



# COUNTY OF HUMBOLDT

For the meeting of: 4/23/2024

File #: 24-701

**To:** Board of Supervisors

**From:** Public Works

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Request a Transfer from Contingencies in the amount of \$40,478 for Veterans Buildings Utilities (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the transfer from Contingencies in the amount of \$40,478 for the Veterans Buildings budget unit, 1100703, for payment of utilities at Arcata, Ferndale and Fortuna Veterans Memorial Buildings (4/5 vote required).

**SOURCE OF FUNDING:**

General Fund Contingency (1100990)

**DISCUSSION:**

On March 12, 2024, your Board directed staff to enter into new management agreements with representatives from the Arcata, Ferndale and Fortuna Veterans Memorial Buildings, the terms of which will include the full payment of utilities needed to run these facilities. Per your Board's direction, this may be accomplished by either utilizing option A or option B as listed below:

- A. Public Works will manage and pay utility costs directly for each Veterans Hall. Staff will track annual costs to budget accordingly.
- B. Veterans continue to manage utility accounts, costs for Fiscal Year (FY) 2023-24 are established based on actual costs, to be adjusted annually in the future based on CPI.

Public Works staff will engage with the Veterans groups to negotiate and finalize said agreements. In the interim, a transfer from Contingencies is necessary to issue payments for utility costs as directed by your Board. This transfer will address the needed adjustments to pay Arcata, Ferndale and Fortuna Veterans Memorial Buildings' full utilities, based on costs incurred in calendar year 2023, in the amount of \$34,134 and \$6,344 for the Ferndale Veterans stipend payment for FY 2022-23 paid in the current FY.

**FINANCIAL IMPACT:**

<i>Expenditures (1100703)</i>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<b><i>Budgeted Expenses</i></b>	<u>\$21,481</u>		
<b><i>Additional Appropriation Requested</i></b>	<u>\$40,478</u>		
<b><i>Total Expenditures</i></b>	<u>\$61,959</u>		

*\*Projected amounts are estimates and are subject to change.*

<b>Funding Sources</b>	<b>FY23-24</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>
<b>General Fund</b>	<u>\$21,481</u>		
<b>Contingencies*</b>	<u>\$40,478</u>		
<b>Total Funding Sources</b>	<u>\$61,959</u>		

\*Projected amounts are estimates and are subject to change.

**Narrative Explanation of Financial Impact:**

The budget adjustment for the Veterans Buildings’ budget, 1100703, in the amount of \$34,134 will be needed based on the actual utility cost for 2023 and the Ferndale Veterans’ FY 2022-23 stipend payment in the amount of \$6,344 paid in the current FY.

Should your Board approve this request, in the amount of \$40,478, the balance of General Fund Contingencies will be \$572,853.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

There are minimal staffing impacts associated with Options B. Option A will be significant to staffing impact due to the amount of time dedicated to receiving and processing each Veterans Buildings’ utility payments for each utility company.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

**OTHER AGENCY INVOLVEMENT:**

Arcata Veterans

Ferndale Veterans

Fortuna Veterans

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board may choose not to approve the attached budget adjustment. However, this is not recommended as this request will fully fund utility payments for the Veterans groups for FY 2023-24 based on the Board’s direction.

**ATTACHMENTS:**

1. Budget Adjustment

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: E-1, D-12, J-3

Meeting of: 09/12/22, 1/10/23, 3/12/24

File No.: 22-1178, 22-1644, 24-227