

DEPARTMENT: Sheriff

BY: Susan Patterson  
PHONE: 209-966-3616

**RECOMMENDED ACTION AND JUSTIFICATION:**

Due to many circumstances, including the extended absence of one employee, the recent family emergencies of another, and mandatory jail operations course for two officers, we have used a considerable portion of our overtime budget. In looking at the current budget figures, I find that we have a total of \$5,936.00 remaining in that account as of April 15, 2003. So far this pay period, we have used a total of 144 hours of overtime plus and additional 35.51 hours due for 90 day pay out. With more anticipated due to travel time for two officers in mandatory training and a scheduled range day on Wednesday in order to qualify prior to the rangemaster's upcoming absence, I can see this increasing by approximately 30 additional hours this pay period. This averages out to approximately 210 hours at a cost of \$5,300.00 that will be paid for the month of April. There are several problems on the horizon, including the upcoming pregnancy leave of one of our female officers and the uncertainty of how long she will be allowed to work. There is one female position which is still unfilled due to a worker's compensation case and I am unclear on how long it will take to resolve that issue and there are still several weeks remaining in the jail operations course. We still have approximately \$34,000 in salary savings in light of the fact that one employee has been receiving worker's compensation benefits for the majority of the 2002/2003 fiscal year. In the course of a "normal" month, we are paying out anywhere from \$600.00 to \$2,800.00 in overtime. Using the high end of the scale, we would need to transfer approximately \$5,000.00 in to this account.

We have added two new facilities to the Sheriff's office, the Animal Control Facility and Station 3 in El Portal. We are currently supplying all household and janitorial supplies from this account to all facilities. This has included extra waste management fees, and janitorial and paper products for these additional buildings. We have approximately \$50.00 remaining in this account. We have realized approximately \$20,000 in savings in our food budget, which now stands at approximately \$51,312.00. I anticipate that we will need to transfer \$6,000.00 for the two months remaining in the 2002/2003 fiscal year.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

**Do not approve transfers and there will be no funds available to pay required overtime benefits or to supply necessary household items.**

Financial Impact?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Current FY Cost:	Annual Recurring Cost: \$
Budgeted In Current FY?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Partially Funded	
Amount in Budget:				List Attachments, number pages consecutively
Additional Funding Needed:	<u>\$0 13,000</u>			<u>Budget Action</u>
Source:				
Internal Transfer	<u>X</u>			
Unanticipated Revenue	<u>        </u>	4/5's vote		
Transfer Between Funds	<u><del>X</del></u>	4/5's vote		
Contingency	<u>        </u>	4/5's vote		
( ) General ( ) Other				

**CLERK'S USE ONLY:**

Res. No. 03-154 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached  No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

CAO: [Signature]

# BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0220	531-0175	Jail Officer			7,000
001	0220	531-0230	Overtime		7,000	
001	0220	531-0408	Food			6,000
001	0220	531-0409	Household/Janitorial		6,000	
<b>TOTALS</b>					<b>13,000</b>	<b>13,000</b>

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					<b>0</b>	<b>0</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 transferring appropriation from 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**

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Transfer from salary savings to increase overtime; transfer from Food to increase Household/Janitorial

DEPT HEAD SIGNATURE *Jan H. Allen* DATE 4-24-03

APPROVED BY RES NO. 03-154 CLERK *mmw* DATE 5-13-03

DEPARTMENT Jail

AUDITOR'S USE ONLY BA #
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