

DEPARTMENT: Public Works

By: Marty Allan

Phone: 966-5356

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

Resolution concurring year-end adjustments to the Fleet Maintenance, Heavy Equipment Replacement and Vehicle Replacement budgets to correct budget deficits and to recognize unanticipated revenue in Fleet Maintenance. Additional income of \$15,427 was received but expenditures exceeded budget by \$69,517 due to increases in fuel (\$12,611), outside labor (\$32,000 for accidents and body work), maintenance of equipment (\$69,717 in tires alone) and shop supplies (\$13,055 for safety and environmental costs).

In order to balance overall budget, depreciation/replacement funds charged for heavy equipment, Fund 704, needs to be reduced by \$24,036 and vehicle replacement, Fund 703, needs to be reduced by \$45,481. These changes, along with individual line item adjustments, will balance the Fleet Maintenance budget for FY 1998-99.

The changes have already been processed due to the year-end deadline.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves adjustments to individual budgets.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action will leave the budget with a negative fund balance of \$69,517.

COSTS: ( ) Not Applicable	
A. Budgeted current FY>	\$ 1,263,037
B. Total anticipated Costs>	\$ 1,263,464
C. Required additional funding>	\$ 15,427
D. Internal transfers>	\$
SOURCE: (X) 4/5th Vote Required	
A. Unanticipated revenues>	\$ 15,427
B. Reserve for contingencies>	\$
C. Source description: >	
Balance in Reserve Contingencies, If Approved:	
\$	

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

1. Journal Entry
2. Budget Action Form (2 pgs)
3. Corrected Budget (2 pgs)

CLERK'S USE ONLY

Res. No.: 99-252 Ord. No.:  
Vote - Ayes: 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:

# JOURNAL ENTRY

Distribution			DESCRIPTION	PROJECT	Period	Year 98-99
FUND	DEPT	ACCOUNT			DEBIT	CREDIT
704	0314	307-0710	Heavy Equip. Depreciation		24,036.00	
700	0305	3584-0441	Heavy Equip. Depreciation			24,036.00
703	0310	307-0703	Vehicle Depreciation		45,481.00	
700	0305	584-0570	Vehicle Depreciation			45,481.00
TOTAL					69,517.00	69,517.00

Reverse revenue to correct over expenditure in Fleet Maintenance

DATE 08/06/99

DEPARTMENT APPROVAL 

AUDITOR APPROVAL \_\_\_\_\_

AUDITOR'S USE ONLY
TF TRANSFER #
AJ ADJUSTMENT #

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
700	0305	304-3000	Interest		(2,450)	
700	0305	307-0706	Fleet Usage Charges		(3,611)	
700	0305	307-0708	Road Usage Charges		(12,350)	
700	0305	307-0709	Fire Usage Charges			(3,424)
700	0305	308-1100	Misc. Rev.		(440)	
700	0305	584-0158	Equipment Mechanics			6,354
700	0305	584-0197	Account Clerk III		5	
700	0305	584-0201	Extra Help			1,113
700	0305	584-0230	Overtime		3,676	
700	0305	584-0235	Longevity Pay		38	
700	0305	584-0240	Standby			150
700	0305	584-0301	Benefits		4,406	
700	0305	584-0405	Clothing		19	
700	0305	584-0406	Communications		184	
700	0305	584-0412	Maintenance Equipment		23,016	
700	0305	584-0415	Memberships		50	
700	0305	584-0417	Office Supplies		570	
700	0305	584-0418	Professional Svcs.		436	
700	0305	584-0432	Small Tools			356
700	0305	584-0433	Outside Labor		30,033	
001	0104	414-1090	GENERAL CONTINGENCY			
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTAL</b>					<b>43,582</b>	<b>4,549</b>

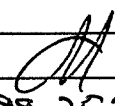
ACTION REQUESTED: (Check all that apply)

( X ) 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;

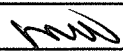
JUSTIFICATION: See attached Board item.

