

DEPARTMENT: DISTRICT ATTORNEY BY: G. Griffith PHONE: 966-3626

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No x)  
(1) Resolution Appropriating Funds from Unanticipated Revenue To Contingency and From Contingency to Special Department and Transferring Funds Within the District Attorney's Criminal Division and (2) Resolution Appropriating Funds From Contingency to Professional & Spec. Services and Transferring Funds Within the District Attorney's Family Support Division. See attached Mid-Year Financial Report 1990-91.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The mid-year transfers were made simultaneously with other County departments in FY 88/89 and FY 89/90 through the Administrative Officer.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:  
The District Attorney's Office will not be able to obtain and pay for needed services and supplies for the remaining four months of this fiscal year.

COSTS: ( ) Not Applicable  
A. Budgeted current FY \$ 0  
B. Total anticipated costs \$1,000.00  
C. Required add'l funding \$1,000.00  
Source: Reserve for Cont.

SPECIAL INSTRUCTIONS  
List the attachments and number the pages consecutively  
1. Resolutions & Mid-Year Financial Report

SOURCE: (x) 4/5ths Vote Required  
A. Internal transfers \$9,965.10  
B. Unanticipated revenues \$5,378.00  
C. Reserve for Contingency \$1,000.00  
D. Description:  
Balance in Reserve for Contingency  
if approved: \$ 25,184.00

CLERK'S USE ONLY:  
Res. No.: 91-124  
Ord. No.: \_\_\_\_\_  
Vote: Ayes: 4 Noes: \_\_\_\_\_  
Absent: Baggett Abstained: \_\_\_\_\_  
( ) Approved ( ) Denied  
(x) Minute Order Attached

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
X Recommended  
\_\_\_ Not Recommended  
\_\_\_ For Policy Determination  
\_\_\_ Submitted With Comment  
\_\_\_ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Comment: Recommend all transfers except reserve for cont. transfer.

Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS  
County of Mariposa, State of CA  
By: \_\_\_\_\_  
Deputy

A.O. Initials: [Signature]

# Mariposa County Board of Supervisors

DISTRICT 1 ..... ARTHUR G. BAGGETT, JR.  
DISTRICT 2 ..... SALLY S. PUNTE  
DISTRICT 3 ..... ERIC J. ERICKSON  
DISTRICT 4 ..... GEORGE P. RADANOVICH  
DISTRICT 5 ..... GERTRUDE R. TABER



JOHN W. McCAMMAN  
Administrative Officer

MARGIE WILLIAMS  
Clerk of the Board

P.O. Box 784  
MARIPOSA, CALIFORNIA 95338  
(209) 966-3222

## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: GEORGE GRIFFITH, DISTRICT ATTORNEY  
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*  
RE: APPROPRIATION OF FUNDS FOR DISTRICT ATTORNEY  
PROGRAMS

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on March 19, 1991

#### ACTION AND VOTE:

RA-13 Resolution Appropriating Funds from Unanticipated Revenue for Mandated Child Abduction Program (\$5,378); Transferring Funds for Criminal Division (\$13,283.10); and Appropriating Funds from Contingency to F/S Professional and Spec. Services (\$1,000); and Transferring Funds for Family Support Division (\$2,060); Res. 91-124, with exception of the appropriation from Contingency.

cc: File  
*AUDITOR*

BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq., the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: General	Unanticipated Revenue	001-800-5-347	\$ 5,378
TO: General	Contingency	001-103-6-000	\$ 5,378
FROM: General	Contingency	001-103-6-000	\$ 5,378
TO: D.A.	Spec. Dept. (Custody of Minors)	001-300-2-231	\$ 5,378

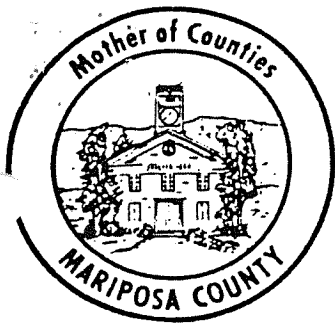
<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: D.A.	Salary, ADA	001-300-1-002	\$ 8,803.10
TO: D.A.	Prof. Serv., Contract	001-301-2-183	\$ 8,803.10
FROM: D.A.	Extra Help (OCJP Grant)	001-300-1-007	\$ 4,480.00
TO: D.A.	Trans. & Travel	001-300-2-250	\$ 2,000.00
	Maint. Equip.	001-300-2-120	\$ 386.00
	Office Expense	001-300-2-270	\$ 300.00
	Memberships	001-300-2-150	\$ 94.00
	Prof. Serv.	001-300-2-183	\$ 1,700.00

BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq., the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

<u>APPROPRIATIONS (4/5ths Vote Required)</u>			
<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
<del>FROM: General</del>	<del>Contingency</del>	<del>001-103-6-000</del>	<del>\$1,000</del>
<del>TO: D.A.</del>	<del>Prof. &amp; Spec. Serv.</del>	<del>001-301-2-183</del>	<del>\$1,000</del>

*Approp. Not approved.*

<u>TRANSFERS (3/5ths Vote Required)</u>			
<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: D.A.	F.S. Membership	001-301-2-150	\$ 560
TO: D.A.	D.A. Membership	001-300-2-150	\$ 560
FROM: D.A.	Communications	001-301-2-060	\$1,500
TO: D.A.	Trans. & Travel	001-301-2-250	\$1,500



OFFICE OF THE DISTRICT ATTORNEY  
COUNTY OF MARIPOSA

GEORGE W. GRIFFITH  
District Attorney  
Public Administrator

SUE LINCOLN  
Administrative Assistant

Family Support Division  
FRANCIS W. McNALLY  
Deputy District Attorney

Criminal Division  
WILLIAM W. TURKINGTON  
Deputy District Attorney

February 14, 1991

MEMORANDUM

TO: John W. McCamman, Administrative Officer  
FROM: George W. Griffith, District Attorney *GW*  
RE: Mid-Year Financial Report

Attached please find the Mid-Year Financial Report for both the Criminal Division and Family Support Division of this office. If you have any questions concerning these documents, please contact either me or Sue Lincoln.

CRIMINAL DIVISION

1. Adjustments in the First Half of Fiscal Year

\$16,947.00 revenue was obtained by the OCJP Drug Grant for part-time Deputy District Attorney. Approved by the Board of Supervisors 9-18-90.

\$1,600.00 was transferred from the Sheriff's Department OCJP Drug Grant for the purchase of a FAX machine for this office.

2. Variance by Category (Row)

1. Salaries - No variance if transfers are made from Extra Help Salaries (OCJP Grant funds) to fund shortages in Services & Supplies. (Total \$4,480).

2. Services & Supplies - \$4,480 over original budget due to increased needs in:

1) Maintenance of Equipment - Shortfall due to maintenance required on both of our PC printers, as well as maintenance agreement for FAX machine. (\$386.00)

2) Professional Services - We anticipate there will be additional costs for trial transcripts, photographs, engineered drawings, and miscellaneous costs relative to the double homicide case currently in progress. A claim will be filed for reimbursement of the costs associated with the murder trial. It is estimated that there will be many extraordinary costs associated with this trial for which reimbursement will be available. These costs could not be anticipated in the original budget. (\$1,700)

3) Transportation and Travel - Our needs have increased in this category due to the hiring of new Deputy District Attorneys who require specialized training in prosecution, as well as meeting new standards of training set forth by the State Bar. The new drug grant also requires specific training in that area. We have applied for and been granted two scholarships from the California District Attorneys Association, and will continue to apply for any reimbursement available. (Request \$2,000)

4) Office Expense - Additional expenses have been incurred due to the addition of a Deputy

District Attorney and additional clerical duties and supplies required by the Drug Grant, as well as an increase in postage. (\$300.00)

- 5) Memberships - Memberships increased beyond the projected amount due to the addition of another Deputy District Attorney and the increase in membership dues to professional organizations. The \$94.00 increase can be paid from the Drug Grant, the other amount should have been paid from the Family Support budget, and this amount will be transferred between budgets.
3. Fixed Assets- <\$85> under budget due the Fax machine not costing the full \$1,600.
4. Fee Revenue- Asset Forfeiture revenues are expected to be received during the second half of year. It is anticipated that the real property now held in this program will be disposed of at an early date and the projected revenues met.

Public Administrator fees collected are below projected amount, however, there is no way to adequately project how many deaths will occur over a period of a year, and then how many will have funds to pay for our services. It is anticipated that the revenues collected thus far will be used to finance the Public Guardian/Public Conservator transfer to Department of Human Services.

