



FY 2020-21 PROPOSED BUDGET

ASSESSOR
AUDITOR-CONTROLLER
BOARD OF SUPERVISORS
CLERK-RECORDER
COUNTY ADMINISTRATIVE OFFICE
COUNTY COUNSEL
HUMAN RESOURCES
MEASURE Z
OTHER FUNDS
TREASURER-TAX COLLECTOR

SECTION B: GOVERNANCE





ASSESSOR DEPARTMENTAL SUMMARY (1100-113)

ELECTED OFFICIAL	BUDGET TOTALS	FY 2020-21
Mari A. Wilson, Assessor <hr/> <p>The mission of the Humboldt County Assessor’s office is to create equitable, timely, and accurate property tax assessments to fund public services in accordance with the California Constitution and the laws and regulations of the State of California and the State Board of Equalization. The Assessor is committed to integrity, mutual respect, and teamwork within the office, with other county departments, and through providing services to the public.</p>	Expenditures + Other Financing Uses	\$ 2,979,593
	Revenues + Other Financing Sources	\$ 657,720
	General Fund Contribution	\$ 2,321,873
	Personnel	31.0
	% General Fund Contribution	78%

PROGRAM DISCUSSION BY BUDGET UNIT

The Assessor is a constitutionally elected officer and is responsible, under state law, for the discovery, valuation and assessment of all taxable property located in the county.

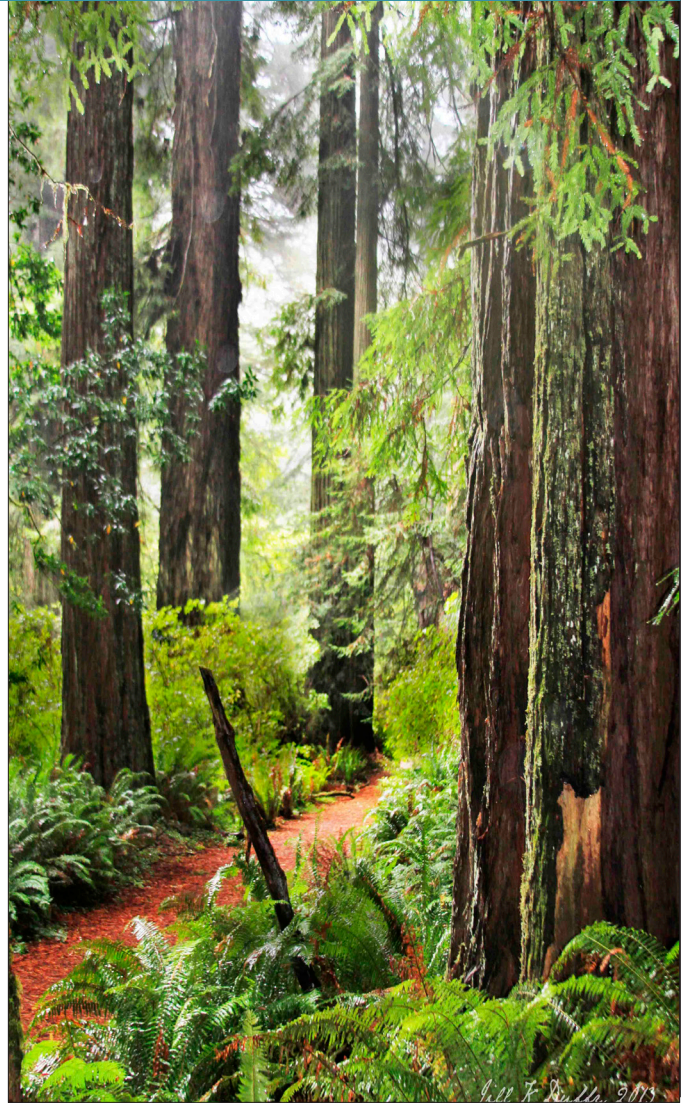
The duties of the Assessor’s office include:

- Locate all taxable property in the county and identify ownership
- Establish a taxable value for all property subject to local assessment
- Produce annual and supplemental assessment rolls
- Apply all legal exemptions
- Maintain and update Assessor’s records and maps
- Perform business property audits to ensure compliance and equalization of business property assessments

The Assessor’s Office includes the following budget unit:

