



**COUNTY OF DEL NORTE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
981 H STREET, SUITE 110  
CRESCENT CITY, CA 95531  
FAX – (707) 465-0340

|                            |  |                         |  |   |                                       |
|----------------------------|--|-------------------------|--|---|---------------------------------------|
| Planning<br>(707) 464-7254 | Engineering<br>& Surveying<br>(707) 464-7229 | Roads<br>(707) 464-7238 | Building<br>Inspection<br>(707) 464-7253 | Environmental<br>Health<br>(707) 465-0426 | Code<br>Enforcement<br>(707) 464-7254 |
|----------------------------|--|-------------------------|--|---|---------------------------------------|

**DATE:** July 16, 2017

**AGENDA DATE:** July 25, 2017

**TO:** Del Norte County Board of Supervisors

**FROM:** Heidi Kunstal, Director of Community Development

**SUBJECT:** Budget Transfer Request – Community Development Department Administration Budget and Planning Unit Budget – FY 2016-2017

**RECOMMENDATION FOR BOARD ACTION:** Adopt a Budget Transfer Request in the amount of \$1,700 between the CDD Administration and Planning Budget Units.

**DISCUSSION/JUSTIFICATION:** At the July 13, 2017, Board of Supervisors meeting, a Budget Transfer Request in the amount of \$5,300 was approved which transferred payroll funds from the Planning Division Budget Unit to the CDD Administration Budget Unit. After submitting the request, I learned that the first paycheck in FY 2017-2018 would include one day of payroll from FY 2016-2017 which was not included in the initial Budget Transfer Request. Staff was given an estimate of \$1,700 for the one additional day. Subsequently, a second Budget Transfer Request is being made to cover added payroll. Adequate funds remain in the Planning Division Budget Unit's payroll line item to cover the costs.

**ALTERNATIVE:** Select alternative budget line items within other CDD Divisions Budget Units to offset the additional payroll in CDD Administration.

**FINANCING:** General Fund.

**CHILDREN'S IMPACT STATEMENT:**

This section meets 1 of the following outcome measures for children in Del Norte County:

- Children ready for and succeeding in school.
- Children and youth are healthy and preparing for adulthood.
- Families are economically self-sufficient.
- Families are safe, stable and nurturing.
- Communities are safe and provide a high quality of life.
- No impact to Children as a result of this action.

**OTHER AGENCY INVOLVEMENT:** None.

**SIGNATURE REQUIRED:** Chair of the Board of Supervisors, Auditor/Controller, County Administrative Officer

**ADMINISTRATIVE SIGN-OFF:**

AUDITOR: *CS*

COUNTY ADMINISTRATIVE OFFICER: Jay Sarina

COUNTY COUNSEL: Elizabeth Cable

PERSONNEL:

OTHER DEPARTMENT:

Budget Line Item number – 101-260-20221

