



## Legislation Details (With Text)

**File #:** 23-0371      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 2/8/2023      **In control:** Board of Supervisors

**On agenda:** 2/21/2023      **Final action:** 2/21/2023

**Title:** Treasurer-Tax Collector Department recommending the Board:  
 1) Approve and authorize the Chair to sign a budget transfer increasing the Department's Fixed Asset appropriations by \$10,000 with an offsetting decrease in Treasury services appropriations; and  
 2) Authorize the addition of two systems furniture workstations at a cost of \$20,500 to the Treasurer-Tax Collector FY 2022-23 Fixed Asset List.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Budget Transfer, 2. B - Workstations Price Quote, 3. Executed Budget Transfer

Date	Ver.	Action By	Action	Result
2/21/2023	1	Board of Supervisors	Approved	Pass

Treasurer-Tax Collector Department recommending the Board:  
 1) Approve and authorize the Chair to sign a budget transfer increasing the Department's Fixed Asset appropriations by \$10,000 with an offsetting decrease in Treasury services appropriations; and  
 2) Authorize the addition of two systems furniture workstations at a cost of \$20,500 to the Treasurer-Tax Collector FY 2022-23 Fixed Asset List.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

In the 2022-2023 Fiscal Year Budget, Fixed Asset appropriations were approved in the amount of \$10,500 for a Smartboard (computer monitor and software) for webinars, zoom meetings, and Department trainings. After consultation with County IT, the Department procured a system configuration that met the needs of the Department at a significantly lower cost, well below the value criteria for a fixed asset.

The Department needs have expanded to require an additional workstation. At present, the Cannabis Cashiering Station is being utilized as a workstation and is not available for secured cash transactions. We propose to incorporate a filing area and a larger workstation into two workstations, thus creating an additional workstation. We have identified alternate areas within the office for the filing cabinets. The quotation for the additional systems furniture needed for the reconfiguration exceeds the current fixed asset budget by \$10,000.

One-time savings of \$10,000 in the Treasury budget have been realized primarily due to reduced banking costs. We are requesting these savings be used towards the workstations project.

### ALTERNATIVES

The Department could continue to utilize the Cannabis Cashiering Station as a workstation.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

No change to net county cost.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

If approved, the Clerk of the Board will obtain the Chair's signature on the original budget transfer and will forward the budget transfer to the Auditor/Controller for processing.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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