



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-11

For the meeting of: October 27, 2015

Date: October 6, 2015
 To: Board of Supervisors
 From: Michael T. Downey, Sheriff
 Subject: Fiscal Year 2015-16 Supplemental Budget Adjustment Request for Coroner/Public Administrator Budget Unit 272 (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve fiscal year budget 2015-16 supplemental budget adjustment request in Budget Unit 272 Coroner/Public Administrator to allow for increased costs of building modifications (4/5 vote required).

Revenue	1100-272-614025	Public Administrator Fees	\$13,110
Expense	1100-272-8998	Building Modification	\$13,110

SOURCE OF FUNDING:

Public Administrator Revenue

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

CAO Approval Cheryl Dillingham

REVIEW: Auditor MBM 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 Sundberg
 Seconded by Supervisor Buss

Ayes Sundberg, Lalelae, Fennell, Bohm, Buss
 Nays
 Abstain
 Absent

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

Dated: October 27, 2015
 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 the Public Administrator assists attorneys and private citizens with management of estates.

In February 2015 the Coroner/Public Administrator became a part of the Sheriff's Office, prompted by the retirement of the elected Coroner and subsequent action taken by your Board. In order to better facilitate the numerous cases pending for the Coroner/Public Administrator, additional staffing was added by the Sheriff. An agreement was reached between the Sheriff and Humboldt County Department of Health and Human Services, Mental Health Division, to allow for expansion of office space into what had previously been designated as offices for Mental Health staff at the Clark Complex. Once completed, the expansion will provide the Coroner/Public Administrator with two offices formerly in the Mental Health facility. Modifications to the building requires partial removal of the shared wall, installation of security doors to the Coroner's offices, and re-building of a closed wall between Mental Health and the Coroner's office.

The Department of Public Works (DPW) has provided an estimate of construction costs in the amount of \$13,110 to complete the building modifications. DPW will oversee construction as the project progresses. In order to proceed with construction a supplement budget adjustment must be made to budget unit 1100-272.

FINANCIAL IMPACT:

A supplemental budget adjustment in the amount of \$13,110 is requested to cover the addition of fixed asset line item 8998 Building Modification to budget unit 1100-272 in the fiscal year 2015-16 budget. The Sheriff-Coroner is able to recover costs for the construction expenses through fees that are deposited to revenue line 1100-272-614025 Public Administrator Fees. There will be no impact to the General Fund for this project.

The supplemental budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of providing community-appropriate levels of service through investments in infrastructure and employees.

OTHER AGENCY INVOLVEMENT:

Humboldt County Department of Public Works
Humboldt County Department of Health and Human Services, Mental Health Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the supplemental budget adjustment, however, this is not recommended as building modifications cannot be completed without an adjustment to budget unit 1100-272.

ATTACHMENTS:

None