

DEPARTMENT: Administration, Auditor,
Planning

BY: Rich Inman
Eric Jay Toll
PHONE: 966-3222, 966-0302

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend the Board of Supervisors approve a change in budget policy:

1. When Board of Supervisors authorizes contract for Environmental Impact Report, it will authorize total revenue and expenditures budget adjustment as necessary.
2. If specified in the Board's action to authorize the EIR, the County Administrative Officer shall be empowered to approve budget adjustments to fund line items as necessary to pay and track expenses within approved totals.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Present Board policy requires 4/5ths vote to adjust the budget. Environmental Impact Report costs are not predictable beyond the Professional Services contract. There are many other line item expenses which need to be "funded" from the total revenue received. To timely pay a bill for a special expense, such as printing or noticing, the monies must be spent from the General Fund first and then reimbursed to Mariposa Planning. This requires Board action and a number of redundant journal entries.

The proposed policy facilitates financial management of Environmental Impact Reports. Please see attached memo to Rich Inman and Ken Hawkins

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Failure to approve this change maintains current system.

Financial Impact? Yes No Current FY Cost: \$ _____ Annual Recurring Cost: \$ _____
 Budgeted Current FY? Yes No Partially Funded
 Amount in Budget: \$ _____ List Attachments, number pages consecutively _____
 Additional Funding Needed: \$ _____
 Source:
 Internal Transfer _____
 Unanticipated Revenue 4/5's vote _____
 Transfer Between Funds 4/5's vote _____
 Contingency 4/5's vote _____
 General Other

CLERK'S USE ONLY:

Res. No.: 03-311 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____

8/21/03
) 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]*



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: ERIC TOLL, Planning Director

FROM: MARGIE WILLIAMS, Clerk of the Board *MWJ*

SUBJECT: BOARD ACTION TO APPROVE A POLICY FOR ACCOUNTING THE
BUDGETS OF ENVIRONMENTAL IMPACT REPORTS
Resolution No. 03-311

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 12, 2003

ACTION AND VOTE:

Approval of the Consent Agenda (See End of the Minutes)

BOARD ACTION: Supervisor Balmain requested items 7 and 9 be pulled with his comments to be held until the items were brought back to the agenda. Supervisor Parker pulled item 7 and Supervisor Bibby pulled item 9. (M)Stetson, (S)Parker, the balance of the items was approved/Ayes: Unanimous. The Board concurred with bringing item 7 back at another time. Discussion was held relative to item 9, and Supervisor Bibby advised of corrections per her discussion with Dr. Mosher. Supervisor Balmain stated he feels the regulations should be clearer in the Plan. Item 9 was pulled from the agenda to be brought back at another time.

CA-7 Approve a Policy for Accounting the Budgets of Environmental Impact Reports (EIR),
Allowing the County Administrative Officer to Approve Line Item Budget Adjustments in the
EIR Accounts with the Total Expenditures Approved by the Board of Supervisors (Planning);
Matter was pulled to be brought back in the future.

cc: Ken Hawkins, Auditor
Mary Hodson, Administrative Analyst
File



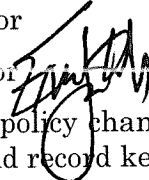
MARIPOSA PLANNING

COUNTY OF MARIPOSA

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MARIPOSA, CALIFORNIA 95338-2039
209 . 966 . 0302 • FAX 209 . 742 . 5024

Eric Jay Toll, Director
EToll@MariposaCounty.org
www.MariposaCounty.org/Planning

MEMORANDUM

Date: August 12, 2003
To: Rich Inman, County Administrative Officer
Ken Hawkins, Auditor
From: Eric Jay Toll, Director 
Topic: Board approval of a policy change to simplify Environmental Impact Report audits, payments, and record keeping
C: Jeff Green

The County of Mariposa charges project applicants on a time and materials basis for the cost of processing an Environmental Impact Report. The most significant cost is the Professional Services line item, the cost of preparing the Environmental Impact Report. However, there are other associated costs which are not effectively predictable.

Staff time – this is reimbursed as general fund revenue from the balance of the Environmental Impact Report account.

Travel, training – this blanket line item is the account into which some extraordinary costs are place—costs such as the rental of the ballroom at Tenaya Lodge, meals for the Board and staff, and other associated costs normally found in this line item.

Printing, noticing – there are no means of predicting these costs. EIRs have especially high costs for postage because as many as 50 copies of the thick documents must be sent to agencies. In addition, the law requires the Notice of Preparation to be sent via certified mail.

There are other miscellaneous EIR costs – copying, newspaper ads, mileage, and so on.

