

DEPARTMENT: Public Works

By: Marty Allan  
Fleet/Fiscal Manager

Phone: 966-5356

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

Approve budget actions transferring appropriations from permanent salaries to extra help, overtime and standby in the amount of \$14,300 in Facilities Maintenance and to extra help in the amount of \$20,548 in Roads.

Facilities funds are needed to offset current vacancy in Maintenance Worker position.

The transfer in Roads is from the Engineering Technician position which is vacant and not expected to be filled before April, if then. \$20,548 in extra help is to cover cost of temporary replacements.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board routinely approves transfers within budget units.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

No action will cause line item to become negative.

COSTS: ( ) Not Applicable	
A. Budgeted current FY>	\$ 34,848
B. Total anticipated Costs>	\$
C. Required additional funding>	\$
D. Internal transfers>	\$ 34,848

COSTS: ( ) 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:

- Budget action form - Facilities (1 page)
- Budget action form - Roads (1 page)

CLERK'S USE ONLY

Res. No.: 00-33 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
001	0128	473-0179	Maint. Worker I/II			14,300
001	0128	473-0201	Extra Help		7,000	
001	0128	473-0230	Overtime		7,000	
001	0128	473-0240	Standby		300	
001	0104	414-1090	GENERAL CONTINGENCY			
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTAL</b>					<b>14,300</b>	<b>14,300</b>

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 appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: See attached Board item.

DEPT HEAD SIGNATURE *[Signature]* DATE *1/13/00*

APPROVED BY RES NO. *00-33* CLERK *[Signature]* DATE *1-25-00*

0128 FACILITIES

<b>AUDITOR'S USE ONLY</b>
BA#

## BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
300	0301	581-0149	Engineering Tech.			20,548
300	0301	581-0201	Extra Help		20,548	
001	0104	414-1090	GENERAL CONTINGENCY			
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTAL</b>					<b>20,548</b>	<b>20,548</b>

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 appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: See attached Board item.

DEPT HEAD SIGNATURE 

DATE 1/13/00

APPROVED BY RES NO. 00-33 CLERK 

DATE 1-25-00

**300 ROADS**

AUDITOR'S USE ONLY

BA#