

DEPARTMENT: Public Words/Parks & Rec

BY:
PHONE: 966-5356/966-2498

RECOMMENDED ACTION AND JUSTIFICATION:

Request transfer of funds to accommodate change of the retiring Parks and Recreation Program Coordinator. In addition, it provides for an April 1, 2003 start date for the replacement employee.

The current Recreation Coordinator's last day of work is March 31, 2003, but will not officially leave her position until her 240 hours of vacation are exhausted. Because the retiring Recreation Coordinator has chose to exhaust her vacation, it is necessary to transfer funds to accommodate salaries for the remainder of the fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During mid-year, funds were previously requested for a 30-day payout.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

This request provides the easiest transition for the retiring employee and replacement as well.

| | | |
|---|---------------------------|--|
| Financial Impact? <input checked="" type="checkbox"/> Yes () No | Current FY Cost: \$ 3,475 | Annual Recurring Cost: \$ |
| Budgeted In Current FY? () Yes <input checked="" type="checkbox"/> No () Partially Funded | | |
| Amount in Budget: \$ 28,033 | | List Attachments, number pages consecutively |
| Additional Funding Needed: \$ 3,475 | | Budget Action Form |
| Source: | | Begley/Petropulos memo dated March 10, 2003 |
| Internal Transfer <input checked="" type="checkbox"/> | | |
| Unanticipated Revenue _____ 4/5's vote | | |
| Transfer Between Funds _____ 4/5's vote | | |
| Contingency _____ 4/5's vote | | |
| () General () Other | | |

CLERK'S USE ONLY:

Res. No.: 0392 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: P. Richard
 Approved
() 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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
() No Opinion
Comments: _____

CAO: PAH

BUDGET ACTION FORM

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION | PROJECT | INCREASE | DECREASE |
|-------------------------------|----------|----------|------------------------------------|---------|--------------|--------------|
| 001 | 0701 | 761-0178 | Recreation Program Coordinator | | 3,475 | |
| 001 | 0701 | 761-0179 | Recreation Program Coordinator 60% | | | 1,475 |
| 001 | 0701 | 761-0204 | Extra Help Aquatic Program | | | 2,000 |
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| 001 | 0104 | 414-1090 | GENERAL CONTINGENCY | | | |
| TRANSFER BETWEEN FUNDS | | | | | | |
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| | | | | | | |
| TOTAL | | | | | 3,475 | 3,475 |

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: See Attached Board Item

DEPT HEAD SIGNATURE DATE 03/18/03

APPROVED BY RES NO. 0392 CLERK DATE 4-1-03

Parks and Recreation

AUDITOR'S USE ONLY
BA#



COUNTY of MARIPOSA

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DEPARTMENT OF PUBLIC WORKS

Divisions of:

- Design & Construction
- Administration
- Airport
- Parks & Recreation

JAMES J. PETROPULOS
Director

March 10, 2003

MEMO

To: Jim Petropulos
From: Rich Begley, Deputy Director *RIB*
Subject: Salary Transfer- Program Coordinator

Please be advised that the final retirement request for Mrs. Verley (Program Coordinator) is to pay her for her accumulated vacation on April 30 rather than the March 30 as envisioned at mid year.

Unless I supplement the Program Coordinator F/T salary, we are faced with a delayed hiring of the new employee. Using the Aquatic Program Xtra-Help (0204) to supply \$1475.00 and the Program Coordinator (60%) (0179) to supply \$2000.00, we can successfully retire Mrs. Verley and begin both the F/T and the 60% Program Coordinator on April 1, 2003.

I apologize for this situation, as the variables were the completion of the Program Coordinator Recruitment process and the various options for final separation as requested by the retiring employee. I assure you that the course of action outlined in the proposed transfers will provide this Division with a smooth employee transition at this critical time.

Please contact me for further information.