RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Approve Intrabudget Transfers and Budget Actions for Facilities, Airport Operations, Roads and Fleet to Cover Projected Expenses over the Original Budget Allocations.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board requires approval of all transfers over $1,000.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A

COSTS: ( ) Not Applicable
A. Budgeted current FY> $103,524
B. Total anticipated Costs> $________
C. Required additional funding> $________
D. Internal transfers> $103,524

COSTS: ( ) 4/5th Vote Required
A. Unanticipated revenues> $________
B. Reserve for contingencies> $________
C. Source description: >

Balance in Reserve Contingencies, If Approved: $________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
1. Memo to Greg & Board from Marty (2 pages)
2. Intrabudget transfer forms (3 pages)
3. Budget Action Forms (1 page)

CLERK'S USE ONLY
Res. No. 01-345 Ord. No.: ________
Vote - Ayes: 5 Noes: ________
Absent: ________ Abstained: ________
☑ Approved □ Denied
☑ 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
By: __________
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
□ Recommended □ Not Recommended
□ For Policy Determination □ Submitted with Comment
□ Returned for Further Action

Comment: __________

C.A.O. Initials: __________
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JIM PETROPULOS, Public Works Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Budget Actions for Facilities, Airport Operations, Roads, and Fleet Resolution No. 01-345

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 4, 2001

ACTION AND VOTE:

Jim Petropulos, Public Works Director;
Approve Intrabudget Transfers and Budget Actions for Facilities, Airport Operations, Roads and Fleet to Cover Projected Expenses over the Original Budget Allocations ($20,000; $1,744; $8,300; and $73,480)

BOARD ACTION: Jim Petropulos pulled the portion of the request for budget action on the Airport operations, and he advised that this issue has been taken care of. Following discussion, (M)Pickard, (S)Reilly, Res. 01-345 adopted approving the remaining budget actions/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
Mary Hodson, Staff Analyst
File
MEMO

TO: Greg Iturria, County Administrative Officer
    Board of Supervisors
FROM: Marty Allan, Fiscal/Safety Officer
SUBJECT: Intra-budget Transfer Justification for Various Budgets

The following are request for transfers that exceed the $1,000 limitation imposed by the Board during the budget process:

Facilities: 001-0128-473-0134 Facilities Manager
            001-0128-473-0230 Overtime
            -$20,000
            +$20,000

The original budget was for $13,000. As of October 31, 2001, $14,261 has been spent in overtime to take care of emergencies and monitoring issues. Due to increased State monitoring requirements and on-going special district issues, additional funding will be required for the balance of the fiscal year. The money is being transferred from salary savings due to the vacant Facility Manager position.

Airport Operations: 001-0303-591-0435 CAAP Projects
                     001-0303-591-0481 Fixed Assets Under $1,000
                     -$1,744
                     +$1,744

This adjustment is for a software update to the fueling system and was purchased last fiscal year. It was not budgeted this fiscal year since we thought it was paid last year. The invoice was not paid until this fiscal year due to a mix up.

Roads: 300-0301-581-1090 Contingency
       300-0301-581-0114 Junior/Sr. Engineer
       300-0301-581-0230 Overtime
       300-0301-581-0408 Food/Water
       300-0301-581-0433 SD/Materials
       300-0301-581-0438 Fuel
       -$68,480
       -$5,000
       +$5,000
       +$1,680
       +$60,000
       +$6,800

Additional overtime will be needed to cover projected cost for snow removal. The money needed for food/water is normally taken from office supplies, but the Auditors office has made
COUNTY of MARIPOSA
4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356

James J. Petropulos
Director

November 16, 2001

a change to track these costs separately. Due to an aggressive road maintenance program, additional money is needed for the balance of this fiscal year and will be taken from contingency. A new category has been added to track fuel costs for bulk fuel and fuel for rental equipment, this also will be taken from the contingency line. Roads contingency will be $20,000 after the above changes are made. Funding from (0114) is due to salary savings from vacant positions.

Fleet Maintenance: 700-0305-584-0197 Account Clerk III - $7,000
700-0305-584-0301 Benefits - $1,300
700-0305-584-0230 Overtime + $6,300
700-0305-584-0240 Standby + $2,000

Additional funding in overtime is required due to the current personnel issues in the fleet division. Being one position short has required overtime by current personnel to keep the fleet operational. Additional funds are also required to cover standby/callout requirements. The source of the funds is from salary savings due to a vacancy in the Account Clerk III position.

cc: James J. Petropulos, Director
Dana Hertfelder, Assistant Director
## INTRABUDGET TRANSFER

**DEPARTMENT:** Facilities Maintenance

**DATE:** 11/16/01

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**TOTALS:**

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**Explanation:** See attached letter.

---

This form is used to transfer amounts within categories (salaries to salaries or services to services) within a budget unit. This can be done at the department level unless the amount exceeds $1,000 in any one line item. Any changes between categories or increases/decreases in the total amount of the budget must be approved by the Board of Supervisors on a Budget Action Form.

**DEPT. HEAD SIGNATURE:**

**AUDITOR'S USE ONLY**

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**BA#**

**AUDITOR SIGNATURE:**
**INTRABUDGET TRANSFER**

**DEPARTMENT:** Airport  
**DATE:** 11/16/01

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**TOTALS:**  
1,744.00 1,744.00

**Explanation:** See attached letter.

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**AUDITOR'S USE ONLY**

**Period:**  
**Year:**

**BA#**

**AUDITOR SIGNATURE:**
### INTRABUDGET TRANSFER

**DEPARTMENT:** Fleet Maintenance

**DATE:** 11/16/01

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**TOTALS:** 8,300.00 8,300.00

**Explanation:** See attached letter.

This form is used to transfer amounts within categories (salaries to salaries or services to services) within a budget unit. This can be done at the department level unless the amount exceeds $1,000 in any one line item. Any changes between categories or increases/decreases in the total amount of the budget must be approved by the Board of Supervisors on a Budget Action Form.

**DEPT. HEAD SIGNATURE:**

**AUDITOR'S USE ONLY**

Period: Year: BA#

**AUDITOR SIGNATURE:**
## BUDGET ACTION FORM

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### TRANSFER BETWEEN FUNDS

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### ACTION REQUESTED:

- ( ) 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;
- (X) 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:

See attached Board item.

---

### DEPT HEAD SIGNATURE

DATE 11/16/01

### APPROVED BY RES NO.

CLERK 11-345

DATE 12-4-01

### 300-ROADS

AUDITOR'S USE ONLY

BA#

Budget Revision Form Revised 11/95