

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: December 4, 2019	PREPARED BY: Derrick Braaten, Planning and Building Director
Meeting Date Requested: December 10, 2019	PRESENTED BY: Derrick Braaten, Planning and Building Director
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> To Be Brought Before the Board Time needed: <u>N/A</u>	
SUBJECT: Intra-budget transfer of \$30,000 within the 2019 planning department budget, salaries & wages, number 1000, to the 2019 planning department budget, professional services, number 4100	
FISCAL IMPACT: This proposed action will not increase the 2019 Planning Department Budget, Number 132. It transfers \$30,000 from Salaries and Wages (1011321000) to Professional Services (1011324100).	
BACKGROUND: In 2018, a variety of County code reviews and updates were undertaken to improve standards, and ensure compliance with current requirements. These items were assigned to a contract planning service, as an on-call service, and are approaching completion. These items included a full review of the zoning and other development codes, and creation of a new Title 14, Development Code Administration. The Planner I position was not filled until October 1, 2019. The delay in hiring the Planner I decreased the amount needed in Personnel Services, but required additional work be assigned to the contract planners, AHBL. Although this decreased the budgetary needs within Total Personnel Services, it increased the need in Total Other Than Personnel Services (Professional Services). The extra costs for these Professional Services requires an Intra-Budget Transfer of \$30,000 from Total Personnel Services to Total Other Than Personnel Services (Professional Services) within the 2019 Current Expense Fund Budget, Planning, Number 132. This Intra-Budget Transfer would lower the Total Personnel Services from \$366,253 to \$336,253. The total anticipated costs for Personnel Services in 2019 is \$310,526 (ESTIMATED).	
RECOMMENDATION: Staff recommends the Board's approval for the Intra-Budget Transfer of \$30,000 from the 2019 Current Expense Fund Budget, Planning, Salaries and Wages, Number 11011321000, to the 2019 Current Expense Fund Budget, Planning, Professional Services, Number 1011324100.	
SUGGESTED MOTION: I move to approve the Intra-Budget transfer of \$30,000 from the 2019 Current Expense Fund Budget, Planning, Salaries and Wages, Number 11011321000, to the 2019 Current Expense Fund Budget, Planning, Professional Services, Number 1011324100.	
COORDINATION: This recommended action has been discussed with Matt Mahoney, Public Works Director, Tim Anderson, Auditor's Accounting Supervisor, and Peter Gadomsky, Auditor's Accountant II, all of whom agree with this proposed action.	
ATTACHMENTS: (1) Draft Resolution	
HANDLING / ROUTING: To the Clerk of the Board: 1 – Original Resolution	To Planning and Building: 1 – Copy Resolution To Public Works: 1 - Copy Resolution To County Auditor – Accounting: Copy of Resolution

I certify the above information is accurate and complete.


 Derrick Braaten, Planning and Building Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF
FRANKLIN COUNTY, WASHINGTON**

***INTRA-BUDGET TRANSFER OF \$30,000 WITHIN THE
2019 PLANNING DEPARTMENT BUDGET***

WHEREAS, the Planning Department has encountered an internal budget shortfall due to significant transition within the department; and

WHEREAS, due to unexpected delays in the filling of the Planner I/II position, and the need to complete projects already started utilizing contracted services, it is necessary to increase the Professional Services line within Total Other Than Personnel Services; and

WHEREAS, to manage this budget shortfall, it is necessary to reduce the Total Personnel Services, Salaries and Wages (1011321000) by \$30,000 and to increase the Total Other Than Personnel Services, Professional Services (1011324100) by \$30,000.

NOW, THEREFORE BE IT RESOLVED, the Board of Franklin County Commissioners hereby approve the Intra-Budget Transfer of \$30,000 from the 2019 Current Expense Fund Budget, Planning Department, Salaries & Wages (1011321000), to the 2019 Current Expense Fund Budget, Planning, Professional Services (1011324100), reducing the Total Personnel Services by \$30,000 and the Total Other Than Personnel Services, more specifically the Professional Services line, by \$30,000.

BE IT FURTHER RESOLVED, the Board of Franklin County Commissioners hereby authorizes the Auditor to make the approved revisions to the 2019 Current Expense Fund Budgets.

APPROVED this 10th day of December, 2019.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Attest:

Chair Pro Tem

Clerk of the Board

Member

Originals: Clerk of the Board

Copy: Public Works Department
County Auditor / Accounting