



Legislation Details (With Text)

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On agenda: 7/26/2022 **Final action:** 7/26/2022
Title: Chief Administrative Office, Community Development Finance and Administration Division and the Planning and Building Department, recommending the Board approve the attached budget transfer to increase revenue and appropriations in the CASp Certification and Training Fund in FY 2021-22 (4/5 vote required).

FUNDING: Business License Fees.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - CASp BT, 2. Executed Budget Transfer

Date	Ver.	Action By	Action	Result
7/26/2022	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Community Development Finance and Administration Division and the Planning and Building Department, recommending the Board approve the attached budget transfer to increase revenue and appropriations in the CASp Certification and Training Fund in FY 2021-22 (4/5 vote required).

FUNDING: Business License Fees.

DISCUSSION / BACKGROUND

State Assembly Bill 1379, "Certified Access Specialist program: funding" established a four-dollar (\$4) fee to be paid any with any local business license application in order fund the facilitation of compliance with construction-related accessibility requirements, especially through the training, certification, and retention of certified access specialists (CASp).

On December 19, 2017 the Board adopted Resolution 199-2017 authorizing the Treasurer-Tax Collector to collect the fee and directed the Auditor-Controller to establish an interest bearing special revenue fund to be known as the CASp Certification and Training Fund, and assign responsibility for the fund to the Chief Administrative Office for budgetary purposes.

The fund was established in FY 2018-19 in the CAO's office. On August 13, 2019, the Chief Administrative Office returned to the Board to request that two new special revenue funds be established, one in the Treasurer-Tax Collectors office and one in Planning and Building to allow for proper accounting of the funds. After additional consultation with the Treasurer-Tax Collector and Planning and Building, the Chief Administrative Office recommended that beginning in FY 2020-21 one new special revenue fund be established in Planning and Building for these fees to be directly deposited into.

The Planning and Building Department is able to utilize the funds for increased CASp training and

certification as a transfer out from the Special CASp Revenue Fund that was recently created.

The fees collected in FY 2021-22 exceeded budgeted amounts by approximately \$5,000, and the transfer out to Planning and Building will also exceed budgeted amount. In order to fully transfer the excess to the Planning and Building Department, a budget transfer is required. These funds will be used for staff CASp training and certification.

ALTERNATIVES

If the budget transfer is not approved, the Planning and Building Department will not receive the revenue and the General Fund will show an additional cost of approximately \$5,000.

PRIOR BOARD ACTION

12/19/2017 Legistar Item 17-1329 - Resolution 199-2017 authorizing collection of \$4 fee.

08/13/2019 Legistar item 19-1210 - Budget Transfer and direction to establish two new special revenue funds.

08/04/2020 Legistar item 20-1022 - Budget Transfer to increase revenue and appropriations in the Chief Administrative Office, Central Fiscal Division CASp Certification and Training Fund budget.

12/04/2020 Legistar 20-1655 Budget Transfer to increase revenue and appropriations in the CASp Certification and Training Fund in FY 2020-21

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

This budget transfer will reduce Net County Cost by approximately \$5,000.

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

Becky Morton, Chief Fiscal Officer

Chief Administrative Office, Community Development Finance and Administration

Karen Garner, Director of Planning and Building