

December 18 2002

To: Ken Hawkins
Mariposa County Auditor

From: Mike Coffield 

Subject: Mid-year Status Report - Proposal

Since the Board has slipped the CAO interviews into mid-January, it is likely that the new CAO will not arrive much before March. This is very late in the year to have appreciable impact on current year spending. Also, my conversations with State and County staff indicate that the 03-04 impact of the State's budget crisis and the 04-05 increases in retirement contributions are going to be very formidable budget challenges. The most fiscally conservative approach would be to plan on a two-year budget process which preserves the maximum amount of on-going general revenues to offset the retirement increases in 04-05. And, to establish the lowest possible spending base, I believe the County would benefit from a very rigorous 02-03 Mid-year process.

If the County desires my assistance in such a project, I would propose to work hourly to accomplish the CAO's share of preparing the Mid-year Budget Report. These include issuing instructions, conducting analysis and working with you and CAO staff to develop and present recommendations to the Board. I would hope we would be able to run several reports of annual expenditures from the HTE system, developing annual spending patterns for each account in each department, and use that data to validate their projections. We would begin the process as soon as you are able to close out December and complete it by mid-February. Therefore, the incoming CAO would have it available to begin the 03-04 budget process.

Hourly Rate: \$50

Number of Hours: 100 (not-to-exceed) - Every effort will be made to complete the project at the least cost to the County, but, without knowing the extent to which we will be successful in automating the process, and the level of analytical work required, I am unable to provide a more definitive estimate.

I would be happy to answer any questions and hope to be able to work with you on this critical task.

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0102	412-0201	Extra Help		5,000	
001	0102	412-0101	CAO Salary			5,000
001	0104	414-1090	Contingency			
Totals					5,000	5,000

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
TOTALS				0.00	0.00

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
- 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:

Transfer to cover additional costs in Extra Help for services provided by Mike Coffield relating to administration of the midyear budget.

	DATE 12/23/02
DEPT HEAD SIGNATURE	DATE
APPROVED BY RES NO. 03-4 CLERK <i>mmw</i>	DATE 1-2-03
DEPARTMENT Auditor	AUDITOR'S USE ONLY
	BA #



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY

DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: KEN HAWKINS, Auditor
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Personal Service Agreement with Mike Coffield
Resolution No. 03-04

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on January 7, 2003

ACTION AND VOTE:

Ken Hawkins, Auditor;

(1) Approve a Personal Services Agreement with Mike Coffield to Provide Consulting Services Regarding Preparation, Direction and Recommendations Regarding the Mid-Year Budget; (2) Authorize the Chair to Sign the Agreement; and (3) Approve the Budget Action Transferring \$5,000 Within the Administration Budget to Cover the Agreement

BOARD ACTION: Discussion was held with Ken Hawkins, and he advised that depending on the timing of the receipt of the County's classification study, consideration may need to be given to including that project. (M)Bibby, (S)Stetson, Res. 03-4 was adopted approving the agreement and the budget action as requested. Jeff Green, County Counsel, suggested that the Board approve the option of doing a personal service agreement or an extra help agreement depending on Mr. Coffield's preference. Supervisor Bibby requested that if the services are going to exceed 100 hours, that the matter come back to the Board. The motion was amended, agreeable with the maker and the second, to include approval of either a personal service agreement or an extra help agreement/Ayes: Unanimous.

cc: Jeff Green, County Counsel
Mary Hodson, Administrative Analyst
File