



Agenda Date: 2/6/2007
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Carol Strobel for Gary Lieberstein - District Attorney
District Attorney
REPORT BY: Carol Strobel, Administrative Services Officer, 253-4215
SUBJECT: Transfer of budget authority for the Public Administrator program.

RECOMMENDATION

District Attorney and Director of Health and Human Services request authorization for the following:

1. Close the \$250 imprest cash fund allocated to the District Attorney/Public Administrator;
2. Establish an imprest cash fund in the amount of \$250 for the Public Administrator/Health and Human Services; and
3. Approval of Budget Transfer No. 46 increasing budget authority by \$21,372 in the Public Administrator/Health and Human Services budget and decreasing budget authority by \$21,372 in the District Attorney's/Public Administrator budget. (4/5 vote required)

EXECUTIVE SUMMARY

Effective January 8, 2007, the Public Administrator function was moved from the District Attorney's Office to the Health and Human Services Agency. Authorization of this item will complete this transfer by moving budget authority to Health and Human Services, closing the imprest cash account in the District Attorney/Public Administrator budget, and establishing a \$250 imprest cash account in the Public Administrator/Health and Human Services budget.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | District Attorney |
| Is it Mandatory or Discretionary? | Discretionary |

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|-------------------------------|---|
| Discretionary Justification: | This item is discretionary in that there is no mandate to transfer budget authority. However, approval of this item is necessary in order to assign budget authority for the Public Administrator program to the appropriate budget unit. |
| Is the general fund affected? | No |
| Future fiscal impact: | Future appropriations will be budgeted accordingly in Health and Human Services. |
| Consequences if not approved: | If this item is not approved, revenue and expenditure authority will remain in the District Attorney's budget while the Public Administrator function resides with Health and Human Services. Health and Human Services will not have the appropriate imprest cash fund to pay for necessary client-related expenses. |
| Additional Information: | None |

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

Effective January 8, 2007, the Public Administrator title and duties were transferred from the District Attorney to the Director of the Health and Human Services Agency (HHSA). SB 570 enabled the Board to separate the consolidated office of the District Attorney/Public Administrator. With the end of the elective term last December 31, 2006, the transfer of the separated office of the Public Administrator to HHSA was made possible. The duties of the Public Administrator will henceforth be handled by the Public Guardian/Conservator office of HHSA, which became the Public Administrator/Public Guardian/Public Conservator's Office.

Budget Transfer No. 46 will complete this transfer of authority by moving \$21,372 in revenue and expenditure authority from the District Attorney's Office to the Health and Human Services Agency. Approval of the requested actions also closes the \$250 imprest cash fund allocated to the District Attorney for the Public Administrator function and establishes a \$250 imprest cash account for the Public Administrator/Public Guardian/Public Conservator's Office in Health and Human Services. This fund will be used for miscellaneous client-related expenses that need to be taken care of immediately. Disbursements from this fund will be reimbursed from revenue received in the Public Administrator/Public Guardian/Public Conservator's budget (BU 28900).

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Molly Rattigan