



# MARIPOSA COUNTY

Public Works · (209) 966-5356



## **RESOLUTION - ACTION REQUESTED 2016-372**

MEETING: July 12, 2016

TO: The Board of Supervisors

FROM: Tony Stobbe, Public Works Director

RE: Approve Budget Action Transferring Funds Within Public Works

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve Changing the Allocation of Senior Office Assistant Position from the Facilities Maintenance Budget to the Public Works Administration Budget Effective January, 2016; and Approve Budget Action Transferring Funding from the Facilities Maintenance Budget to the Public Works Administration Budget to Accommodate the Change in Allocation (\$18,671). This item was inadvertently omitted from a reorganization in January when a Senior Office Assistant was moved from Facilities Maintenance to Public Works Administration. Because the item was unintentionally omitted, the Public Works Administration budget has a small salary shortfall while the Facilities Maintenance budget has a salary budget surplus.

Having clerical support staff budgeted and allocated in the Public Works Administration budget will allow the Department to more effectively assign clerical assistance to all of the divisions within Public Works, rather than single divisions.

To correct these issues, staff recommends moving the balance of funds from the vacated position in Facilities Maintenance to the Public Works Administration budget to offset the current shortfall. Staff also recommends approval of a change in the allocation schedule to show two senior office assistants in the Public Works Administration and zero in Facilities Maintenance where the schedule today shows one position in each division. It is recommended that these actions be done retroactively as of the intended reorganization in January 2016.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Changes in the Allocation Schedule must be approved by the Board as do all budget actions transferring funds between budgets. The Board reviewed this change in allocation on an organization chart that was included with the reorganization item in January 2016, but specific wording requesting this action was inadvertently omitted.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Negative action would leave a shortfall in the Administration budget and a surplus in the Facilities Maintenance budget. Both budgets are supported by the general fund thus, ultimately,

there would be no impact to the General Fund only to the individual divisions within the Public Works Department.

**FINANCIAL IMPACT:**

**Funding is being transferred from the Facilities Maintenance budget to the Public Works Administration budget. There is no impact to the General Fund.**

**ATTACHMENTS:**

**Budget Action Form #5959 (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hodson, CAO 7/6/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Rosemarie Smallcombe, District I Supervisor

**SECONDER:** Marshall Long, District III Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

## BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0128-473	0196	Senior Office Assistant			17,897
001	0304-583	0196	Senior Office Assistant		18,671	
001	0304-583	0490	Training & Seminars			774
<b>TRANSFER BETWEEN FUNDS</b>						
<b>TOTALS</b>					18,671	18,671

**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

(X) 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:** To appropriate for Senior Office Assistant position which has moved from Fund 0128 to Fund 0304.

**DEPT HEAD SIGNATURE** Tony Stolt **DATE:** 7/1/16

**APPROVED BY RES NO.** 16-372 **CLERK** Rene LaRoche **DATE** 7-12-16

**03043 Public Works Administration**

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