



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-8

For the meeting of: August 15, 2017

Date: July 17, 2017
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *AN*
Subject: Transfer of Code Enforcement from County Counsel to the Planning and Building Department

RECOMMENDATION(S):

That the Board of Supervisors:

1. Transfer the Code Enforcement Unit (CEU) from County Counsel (budget unit 121) to Current Planning (budget unit 277), reassign County Counsel Measure Z (budget unit 299) to Planning and Building and transfer the responsibility of the CEU Trust Fund (3440) to Planning and Building as of August 27, 2017;
2. Approve an appropriation transfer (Attachment I) to effectuate the transfer of Code Enforcement expenditures to Current Planning;
3. Transfer 4.0 Full-Time Equivalent (FTE) Investigator-Code Enforcement (class 0413, salary range 450) positions from County Counsel (budget unit 121) to Current Planning (budget unit 277) effective August 27, 2017;
4. Direct the Auditor-Controller to rename budget unit 299 from County Counsel Measure Z to Code Enforcement Measure Z; and

Prepared by Elishia Hayes, Senior Administrative Analyst

CAO Approval *[Signature]*

REVIEW: Auditor *[Signature]* County Counsel *[Signature]* Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. I-1

Meeting of: June 27, 2017

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

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

Dated: August 15, 2017
By: *[Signature]*
Kathy Hayes, Clerk of the Board

5. Provide additional direction to staff as appropriate.

SOURCE OF FUNDING: General Fund

DISCUSSION:

On June 27, 2017, your Board directed the responsibility for CEU activities to be relocated to the Planning and Building Department. Relocation of CEU to Planning and Building increases the effectiveness and efficiencies of the referral process due to expanded administrative and operational support, as CEU currently has only one half-time office assistant to conduct these duties. In addition, housing the CEU in Planning and Building allows for more effective coordination and collaboration with the planners responsible for land use and zoning determinations. Planning staff is also familiar with the CEU process, which requires less training to handle new duties associated with Code Enforcement.

In order to effectuate your Boards direction, staff recommends that the CEU staff and associated expenses be transferred from County Counsel budget unit 121 to Current Planning budget unit 277 effective August 27, 2017. The County Counsel budget unit has 4.0 Full-time Equivalent (FTE) Investigator-Code Enforcement positions allocated. In addition, County Counsel has been allocated Measure Z funding to conduct additional Code Enforcement activities. This funding is allocated to budget unit 299 and contains 1.5 FTE positions (1.0 FTE Code Compliance Officer I/II and a 0.5 FTE Legal Office Assistant I/II). Staff recommends renaming the budget unit to Code Enforcement Measure Z with the responsibility for supervising associated code enforcement activities to the Planning and Building. Finally, staff recommends the responsibility of the CEU Trust Fund (3440) be transferred to Planning and Building

FINANCIAL IMPACT:

Staff expenses associated with the 5.5 FTE positions have been included in the Fiscal Year 2017-18 budget. Code Enforcement staff currently located in budget unit 121 will be transferred to budget unit 277, Measure Z budget unit 299 will be renamed Code Enforcement Measure Z and the responsibility of the CEU Trust Fund (3440) will be transferred to Planning and Building. There are additional costs associated with the relocation of CEU to Planning and Building, such as office equipment, furniture and cubicles. Furthermore, Planning and Building may require an additional 0.5 FTE position to provide office support in order to address increased Code Enforcement activities. This additional expense is estimated at \$65,000, and includes the moving expense and the additional 0.5 FTE position. This added expense would impact the General Fund. Funding for the same is not requested at this time, staff will return to your Board at a later date to address any supplemental needs of Code Enforcement.

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:

Your Board could choose to relocate CEU to Planning and Building at a future date to be determined; however, staff does not recommend this course of action, as integrating CEU with Planning and Building sooner than later will improve operational efficiencies.

ATTACHMENTS:

1. Appropriation Transfer

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Cty Counsel/Current Planning

DEPARTMENT #: 121/277

POSTING DATE: 9/1/2017

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

	Amount:	Transfer to Account:	Transfer from Account:
\$	8,000.00	1100277-603040	1100121-603040
\$	40,000.00	1100277-631130	1100121-631130
\$	260,882.00	1100277-1100	1100121-1100
\$	4,000.00	1100277-1400	1100121-1100
\$	530.00	1100277-1450	1100121-1450
\$	52,085.00	1100277-1470	1100121-1470
\$	223.00	1100277-1471	1100121-1471
\$	2,714.00	1100277-1472	1100121-1472
\$	61,892.00	1100277-1500	1100121-1500
\$	1,325.00	1100277-1510	1100121-1510
\$	20,264.00	1100277-1600	1100121-1600
\$	1,550.00	1100277-2106	1100121-2106
\$	400.00	1100277-2115	1100121-2115
\$	600.00	1100277-2116	1100121-2116
\$	40,000.00	1100277-2403	1100121-2403
\$	2,800.00	1100277-2614	1100121-2614
\$	800.00	1100277-2117	1100121-2117
\$	15,000.00	1100277-2125	1100121-2125
\$	9,000.00	1100277-2148	1100121-2148
\$	400.00	1100277-2217	1100121-2217
\$	4,000.00	1100277-2225	1100121-2225
\$	3,920.00	1100277-2317	1100121-2317
\$	46,000.00	1100277-8777	1100121-8777

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. See attached agenda item

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

5.) Account balances verified by Auditor-Controller Date 8/2/17 (signed) M. G. V. Mello

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

County Administrative Officer: _____ Date _____ (signed) _____

INSTRUCTIONS

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

* Requires copy of Board Order to be attached

Posted by _____