



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C-30**

For the meeting of: August 18, 2015

Date: August 5, 2015  
To: Board of Supervisors  
From: Michael T. Downey, Sheriff  
Subject: Fiscal Year 2014-15 Supplemental Budget Adjustment Request #3 for Coroner/Public Administrator Budget Unit 272 (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

Approve supplemental budget adjustment request #3 in Budget Unit 272 Coroner/Public Administrator to allow for increased costs of autopsies, forensic medical services in fiscal year budget 2014-15 (4/5 vote required).

Revenue	1100-272-614020	Autopsies Report and Fees	\$7,000
Expense	1100-272-2118	Professional & Special Services	\$7,000

SOURCE OF FUNDING:

Coroner and Public Administrator Revenue

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

CAO Approval *Cheryl D. Higgins*

REVIEW: Auditor *MSH* 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 *Lovelace*  
Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*  
Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

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

Dated: *Aug. 18, 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 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. Supplemental budget adjustments #1 and #2 were approved by your Board on June 2, 2015 and July 21, 2015 respectively; however, an unexpectedly high number of deaths requiring these specialized services have again exceeded projections.

Final expenses for fiscal year 2014-15, through June 30, 2015 have exceeded projections and necessitate a third and final adjustment to the Coroner's budget to finish the prior fiscal year payables and allow for year end close-out.

#### FINANCIAL IMPACT:

A supplemental budget adjustment in the amount of \$7,000 is requested to cover the over-expenditure of line item 1100-272-2118 Professional Services and allow obligations through June 30, 2015 to be met. The Sheriff-Coroner is able to recover costs for the additional expenses through fees that are deposited to revenue line 614020. 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.

#### 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 fiscal year 2014-15.

#### ATTACHMENTS:

None