

**Budget Revision Requests
4/19/2016**

Revision No.: 0004338
Departments: General Services
Title: Increase fund balance for purchasing software
Budget Action: Increase appropriations of \$100,000 in General Services General Fund to increase Committed General Services Projects fund balance funded by a decrease in appropriations for Capital Assets.

Revision No.: 0004375
Departments: Agricultural Commissioner/W&M, General Services
Title: Increase appropriations for 5 assigned vehicles in the Agricultural Commissioner/W&M Department.
Budget Action: Increase appropriations of \$28,000 in the Agricultural Commissioner/W&M General Fund for Other Financing Uses funded by a release of Agricultural Commissioner/W&M Restricted Weights and Measures Fund Balance. Increase appropriations of \$28,000 in the General Services Vehicle Operations/Maintenance Fund for Capital Assets-Equipment funded by an operating transfer from the Agricultural Commissioner/W&M General Fund.

Revision No.: 0004395
Departments: General Services
Title: Transfer appropriations between projects to complete Fire Station 13 bathroom remodel
Budget Action: Transfer appropriations of \$63,000 in General Services Capital Outlay Fund to increase funding for F/S 13 Bathroom Remodel project funded by a decrease in appropriations for F/S 41 New Cuyama Replacement project.

Revision No.: 0004396
Departments: Housing/Community Development
Title: HCD - Increase Appropriations for CDBG and HOME Administration
Budget Action: Increase appropriations of \$32,000 in Housing/Community Development (HCD) CDBG Fund and \$50,000 in HCD HOME Fund for Other Financing Uses funded by unanticipated revenue from Program Admin. Increase appropriations of \$39,000 in HCD Affordable Housing Fund and \$43,000 in HCD's Low/ Mod Inc Housing Asset Fund to increase Committed and Restricted Purpose of Fund fund balance, respectively, funded by a decrease in appropriations for Other Financing Uses.

Budget Revision Requests

Document Number: BJE - 0004338 Agenda Item: Agenda Date: 4/19/2016 Approval: BOS 4/5 Has Board Letter: No

Title: Increase fund balance for purchasing software

Budget Action: Increase appropriations of \$100,000 in General Services General Fund to increase Committed General Services Projects fund balance funded by a decrease in appropriations for Capital Assets.

Justification: This budget revision request will put into fund balance the unspent appropriations from Equipment, line item account 8300, that will be released in FY 16-17 for purchasing software. General Services plans to replace outdated purchasing system software in an effort to improve County-wide operational efficiencies. This project will include a review of County-wide purchasing policies prior to implementation to ensure that the new processes achieve desired outcomes. We will need to determine the most efficient and cost effective solution (in-house vs. outsource). Implementation and continual upgrades to the new system will help to mitigate future outlays for new systems. If the system is purchased from an outside vendor, there could be ongoing maintenance costs in future years. The current County processes including the use of paper requisitions are inefficient and not in accordance with current best practices in Purchasing. Current best practices include electronic workflow of documents, integration with other systems to enable the systems to seamlessly share data and information, availability of electronic bidding for vendors and tracking of vendor purchases.

Financial Summary

| <u>Fund</u> | <u>Department</u> | <u>Project</u> | <u>Object Level</u> | <u>Source Amount</u> | <u>Use Amount</u> |
|---|------------------------|----------------|---------------------------|----------------------|-------------------|
| 0001 - General | 063 - General Services | | 65 - Capital Assets | 0.00 | (100,000.00) |
| 0001 - General | 063 - General Services | | 93 - Changes to Committed | 0.00 | 100,000.00 |
| Fund: 0001 - General, Department: 063 - General Services Total: | | | | <u>0.00</u> | <u>0.00</u> |

