

97-277

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: July 1, 1997
AGENDA ITEM NO.: 45

DEPARTMENT: Administration

BY: Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes X No)

- A. Approve the 1996-97 Adjusted Budget as Mariposa County's operating budget for 1997-98 from July 1, 1997 until adoption of the Final Budget.
- B. Consider authorizing Department Heads to execute contracts which contain substantially the same terms and conditions as in 1996-97 subsequent to the review and approval of County Counsel and the County Administrative Officer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

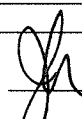
On June 17, 1997, the Board approved the 1997-98 Budget Outlook Report which authorized the issuance of budget instructions and a calendar for budget hearings to begin the middle of September. In order to continue the operations of county government, an operating budget is required for the period July 1, 1997 until adoption of the Final Budget. Because projected General Purpose Revenues are reduced for 1997-98, spending curtailments between July 1, 1997 could be desirable. Specific suggestions for curtailments will be presented during the staff presentation of this matter.

In past years, it has been the Board's practice to authorize department heads to execute contracts meeting a specified criteria--no changes from the prior year and agreement of County Counsel and the CAO. This most particularly accommodates activities that take place during the summer before Final Budget Hearings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

In the absence of an adopted Proposed Budget, the prior year's budget automatically becomes the operating budget until adoption of the Final Budget.

The Board could determine to modify the criteria for contract approval by department heads or not grant that authorization for FY 1997-98.

<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 \$</p> <p>SOURCE: () 4/5ths Vote Required \$</p> <p>A. Unanticipated Revenues \$</p> <p>B. Reserve for Contingencies \$</p> <p>C. Source Description: _____</p> <p>Balance in Reserve for Contingencies, if approved: _____</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>CLERKS USE ONLY:</p> <p>Res. No. <u>97-277</u> Ord. No. _____</p> <p>Vote - Ayes: <u>3</u> Noes: <u>Balman, Parker</u></p> <p>Absent: _____ Abstained: _____</p> <p>(RB) Approved () Denied</p> <p>(✓) Minute Order Attached () No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office</p> <p>Date: _____</p> <p>ATTEST: _____</p> <p>MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>BY: _____</p> <p>Deputy</p>	<p>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</p> <p>This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> For Policy Determination</p> <p><input type="checkbox"/> Submitted with Comment</p> <p><input type="checkbox"/> Returned for Further Action</p> <p>Comment: _____</p> <p>CAO's Initials: <u></u></p>

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: OPERATING BUDGET FOR 1997-98; RES. 97-277

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 1, 1997

ACTION AND VOTE:

10:49 a.m. Janet Hogan, County Administrative Officer;
Resolution Approving the 1996-97 Adjusted Budget as the Operating Budget for 1997-98 from July 1, 1997 until Adoption of the Final Budget; and Consider Adopting Resolution Authorizing Department Heads to Execute Contracts which Contain Substantially the Same Terms and Conditions as in 1996-97 Subsequent to the Review and Approval of County Counsel and the County Administrative Officer
BOARD ACTION: Discussion was held with Janet Hogan, County Administrative Officer relative to the outlook of the budget and suggestions offered by department heads for curtailing expenditures, in the short and long-term. Short-term ideas are as follows: limit extra-help, with exception to grant funded extra-help and the recreation program which would be split between fiscal years; limit overtime, hiring freeze, and limit travel to grant funded, related to new revenue for County, and Board of Supervisors travel that may benefit the County. Long-term ideas, which would begin in the 1997-98 fiscal year are as follows: furloughs or salary adjustments versus program reductions and a proposal for a three-year budget to spread out impact and allow for departments to restructure. Janet Hogan recommended authorizing department heads to execute contracts which contain substantially the same terms and conditions as in 1996-97 subsequent to review and approval of County Counsel and the County Administrative Officer and to further include contracts that are not funded with any local dollars. Further discussion was held relative to balancing the budget. Mike Edwards, Public Works Director, suggested the possibility of liquidating some of the land the County owns and has no use for at a gain of \$500,000 for a short-term solution. Janet Hogan reminded the Board that departments are working on budgets to include a 9% reduction. (M)Pickard, (S)Reilly, Res. 97-277 adopting adjusted budget and approving County Administrative Officer's recommendation for authorizing department heads to execute contracts, limiting the use of county-funded Extra-Help workers to the greatest extent possible, using county-funded overtime to meet critical health and safety needs only and limiting out-of-county travel to Board of Supervisor business benefiting the County, trips that are funded by grants or other revenues or which are directly related to enhancing existing revenues or securing new

revenues. Supervisor Parker reiterated his request to have County Administrative Officer and County Counsel return in afternoon with figures before making a decision. Jeff Green, County Counsel, recommended from a Personnel standpoint, exempting jail and dispatch personnel from the hiring freeze, as too low staffing level can cause potential safety problems. Motion was amended, agreeable with maker and second, to include recommendation by County Counsel. Supervisor Balmain requested the Chairman table motion until County Counsel can examine the requirements of the County Budget Act in regard to amending the proposed budget. Supervisors Reilly and Pickard objected. (M)Balmain, (S)Parker, table motion until County Counsel can review the County Budget Act. County Counsel advised that the first motion must be dealt with before a new motion can be made/Ayes: Reilly, Stewart, Pickard; Noes: Balmain, Parker. (M)Parker, (S)Balmain, direction to staff to opening negotiations with bargaining units relative to furloughs and reduction in salaries. Following further discussion motion was amended, agreeable with maker and second, to include verbiage of up to 5% per annual/Ayes: Balmain, Parker; Noes: Reilly, Stewart, Pickard. (M)Parker, (S)Balmain, direction to department heads to come to budget hearings with a 9% reduction in each of their departments/Ayes: Balmain, Parker; Noes: Reilly, Stewart, Pickard.

cc: File