RECOMMENDED ACTION AND JUSTIFICATION:

Approve transfer of $2,500 from Labor Negotiation Services to Publications/Legal Notice in the Personnel budget. Advertising for an unexpected recruitment for a Planning Director and additional advertising to garner a larger applicant pool for two positions, the Tourism Coordinator and Business Development Coordinator, contributed to unanticipated expenses. Additionally, the on-going expense for all positions that are recruited for and advertised in the Mariposa Gazette has been averaging approximately $300 per month; March's invoice was $480. This is due to vacancies in the District Attorney's office, Health Department, Veterans' Services, and the start up of recruitment in the Parks and Recreation Division. Advertising to fill these vacancies add to the increase in the monthly charge. (Note: With the recent purchase of software, Personnel staff is now able to advertise these positions on the County's web site. A short classified notice that will appear weekly in the Gazette to inform the public that job opportunities can be viewed at the web site will be published beginning April 21, 2004. This will greatly reduce the monthly cost for the weekly ads.)

Funds are available in the Labor Negotiation Services line item because the negotiator for IHSS negotiations was retained at a reduced cost and there have not been as many sessions as anticipated.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board previously approved a transfer of $3,500 because recruitment for County Counsel's position required extensive advertising costs (two recruitments were needed).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

---

Financial Impact? ( ) Yes ( ) No  Current FY Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $11,500
Additional Funding Needed: $2,500
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General  ( ) Other

Annual Recurring Cost: $
List Attachments, number pages consecutively

Budget Action Form

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CLERK'S USE ONLY:

Res. No.: CA-2  Ord. No. ______
Vote – Ayes: 5  Noes: ______
   Absent: ______
   ) Approved
   ) 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: ______
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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<th>DECREASE</th>
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<td>0115</td>
<td>441-0419</td>
<td>Labor Negotiation Service</td>
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<td>001</td>
<td>0115</td>
<td>441-0429</td>
<td>Publications/Legal Notices</td>
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<td>$2,500</td>
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1 104 414-1090 GENERAL CONTINGENCY

### TRANSFER BETWEEN FUNDS

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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
</table>

**TOTALS** $2,500 $2,500

### ACTION REQUESTED:

- ( ) 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 appropriating Reserve for Contingencies;

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

### JUSTIFICATION:

Advertising for an unexpected Planning Director recruitment and additional advertising for Tourism

Coordinator and Business Development Coordinator contributed to unanticipated expenses.

### DEPT HEAD SIGNATURE

W. H. Herman  DATE: 4-15-04

### APPROVED BY RES NO.

04-172  CLERK  DATE: 4-27-04

### PERSONNEL

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 11/95