1100 113 - Assessor’s Office

This program supports the Board of Supervisors’ Strategic Framework by providing for and maintaining infrastructure and providing community-appropriate levels of service.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Charges for Current Services	578,116	600,376	573,150	588,150	588,150	15,000
Other Revenues	70,693	71,727	55,000	69,570	69,570	14,570
Total Revenues	648,809	672,103	628,150	657,720	657,720	29,570
Expenditures						
Salaries & Employee Benefits	2,144,122	2,263,594	2,465,619	2,610,759	2,610,759	145,140
Services and Supplies	179,784	183,518	167,489	175,701	175,701	8,212
Other Charges	174,649	198,213	206,388	193,133	193,133	(13,255)
Total Expenditures	2,498,555	2,645,325	2,839,496	2,979,593	2,979,593	140,097
Other Financing Sources (Uses)						
General Fund Contribution	0	0	2,211,346	2,321,873	2,321,873	110,527
Total Other Financing Sources (Uses)	0	0	2,211,346	2,321,873	2,321,873	110,527
Net Revenues (Expenditures)	(1,849,746)	(1,973,222)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,849,746	1,973,222	0	0	0	0
Total Additional Funding Support	1,849,746	1,973,222	0	0	0	0
Staffing Positions						
Allocated Positions	31.00	31.00	31.00	31.00	31.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Revenues category has increased by 26% or \$14,570 due to an anticipated increase in document sales based on prior year trends.
- The proposed General Fund Contribution has increased by 5% or \$110,527 due the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations.
- The proposed expenditure budget for the Salary & Employee Benefits category has increased by 6% or \$145,140 due to negotiated salary and benefit increases, as well as an increase in workers compensation costs.

PERSONNEL

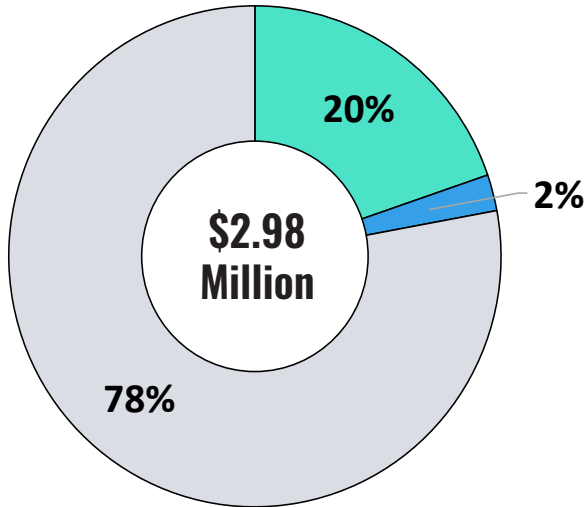
There are no net personnel changes over FY 2019-20, however, a frozen Assessment Tech position will be funded and a previously funded Appraiser I/II/III position will be frozen.

ADDITIONAL FUNDING REQUESTS

The Assessor has submitted no additional funding requests.

