unable to provide a more definitive estimate.

I would be happy to answer any questions and hope to be able to work with you on this critical task.
# BUDGET ACTION FORM

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<th>ACCOUNT</th>
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## ACTION REQUESTED: (Check all that apply)

- 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:
Transfer to cover additional costs in Extra Help for services provided by Mike Coffield relating to administration of the midyear budget.

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**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 03-4  **CLERK**

**DATE** 12/23/02

**DEPARTMENT**  

**DATE** 1-2-03

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 12/18
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: KEN HAWKINS, Auditor
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Personal Service Agreement with Mike Coffield
Resolution No. 03-04

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 7, 2003

ACTION AND VOTE:

Ken Hawkins, Auditor;
(1) Approve a Personal Services Agreement with Mike Coffield to Provide Consulting Services Regarding Preparation, Direction and Recommendations Regarding the Mid-Year Budget; (2) Authorize the Chair to Sign the Agreement; and (3) Approve the Budget Action Transferring $5,000 Within the Administration Budget to Cover the Agreement

BOARD ACTION: Discussion was held with Ken Hawkins, and he advised that depending on the timing of the receipt of the County’s classification study, consideration may need to be given to including that project. (M)Bibby, (S)Stetson, Res. 03-4 was adopted approving the agreement and the budget action as requested. Jeff Green, County Counsel, suggested that the Board approve the option of doing a personal service agreement or an extra help agreement depending on Mr. Coffield’s preference. Supervisor Bibby requested that if the services are going to exceed 100 hours, that the matter come back to the Board. The motion was amended, agreeable with the maker and the second, to include approval of either a personal service agreement or an extra help agreement/Ayes: Unanimous.

cc: Jeff Green, County Counsel
Mary Hodson, Administrative Analyst
File