

DEPARTMENT: Planning and Building

By: Ed Johnson

Phone: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Approve transfer of \$6000 from Salaries and Benefits in Planning Department budget to Extra-Help to train staff in preparation of a pending retirement, and to provide office assistance during the recruitment process.

These funds are available due to salary savings from other unfilled vacancies.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On February 14, 1997 Betty Crisp, our Office Technician, announced her retirement. Her last day at work is March 31, 1997. The Department has been working to pass on her knowledge to other staff, but an emergency hire is needed to complete that training and to provide office assistance after she leaves and while a formal recruitment proceeds.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

No action would leave no trained staff to provide critical services in departmental accounting and office administration.

COSTS: () Not Applicable
A. Budgeted current FY \$
B. Total anticipated Costs \$
C. Required additional funding \$
D. Internal transfers \$

COSTS: () 4/5th Vote Required
A. Unanticipated revenues \$
B. Reserve for contingencies \$
C. Source description:

Balance in Reserve Contingencies, If Approved:
\$

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

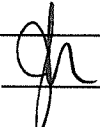
Budget Action Form

CLERK'S USE ONLY

Res. No.: 97-87 Ord. No.:
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
 Submitted for Comment
 Returned for Further Action
Comment:

A.O. Initials: 

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: PLANNING

CONTACT: ED JOHNSON

DATE: 3-5-97

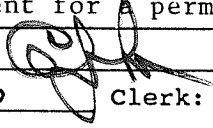

PHONE: 966-5151

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;
- XX) 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.

FUND/DEPT/ACCT NO.	LINE ITEM DESCRIPTION	AMOUNT (FROM)/TO
001-0249-575-01.85	SECRETARY	(\$4000)
001-0249-575-03.01	BENEFITS	(\$2000).
001-0249-575-02.01	EXTRA HELP	\$6000

Justification: Due to pending retirement, an emergency hire is required to train staff prior to the retirement and to provide office assistance after retirement. A formal recruitment for a permanent replacement has been requested.

Department Head Signature:  Date: 3/6/97
 Approved By: Res. No. 92-82 Clerk: hms Date: 3-18-97
 Auditor:  Date: 3-6-97

AUDITOR'S USE ONLY:

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