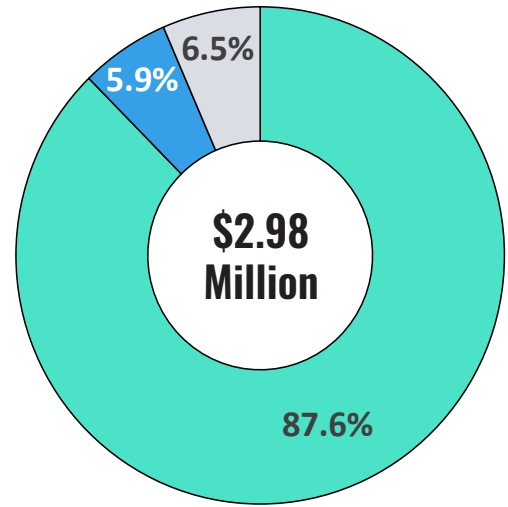


TOTAL REVENUES



- Charges for Current Services
- Other Revenues
- General Fund Contribution

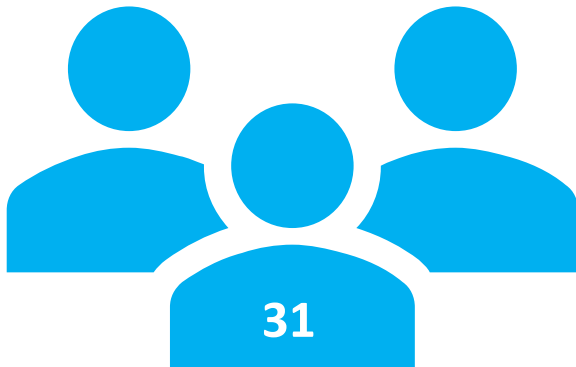
TOTAL EXPENDITURES



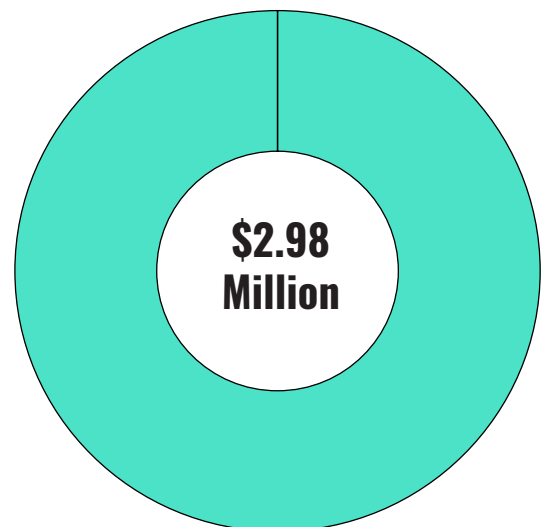
- Salaries & Employee Benefits
- Services and Supplies
- Other Charges

PERMANENT POSITIONS

ASSESSOR 113



EXPENDITURES



- Assessor

ACCOMPLISHMENTS



GOALS

- Managed resources to ensure sustainability of services by increasing the total property tax roll value from \$13.3 billion in FY 2018-19 to \$13.9 billion in FY 2019-20, an increase of 4.73%.
- Managed resources to ensure sustainability of services by broadening the scope of documents being scanned for electronic record retention.
- Fostered transparent, accessible, welcoming and user friendly services by providing annual Value Notices online. The notices are easier for taxpayers to view, providing improved customer service, and decreasing staff time responding to inquiries and reduced postage costs.

- Manage resources to ensure sustainability of service through the discovery, valuation, and timely enrollment of all assessable property in Humboldt County in accordance with the California Constitution, statutes, and rules of the State of California.
- Enforce laws and regulations by generating complete, equitable, and accurate annual and supplemental assessments.
- Provide community-appropriate levels of service by ensuring that the public is treated fairly in property valuations.
- Manage resources to ensure sustainability of services through enhanced efficiency and productivity by implementing new technology, policies, and procedures. Participating in multi-departmental groups, such as Connect 4, to facilitate communication and cooperation between departments.
- Invest in county employees by maintaining a knowledgeable and informed staff; encourage employee development by providing access to relevant training opportunities, including WebEx and self-study courses.





AUDITOR-CONTROLLER DEPARTMENTAL SUMMARY (1100-111)

ELECTED OFFICIAL	BUDGET TOTALS	FY 2020-21
Karen Paz Dominguez, Auditor-Controller <hr/> The Office of the Auditor-Controller promotes fiscal integrity, accountability, compliance, and best business and financial practices. The Auditor-Controller's Office provides financial support in the areas of accounting, accounts receivable, accounts payable, and property tax to all county departments and special districts.	Expenditures + Other Financing Uses	\$ 1,361,189
	Revenues + Other Financing Sources	\$ 95,736
	General Fund Contribution	\$ 1,265,453
	Personnel	12.0
	% General Fund Contribution	93%

PROGRAM DISCUSSION BY BUDGET UNIT

The Auditor-Controller is the chief accounting officer for the county. Government Code Section 26881 provides that the Auditor-Controller, upon order of the Board of Supervisors, shall prescribe and shall exercise a general supervision, including the ability to review departmental and county-wide internal controls over the accounting forms and the method of keeping the accounts of all departments under the control of the Board of Supervisors, and of all districts whose funds are kept in the county treasury. The Auditor-Controller promotes accountability by reviewing and auditing financial transactions, reviewing and implementing internal controls to manage county funds, promotes public trust, safeguards county assets, and identifies cost savings through improved efficiencies.

