

96-169

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: 4/23/96
AGENDA ITEM NO.: 7

DEPARTMENT: TAX COLLECTOR

BY: Dan Phillips PHONE: 966-2621

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

Transfer from Tax Collector's Cost Fund to Transportation and Travel \$2,000.00 for two tax employees to attend the HTE Users' Group Annual Conference (amount includes travel, lodging, and meals).

Transfer from Tax Collector's Cost Fund to Communications \$1800.00 for telephone installation when the office was moved. This expense was not figured in on the original moving expenses back in August 1995.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Last year two employees attended the HTE users group conference and gained a great amount of knowledge on the applications and software of HTE on the county mainframe. I think it would be of great benefit to again send one of the employees that attended last year, along with one that did not. According to HTE, these are the only times that you can get hands on training of their software.

At the time of budgeting for the remodeling and moving of the offices' in the Hall of Records, I was not aware that the estimate provided by Public Works did not include all items such as telephone installation and computer installation. Since the telephones and computer equipment were already in all the offices to begin with, it did not occur to me that we would need extensive re-routing of cables, therefore, the expense for the telephone installation is greater than my communications budget.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Grant transfers from Tax Collector's Cost Fund
2. Transfer amounts requested from other sources
3. Do not allow transfer. This alternative would hamper the needed training on the mainframe computer with HTE software, and slow the use of the computer. This alternative would also cause a deficit in the communications budget of the department, and leave a remaining amount due with Sierra Tel Tronics System.

COSTS: () Not Applicable

A. Budgeted Current FY.....	\$ _____
B. Total Anticipated Costs.....	\$ _____
C. Required additional funding.....	\$ <u>3,800.00</u>
D. Internal Transfer.....	\$ <u>3,800.00</u>

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: <u>Tax Collector's Cost</u>	

Balance left in Reserve for Contingencies, if approved:
\$ _____

CLERK'S USE ONLY:

Res. No.: 96-169 Ord. No. _____

Vote: Ayes: _____ 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: Mc / by mwt

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

Dept./Div.: **TAX COLLECTOR**

Contact: **Don Z. Phillips, County
Tax Collector**

Date: **APR 23 1996**

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 orin 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.

<u>FUND/DEPT./ACCT. NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT</u> <u><FROM>/TO</u>
172-0100-000-0000	Tax Collector's Cost Fund	3,800.00
001-0000-309-1600	General Contingency	3,800.00 1,800
001-0000-309-1600	General Contingency	3,800.00
001-0108-422-0406	Communications	1,800.00
001-0108-422-0449	Transportation & Travel	2,000.00

Justification: HTE User Group Conference \$2,000.00
Telephone installation service from Sierra Tel Tronics for office move \$1,800.00

Department Head Signature: *Don Z. Phillips* Date: APR 12 1996
Approved by: 96-169 Clerk: mw Date: 4-23-96
Administrator: _____ Date: _____
Auditor: *[Signature]* Date: 4/12/96

*per attached
minute order*

AUDITOR'S USE ONLY:

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

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DON Z. PHILLIPS, Tax Collector
FROM: RHONDA SCHERF, Deputy Clerk of the Board *RS*
SUBJECT: RESOLUTION NUMBER 96-169

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on April 23, 1996

ACTION AND VOTE:

Don Z. Phillips, Tax Collector;
Resolution Transferring Funds from Tax Collector's Cost Fund to
Transportation and Travel (\$2,000) and from Tax Collector's Cost
Fund to Communications (\$1,800) (4/5ths Vote Required)
BOARD ACTION: Marjorie Wass, appearing for Don Phillips,
explained to the Board the necessity of the transfer requested.
Following Discussion, (M) Taber, (S) Stewart, to transfer \$2,000
for two tax employees to attend the HTE Users' Group Annual
Conference was denied/Ayes: None, Noes: Balmain, Stewart, Parker,
Taber, Abstained: Reilly. (M) Parker, (S) Reilly, Res. 96-169
adopted transferring from Tax Collector's Cost Fund to
Communications \$1800 for telephone installation when the office
was moved/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
File