MARIPOSA COUNTY BOARD OF SUPERVISORS | **AGENDA ACTION FORM** | **DATE:** 8/27/02 **AGENDA ITEM NO.:** CA-1

DEPARTMENT: Public Works **BY:** Marty Allan **PHONE:** 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Fiscal year 2001-02 final budget adjustments within funds to clean up year end variances.
(See attached memo)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board typically approves minor adjustments within a category.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Without transfer, the line item within category would be in the red.

COSTS: (X) Not Applicable
A. Budgeted current FY $_____
B. Total anticipated costs $_____
C. Required additional funding $_____
D. Internal transfers $_____

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $_____
B. Reserve for contingencies $_____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: $_____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Budget Action Form (8 pgs.)
2. Memo dated 8/9/02 Allan to BOS (2 pgs)

CLERK'S USE ONLY:
RECOMMENDATION:
Res. No.: 02-334 Ord. No._____
Vote - Ayes: 5 Noes:_____
Absent:_____ Abstained:_____
(X) Approved ( ) Denied
( ) 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'S

This item on agenda as:

_____ Recommended
_____ Not Recommended
_____ For Policy Determination
_____ Submitted with Comment
_____ Returned for Further Action

Comment:_____

C.A.O. Initials: MA

Action Form Revised 5/92

COUNTY of MARIPOSA

4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356

DEPARTMENT OF PUBLIC WORKS
Divisions of:
- Design & Construction
- Administration
- Operations

James J. Petropulos
Director

August 9, 2002

M E M O

TO: Board of Supervisors

FROM: Marty Allan, Fiscal/Safety Officer

SUBJECT: **Budget Change Explanations**

Facilities 001-0128
473-0409 Household: Over budget due to unexpected bill at end of year.
473-0418 Professional Services: Over budget due to unexpected bill at end of year.

Parks & Recreation 001-0701
761-0432 Cemetery Maintenance: Over budget due to higher that anticipated weed control costs.

Roads 300-0301
Salary and benefits adjustments needed to cover for employee retirement/resignations due to sick leave and vacation payoffs and retirement costs.
581-0412 Maintenance Equipment: Over budget due to higher costs for repairs.
581-0417 Office Expense: Over budget due to higher volume of paperwork in the department.

Coulterville Water 314-0903
852-0470 Not Sufficient Funds: This item is not usually budgeted due to collecting the funds, occasionally checks are returned and the bank charges us.

Mariposa Pines Sewer 320-0909
859-0460 Utilities: Over budget due to higher utility bills than originally anticipated.

Yosemite West Water 322-0912
871-0414 Laboratory: Over budget due to higher than anticipated water testing requirements.

Solid Waste 601-0404
651-0201 Extra Help: Over budget due to additional hours needed in transfer stations.
651-0406 Communications: Over budget due to greater than normal long distance charges.

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James J. Petropulos
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August 9, 2002

651-0418 Professional Services: Over budget due to adjustments made by the outside auditor in June reducing the amount available in the line item. Invoices had to be paid for services contracted prior to the adjustment.
651-0470 Not Sufficient Funds: Over budget due to additional return check charge not anticipated.

Fleet Operations 700-0305
Salary and benefits adjustments needed to cover for employee retirement/resignations due to sick leave and vacation payoffs and retirement costs.

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0128	473-0409	Household		45	
001	0128	473-0418	Professional Services		10	
001	0128	473-0412	Maintenance Equipment			55
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		55	55

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Weightman DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK DATE 8-22-02

0128-FACILITIES

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0701	761-0432	Cemetery Maintenance		50	
001	0701	761-0418	Professional Services			50
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		50	50

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Hetlfelt DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK [illegible] DATE 8-22-02

0701-PARKS & RECREATION

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
300	0301	581-0114	Junior Civil Engineer		968	
300	0301	581-0119	Road Superintendent		11	
300	0301	581-0146	Maint. & Const. Supervisor		4	
300	0301	581-0149	Engineering Techs.		1,814	
300	0301	581-0179	Maint. Worker II		3,346	
300	0301	581-0230	Overtime		2,901	
300	0301	581-0235	Longevity Pay		2,846	
300	0301	581-0301	Benefits		2,664	
300	0301	581-0302	Retiree Benefits		22,773	
300	0301	581-0303	Unemployment		454	
300	0301	581-0304	Accrued Benefits		605	
300	0301	581-0412	Maintenance Equipment		20	
300	0301	581-0417	Office Expense		80	
300	0301	581-0161	Sr. Maint. Worker			3,510
300	0301	581-0201	Extra Help			8,501
300	0301	581-0421	Bridge Projects			26,475
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		38,486	38,486

ACTION REQUESTED: (Check all that apply)

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(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Hufftler DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK DATE 8-22-02

300-ROADS

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
314	0903	852-0470	NSF		10	
314	0903	852-0414	Laboratory			10
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		10	10

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Huettel DATE 8/09/02

APPROVED BY RES NO. 02-334 CLERK DATE 8-27-02

314-COULTERVILLE WATER

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
320	0909	859-0460	Utilities		1,050	
320	0909	859-0412	Maintenance Equipment			1,050
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		1,050	1,050

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Fleetfoot DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK [illegible] DATE 8-27-02

320-MARIPOSA PINES SEWER

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
322	0912	871-0414	Laboratory		100	
322	0912	871-0412	Maintenance Equipment			100
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		100	100

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Dillon DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK [illegible] DATE 8-20-02

322-YOSEMITE WEST WATER

AUDITOR'S USE ONLY
BA#

Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
601	0404	651-0201	Extra Help		565	
601	0404	651-0406	Communications		150	
601	0404	651-0418	Professional Services		5,300	
601	0404	651-0470	NSF		10	
601	0404	651-0425	Compost Consultant			6,025
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		6,025	6,025

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Stoelhorst DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK DATE 8-22-02

601-SOLID WASTE

AUDITOR'S USE ONLY
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Budget Revision Form Revised 11/95

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
700	0305	584-0152	Equipment Mech. Supervisor		1,418	
700	0305	584-0197	Account Clerk III		4,831	
700	0305	584-0301	Benefits		5,816	
700	0305	584-0302	Retiree Benefits		1,892	
700	0305	584-0303	Unemployment		3,975	
700	0305	584-0304	Accrued Benefits		15	
700	0305	584-0201	Extra Help			3,008
700	0305	584-0230	Overtime			1,501
700	0305	584-0436	Shop Supplies			6,345
700	0305	584-0438	Gas & Oil			7,093
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
			TOTAL		17,947	17,947

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;

(X) 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: See Attached Board item.

DEPT HEAD SIGNATURE Dana S. Hertlein DATE 8/9/02

APPROVED BY RES NO. 02-334 CLERK mm DATE 8-20-02

700-FLEET

AUDITOR'S USE ONLY
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Budget Revision Form Revised 11/95