

96-496

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 12-3-96  
AGENDA ITEM NO.: 4

DEPARTMENT: BY: PHONE: 966-2621  
RECOMMENDED ACTION AND JUSTIFICATION: ( Policy Item: ( ) Yes ( ) No )

Recommend transfer from salary savings of Account Tech I position in tax office, to new budget item in tax collector's budget for "extra help" and for "overtime"

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Account Tech I position was vacated in September. In-County recruitment was not possible, and it will take several weeks for outside recruitment testing and interviews. With secured tax deadline being Dec. 10th, it will be necessary for one or more employees to work overtime, and to use extra help to process taxes timely.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Approve transfer from salary savings to extra help and overtime.  
Do not approve transfer which would delay collection procedures and cause collections to not be banked timely, which would decrease interest revenues.

COSTS: ( ) Not Applicable  
A. Budgeted Current FY.....\$  
B. Total Anticipated Costs.....\$  
C. Required additional funding.....\$  
D. Internal Transfer.....\$ 7,000.00

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

1. Transfer form

SOURCE: ( x ) 4/5ths Vote Required  
A. Unanticipated Revenues.....\$  
B. Reserve for Contingencies.....\$  
C. Source Description: Salary Savings (Acct. Tech I)  
Balance left in Reserve for Contingencies, if approved:  
\$

CLERK'S USE ONLY:

Res. No.: 96-496 Ord. No. \_\_\_\_\_  
Vote: Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved ( ) Denied  
( ) Minute Order Attached ( ) No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended  
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 Williams, Clerk of the Board  
By: \_\_\_\_\_  
Deputy

C.A.O. Initials: 

COUNTY OF  
MARIPOSA

**BUDGET ACTION FORM**

Dept./Div.: TAX COLLECTOR

Contact: DON Z. PHILLIPS

Date: DEC - 3 1996

Phone: 966-2830

**ACTION REQUESTED:** (Check all that apply)

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the 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 to another, or between categories within a budget unit; from Trust Fund of the Department to Budget line item;
- ( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items;
- ( ) 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.

<u>FUND/DEPT./ACCT. NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT</u> <u>&lt;FROM&gt;/&lt;TO&gt;</u>
001-0108-422-0187	Tax Collector's Account Tech I Salary Savings	<\$7,000.00>
001-0108-422- <u>0230</u>	Tax Collector's Overtime	\$2,800.00
001-0108-422- <u>0201</u>	Tax Collector's Extra Help	\$4,200.00

**Justification:** Vacancy in Acct. Tech I position. Unable to recruit prior to secured tax deadlines.

Necessary to process taxes timely and allowing to get the collections to the bank for investment

Department Head Signature: *Don Z. Phillips* Date: NOV 19 1996

Approved by: 96-496 Clerk: *ms* Date: 12-3-96  
Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Auditor: *AD* Date: \_\_\_\_\_

**AUDITOR'S USE ONLY:**

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_ B.R. No.: \_\_\_\_\_