



COUNTY OF HUMBOLDT

For the meeting of: 12/5/2023

File #: 23-1513

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Request a Transfer from Contingencies in the amount of \$35,000: \$5,000 for Orick Volunteer Fire Department, \$5,000 for a Fire Study, and \$25,000 for Southern Humboldt Business Improvement District (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the transfer from Contingencies in the amount \$10,000 to the Forester & Warden budget (1100281), \$5,000 for repairs to the apparatus and personnel gear for the Orick Volunteer Fire Department, \$5,000 for a deposit on a fire services scoping study (4/5 Vote Required); and
2. Approve the transfer from Contingencies in the amount of \$25,000 to the Contributions to Other Funds (1100199) and associated Supplemental Budget in the County Administrative Office Economic Development Division (1120275) to fund a contract amendment for Civitas to perform services related to formation of the Southern Humboldt Business Improvement District (4/5 Vote Required).

SOURCE OF FUNDING:

General Fund Contingency (1100990)

DISCUSSION:

On Oct. 3, your Board approved a request from Supervisor Madrone to allocate \$5,000 for repairs to the apparatus and personnel gear for the Orick Volunteer Fire Department, and an additional \$5,000 for a deposit on a fire services scoping study to be administered by the Local Agency Formation Commission (LAFCo). On Nov. 7, your Board approved a request from Supervisor Bushnell to allocate \$25,000 to fund a contract amendment for Civitas to perform services related to formation of the Southern Humboldt Business Improvement District. This agenda item effectuates the Board's direction.

FINANCIAL IMPACT:

Expenditures (1100-281)	FY23-24
Additional Appropriation Requested	\$10,000
Total Expenditures	\$10,000
Funding Sources (1100-281)	FY23-24 Adopted
Contingencies	\$10,000
Total Funding Sources	\$10,000
Expenditures (1120-275)	FY23-24
Budgeted Expenses	\$31,500
Additional Appropriation Requested	\$25,000
Total Expenditures	\$56,500
Funding Sources (1120-275)	FY23-24 Adopted
Budgeted General Fund	\$31,500
Contingencies to Other Cont (1100-199)	\$25,000
Total Funding Sources	\$56,500

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

Narrative Explanation of Financial Impact:

The contribution to the Orick Volunteer Fire Department is \$5,000 and deposit with LAFCo for the fire services study is an additional \$5,000. Transactions related to these services are recorded in the Forester & Warden Budget Unit (1100281), and this expenditure was not included in the adopted budget for fiscal year (FY) 2023-24. These services are proposed to be supported with additional funding from Contingencies.

The professional services agreement with Civitas Advisors, Inc. was originally valued at \$31,500, and following authorization by your Board at the Nov. 7, 2023 meeting, was amended to include an additional \$25,000 in expenses. Transactions related to this agreement are recorded in the Economic Development Division budget unit (1120275), and this expenditure was not included in the adopted budget for FY 2023-24. The amendment to the agreement with Civitas is proposed to be supported with additional funding from Contingencies.

This supplemental budget effectuates the Board’s direction from the Nov. 7, 2023 meeting and increases the General Fund contribution to Economic Development by \$25,000. In total, the agreement is valued at \$56,500.

Should your Board approve this request, the balance of General Fund Contingencies will be \$960,331.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

None

STRATEGIC FRAMEWORK:

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

Core Roles: Support business, workforce development and creation of private-sector jobs, create opportunities for improved safety and health, protect vulnerable populations

New Initiatives: Provide community-appropriate levels of service, build interjurisdictional and regional cooperation

Strategic Plan: 3.1 - Improve the economy of Humboldt County

OTHER AGENCY INVOLVEMENT:

LAFCo, Orick Volunteer Fire Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may deny the attached budget adjustments and supplemental budget. However, this is not recommended as your Board approved the funding requests at prior Board meetings and this item effectuates the Board's prior direction.

ATTACHMENTS:

1. Budget Adjustment
2. Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Meeting of: Oct. 3, 2023; Nov. 7, 2023

File No.: 23-1313; 23-1468