



# COUNTY OF HUMBOLDT

For the meeting of: 6/27/2023

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File #: 23-835

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**To:** Board of Supervisors

**From:** Planning and Building Department

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Supplemental Budget for Planning & Building - Building Inspections Budget Unit for Accela Permitting Software and Vehicle Purchase, Donate Vehicle to the County Motor Pool (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the supplemental budget in Building Inspections 1100262 as proposed (Attachment 1) in the amount of \$222,345.52 (4/5 Vote required).
2. Approve the donation of one Ford pickup (20429) to the county Motor Pool for capitalization, maintenance, and insurance purposes.

**SOURCE OF FUNDING:**

Building Division Trust Fund (3564)

**DISCUSSION:**

In the budget for fiscal year 2022-23, the cost of the Accela permitting system was shared across the budget units in the Planning & Building Department. As the fiscal year progressed it was determined that time could be saved by assigning one of the system costs to each budget unit rather than splitting all costs among the budget units. To that end, Accela was assigned to the Building Inspections Division (Budget Unit 1100-262), and correspondingly Code Enforcement (1100-269) would absorb the imagery subscription costs and Current Planning (1100-277) would cover most of the department Information Technology charges.

Assigning the cost of Accela to the Building Inspection exceeded the budget for the Services and Supplies category of expenses. Therefore, the Planning and Building Department requests to move \$187,052.89 from the Building Inspection Division trust account (3564) to cover this expense. This transfer will cover the cost of the Accela permitting system and provide additional operating capital for

the remainder of the fiscal year.

The Humboldt County Planning and Building Department budgeted for the purchase of two 4-wheel drive Ford F150 pickup trucks (vehicle numbers 20427 and 20429) in fiscal year 2021-22 to provide inspection services in the Building Inspections division (1100-262). Supply chain delays resulted in only one of the vehicles (20427) being delivered in 2021-22. The second vehicle (20429) was delivered in the current 2022-23 fiscal year and was not included in the current year budget. To cover the fixed asset purchase of the second vehicle, the Planning and Building Department is requesting to transfer \$35,292.63 from the Building Inspection Division trust account (3564).

It is the desire of the Planning and Building Department to donate both vehicles to the Public Works Motor Pool to reduce costs related capitalization, maintenance, and insurance.

**FINANCIAL IMPACT:**

<b>Expenditures (1100262-2148 and 8771)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Budgeted Expenses (Accela)	\$73,250.00	\$260,000.00	\$265,000.00
Budgeted Expenses (Vehicle)	0	\$11,281.81	\$11,500.00
Additional Appropriation Requested	<b>\$222,346.00</b>	0	0
<b>Total Expenditures</b>	<b>\$222,346.00</b>	<b>\$271,281.81</b>	<b>\$276,500.00</b>
<b>Funding Sources (3564)</b>	<b>FY22-23</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
Fees/Other	\$222,346.00	\$271,281.81	\$276,500.00
<b>Total Funding Sources</b>	<b>\$222,346.00</b>	<b>\$271,281.81</b>	<b>\$276,500.00</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The expenses in this Board report will be covered with a transfer from the Building Inspection Division trust account (3564). There will be no impact to the General Fund with this request. Projected costs for fiscal years 2023-24 and 2024-25 will be covered by permit fees and the allocated General Fund amount. There will be no additional impact to the General Fund. Annual capitalization costs are estimated to be \$5,041.81. Annual maintenance costs are estimated to be \$6,246 based on current Motor Pool rates using an estimated 670 miles per month and funding will be borne by permit fees and the allocated General Fund amount. There will be an additional impact to the General Fund for ongoing maintenance or capitalization costs.

The Building Inspection Division budgeted a trust fund transfer from 3564 in the current fiscal year. This action will not result in a greater trust fund transfer at the end of the fiscal year.

**STRATEGIC FRAMEWORK:**

This action supports your Board’s Strategic Framework priority of managing our resources to ensure sustainability of services .

**OTHER AGENCY INVOLVEMENT:**

Public Works Motor Pool  
Auditor-Controller

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose to deny the supplemental budget request. This is not recommended because the Planning and Building Department must have the ability to provide operating costs for the remainder of the fiscal year. The Board could choose to not approve the vehicle donation. This is also not recommended because the Planning and Building Department would be required to assume responsibility for all vehicle costs, include maintenance and insurance. Vehicle services are provided with greater efficiency by the Motor Pool Division of Public Works.

**ATTACHMENTS:**

1 - Supplemental Budget 262

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: D-1  
Meeting of: June 21, 2021.  
File No.: 21-849