

AUDITOR / CONTROLLER'S USE		EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)					
TRANSFER #		BUDGET TRANSFER REQUEST		DOCUMENT TOTAL	\$546,000.00		
JOURNAL #		BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL		NUMBER OF LINES	2		
DATE				NET TOTAL	\$0.00		
INPUT BY		BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL					
TO BE COMPLETED BY DEPARTMENT		Budget Transfer Type:	Transfer 1: BoS Approval				
DEPT NAME	Planning and Building Department, Tahoe Planning and Building Division	Legistar Number & Date:	25-0228, 03/04/2025				
DEPT CONTACT & EXT.		Stephanie Lisius X 5851		1/31/2025	PAGE 1 OF 1		
		<i>Karen L. Garner</i> Karen L. Garner (Jan 31, 2025 16:27 PST)		DATE			
DEPARTMENT AUTHORIZATION SIGNATURE AND DATE							

DIRECTIONS:

1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT
2. REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE
3. IF BUDGET TRANSFER EXCEEDS 12 LINES, EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST

S F X	Budget Rollup Code	ORG	OBJECT	PROJECT STRING	GL Project	INCREASE OR DECREASE (INC / DEC)	AMOUNT	DESCRIPTION (30 CHARACTERS MAX.)
1		3725250	0880	37250000-37BUDGET		INC	\$ 273,000	INC STATE OTHER
2	37400	3725250	4300	37250000-37BUDGET		INC	\$ 273,000	INC PROFESSIONAL SERVICES
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

<p>_____ JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE</p> <p>_____ CHIEF ADMINISTRATIVE OFFICE - ANALYST DATE</p> <p>_____ CHIEF ADMINISTRATIVE OFFICER DATE</p>	<p style="text-align:center;">APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO</p> <p>_____ SIGNATURE: CHAIR, BOARD OF SUPERVISORS DATE</p> <p>_____ ATTEST: CLERK, BOARD OF SUPERVISORS DATE</p>
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MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	Planning and Building Department	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Stephanie Lisius	Document total*	\$ 546,000
Contact phone*	5851		

BUDGET TRANSFER HEADER

Prepared date*	01/31/25	Check Applicable* <input checked="" type="checkbox"/> One Time (after Adopted Budget) <input type="checkbox"/> Continuing (include in the Adopted Budget)
Fiscal year	24/25	
Short Description* <small>(10 characters)</small>	INCPROFSRV	
	Legistar Item Number*	25-0228, 03/04/2025
* REQUIRED FIELDS	Project Strings Required:	Yes

By signing this memo I hereby certify that:
1. information herein is true and accurate to the best of my knowledge, 2. I have been delegated signature authority in accordance with County's policies and procedures and 3. all transfers approved on this journal are in compliance with County policies and procedures and any other relevant governmental regulations.

	Authorized signature*	<u>Karen L. Garner</u> Karen L. Garner (Jan 31, 2025 16:27 PST)
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BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION* (will be scanned into FENIX TCM)

Planning and Building Department, Tahoe Planning and Building Division is requesting a budget transfer to increase professional services, offset by an increase to State revenue.

On February 9, 2021 (Legistar File 21-0025), the Board accepted a Local Early Action Planning (LEAP) grant award in the amount of \$500,000 from the California Department of Housing and Community Development (HCD) for use with projects that assist with the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment, with an expenditure deadline of December 31, 2023 (reimbursement request deadline of September 30, 2023), and authorized the Planning and Building Department (Department) Director to execute Standard Agreement 20-LEAP-14912.

As part of the initial LEAP scope of work, the Department had opted to utilize the \$500,000 in LEAP grant funds to complete three (3) housing projects: Project 1 - Infill Incentive Ordinance, Project 2 - Expansion of County's Pre-Approved Accessory Dwelling Unit (ADU) Program, and Project 3 - ADU Ordinance Update. In November of 2023, the Department came to the determination that completion of Project 1 was not feasible within the term of the LEAP grant and submitted a re-scope request to HCD to revise Project 1 from Infill Incentive Ordinance to Tahoe El Dorado (TED) Area Plan Phase 1. The Department immediately began work towards Project 1 - Phase 1 of the TED Area Plan.

On March 19, 2024 (Legistar File 24-0448), following a Governor-issued extension to LEAP grant expenditure deadlines, the Board approved Amendment 1 to Standard Agreement 20-LEAP-14912, extending the expenditure deadline from December 31, 2023 to December 31, 2024 (reimbursement request deadline of September 30, 2024). Due to this extension, the Department submitted an additional re-scope request to HCD to expand the scope of work for Project 1, allowing completion of additional reports, studies, and community engagement events.

This budget transfer request to increase appropriations for Professional Services and Revenues in the amount of \$273,000 for Fiscal Year 2024-25 will allow the Department to balance their budget after an unanticipated increase in expenditures and revenues that resulted from a grant deadline extension, allowing a broadened scope of work.

FOR AUDITOR'S OFFICE USE ONLY

Audit date:	_____	Budget Transfer number:	_____
Audited by:	_____	Interfaced by:	_____
		Processed on:	_____