

DEPARTMENT: Public Works

By: James Petropulos

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes __ No X)

Approve Intrabudget Transfers to Cover Year-End Expenses in Fleet Operations in the Amount of \$53,200.

ORIGINAL

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves intrabudget changes to adjust for shortfalls and/or savings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve. Fleet will not be able to pay for materials needed to maintain vehicles.

<p>COSTS: () Not Applicable</p> <p>A. Budgeted current FY> \$ _____</p> <p>B. Total anticipated Costs> \$ _____</p> <p>C. Required additional funding> \$ _____</p> <p>D. Internal transfers> \$ <u>53,200</u></p> <p>SOURCE: () 4/5th Vote Required</p> <p>A. Unanticipated revenues> \$ _____</p> <p>B. Reserve for contingencies> \$ _____</p> <p>C. Source description: > _____</p> <p>Balance in Reserve Contingencies, If Approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:</p> <p><u>1. Budget Action Form</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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CLERK'S USE ONLY

Res. No.: 04-170 Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

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

By: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

C.A.O. Initials: _____

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
700	0305	584-0152	Equip. Mechanic Supervisor			5,300
700	0305	584-0158	Equip. Mechanic			1,300
700	0305	584-0197	Account Clerk III			2,000
700	0305	584-0201	Extra-Help		250	
700	0305	584-0230	Overtime		900	
700	0305	584-0240	Standby		200	
700	0305	584-0301	Benefits			1,100
700	0305	584-0405	Clothing		720	
700	0305	584-0406	Communications		830	
700	0305	584-0412	Maintenance Equip.		43,300	
700	0305	584-0418	Professional Services			5,000
700	0305	584-0433	Outside Labor			20,000
700	0305	584-0434	Administration			4,500
700	0305	584-0436	Shop Supplies		1,000	
700	0305	584-0438	Gas & Oil			14,000
700	0305	584-0450	County Vehicle		6,000	
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
TOTAL					53,200	53,200

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: End of year adjustments to adjust for shortfalls and savings in the Fleet Operations budget to enable to pay for materials and supplies needed in the repair of County vehicles.

DEPT HEAD SIGNATURE DATE 5/31/01

APPROVED BY RES NO. 01-120 CLERK DATE 6-12-01

700-FLEET

AUDITOR'S USE ONLY
BA#



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

June 5, 2001

M E M O

TO: Greg Iturria, County Administrative Officer
Board of Supervisors

FROM: Marty Allan, Fleet/Fiscal Manager 

SUBJECT: **Explanation of Requested Budget Changes for Fleet**

0152-Equipment Mechanic Supervisor: Staff has projected \$5,300 additional savings in this line due to the prolonged absence of the employee.

0158-Equipment Mechanic: Staff has projected \$1,300 additional savings in this line item due to the timing of the return to work of one of the mechanics.

0197- Account Clerk III: Staff has projected \$2,000 additional savings in this line item due to the timing of hiring for the position.

0201-Extra-Help: Staff has been transferring money to this line item throughout the year to cover the cost of additional help needed due to the temporary vacancy caused by the supervisor being out on extended leave.

0230-Overtime: To cover the cost of overtime incurred to keep vehicles operational.

0240-Standby: To cover the cost to have mechanics available during special County events.

0301-Benefits: Reduced due to the salary savings caused by delay in filing positions and the supervisor being on extended leave.

0405-Clothing: Over budget by approximately \$720 due to the unanticipated purchase of snow suits for the mechanics this winter.

0406-Communications: Increase due to the addition of a cell-phone and additional pagers for all of the mechanics.

0412-Maintenance Equipment: This line item covers the cost of parts and materials used in the repair of county equipment. The number of vehicles has increased as well as the age of the fleet. The usage of county vehicles and equipment has also increased this year. Also a more thorough job is being done in the repairs.

0418-Professional Services: This line item is being reduced because of the reduction in fiscal services with helping in the fleet office.

0433-Outside Labor: This line item is being reduced at this time due to the reduction in accidents and being able to do more work in-house.

0434-Administration: The reduction in this line item is due to a modification in the distribution of charges to the divisions.



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0436-Shop Supplies: Shop supplies were reduced earlier in the year to cover other expenses, this action is to restore it to budget.

0438-Gas & Oil: The reduction in this line item is a result of an audit conducted by staff that found an error in the way we were being billed for fuel. It appears that when our account was originally setup by the vendor an inadvertent mistake was made in the code, thereby overcharging us by approximately .043 cents per gallon. When the mistake was brought to the attention of the vendor, they immediately issued credits for all of the past purchases over the last three years.

0450-County Vehicle: Due to the increased usage of all County vehicles, Fleet has had to use their vehicles more than originally projected.

The above changes are needed to adjust for some shortfalls in the operations and to take advantage of savings in other areas. Total fleet operations are expected to end the year in the **black**.

cc: James J. Petropulos, Director
Dana Hertfelder, Assistant Director