At present, when an EIR is approved, the total expected revenue is balanced by placing the same amount into the Professional Services line item.

Board of Supervisors policy requires that the Board approve any change to the budget to “fund” a line item.

Our Mission is to provide our clients with professional service and accurate information in a respectful, courteous, and enthusiastic manner resulting in a well-planned rural environment.

This means that in order to pay for the Tenaya Lodge room rental, Mariposa Planning must first determine if it has adequate funds in its General Fund Travel Account. Second, we must authorize payment from the General Fund to timely pay the bill. Third, we ask the auditor to transfer revenue from the SilverTip Resort account back to the General Fund. Fourth, we have to ask the Auditor to reimburse our Travel account by that amount. Otherwise, every time we have a bill for an Environmental Impact Report that is not Professional Services, Mariposa Planning has to go to the Board of Supervisors for a budget adjustment.

Staff proposes a change for budget adjustments for Environmental Impact Reports:

1. When the Environmental Impact Report contract is authorized a total revenue and total expense will be approved by the Board of Supervisors. This covers all costs associated with the EIR.
2. The Board, on a case-by-case basis, will authorize the County Administrative Officer to approve line-item funding and transfers within the total approved revenues and expenses.
3. As needed, Mariposa Planning will go through the County Administrative Officer to fund line items in order to timely pay invoices for Environmental Impact Report expenses.

This process is simple. It cuts internal paperwork. It saves applicants time and money. It provides us with a much better cost accounting and audit trail for Environmental Impact Reports.

Staff asks the County Administrative Officer and Auditor to support this request to the Board of Supervisors.

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 08/19/03
AGENDA ITEM NO. CA-7

DEPARTMENT: Human Services

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

See attached.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

See attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

See attached.

Financial Impact? () Yes (X) No	Current FY Cost: \$ 1,000	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Memo to Board of Supervisors (one page)
Source: Medi-Cal Managed Care Internal Transfer _____		Agreement Between County and CMHDA (14 pages)
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other _____		_____

CLERK'S USE ONLY:
Res. No.: 03-310 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
hwy 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: *RK*



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2442 • Fax (209) 742-5854

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

DATE: August 1, 2003
TO: Members, Mariposa County Board of Supervisors
Rich Inman, County Administrative Officer
FROM: Cheryle Rutherford-Kelly
RE: Request to Continue Utilization of ASO Services through Approval of a Contract with the California Mental Health Directors' Association (CMHDA)

Recommendation

It is respectfully recommended that your Board: (1) approve a contract for FY 2003-04 between the County of Mariposa and the California Mental Health Directors' Association (CMHDA), which arranges needed mental health services through the Administrative Services Organization (ASO) for eligible foster children and youth who have been placed in homes outside of Mariposa County; (2) authorize the California Department of Mental Health to withhold and transfer from Medi-Cal Managed Care funds an amount it has designated to fund services provided by the ASO (\$1,000 for Fiscal Year 2003-04); and (3) upon approval by County Counsel, authorize the Department of Human Services Director to approve this contract in future fiscal years.

Background/Current Situation

For the past three years Mariposa County has contracted with the California Mental Health Directors' Association to use its Administrative Services Organization to act as our agent to facilitate access to mental health services for Medi-Cal eligible children and youth who have been placed in out-of-county foster care. The development of the Administrative Services Organization came about as a statewide solution to the problems counties were experiencing finding and credentialing out-of-county mental health service providers. The counties were also experiencing difficulties securing approval to access these services on behalf of the foster children, arranging for contracts, paying claims, and ensuring quality of care. The ASO has been funded in past years by an arrangement with the California Department of Mental Health to withhold a small portion of the funds allocated to the counties for programs serving Medi-Cal eligible children and youth. In FY 2001-02 and FY 2002-03 the funds were withheld from Mariposa County's allocation for Early and Periodic Screening, Diagnosis and Treatment funds in the amount of \$1,150 each year.

At present the California Department of Mental Health has contracted with CMHDA to withhold and transfer funds from the Medi-Cal Managed Care allocation to the ASO. The amount designated for 2003-04 to serve Mariposa County clients is \$1,000. Board of Supervisors approval of an updated contract with CMHDA is needed for these funds to be released to the ASO on behalf of Mariposa County so that our qualifying children and youth can continue to receive services.

Financial

This service will cost \$1,000 for FY 2003-04 and will be deducted from Medi-Cal Managed Care funds allocated to Mariposa County. This cost is very reasonable for the full range of services provided so well by the ASO. There is no impact on the General Fund.