



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-21

For the meeting of: March 22, 2016

Date: March 3, 2016
 To: Board of Supervisors
 From: Michael T. Downey, Sheriff
 Subject: Fiscal Year 2015-16 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 2015-16 (4/5 vote required).

Revenue	1100-272-614020	Autopsies Report and Fees	\$25,000
	1100-272-707520	Fingerprint & Rec Income	\$8,500
Expense	1100-272-2118	Professional & Special Services	\$25,000
	1100-272-8066	Fixed Asset – Computer Equipment w/Livescan, Laser Printer and Software	\$8,500

SOURCE OF FUNDING:

Coroner and Public Administrator Revenue

Prepared by *Norma S. Lorenzo*
Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval *Cheryl D. Thompson*

REVIEW: Auditor *MSL* County Counsel _____ Human Resources _____ Other _____

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 *Fennell*
 Seconded by Supervisor *Bass*
 Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____
 And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: *March 22, 2016*
 By: *Kathy Hayes*
 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. Due to an unexpectedly high 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. Expenses through eight months of the fiscal year have exceeded budget projections by 27% and necessitate an adjustment to the Coroner's budget to finish out the remainder of the year.

In addition, the Coroner has requested quotes to purchase a fingerprint scanner, printer and software to facilitate identification of unknown remains. The fingerprint scanner will be connected to the State of California Department of Justice database through the CLEWS network and will enable an expedited identification process.

FINANCIAL IMPACT:

A supplemental budget adjustment in the amount of \$33,185 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 614020.

Supplemental budget adjustment #1 also includes the cost for the fingerprint scanner and laser printer. The CLEW Livescan Workstation and Laser Fingerprint Printer costs will be covered by funds allocated with the Remote Access Network (RAN) 2015 disbursement approved by the RAN Board in November 2015. There will be no impact to the General Fund.

Professional & Special Services	\$25,000
Fixed Assets – Livescan Workstation	\$8,500
Laser Fingerprint Printer	
Software, CLEW Setup, Training	

The supplemental budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of providing community-appropriate levels of service and maximizing the use of financial resources.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the supplemental budget adjustment #3, however, this is not recommended as Budget Unit 272 for the Coroner/Public Administrator would be overdrawn and unable to meet obligations for the remainder of FY 2015-16.

ATTACHMENTS:

None