DEPT HEAD SIGNATURE



DATE 8/6/99

APPROVED BY RES NO. 99-252 CLERK



DATE 8-17-99

**FLEET MAINTENANCE (700)**

AUDITOR'S USE ONLY  
BA#

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
			TOTAL FROM PAGE 1		43,582	4,549
700	0305	584-0435	Cost Allocation			5,173
700	0305	584-0436	Shop Supplies		10,499	
700	0305	584-0438	Gas & Oil		12,611	
700	0305	584-0441	Heavy Equip Deprec.			27,998
700	0305	584-0444	Fire Equip. Maint.		4,555	
700	0305	584-0450	County Vehicle		3,173	
700	0305	584-0460	Utilities		1,154	
700	0305	584-0471	Copier			19
700	0305	584-0481	Software			4,061
700	0305	584-0490	Training & Seminars			44
700	0305	584-0570	Depreciation/Replacement			33,730
001	0104	414-1090	GENERAL CONTINGENCY			
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTAL</b>					<b>75,574</b>	<b>75,574</b>

ACTION REQUESTED: (Check all that apply)

(X) 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: See attached Board item.

DEPT HEAD SIGNATURE *[Signature]*

DATE 8/6/99

APPROVED BY RES NO. 99-252 CLERK *[Signature]*

DATE 8-12-99

PAGE 2 of 2  
FLEET MAINTENANCE (700)

AUDITOR'S USE ONLY  
BA#

Revised 08/05/99

**CORRECTED  
FLEET BUDGET 700-0305-584  
1998-99**

\* 06/30/99

1998-99	ADJUSTED BUDGET	*Y-T-D TOTALS	BUDGET ADJUSTMENTS	CORRECTED BUDGET
304-3000 INTEREST	\$18,798	\$21,248	\$2,450	\$21,248
307-0706 FLEET USAGE CHARGES	\$655,700	\$659,311	\$3,611	\$659,311
307-0708 ROAD USAGE CHARGES	\$497,820	\$510,170	\$12,350	\$510,170
307-0709 FIRE USAGE CHARGES	\$85,000	\$81,576	(\$3,424)	\$81,576
308-1100 MISC REV.	\$1,757	\$2,197	\$440	\$2,197
309-1600 TRANSFERS IN	\$0	\$0	\$0	\$0
399-9999 FUND BALANCE DECREASE RESERVES	\$3,962	\$3,962	\$0	\$3,962
<b>TOTAL REVENUE</b>	<b>\$1,263,037</b>	<b>\$1,278,464</b>	<b>\$15,427</b>	<b>\$1,278,464</b>
0152 EQUIP. MECH. SUPERVISOR	\$34,809	\$34,809	\$0	\$34,809
0158 EQUIP. MECHANICS	\$113,888	\$107,534	(\$6,354)	\$107,534
0197 ACCOUNT CLERK III	\$21,614	\$21,619	\$5	\$21,619
0199 EQUIP. MECH. REQ. 6 MOS.	\$0	\$0	\$0	\$0
0201 EXTRA HELP	\$28,522	\$27,409	(\$1,113)	\$27,409
0230 OVERTIME	\$4,000	\$7,676	\$3,676	\$7,676
0235 LONGEVITY PAY	\$1,503	\$1,541	\$38	\$1,541
0240 STANDBY	\$150	\$0	(\$150)	\$0
0259 PREMIUM PAY	\$1,500	\$1,500	\$0	\$1,500
0301 BENEFITS	\$61,786	\$66,192	\$4,406	\$66,192
0302 RETIREE BENEFITS	\$1,952	\$1,952	\$0	\$1,952
0399 BENEFITS REQD EQUIP. MECH.	\$0	\$0	\$0	\$0
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$269,724</b>	<b>\$270,232</b>	<b>\$508</b>	<b>\$270,232</b>
0405 CLOTHING	\$1,800	\$1,819	\$19	\$1,819
0406 COMMUNICATIONS	\$1,982	\$2,166	\$184	\$2,166
0410 INSURANCE	\$757	\$757	\$0	\$757
0412 MAINTENANCE EQUIP.	\$158,515	\$181,531	\$23,016	\$181,531
0415 MEMBERSHIPS	\$0	\$50	\$50	\$50
0417 OFFICE	\$2,800	\$3,370	\$570	\$3,370
0418 PROF. SVCS.	\$5,400	\$5,836	\$436	\$5,836
0432 SMALL TOOL & INSTRUMENTS	\$6,000	\$5,644	(\$356)	\$5,644
0433 OUTSIDE LABOR	\$50,558	\$80,591	\$30,033	\$80,591
0434 ADMINISTRATION	\$37,274	\$37,274	\$0	\$37,274
0435 COST ALLOCATION	\$24,086	\$18,913	(\$5,173)	\$18,913
0436 SHOP SUPPLIES	\$36,795	\$47,294	\$10,499	\$47,294
0438 GAS & OIL	\$136,094	\$148,705	\$12,611	\$148,705
0441 HEAVY EQUIP. DEPREC.	\$142,687	\$138,725	(\$27,998)	\$114,689
0444 FIRE EQUIP. MAINT.	\$38,000	\$42,555	\$4,555	\$42,555
0450 COUNTY VEHICLE	\$15,000	\$18,173	\$3,173	\$18,173
0460 UTILITIES	\$17,000	\$18,154	\$1,154	\$18,154
0461 ENERGY REHAB.PAYMENT	\$2,759	\$2,759	\$0	\$2,759
0471 COPIER	\$265	\$246	(\$19)	\$246
0475 COST ALLOCATION	\$0	\$0	\$0	\$0
0480 F.A. UNDER \$1000	\$3,547	\$3,547	\$0	\$3,547
0481 SOFTWARE	\$13,117	\$9,056	(\$4,061)	\$9,056
0490 TRAINING & SEMINARS	\$2,000	\$1,956	(\$44)	\$1,956
0491 PRIVATE VEH. USAGE	\$0	\$0	\$0	\$0
<b>TOTAL SVCS. &amp; SUPPLIES</b>	<b>\$696,436</b>	<b>\$769,121</b>	<b>\$48,649</b>	<b>\$745,085</b>

