



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-9

For the meeting of: September 5, 2017

Date: August 31, 2017
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *all to AN*
Subject: Appropriation Transfer from Planning and Building Current Planning to Planning and Building Cannabis Planning for Fiscal Year 2016-17 (requires 4/5 vote)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve an appropriation transfer (Attachment A) from Current Planning (1100-277) to Cannabis Planning (1100-268) for fiscal year (FY) 2016-17 in the amount of \$99,650 for unanticipated expenditures in Cannabis Planning (1100-268) to cover expenses associated with increased administrative support (requires 4/5 vote).

SOURCE OF FUNDING: General Fund

DISCUSSION:

The Planning and Building Department is composed of four separate budget units to reflect business operations and service areas: Building Inspection (1100-262); Cannabis Planning (1100-268); Current Planning (1100-277); and, Advance Planning (1100-282). Due to the volume of work associated with reviewing and processing cannabis permits in Cannabis Planning (1100-268), staff from the other Planning

Prepared by Elishia Hayes, Senior Administrative Analyst

CAO Approval *[Signature]*

REVIEW: Auditor vpd County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Sundberg Seconded by Supervisor Fennell
Ayes Sundberg, Fennell, Bass, Bohn, Wilson
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Sep. 5, 2017
By: *[Signature]*
Kathy Hayes, Clerk of the Board

and Building budget units were utilized to augment the workforce in an effort to maintain service levels. The use of staff to assist with the workload assigned to other budget units resulted in an overdraft in Cannabis Planning (1100-268). The unexpected overages total an estimated \$99,650 for FY 2016-17. The overdraft in the Other Charges, Administrative Charges are due to the volume of permits and limited availability of staffing resources in Cannabis Planning (1100-268).

It is recommended that the Board approve the attached appropriation transfer (Attachment A) in the amount of \$99,650 from Current Planning (277) to Cannabis Planning budget (1100-268) in order to balance and close the FY 2016-17 budget.

FINANCIAL IMPACT:

Unexpected costs created additional spending in the Cannabis Planning budget totaling \$99,650. These expenses have been incurred and were required to provide appropriate service levels in FY 2016-17. The impacted budget unit has no additional unallocated revenues available to cover the increased costs and therefore an appropriation transfer from Current Planning (1100-277) is required.

This request meets your Board's Strategic Framework of Priorities for New Initiatives by providing community appropriate levels of service and managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the appropriation transfer. However, the Auditor's office is not able to process remaining payments and close FY 2016-17 until each budget unit balances. In order to do this, other funds would have to be identified to cover the outlined expenses.

ATTACHMENTS:

- A. Appropriation Transfer

