

DEPARTMENT:

BY:

PHONE:

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

1. Resolution Approving Work Study Student Trainee as Extra Help in the Administration, Board of Supervisors and Personnel Offices for the 1995/96 Fiscal Year at \$5.00 per hour and Authorization to Administrative Officer to Execute Worksite Agreement
2. Resolution Transferring Travel Funds to Extra Help (\$1,000)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors adopted Resolution 92-47 approving the class specification and worksite agreement for Work Study Student Trainee on January 21, 1992 and approved a Work Study Student Trainee Worksite Agreement for the Board/Administration/Personnel offices with Corey Roberts on August 23, 1995.

This action requests authorization to the Administrative Officer to execute a Worksite Agreement with Corey Roberts for the next fiscal year pending final budget funding for extra help. Baseline funds for both Administration and Board of Supervisors are available for part-time help if adopted in the final budget. The Student Trainee will work with the Administrative Officer in budget preparation and continue to cover sick leave and vacation, reception and special projects for the Board of Supervisors.

Additionally, this action requests a transfer of travel funds to the extra help line in order to utilize the student during the June break on a 40-hour per week level in order to perform special projects for the Board and for the budget process. The travel funds are from an unexpended line for Clerk of the Board and staff travel and education.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. The annual workload to prepare the budget document historically requires the hiring of extra help. Without making this appointment it would be difficult to comply with the statutory requirements of the budget because extra help recruitment and training would limit the workload requirements.
2. The Board may approve the hiring of extra help from County lists for preparation of the budget and vacation and sick leave coverage, but the cost and training would be greater.

COSTS: () Not Applicable

A. Budgeted current FY	\$ 3,200
B. Total anticipated costs	\$ 4,200
C. Required additional funding	\$ 0
D. Internal transfers	\$ 1,000

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Budget Transfer Form _____

SOURCE: () 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:
Res. No.: 95-260
Vote - Ayes: 5
Absent: _____
Approved: _____
Minute Order Attached ()
Ord. No. _____
Noes: _____
Abstained: _____
Denied: _____
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: *MW*

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: Board of Supervisors CONTACT: Susan Lyons

DATE: June 6, 1995 PHONE: 966-3222

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 (FROM)/TO
001-0101-411-0449	Board Trans/Travel Expense	(\$ 1,000)
001-0101-411-0201	Board Extra Help	\$ 1,000

Justification: Utilize unexpended Board Trans/Travel Expense Line item for additional extra help funding for Work Study Study Trainee

Department Head Signature: _____ Date: _____
Approved By: Res. No. 95-260 Clerk: mwj Date: 6-6-95
Administrator: _____ Date: _____
Auditor: _____ Date: _____

AUDITOR'S USE ONLY:

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