

DEPARTMENT: Public Works

By: Michael Edwards

Phone: 966-5356

Public Works Director

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

The Department of Public Works, Facilities Maintenance Division, recommends that the Board authorize the transfer of \$2,485 from Custodial to Extra-Help to cover a part-time custodian for a few more weeks while one of the existing custodians is on an undetermined medical leave.

The transfer consists of salary savings from the one custodian out on medical leave and will enable the department to continue to operate with two custodians.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 94/95 budget hearings, the Board approved \$2,000 to hire extra help to fill in while the custodian was on leave.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

None

COSTS: <input type="checkbox"/> Not Applicable	
A. Budgeted current FY	\$ 2,000
B. Total anticipated costs	\$ 4,485
C. Required additional funding	\$ 2,485
D. Internal transfers	\$ 2,485
Source: Custodian Salary	
SOURCE: <input type="checkbox"/> 4/5th Vote Required	
A. Unanticipated revenues	\$
B. Reserve for contingencies	\$
C. Source description:	
Balance in Reserve Contingencies, if approved: \$	

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

1. Budget Action Form

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CLERK'S USE ONLY

Res. No.: 94-455 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  
County of Mariposa, State of California

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: \_\_\_\_\_

A.O. Initials: ME

COUNTY OF  
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Public Works

CONTACT: Michael D. Edwards

DATE: October 17, 1994

PHONE: 966-5356

**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;
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriation from one budget to another, or between categories within a budget unit;
- Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.);
- Transfer by Auditor: Moving salaries between line items to accomodate variances internal to salaries; OR transfers within the County budget under \$50.00 to accomodate minor variations from the budget.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
001-0128-473-0198	Custodian	(2,485.00)
001-0128-473-0201	Extra Help	2,485.00

Justification: See attached Board item.

Department Head Signature: *Michael D. Edwards* Date: 10/18/94  
Approved By: Res. No. 94-455 Clerk: *ms* Date: 10-25-94  
Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

**AUDITOR'S USE ONLY:**

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_  
B.R. No.: \_\_\_\_\_