MARIPOSA COUNTY
BOARD OF SUPERVISORS
DEPARTMENT: Public Works
By: Michael Edwards
Phone: 966-5356
Public Works Director

AGENDA ACTION FORM
AGENDA ITEM NO.: 8-A
AGENDA DATE: 4-2-96

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X ___)

Resolution waiving hiring freeze, authorizing recruitment for full-time custodian and authorizing transfer of funds within the Facilities budget to extra-help line to pay for interim extra-help custodian.

One of the custodians was suddenly retired due to a workers' compensation disability, and we were able to hire an extra-help custodian from an active list. Funds to be transferred are available from salary savings due to the retirement of the full-time custodian.

This action will allow us to continue to provide adequate custodial coverage as well as recruit for a permanent full-time employee.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has approved similar actions in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Continue through the remainder of the fiscal year with an extra-help employee and address the issue in FY 96/97 budget.

2. No action; this will force us to terminate the extra-help employee, and we would not have sufficient staff available to provide full custodial services.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>SPECIAL INSTRUCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>List the attachments and number the pages consecutively:</td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td></td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td>1. Budget Action Form</td>
</tr>
<tr>
<td>D. Internal transfers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>SOURCE:</td>
<td></td>
</tr>
<tr>
<td>A. Unanticipated revenues</td>
<td></td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td></td>
</tr>
<tr>
<td>C. Source description:</td>
<td></td>
</tr>
<tr>
<td>Balance in Reserve Contingencies, if approved: $</td>
<td></td>
</tr>
</tbody>
</table>

CLERK'S USE ONLY

Res. No.: 96-12

Vote - Ayes: Nays: 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
County of Mariposa, State of California

By: Deputy

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

[ ] Recommended

[ ] Not Recommended

[ ] For Policy Determination

[ ] Submitted with Comment

[ ] Returned for Further Action

Comment: ____________________________

A.O. Initials: ____________________________
COUNTY OF MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Public Works  CONTACT: Michael D. Edwards

DATE: March 21, 1996  PHONE: 966-5356

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 appropriation 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.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0128-473-0198</td>
<td>Custodian</td>
<td>($4300)</td>
</tr>
<tr>
<td>001-0128-473-0201</td>
<td>Extra Help</td>
<td>$4300</td>
</tr>
</tbody>
</table>

NOTE:
See attached minute order.

Justification: See attached Board item.

Department Head Signature: [Signature]  Date: 3/24/96
Approved By: Res. No. 96-121  Clerk: [Signature]  Date: 3/4/96
Administrator: [Signature]  Date: 3/4/96
Auditor: [Signature]  Date: 3/4/96

AUDITOR'S USE ONLY:
Description:  Transfer No.:
B.R. No.:  

Budget Action Form Revised 5/92
TO: MIKE EDWARDS, Public Works Director
FROM: RHONDA SCHERF, Deputy Clerk of the Board
SUBJECT: RESOLUTION NUMBER 96-121

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on April 2, 1996

ACTION AND VOTE:

9:40 a.m. Mike Edwards, Public Works Director;
   A) Resolution Waiving Hiring Freeze and Authorizing
      Recruitment for Full-Time Custodian, and Transferring Funds to
      Extra-Help Line Item to Pay for Interim Extra-Help Custodian
      ($4,300)
      BOARD ACTION: Mike Edwards advised of pending retirement for the
      incumbent employee and efforts to accommodate disability until
      retirement, and requested flexibility for funding and filling the
      position. Following discussion, (M)Parker, (S)Stewart, Res. 96-
      121 adopted/Ayes: Balmain, Stewart, Parker, Taber; Excused:
      Reilly.

cc: Ken Hawkins, Auditor
    Nancy Kyle, Personnel
    File