



## COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**C-24**

For the meeting of: December 8, 2015

Date: November 5, 2015  
To: Board of Supervisors  
From: Michael T. Downey, Sheriff  
Subject: Fiscal Year 2015-16 Supplemental Budget Adjustment Request for Budget Unit 213  
Homeland Security Grant Program in the Sheriff's Office of Emergency Services  
(4/5 vote required)

### RECOMMENDATION(S):

That the Board of Supervisors:

Approve Fiscal Year 2015-16 Supplemental Budget Adjustment Request to establish fixed asset expense items for Budget Unit 213 Homeland Security Grant Program in the Sheriff's Office of Emergency Services (4/5 vote required)

Expense	1100-213-2123	Special Department Expense	\$	(110,986)
	1100-213-8074	Fixed Asset – Mobile Dispatch Unit	\$	21,117
	1100-213-8402	Fixed Asset – Decontamination Tent	\$	19,927
	1100-213-8912	Fixed Asset – PCR NanoDrop	\$	6,493
	1100-213-8438	Fixed Asset – Laboratory Freezer	\$	13,481
	1100-213-8308	Fixed Asset – Automated Vehicle Locator	\$	29,424
	1100-213-8615	Fixed Asset – Thermal Imaging Camera	\$	20,544

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

CAO Approval *Cheyl Dillingham*

### REVIEW:

Auditor *WBA* 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 *Bass*

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: *Dec. 8, 2015*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

#### SOURCE OF FUNDING:

Federal Emergency Management Agency (FEMA), Department of Homeland Security

#### 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 supplemental budget adjustment will enable the HSGP to expend both carryover funds awarded for Federal Fiscal Year (FFY) 2014 and the new award for FFY 2015. The FFY 2014 HSGP funds have a two year performance period concluding June 2015. The FFY 2015 HSGP funds have a performance period of three years, concluding June 2017.

#### FINANCIAL IMPACT:

When the department's budget was approved by your Board in June 2015, the HSGP award for FFY 2015 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 \$110,986 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 2015 included \$201,528 for FFY 2015 and \$22,297 as unspent carryover from FFY 2014. In addition, the County 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

#### ATTACHMENTS:

None