

**MARIPOSA COUNTY  
BOARD OF SUPERVISORS**

**AGENDA  
ACTION FORM**

**DATE:** January 4, 2000  
**AGENDA ITEM NO.:** 17

**DEPARTMENT:** Administration

**BY:** Janet Hogan

**PHONE:** 966-3222

**RECOMMENDED ACTION AND JUSTIFICATION:**

(Policy Item: Yes \_\_\_ No )

Review staff report and approve filling additional Account Clerk III position allocated to the Public Works Department during FY 1999-2000 Budget Hearings.

There are presently two fulltime fiscal support positions for the Public Works Department in addition to the Fleet-Fiscal Manger. If approved, the new position will take on the duties of the existing Account Clerk III in the areas of payroll preparation and special district billings. The existing Account Clerk III will assume accounts payable tasks from the Accounting Technician increasing the time the Technician will have to prepare and monitor budgets. This will result in increased monitoring and allow the Fiscal Manager more time for analytical work.

The staff report prepared by the Public Works Department follows this page.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

As part of the FY 1999-2000 budget, the Public Works Department requested and the County Administrative Officer recommended an additional Account Clerk III position. The Board of Supervisors approved funding during Final Budget Hearings and directed that more information be brought back before the position was actually filled.

<b>COSTS:</b> ( ) Not Applicable A. Budgeted Current FY \$ 14,250 B. Total Anticipated Costs \$ 11,900 C. Required Additional Funding \$ D. Internal Transfers \$ <b>SOURCE:</b> ( ) 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies ,if approved: _____		<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: Public Works Memo _____ _____ _____ _____ _____ _____
<b>CLERKS USE ONLY:</b> Res. No. <u>00-10</u> Ord. No. _____ Vote - Ayes: <u>4</u> Noes: _____ Absent: <u>Reilly</u> Abstained: _____ <input checked="" type="checkbox"/> 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		<b>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</b> This item on agenda as: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> For Policy Determination <input type="checkbox"/> Submitted with Comment <input type="checkbox"/> Returned for Further Action Comment: _____ _____ CAO's Initials: <u>JH</u>



**Michael D. Edwards**  
Director

# COUNTY of MARIPOSA

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## DEPARTMENT OF PUBLIC WORKS

Divisions of:

- Design & Construction
- Administration
- Operations

November 29, 1999

NOV 30



**TO:** Janet Hogan, County Administrative Officer

**FROM:** Marty Allan, Fleet/Fiscal Manager *MA*

**SUBJECT:** Justification for Filling Account Clerk III Position

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In response to Board direction on September 24, 1999, the following information is provided as justification for filling the approved Account Clerk III position in the Road Division.

In the 1992-93 fiscal year, the Fiscal Division had three full-time employees; Accountant II, Account Tech II and Account Clerk III who were responsible for 25 Operating and Utility Capital budgets totaling \$6,984,335 and 26 Capital Improvement budgets totaling \$2,362,540 for a grant total of \$9,346,875. Prior to the 1992-93 year, the department also had a full-time Public Works Administrator who oversaw these three employees and whose primary task was fiscal oversight and budgeting.

In the 1999-00 approved budget, the Fiscal Division has two full-time employees and a part-time manager who are responsible for 37 Operating and Utility Capital budgets totaling \$13,102,358 and 38 Capital Improvement budgets totaling \$10,189,511 for a grand total of \$23,291,869. This is a 150% increase in fiscal responsibility and a 38% decrease in staff.

The current staff spends approximately two-thirds of their available time just in data entry and paperwork. Because of the on-going fiscal workload, time is not available to do financial, cost and budget analysis. The lack of little to no internal auditing has left Public Works in some very critical financial situations, as you are aware. (Refer to attachment.)

The addition of an Account Clerk III position would free up data entry time currently spent by the Account Tech III to do more of the budget monitoring. This would free up time for the Fleet/Fiscal Manager to provide critical complex financial, cost and budget reports for the management of the Public Works Department.

## HOURS PER YEAR BY CATEGORY

CATEGORIES	ACCOUNT TECH. III	ACCOUNT CLERK III	FISCAL MGR.
PAYROLL PROCESSING*	15	104	8
BUDGET PREPARATION**	25	0	436
BUDGET MONITORING**	120	0	106
REC./PAYABLE	237	74	0
GENERAL ACCOUNTING***	1,041	1,096	0
INVENTORY	35	0	30
FLEET - ALL	76	18	398
TIME OFF WORK	308	441	311
ADMIN./MISC.	234	360	889
<b>TOTAL</b>	<b>2,091</b>	<b>2,093</b>	<b>2,177</b>
<b>AVAILABLE HOURS</b>	<b>1,783</b>	<b>1,652</b>	<b>1,866</b>

\*Payroll processing as reported above only includes actual month-end reconciliation of the Auditor's time-card, does not include data entry time.

\*\*Budget preparation for the Account Tech. is only computer time for entering all of the budgets in the system. Budget monitoring for this position is checking to see if funds are available to process invoices, does not include analysis.

\*\*\*General accounting as reported is basically time spent doing data entry. Data entry time spent by the Fiscal Manager is recorded in Admin./Misc.