



## SUMMARY REPORT

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**Agenda Date:** 3/24/2020

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**To:** Board of Supervisors/Board of Directors  
**Department or Agency Name(s):** County Administrator and ACTTC  
**Staff Name and Phone Number:** Christina Rivera 707-565-2048  
**Vote Requirement:** 4/5th  
**Supervisorial District(s):** All

**Title:**

FY 2019-20 Budget Revisions Authority during COV-19 Emergency

**Recommended Action:**

Adopt Concurrent Resolution Delegating Authority to the County Administrator and Auditor-Controller-Tax Collector to review, approve, and execute all FY 2019-20 Budget revisions through the end of the COVID-19 declared emergency or 6/30/2020 whichever occurs first. (4/5<sup>th</sup> Vote Required)

**Executive Summary:**

In order to facilitate expeditious execution of emergency response activities and maintain the continuity of county operations, the County Administrator Officer (CAO) recommends the Board delegate authority to the Auditor-Controller-Treasurer-Tax Collector and the CAO to approve FY 2019-20 budget revisions for all Board of Supervisors/Board of Directors governed budgets, including those that result in increased expenditure authority.

**Discussion:**

In response to the global COVID-19 outbreak, the Director of Emergency Services declared a local emergency on March 4, 2020, and the Board of Supervisors adopted a Resolution ratifying the Proclamation of a local emergency. In addition, Governor Gavin Newsom issued a statewide emergency declaration on March 4, 2020.

All county departments and agencies are now engaged in both continuing the delivery of essential services while also supporting the County's emergency response. Therefore, it is anticipated that some departments' current FY 2019-20 revised adopted budgets will not have sufficient appropriations to address unanticipated staff, materials, and contract services expenses.

The California Government Code §29125 authorizes the Board to approved revisions to the County's adopted budget. Subsection (b) of Section 29125 specifically provides, "The board may designate the administrative officer or auditor to approve transfers and revisions of appropriations within a budget unit if the overall appropriations of the budget unit are not increased."

Note the code limits the Board designation to budget revisions that do not increase overall appropriations. Similar delegated authority has been issued as part of the June Budget Hearings Adoption resolution at least the last 5 fiscal years in order to expedite the year-end close of books exercise. Waiting until June budget

hearings to receive the delegated authority, will limit the County's ability to have the budget and fiscal capacity to execute emergency response and continuity of operations activities.

Before the COVID-19 emergency declaration, the CAO budget activities plan included presenting for the Board's consideration on May 12, 2020 the annual 3<sup>rd</sup> Quarter Consolidated Budget Adjustments (CBAs), only for changes that had prior Board direction, including changes necessary to reflect several departments' response to the Joe Rodota Trail homeless emergency. The May timing will not be practical given the increased unexpected high volume activity experienced in responding the COVID-19 emergency.

As part of the new budget year Budget Hearings, the ACTTC and CAO will provide a summary of the Board level appropriation adjustments approved on behalf of the Board.

**Prior Board Actions:**

June 14, 2010 Resolution Adopting the County's \$1.78 billion FY 2019-20

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>See Note<sup>1</sup></b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>See Note<sup>1</sup></b>		

**Narrative Explanation of Fiscal Impacts:**

**Note<sup>1</sup>** As part of the new budget year Budget Hearings the ACTTC and CAO will provide a summary of the Board level appropriation adjustments approved on behalf of the Board.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

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Resolution

**Related Items “On File” with the Clerk of the Board:**

None