



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-29**

For the meeting of: August 15, 2017

Date: July 3, 2017  
 To: Board of Supervisors  
 From: William F. Honsal, Sheriff  
 Subject: Fiscal Year 2016-17 Supplemental Budget Adjustment Request #1 for Coroner/Public Administrator Budget Unit 272 (4/5 vote required)

### RECOMMENDATION(S):

That the Board of Supervisors:

Approve supplemental budget adjustment request #1 in Budget Unit 272 Coroner/Public Administrator to allow for increased costs of autopsies and forensic medical services in fiscal year budget 2016-17 (4/5 vote required).

Revenue	1100-272-614025	Autopsies Report and Fees	\$25,000
Expense	1100-272-2118	Professional & Special Services	\$25,000

### SOURCE OF FUNDING:

Coroner and Public Administrator Revenue Budget Unit 272

Prepared by Norma S. Lorenzo 07.18.17 CAO Approval [Signature]  
Norma S. Lorenzo, Deputy Director Sheriff Admin

REVIEW:	County Counsel	Human Resources	Other
Auditor <u>[Signature]</u>			

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other

### PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_  
 Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT  
 Upon motion of Supervisor Wilson  
 Seconded by Supervisor Sundberg  
 Ayes Wilson, Sundberg, Bahn, Bass, Fennell

Nays \_\_\_\_\_  
 Abstain \_\_\_\_\_  
 Absent \_\_\_\_\_  
 And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: August 15, 2017  
 By: [Signature]  
 Kathy Hayes, Clerk of the Board

DISCUSSION:

The general duties and responsibilities of the Coroner/Public Administrator division of the Sheriff's Office is to investigate and determine the manner and cause of death, protect the property of the decedent, ensure that the decedent is properly interred, and administer the decedent's estate where appropriate. The Sheriff-Coroner signs the death certificate, listing the manner and cause of death and as Public Administrator the office assists attorneys and private citizens with management of estates.

The Sheriff-Coroner contracts with medical doctors and outside laboratory facilities to provide autopsies and forensic medical services. As in past years, it's always difficult to predict the number of homicides and deaths requiring these specialized services. The amount budgeted for Professional and Special Services in the current fiscal year has proven to be inadequate and an adjustment to the Coroner's budget is necessary to finish out the remainder of the fiscal year.

FINANCIAL IMPACT:

A supplemental budget adjustment in the amount of \$25,000 is requested to cover the anticipated increase in line item 1100-272-2118 Professional Services. The Sheriff-Coroner is able to recover costs for the additional professional service expenses through fees that are deposited to revenue line 614025. There will be no impact to the General Fund.

The supplemental budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the supplemental budget adjustment, however, this is not recommended as Budget Unit 272 for the Coroner/Public Administrator would be overdrawn and unable to meet FY 2016-17 obligations.

ATTACHMENTS:

None