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**ATTENTION:** Dunia Federico/ 373-1102

## TYPE OF DOCUMENT:

Resolution No. 10-31

## DOCUMENT APPROVAL:

Approved by Yuma County Board of Supervisors:  
June 21, 2010, Item No. D2



**YUMA COUNTY BOARD OF SUPERVISORS  
 RESOLUTION NO. 10-31  
 (SUPERSEDES RESOLUTION NO. 06-35)**

**Amending the Budget Administration and Position  
 Control Policy**

WHEREAS: This resolution supersedes any and all other resolutions previously adopted, specifically Resolution No. 06-35, and

WHEREAS: It is a customary budget practice to control government spending by restricting budget authority granted for personal services to be used only for that purpose, and

WHEREAS: Under the County's existing policy budget authority granted by the Board of Supervisors to meet staffing needs can be used for staffing or any other purpose the department chooses, and this can result in the re-direction of resources away from priorities established by the Board, and

WHEREAS: The re-direction of resources from meeting staffing needs to some other purpose is likely to have an impact upon the accomplishment of Board goals, objectives and priorities, and,

WHEREAS: Certain other minor changes in the policy would make the process operate more efficiently.

**NOW, THEREFORE, BE IT RESOLVED the Budget Administration and Position Control Policy is hereby amended to read as follows:**

**Budget Administration and Position Control Policy**

SUBJECT	PROCEDURE
<b><u>Section 1: Budget Administration</u></b>	
A. Transfers of appropriations between Funds.	Requires Board approval.
B. Transfers of appropriations between Departments* in the same fund.	<p>The County Administrator may transfer amounts up to \$20,000 between mutually requesting departments* without Board approval.</p> <p>The County Administrator may transfer amounts exceeding \$20,000 between mutually requesting departments, if the amounts will be used for the same purposes as originally prescribed by the Board; such transfers can not exceed the amount originally prescribed by the Board to be used for that purpose.</p>

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	The County Administrator can make no transfers from the Contingency or Operating Reserve accounts without Board approval.
C. Transfers of appropriations between line items within the same department* and in the same fund.	Department heads may make any line item transfers within their budgets.
D. Transfers of appropriations between capital improvement projects	The County Administrator may transfer amounts up to \$20,000 between projects in the same capital projects fund without Board approval. The County Administrator can make no transfers from capital reserve accounts without Board approval.
E. Use of budget authority designated for Personal Services to another category of use.	Requires Board approval.  Exception: The County Administrator may approve a change in the category of use if the use will be for the purchase of contract services to achieve the same purposes as had originally been intended to accomplish with County staff. (e.g., salary savings accumulating in the Public Defender's budget may be used for contractual services to provide indigent defense counsel.)
F. Use of budget authority designated for Capital Outlay to another category of use.	Requires Board approval.
<b>Section 2: Position Control</b>	
A. Authorization of new positions (except for Temporary appointment positions).	Requires Board approval, as per the County Personnel Rules.
B. Authorization to abolish positions (except for Temporary appointment positions).	Requires Board approval.
C. Authorization to add or abolish Temporary appointment positions.	Requires department head approval (per the Personnel Rules these are limited to six months maximum term).
D. Transfer of grant positions from one grant funding source to another grant funding source administered by the same agency.	Requires County Administrator approval as well as department heads directly impacted.

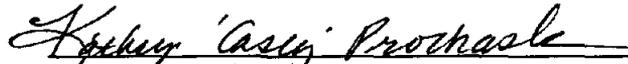
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E. Transfer of non-grant funded positions to funding by grants.	Department head approval and County Administrator approval.
F. Transfer of up to .50 FTE grant funded position to a non-grant funded position.	Department head approval and County Administrator approval.  .50 FTE is maximum per dept. per fiscal year.
G. Reclassifications and Reallocations	County Administrator or Human Resources Director approval, as per the County Personnel Rules.
H. All other transfers of positions (those not described above) between funding sources and/or between departments.	Requires Board approval.
<b>Section 3: Delegation</b>	As used within this policy, County Administrator means the County Administrator or his/her designee.
* Department = sum total of all budgetary accounts within a fund appropriated to a specific agency head by the Board of Supervisors.	

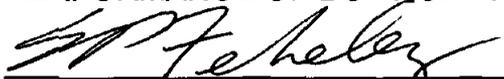
Adopted this 21<sup>st</sup> day of June, 2010.

  
KATHRYN "CASEY": PROCHASKA, Chairman

ATTEST:

  
ROBERT L. PICKELS, JR  
County Administrator/Clerk of Board

APPROVED AS TO FORM AND DETERMINED TO BE WITHIN THE SCOPE OF PERFORMANCE OF DUTY OF THE YUMA COUNTY BOARD OF SUPERVISORS:

  
JON R. SMITH, County Attorney  
Edward P. Feheley, Deputy County Attorney