REQUEST FOR TRANSFER OF $2,000.00 FROM TAX COLLECTOR'S COST FUND TO SERVICES AND SUPPLIES FOR THE PURPOSE OF FINISHING REMODEL OF OFFICE.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

THE REMODEL PROJECT FOR THE HALL OF RECORDS IS SHORT THE AMOUNT NEEDED FOR COMPLETING THE UPSTAIRS OFFICES' OF THE COUNTY CLERK, TREASURER-TAX COLLECTOR, AND ASSESSOR-RECORDER. NEW CARPETING, PAINTING, AND BUILDING OF COUNTERS WAS NOT FIGURED IN ON THE PROJECT. I FEEL THAT IT IS IMPORTANT THAT NEW CARPET AND PAINTING BE DONE IN THE OLD AUDITOR'S OFFICE, PRIOR TO THE TREASURER-TAX COLLECTOR & COUNTY CLERK MOVE IN. I DON'T BELIEVE THE OFFICE HAS BEEN PAINTED OR CARPETED FOR APPROXIMATELY EIGHT YEARS. THE WALLS ARE DIRTY AND SCRATCHED, AND THE CARPET IS BADLY WORN, AND DOES NOT COMPLETELY COVER THE ENTIRE OFFICE AREA.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. NEW CARPET IS DESIRABLE IN SUCH A PUBLICLY USED OFFICE
2. PAINTING IS NECESSARY TO COVER SCARS AND DIRT, AND WOULD BRING MORE LIGHT TO THE AREA.
3. THERE MAY BE A NEED TO PURCHASE MORE STORAGE AREA WHEN THE CLERK'S OFFICE MOVES OVER.
4. USE TAX COLLECTOR'S COST FUNDS AND AVOID BUDGET RESTRAINTS
5. USE CONTINGENCIES, OR NEW BUDGET REQUESTS, WHICH WOULD SLOW DOWN THE PROJECT.
6. DO NEITHER, AND MOVE IN AT ITS' PRESENT STATUS.

COSTS: ( ) Not Applicable
A. Budgeted Current FY..................$__________
B. Total Anticipated Costs........$__________
C. Required additional funding........$__________
D. Internal Transfer....................$ 2,000.00

SOURCE: (X) 4/5ths Vote Required
A. Unanticipated Revenues...............$__________
B. Reserve for Contingencies........$__________
C. Source Description: Tax Collector's Cost Fund
   Balance left in Reserve for Contingencies, if approved:
   $__________

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

CLERK'S USE ONLY:
Res. No.: 95 - 344
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: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

( ) Recommended
( ) Not Recommended
For Policy Determination
Returned for Further Action

Comments: ________________________________
______________________________
______________________________

C.A.O. Initials: __________________________

DEPARTMENT: TAX COLLECTOR  BY: Don E. Phillips  PHONE: 966-2721
RECOMMENDED ACTION AND JUSTIFICATION: ( Policy Item: ( ) Yes ( ) No )
BUDGET ACTION FORM

Date: JUL 7 1995

ACTION REQUESTED: (Check all that apply)

(✓) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the budget or in any one fund of the budget, or appropriating Reserve for Contingencies;

(   ) Transfer by Board of Supervisors (2/3ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit; from Trust Fund of the Department to Budget line item;

(   ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items;

(   ) 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</th>
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<tbody>
<tr>
<td>172-1100-880-0787</td>
<td>Tax Collector's Cost Fund</td>
<td>&lt;2,000.00&gt;</td>
</tr>
<tr>
<td>001-0000-309-1600</td>
<td>General Transfers In</td>
<td>2,000.00</td>
</tr>
<tr>
<td>001-0000-309-1600</td>
<td>General Transfers In/Out</td>
<td>&lt;2,000.00&gt;</td>
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<tr>
<td>300-1300-309-1600</td>
<td>LBI - Remodel Hall of Records</td>
<td>900.00</td>
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<tr>
<td>001-0108-422-0714</td>
<td>Services &amp; Supplies</td>
<td>1,100.00</td>
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</tbody>
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Justification: To finish the remodel project for the Hall of Records, specifically in the Treasurer-Tax Collector & County Clerk's office. To be used for remodeling, carpet, and to purchase necessary cabinets and bookshelves.

Department Head Signature: Don Z. Phillips  Date: JUL 7 1995

Approved by: 95-341  Clerk:  Date: 7-18-95

Administrator:  Date: 7-18-95

Auditor:  Date: 7-18-95

AUDITOR'S USE ONLY:

Description:  Transfer No.:  B.R. No.:  