



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6KK

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Alice Hughey for Leanne Link - County Executive Officer
County Executive Office
REPORT BY: Molly Rattigan, Deputy County Executive Officer - 253-4112
SUBJECT: Purchasing Budget Transfer Effective 7/1/2016

RECOMMENDATION

County Executive Officer requests approval to apply Budget Transfer No. CEO007 retroactively to July 1, 2016, and authorize the Auditor-Controller to reclassify all expenses incurred as of that date, for the transfer of Purchasing functions from Public Works to the County Executive Office, which was previously approved by the Board of Supervisors on November 8, 2016. (4/5 vote required)

EXECUTIVE SUMMARY

This item seeks to correct a previous action by requesting approval for the budget actions related to the transfer of Purchasing functions to the CEO's office to be effective July 1, 2016 rather than November 19, 2016, as stated in Agenda Item 6AA on November 8, 2016.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On November 8, 2016, the Board of Supervisors approved the transfer of Purchasing functions from the Public Works Department to the County Executive Office. While the effective date of the personnel change was stated correctly as November 19, 2016, the effective date of the requested budget adjustment is requested to be retroactive to July 1, 2016 to capture a full year of activity in one division of the County's budget. In addition, this approval will authorize the Auditor-Controller to reclassify all expenses incurred by Public Works this current fiscal year, including salaries and benefits, to the County Executive Office division. This will provide a full year of financial data in one division in the County's records for consistency and easier fiscal analysis of the Purchasing function.

In summary, this item seeks to correct the previous action by requesting approval of the budget action and all accounting entries required for the transfer of Purchasing from Public Works to the County Executive Office effective July 1, 2016.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan