RESOLUTION - ACTION REQUESTED 2013-535

MEETING: December 3, 2013

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Approve Budget Action Transferring Funds for Extra-Help Purposes

RECOMMENDATION AND JUSTIFICATION:
Approve a budget action transferring funds within the Building Department budget to cover additional hours for an Extra-Help Office Assistant ($1,392). The Extra-Help Office Assistant is a critical position in the Building Department and this office support allows staff to process permits in a timely manner.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
In the past, the Board has approved budget actions to ensure the level of service to the public is maintained.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Do not approve the budget action. The Department would be unable to extend the hours of the Extra-Help position and it may take longer to complete the paperwork for permits. This will significantly slow all phases of the permit process.

FINANCIAL IMPACT:
Funding is requested to be transferred from the Professional Services line item to the Extra-Help line item. The use of contracted services has been less than originally budgeted.

ATTACHMENTS:
Budget Action Form (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Janet Bibby, District III Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
## BUDGET ACTION FORM

<table>
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<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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**Totals**

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<tbody>
<tr>
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**TRANSFER BETWEEN FUNDS**

**JUSTIFICATION:** To approve the amended extra help hours and transfer the monies required to cover the extended hours

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 13-535

**CLERK**

**DATE** 11/2/15

**DEPARTMENT** Building

**AUDITOR'S USE ONLY**

**BA #**

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Budget action form 2013 Elelsh