



Legislation Text

File #: 24-2356, **Version:** 1

Department: Constables

Department Head/Elected Official: Mark Herman, Pct 4 Constable

Regular or Supplemental RCA: Regular RCA

Type of Request: Financial Authorization

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

Request by the Constable of Precinct 4 for approval of adjustments for county approved step increases and incentive pays for two (2) employees effective May 4, 2024.

Background and Discussion:

Adjustments due to county approved step pay increases and incentive pays. Due to an auto populating function in STARS that changes Step Dates used to determine pay increase due dates, employee did not receive his pay increase at due time for duration 06/03/2022 thru 10/06/2023 causing an adjustment amount due of \$5,299.20. Due to a clerical error, an incentive pay was entered incorrectly causing an adjustment amount of \$14.04 due to employee for duration 11/4/2022 thru 10/06/2023.

Expected Impact:

One-time adjustment.

Alternative Options: N/A

Alignment with Goal(s):

- ☒ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation
- ☐ Flooding
- ☐ Environment

_ Governance and Customer Service

Prior Court Action (if any):

Date	Agenda Item #	Action Taken

Location:

Address (if applicable):

Precinct(s): Precinct 4

Fiscal and Personnel Summary

Service Name				
	Current Fiscal Year Cost			Annual Fiscal Cost
	Labor	Non-Labor	Total	Recurring Expenses
Funding Sources				
Existing Budget				
1000 - General Fund	\$5,314	\$	\$5,314	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Current Budget	\$5,314	\$	\$5,314	\$
Additional Budget Request (<i>Requires Fiscal Review Request Form</i>)				
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Choose an item.	\$	\$	\$	\$
Total Additional Budget Request	\$	\$	\$	\$
Total Funding Request	\$5,314	\$	\$5,314	\$
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Service	-	-	-	-
Additional Positions Request	-	-	-	-
Total Personnel	-	-	-	-

Anticipated Court Date: April 23, 2024**Anticipated Implementation Date** (if different from Court date): May 4, 2024**Emergency/Disaster Recovery Note:** Not an emergency, disaster, or COVID-19 related item**Contact(s) name, title, department:** Dianna Sevilla, Supervisor, Human Resources**Attachments** (if applicable): Pay Adjustment Worksheets

