

DEPARTMENT: Administration BY: Mike Coffield PHONE: 966-3222

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

Discussion and direction on one-time purchases referred to Midyear Report.

BACKGROUND AND HISTORY OF BOARD ACTIONS: During the 1994-95 Budget Deliberations, several one-time budget requests were referred to after the Midyear Report so that several uncertainties regarding the State and County budgets might be clarified. Since actions are complete on the Midyear and Third Quarter Financial Reports, the items are being brought back pursuant to Board direction.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: If no action is taken on these requests, they will probably be re-submitted as requests in the 1995-96 Budget Process, and the estimated \$130,000 will be available for other use, or close to fund balance on June 30th.

COSTS: ( ) Not Applicable  
A. Budgeted current FY \$ 130,000  
B. Total anticipated costs \$ 130,000  
C. Required additional funding \$ 0  
D. Internal transfers \$

SOURCE: ( ) 4/5ths Vote Required  
A. Unanticipated revenues \$  
B. Reserve for contingencies \$ 130,000  
C. Source description:  
Balance in Reserve for Contingencies,  
if approved: \$ 119,642 one-time, \$42,845 operating contingency

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
  
Memorandum "One Time Items Referred from Budget" dated 5/9/95

CLERK'S USE ONLY:  
Res. No.: 15-205 Ord. No. \_\_\_\_\_  
Vote - Ayes: 3 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
( ) Approved ( ) Denied  
(X) 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: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

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TO: MIKE COFFIELD, County Administrative Officer  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Discussion/Direction on One-Time Purchases  
Referred to Midyear Report; Res. 95-205

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on May 9, 1995

ACTION AND VOTE:

3:31 p.m. Mike Coffield, County Administrative Officer;  
Discussion and Direction on One-Time Purchases Referred to  
Midyear Report

BOARD ACTION: Discussion was held, and Mike Coffield advised of  
an additional request from Public Works for funding for the  
Coulterville Road Yard hazardous clean-up project. Mike  
Edwards/Public Works Director, provided input on this request and  
advised of their recommendation for well testing. Dave  
Tucker/PWD-Senior Civil Engineer, provided input relative to  
funding for this project. Supervisor Parker requested that a  
report be brought back to the Board after the wells are tested,  
and then the Board could provide further direction on how to  
proceed. Dave Conway/Health-Sanitarian, provided input relative  
to status of government funding for clean-up projects. Relative  
to the El Portal pool deck project, Public Works concurred that  
this project could be delayed until after swim season, with some  
temporary repair work being done in the interim. Board reviewed  
the list of pending requests. Supervisor Stewart requested that  
consideration be given to resolving the radio frequency issue.  
(M)Reilly, (S)Balmain, Res. 95-205 adopted approving funding for  
the following: 1) vehicle for Human Services/\$1,237; 2)  
ballfield lights project for Public Works/\$3,685; 3) personal  
computer and equipment for Superior Court Judge/\$4,500; 4)  
contract work by outside audit firm of Willis & Walsh to revise  
fund structure and chart of accounts prior to shift to accrual

MINUTE ORDER  
May 9, 1995  
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basis of accounting for the Auditor/\$20,000; and 5) well/water issue for Midpines Community Center for Public Works/\$15,000/  
Ayes: Unanimous. No action was taken on the other requests at this time.

cc: Mike Edwards, Public Works Director  
Dr. Mosher, County Health Officer  
Tom Archer, Human Services Director  
Judge McMechan, Superior Court  
Ken Hawkins, Auditor  
Rich Begley, Division of Parks and Recreation  
Jim Evans, Housing and Community Development  
Agency Director

# Mariposa County Board of Supervisors

District 1.....PATTI A. REILLY  
District 2.....DOUG BALMAIN  
District 3.....ROBERT C. STEWART  
District 4.....GARRY R. PARKER  
District 5.....GERTRUDE R. TABER



MIKE COFFIELD  
County Administrative Officer


MARGIE WILLIAMS  
Clerk of the Board

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May 9, 1995

To: Board of Supervisors

From: Mike Coffield   
County Administrative Officer

Subj: **One-time items referred from budget**

On September 16, 1994, the Board deferred consideration of the following budget requests for one-time funding until after the receipt of the Midyear report. The Board did this due to the potential for midyear State reductions based on the "Trigger Watch", and so that a number of unknowns could be clarified in the County's budget status. As the Board is aware, due to the improved State economy, no State reductions have been implemented. A few local unknowns remain, i.e. we have yet to be billed by PERS for the Golden Handshakes approved during budget, and one bargaining unit has yet to settle, but based on expenditure and revenue trends through the third quarter, the County now projects a fund balance at June 30, 1995, of \$245,000. Accordingly, it appears that none of these "dedicated" one-time funds will have to be used to offset areas of over-expenditure. Allowing a conservative balance to deal with the remaining unknowns, if the Board wishes to fund some of these requests now, approximately \$130,000 is available for the one-time needs.

