

MARIPOSA COUNTY

AGENDA

DATE: ^{Dec} ~~NOV~~ 15 1999

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: CA-1

DEPARTMENT: COUNTY CLERK BY: Don Z. Phillips PHONE: 966-2621
RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: () Yes () No)

Transfer from Salaries Acct. Tech I to Salaries Extra Help. Because of the workload in elections and now in first installment of taxes, it will be a hardship to try and interview and hire a full-time person for the vacant Acct. Tech I position in the tax collector's department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

A prior request was done and approved, in hopes to get through the collection period. Additional extra help will be needed without filling the full time position at this time.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Deny request and not fill full time position until after first installment collection period.
2. Not continue with extra help or full time
3. Recommend transfer and use extra help through the first installment collection period, and interview and fill position in January 1999.

COSTS: () Not Applicable
 A. Budgeted Current FY.....\$ _____
 B. Total Anticipated Costs.....\$ 2,000 _____
 C. Required additional funding.....\$ _____
 Transfer.....\$ 2,000 _____

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

Budget transfer form attached

SOURCE: () 4/5ths Vote Required
 A. Unanticipated Revenues.....\$ _____
 B. Reserve for Contingencies.....\$ _____
 C. Source Description: Salary of full time position _____
 Balance left in Reserve for Contingencies, if approved:
 \$ n/a _____

CLERK'S USE ONLY:
 Res. No.: 98-451
 Vote: Ayes: 5
 Absent: _____
 () Approved
 () Minute Order Attached
 Ord. No. _____
 Noes: _____
 Abstained: _____
 () Denied
 () No Action Necessary

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

- Recommended
- Not Recommended
- For Policy Determination
- Returned for Further Action

Comments: _____

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

C.A.O. Initials: JZ

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0108	422-0187	Acct Tech I		2000.
001	0108	422-0201	Extra Help	2000.	
001	0104	414-1090	GENERAL CONTINGENCY		
TRANSFER BETWEEN FUNDS					
TOTALS					

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 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 Because of elections & first installment collections, we are unable to take the time to interview & train a new employee.

DEPT HEAD SIGNATURE Don B. Phillips Jr DATE 11/24/98

APPROVED BY RES NO. 98-451 CLERK [Signature] DATE 12-15-98

AUDITOR'S USE ONLY
BA #