



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** 10/27/2021

**SUBJECT:** Consideration of Resolution No. 2021-074 Converting FTE within the Clerk's Office and 2021-2022 Deschutes County Budget.

**RECOMMENDED MOTION:**

*Move Approval of Resolution No. 2021-074 Converting FTE within the Clerk's Office and 2021-2022 Deschutes County Budget.*

**BACKGROUND AND POLICY IMPLICATIONS:**

The Deschutes County Clerk's Office presented to the Board of County Commissioners on 10/25/2021, with regards to converting a 1.0 limited duration Admin Support Technician FTE to a regular duration position in support of increased demand within the Clerk's Office.

**BUDGET IMPACTS:**

No fiscal impact projected for the 2021-2022 Deschutes County Budget. This Admin Support Technician position is currently limited duration through June 30, 2022, and is supported by County General funds. Acceptance of this Resolution would convert this position to regular duration due to the increased demand within the Clerk's Office and would allocate permanent General Fund support of approximately \$85,000 annually to the position. Since the position is currently funded by General Fund this would not result in a net increase in departmental personnel expenditures, or General Fund transfer to the Clerk's office above and beyond a marginal COLA/step increase from FY 2022. It has also been noted above that the Clerk's Office contributes approximately \$400,000 in revenue to the General Fund annually.

**ATTENDANCE:**

*Steve Dennison, County Clerk, Jeff Sageser, Supervisor, Clerk's Office/Elections, Greg Munn, Chief Financial Officer.*