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**CORRECTED  
FLEET BUDGET 700-0305-584  
1998-99**

\* 06/30/99

	1998-99	ADJUSTED BUDGET	*Y-T-D TOTALS	BUDGET ADJUSTMENTS	CORRECTED BUDGET
0563 RETIRE LONG TERM DEBT		\$18,214	\$18,214	\$0	\$18,214
0570 DEPRECIATION/REPLACEMENT		\$270,000	\$281,751	(\$33,730)	\$236,270
0684 R 134A RECYCLE		\$0	\$0	\$0	\$0
0685 15,000 LB. TWO POST LIFT		\$0	\$0	\$0	\$0
0686 TIRE RACKS		\$1,342	\$1,342	\$0	\$1,342
0687 RECEIVING TABLE		\$0	\$0	\$0	\$0
0688 SHOP SCANNER		\$2,074	\$2,074	\$0	\$2,074
0689 AIRCOMPRESSOR FOR SVC TRK		\$1,995	\$1,995	\$0	\$1,995
0690 CRANE FOR SVC. TRUCK		\$1,931	\$1,931	\$0	\$1,931
0691 COMPUTER		\$1,321	\$1,321	\$0	\$1,321
<b>TOTAL OTHER</b>		<b>\$296,877</b>	<b>\$308,628</b>	<b>(\$33,730)</b>	<b>\$263,147</b>
0787 TRANSFERS OUT		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
1090 CONTINGENCIES		\$0	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>		<b>\$1,263,037</b>	<b>\$1,347,981</b>	<b>\$15,427</b>	<b>\$1,278,464</b>
<b>VARIANCE</b>		<b>\$0</b>	<b>(\$69,517)</b>	<b>\$0</b>	<b>\$0</b>
<b>INCREASE RESERVES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>NET COST/VARIANCE</b>		<b>\$0</b>	<b>(\$69,517)</b>	<b>\$0</b>	<b>\$0</b>