**1. Superior Court Automation - \$158,000** - The department justification in the Proposed Budget stated "The software currently being used by the Superior and Municipal Courts needs to be replaced. The software company that sold the County the existing system has gone bankrupt and we are unable to get support for the program or gain access to undeveloped components, which were never implemented. Replacement is the only alternative." **Current status** - During the budget process, the Board identified \$80,000 as a reasonable general revenues contribution for the system which is expected to be augmented with additional program revenues realized through better case tracking and fine collection. The Board referred to the Judges, Probation Officer and County Administrative Officer the issue of specifications for the system, i.e. stand alone PC-based, AS-400 based, etc. Additional meetings are scheduled with vendors and the committee is not yet prepared to recommend a system configuration to the Board.



**2. Library Capital Fund - \$16,272** - This amount was initially identified as the funding necessary to continue the Literacy Project, and later the Board indicated its preference to contribute this amount toward the Library's capital needs.

**3. Data Processing - \$20,000** - The Board will recall that most of the funds set-aside in the Data Processing Fund were expended last year for upgrades necessitated by the disk failure on the AS-400. This amount was identified during the budget process to begin to accumulate funds for the ultimate replacement of the AS-400.

**4. Sheriff/Public Works - \$32,000** - Due to the increase in non-emergency radio traffic related to school buses, transit buses and other county departments, the Sheriff raised the issue during budget that a new frequency was necessary both to comply with his license requirements and to keep his higher priority use of the existing frequency clear. The above amount was identified as necessary for dispatch software. The Department of Public Works is still working on a recommendation for the most cost effective way to proceed and is identifying the need for additional relays, repeaters, etc.. The department is not yet ready to make a recommendation to the Board on the best solution to this problem.

**5. Department of Human Services - \$1,237** - The departmental justification in the Proposed Budget stated "The 1984 Ford Tempos serving our department are no longer reliable. They represent a hazard for travel to remote areas of the County and for transporting children either in-County or out-of-County destinations. The State has approved funding to replace one Ford Tempo with a safer vehicle at a nominal cost to the County".

Expense -	Vehicle cost	\$16,500
Funding -	Federal Administration Funds	\$8,250
	State Administration Funds	\$2,888
	State Sales Tax Trust Fund	\$4,125
	Additional net County Cost	\$1,237

**6. Department of Public Works - \$1,800** - A replacement walk-behind lawn mower and two vacuum cleaners were requested to replace worn-out equipment.

**7. Department of Public Works - \$3,685** - The Public Works Department identified an available balance in the Ballfield lights project, which they proposed to use for upgrading additional light poles in the park. This undesignated balance in a capital project is available for any use, and accordingly was referred to this report to determine this project's competing priority.

**8. Department of Public Works - \$3,410** - This available balance from the Hornitos Well capital project was initially added to the \$16,620 Land Banking fund balance to make a ±\$20,000 contribution to the "Field of Dreams" ballfield complex which is under development. It was later referred to this report with the other remaining one-time funds.

**9. Department of Public Works - \$18,000** - Although the details were not available as this report was being prepared, Public Works is expected to present a proposal for a reduced scope for the El Portal Pool decking project.

**ADDITIONAL ITEMS FROM THE MIDYEAR PROCESS.**

Four additional items were presented during or subsequent to the Midyear Process, which are appropriate one-time expenditures to be considered with the above items.

**1. Superior Court - \$4,500** - The immediate need was identified to acquire a personal computer and peripherals to assist the Judge in calculating support obligations and in performing case research functions.

**2. Sheriff - \$1,240** - The Sheriff has identified the need to acquire two additional portable radios for the Animal Control program.

**3. Auditor - \$20,000** - The Board will recall that the County's outside audit firms have repeatedly recommended that the County comply with generally accepted accounting practices by converting from our current "modified cash" basis of accounting to a "modified accrual" basis of accounting. Our current audit firm of Willis and Walsh has extensive experience with our HTE accounting software, since they have years of experience with the City of Stockton, which also uses it. Willis and Walsh has proposed a \$20,000 contract to completely revise our fund structure and chart of accounts so that the full functionality of the HTE system may be realized, and to position the County to shift to a "modified accrual" basis of accounting.

**4. Department of Public Works - \$15,000** - This amount has been identified to replace the well at the Midpines Community Center, which has been using bottled water since contamination was discovered in the existing well. Staff believes that this amount is a worst case figure, reflective of the unusual conditions at the site. Further information will be available next week on this matter, so, the Board may wish to either dedicate the funds today or defer action until the preferred solution has been defined.