**RECOMMENDED ACTION AND JUSTIFICATION:**

Increase line item 001-0249-579-0433, General Plan Commission by $7,500.00 and decrease line item 001-0249-579-0418 General Plan Professional Services by $7,500.00, to cover deficit and final General Plan Commission meetings for the calendar year.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Extensive work on the General Plan necessitated additional Planning Commission meetings, which will continue till the end of the calendar year. Funds are needed to cover the deficit and the additional meetings for the Commissioners time and travel.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

None

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**COSTS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Budgeted current FY</td>
<td>$______</td>
</tr>
<tr>
<td>B.</td>
<td>Total anticipated Costs</td>
<td>$______</td>
</tr>
<tr>
<td>C.</td>
<td>Required additional funding</td>
<td>$______</td>
</tr>
<tr>
<td>D.</td>
<td>Internal transfers</td>
<td>$______</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

1. Budget Action form
2. 

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**CLERK’S USE ONLY**

Res. No.: 59-396  
Ord. No.: ________

Vote - Ayes: 5  
Noes: ________

Absent: ________  
Abstained: ________

Approved:  
Denied: 
No Action Necessary: 

The foregoing instrument is a correct copy of the original on file in this office.

Date: 

MARGIE WILLIAMS, Clerk of the Board

By: 
Deputy

---

**ADMINISTRATIVE OFFICER’S RECOMMENDATION:**

This item on agenda as:  

- [ ] Recommended  
- [ ] Not Recommended  
- [ ] For Policy Determination  
- [ ] Returned for Further Action

Comment: 

ATTEST: 

A.O. Initials: 

Action Form Revised 10/95
MEMORANDUM

Date: November 12, 2002
To: Board of Supervisors
From: Eric Jay Toll, Director
Topic: Planning Commission budget change

The Planning Commission has been meeting on an increased schedule to complete its work on the General Plan. These extra meetings have depleted the Commission's budget for its General Plan work in FY 2002-2003. The attached transfer balances the account.

The Commission has five to six meetings remaining and targets a December 20 adoption date.
**BUDGET ACTION FORM**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>0249</td>
<td>579-0418</td>
<td>GP Professional Services</td>
<td></td>
<td></td>
<td>$7,500</td>
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<tr>
<td>001</td>
<td>0249</td>
<td>579-0433</td>
<td>GP Commission</td>
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</table>

001 0104 414-1090 GENERAL CONTINGENCY

**TRANSFER BETWEEN FUNDS**

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td></td>
<td>$7,500</td>
</tr>
<tr>
<td></td>
<td>$7,500</td>
</tr>
</tbody>
</table>

ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories with a budget unit;

JUSTIFICATION: Extensive work on the General Plan necessitated additional Planning Commission meetings, which will continue until the end of the calendar year. Funds are required to cover the deficit and the additional meetings for the Commissioners time and travel.

DEPT HEAD SIGNATURE

APPROVED BY RES NO. 93-116 CLERK

DATE: October 29, 2002

DATE 11-12-02

AUDITOR'S USE ONLY

BA#