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

Approve transfer of funds in the Board of Supervisors budget from salaries to extra help in the amount of $2,500.

The office assistant I/II position has been vacant since the office reorganization with County Counsel and the Board office. Coverage for the front desk has been provided in the interim of filling the permanent position by utilizing the extra-help budget.

Overall, there will be a salary savings in the Board’s budget this fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this specific request.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1) Approve
2) Provide alternative direction

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

1. 
2. 
3. 
4. 
5. 

COUNTY ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

☑ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Submitted with Comment
☐ Returned for Further Action

Comment:

C.A.O. Initials: ❇
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<tbody>
<tr>
<td>001</td>
<td>0101</td>
<td>411.01-99</td>
<td>Salary - Office Assistant I/II</td>
<td></td>
<td></td>
<td>$2,500</td>
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<tr>
<td>001</td>
<td>0101</td>
<td>411.02-01</td>
<td>Salary - Extra Help</td>
<td></td>
<td></td>
<td>$2,500</td>
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</tbody>
</table>

| 0001 | 0104     | 414-1090  | GENERAL CONTINGENCY  |         |          |          |

### TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th></th>
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</thead>
</table>

| TOTALS                | |
| $2,500                | $2,500 |

**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 transferring appropriation from 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

**JUSTIFICATION:**

To transfer salary savings to extra help to fill behind a vacant position.

**DEPT. HEAD SIGNATURE**

[Signature]

**DATE**

2/15/00

**APPROVED BY RES. NO.**

52-67

**CLERK**

Board of Supervisors

**AUDITOR'S USE ONLY**

BA #