3. Anticipated Transfers & Appropriations Required:

A claim is made each year for funds to provide for mandated program of Child Abduction through the SB90 claiming process. These funds are to be used to provide for expenses incurred in the location and return of abducted children. The State advances 60% of the claimed amount for the upcoming year. These amounts should be deposited in the District Attorney's Criminal Budget for use during the year they are earmarked to be used in. Therefore, the following amount should be transferred as follows:

FROM:	001-800-5-347	Unanticipated Revenues	\$5,378.00
TO:	001-103-6-000	General Contingency	\$5,378.00
FROM:	001-103-6-000	General Contingency	\$5,378.00
TO:	001-300-2-231	D.A. Sp. Dept. Custody of Minors	\$5,378.00

OTHER TRANSFERS:

When the current District Attorney was Assistant D.A.,

his salary was paid through the Professional Services, Contract, line item. Funds for this position were to be transferred from the Assistant D.A. Salary line item. Therefore, the \$8,803.10 deficit balance shown in account 001-300-2-183 should be filled as follows:

FROM:	001-300-1-002	Salary, ADA	\$8,803.10
TO:	001-301-2-183	Prof. Serv., Contract	\$8,803.10
FROM:	001-300-1-007	Extra Help (OCJP GRANT)	\$4,480.00
TO:	001-300-2-250	Trans. & Travel	\$2,000.00
	001-300-2-120	Mtns. of Equipment	\$ 386.00
	001-300-2-270	Office Expense	\$ 300.00
	001-300-2-150	Memberships	\$ 94.00
	001-300-2-183	Professional Serv.	\$1,700.00
		TOTAL	\$4,480.00
FROM:	001-301-2-150	Memberships	\$ 560.00
TO:	001-300-2-150	Memberships	\$ 560.00

#### 4. Program Adjustments

The Public Guardian/Public Conservator function is currently being transferred to the Department of Human Services. There will be funds available to transfer to that Department to assist in the set-up of their program.

The transfer of the Public Administrator function is being negotiated with the Treasurer-Tax Collector at this time.

It is recommended that fees collected by the Public Guardian and Public Administrator be used to fund the Public Guardian function at the Department of Human Services.



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<u>Department</u>	<u>APPROPRIATIONS (4/5ths Vote Required)</u> <u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: General	Unanticipated Revenue	001-800-5-347	\$ 5,378
TO: General	Contingency	001-103-6-000	\$ 5,378
FROM: General	Contingency	001-103-6-000	\$ 5,378
TO: D.A.	Spec. Dept. (Custody of Minors)	001-300-2-231	\$ 5,378

<u>Department</u>	<u>TRANSFERS (3/5ths Vote Required)</u> <u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: D.A.	Salary, ADA	001-300-1-002	\$ 8,803.10
TO: D.A.	Prof. Serv., Contract	001-301-2-183	\$ 8,803.10
FROM: D.A.	Extra Help (OCJP Grant)	001-300-1-007	\$ 4,480.00
TO: D.A.	Trans. & Travel	001-300-2-250	\$ 2,000.00
	Maint. Equip.	001-300-2-120	\$ 386.00
	Office Expense	001-300-2-270	\$ 300.00
	Memberships	001-300-2-150	\$ 94.00
	Prof. Serv.	001-300-2-183	\$ 1,700.00

District Attorney

CRIMINAL

Category	A 1990-91 Final Budget	B 1990 Adjustment	(A+B) Adjusted Budget	C Jul-Dec Actual	D Jan-Jun Estimated	(C+D) Total 1990-91	(C+D)-(A+B) Variance Over/(Under)	((C+D)-(A+B)) ÷ (A+B) x 100 % Variance
Salaries	\$ 132,980	\$ 16,947	\$ 149,927	\$ 56,204	\$ 89,243	\$ 145,447	\$ 4,480	( 3.8 )
Services & Supplies	32,450	-0-	32,450	18,258	18,672	36,930	4,480	14 %
Fixed Assets	-0-	1,600	1,600	1,515	-0-	1,515	( 85 )	( 5.3%)

Total Expense \$ 165,430 \$ 18,547 \$ 183,977 \$ 75,977 \$ 107,915 \$ 182,377 (\$ 85) ( .05%)

Revenues

7366 - Asset Forfeiture	\$ 12,000	\$ -0-	\$ 12,000	\$ -0-	\$ 12,000	\$ 12,000	\$ -0-	-0-
7367 - Public Admin. Fees	2,000	-0-	2,000	1,293	-0-	1,293	( 707 )	(35.8)

Total Revenue \$ 14,000 \$ -0- \$ 14,000 \$ 1,293 \$ 12,000 \$ 13,293 (\$ 707) ( .50%)

Net Cost \$ 151,430 \$ 18,547 \$ 169,977 \$ 74,684 \$ 95,915 \$ 169,084 (\$ 19,440) (12.84%)

- 18,547 GRANT

\$ 150,537 NET COST

FAMILY SUPPORT DIVISION

1. Adjustments in the First Half of Fiscal Year

No adjustments.

