



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C19

For the meeting of: December 5, 2017

Date: November 13, 2017

To: Board of Supervisors

From: John H. Ford, Director Planning and Building

Subject: Allocation of Office Assistant I/II in Cannabis Planning Budget Unit 268 and Appropriation Transfer

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Approve the allocation of a 1.0 full-time equivalent (FTE) Office Assistant I/II (class 180, Range 255/286) in Cannabis Planning budget unit 268, effective July 1, 2017; and
2. Approve appropriation transfer of \$44,462 from Building Inspector budget unit 262 to Cannabis Planning Budget unit 268.

SOURCE OF FUNDING:

Applicant Fees and General Fund

Prepared by Paula Mushrush

CAO Approval

REVIEW: Auditor kpd County Counsel jwz Human Resources Other

TYPE OF ITEM: X Consent Departmental Public Hearing Other

PREVIOUS ACTION/REFERRAL:

Board Order No.

Meeting of:

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

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

Dated: 12/5/17

By: Kathy Hayes, Clerk of the Board

DISCUSSION:

The request before you today is to correct a clerical oversight by approving the allocation of 1.0 FTE Office Assistant I/II (class 180, Range 255/286) in Cannabis Planning budget unit 268, effective July 1, 2017 and an appropriation transfer to move the funds budgeted for this position in Building Inspector budget unit 262 to Cannabis Planning budget unit 268. During the fiscal year 2017-18 budget adoption process, this position was inadvertently not included in the Personnel Allocation Table and the funding was allocated to the incorrect budget unit due to departmental restructuring.

FINANCIAL IMPACT:

Salaries associated to this position have been included in the Building Inspector budget unit 262 in the fiscal year 2017-18 budget. It had been the intention of the department to budget for this position in the Cannabis Planning budget unit 268 however that was not completed through budget adoption as intended. An appropriation transfer (Attachment I) will effectuate the transfer of salary expenses for 1.0 FTE Office Assistant I/II budgeted in Building Inspector budget unit 262 to Cannabis Planning budget unit totaling \$44,462.

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

OTHER AGENCY INVOLVEMENT:

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could not approve the position allocation, transfer and appropriation transfer.

ATTACHMENTS:

Appropriation Transfer

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Planning and Building

DEPARTMENT #: 268 POSTING DATE: 12/5/2017

1.) The reason for this budget transfer request is:

<u> </u>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<u> </u>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<u> </u>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<u> </u>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<u> X </u>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<u> </u>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<u> </u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

2.)	Transfer to Account:			Transfer from Account:	
	Amount:	Number:	Name:	Number:	Name:
	\$ 28,572.68	1100268-1100	Salaries & Wages	1100262-1100	Salaries & Wages
	\$ 57.15	1100268-1450	Unemployment Insurance	1100262-1450	Unemployment Insurance
	\$ 6,083.96	1100268-1470	Health Insurance	1100262-1470	Health Insurance
	\$ 35.28	1100268-1471	Life & Travel Insurance	1100262-1471	Life & Travel Insurance
	\$ 708.00	1100268-1472	Dental Insurance	1100262-1472	Dental Insurance
	\$ 6,676.27	1100268-1500	Retirement	1100262-1500	Retirement
	\$ 142.86	1100268-1510	PARS Contribution	1100262-1510	PARS Contribution
	\$ 2,185.80	1100268-1600	FICA	1100262-1600	FICA

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.

- a) To move funds from Building Inspection budget unit 262 to Cannabis Planning budget unit 268. This is to facilitate the office assistant in budget unit 268.
- b) The budget for the Cannabis Planning Office Assistant was included in the Building Inspection budget unit, thus there is no funding for this position in Cannabis Planning budget unit 268.
- c) Board Approval will be in 17-18

4.) Department Authorization: _____ Date _____ (signed) _____

5.) Account balances verified by Auditor-Cont _____ Date _____ (signed) _____

6.) _____/Approved _____/Not approved _____/Recommended _____/Not recommended

County Administrative Officer: _____ Date _____ (signed) _____

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.