RESOLUTION - ACTION REQUESTED 2017-141

MEETING: March 21, 2017

TO: The Board of Supervisors

FROM: Dallin Kimble, Interim CAO

RE: Budget Action Balancing Clerk of the Board Budget Category

RECOMMENDATION AND JUSTIFICATION:

Approve a Budget Action Increasing Funds for Extra Help and the Confidential Stipend in the Board of Supervisors Budget ($8,334).

County budget elements are required to be balanced at the category level. The Board of Supervisors budget, which includes the Clerk of the Board staff, has recently incurred expenditures for extra help staff and the confidential stipend approved earlier this fiscal year that were not included in the approved budget for Fiscal Year 2017. Staff is recommending the Board of Supervisors budget be revised to account for these expenses through the end of the fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board regularly approves changes to County budgets.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the budget action. The Board of Supervisors budget will have a deficit in the hourly salary category.

FINANCIAL IMPACT:

There is no net impact from this budget action.

ATTACHMENTS:

Budget Action Form (XLS)

CAO RECOMMENDATION

Requested Action Recommended

Dallin Kimble, Interim CAO  3/15/2017
RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Kevin Cann, District IV Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
## 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>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0101-411</td>
<td>02-01</td>
<td>Extra Help</td>
<td></td>
<td>$6,358</td>
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</tr>
<tr>
<td>001</td>
<td>0101-411</td>
<td>02-44</td>
<td>Confidential Stipend</td>
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<td>$1,976</td>
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<tr>
<td>001</td>
<td>0101-411</td>
<td>01-99</td>
<td>Office Assistant I/II</td>
<td></td>
<td></td>
<td>$8,334</td>
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<th>DECREASE</th>
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<tbody>
<tr>
<td>001</td>
<td>0104-414</td>
<td>1090</td>
<td>GENERAL CONTINGENCY</td>
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</table>

**TOTAL** $8,334    $8,334

### TRANSFER BETWEEN FUNDS

<table>
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<th>DECREASE</th>
</tr>
</thead>
</table>

**TOTALS**  $0    $0

**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;
- [ ] 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 balance category

**DEPT HEAD SIGNATURE** [Signature]  **DATE** 3/21/17

**APPROVED BY RES NO.** [Res No.]  **CLERK** [Signature]  **DATE** 3/21/17

**AUDITOR’S USE ONLY**

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Budget Revision Form Revised 11/95