



# COUNTY OF HUMBOLDT

For the meeting of: 10/24/2023

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File #: 23-1321

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**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Supplemental Budget for Elections in the Amount of \$98,133 and Record Conversion in the Amount of \$73,133, and Request for General Fund Contingencies in the Amount of \$80,472 for Fiscal Year 2022-23 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the attached Supplemental Budget for Elections in the amount of \$98,133 and Record Conversion in the Amount of \$73,133 for Fiscal Year (FY) 2022-23 (4/5 Vote Required); and
2. Approve the attached transfer Contingencies in the amount of \$80,472 for FY 2022-23 (4/5 Vote Required).

**SOURCE OF FUNDING:**

General Fund Contingencies (1100990)

General Fund Elections (1100140)

Record Conversion (1310)

**DISCUSSION:**

The Humboldt County Elections department is a mandated program and will have a FY 2022-23 deficit of \$178,605.

Elections is requesting General Fund Contingency Funds to cover \$80,472 and recognize \$25,000 in revenue from the California Secretary of State Voters Choice Act Grant approved by your Board on March 15, 2022. In addition, Elections is requesting a \$73,133 transfer from fund balance in the Record Conversion Fund (1310).

Of the \$178,605 deficit, \$29,455 will balance Salaries and Benefits mainly due to Extra-help used for conducting the two Elections in FY 2022-23 and \$153,605 will balance Services and Supplies mainly due to the cost of producing ballots and inflationary costs associated to ballot production.

Elections revenue in the amount of \$73,133 for FY 2022-23 is expected to be received in FY 2023-24 and will be deposited to the Record Conversion Fund (1310) to replenish the \$73,133 of funds used to balance the Elections budget in FY 2022-23.

**FINANCIAL IMPACT:**

<b>Expenditures (1100, 140)</b>	<b>FY 22-23</b>
Budgeted Expenses	1,685,523.00
Additional Appropriation Requested	178,605.00
<b>Total Expenditures</b>	<b>1,864,128.00</b>
<b>Funding Sources (1100, 140)</b>	<b>FY 22-23</b>
General Fund	1,575,103.00
State/Federal Funds	90,892.00
Fees/Other	125,000.00
Use of Interfund Balance	73,133.00
<b>Total Funding Sources</b>	<b>1,685,523.00</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The Supplemental Budget attached will recognize \$25,000 in revenue received in FY 2022-23 in Elections (1100140) and a transfer from Record Conversion (1310) in the amount of \$73,133 to balance Elections FY 2022-23 budget in 1100140. Funds in the amount \$73,133 will be reimbursed from Elections in FY 2023-24.

Attached is also an Appropriation Transfer from General Fund Contingencies (1100990) to Elections (1100140) in the amount of \$80,472. General Fund Contingencies has a balance of \$1,616,560. Should your Board approve this request General Fund Contingencies' balance will be \$1,536,088.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

There is no staffing impact with the approval of this item.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

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The Board could choose not to approve this agenda item but is not recommended as the items are intended to balance the budget.

**ATTACHMENTS:**

1. FY 22-23 Supplemental Budget
2. FY 22-23 Appropriation Transfer 1100-990

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: 22-36

Meeting of: March 15, 2022

File No.: 22-290