



AGENDA ITEM NO.

COUNTY OF HUMBOLDT

For the meeting of: February 25, 2014

Date: January 31, 2014

To: Board of Supervisors

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

Subject: Transfer from General Fund Contingencies for Fund 1100, Budget Unit 282
Advanced Planning, and Supplemental Budget and Budget Adjustment for
Advanced Planning (4/5 Vote Required)

RECOMMENDATIONS:

That the Board of Supervisors:

- 1) Approve a transfer from General Fund Contingencies for Fiscal Year (FY) 2013-14 in the amount of \$12,625.00 for the Advanced Planning budget (1100-282) and supplement the Advanced Planning budget by \$12,625.00 (Attachment I) (4/5 Vote Required); and
- 2) Approve a budget adjustment in the amount of \$6,500 for overtime (Attachment II) for Advance Planning (1100-282).

SOURCE OF FUNDING:
General Fund

DISCUSSION:

On January 13, 2014 your Board voted to refer the entire Conservation and Open Space Element of the General Plan Update (GPU) to the Planning Commission for review, with a timeline of 45 days. The anticipated date of completion of this review is March 10, 2014.

Prepared by *Norma S Lorenzo*
Norma S Lorenzo, Business Manager

CAO Approval _____

REVIEW: Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor
Seconded by Supervisor

Ayes
 Nays
 Abstain
 Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

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

Dated: _____

By: _____
 Kathy Hayes, Clerk of the Board

Planning Commission Special Meetings	Access Humboldt 2147	Securitas 2123	Honorarium 2123	Mileage 2125	Noticing Agenda Copying 2119 / 2117	Total
January 28, 2014 Conservation & Open Space	175.00	165.00	180.00	130.00	250.00	900.00
January 31, 2014 Conservation & Open Space	175.00	165.00	180.00	130.00	250.00	900.00
February 4, 2014 Conservation & Open Space	175.00	165.00	180.00	130.00	250.00	900.00
Special Meetings = 3 @ \$900 per meeting	525.00	495.00	540.00	390.00	750.00	2,700.00
February 11, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
February 13, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
February 18, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
February 20, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
February 25, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
February 27, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
March 4, 2014 Chapter 10	175.00	165.00	180.00	130.00	250.00	900.00
March 7, 2014 Chapter 10	315.00	250.00	180.00	130.00	250.00	1,125.00
Special Meetings = 8 @ \$928 per meeting	1,540.00	1,405.00	1,440.00	1,040.00	2,000.00	7,425.00
March 11, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
March 13, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
March 18, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
March 20, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
March 25, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
March 27, 2014 Housing Element	175.00	165.00	180.00	130.00	250.00	900.00
Special Meetings = 6 @ \$900 per meeting	1,050.00	990.00	1,080.00	780.00	1,500.00	5,400.00
TOTAL SPECIAL MEETING EXPENSE	3,115.00	2,890.00	3,060.00	2,210.00	4,250.00	15,525.00
Total Budget for General Plan Update Special Meetings	500.00	500.00	500.00	500.00	900.00	2,900.00
TOTAL SUPPLEMENTAL BUDGET REQUEST	2,615.00	2,390.00	2,560.00	1,710.00	3,350.00	12,625.00

APPROPRIATION TRANSFER – OVERTIME:

The Advance Planning Division of the Planning and Building Department has no funds budgeted in the current fiscal year 2013-2014 budget for overtime. As a general rule, the department does it's best to avoid overtime by allowing staff who work over or have evening meetings to adjust their schedule for that week to accommodate a maximum of 37.5 hours. Because of the accelerated special meeting schedule set by the Planning Commission, this may not be possible in the upcoming weeks.

Budget unit 282 has salary savings from a vacant Supervising Planner position, created through retirement. While we are close to filling that position, anticipated salary savings for one-half year should equal approximately \$50,000 and would be more than adequate to cover any overtime

costs that may accrue between now and June 30, 2014. The Planning and Building Department is seeking Board approval of an Appropriation Transfer (Attachment II) in the amount of \$6,500.00 to transfer salary savings from unfilled Supervising Planner position in budget unit 282 to overtime line item in same budget.

FINANCIAL IMPACT:

The estimated total costs related to the sixteen special Planning Commission meetings is \$15,525.00. The Planning and Building Department Advance Planning Division, budget unit 282 has budgeted a total of \$2,900.00 for special Planning Commission meetings for fiscal year 2013-2014, leaving an unfunded balance of \$12,625.00. The department is requesting a transfer from General Fund Contingencies in the amount of \$12,625.00 to fund special Planning Commission meetings in February and March 2014 for review of the GPU Conservation and Open Space Element and 2014 Humboldt County Housing Element. General Fund Contingencies will be reduced by \$12,625.00 and thereby increasing the appropriation in budget unit 282 Advanced Planning by the same amount. There are sufficient funds in Contingencies to accommodate this request.

