

AUDITOR / CONTROLLER'S USE		EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)			
TRANSFER #		BUDGET TRANSFER REQUEST		DOCUMENT TOTAL	\$203,580.00
JOURNAL #		BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL		NUMBER OF LINES	5
DATE				NET TOTAL	\$0.00
INPUT BY		BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL			
TO BE COMPLETED BY DEPARTMENT		Budget Transfer Type:	Transfer 1: BoS Approval		
DEPT NAME	CAO - Airports Division	Legistar Number & Date:	24-1190 07/30/2024		
DEPT CONTACT & EXT.	Stephanie Lisius X 5851	<u>Laura Schwartz</u> <small>Laura Schwartz Jul 16, 2024 13:31 PDT</small>		7/16/2024	PAGE 1 OF 1
				DATE	

DIRECTIONS:

1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT
2. REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE
3. IF BUDGET TRANSFER EXCEEDS 12 LINES, EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST

S F X	Budget Rollup Code	ORG	OBJECT	PROJECT STRING	GL Project	INCREASE OR DECREASE (INC / DEC)	AMOUNT	DESCRIPTION (30 CHARACTERS MAX.)
1	356g1	3540410	6040	35400020-35BUDGET		INC ✓	\$ 21,963	INC FA 2 FUEL DISPENSERS
2	356g1	3540410	6040	35400020-35BUDGET		INC ✓	\$ 28,932	INC FA 1 GENERATOR
3	35Cg1	3540410	6101	35400020-35BUDGET		DEC ✓	\$ 50,895	INC FA CAPITALIZED EQUIPMENT
4	35VWg1	3540410	7801	35400020-35BUDGET		INC ✓	\$ 50,895	INC DSIGNATION FUND BALANCE
5		3540410	0001	35400020-35BUDGET-35ADMIN		INC ✓	\$ 50,895	INC FUND BALANCE
6								
7								
8								
9								
10								
11								
12								

<p>_____ JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE</p> <p><i>[Signature]</i> 7/16/2024</p> <p>_____ CHIEF ADMINISTRATIVE OFFICE - ANALYST DATE</p> <p><i>[Signature]</i> 07/17/24</p> <p>_____ CHIEF ADMINISTRATIVE OFFICER DATE</p>	<p style="text-align: center;">APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO</p> <p>_____ SIGNATURE: CHAIR, BOARD OF SUPERVISORS DATE</p> <p>_____ ATTEST: CLERK, BOARD OF SUPERVISORS DATE</p>
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S:\APFORMS\BUDGET TRANSFER 2.XLS

CAO JUL 16 '24 PM 1:55

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	CAO - Airports Division	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Stephanie Lisius	Document total*	\$ 203,580
Contact phone*	5851		

BUDGET TRANSFER HEADER

Prepared date*	07/16/24	Check Applicable*	<input checked="" type="checkbox"/> One Time (after Adopted Budget)
Fiscal year	24/25		<input type="checkbox"/> Continuing (include in the Adopted Budget)
Short Description* <small>(10 characters)</small>	INCFAPV		
		Registrar Item Number*	24-1190 07/30/2024
* REQUIRED FIELDS		Project Strings Required:	Yes

By signing this memo I hereby certify that:
1. information herein is true and accurate to the best of my knowledge, 2. I have been delegated signature authority in accordance with County's policies and procedures and 3. all transfers approved on this journal are in compliance with County policies and procedures and any other relevant governmental regulations.

Authorized signature*

Laura Schwartz
Laura Schwartz (Jul 16, 2024 13:31 PDT)

BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION* (will be scanned into FENIX TCM)

The Airports Division requests a budget transfer increasing the FY 24/25 budget to carry over two (2) fuel dispensers at \$21,963 (includes an estimate for installation parts) and one (1) generator at \$28,932 (includes an estimate for additional needed piping) for the Placerville Airport. These items were included on the Fiscal Year (FY) 2023-24 Fixed Asset list, but the purchases and installation could not be completed due to multiple delays.

