



## Legislation Details (With Text)

**File #:** 21-1287 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 7/29/2021 **In control:** Board of Supervisors  
**On agenda:** 8/10/2021 **Final action:** 8/10/2021  
**Title:** Building and Planning Department recommending the Board approve and authorize the Chair to sign a budget transfer adjusting the budget for Fiscal Year (FY) 2020-21 to allow for the transfer of higher than budgeted revenue in the Planning Time and Material Special Revenue Fund account to the Planning Operations account (4/5 vote required).

**FUNDING:** Development Fees.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Planning SRF T&M Budget Transfer, 2. Executed Budget Transfer TR2021193

Date	Ver.	Action By	Action	Result
8/10/2021	1	Board of Supervisors	Approved	Pass

Building and Planning Department recommending the Board approve and authorize the Chair to sign a budget transfer adjusting the budget for Fiscal Year (FY) 2020-21 to allow for the transfer of higher than budgeted revenue in the Planning Time and Material Special Revenue Fund account to the Planning Operations account (4/5 vote required).

**FUNDING:** Development Fees.

### DISCUSSION / BACKGROUND

For certain development applications, customers are required to make initial deposits of funds into a Time and Material Special Revenue Fund, which is used to fund Planning Division staff time and/or consultant work. If these deposits are exhausted, the Division directly bills customers for actual time and material costs. When the Department's annual budget is created, the amount of revenue for the Planning Time and Materials Billing function from deposits are estimated based on prior year actuals and projected activity for the coming year. Differences in the budgeted estimate and the actuals at the end of the year vary based on the types of development applications received, anticipated projects being placed on hold by the Developer, and fluctuations in staff in the Division.

Revenues for Planning Time and Material Special Revenue Fund (3770732) received year to date are higher than budgeted. The budgeted amount for FY 2020-21 was \$150,000, and the actuals are approximately \$180,000.

This budget transfer will allow the funds already received for FY 2020-21 to be transferred to Planning Operations (3720200). To account for this additional revenue, the budget for Planning Time and Material Special Revenue Fund Deposits needs to increase by \$30,000. In addition, the budgeted appropriations for Planning Time and Material Special Revenue Fund Operating Transfers Out need to increase by \$30,000. To show this increase in the Planning Operations account, appropriations in Planning Operations need to be increased in Operating Transfers In by \$30,000. To

account for the additional work that was performed by consultants for these projects, the budget transfer also increases Professional Services in the Planning Operations account in the amount of \$30,000.

### **ALTERNATIVES**

The Board could choose not to increase the funds for the transfer; however, this would result in an accrual in FY 2020-21 and reversal in the FY 2021-22.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

The budget transfer will provide appropriations to recognize revenue into Planning's operations for Fiscal Year 2020-21.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) The Clerk of the Board will obtain the Chair's signature on the budget transfer documents.
- 2) The Clerk of the Board will forward the budget transfer to the Auditor/Controller for processing.
- 3) The Clerk of the Board will return one (1) copy of the budget transfer to Community Development, Finance and Administration Division, Attention: Becky Morton for further processing.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tiffany Schmid, Director  
Building and Planning Department

Becky Morton, Chief Fiscal Officer  
Community Development, Finance and Administration Division