DEPARTMENT: BUILDING

BY: Fred Lustenberger
PHONE: 209-966-3934

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the hiring of one Extra Help Office Assistant position for data entry and records storage functions. Effective date of March 1, 2009.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On January 20, 2009 the Board approved the lay off of the Office Assistant II position in order to return the Building Department to financial solvency. The Board was also made aware the need of a part time Office Assistant to continue scanning Building Permits and Planning Records, and start scanning Health Records.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Alternative: Do not hire part time office assistant for scanning.
Consequences: 1. Building and Planning would not be able to continue to update the information in Questys and would have to go back to searching in the files.
2. Hire an outside firm to scan files as needed at an additional cost.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $  Annual Recurring Cost: $  
Budgeted in Current FY? ( ) Yes ( ) No ( ) Partially Funded  
Amount in Budget: $  
Additional Funding Needed: $  
Source:  
Internal Transfer  
Unanticipated Revenue 4/5's vote  
Transfer Between Funds 4/5's vote  
Contingency 4/5's vote  
( ) General ( ) Other  

List Attachments, number pages consecutively

CLERK'S USE ONLY:
Res. No.:  Ord. No.  
Vote - Ayes:  Noes:  
Approved  
Absent:  
( ) 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:  

Revised Dec. 2002
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>0236</td>
<td>562-0197</td>
<td>Office Assistant I/II</td>
<td></td>
<td></td>
<td>$3,940</td>
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<tr>
<td>600</td>
<td>0236</td>
<td>562-0201</td>
<td>Extra Help</td>
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<td></td>
<td>$3,940</td>
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</table>

001   0104   414-1090   GENERAL CONTINGENCY

### TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,940</td>
<td>$3,940</td>
</tr>
</tbody>
</table>

**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 with a budget unit;

**JUSTIFICATION:** Needed to hire part time scanner to continue work started

**DEPARTMENT HEAD APPROVAL**

**APPROVED BY RES NO.**

**AUDITOR'S USE ONLY**

BA#