Signatures

| <u>Signed By</u> | <u>Signed On</u> | <u>Department/Agency</u> | <u>Approval Level</u> | <u>Valid</u> |
|------------------|---------------------|-------------------------------|-------------------------|--------------|
| Gail Hurd | 4/7/2016 9:08:08 AM | 063 - General Services | Fund/Department | Y |
| Brian Duggan | 4/7/2016 9:17:33 AM | 063 - General Services | Fund/Department | Y |
| Shawna Jorgensen | 4/7/2016 9:27:54 AM | 012 - County Executive Office | CEO Analyst | Y |
| Pancho Occiano | 4/7/2016 9:31:27 AM | 061 - Auditor-Controller | FACS | Y |
| Thomas Alvarez | 4/7/2016 2:17:18 PM | 012 - County Executive Office | Budget Director | Y |
| Julie Hagen | 4/7/2016 3:39:04 PM | 061 - Auditor-Controller | Chief Deputy Controller | Y |

Budget Revision Requests

Document Number: BJE - 0004375 Agenda Item: Agenda Date: 4/19/2016 Approval: BOS 4/5 Has Board Letter: No

Title: Increase appropriations for 5 assigned vehicles in the Agricultural Commissioner/W&M Department.

Budget Action: Increase appropriations of \$28,000 in the Agricultural Commissioner/W&M General Fund for Other Financing Uses funded by a release of Agricultural Commissioner/W&M Restricted Weights and Measures Fund Balance. Increase appropriations of \$28,000 in the General Services Vehicle Operations/Maintenance Fund for Capital Assets-Equipment funded by an operating transfer from the Agricultural Commissioner/W&M General Fund.

Justification: The Agricultural Commissioner/W&M Department will be replacing (5) assigned vehicles that have met the replacement threshold requirements set forth in the General Services Vehicle Operations policy. There is a shortage of contributed replacement capital to be applied toward the purchase of each new vehicle and this budget revision will establish the transfer accounts to fund these replacement transactions. The source of funding is the Agricultural Commissioner/W&M Restricted Fund Balance line item account 9726, which currently has a balance of \$217,000.

Financial Summary

| <u>Fund</u> | <u>Department</u> | <u>Project</u> | <u>Object Level</u> | <u>Source Amount</u> | <u>Use Amount</u> |
|---------------------------------------|--|----------------|------------------------------|----------------------|-------------------|
| 0001 - General | 051 - Agricultural | | 70 - Other Financing Uses | 0.00 | 28,000.00 |
| 0001 - General | 051 - Agricultural | | 92 - Changes to Restricted | 28,000.00 | 0.00 |
| | Fund: 0001 - General, Department: 051 - Agricultural Commissioner/W&M Total: | | | 28,000.00 | 28,000.00 |
| 1900 - Vehicle Operations/Maintenance | 063 - General Services | | 40 - Other Financing Sources | 28,000.00 | 0.00 |
| 1900 - Vehicle Operations/Maintenance | 063 - General Services | | 65 - Capital Assets | 0.00 | 28,000.00 |
| | Fund: 1900 - Vehicle Operations/Maintenance, Department: 063 - General Services Total: | | | 28,000.00 | 28,000.00 |

Signatures

| <u>Signed By</u> | <u>Signed On</u> | <u>Department/Agency</u> | <u>Approval Level</u> | <u>Valid</u> |
|--------------------|-----------------------|-------------------------------|-------------------------|--------------|
| Traci Lewis | 3/22/2016 4:41:43 PM | 051 - Agricultural | Fund/Department | Y |
| Brian Duggan | 3/23/2016 9:08:40 AM | 063 - General Services | Fund/Department | Y |
| Richard Morgantini | 3/23/2016 9:20:18 AM | 012 - County Executive Office | CEO Analyst | Y |
| Pancho Occiano | 3/23/2016 9:41:22 AM | 061 - Auditor-Controller | FACS | Y |
| Julie Hagen | 3/24/2016 12:03:12 PM | 061 - Auditor-Controller | Chief Deputy Controller | Y |
| Thomas Alvarez | 3/24/2016 6:23:56 PM | 012 - County Executive Office | Budget Director | Y |

Budget Revision Requests

Document Number: BJE - 0004395 Agenda Item: Agenda Date: 4/19/2016 Approval: BOS 3/5 Has Board Letter: No

Title: Transfer appropriations between projects to complete Fire Station 13 bathroom remodel

Budget Action: Transfer appropriations of \$63,000 in General Services Capital Outlay Fund to increase funding for F/S 13 Bathroom Remodel project funded by a decrease in appropriations for F/S 41 New Cuyama Replacement project.

