



COUNTY OF DEL NORTE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

880 Northcrest Drive
Crescent City, California 95531

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BOARD REPORT

DATE: November 20, 2020

AGENDA DATE: November 24, 2020

TO: DEL NORTE COUNTY BOARD OF SUPERVISORS

ORIGINATING DEPARTMENT: Heather Snow, Director 
Health and Human Services

SUBJECT: Budget Transfer and Clarification of Delegation of Authority

RECOMMENDATION FOR BOARD ACTION:

Approve and authorize the attached Department of Health and Human Services Budget Transfer, as requested by the Director of Health and Human Services. Additionally, clarify that the Director of Health and Human Services is authorized to pay escrow and closing costs in excess of the purchase price of 1.9 million dollars, which was previously approved by this Board on October 13th, 2020.

120-520

\$2,783,904

DISCUSSION/SUMMARY:

This transfer is necessary due to the receipt of Housing and Community Development Grant for Project Homekey.

Project Homekey (520):

Budget transfer is necessary to initiate the Project Homekey Program.

ALTERNATIVES:

Not approve the attached budget transfer.

FINANCING:

Funding received from the Homekey grant in account #120-520, no county general funds required.

CHILDREN'S IMPACT STATEMENT:

No impact.


OTHER AGENCY INVOLVEMENT:


None.

SIGNATURES REQUIRED:

Chair, Board of Supervisors; Clerk of the Board

ADMINISTRATIVE SIGN-OFF:

AUDITOR: Clinton Schaad; YES 

COUNTY ADMINISTRATIVE OFFICER: Jay Sarina; YES 

COUNTY COUNSEL:

PERSONNEL:

OTHER DEPARTMENT:

Del Norte County Budget Transfer Request


Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)		
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue	
Project Homekey	120	520	90620	St. Aid - Homekey Development	\$ 2,129,550		
Project Homekey	120	520	90621	St. Aid - Homekey Operating	\$ 654,354		
Project Homekey	120	520	40620	Land/Building Purchase		\$ 1,954,000	
Project Homekey	120	520	20230	Professional Services - Development		\$ 159,550	
Project Homekey	120	520	20231	Professional Services - Operating		\$ 498,854	
Project Homekey	120	520	40621	Land/Building Improvements		\$ 150,000	
Project Homekey	120	520	70522-151	Interfund - Building Maintenance		\$ 6,000	
Project Homekey	120	520	70523-182	Interfund - Information Technology		\$ 2,000	
Project Homekey	120	520	70521-131	Interfund - County Counsel		\$ 13,000	
Project Homekey	120	520	70524	Interfund- Misc		\$ 500	
Department complete and send to Auditor's Office for transfer number before sending to					Total Amounts	\$ 2,783,904	\$ 2,783,904

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request can't be delayed to next budget year.


Department Head Signature

11/20/20
Date

Auditor-Controller:
(Under \$10,000 joint approval from Auditor's Office and CAO's Office)

 Deputy Auditor-Controller
11/20/20 Date

TR No. _____ Budget Revision No. BT11-02

Includes Revenue Appropriation Requires 4/5ths Vote

County Administrative Officer:
(Under \$10,000 joint approval from Auditor's Office and CAO's Office)

Recommendation: _____
Approve _____
Deny _____
Submit for Board approval

 County Administrative Officer
11/27/20 Date

Passed by Board of Supervisors of Del Norte County on _____

Ayes:
Noes:
Absent:

Attest: Clerk of the Board

By: _____

Chairperson
Board of Supervisors