The Auditor-Controller's Office includes the following budget unit:

1100 111 - Auditor-Controller

This program supports the Board of Supervisors' Strategic Framework by investing in County employees, inviting civic engagement and awareness of available services, fostering transparent, accessible, welcoming and user-friendly services, facilitating public/private partnerships to solve problems, and engaging in discussions of our regional economic future.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	4,261	4,306	4,000	4,000	4,000	0
Charges for Current Services	98,327	87,741	86,736	86,736	86,736	0
Other Revenues	2,485	0	5,000	5,000	5,000	0
Total Revenues	105,073	92,047	95,736	95,736	95,736	0
Expenditures						
Salaries & Employee Benefits	1,235,614	1,068,130	1,010,532	1,156,035	1,156,035	145,503
Services and Supplies	96,275	156,576	141,135	132,631	132,631	(8,504)
Other Charges	70,185	80,218	83,825	72,523	72,523	(11,302)
Fixed Assets	0	12,743	0	0	0	0
Total Expenditures	1,402,074	1,317,667	1,235,492	1,361,189	1,361,189	125,697
Other Financing Sources (Uses)						
General Fund Contribution	0	0	1,139,756	1,265,453	1,265,453	125,697
Total Other Financing Sources (Uses)	0	0	1,139,756	1,265,453	1,265,453	125,697
Net Revenues (Expenditures)	(1,297,001)	(1,225,620)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,297,001	1,225,620	0	0	0	0
Total Additional Funding Support	1,297,001	1,225,620	0	0	0	0
Staffing Positions						
Allocated Positions	14.60	11.00	11.00	12.00	12.00	1.00

SIGNIFICANT CHANGES

- The proposed General Fund Contribution has increased by 11% or \$125,697 due to the allocation of an Accountant/Auditor at First Quarter of FY 2019-20, as well as the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 14% or \$145,503 due to allocation of an Accountant/Auditor at First Quarter of FY 2019-20, as well as negotiated salary and benefit increases.
- The proposed expenditure budget for the Services and Supplies category has decreased by 6% or \$8,504 to remain within the current general fund allocation and based on prior year trends.
- The proposed expenditure budget for the Other Charges category has decreased by 13% or \$11,302 due to reduced Information Technology and ADA charges as approved by the State Controller.

ADDITIONAL FUNDING REQUESTS

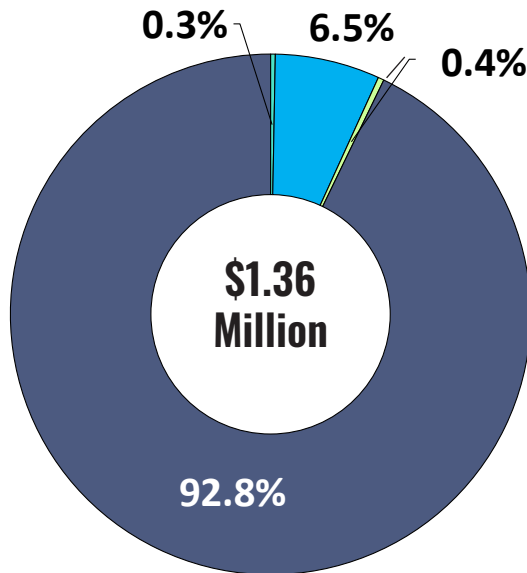
The Auditor-Controller has submitted no additional funding requests.

PERSONNEL

There are no personnel changes, however during FY 2019-20, 1.0 FTE Accountant-Auditor I/II was allocated, causing an increase in 1.0 FTE to be reflected over the prior year adopted allocation.

