RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring funds from General Contingency to the Facilities division to cover anticipated expenditures in Utilities (line 04-60) and Household expense (line 04-09).

The current budgeted amount for Utility expense in the Facilities division is $140,000. Actual expenses for Fiscal Year 02-03 ended up being $144,672, which was an increase of roughly 7% over the prior year. Based on actual expenditures for the current year, we anticipate that total utility costs will end up being around $160,000 to $165,000. We are therefore requesting approval to transfer $25,000 from General Contingency to Utility expense to ensure adequate appropriations to pay upcoming bills.

One of the factors contributing to the increase has to do with completed capital improvement projects. For example, the PG&E bill for the History Center increased roughly $900 per month in the summertime once the History Center Vault was constructed. As you know, the vault is controlled for both temperature and humidity. Another example is the ballfield lights at Woodland Park. The PG&E bill for the lights has averaged about $300 per month recently. The main expense for utilities is the cost of heating and air conditioning for the various County buildings, and this cost fluctuates with the weather and how employees set the thermostats.

We are also requesting approval to transfer $7,000 from General Contingency to Household expense. One reason for this request is because of increased usage of County facilities such as Catheys Valley Park and the rest area next to the History Center. Local residents as well as tourists and tour buses are utilizing these facilities quite heavily, and we need to make sure we have enough cleaning supplies and paper stock to adequately maintain them.

Several times during the year the Facilities division has been able to cover the need for additional appropriations from savings within its own budget, but at this point we need to request funding from General Contingency. Utility expense in particular is a cost that we do not have much control over, and we certainly want to keep current on our bills.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board approves additional General Contingency funding for necessary expenditures.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would cause delay in payment to vendors.

Financial Impact? (X) Yes ( ) No Current FY Cost: $32,000 Annual Recurring Cost: $0
Budgeted In Current FY? ( ) Yes ( ) No (X) Partially Funded
Amount in Budget: $176,100
Additional Funding Needed: $32,000
Source: Internal Transfer
Unanticipated Revenue (X) General ( ) Other
Transfer Between Funds 4/5’s vote
Contingency 4/5’s vote

List Attachments, number pages consecutively
1. Budget Action Form

Revised Dec. 2002
CLERK'S USE ONLY:
Res. No.:25257      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: [Signature]
# BUDGET ACTION FORM

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**TRANSFER BETWEEN FUNDS**

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**TOTAL**

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**ACTION REQUESTED:** (Check all that apply)

( X ) 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

( ) 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 utility and household expense through the end of the year.

**DEPT HEAD SIGNATURE**

**DATE** 05/19/04

**APPROVED BY RES NO. 54-257 CLERK**

**DATE** 6-1-04

**0128 Facilities**

**AUDITOR'S USE ONLY**

**BA#**

Budget Action Form Revised 11/95