

DEPARTMENT: Administration BY: Jeff Green  
County Counsel

PHONE: 966-4744

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_x)  
Resolution transferring funds from Administration salaries savings to  
Professional Services/Contract (\$18,000)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board approved a contract with Norm Roberts & Associates on  
December 8, 1992 for recruitment of the County Administrative Officer.  
The cost of that contract is to be paid from the salary savings in the  
Administrative Officer position. This action transfers the funds from  
salaries to the professional services/contract line item for payment of  
that contract as invoices are submitted and approved.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. The transfer is necessary for payment of the contract. Negative  
action would result in an inability to pay the invoices submitted  
from Norm Roberts & Associates.

COSTS: ( ) Not Applicable  
A. Budgeted current FY \$ 18,000  
B. Total anticipated costs \$ 18,000  
C. Required additional funding \$ -0-  
D. Internal transfers \$

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

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

Budget Action Form

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:  
Res. No.: 93-29 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
- \_\_\_\_ Submitted with Comment
- \_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: \_\_\_\_\_

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

COUNTY OF  
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Administration

CONTACT: Susan Lyons

DATE: January 12, 1992

PHONE: 966-4744

**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.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
001-101-1-001	Admin Officer	(\$ 18,000)
001-101-2-182	PS/Contract	\$ 18,000

Justification: Transfer of salary savings to professional services for payment of contract to recruit for new County Administrative Officer

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: Res. No. 93-29 Clerk: mws Date: 1-12-93

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

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

**AUDITOR'S USE ONLY:**

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

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