Justification: This reappropriation is necessary to cover the gap between estimated construction cost and budgeted construction cost.

Financial Summary

| <u>Fund</u> | <u>Department</u> | <u>Project</u> | <u>Object Level</u> | <u>Source Amount</u> | <u>Use Amount</u> |
|--|------------------------|----------------|------------------------------|----------------------|-------------------|
| 0030 - Capital Outlay | 063 - General Services | | 40 - Other Financing Sources | 0.00 | 0.00 |
| 0030 - Capital Outlay | 063 - General Services | | 65 - Capital Assets | 0.00 | 0.00 |
| Fund: 0030 - Capital Outlay, Department: 063 - General Services Total: | | | | <u>0.00</u> | <u>0.00</u> |

Signatures

| <u>Signed By</u> | <u>Signed On</u> | <u>Department/Agency</u> | <u>Approval Level</u> | <u>Valid</u> |
|------------------|---------------------|-------------------------------|-------------------------|--------------|
| Brian Duggan | 4/5/2016 3:26:12 PM | 063 - General Services | Fund/Department | Y |
| Shawna Jorgensen | 4/5/2016 6:21:28 PM | 012 - County Executive Office | CEO Analyst | Y |
| Pancho Occiano | 4/6/2016 8:53:15 AM | 061 - Auditor-Controller | FACS | Y |
| Julie Hagen | 4/7/2016 3:17:40 PM | 061 - Auditor-Controller | Chief Deputy Controller | Y |
| Thomas Alvarez | 4/7/2016 3:21:22 PM | 012 - County Executive Office | Budget Director | Y |

Budget Revision Requests

Document Number: BJE - 0004396 Agenda Item: Agenda Date: 4/19/2016 Approval: BOS 4/5 Has Board Letter: No

Budget Revision Requests

Title: HCD - Increase Appropriations for CDBG and HOME Administration

Budget Action: Increase appropriations of \$32,000 in Housing/Community Development (HCD) CDBG Fund and \$50,000 in HCD HOME Fund for Other Financing Uses funded by unanticipated revenue from Program Admin. Increase appropriations of \$39,000 in HCD Affordable Housing Fund and \$43,000 in HCD's Low/ Mod Inc Housing Asset Fund to increase Committed and Restricted Purpose of Fund fund balance, respectively, funded by a decrease in appropriations for Other Financing Uses.

Justification: This budget revision is necessary to recognize unanticipated CDBG and HOME program administration revenues in CDBG Fund 0064 and HOME Fund 0066. These revenues will be used to support HCD's General Fund operations. The unanticipated CDBG and HOME revenues will reduce the anticipated fund balance draws from HCD's Affordable Housing and Low/Mod Inc Housing Asset Funds.

