



COUNTY OF HUMBOLDT

For the meeting of: 6/27/2023

File #: 23-902

To: Board of Supervisors
From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Adoption of the Fiscal Year (FY) 2023-24 County Budget and Special District Budgets (4/5th Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution (Attachment 1) adopting the proposed budget, as modified by the final budget adjustments, including a correction to the total Other Financing Sources and Uses, as the Adopted Budget for FY 2023-24 (4/5 vote required);
2. Adopt the attached resolution (Attachment 2) adopting the FY 2023-24 budget for the Special Districts governed by the Humboldt County Board of Supervisors (4/5 vote required);
3. Approve the deallocation of 1.0 full-time equivalent (FTE) IT Technician I/II (salary range 431, class 189) in the District Attorney's Measure Z budget unit 1100-295;
4. Approve the deallocation of 1.0 FTE Correctional Deputy I/II (salary range 403, class 424) in the Sheriff's Correctional Facility budget unit 1100-243;
5. Approve the attached personnel allocation table (Attachment 4) corresponding to the budget appropriations; and
6. Adopt the Voluntary Separation Incentive Program (VSIP) (Attachments 6 thru 8).

SOURCE OF FUNDING:

All county funds and dependent special district funds

DISCUSSION:

Your Board received the proposed budget for FY 2023-24 on June 6, 2023. Pursuant to County Budget Act requirements, your Board held noticed public hearings for the FY 2023-24 county budget and special district budgets on Monday, June 12, 2023, at 1:30 p.m. and 5:30 p.m. At the conclusion of the final hearing, your Board directed staff to return today for final approval of the county budget and special district budgets. Your Board had no adjustments for the FY 2023-24 special district budgets and directed staff to make the following adjustments to the FY 2023-24 county budget.

Budget Adjustments by Board

\$566,673 (Measure Z - 1100-197) - Partial Funding of Humboldt County Fire Chief’s Association Measure Z application

\$320,000 (Measure Z - 1100-197) - Partial Funding of K:ima’w Medical Center Measure Z application for ambulance service

\$120,000 (Measure Z - 1100-197) - Partial Funding of Southern Trinity Area Rescue Measure Z application for ambulance service

\$195,438 (Measure Z - 1100-197) - Funding of City of Fortuna Measure Z application for a Drug Task Force agent

(\$82,101) (District Attorney Measure Z - 1100-295) - Reduced funding of the District Attorney Measure Z budget to deallocate one vacant IT Technician position

(\$397,318) (Sheriff Operations - 1100-221) - Reduced General Fund impact due to use of remaining American Rescue Plan Act funds to prevent staffing reductions

Other Financing Sources/Uses

In the FY 2023-24 Proposed budget, the Special Items category was improperly identified as Other Financing Sources as opposed to Other Financing Uses. As a result, the totals for these categories were underrepresented. This correction does not impact the expenditures or spending plan in the proposed budget or any individual budget units and only corrects the represented totals of the Other Financing Sources and Other Financing Uses.

Financing Sources/Uses

Other Financing Sources	
FY 2023-24 Proposed Budget	32,371,991
FY 2023-24 Adopted Budget	35,312,806
Increase/Decrease	2,940,815
Other Financing Uses	
FY 2023-24 Proposed Budget	11,418,381
FY 2023-24 Adopted Budget	14,359,196
Increase/Decrease	2,940,815
Net Impact	0

Personnel Adjustments by Board

Deallocate 1.0 FTE IT Technician I/II (District Attorney Measure Z 1100-295)

Deallocate 1.0 FTE Correctional Deputy I/II (Correctional Facility 1100-243) - This position was vacant and unfunded, so deallocation has no impact to the budget.

All personnel adjustments have been included in the Personnel Allocation Table (Attachment 4).

American Rescue Plan Act (ARPA)

Based on direction provided by your Board during the FY 2023-24 Budget Hearings, staff recommends and included the ARPA allocations shown below in the proposed budget for final adoption. Your board accepted staff recommendations to allocate the remaining \$397,318 to reduce the additional funding requests burden on the General Fund. As such, this amount has been allocated the Sheriff’s - Operations request of which your Board previously proposed \$3,561,594 in additional General Fund allocation for. This will reduce the use of General Fund for FY 2023-24 for this request to \$3,164,276.