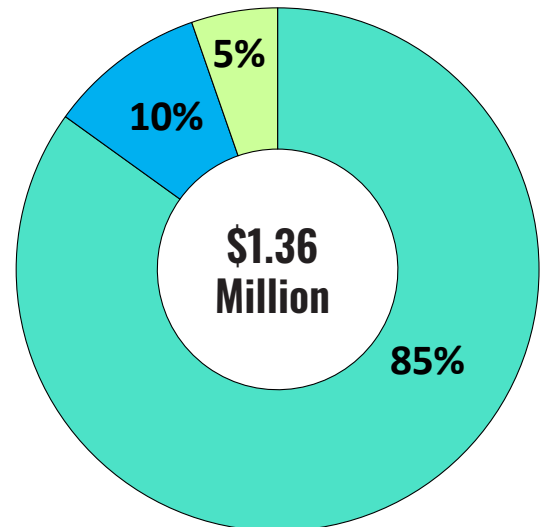


TOTAL REVENUES



- Fines, Forfeits and Penalties
- Charges for Services
- Other Revenues

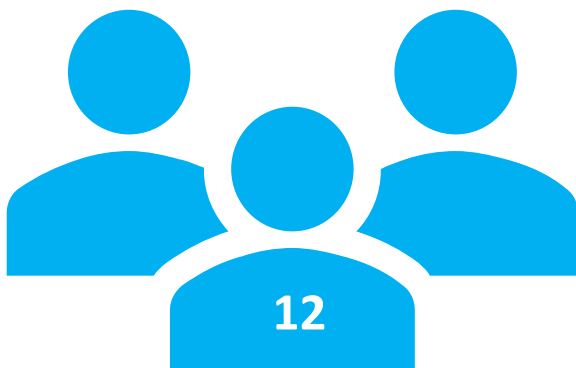
TOTAL EXPENDITURES



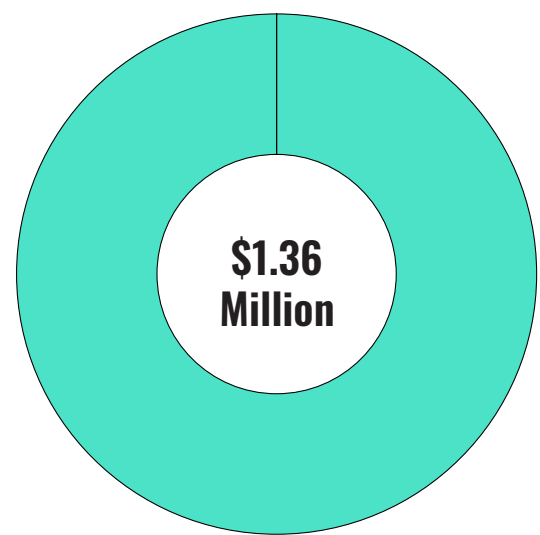
- Salaries & Employee Benefits
- Services and Supplies
- Other Charges

PERMANENT POSITIONS

■ AUDITOR-CONTROLLER 111



EXPENDITURES



- Auditor-Controller

ACCOMPLISHMENTS



GOALS

- Invested in county employees by sending them to trainings on topics such as technical accounting and emotional intelligence in the workplace. Staff attended a week-long Accounting Academy hosted by the Government Finance Officers Association and are now implementing their knowledge to assist county departments in recording accounting transactions.
- Fostered transparent, accessible, welcoming, and user-friendly services by providing new options to vendors and employees for receiving disbursements. In addition to issuing paper checks, the Auditor-Controller is now issuing electronic payments, thus improving relations with its customers and reducing costs to the county.
- Enforced laws and regulations to protect residents' public funds by complying with federal, state, and local laws relating to accounting for transactions. The department has begun addressing audit findings by implementing policies relating to the issuance and voiding of warrants, inventory control, and capitalization of assets.
- Managed resources to ensure sustainability of service through the creation of a paperless claiming process. All paper claims are now processed electronically through the improved usage of the county's financial system, thereby reducing paper resource needs, lowering county costs and improving the efficiency in the processing of claims to vendors, employees and special districts.

- Ensure the sustainability of services by addressing all of the county's financial statement audit findings, including reducing the amount of funds that are a part of the county's general ledger and answering findings related to the county's component units (including special districts that qualify as component units).
- Foster transparent services by restructuring the county's chart of accounts, improving the county's financial statements and complying with guidelines set forth by the Office of the State Controller.
- Invest in county employees by providing additional training opportunities, both through internal training programs and also with continued external training, to increase the efficiency of the office as a whole in implementing accounting standards and to promote improved transparency throughout the county's financial statements.





BOARD OF SUPERVISORS

DEPARTMENTAL SUMMARY (1100-101)

ELECTED OFFICIALS	BUDGET TOTALS	FY 2020-21
<p>Estelle Fennell, Chair</p> <hr/> <p>Humboldt County is governed by five supervisors elected by district to represent the needs of individual districts as well as the county in its entirety. The Board of Supervisors is responsible for establishing and directing the implementation of policies consistent with public needs and the requirements of state and federal laws. The Board also provides review and policy guidance over the county budget and representing the interests of Humboldt County.</p>	<p>Expenditures + Other Financing Uses</p> <hr/> <p>Revenues + Other Financing Sources</p> <hr/> <p>General Fund Contribution</p> <hr/> <p>Personnel</p> <hr/> <p>% General Fund Contribution</p>	<p>\$ 1,680,128</p> <hr/> <p>\$ 183</p> <hr/> <p>\$ 1,679,945</p> <hr/> <p>9.0</p> <hr/> <p>99%</p>

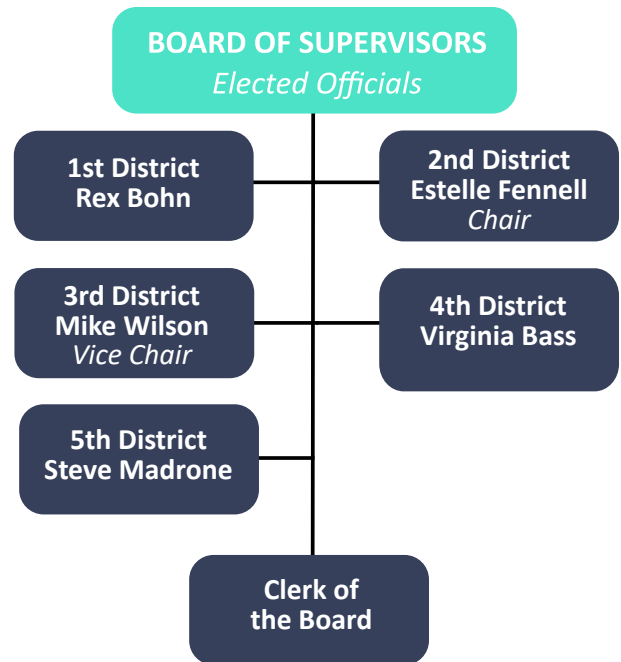
PROGRAM DISCUSSION BY BUDGET UNIT

This budget provides salary, benefits and office expenditures for Humboldt County’s five-member elected legislative body and support staff. The Board of Supervisors contributes to Humboldt County’s Strategic Initiatives by setting forth policies, key objectives and performance measures for economic development, administration, health and human services, infrastructure and public safety.

The Board of Supervisors’ department includes the following budget unit:

1100 101 - Board of Supervisors

This program supports the Board of Supervisors’ Strategic Framework by enforcing laws and regulations to protect residents, providing for and maintaining infrastructure, creating opportunities for improved safety and health, encouraging new local enterprise, supporting business, workforce development and creation of private-sector jobs, protecting vulnerable populations, providing community-appropriate levels of service, supporting self-reliance of citizens, streamlining county permit processes, and retaining existing and facilitating new living-wage private sector jobs and housing.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Charges for Current Services	160	165	83	83	83	0
Other Revenues	119	100	100	100	100	0
Total Revenues	279	265	183	183	183	0
Expenditures						
Salaries & Employee Benefits	981,362	1,060,889	1,147,053	1,194,679	1,194,679	47,626
Services and Supplies	332,375	334,062	301,005	432,641	432,641	131,636
Other Charges	39,458	46,902	50,963	52,808	52,808	1,845
Total Expenditures	1,353,195	1,441,853	1,499,021	1,680,128	1,680,128	181,107
Other Financing Sources (Uses)						
General Fund Contribution	0	0	1,498,838	1,679,945	1,679,945	181,107
Total Other Financing Sources (Uses)	0	0	1,498,838	1,679,945	1,679,945	181,107
Net Revenues (Expenditures)	(1,352,916)	(1,441,588)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,352,916	1,441,588	0	0	0	0
Total Additional Funding Support	1,352,916	1,441,588	0	0	0	0
Staffing Positions						
Allocated Positions	9.00	9.00	9.00	9.00	9.00	0.00

SIGNIFICANT CHANGES

- The proposed General Fund contribution has increased by 12% or \$181,107 due to negotiated salary and benefit increases, as well as increased insurance costs.
- The proposed expenditure budget for the Services and Supplies category has increased by 44% or \$131,636 primarily due to an increase in insurance costs associated with liability claims.

ADDITIONAL FUNDING REQUESTS

The Board of Supervisors has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

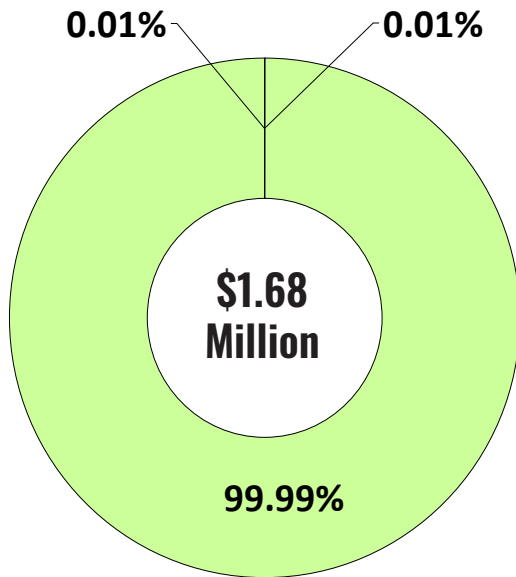
ACCOMPLISHMENTS

- Invested in county employees by providing the Board of Supervisors/Clerk of the Board staff with professional development opportunities in leadership and team building through CCBSA (California Clerk of the Board of Supervisors Association) and the Master Clerks Academy.
- Fostered transparent, accessible, welcoming and user friendly services through the management, coordination, and implementation of the Granicus Agenda Management workflow module across all county departments.

