

**MARIPOSA COUNTY** ----- **AGENDA** ----- **DATE:** OCT - 6 1998  
**BOARD OF SUPERVISORS** ----- **ACTION FORM** ----- **AGENDA ITEM NO.:** CA-3

DEPARTMENT: **TAX COLLECTOR** BY: **Don Z. Phillips** PHONE: 966-2830  
 RECOMMENDED ACTION AND JUSTIFICATION: (policy item: ( ) yes ( ) no )

Transfer from Account Tech I Salary to Extra Help Salary. Vacancy in this position is putting a hardship on the department with Unsecured taxes being processed at this time, and preparing for Secured taxes to be mailed in October.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Normally there is not a need for part-time extra help in the tax department. With the transfer of one tax employee to the auditor's department, and the release of the other tax employee prior to permanent hire, this has created the need for extra help until the positions can be filled permanently.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not transfer the money and continue with short staff causing a hardship and possibility of not being able to process the secured taxes.
2. Transfer the money to overtime for the permanent employees to use.

Neither of these are recommended since the taxes are a critical part of the revenue for the county. Also the one permanent employee is still in training.

COSTS: ( x ) Not Applicable		<b>SPECIAL INSTRUCTIONS:</b>
A. Budgeted Current FY	\$ <u>0</u>	List the attachments and number the pages
B. Total Anticipated Cost	\$ _____	
C. Required additional	\$ _____	
D. Internal Transfer	\$ <u>2,000</u>	Budget Transfer

SOURCE: ( ) 4/5th Vote Required  
 A. Unanticipated Revenues \$ \_\_\_\_\_  
 B. Reserve for Contingency \$ \_\_\_\_\_  
 C. Source Description: \_\_\_\_\_  
 Balance left in Contingency, if approved: \$ \_\_\_\_\_

<b>BOARD CLERK USE ONLY:</b>	<b>ADMINISTRATIVE OFFICER'S RECOMMENDATION</b>
Res. No.: <u>98-366</u>	This Item on Agenda as:
Vote: Ayes: <u>4</u>	Noes: _____
Absent: <u>Reilly</u>	Abstained: _____
<i>how</i> Approved ( ) Denied	<input checked="" type="checkbox"/> Recommended
( ) Minute Order ( ) No Action Necessary	_____ Not Recommended
	_____ For Policy Determination
	_____ Returned for further action

The foregoing instrument is a correct copy of the original on file in this office: Comments:

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_, Margie William, Clerk of the Board  
 by: \_\_\_\_\_ Deputy

C.A.O. Initials *JH*

**BUDGET ACTION FORM**

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
001	0108	422-0187	Acct Tech I		2,000
001	0108	422-0201	Extra Help	2,000	
001	0104	414-1090	GENERAL CONTINGENCY		
<b>TRANSFER BETWEEN FUNDS</b>					
				<b>TOTALS</b>	

**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;

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

**JUSTIFICATION:** Vacancy in tax dept. Needed to process Current unsecured tax and prepare for processing secured tax.

**DEPT HEAD SIGNATURE:** [Signature]      **DATE:** 10/1/98

**APPROVED BY RES NO.:** 98-366      **CLERK:** [Signature]      **DATE:** 10-6-98

AUDITOR'S USE ONLY  
BA # \_\_\_\_\_