




COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-22

For the meeting of: April 22, 2014

Date: April 8, 2014

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Budget Transfer and Supplemental Budget for County Surveyor-Fiscal Year 2013-14

RECOMMENDATION(S):

That the Board of Supervisors:

- Approves the attached Budget Transfer moving \$16,000 from Water Management (1100251) to the County Surveyor (1100168).
- Adopt the following supplemental budget increasing appropriations in the County Surveyor budget (4/5 vote):

Revenues:		
1100888-108000	Utilities Franchises	\$15,000
Expenditures:		
1100168-3928	Expense Transfers	\$15,000

SOURCE OF FUNDING:

General Fund – 1100251 and 1100888

Prepared by Renee Fleek CAO Approval 

REVIEW: Auditor  County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. H-1

Meeting of: February 11, 2014

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Lorelace Seconded by Supervisor Bass
Ayes Sundberg, Lorelace, Bohn, Fennelli, Bass
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 22, 2014
By: 
Kathy Hayes, Clerk of the Board

DISCUSSION:

In Fiscal Year (FY) 2011-12 the County Surveyor was moved from the Roads Fund (1200322) into its own General Fund Budget Unit (1100168). At that time estimates were made to forecast budget revenues and expenditures based on analysis of historical data of County Surveyor activities. Budget projections were made showing no impact to the General Fund. Actual expenditures exceeded revenues in that fiscal year by \$40,708. In subsequent fiscal years, there have been short falls in the County Surveyor Budget. These shortfalls are due to a structural deficit in the County Surveyor Budget due to the following reasons: some fees are mandated and do not cover costs, some work is administrative in nature and does not produce revenues, and some project work for State agencies is exempt from fees. Since FY 11-12, each fiscal year budget submitted has included a request for additional funding to cover the deficit but none were approved. The Mid-Year Budget Review presented to your Board on February 11, 2014 noted the current year's anticipated deficit of \$33,539 in the County Surveyor budget, but no action was taken to address the shortfall at that time.

The requested budget transfer and supplemental budget will cover anticipated overruns in the County Surveyor budget for the remainder of FY 2013-14. Public Works Water Management expense transfers are projected to have sufficient savings to cover \$16,000 of the County Surveyor budget deficit. The remainder of the projected overruns is recommended to be funded by a supplemental budget utilizing additional revenues received for utility franchises. At the end of the fiscal year, an analysis will be made of all Public Works General Fund divisions and it is anticipated that there will be an available offset to return all or a portion of this requested amount.

A base line General Fund allocation of \$14,148 is proposed in FY 2014-15 for this Budget unit. An adjustment multiplier has been developed to adjust fees to cover costs. However, the adjustment multiplier will be based on estimates. Actual levels of activities and other variables may fluctuate from projections. It is anticipated that the proposed FY 2014-15 General Fund allocation for the County Surveyor budget will be sufficient to cover costs after these changes are implemented. Public Works will continue to work with the County Administrative Office to develop a long term solution to insure financial stability in the County Surveyor budget.

FINANCIAL IMPACT:

The supplemental budget utilizes \$15,000 in unanticipated General Fund discretionary revenues to augment the County Surveyor budget. As noted in the discussion, it is anticipated that other Public Works General Fund divisions will have sufficient funds to cover \$16,000 of the projected deficit in the current fiscal year. The requested action will not have an ongoing financial impact to the General Fund.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the requested budget transfer and/or supplemental budget. This is not recommended because mandated functions of the County Surveyor are ongoing. The requested budget transfer and supplemental provide funding for these operations.

ATTACHMENTS:

Budget Transfer

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Water Management DEPARTMENT #: 251 DATE: 4/22/2014

1.) The reason for this budget transfer request is:

- Transfer within expenditure/revenue category (with Auditor Approval)
- Transfer between expenditure/revenue category (with CAO & Auditor Approval)
- Increase/decrease Intrafund Transfer account (with Board Approval)*
- Transfer to or from Contingencies (with Board Approval)*
- Increase/decrease budget unit appropriation (with Board approval)*
- Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)
- Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*

2.) TRANSFER FROM:


<u>Orgkey</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
1100251	3928	Expense Transfers	\$ 16,000.00

TRANSFER TO:

<u>Orgkey</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
1100168	3928	Expense Transfers	\$ 16,000.00

3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.
To provide for current overruns for current fiscal year expenses per Agenda item.

4.) Department Authorization: (signed) 

5.) Account balances verified by Auditor-Controller Date 4/19/14 (signed) 

6.) ___/Approved ___/Not approved ___/Recommended ___/Not recommended
County Administrative Officer: Date _____ (signed) _____

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.