



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-20

Meeting Date: August 18, 2015

To: Board of Supervisors

From: Kevin R. Hamblin, Director *KH*  
Planning and Building Department

Subject: Supplemental Budget for Current Planning in Fiscal Year 2014-15.

## RECOMMENDATION(S):

That the Board of Supervisors approve the following supplemental budget by a 4/5 vote in Fund 1100, Unit 277, Current Planning Division of the Planning and Building Department.

Fund		
Revenue		
1100-277-608000	Planning and Engineering Service	\$28,600
Expense		
1100-277-2118	Professional and Special Service	\$26,000
1100-277-2125	Transportation & Travel	\$ 600
1100-277-2126	Utilities	\$ 600
1100-277-2614	Staff Development & Training	\$ 600
1100-277-2120	Rents & Leases – Equipment	\$ 700

Prepared by: Catherine Munsee, Business Manager

CAO Approval

*Chief D. Higgins*

REVIEW:

Auditor *MSM*

County Counsel

Human Resources

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor

Seconded by Supervisor

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*  
Nays  
Abstain  
Absent

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

Dated: *Aug. 18, 2015*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

That the Board of Supervisors approve the following supplemental budget by a 4/5 vote in Fund 1100, Unit 262, Building Division of the Planning and Building Department.

<b>Fund</b>		
Revenue		
1100-262-203000	Construction Permits	\$19,100
Expense		
1100-262-2125	Transportation & Travel	\$4,100
1100-262-2123	Special Departmental Expense	\$3,700
1100-262-2118	Professional & Special Service	\$8,300
1100-262-2126	Utilities	\$1,400
1100-262-2115	Memberships	\$ 460
1100-262-2106	Communications	\$ 640
1100-262-2120	Rents & Leases – Equipment	\$ 500

**SOURCE OF FUNDING:**

Planning and Building Department, Fund 1100-262-203000

**DISCUSSION:**

The request before the Board today will adjust the Planning and Building Department budget for Fiscal Year (FY) 2014-15 to account for unanticipated changes that occurred during the year. In particular, Current Planning Division revenue exceeded the adjusted budget amount and costs related to the production of an environmental impact report simultaneously increased expenses in budget line 2118, Professional and Special Services.

The supplemental budget for Budget Unit 277, Current Planning, will increase the overall budget by \$28,600, increasing both the revenue line to accommodate unanticipated revenue and increasing expense lines in order to cover unanticipated costs.

In the Building Division ( Budget Unit 262) revenue and expenses also exceeded the adjusted budget amounts. The supplemental budget for Budget Unit 262, Building Division, will increase the overall budget by \$19,100, increasing both the revenue line to accommodate unanticipated revenue and increasing expense lines in order to cover unanticipated costs related to consulting services, special departmental expenses in the form of State seismic fees, transportation expenses related to motor pool charges, utilities, memberships and communications.

**FINANCIAL IMPACT:**

Approval of the attached supplemental budgets is necessary for the Auditor's Office to close the books for FY 2014-15. This action will increase the overall budgets for Fund 1100, Current Planning, Planning and Building Department, by \$28,600 and Fund 1100, Building Division, Planning and Building Department, by \$19,100.

**OTHER AGENCY INVOLVEMENT:**

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to not approve the recommendations; however, this is not recommended because these adjustments are needed as part of the year end procedures.

ATTACHMENTS:

None