



COUNTY OF HUMBOLDT

For the meeting of: 7/2/2019

File #: 19-1016

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Appropriation Transfer Request of Sheriff Grant Budget Units to Sheriff Operations Budget Unit 1100-221

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an Appropriation Transfer request in Fiscal Year (FY) 2019-20 to move Sheriff Grant Budget Units appropriations to the Sheriff Operations budget unit 1100-221 effective July 1, 2019 as detailed in the discussion and Attachment 1-4.

SOURCE OF FUNDING:

General Fund

Sheriff Grant Funding from multiple sources

DISCUSSION:

The Humboldt County Sheriff's Office (HCSO) recommended a budget reorganization for fiscal year 2019-20 to improve transparency and accounting of HCSO grants. At the time of budget submission, the accounting option to achieve this transparency was to create separate budget units for each grant. However, due to recent discussions between the Auditor-Controller's Office and County Administrative Office (CAO) regarding restructuring the county's chart of accounts, staff believes there is a better option to record the financial activity of these grants.

In order to ensure departments continue to have the tools necessary for grant claiming and expense tracking, an expanded 10-digit "organization key" has been developed. This 10-digit organization key provides for the ability, when needed, to track expenditures as they relate to specific funding sources. The organization key structure is an acceptable accounting practice according to state standards, and is a practice being used by other jurisdictions in California. Below is a chart illustrating the organization key structure:

FORMER STRUCTURE			
Budget Unit Name	Fund	Budget Unit	
Sheriff's Operations	1100	221	
Homeland Security Grant 2	1100	494	
WITH ORG KEY			
Budget Unit Name	Fund	Budget Unit	Org Key *
Sheriff's Operations	1100	221	N/A
Homeland Security Grant 2	1100	221	820
* (Numerical Code for Funding Source)			

In the illustration above, the fund “1100” refers to the General Fund; Budget Unit “221” refers to the Sheriff’s Office; and the Organization Key refers to the funding source, which is described in the budget unit name. This method of categorization will allow for greater transparency because readers can simply follow the budget unit number to see which department is in control of the funding.

The Auditor-Controller, CAO, and HCSO have met and recommend that the HCSO grant budgets be moved into the 10-digit organization key structure for fiscal year 2019-20. After evaluating the mechanism to achieve this objective, while maintaining the integrity of historical data, staff recommends that the below six budget units be appropriated to the Sheriff’s Operations budget unit (1100-221), with the specific funding source to be designated through a 10-digit organization key. The six budget units are brand new budget units and have no historical data that would be impacted by this appropriation transfer.

Budget Unit Name	Current Fund	Current BU	Proposed Fund	Proposed BU
Homeland Security Grant 2	1100	494	1100	221820
Hazard Mitigation Grant Program	1100	129	1100	221840
Byrne Jag Local Grant	1100	499	1100	221910
Sexual Assault Felony Enforcement Grant	1100	124	1100	221950
USDA Forest Service Exhibit A Campground Patrol Grant	1100	132	1100	221980
USDA Forest Service Exhibit B Controlled Substance Detection Grant	1100	133	1100	221990

The below four budget units have historically been segregated into distinct budget units to allow for tracking of expenses for specific funding sources. Given the 10-digit organization key structure provides for this capability, staff recommends that the fiscal year 2019-20 budgets be appropriated to Sheriff’s Operations (budget unit 1100-221) and arranged by a the 10-digit organization key. See attachments 1 through 4 detailing the aforementioned appropriation transfer requests.

Budget Unit Name	Current Fund	Current BU	Proposed Fund	Proposed BU
Emergency Management Performance Grant	1100	274	1100	221850
Homeland Security Grant 1	1100	213	1100	221810
Boating Safety Grant	1100	229	1100	221900
Domestic Cannabis Eradication/Suppression Program Grant	1100	228	1100	221930

FINANCIAL IMPACT:

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The Sheriff's Operations budget (1100-221) for FY 2019-20 will increase by \$1,218,563 or 6.7% due to changes in local accounting practices. Ten budget units (detailed above and within Attachments 1-4) are proposed to be appropriated in to 1100-221 and categorized within this budget unit by organization key. The overall budget for the Sheriff's Office remains unchanged. There is no impact to the county's General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

OTHER AGENCY INVOLVEMENT:

Humboldt County Auditor-Controller's Office
Humboldt County Chief Administrator's Office

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decide to deny this request, however that is not recommended as it prohibits advancement towards more efficient and transparent government.

ATTACHMENTS:

Attachment 1 - Budget Transfer for EMPG Grant, BU 274 to 221850
Attachment 2 - Budget Transfer for HSGP 1 Grant, BU 213 to 221810
Attachment 3 - Budget Transfer for Boating Safety Grant, BU 229 to 221900
Attachment 4 - Budget Transfer for DCESP Grant, BU 228 to 221930

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: N/A
File No.: N/A