



AGENDA ITEM NO.
C-15

COUNTY OF HUMBOLDT

For the meeting of: June 16, 2015

Date: June 3, 2015

To: Board of Supervisors

From: *(Handwritten initials)* Thomas K. Mattson, Public Works Director

Subject: Request for Budget Transfer/Adjustment in the California Redwood Coast-Humboldt County Airport (ACV) for FY 2014-15

RECOMMENDATION(S): That the Board of Supervisors approve the attached Request for Budget Transfer/Adjustment in the amount of \$58,150 for the California Redwood Coast-Humboldt County Airport (ACV) Budget Unit 3530381 to allocate additional funds to budget Category 2 line items that are expected to incur costs above the Board adopted budget amounts in FY 2014-15.

SOURCE OF FUNDING: California Redwood Coast-Humboldt County Airport (ACV) Budget Unit 3530381

DISCUSSION: On November 4, 2014, your Board approved the transfer of \$38,000 from the Jet Fuel Truck expense line to line 2550 Maintenance-Landing Areas for the removal of airspace obstructions from trees near the ACV as required by FAA. The transfer left a budget balance of \$67,000 in the Jet Fuel Truck expense line.

A recent review of the budget revealed that the following budget Category 2 line items have either exceeded or expected to exceed current line budget amounts by the end of the fiscal year: Communications, Maintenance-Equipment, Office Supplies, Transportation & Travel, Utilities, Heavy Equipment Use, Maintenance-Terminal Building, Maintenance-Landscaping and Staff Development &

Prepared by Thomas K. Mattson/jg

CAO Approval

(Handwritten signature)

REVIEW:

Auditor *(Handwritten initials)* County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-14

Meeting of: 11/4/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *(Handwritten name)* Seconded by Supervisor *(Handwritten name)*

Ayes: *(Handwritten names)*
 Nays
 Abstain
 Absent *(Handwritten name)*

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

Dated: *(Handwritten date)*
By: *(Handwritten signature)*
Kathy Hayes, Clerk of the Board

Training, for an estimated total of \$58,150.

The transfer request, if approved, will move \$58,150 from the Jet Fuel Truck line to the respective Category 2 lines. The November 4, 2014 transfer and this request will total \$96,150 from the Jet Fuel Trust 3990 which currently has a balance of \$119,106. There will be not be sufficient funds in this trust fund next year to replace the Jet Fuel Truck.

FINANCIAL IMPACT: There is no impact to the General Fund. The request, if granted, will transfer \$58,150 from the Jet Fuel Truck fixed asset line 3530381-8241 to various Category 2 line items. The Jet Fuel Truck replacement cannot occur next year due to insufficient funds in the trust.

The requested action conforms to the Board of Supervisors' initiative of safeguarding the public trust by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board would choose to not approve the Request for Budget Transfer/Adjustment. This not recommended because Category 2 will incur an overdraft of Board-adopted budgeted amounts and the Aviation division will be unable to pay bills.

ATTACHMENTS: Request for Budget Transfer/Adjustment

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Public Works DEPARTMENT #: 381 POSTING DATE: 6/16/2015

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

<u> </u>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<u> </u>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<u> </u>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<u> </u>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<u> </u>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<u> </u>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<u> x</u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

Amount:	Transfer to Account:	Transfer from Account:
\$ 17,000.00	3530381-2163	3530381-8241
\$ 2,500.00	3530381-2106	3530381-8241
\$ 5,000.00	3530381-2112	3530381-8241
\$ 500.00	3530381-2117	3530381-8241
\$ 30,000.00	3530381-2126	3530381-8241
\$ 1,000.00	3530381-2125	3530381-8241
\$ 2,000.00	3530381-2551	3530381-8241
\$ 50.00	3530381-2553	3530381-8241
\$ 100.00	3530381-2614	3530381-8241

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 allocate additional budget for Category 2 line items.

4.) Department Authorization: Date 6/3/15 (signed) [Signature]

5.) Account balances verified by Auditor-Controller Date 6/4/15 (signed) [Signature]

6.) /Approved /Not approved /Recommended /Not recommended

County Administrative Officer: Date 6/5/15 (signed) [Signature]

INSTRUCTIONS

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

* Requires copy of Board Order to be attached Posted by _____