Attachment II is requesting to transfer salary savings in the Salary and Wages line item to overtime. Salary savings is not usually utilized for overages in other budget categories and are reserved for the payroll clearing transfer that occurs at the end of each fiscal year. The purpose of the payroll clearing transfer is to cover unexpected salary expenditures beyond the control of departments, such as retirement payouts. In this case, a vacancy has resulted in salary savings, however, with the accelerated meeting schedule the department will need to utilize this salary savings for overtime.

There would be no additional impact to the General Fund Contingencies for approval of the Budget Adjustment (Attachment II) requesting a transfer of salary savings from vacant Supervising Planner position to the overtime line item in budget unit 282.

This request meets the Board of Supervisors Strategic Priorities by addressing enforcement of laws and regulations to protect residents, and by creating opportunities for improved safety, health and enterprise.

OTHER AGENCY INVOLVEMENT:

County Administrative Officer; Auditor-Controller

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose not to supplement the budget. This is not recommended, as it would require reduction of general operating expenses in budget 282. Transferring these expenses to another budget unit is not possible as they are accrued in the appropriate budget unit.

ATTACHMENTS:

Attachment I	Transfer from Contingencies
Attachment II	Budget Adjustment

ATTACHMENT I

**Appropriation Transfer
General Fund Contingencies for Fiscal Year 2013-14**

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET APPROPRIATION TRANSFER/ADJUSTMENT

#A _____

DEPARTMENT: CAO-Contingencies DEPARTMENT #: 1100-990 DATE: 02/25/14

1. The reason for this appropriation transfer request is:

	Copies Required
<u>X</u> _____ /Transfer within object accounts (with Auditor Approval)	Original only
_____ /Transfer between object accounts (with CAO & Auditor Approval)	Original + 1
_____ /Transfer between funds (with Board Approval)*	Original + 1
<u>X</u> _____ /Transfer to or from Contingencies (with Board Approval)*	Original + 1
_____ /Increase/decrease budget unit appropriation (with Board Approval)*	Original + 1
_____ /Establish/transfer funds in Fixed Assets <\$10,000 (CAO Approval)	Original + 1
_____ /Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original + 1

2. TRANSFER FROM:

Fund	Account Number	Name of Budget Item	Amount
<u>1100</u>	<u>990-2010</u>	<u>Contingencies - General Fund</u>	<u>\$12,625.00</u>
_____	_____	_____	_____
_____	_____	_____	_____

TRANSFER TO:

Fund	Account Number	Name of Budget Item	Amount
<u>1100</u>	<u>282 2117</u>	<u>Office Supplies</u>	<u>\$500.00</u>
<u>1100</u>	<u>282 2119</u>	<u>Publication & Legal Notices</u>	<u>\$2,850.00</u>
<u>1100</u>	<u>282 2123</u>	<u>Special Departmental Expense</u>	<u>\$4,950.00</u>
<u>1100</u>	<u>282 2125</u>	<u>Transportation and Travel</u>	<u>\$1,710.00</u>
<u>1100</u>	<u>282 2147</u>	<u>Media</u>	<u>\$2,615.00</u>

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

Per attached Agenda Item

4. Approved by Department Head: (signed) _____

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

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

County Administrative Officer: Date: _____ (signed) _____

INSTRUCTIONS

SEND ORIGINAL AND REQUIRED COPIES OF ALL TRANSFERS DIRECTLY TO THE AUDITOR-CONTROLLER

* Requires copy of Board Order to be attached.

ATTACHMENT II

**Appropriation Transfer
Salary and Wages for Overtime Fiscal Year 2013-14**

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Planning & Building Dept DEPARTMENT #: 282 DATE: 2/25/2014

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

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

2.) TRANSFER FROM:

<u>Orgkey</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
1100-282	1100	Salary and Wages	\$ 6,500.00

TRANSFER TO:

<u>Orgkey</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
1100-282	1460	Overtime	\$ 6,500.00

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) Request submitted to utilize salary savings to cover unexpected overtime costs
- (b) Supervising Planner vacancy due to retirement remains unfilled for one-half year
- (c) overtime accrued because of Planning Commission 16 special meetings scheduled bi-weekly for February and March 2014, to complete General Plan Update and 2014 Housing Element review

4.) Department Authorization: _____ (signed) _____

5.) Account balances verified by Auditor-Controller _____ 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.

* Requires copy of Board Order to be attached