RESOLUTION - ACTION REQUESTED 2012-342

MEETING: June 26, 2012

TO: The Board of Supervisors

FROM: Mike Kinslow, Building Director

RE: Budget Action for Additional Extra-Help Hours

RECOMMENDATION AND JUSTIFICATION: Approve Budget Action Transferring Funds Within the Building Department Budget to all for additional Extra-Help hours through the remainder of the Fiscal Year ($950). Additional Extra-Help hours will allow for the continuation of scanning documents into the Questys system.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The Board approved the extra help position for scanning for the Building and Planning Departments for this fiscal year.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Do not approve the budget action.

Consequences: The Building and Planning Department would not be able to continue to update the information in Questys and would have to go back to searching in the files. The extra help scanner would fall further and further behind on the scanning of current permits and projects. This would cause a lag of what is available to be searched in Questys and what would have to be searched in the files.

FISCAL IMPACT:
Transfer to account 600-0236-562-0201 (Extra-Help) in the amount of $950.00; and
Transfer from account 600-0236-562-0418 (Professional Services) in the amount of $950.00
06/26/12 600-0236-562-0201 · Extra-Help $950.00
06/26/12 600-0236-562-0418 · Professional Services ($950.00)
Total: $0.00

ATTACHMENTS:
Budget Action Form (XLS)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lyle Turpin, District II Supervisor
SECONDER: Lee Stetson, District I Supervisor
AYES: Stetson, Turpin, Bibby, Cann, Allen
### 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>600</td>
<td>0236</td>
<td>562-0201</td>
<td>Extra Help</td>
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<td>$950</td>
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<tr>
<td>600</td>
<td>0236</td>
<td>562-0418</td>
<td>Professional Services</td>
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<td>$950</td>
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<tr>
<td>001</td>
<td>0104-414</td>
<td>1090</td>
<td>GENERAL CONTINGENCY</td>
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</tr>
</tbody>
</table>

**TOTAL** $950 $950

#### TRANSFER BETWEEN FUNDS

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**TOTALS** $0 $0

**ACTION REQUESTED:** (Check all that apply)

1. 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;

2. 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:**

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**DEPT HEAD SIGNATURE**

**DATE** 6/13/17

**APPROVED BY RES NO.** 12-342

**CLERK**

**DATE** 6/28/12

**AUDITOR’S USE ONLY**

**BA #**

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Budget Revision Form Revised 11/95