# COUNTY of MARIPOSA

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

BOB PICKARD, CHAIRMAN	DISTRICT V
GARRY R. PARKER, VICE-CHAIRMAN	DISTRICT IV
PATTI A. REILLY	DISTRICT I
DOUG BALMAIN	DISTRICT II
ROBERT C. STEWART	DISTRICT III



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: MIKE EDWARDS, Public Works Director

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

SUBJECT: Rescind bid Award to John Roth Chevrolet for Default and Authorize Public Works to Rebid New Model Year and Award to Lowest Responsible Bidder

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 10, 1999

#### ACTION AND VOTE:

Approval of Consent Agenda (See End of Minutes)

**BOARD ACTION:** Supervisor Parker pulled item 2 for discussion with Public Works later this morning. (M)Reilly, (S)Parker, item 1 was approved/Ayes: Unanimous.

Consent Agenda item 2 – Discussion was held with Mike Edwards, Public Works Director concerning the request and the timeframes. Supervisor Parker expressed concern that in the interim of this process, the vehicles to be replaced were sold through the auction. He requested that the item be held to allow time to further review the whole matter. Matter was continued to August 17, 1999.

CA-2 Resolution Rescinding Bid Award on PWB 99-08 to John Roth Chevrolet for Default and to Authorize Public Works to Rebid New Model Year and Award to Lowest Responsible Bidder (Public Works); Matter was continued to August 17, 1999.

cc: Ken Hawkins, Auditor  
File



# COUNTY OF MARIPOSA

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

**BOB PICKARD, CHAIRMAN**  
**GARRY R. PARKER, VICE-CHAIRMAN**  
**PATTI A. REILLY**  
**DOUG BALMAIN**  
**ROBERT C. STEWART**

**DISTRICT V**  
**DISTRICT IV**  
**DISTRICT I**  
**DISTRICT II**  
**DISTRICT III**



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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**TO:** MIKE EDWARDS, Public Works Director  
**FROM:** MARGIE WILLIAMS, Clerk of the Board *MW*  
**SUBJECT:** Year-End Adjustments to the Fleet Maintenance, Heavy Equipment and Vehicle Replacement Budgets to Balance Fleet Maintenance Budget; Res. 99-252

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on August 17, 1999

#### ACTION AND VOTE:

Mike Edwards, Public Works Director;

- B) Resolution Rescinding Bid Award on PWB 99-08 to John Roth Chevrolet for Default and to Authorize Public Works to Rebid New Model Year and Award to Lowest Responsible Bidder  
(Continued from 8/10/99)

**BOARD ACTION:** Discussion was held with Mike Edwards and Marty Allan/Fleet-Fiscal Manager, relative to the bid process for these vehicles. Marty Allan advised that they are reviewing options to the County bid process for automobiles – possibly going out of County and joining with other sales. Matter was continued for further discussion after the following item.

- A) Resolution Concurring with Year-End Adjustments to the Fleet Maintenance, Heavy Equipment and Vehicle Replacement Budgets to Balance the Fleet Maintenance Budget (4/5ths Vote Required)

**BOARD ACTION:** Discussion was held with Mike Edwards concerning the areas of the over-expenditures. Supervisor Pickard expressed concern with the costs of accidents and those caused by carelessness, and he stated he would like to see the Board further discuss department accountability for the cost of accidents as a separate issue.

(M)Reilly, (S)Balmain, Res. 99-252 adopted concurring with year-end adjustments to the Fleet Maintenance, Heavy Equipment and Vehicle Replacement budgets as requested; and Res. 99-253 adopted rescinding bid award on PWB 99-08 to John Roth Chevrolet for default and authorizing Public Works to rebid new model year and award to the lowest responsible bidder. Further discussion was held. Supervisor Balmain stated he feels there are areas for improving employee use of equipment and tire wear. Motion was amended, agreeable with maker and second, to include direction to staff (County Administrative Officer and



Personnel Director) to bring back a recommendation for a policy for vehicle safety and standardized disciplinary action for vehicle misuse/Ayes: Reilly, Balmain, Stewart, Pickard; Noes: Parker.

cc: Ken Hawkins, Auditor  
Janet Hogan, County Administrative Officer  
Jeffrey G. Green, County Counsel/Personnel  
File