DEPARTMENT: Public Works/Facilities

BY: James J. Petropoulos
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring $2,000 within the Facilities Maintenance budget from Maintenance of Buildings (line 04-13) to Clothing (line 04-05) to cover expenditures for uniforms.

Uniforms are provided to all employees of the Facilities division. Because the division has been fully staffed, our uniform expense has increased. We also provided winter jackets (as required by the Union MOU) to a number of employees who needed them. For these reasons, we are requesting approval to transfer $2,000 from Maintenance of Buildings to Clothing to cover uniform expenses.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves transfers within budget units that do not change the overall budget.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would leave us short of the necessary appropriations to cover uniform expense for this division.

Financial Impact? (X) Yes ( ) No Current FY Cost: $2,000
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded
Amount in Budget: $9,000
Additional Funding Needed: $2,000
Source:
Internal Transfer X
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

Annual Recurring Cost:
List Attachments, number pages consecutively

1. Budget Action

CLERK’S USE ONLY:
Res. No.: 04-27
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: ________

Revised Dec. 2002
# BUDGET ACTION FORM

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<th>DESCRIPTION</th>
<th>PROJECT</th>
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## TRANSFER BETWEEN FUNDS

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**TOTAL** 2,000 2,000

**ACTION REQUESTED:**
1. 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

2. 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:** To cover uniform expense.

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**DEPT HEAD SIGNATURE**

**DATE** 06/08/04

**APPROVED BY RES NO.**

**DATE** 6-22-04

**AUDITOR’S USE ONLY**

**BA#**

**0128 Facilities Maintenance**

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Budget Action Form Revised 11/95