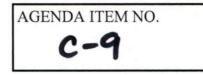


COUNTY OF HUMBOLDT



Marila

For the meeting of: September 5, 2017

Date: August 31, 2017

To: Board of Supervisors

From: Amy S. Nilsen, County Administrative Officer 64 fo 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 Cobhe A
REVIEW: Auditor Cour	nty Counsel	Human Resources	Other
TYPE OF ITEM:			BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
X Consent			Upon motion of Supervisor Sundbe Seconded by Supervisor Fern ell
Departmental Public Hearing			Upon motion of Supervisor Sundberg Ayes Sundberg, Fennell, Bass, Bohn, Wilson Nays
Other			Nays Nays
			Abstain
PREVIOUS ACTION/REFI	ERRAL:		Absent
Board Order No.			and carried by those members present, the Board hereby approves the recommended action contained in this Board report.
Meeting of:			
			Dated: Sep. 5, 2017 / 10 / 11
			Dated: Sep. 5, 2017 By: for the Board
		1	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

COUNTY OF HUMBOLDT REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A

DEPARTMENT:	Planning and Building DE	EPARTMENT #: 268/277	POSTING DATE:	6/30/2017	
.) The reason for	his budget transfer request is:				
	Transfer within expenditure/revenue	category (with Auditor App	roval)	Original only	
	Transfer between expenditure/revenue category (with CAO & Auditor Approval)				
Increase/decrease Intrafund Transfer account (with Board Approval)*				Original +1	
	Transfer to or from Contingencies (w	Original +1			
x	Increase/decrease budget unit appropriation (with Board approval)* Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)				
	Establish/transfer funds in Fixed Ass			Original +1 Original +1	

Transfer from Account:

\$ 99,650.00	<u>1100268-3287</u>	<u>1100277-1475</u>

Transfer to Account:

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.

.) Account balances verified by Auditor-Controller Date <u>9/1/17</u> (signed) Kallobardo		
.)/Approved/Not approved/Recommended/Not recommended	4.) Department Authorization:	Date 9/17 (signed) Cabhier 108
gi di	5.) Account balances verified by Auditor-Controller	Date 9/1/17 (signed) Kall Band
	6.) /Approved/Not approved County Administrative Officer:	_/Recommended/Not recommended Date(igned)

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

* Requires copy of Board Order to be attached

Amount: