



# COUNTY OF HUMBOLDT

For the meeting of: 6/29/2021

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File #: 21-922

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**  
Adoption of Fiscal Year (FY) 2021-22 County Budget

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the attached resolution (Attachment A) adopting the proposed budget, as modified by the final budget adjustments as listed on Attachments B and C, as the final adopted budget for FY 2021-22;
2. Approve the allocation of 2.0 full-time equivalent (FTE) Emergency Communications Dispatchers (salary range 128, class 385), 1.0 FTE Sheriff's Public Information Specialist (salary range 427, class 295), 1.0 FTE Property Technician (salary range 337, class 1410) in the Sheriff's Measure Z budget unit 1100-297;
3. Approve the allocation of 2.0 FTE Correctional Deputy (salary range 360, class 424) in the Sheriff's Custody Services budget unit 1100-243;
4. Approve the allocation of 2.0 FTE Code Compliance Officers (salary range 369, class 343) in the Code Enforcement budget unit 1100-277; and
5. Approve the attached personnel allocation table (Attachment D) corresponding to the budget appropriations.

**SOURCE OF FUNDING:**

All county funds

**DISCUSSION:**

Your Board received the proposed budget for FY 2021-22 on June 8, 2021. Pursuant to County Budget Act requirements, your Board held noticed public hearings on Monday, June 21, 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 budget. Your Board directed staff to make the following adjustments to the budget recommendations.

**Budget Adjustments by Board**

\$200,000 (County Administrative Office 1100-103) - One-time funding for contracted services to conduct public opinion research, engage the community and perform other services as required regarding potential proposals to be placed on the 2022 ballot.

\$3,708 (Contributions-Other 1100-199) - One-time contribution to the Law Library for the purchase of annotated California Codes.

\$15,600 (Grand Jury 1100-217) - Ongoing funding to utilize the Eureka Veteran's Hall as a meeting location.

\$150,150 (Sheriff Operations 1100-221) - One-time contribution to purchase a Zonehaven Evacuation Management Platform and Community Evacuation Interface.

\$250,000 (Probation 1100-234) - One-time contribution to address water damage that occurred during the construction of the Juvenile Hall facility.

\$171,828 (Correctional Facility 1100-243) - Ongoing funding to hire 2.0 FTE correctional deputy positions for mental health supervision.

\$176,663 (Code Enforcement 1100-269) - Ongoing funding to hire 2.0 FTE Code Compliance Officer positions. This funding request includes a fixed asset request for a new vehicle for code enforcement work.

\$358,185 (Current Planning 1100-277) - One-time contribution to replace carpet throughout the department, complete restroom upgrades, replace windows and paint throughout the office at the Clark Street facility.

\$1,631,438 (Measure Z - Various Budget Units) - Funding of additional Measure Z applications as detailed in Attachment C due to unanticipated revenue received in FY 2020-21.

**Personnel Adjustments by Board**

Allocate 20 full-time equivalent (FTE) Emergency Communications Dispatchers, 1.0 FTE Sheriff's Public Information Specialist, 1.0 FTE Property Technician (Sheriff's Measure Z 1100-297)

Allocate 2.0 FTE Correctional Deputy (Sheriff's Custody Services 1100-243)

Allocate 2.0 FTE Code Compliance Officers (Code Enforcement 1100-277)

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

**FINANCIAL IMPACT:**

The total county budget for adoption today is \$508,223,040. There is an increase in allocations from the proposed to adopted budget of \$2,593,481. In addition to the allocations that increased the overall budget, \$348,491 in ongoing allocations were funded through a reduction in the contribution to Contingency Reserves causing no net increase. Budget modifications are detailed in Attachments B and C.

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 \$15.1 million. The county's current General Reserve balance is \$4.6 million. The Adopted Budget includes a contribution to reserves of \$920,000 in accordance with your Board's General Reserve Policy.

General Fund contingencies are \$1,317,876, which is lower than the policy level of 2 percent of General Fund revenues, or \$1.6 million. Contingency Reserves are less than policy levels due to additional ongoing allocations of \$348,491 made possible through a reduction to the proposed Contingency Reserves allocation.

Pursuant to the provisions of the County Budget Act, the State Controller has prescribed budget schedules (Attachment F and G) as required to be used in the presentation of the annual adopted county budget per Government Code (GC) §29002.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

**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:**

- A. Budget Resolution
- B. Final Budget Adjustments
- C. Final Budget Adjustments for Measure Z
- D. Personnel Allocation Table
- E. Fixed Asset Table
- F. Budget Summary Schedules-1, 2, 3, 4, 5, 6, 7, 8, 10 and 11
- G. Budget Detail Schedule-9, on file with the Clerk of the Board

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: D-1

Meeting of: June 8, 2021, June 21, 2021

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File No.: 21-722, 21-849