GOALS

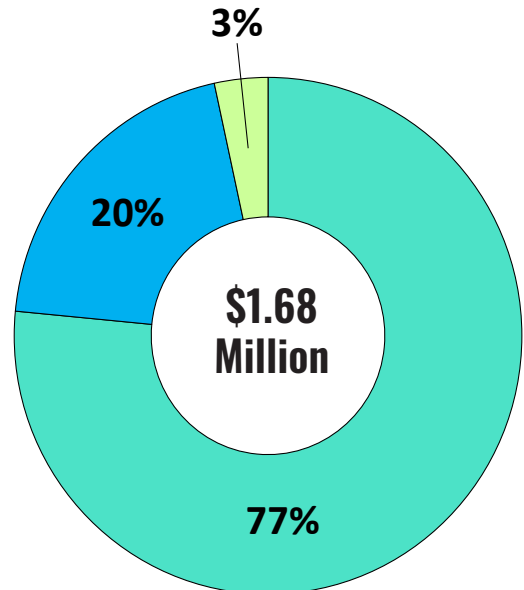
- Enforce laws and regulations to protect residents by continuing to establish and direct the implementation of policies consistent with public needs and the requirements of state and federal law.
- Manage our resources to ensure sustainability of service across the county through prudent fiscal management of funding allocations and resources.

TOTAL REVENUES



- Charges for Current Services
- Other Revenues
- General Fund Contribution

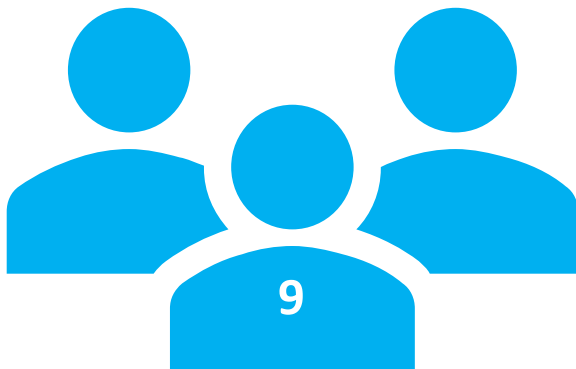
TOTAL EXPENDITURES



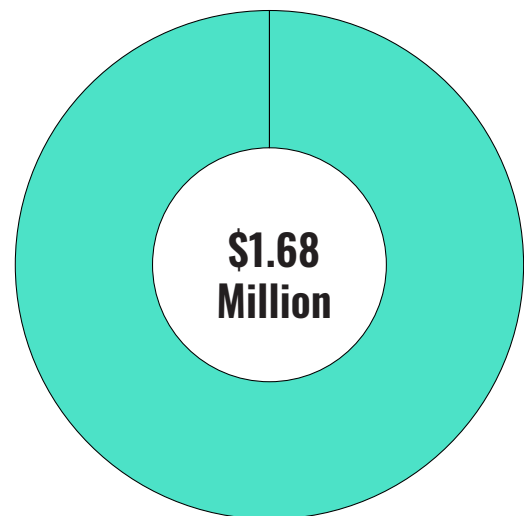
- Salaries & Employee Benefits
- Services and Supplies
- Other Charges

PERMANENT POSITIONS

BOARD OF SUPERVISORS 101



EXPENDITURES



- Board of Supervisors



CLERK-RECORDER/REGISTRAR DEPARTMENTAL SUMMARY

ELECTED OFFICIAL	BUDGET TOTALS	FY 2020-21
Kelly E. Sanders, Clerk-Recorder/Registrar The Clerk-Recorder/Registrar of Voters is dedicated to making the public record readily accessible while safeguarding the confidentiality and security of those records, and providing informative and responsive services to the public. In addition, the Office allows and encourage all qualified citizens to register and vote, and works to administer fair, accurate, lawful, and transparent elections.	Expenditures + Other Financing Uses	\$ 3,007,428
	Revenues + Other Financing Sources	\$ 1,654,200
	General Fund Contribution	\$ 1,353,228
	Personnel	16.0
	% General Fund Contribution	45%

