

95-347

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 7-25-95
AGENDA ITEM NO.: 3

DEPARTMENT: TAX COLLECTOR BY: Don E. Phillips PHONE: 966-2621
RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: () Yes () No)

1. Recommend approval for Board & Tax Collector to enter into data processing agreement for the purpose of printing and processing tax statements.
2. Transfer from Tax Collector's Cost Fund \$1,667.00 to Services & Supplies for one-time data processing fees.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Currently we buy printed statements and process the tax information on those forms from our mainframe computer. We are paying approximately .35 per statement, plus our time to process for mailing, plus postage. Merced Data Processing will print both the statements and the tax information from a computer tape provided by us, at approximately .19 per statement. This price includes both the printing of the statements, and the mail processing (not postage). There will be some one-time charges for set up (conversion of data) which will run approximately \$1,667.00. I have budgeted enough in the regular budget to handle the processing, but will need the \$1,667.00 one-time processing fee, which can be taken from my Tax Collector's Cost Fund.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Cost of doing statements in-house is approximately \$5,275.00, plus handling , plus postage.
2. Cost of doing statements at Merced DP is approximately \$5,276.00, plus postage.
3. We do not do the Zip+4 in-house.
4. Merced DP produces a laser printed statement that is much more professional looking.
5. To deny this request would put a burden on the office because we would have to order statements on a rush order, and would probably cost more than the normal .35 each.

COSTS: () Not Applicable

A. Budgeted Current FY.....\$ _____
 B. Total Anticipated Costs.....\$ _____
 C. Required additional funding.....\$ 1667
 D. Internal Transfer.....\$ 1,667.00

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively.

Agreement proposal by Merced Data Processing Dept.
 Fee Compensation Schedule
 Sampel of Merced DP Tax Statement
 Sample of Mariposa Tax Statement
 Budget transfer request

SOURCE: 4/5ths Vote Required

A. Unanticipated Revenues.....\$ 1667
 B. Reserve for Contingencies.....\$ _____
 C. Source Description: Tax Collector's Cost Fund
 Balance left in Reserve for Contingencies, if approved:
 \$ _____

CLERK'S USE ONLY:

Res. No.: 95-347 Ord. No. _____
 Vote: Ayes: 4 Noes: _____
 Absent: Taber 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

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: DP

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

Dept./Div.: Don Z. Phillips, County
Tax Collector

Contact: Don Z. Phillips

Date: JUL 7 1995

Phone: (209) 966-2621

ACTION REQUESTED: (Check all that apply)

- () Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the budget orin 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.

FUND/DEPT./ACCT. NO.	LINE ITEM DESCRIPTION	AMOUNT	
		<FROM>	/TO
172-1100-880-0787	Tax Collector's Cost Fund	< 1,500.00 >	(1,667.00)
001-0000-309-1600	General Transfers In	- 1,500.00	1,667.00
001-0000-309-1600	General Transfers In/Out	< 1,500.00 >	(1,667.00)
001-0108-422-0417	Office Expense	- 1,500.00	1,667.00

Justification: One time costs for Merced County Data Processing to convert data, and set up the zip+4 for the Tax Collector to send out tax statements.

Department Head Signature: Don Z. Phillips Date: JUL 7 1995

Approved by: 95-347 Clerk: mws Date: 7-25-95

Administrator: _____ Date: _____

Auditor: Kim Hunter Date: 7/27/95

AUDITOR'S USE ONLY:

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