RESOLUTION - ACTION REQUESTED 2017-794

MEETING: November 21, 2017

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Budget Action Transferring Funds Within the Planning Dept. Re: Tenaya Cabins

RECOMMENDATION AND JUSTIFICATION:

Approve Budget Action to Transfer Funds within the Tenaya Cabins Budget unit 359 and to amend Planning Department's Budget to Increase Revenues to cover the Processing of Staff Time Expenses as it relates to Tenaya Cabins.

Move $4,310.62 which is an unused portion of funds that are remaining in the professional services line (359-0261-555-0418) within fund 359 to the Transfers out line (359-0261-555-0792) of the same fund.

Adjust Transfers In (001-0249-309-1796) for the Planning Budget and General Contingency (001-0104-414-1090) by the same amount to accommodate the change in Fund 359.

This action is needed because the Transfers Out line for Fund 359 needs to be increased to allow the the Planning Department to Transfer money that is due for staff time incurred on this project.

There are no anticipated additional expenses to be incurred with Budget Unit 359 as the project has ended and we anticipate the closing out this Budget Unit 359 and refunding any remaining money to the client by December 31, 2017.

There is no cost to the County for these transactions; all project costs are the responsibility of the applicant.

The Board of Supervisors is the approval authority for this action as it changes the approved FY 2017-2018 budget for Fund 359 as well as it increases revenues for the Planning Department Budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Resolution - Action Requested 2017-794

June 23, 2015: Resolution 2015-300, an agreement with Delaware North (applicant) to pay for services and a contract for services with Ascent Environmental, Inc (environmental consultant).

Budget Units like Fund 359 are set up in order to facilitate the payment of expenses that are associated with large projects.

At the conclusion of the project the account is reconciled and any remaining funds left are disbursed to the applicant in the form of a refund.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Alternatives: none

Not approving this request would prevent the County from transferring all the staff time expenses that have been incurred on this project into the Planning Revenues.

FINANCIAL IMPACT:
No impact as Funds are available as they are pre-paid by the applicant for this project.

ATTACHMENTS:
Copy of 171121 Budget Transfer Tenaya fund 359 (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey
# 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>
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<tr>
<td>359</td>
<td>0261</td>
<td>555-0418</td>
<td>Prof Services</td>
<td>Tenaya Cabins</td>
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<tr>
<td>359</td>
<td>0261</td>
<td>555-0792</td>
<td>Transfers Out</td>
<td>Tenaya Cabins</td>
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<td>$ 4,310.62</td>
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<tr>
<td>001</td>
<td>0249</td>
<td>309-1796</td>
<td>Trans In</td>
<td></td>
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<td>(4,310.62)</td>
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<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>General Contingency</td>
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<td>$ 4,310.62</td>
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## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
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**ACTION REQUESTED:** (Check all that apply)

- [X] 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;

- [ ] 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:**

- Moving remaining unused budgeted amount from Fund 359 prof services line to transfers out line.
- Increase Planning Transfers in line to be able to accommodate staff time transfers from Tenaya budget into Planning Budget.
- No cost to the General Fund, all expenses are billed to the applicant.

Department Head Signature: [Signature]

DATE: 11/7/17

APPROVED BY RES NO. 7-794

CLERK: [Signature]

DATE: 11-21-17

**AUDITOR'S USE ONLY**

BA#