

BOARD MEETING DATE: December 2, 2016

AGENDA NO. 10

**PROPOSAL:** Transfer Appropriations from General Fund Salaries and Employee Benefits Major Object to General Fund Services and Supplies Major Object

**SYNOPSIS:** This item is to transfer appropriations from the General Fund Salaries and Employee Benefits Major Object to the General Fund Services and Supplies Major Object for unbudgeted needs.

**COMMITTEE:** Administrative, November 18, 2016; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to transfer \$600,000 in appropriations from the General Fund Salaries and Employee Benefits Major Object to the General Fund Services and Supplies Major Object.

Wayne Nastri  
Acting Executive Officer

MBO:drp

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**Background**

The Board adopted the Executive Officer's FY 2016-17 SCAQMD Budget and Work Program at the May 6, 2016 meeting which included \$114.842 million in Salaries and Benefits, \$25.836 million in Services and Supplies, and \$850,000 in Capital Outlays. The FY 2016-17 Adopted Budget included an assumed vacancy rate of 8 percent; the actual year-to-date vacancy rate through October is approximately 12 percent.

Through the first four months of the fiscal year, several needs have been identified: laptops, cell phones, and training for new inspectors, as well as PCs and other items for newly hired staff and the need for development of a disaster recovery/continuity of operations plan. In addition, more community events and Hearing Board offsite activities than anticipated have occurred and additional legal, professional, and specialized consulting services have been identified.

**Proposal**

In order to meet unbudgeted needs, staff proposes that the Board authorize the Executive Officer to transfer \$600,000 in appropriations from the General Fund Salaries and Employee Benefits Major Object to the Services and Supplies Major Object as outlined below:

<b>Organizational Unit</b>	<b>Services and Supplies Appropriation Amount</b>
Clerk of the Boards	\$ 40,000
Administrative and Human Resources	\$100,000
Legal	\$ 50,000
Legislative & Public Affairs	\$300,000
Compliance & Enforcement	\$110,000
<b>Total Transfer from Salaries and Employee Benefits</b>	<b>\$600,000</b>

Actual expenditures will occur in accordance with the Board’s Procurement Policy and Procedures.

**Resource Impact**

Based on the actual vacancy rate and projected budgetary savings in Salaries and Employee Benefits, sufficient appropriation authority is available to transfer to various Organizational Units’ Services and Supplies Major Objects without increasing the total General Fund budget.