MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: June 6, 1995
AGENDA ITEM NO.: 1

DEPARTMENT: 
BY: 
PHONE: 

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)
1. Resolution Approving Work Study Student Trainee as Extra Help in the Administration, Board of Supervisors and Personnel Offices for the 1995/96 Fiscal Year at $5.00 per hour and Authorization to Administrative Officer to Execute Worksite Agreement

2. Resolution Transferring Travel Funds to Extra Help ($1,000)

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors adopted Resolution 92-47 approving the class specification and worksite agreement for Work Study Student Trainee on January 21, 1992 and approved a Work Study Student Trainee Worksite Agreement for the Board/Administration/Personnel offices with Corey Roberts on August 23, 1995.

This action requests authorization to the Administrative Officer to execute a Worksite Agreement with Corey Roberts for the next fiscal year pending final budget funding for extra help. Baseline funds for both Administration and Board of Supervisors are available for part-time help if adopted in the final budget. The Student Trainee will work with the Administrative Officer in budget preparation and continue to cover sick leave and vacation, reception and special projects for the Board of Supervisors.

Additionally, this action requests a transfer of travel funds to the extra help line in order to utilize the student during the June break on a 40-hour per week level in order to perform special projects for the Board and for the budget process. The travel funds are from an unexpended line for Clerk of the Board and staff travel and education.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. The annual workload to prepare the budget document historically requires the hiring of extra help. Without making this appointment it would be difficult to comply with the statutory requirements of the budget because extra help recruitment and training would limit the workload requirements.

2. The Board may approve the hiring of extra help from County lists for preparation of the budget and vacation and sick leave coverage, but the cost and training would be greater.

COSTS: ( ) Not Applicable
A. Budgeted current FY $3,200
B. Total anticipated costs $7,200
C. Required additional funding $0
D. Internal transfers $1,000

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues $0
B. Reserve for contingencies $0
C. Source description: Balance in Reserve for Contingencies, if approved: $0

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Budget Transfer Form

CLERK’S USE ONLY:
Res. No.: 95-260
Vote - Ayes: 5
Noes: 
Absent: 
Abstained: 
Approved: ( ) Denied 
( ) 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
By: County of Mariposa, State of California

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
Recommended 
Not Recommended 
For Policy Determination 
Submitted with Comment 
Returned for Further Action
Comment: 
A.O. Initials: 

Action Form Revised 5/92
COUNTY OF MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Board of Supervisors
CONTACT: Susan Lyons

DATE: June 6, 1995
PHONE: 966-3222

ACTION REQUESTED: (Check All That Apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County for Contingencies;

( X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the Budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0101-411-0449</td>
<td>Board Trans/Travel Expense</td>
<td>($ 1,000)</td>
</tr>
<tr>
<td>001-0101-411-0201</td>
<td>Board Extra Help</td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

Justification: Utilize unexpended Board Trans/Travel Expense Line item for additional extra help funding for Work Study Study Trainee

Department Head Signature: ____________________________ Date: ________________
Approved By: Res. No. 95-260 Clerk: ________________ Date: 6-6-95
Administrator: ____________________________ Date: ________________
Auditor: ____________________________ Date: ________________
AUDITOR'S USE ONLY:
Description: ____________________________ Transfer No.: ______
B.R. No.: ______

Budget Action Form Revised 5/92