

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 07/18/95  
AGENDA ITEM NO.: #3

DEPARTMENT: **TAX COLLECTOR**

BY: Don E. Phillips

PHONE: 966-2621

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

REQUEST FOR TRANSFER OF \$2,000.00 FROM TAX COLLECTOR'S COST FUND TO SERVICES AND SUPPLIES FOR THE PURPOSE OF FINISHING REMODEL OF OFFICE.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

THE REMODEL PROJECT FOR THE HALL OF RECORDS IS SHORT THE AMOUNT NEEDED FOR COMPLETING THE UPSTAIRS OFFICES' OF THE COUNTY CLERK, TREASURER-TAX COLLECTOR, AND ASSESSOR-RECORDER. NEW CARPETING, PAINTING, AND BUILDING OF COUNTERS WAS NOT FIGURED IN ON THE PROJECT. I FEEL THAT IT IS IMPORTANT THAT NEW CARPET AND PAINTING BE DONE IN THE OLD AUDITOR'S OFFICE, PRIOR TO THE TREASURER-TAX COLLECTOR & COUNTY CLERK MOVE IN. I DON'T BELIEVE THE OFFICE HAS BEEN PAINTED OR CARPETED FOR APPROXIMATELY EIGHT YEARS. THE WALLS ARE DIRTY AND SCRATCHED, AND THE CARPET IS BADLY WORN, AND DOES NOT COMPLETELY COVER THE ENTIRE OFFICE AREA.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. NEW CARPET IS DESIRABLE IN SUCH A PUBLICLY USED OFFICE
2. PAINTING IS NECESSARY TO COVER SCARS AND DIRT, AND WOULD BRING MORE LIGHT TO THE AREA.
3. THERE MAY BE A NEED TO PURCHASE MORE STORAGE AREA WHEN THE CLERK'S OFFICE MOVES OVER.
4. USE TAX COLLECTOR'S COST FUNDS AND AVOID BUDGET RESTRAINTS.
5. USE CONTINGENCIES, OR NEW BUDGET REQUESTS, WHICH WOULD SLOW DOWN THE PROJECT.
6. DO NEITHER, AND MOVE IN AT ITS' PRESENT STATUS.

COSTS: ( ) Not Applicable

- A. Budgeted Current FY.....\$ \_\_\_\_\_
- B. Total Anticipated Costs.....\$ \_\_\_\_\_
- C. Required additional funding.....\$ \_\_\_\_\_
- D. Internal Transfer.....\$ 2,000.00

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively.

SOURCE:  4/5ths Vote Required

- A. Unanticipated Revenues.....\$ \_\_\_\_\_
  - 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.: 95-341 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

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: 

COUNTY OF  
MARIPOSA

**BUDGET ACTION FORM**

Dept./Div.: Don Z. Phillips, County Treasurer

Contact: Don Z. Phillips

Date: JUL 7 1995

Phone: 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 or .....in any one fund of the budget, or appropriating Reserve for Contingencies;
- 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	<2,000.00>
001-0000-309-1600	General Transfers In	2,000.00
001-0000-309-1600	General Transfers In/Out	<2,000.00>
300-1300-309-1600	LBI - Remodel Hall of Records	900.00
001-0108-422-0714	Services & Supplies	1,100.00

**Justification:** To finish the remodel project for the Hall of Records, specifically in the Treasurer-Tax Collector & County Clerk's office. To be used for remodeling, carpet, and to purchase necessary cabinets and bookshelves.

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

Approved by: Res. 95-341 Clerk: MWS Date: 7-18-95  
Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Auditor: Kim H... Date: 7/7/95

**AUDITOR'S USE ONLY:**

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