RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes____ No X)

Approve budget transfer of $3000 from Extra Help to Professional Services in the Planning Budget Unit.

BACKGROUND AND HISTORY OF BOARD ACTIONS: In March 1997, the Board approved a transfer of funds from salaries to Extra Help to allow the Planning Department to hire part time assistance while recruiting to fill several vacancies. The Extra Help list provided by Personnel did not have anyone who was suitable to the needs of the Department. Therefore, part time assistance was provided by Boyer Personnel Services. Payment for Boyer Services cannot come out of Extra Help but must come out of the Professional Services item.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: This is a budget clean-up item. No action would require internal budget transfers from other Services line items, which can be approved at the Department Head level.

COSTS: ( ) Not Applicable
A. Budgeted current FY $________________
B. Total anticipated Costs $________________
C. Required additional funding $________________
D. Internal transfers $ 3000

COSTS: ( ) 4/5th Vote Required
A. Unanticipated revenues $________________
B. Reserve for contingencies $________________
C. Source description: __________________________

Balance in Reserve Contingencies, If Approved: $________________

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

________________________
Budget Action Form

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____________________________________
CLERK'S USE ONLY
Res. No.: 97-259
Ord. No.: __________
Vote - Ayes: ___
Noes: __________
Absent: __________
Abstained: __________

☐Approved ☐Denied
☐Minute Order Attached ☐No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: __________

ATTEST: MARGIE WILLIAMS, Clerk of the Board
By: __________________________
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

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

Comment: __________________________

A.O. Initials: ______

Action Form Revised 10/95
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<th>FUND</th>
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<th>DESCRIPTION</th>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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</table>

**TRANSFER BETWEEN FUNDS**

**TOTALS** | $3000 | $3000

**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;

(XX) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

**JUSTIFICATION**
Provide part time assistance through Boyer Personnel Services while recruiting to fill vacancies.

**DEPT HEAD SIGNATURE**

**DATE** 6/6/97

**APPROVED BY RES NO.** 93-239

**CLERK**

**DATE** 6-15-93

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 11/95