



Legislation Text

File #: 18-882, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: October 23, 2018

SUBJECT: Consideration of Resolution Amending Resolution No. 2018-132 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit No. 1012, Administrative Office

EXECUTIVE SUMMARY:

As your Board may recall, at the time you took action to place the Cannabis Business Tax on the November 6, 2018 ballot, there was discussion around how best to ensure taxes are collected, in the event this measure passes.

I am now proposing the addition of the Tax Administrator classification, which would report to my office and be responsible for development, operation, collection and maintenance of the Cannabis Business Tax program, assisting the Treasurer-Tax Collector in her related statutory duty.

It is my intent, provided your Board approves the addition of this new class, to immediately begin recruitment efforts. The ideal candidate would be a highly competent, self-starter who is able to move quickly and efficiently to set up the necessary processes and procedures to ensure the tax is consistently collected and deposited.

FISCAL IMPACT: ___ None X Budgeted ___ Non-Budgeted
Estimated Cost: \$70,000 for the remainder of FY 18/19
Amount Budgeted: \$70,000
Additional Requested:
Annual Cost (if planned for future years): \$105,000

FISCAL IMPACT (Narrative): Budget Unit 1012 (Administration) will be reimbursed for the cost of this position by Budget Unit 1072 (Cannabis Program).

STAFFING IMPACT (if applicable): Recruitment to begin immediately.

RECOMMENDED ACTION:

Adopt Resolution Amending Resolution No. 2018-132 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit No. 1012, Administrative Office.