



## Legislation Details (With Text)

**File #:** 22-2272      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 12/5/2022      **In control:** Board of Supervisors

**On agenda:** 1/10/2023      **Final action:** 1/10/2023

**Title:** Planning and Building Department, Planning Division, recommending the Board approve a budget transfer reallocating \$25,837 from contingency to operating transfers out in the special revenue fund 3720201 Environmental Impact Report Development Costs. (4/5 vote required)

**FUNDING:** Developer/Applicant Funds.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Budget Transfer, 2. Executed Budget Transfer

Date	Ver.	Action By	Action	Result
1/10/2023	1	Board of Supervisors	Approved	Pass

Planning and Building Department, Planning Division, recommending the Board approve a budget transfer reallocating \$25,837 from contingency to operating transfers out in the special revenue fund 3720201 Environmental Impact Report Development Costs. (4/5 vote required)

**FUNDING:** Developer/Applicant Funds.

### DISCUSSION / BACKGROUND

Special revenue fund 3720201 EIR Development Costs was created as a pass-through account to collect funds from developers for subdivisions, commercial grading, and parcel maps. Funds were originally collected and deposited into this special revenue funds, then transferred to the Current Planning Division as work was completed. The Planning and Building Department (Department) no longer uses this methodology and fund as the process has changed to billing developers or project applicants on a time and materials basis for Department staff time and/or consultant costs, and there are funds remaining in this fund that were not previously transferred when the work was complete. Through a reconciliation, staff have confirmed that the funds in this account can be transferred to the Planning Division to cover operating costs, and no refunds are due to any developers or project applicants.

These funds are currently budgeted in contingency in the special revenue fund, and Board approval is required to transfer the funds into the operating transfers object, which will allow the Department to recognize the revenue through a transfer to the Planning Division. When this transfer is complete, the fund can be closed.

### ALTERNATIVES

The Board could choose to not approve this budget transfer. The Department would not receive earned revenue and the fund would remain open.

### PRIOR BOARD ACTION

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office, Community Development Finance and Administration

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The Board's approval of this budget transfer would result in a reduction to the Department's Net County Cost by approximately \$25,837 as it will allow the Department to transfer the funds from the special revenue fund to the Planning Division.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will obtain the Chair's signature on the original budget transfer and will forward the budget transfer to the Auditor/Controller for processing.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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