DEPARTMENT: Public Works/Facilities

RECOMMENDED ACTION AND JUSTIFICATION:

Approve Budget Action transferring funds within the Facilities Maintenance budget from salary savings to various expense line items to cover anticipated expenditures for the remainder of the fiscal year.

The Facilities Maintenance budget has salary savings due to the time it takes to recruit for vacant positions. (The division is now fully staffed with the exception of one Maintenance Worker II position, which we hope to fill soon.) We are requesting approval to transfer these savings to several expense line items to cover ongoing expenses.

In our original budget request, we overestimated the amount needed for Call Back pay (line 0240) and underestimated the amount for Overtime (line 0230), so we need to correct for that. On Janitorial Supplies (line 0409) our actual expense for last fiscal year was about $35,000, and we anticipate that we will need that same amount for the current year. Based on actual usage to date, it appears that we will need an increase of around $4,000 in County Vehicle expense (line 0450).

The requested increase in appropriations for Training & Seminars is for several purposes. We need to have three employees certified as pool operators to ensure adequate coverage for the summer season (approx. cost $1,400). In order to be in compliance with state requirements we need to have employees who work on public water systems certified in "Water Distribution". There are five employees who need this certification at an approximate overall cost of $1,700. Two employees currently certified in water distribution and wastewater need to have continuing education credits to maintain their certificates, at an estimated cost of $1,200. Lastly, three employees need to obtain backflow device certification at a cost of $700 each for a total of $2,100. Not all of the classes are offered locally, so travel and hotel costs are involved in addition to registration fees.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

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

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would leave appropriations in several expense line items short of anticipated expenditures.
CLERK’S USE ONLY:
Res. No. 394853 Ord. No. ____
Vote – Ayes: ___ 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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<tr>
<th>FUND</th>
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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>Standby/Callback</td>
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**TRANSFER BETWEEN FUNDS**

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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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**TOTAL** 27,000 (27,000)

**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 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 anticipated expenditures.

**DEPT HEAD SIGNATURE**

**DATE** 03/10/04

**APPROVED BY RES NO.** CLERK

**DATE** 3-23-04

**0128 Facilities**

**AUDITOR'S USE ONLY**

**BA#**