Financial Summary

| <u>Fund</u> | <u>Department</u> | <u>Project</u> | <u>Object Level</u> | <u>Source Amount</u> | <u>Use Amount</u> |
|---------------------------------------|---|----------------|------------------------------|----------------------|-------------------|
| 0001 - General | 055 - Housing/Community Development | | 40 - Other Financing Sources | 0.00 | 0.00 |
| | Fund: 0001 - General, Department: 055 - Housing/Community Development Total: | | | 0.00 | 0.00 |
| 0064 - CDBG Federal | 055 - Housing/Community Development | | 45 - Miscellaneous Revenue | 32,000.00 | 0.00 |
| 0064 - CDBG Federal | 055 - Housing/Community Development | | 70 - Other Financing Uses | 0.00 | 32,000.00 |
| | Fund: 0064 - CDBG Federal, Department: 055 - Housing/Community Development Total: | | | 32,000.00 | 32,000.00 |
| 0065 - Affordable Housing | 055 - Housing/Community Development | | 70 - Other Financing Uses | 0.00 | (39,000.00) |
| 0065 - Affordable Housing | 055 - Housing/Community Development | | 93 - Changes to Committed | 0.00 | 39,000.00 |
| | Fund: 0065 - Affordable Housing, Department: 055 - Housing/Community Development Total: | | | 0.00 | 0.00 |
| 0066 - HOME Program | 055 - Housing/Community Development | | 45 - Miscellaneous Revenue | 50,000.00 | 0.00 |
| 0066 - HOME Program | 055 - Housing/Community Development | | 70 - Other Financing Uses | 0.00 | 50,000.00 |
| | Fund: 0066 - HOME Program, Department: 055 - Housing/Community Development Total: | | | 50,000.00 | 50,000.00 |
| 3122 - Low/Mod Inc Housing Asset Fund | 055 - Housing/Community Development | | 70 - Other Financing Uses | 0.00 | (43,000.00) |
| 3122 - Low/Mod Inc Housing Asset Fund | 055 - Housing/Community Development | | 92 - Changes to Restricted | 0.00 | 43,000.00 |
| | Fund: 3122 - Low/Mod Inc Housing Asset Fund, Department: 055 - Housing/Community Development Total: | | | 0.00 | 0.00 |

Signatures

| <u>Signed By</u> | <u>Signed On</u> | <u>Department/Agency</u> | <u>Approval Level</u> | <u>Valid</u> |
|------------------|----------------------|-------------------------------------|-----------------------|--------------|
| Michele Jordan | 3/31/2016 1:20:26 PM | 055 - Housing/Community Development | Fund/Department | Y |
| Ryder Bailey | 4/1/2016 10:48:50 AM | 057 - Community Services | Fund/Department | Y |
| John Jayasinghe | 4/4/2016 12:42:54 PM | 012 - County Executive Office | CEO Analyst | Y |
| Dylan Tekautz | 4/6/2016 12:33:21 PM | 055 - Housing/Community Development | | Y |
| Ryder Bailey | 4/6/2016 1:28:51 PM | 057 - Community Services | Fund/Department | Y |
| Ryder Bailey | 4/6/2016 1:35:09 PM | 057 - Community Services | Fund/Department | Y |
| John Jayasinghe | 4/6/2016 1:35:30 PM | 012 - County Executive Office | CEO Analyst | Y |

Budget Revision Requests

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|----------------|---------------------|-------------------------------|-------------------------|---|
| Pancho Occiano | 4/6/2016 2:23:05 PM | 061 - Auditor-Controller | FACS | Y |
| Julie Hagen | 4/6/2016 4:33:08 PM | 061 - Auditor-Controller | Chief Deputy Controller | Y |
| Thomas Alvarez | 4/7/2016 2:20:06 PM | 012 - County Executive Office | Budget Director | Y |

| 7/1/2015 Beginning Balance | Detail of Board Approved Changes: | \$ 3,393,255.74 | Status |
|---|---|------------------------|------------|
| FY 2015-16 Adopted Budget Development Policy | FY 2015-16 General Fund Contribution per Budget Development Policy | \$ 750,000.00 | Completed |
| | | | |
| FY 2015-16 Board Adjustments | | | |
| 7/21/2015 NCJ & AB 900 Operations Study | | \$ (75,000.00) | Completed |
| 8/25/15 NCJ Operations Study Additional Consultant Services | | \$ (20,000.00) | In Process |
| 9/17/15 Approved by A/C's office: Increase Imprest Cash Account in Animal Services Fund 0001 as per County Petty Cash Policy | | \$ (100.00) | Completed |
| 1/19/16 Warming & Day Centers increased operations | | \$ (128,000.00) | In Process |
| 1/19/16 Return Unused Project Funds to Contingency Fund | | \$ 177,494.00 | Completed |
| 3/1/2016 Release to General Servicers for county-wide maintance issues | | \$ (250,000.00) | Completed |
| | | | |
| 6/30/2016 Adjusted Budget Ending Balance | | <u>\$ 3,847,649.74</u> | |