FOR AUDITOR'S OFFICE USE ONLY

Audit date:	_____	Budget Transfer number:	_____
Audited by:	_____	Interfaced by:	_____
		Processed on:	_____





24-1190 Airport FA Carry Over

Final Audit Report

2024-07-16

Created:	2024-07-16
By:	Stephanie Lisius (stephanie.lisius@edcgov.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzCur3SNBf8CvI0lqnjwe1bgQAfJpx32x

"24-1190 Airport FA Carry Over" History

-  Document created by Stephanie Lisius (stephanie.lisius@edcgov.us)
2024-07-16 - 8:25:58 PM GMT- IP address: 207.104.47.251
-  Document emailed to Laura Schwartz (laura.schwartz@edcgov.us) for signature
2024-07-16 - 8:26:26 PM GMT
-  Email viewed by Laura Schwartz (laura.schwartz@edcgov.us)
2024-07-16 - 8:27:33 PM GMT- IP address: 207.104.47.251
-  Document e-signed by Laura Schwartz (laura.schwartz@edcgov.us)
Signature Date: 2024-07-16 - 8:31:54 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Agreement completed.
2024-07-16 - 8:31:54 PM GMT





County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Master Report

File Number: 24-1190

*File ID #: 24-1190	Agenda Agenda Item Type:	Status: Approval Pending
Version: 1	Reference:	Gov Body: Board of Supervisors
Department: CAO		Created: 06/21/2024
Agenda Title: 07/30/24 CAO/AD Carry over fixed asset items to FY 24-25 for PV Airport		Final Action:

Title: Airports, a division of the Chief Administrative Office, recommending the Board:

1. Approve the addition of three fixed assets to the Fiscal Year 2024-25 Fixed Asset list that were included on the Fiscal Year 2023-24 budget but were not received or completed prior to the end of the fiscal year due to complications with ordering and part shortages, at a total estimated cost of \$50,895; and
2. Approve the attached budget transfer increasing fund balance and fixed asset appropriations by \$50,895 (4/5 vote required).

FUNDING: General Fund

Notes:

Agenda Date: 07/30/2024

Agenda Number:

Sponsors: ::

Attachments: ::

:: ::

Contact: Jennifer Franich, ext. 7539 ::

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	7/8/2024	Sherrie Busby	Approved	7/12/2024
1	2	7/11/2024	Becky Morton	Approved	7/12/2024
1	3	7/12/2024	Jennifer Franich	Approved	7/16/2024
1	4		Grant Webber		7/17/2024
1	5		Tiffany Schmid		

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File 24-1190

Airports, a division of the Chief Administrative Office, recommending the Board:

1. Approve the addition of three fixed assets to the Fiscal Year 2024-25 Fixed Asset list that were included on the Fiscal Year 2023-24 budget but were not received or completed prior to the end of the fiscal year due to complications with ordering and part shortages, at a total estimated cost of \$50,895; and
2. Approve the attached budget transfer increasing fund balance and fixed asset appropriations by \$50,895 (4/5 vote required).

FUNDING: General Fund

DISCUSSION / BACKGROUND

The Airports Division requests authorization to carry over funding for two (2) fuel dispensers at \$21,963 (includes an estimate for installation parts) and one (1) generator at \$28,932 (includes an estimate for additional needed piping) for the Placerville Airport. These items were included on the Fiscal Year (FY) 2023-24 Fixed Asset list, but the purchases and installation could not be completed due to multiple delays.

Staff obtained quotes and worked with the lowest-quote vendor on the purchase of two new fuel dispensers for the Placerville Airport. The vendor had an issue with the County's Purchase Order standard terms and conditions and became uncommunicative as staff tried to work with the vendor. Staff obtained an additional quote and is moving forward with a different vendor, but the purchase could not be completed before the County's fiscal year end. The fuel dispensers are critical for efficient fuel operations at the Airport.

Staff obtained quotes and worked with the lowest-quote vendor on the purchase of a new back-up generator for the Placerville Airport. The cement pad for the generator has been installed. The County issued the Purchase Order, and the vendor initiated the County's permit process. Unfortunately, the vendor had a death in the family, moved out of state, shut down its business in California, and informed the County that it would be unable to complete the work and canceled the County permit process. Staff obtained additional quotes and is moving forward with a different vendor. As with the fuel dispensers, the purchase could not be completed before the County's fiscal year end.

ALTERNATIVES

The Board could choose not to approve carrying over the fixed assets, putting Airport fueling operations at risk.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The funding to cover the cost of two (2) fuel dispensers totaling \$21,963 and one (1) generator at \$28,932, for a combined total of \$50,895. There is no impact to the General Fund as these projects were budgeted in FY 2023-24 and the savings will carry over to cover expenses in FY 2024-25.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Jennifer Franich, Deputy Chief Administrative Officer