2. Variance by Category (Row)

1. Salary Adjustments - Due to employee negotiations, \$1,863 over budget.
2. Services & Supplies - Procedures manuals for Family Support are mandatory, and because of the increase in reporting requirements, this must be done in this fiscal year. An amount of \$1,000 is requested, 66% refundable for this project.

Memberships - \$560.00 should be transferred into the Criminal Budget. All membership fees were paid from the Criminal Budget and should have been shared by Family Support. This transfer can be made between budget units.

Transportation & Travel - Due to the need for continued training because of changes to and addition of reporting requirements and with more people involved in the training, an additional \$1,500 is requested to meet these needs. There are no available funds in this line item at the present time. It is recommended that \$1,500 be transferred from the Communications line item into the Transportation & Travel budget.

3. Fixed Assets - None requested at this time.
4. Fee Revenue - It is anticipated that the projected amount of revenue for paternity blood testing will be approximately \$3,330 under budget, as the state is having some difficulty collecting these funds from the federal government. The funds may eventually be paid during the federal fiscal year, which would be received late into this fiscal year or into the early part of 1991-92.

3. Anticipated Transfers and Appropriations

Transfers:

FROM:	F.S. Memberships	001-301-2-150	\$ 560.00
TO:	D.A. Memberships	001-300-2-150	\$ 560.00
FROM:	Communications	001-300-2-060	\$1,500.00
TO:	Trans. & Travel	001-300-2-250	\$1,500.00

Appropriations:

FROM:	General Contingency	001-103-6-000	\$1,000.00
TO:	Prof. & Spec. Serv.	001-301-2-183	\$1,000.00

A general fund appropriation should cover the adjustments in the salary line item.

4. Program Adjustments

None are requested at this time, however, it is anticipated that there will be a need to request an additional entry level position in the upcoming budget process due to the additional reporting and collecting procedures required by the state and federal governments. The caseload has become unmanageable by the current staff.

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APPROPRIATIONS (4/5ths Vote Required)

<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: General	Contingency	001-103-6-000	\$1,000
TO: D.A.	Prof. & Spec. Serv.	001-301-2-183	\$1,000

TRANSFERS (3/5ths Vote Required)

<u>Department</u>	<u>Item</u>	<u>Account No.</u>	<u>Amount</u>
FROM: D.A.	F.S. Membership	001-301-2-150	\$ 560
TO: D.A.	D.A. Membership	001-300-2-150	\$ 560
FROM: D.A.	Communications	001-301-2-060	\$1,500
TO: D.A.	Trans. & Travel	001-301-2-250	\$1,500

District Attorney

FAMILY SUPPORT

Category	A 1990-91 Final Budget	B 1990 Adjustment	(A+B) Adjusted Budget	C Jul-Dec Actual	D Jan-Jun Estimated	(C+D) Total 1990-91	(C+D)-(A+B) Variance Over/(Under)	((C+D)-(A+B)) ÷ (A+B) x 100 % Variance
Salaries	\$ 153,975	-0-	\$ 153,975	\$ 77,919	\$ 77,919	\$ 155,838	\$ 1,863	1.21%
Services & Supplies	20,700	-0-	20,700	10,052	11,648	21,700	1,000	4.83%
Fixed Assets	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Total Expense \$ 174,675 -0- \$ 174,675 \$ 87,971 \$ 89,567 \$ 177,538 \$ 2,863 1.64%

Revenues

State Incent.-								
#5329	\$ 18,750	-0-	\$ 18,750	\$ 8,779	\$ 9,971	\$ 18,750	\$ -0-	-0-
Fed. FP-#6310	124,875	-0-	124,875	90,189	34,686	124,875	-0-	-0-
Fed. Incent.-								
#6311	34,450	-0-	34,450	16,059	18,391	34,450	-0-	-0-
Recoupment-#8302	6,850	-0-	6,850	5,434	1,416	6,850	-0-	-0-
Pat.Bid.Test-#8336	6,660	-0-*	6,660	-0-	3,330	3,330	3,330	(50.%)

Total Revenue \$ 191,585 -0- \$ 191,585 \$ 120,461 \$ 67,794 \$ 188,255 (\$ 3,330) (2.%)

Net Cost (\$ 13,580)

\*\$270 received in November 1990 was applied to #5329