



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**D-32**

For the meeting of: September 20, 2016

Date: August 26, 2016  
To: Board of Supervisors  
From: Michael T. Downey, Sheriff  
Subject: Fiscal Year 2016-17 Request for Budget Adjustment for Homeland Security Grant Program in the Sheriff's Office of Emergency Services Budget Unit 213

RECOMMENDATION(S):

That the Board of Supervisors:

Approve Fiscal Year 2016-17 Request for Budget Adjustment to establish fixed asset expense items for Homeland Security Grant Program in the Sheriff's Office of Emergency Services Budget Unit 213 to facilitate purchase of equipment for Humboldt Bay Fire District and Fortuna Volunteer Fire District.

SOURCE OF FUNDING:

Homeland Security Grant

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

CAO Approval *[Signature]*

REVIEW: Auditor *ASB* County Counsel \_\_\_\_\_ Human Resources *[Signature]* 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: Sept. 20, 2016  
By: *[Signature]*  
Kathy Hayes, Clerk of the Board

DISCUSSION:

The Emergency Services division of the Sheriff's Office is responsible for disaster preparedness and Homeland Security coordination within the County, as well as the Humboldt Operational Area. Budget unit 213 was established by the Board of Supervisors in May 2003 specifically for the State Homeland Security Grant Program (HSGP). The Board designated the Office of Emergency Services to administer the grant and oversee purchasing of equipment and training for local agencies, including fire, police, and first responders. The Homeland Security Grant is the single revenue source for budget unit 213 of Emergency Services under the Sheriff's Office, and the grant provides 100% reimbursement of allowable expenditures.

This request for budget adjustment will enable the HSGP to expend both carryover funds awarded for Federal Fiscal Year (FFY) 2015 and the new award for FFY 2016. The FFY 2015 HSGP funds have a three year performance period concluding June 2018. The FFY 2016 HSGP funds have a performance period of three years, concluding June 2019.

FINANCIAL IMPACT:

A budget adjustment in the amount of \$51,029 is requested to transfer funds already budgeted in the approved FY2016-17 budget for the HSGP budget unit 213 under Special Department Expense (1100-213-2123) to the fixed asset line items. This transfer will cover purchases of an Automated Vehicle Locator for Humboldt Bay Fire District and Thermal Imaging Cameras for Fortuna Volunteer District. Both purchases were approved last fiscal year, however, the equipment was not available until now.

Expense	1100-213-2123	Special Department Expense	\$	(51,029)
	1100-213-8308	Fixed Asset – Automated Vehicle Locator	\$	30,029
	1100-213-8615	Fixed Asset – Thermal Imaging Cameras	\$	21,000

When the department's budget was approved by your Board in June 2016, the final HSGP award for FFY 2016 was not yet known and a large portion of the budgeted funds were assigned to 1100-213-2123 Special Department Expense as a placeholder. Now that the final award has been announced, a supplemental budget adjustment in the amount of \$51,029 is requested to transfer funds from 1100-213-2123 to specific fixed asset line items to enable purchases of items approved by the funding agency and described above.

The total award for the 2016-2019 performance period equals \$212,099, with an additional \$146,370 in unspent carryover funds from FFY 2015. The County also receives 5% in administrative funds at the end of each project year to cover the costs of program support. HSGP allowable expenditures are 100% reimbursable and there will be no impact to the General Fund.

The supplemental budget adjustment meets the Board of Supervisors Strategic Framework Plan goal of providing community-appropriate levels of service by managing resources in order to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

California Office of Emergency Services (Cal OES)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to approve the supplemental budget, however, this is not recommended as Budget Unit 213 for the Homeland Security Grant Program would be unable to meet obligations approved by the funding agency and the local Board of Directors.

ATTACHMENTS:

Attachment 1      Request for Budget Transfer/Adjustment  
Homeland Security Grant Budget Unit 213

ATTACHMENT 1

Request for Transfer/Adjustment  
Homeland Security Grant Budget Unit 213

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

# A \_\_\_\_\_

DEPARTMENT: Sheriff - OES

DEPARTMENT #: 213

POSTING DATE: 8/31/2016

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>XX</u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

	Transfer to Account:			Transfer from Account:	
	Amount:	Number:	Name:	Number:	Name:
2)	\$ 30,029.00	1100213 8308	Automatic Vehicle Loc	1100213 2123	Special Dept Expense
	\$ 21,000.00	1100213 8615	Camera	1100213 2123	Special Dept Expense

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.

a) Transfer requested to move grant funds allocated in Special Department Expense to fixed asset line items for purchases of Homeland Security equipment to other agencies

b) Funds were temporarily allocated to Special Department Expense during FY 2016-17 budget preparation to allow for the Homeland Security Board to determine appropriate purchases

c) FY 2016-17 Homeland Security expenses have been approved for this year's funding by the inter-agency Board of Directors

4) Department Authorization: \_\_\_\_\_ Date 08.31.16 (signed) [Signature]

5) Account balances verified by Auditor-Controller \_\_\_\_\_ Date 9/2/16 (signed) [Signature]

6) \_\_\_/Approved \_\_\_/Not approved /Recommended \_\_\_/Not recommended

County Administrative Officer: \_\_\_\_\_ Date 9/6/16 (signed) [Signature]

INSTRUCTIONS

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