RESOLUTION - ACTION REQUESTED 2017-433

MEETING: June 27, 2017

TO: The Board of Supervisors

FROM: Keith Williams, Treasurer/Tax Collector

RE: Approve Extra Help Additional Hours from 860 to 1004

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RECOMMENDATION AND JUSTIFICATION:
Approve an Increase in Extra-Help Hours from 860 to 1004 for One Extra-Help Employee in the Treasurer - Tax Collector's Department; Approve Budget Action Transferring Funds Within the Treasurer - Tax Collector Budget to Accommodate the Additional Hours ($3,000).

The Department has an Extra Help employee who performs property and transient tax collection and the employee is nearing the 860 hour threshold.

Additionally, the department has a full-time vacancy in a critical position, which requires existing full time staff to cover. The full-time vacancy will be filled in the near future.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved the increase of Extra-Help hours for other positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Should the Board choose not to increase the Extra-Help hours as proposed it may have a negative impact on the efficient operation or the Treasurer - Tax Collector's Department.

FINANCIAL IMPACT:
No Financial Impact as there are salary savings in the Deputy Treasurer's budget line 001-0108-422-0168.
06/13/17 001-0102-412-0417- Office Expense $3,000.00

ATTACHMENTS:
BAF 6-2-17 (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>414-1090</td>
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### TRANSFER BETWEEN FUNDS

<table>
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<th>DEBIT</th>
<th>CREDIT</th>
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### TOTALS

**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**

Increase Extra Help Hours

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**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO.**

**CLERK SIGNATURE**

**DATE**

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**DEPARTMENT**

**AUDITOR'S USE ONLY**

**BA #**

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Budget Revision Form Revised 07/2000