



## Legislation Details (With Text)

**File #:** 19-0033      **Version:** 1

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

**File created:** 12/31/2018      **In control:** Board of Supervisors

**On agenda:** 1/29/2019      **Final action:** 1/29/2019

**Title:** Chief Administrative Office and Planning and Building recommending the Board:  
 1) Receive and file a presentation on Transient Occupancy Tax (TOT) funding sources and expenditures;  
 2) Adopt and authorize the Chair to sign Resolution 012-2019, deleting 1.0 Full Time Equivalent (FTE) Principal Management Analyst from the Chief Administrative Office, adding 1.0 FTE Economic Development & Business Relations Manager, and transferring 1.0 FTE Administrative Assistant I/II (assigning that position to the General Unit), to the Planning & Building Department, resulting in the reassignment of Economic Development from the Chief Administrative Office to the Department of Planning and Building, effective February 2, 2019, and approve the related Budget Transfer Form (4/5 vote required);  
 3) Adopt and authorize the Chair to sign Resolution 013-2019, adding one Administrative Technician to the Chief Administrative Office (assigning that position to the Confidential Unit), effective February 2, 2019, and approve the related Budget Transfer Form (4/5 vote required); and  
 4) Conceptually approve the reorganization and addition of staffing resources to the Economic Development Program as outlined below and direct the Planning and Building Director to return to the Board with the necessary personnel resolutions and budget adjustments for the reorganization. (Est. Time: 30 Min.)

FUNDING: Economic Development (Transient Occupancy Tax); General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - TOT Staff Report #19-0033, 2. B - Reso Econ Dev 1 of 2, 3. C - Reso Econ Dev 2 of 2, 4. D - CAO Budget Transfer, 5. E - Counsel Approval, 6. F - Budget Transfer, 7. G - TOT Funding Presentation\_01.29.19 KF, 8. G - Revised TOT Funding Presentation\_01.29.19 FINAL, 9. Executed Resolution 012-2019, 10. Executed Resolution 013-2019, 11. Executed Budget Transfer D, 12. Executed Budget Transfer F

Date	Ver.	Action By	Action	Result
1/29/2019	1	Board of Supervisors	Approved	Pass

Chief Administrative Office and Planning and Building recommending the Board:  
 1) Receive and file a presentation on Transient Occupancy Tax (TOT) funding sources and expenditures;  
 2) Adopt and authorize the Chair to sign Resolution **012-2019**, deleting 1.0 Full Time Equivalent (FTE) Principal Management Analyst from the Chief Administrative Office, adding 1.0 FTE Economic Development & Business Relations Manager, and transferring 1.0 FTE Administrative Assistant I/II (assigning that position to the General Unit), to the Planning & Building Department, resulting in the reassignment of Economic Development from the Chief Administrative Office to the Department of Planning and Building, effective February 2, 2019, and approve the related Budget Transfer Form (4/5 vote required);  
 3) Adopt and authorize the Chair to sign Resolution **013-2019**, adding one Administrative Technician to the Chief Administrative Office (assigning that position to the Confidential Unit), effective February

2, 2019, and approve the related Budget Transfer Form (4/5 vote required); and  
4) Conceptually approve the reorganization and addition of staffing resources to the Economic Development Program as outlined below and direct the Planning and Building Director to return to the Board with the necessary personnel resolutions and budget adjustments for the reorganization. (Est. Time: 30 Min.)

**FUNDING:** Economic Development (Transient Occupancy Tax); General Fund.

**DISCUSSION / BACKGROUND**

Please see attached Staff Report.

**ALTERNATIVES**

The Board could choose to not transfer the Economic Development Program to the Planning and Building Department and/or not conceptually approve the reorganization once Economic Development has been reassigned. The Board could also choose to approve the transfer and conceptually approve the reorganization, but not approve the recommended administrative position for the Chief Administrative Office.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources

**FINANCIAL IMPACT**

If the current recommended position actions are approved, not including the conceptual approval of the reorganization, it is estimated to result in an additional annual expenditure of existing Economic Development funds of approximately \$51,000.

Increased Economic Development Program costs, in the current fiscal year and in future years, as a result of the current recommendations plus the recommended conceptual approval of the reorganization within Planning and Building, would be funded from existing Economic Development/TOT funding in the Economic Development Special Projects account.

The ultimate impact to the General Fund (non-TOT), including the transfers within Planning and Building and the addition of one Administrative Technician position, is an estimated decrease in General Fund cost of \$125,000, recognized in the Planning and Building and CAO departments.

The estimated General Fund impact of adding the Administrative Technician position to the Chief Administrative Office is estimated at \$39,407 for the remainder of FY 2018-19. This represent the difference between cost already included in the CAO budget for a portion of the Administrative Assistant position and the new position. It is anticipated that a portion of these costs will be offset by EMS and Emergency Preparedness funds once that reorganization is completed with the FY 2019-20 budget, similar to how those costs have been offset by Economic Development funding in the past.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Economic Development and Infrastructure Strategic Plan Goals - Enable a prosperous and vibrant economy.

**CONTACT**

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