

DEPARTMENT: County Clerk/Elec. BY: Lynne Robinson PHONE: 966-2007

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Resolution authorizing County Clerk/ Registrar of Voters to hire extra help in light of imminent medical leave and that fact that the position of Senior Office Assistant will be deleted Jan. 1, 1995. (Funds for extra help are budgeted in the Senior Office Assistant position.)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

When funds are available County Clerk/ Elections is allowed to hire extra help.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Work generated by November 8, 1994 Election deadline will not be completed.

~~~~~

|                                  |          |                              |
|----------------------------------|----------|------------------------------|
| <b>COSTS:</b> (x) Not Applicable |          | <b>SPECIAL INSTRUCTIONS:</b> |
| A. Budgeted current FY           | \$ _____ | List the attachments         |
| B. Total anticipated costs       | \$ _____ | and number the pages         |
| C. Required additional funding   | \$ _____ | consecutively:               |
| D. Internal transfers            | \$ _____ | _____                        |

|                                         |          |  |
|-----------------------------------------|----------|--|
| <b>SOURCE:</b> ( ) 4/5ths Vote Required |          |  |
| A. Unanticipated revenues               | \$ _____ |  |
| B. Reserve for contingencies            | \$ _____ |  |
| C. Source description:                  | _____    |  |
| Balance in Reserve for Contingencies,   |          |  |
| if approved: \$ _____                   |          |  |

~~~~~

CLERK'S USE ONLY: ADMINISTRATIVE OFFICER'S

|                           |                         |   |
|---------------------------|-------------------------|---|
| Res. No.: <u>94-424</u>   | Ord. No. _____          | This item on agenda as:                         |
| Vote - Ayes: <u>5</u>     | Noes: _____             |   |
| Absent: _____             | Abstained: _____        | <input checked="" type="checkbox"/> Recommended |
| ( ) Approved              | ( ) Denied              | _____ Not Recommended                           |
| (X) Minute Order Attached | ( ) No Action Necessary | _____ For Policy Determination                  |

|  |                                   |
|--|-----------------------------------|
| The foregoing instrument is a correct copy of the original on file in this office. | _____ Submitted with Comment      |
| Date: _____  | _____ Returned for Further Action |
|  | Comment: _____                    |

|   |                                 |
|---|---------------------------------|
| ATTEST: MARGIE WILLIAMS, Clerk of the Board | _____                           |
| County of Mariposa, State of California     | _____                           |
| By: _____                                   | _____                           |
| Deputy                                      | A.O. Initials: <u>mc by mas</u> |

BUDGET ACTION FORM

DEPT/DIV: County Clerk/Elections CONTACT: Lynne Robinson

DATE: October 4, 1994 PHONE: 966-2007

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 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<br>(FROM)/TO           |
|-------------------------|---|-------------------------------|
| County Clerk            | Senior Office Assistant<br>001-0120-452-0196          | (4,100)<br><del>(2,183)</del> |
| Elections               | Extra Help<br>001-0121-453-0201                       | \$4,100                       |
| <del>County Clerk</del> | <del>Extra Help</del><br><del>001-0120-452-0201</del> | <del>\$2,083</del>            |

Justification: Employee vacated full time position mid-August and is working on an as needed basis, in addition, extra help must take medical leave.

Department Head Signature: \_\_\_\_\_ Date: 9/27/94

Approved By: Res. No. 94-424 Clerk: hw Date: 10-4-94

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

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

AUDITOR'S USE ONLY:

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_

B.R. No.: \_\_\_\_\_

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

---

TO: LYNNE ROBINSON, County Clerk  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Extra-Help and Transferring Funds  
within Salaries

---

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,  
ADOPTED THIS Order on October 4, 1994

ACTION AND VOTE:

Lynne Robinson, County Clerk/Registrar of Voters;  
Resolution Authorizing County Clerk/Registrar of Voters to  
Hire Extra-Help and Transferring Funds within Salaries  
(\$6,183)

BOARD ACTION: Mike Coffield/County Administrative Officer,  
advised that the County Clerk was unable to be present, and  
he presented staff report. (M)Parker, (S)Balmain, Res. 94-  
424 adopted. Motion was amended, agreeable with maker and  
second, to approve only the portion for the elections  
(\$4,100)/Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Nancy Kyle, Personnel Analyst  
Mike Coffield, County Administrative Officer  
Jeffrey G. Green, County Counsel  
File