

FY 2018 Budget Amendment Request Form

Date: January 5, 2018

Department: Planning

Contact person: Wanda Parrish

Phone #: 507-7425

Explanation of need for budget amendment: On November 28, 2017, the Board directed staff to increase the mailing radius for zoning public hearings to 3,000'. A code amendment was approved February 27, 2018. An increase in the FY 2018 Planning budget is necessary to cover the additional cost due to the increased number of letters that will need to be prepared and sent for each zoning public hearing. Staff anticipates 14 case public hearings to occur between before the end of June with an estimated additional cost of \$6,300. Staff requests that \$6,300 be shifted from the FY 2018 budgeted contingency to cover this estimated additional expense. Upon approval of this transfer, the contingency balance will be \$304,841.

Reminder: Agenda item summary must be attached if BOS approval is required.

Revenue accounts affected:

Account Number		Amount	
Acct #		\$	
	Total Revenue Adjustment	\$	

Expenditure accounts affected:

Account Number		Amount	
Acct #	110-9110-491.59-01 – Budgeted Contingency	\$	(6,300)
Acct #	110-8110-471.31-90 – Other Professional Services	\$	3,200
Acct #	110-8110-471.52-10 – Postage	\$	3,100
	Total Expenditure Adjustment	\$	

Note: If amendment is between expenditure accounts only, net impact must be zero.

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Wanda Parrish, Planning Director
Name, Department

Name, Department

Recommendations

Budget: ☒ recommended ☐ not-recommended

Explanation if not recommended:

County Admin: ☒ recommended ☐ not-recommended

Explanation if not recommended:

Finance Committee: ☒ recommended ☐ not-recommended

Explanation if not recommended:

