



AUDITOR / CONTROLLER'S USE		EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)			
TRANSFER #		BUDGET TRANSFER REQUEST		DOCUMENT TOTAL	\$32,000.00
JOURNAL #				NUMBER OF LINES	2
DATE				NET TOTAL	\$0.00
INPUT BY					
TO BE COMPLETED BY DEPARTMENT		Budget Transfer Type:		Transfer 1: BoS Approval	
DEPT NAME	Department of Transportation	Legistar Number & Date:		25-1988 01/05/2026	
DEPT CONTACT & EXT.		Stephanie Lisius x 5851		11/24/2025	
		 Madeleine Morton		PAGE 1 OF 1	
		 John Kahling <small>John Kahling / Nov 24, 2025 16:08:48 PST</small>		DATE	
		DEPARTMENT AUTHORIZATION SIGNATURE AND DATE			
DIRECTIONS: 1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT 2. REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE 3. IF BUDGET TRANSFER EXCEEDS 12 LINES, EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST					

S F X	Budget Rollup Code	ORG	OBJECT	PROJECT STRING	GL Project	INCREASE OR DECREASE (INC / DEC)	AMOUNT	DESCRIPTION (30 CHARACTERS MAX.)
1	36303	3620200	3000	36200ENG-36BUDGET-36EXP-36RRNO		DEC	\$ 16,000	DEC PERM EMPLOYEE
2	36603	3620200	6040	36200ENG-36BUDGET-36EXP-36RRNO		INC	\$ 16,000	INC FA UTILITY BED
3								
4								
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7								
8								
9								
10								
11								
12								

_____ JOE HARN, C.P.A. AUDITOR / CONTROLLER		DATE	APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO	
_____ CHIEF ADMINISTRATIVE OFFICE - ANALYST		DATE		
_____ CHIEF ADMINISTRATIVE OFFICER		DATE		
			_____ SIGNATURE: CHAIR, BOARD OF SUPERVISORS	
			_____ ATTEST: CLERK, BOARD OF SUPERVISORS	
			DATE	

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	Department of Transportation	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Stephanie Lisius	Document total*	\$ 32,000
Contact phone*	5851		

BUDGET TRANSFER HEADER

Prepared date*	11/24/25	Check Applicable* <input checked="" type="checkbox"/> One Time (after Adopted Budget) <input type="checkbox"/> Continuing (include in the Adopted Budget)	
Fiscal year	25/26		
Short Description* (10 characters)	INCFXDASST		
		Registrar Item Number*	25-1988 01/05/2026
* REQUIRED FIELDS		Project Strings Required*	Yes

By signing this memo I hereby certify that:

1. information herein is true and accurate to the best of my knowledge, 2. I have been delegated signature authority in accordance with County's policies and procedures and 3. all transfers approved on this journal are in compliance with County policies and procedures and any other relevant governmental regulations.

Authorized signature*


Becky Morton (Nov 24, 2025 16:08:48 PST)

John Kahling (Nov 24, 2025 16:08:48 PST)

BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION* (will be scanned into FENIX TCM)

Department of Transportation is requesting a budget transfer to add a utility bed to the FY 2025/26 fixed asset list. The additional fixed asset utility bed was determined to be needed when replacing the Fleet vehicle for the Materials Lab, under Department of Transportation. The utility bed was included on the Fiscal Year (FY) 2024-25 Fixed Asset List at \$16,000 and ordered, however it was not received prior to year end. During the adopted budget process, the fixed asset should have been carried over but was inadvertently missed and not carried over. The utility bed is essential to the materials lab operation.

Budgeted appropriations in the Transportation budget need to be increased in Fixed Assets - Equipment by \$16,000 to pay for the previously ordered utility bed. This will be offset by a decrease to the permanent employees budgeted appropriations.

FOR AUDITOR'S OFFICE USE ONLY

Audit date:	_____	Budget Transfer number:	_____
Audited by:	_____	Interfaced by:	_____
		Processed on:	_____

Fw: Rafael on Vacation

From Becky Morton <Becky.Morton@edcgov.us>

Date Thu 11/20/2025 2:06 PM

To CDS-Finance <cds.finance@edcgov.us>

FYI

Becky Morton

Agency Chief Fiscal Officer

County of El Dorado

Chief Administrative Office

Community Development Finance & Administration

2850 Fairlane Court

Placerville, CA 95667

(530) 621-4008 / FAX (530) 295-1632

becky.morton@edcgov.us

From: Rafael Martinez <Rafael.Martinez@edcgov.us>

Sent: Thursday, November 20, 2025 12:19 PM

To: Sue Hennike <sue.hennike@edcgov.us>; Emma L. Owens <Emma.Owens@edcgov.us>; Laura Schwartz <laura.schwartz@edcgov.us>; Becky Morton <Becky.Morton@edcgov.us>; Joe H. Harn <joe.harn@edcgov.us>; Greg P. Ferrero <Greg.Ferrero@edcgov.us>; George Turnboo <George.Turnboo@edcgov.us>; Lori Parlin <lori.parlin@edcgov.us>; Brian K. Veerkamp <Brian.Veerkamp@edcgov.us>; Brooke Laine <Brooke.Laine@edcgov.us>; Tara Stout <Tara.Stout@edcgov.us>

Cc: John H. Kahling <john.kahling@edcgov.us>; Matt Gourley <John.Gourley@edcgov.us>; Brian Mullens <brian.mullens@edcgov.us>; Ashley A. Johnson <ashley.johnson@edcgov.us>; Kelly D. Carnahan <Kelly.Carnahan@edcgov.us>; Matthew D. Smeltzer <Matt.Smeltzer@edcgov.us>; Shanann A. Findley <shanann.findley@edcgov.us>; Adam J. Bane <adam.bane@edcgov.us>; Lindsay S. Tallman <Lindsay.Tallman@edcgov.us>; Staci N. Goodwalt <Staci.Goodwalt@edcgov.us>; David Marino <David.Marino@edcgov.us>; James C. Hunnicutt <Jim.Hunnicutt@edcgov.us>; Cindy Munt <Cindy.Munt@edcgov.us>; Mark Treat <Mark.Treat@edcgov.us>; Kathy Witherow <kathy.witherow@edcgov.us>; Shelley Wiley <Shelley.Wiley@edcgov.us>; Becky Morton <Becky.Morton@edcgov.us>; Karen L. Garner <Karen.L.Garner@edcgov.us>; Lisa D. Watson <Lisa.Watson@edcgov.us>; Jeffrey A. Warren <Jeffrey.Warren@edcgov.us>; CDA-Fiscal <cdaifiscal@edcgov.us>; Jeanette Salmon <Jeanette.Salmon@edcgov.us>; Elizabeth Hess <Elizabeth.Hess@edcgov.us>

Subject: Rafael on Vacation

Hello,

I will be on vacation starting at Noon on Thursday, November 20, 2025, through Tuesday, November 25, 2025. In my absence, Assistant Director John Kahling has signature authority.

If you need anything or have any questions in my absence, please reach out to either Assistant Director, John Kahling, at John.Kahling@edcgov.us or Ashley Johnson, at Ashley.Johnson@edcgov.us.

Sincerely,
Rafael Martinez
Director

County of El Dorado
Department of Transportation
2850 Fairlane Court
Placerville, CA 95667
(530) 621-7533
rafael.martinez@edcgov.us