

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> August 24, 2021	<b>PREPARED BY:</b> Derrick Braaten, Planning and Building Director
<b>Meeting Date Requested:</b> August 31, 2021	<b>PRESENTED BY:</b> Derrick Braaten, Planning and Building Director
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Brought Before the Board Time needed: N/A
<b>SUBJECT:</b> Intra-Budget Transfers within the 2021 Current Expense Fund Budgets, Planning and Building Department, Number 1130.	
<b>FISCAL IMPACT:</b> This proposed action is an intra-budget transfer and will not increase the Planning and Building Department Fund's 2021 Budgeted Expenditures and Uses total.	
<b>BACKGROUND:</b> The Planning and Building Department currently has vacancies which has required the County to contract with private companies to assist with necessary planning and building services.  The total costs, to date, of contracted services was not anticipated and/or submitted as part of the 2021 Planning and Building Department Fund's budget, within the Professional Services (1011314100, and 1011324100) line items.  It is expected that the budgeted expenditures for "Total Other Than Personnel Services" will be exceeded, and due to the vacancies within the Planning and Building Department, there are available budgeted funds from the Salaries and Wages (1011311000, and 1011321000) budget lines available for transfer to the Professional Services (1011314100, and 1011324100) budget lines.	
<b>RECOMMENDATION:</b> Staff recommends the Board's approval for the intra-budget transfers of \$30,000 from the Building Fund's Salaries & Wages (1011311000) to Professional Services (1011314100), and \$50,000 from the Planning Fund's Salaries & Wages (1011321000) to Professional Services (1011324100).	
<b>SUGGESTED MOTION:</b> I move to approve the intra-budget transfers of \$30,000 from the Building Fund's Salaries & Wages (1011311000) to Professional Services (1011314100), and \$50,000 from the Planning Fund's Salaries & Wages (1011321000) to Professional Services (1011324100), and authorize the Auditor to make the approved transfer of funds.	
<b>COORDINATION:</b> This recommended action has been discussed with and is supported by Matt Mahoney, Public Works Director, and the County Auditor's accounting staff.	
<b>ATTACHMENTS:</b> 1. DRAFT Resolution	
<b>HANDLING / ROUTING:</b> To the Clerk of the Board: 1 – Original Resolution	To Planning and Building: 1 – Copy Resolution To Auditor – Accounting: 1 – Copy Resolution

*I certify the above information is accurate and complete.*



Derrick Braaten, Planning and Building Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

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

***INTRA-BUDGET TRANSFERS WITHIN THE 2021 CURRENT EXPENSE FUND BUDGETS,  
PLANNING AND BUILDING DEPARTMENT, NUMBER 1130***

**WHEREAS**, the Planning and Building Department currently has vacancies which has required the County to contract with private companies to assist with necessary planning and building services; and

**WHEREAS**, the total costs, to date, of contracted services was not anticipated and/or submitted as part of the 2021 Planning and Building Department Fund's budget, within the Professional Services (1011314100, and 1011324100) line items; and

**WHEREAS**, it is expected that the budgeted expenditures for "Total Other Than Personnel Services" will be exceeded; and

**WHEREAS**, due to the vacancies within the Planning and Building Department, there are available budgeted funds from the Salaries and Wages (1011311000, and 1011321000) budget lines available for transfer to the Professional Services (1011314100, and 1011324100) budget lines.

**NOW, THEREFORE BE IT RESOLVED** the Board of Franklin County Commissioners hereby approve the intra-budget transfers of \$30,000 from the Building Fund's Salaries & Wages (1011311000) to Professional Services (1011314100), and \$50,000 from the Planning Fund's Salaries & Wages (1011321000) to Professional Services (1011324100).

**BE IT FURTHER RESOLVED**, the Board of Franklin County Commissioners hereby authorizes the Auditor to make the approved revisions to the 2021 Current Expense Fund Budget, Planning Department, Number 1130.

**APPROVED** this 31<sup>st</sup> day of August, 2021.

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

***ATTEST:***

\_\_\_\_\_  
Clerk to the Board