ARPA FY 2023-24	
Human Resources Staffing	\$ 306,146
Information Technology Staffing	\$ 242,334
HVAC for Regional Facility	\$ 85,000
COVID Test Supplies/Protective Equipment	\$ 100,000
HVAC for IT	\$ 300,000
Jail Medical - Wellpath Contract	\$ 1,770,498
Child Care Programming	\$ 242,825
Behavioral Health Triage Center	\$ 1,500,000
Housing Trust Fund	\$ 1,500,000
*Sheriff - Operations	\$ 397,318
Total	\$ 6,444,121

**Added at Budget Hearings*

Voluntary Separation Incentive Program (VSIP)

At the public hearing for the FY 2023-24 budget your Board approved the parameters of a VSIP program to be implemented during the upcoming fiscal year. The attached program documentation (Attachments 6 thru 8) will effectuate that action.

Per this program, departments will submit to your Board either a list of classifications, categorized by budget unit, program or assignment, and/or the total number of positions within certain programs or assignments that will be eligible for the incentive payment. That list will come before your Board in

July to adopt by resolution. Enrollment in the program will be held during the month of August, and the first separations will be eligible to begin on Sept. 1, 2023. The program will run through Feb. 29, 2024.

The maximum incentive payment for an employee with 10 or more years of service to the county is \$20,000 if their resignation is effective during September, 2023, and \$15,000 for an employee with fewer than 10 years of service. The incentive payment decreases for each month that passes down to \$10,000 for longer-tenured employees if they separate in February, and \$5,000 for other employees who separate the same month.

If an employee is selected to take part in the program, departments will be required to document the currently funded position(s) they will leave vacant for the next 2 years. The position(s) that will remain vacant must equate to at least 90% of the annual cost of the position that is taking part in the VSIP.

FINANCIAL IMPACT:

The California Government Code requires each special district to adopt a balanced budget on an annual basis. The budgets presented in the attached resolution meet the legal requirements for fiscal year 2023-2024.

The total county budget for adoption today is \$579,270,508. There is an increase in allocations from the proposed to adopted budget of \$722,692, all attributed to allocating the remaining Measure Z funds and utilizing remaining ARPA funds to reduce the burden on the General Fund. Pursuant to Board policy, the county’s General Reserve should be equal to 10 percent of total General Fund expenditures, as averaged by the current and prior year adopted budgets, or roughly \$17.4 million. The county’s current General Reserve balance is \$10.5 million. The Adopted Budget does not include a contribution at this time in accordance with the provision of the General Reserve Policy authorizing your Board and the County Administrative Officer to hold on contributions should financial conditions not allow for it. Your Board directed staff to return at mid-year with consideration of a contribution at that time. Pursuant to the Board policy, General Fund contingencies are \$1,376,785, or 2 percent of General Fund discretionary revenues.

Pursuant to the provisions of the County Budget Act, the Auditor-Controller will file the budget schedules be in the Clerk of the Board’s Office and submit to the State Controller by Dec. 1 per Government Code (GC) §29093. State Controller Schedule 9 is included as Attachment 3, the remaining schedules will be available and submitted by the deadline.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Correctional Deputy I/II	243-0424-57	1A		1.0
IT Technician I/II	295-0189-01	1A		1.0

Staffing is as shown in the Humboldt County FY 2023-24 Proposed Budget document (Attachment 5). The total proposed county staffing allocation is 2,444.27 positions, a decrease of 61.50 positions over

the FY 2022-23 year-end authorized positions. Your Board directed staff to deallocate two additional positions, one vacant position in the District Attorney Measure Z budget and one vacant and unfunded position in the Correctional Facility. The final adopted staffing allocation for FY 2023-24 is 2,442.27 as reflected in the Personnel Allocation Table (Attachment 4).

STRATEGIC FRAMEWORK:

The recommended actions support the following areas of the Board of Supervisors' Strategic Framework.

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

All county departments and agencies, as well as several community organizations that receive county funding, are affected.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could make additional changes to the final budget or continue this item to a later meeting date. These alternatives are not recommended because the final budget as presented conforms to previous Board direction.

ATTACHMENTS:

1. Adopted Budget Resolution
2. Special District Budget Resolution
3. State Budget Schedule 9
4. Personnel Allocation Table
5. FY 2023-24 Proposed Budget Document
6. Voluntary Separation Incentive Program
7. VSIP Resignation Form
8. VSIP Waiver Form

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: 6/6/23, 6/12/23

File No.: 23-767, 23-830