

MEMORANDUM

COUNTY ADMINISTRATIVE OFFICE
COUNTY OF MONTEREY

DATE: January 4, 2016
TO: Clerk of the Board
FROM: Karina T. Bokanovich, Administrative Secretary-Confidential *KB*
SUBJECT: Board Report A 15-219; typographical error; Request for Administrative Correction

On June 23, 2015 the Monterey County Board of Supervisors took the following actions:

(File ID A 15-219)

- a. Approved the First Amendment to the Second Reimbursement and Funding Agreement between the County of Monterey and the Monterey County Water Resources Agency for the Interlake Tunnel Project;
- b. Increased Fiscal Year 2015-16 appropriations in CAO017 1050-8038-7614 (Operating Transfer Out) by \$450,000 financed by unreserved Fund Balance (4/5th vote required); and
- c. Authorized the County Administrative Officer to execute the First Amendment.

Subsequently, on October 6, 2015, the Board amended section “b” of the Board Order adopted on June 23 as follows:

(File ID 15-1081)

- b. Amended section “b” of the Board Order adopted on June 23, 2015 (File ID A 15-219) to read as follows: Approved and authorized the Auditor-Controller to amend the FY 2015-16 Adopted Budget reducing appropriations in the amount of \$520,379.44 from CAO-General Fund Contingencies, 001-1050-8034, Appropriation **CAO02** and increasing appropriations in CAO-Contributions-Other Agencies, 001-1050-8029, Appropriation CAO007 (4/5th vote required).

It has come to our attention that the above includes a typographical error (in bold above). As you may know, appropriation codes are always comprised of three letters and three numbers. As you can see from the quoted language, the last digit was not included. The correct appropriation code should be “CAO020”.

In order to access the funds, the Auditor’s Office is requesting the Board Order and, if required by the Clerk of the Board, also the Board Report, be corrected to reflect the correct appropriation code: “CAO020”.

I have been in communication with the CAO Budget Office and County Counsel, which have reviewed the information and agree that this is merely a typographical error that does not change the intent of the Board Report presented to the Board of Supervisors. I would request, if possible that the Clerk of the Board proceed administratively, in an effort to conserve County resources, modify the appropriation code in the Board Order and, if necessary in the judgement of the Clerk of the Board, also in the Board Report.