

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

AGENDA DATE: 1/24/95
AGENDA ITEM NO.: 4

DEPARTMENT: Assessor/Recorder

By: Gary Estep

Phone: 966-2332

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No x)

Request to fill Assessment/Recording Clerk I position, that was included in the hiring freeze during the budget hearings. (see attached memorandum dated January 13, 1995)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board in the past has approved the filling of other vacant positions, on a case by case basis.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The existing staff is unable to keep up with the workload that is created from the vacant position. It is imperative that the position be filled in order to complete the tax roll on time and not hinder the work of the Auditor and Tax Collectors office, or cause a loss of revenue.

COSTS: (x) Not Applicable

A. Budgeted current FY> \$ _____

B. Total anticipated Costs> \$ _____

C. Required additional funding> \$ _____

D. Internal transfers> \$ _____

COSTS: () 4/5th Vote Required

A. Unanticipated revenues> \$ _____

B. Reserve for contingencies> \$ _____

C. Source description: > _____

Balance in Reserve Contingencies, If Approved:
\$ _____

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

CLERK'S USE ONLY

Res. No.: 95-36 Ord. No.: _____

Vote - Ayes: 3 Noes: Taber, Parker

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

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

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted for Comment

Returned for Further Action

Comment: _____

(Handwritten signatures)

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: GARY ESTEP, Assessor/Recorder
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Request to Fill Vacant Assessment/Recording
Clerk I, Position; and
Resolution Number 95-36

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,
ADOPTED THIS Order on January 24, 1995

ACTION AND VOTE:

9:28 a.m. Gary Estep, Assessor/Recorder;
Resolution Approving Request to Fill Assessment/Recording
Clerk I Position Previously Included in Hiring Freeze During
Budget Hearings

BOARD ACTION: Discussion was held with Gary Estep.
(M)Reilly, (S)Balmain, Res. 95-36 adopted approving request.
Further discussion was held; and Supervisor Parker requested
that prior to filling this position, consideration be given
to having the County Administrative Officer review staffing
of departments as to where cut-backs could be made, if it
becomes necessary, so that an employee could possibly be
transferred to this position versus having to possibly lay
an employee off in the future. Following further
discussion, vote was called for/Ayes: Reilly, Balmain,
Stewart; Noes: Parker, Taber.

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



Assessor-Recorder

Gary Estep
Assessor-Recorder

Assessor (209)966-2332
Recorder (209)966-5719

JANUARY 13, 1995

To: Board of Supervisors
From: Gary Estep, Assessor/Recorder
Subject: Filling Assessment/Recording Clerk I position

With this position remaining vacant the workload is continually increasing for the existing staff. They have been unable to keep the work caught up, plus cover the Recording function. We are now in the busiest time of year for the Assessors Office and the longer this position remains vacant, the harder it will be to train a new employee and be able to get the tax roll out on time.

I realize that in the future there could be budget restraints that would possibly require the Board to have to look at eliminating positions in some departments. If that should happen and my department was one that was requested to delete a position, then I would request as the Department Head that the decision be left up to me, what position to eliminate.

Thank you in advance for your consideration in this matter.

Very truly yours,

Gary Estep, Assessor-Recorder