BUDGET UNITS	ORG CHART
<p>The Clerk-Recorder/Registrar of Voters includes the following budget units:</p> <ul style="list-style-type: none"> • 1100 140 Elections • 1100 271 Clerk-Recorder • 1310 267 Record Conversion 	<pre> graph TD A[CLERK-RECORDER/ REGISTRAR] --> B[Clerk-Recorder] A --> C[Elections] A --> D[Record Conversion] </pre>

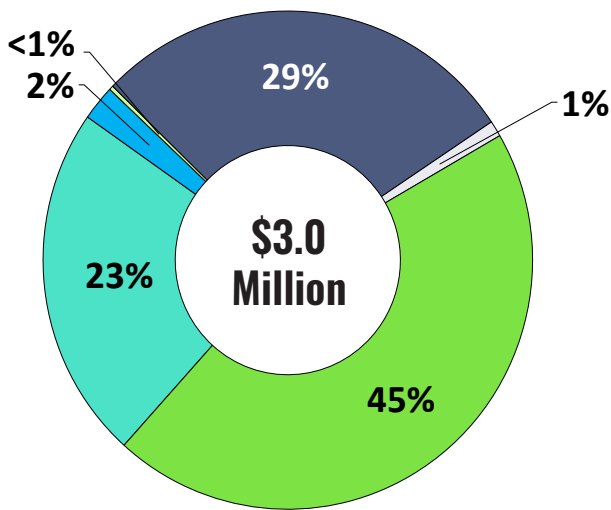


FY 2020-21 PROPOSED DEPARTMENTAL SUMMARY BUDGET TABLE

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	740,179	734,867	730,000	694,000	694,000	(36,000)
Licenses and Permits	56,148	50,262	50,000	68,700	68,700	18,700
Use of Money and Property	8,112	7,943	7,680	8,400	8,400	720
Other Governmental Agencies	0	0	542,000	0	0	(542,000)
Charges for Current Services	831,295	728,715	744,600	852,100	852,100	107,500
Other Revenues	0	70	0	0	0	0
Total Revenues	1,635,734	1,521,857	2,074,280	1,623,200	1,623,200	(451,080)
Expenditures						
Salaries & Employee Benefits	1,196,403	1,311,506	1,545,530	1,524,605	1,524,605	(20,925)
Services and Supplies	1,096,513	1,028,318	1,175,656	1,180,283	1,180,283	4,627
Other Charges	257,799	173,021	181,902	98,157	98,157	(83,745)
Fixed Assets	62,067	227,930	961,019	86,608	86,608	(874,411)
Total Expenditures	2,612,782	2,740,775	3,864,107	2,889,653	2,889,653	(974,454)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	508,187	31,000	31,000	(477,187)
General Fund Contribution	0	0	1,403,100	1,353,228	1,353,228	(49,872)
Other Financing Uses	0	(89,186)	(121,460)	(117,775)	(117,775)	3,685
Total Other Financing Sources (Uses)	0	(89,186)	1,789,827	1,266,453	1,266,453	(523,374)
Net Revenues (Expenditures)	(977,048)	(1,308,104)	0	0	0	0
Additional Funding Support						
1100 General Fund	878,096	1,268,749	0	0	0	0
1310 Recorder Record Conversion	98,952	39,355	0	0	0	0
Total Additional Funding Support	977,048	1,308,104	0	0	0	0
Staffing Positions						
Allocated Positions	18.00	15.00	16.00	16.00	16.00	0.00

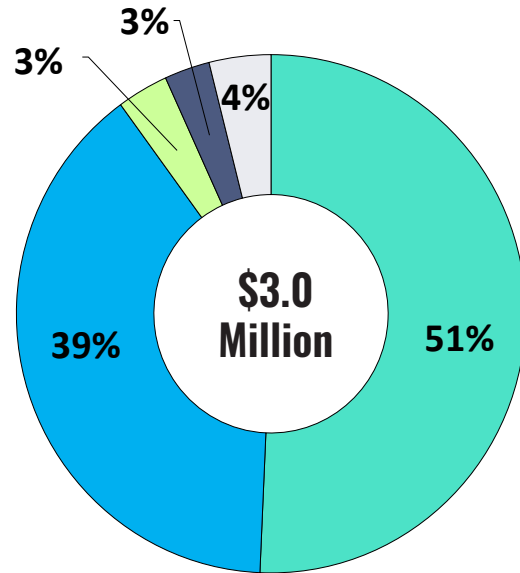


TOTAL REVENUES



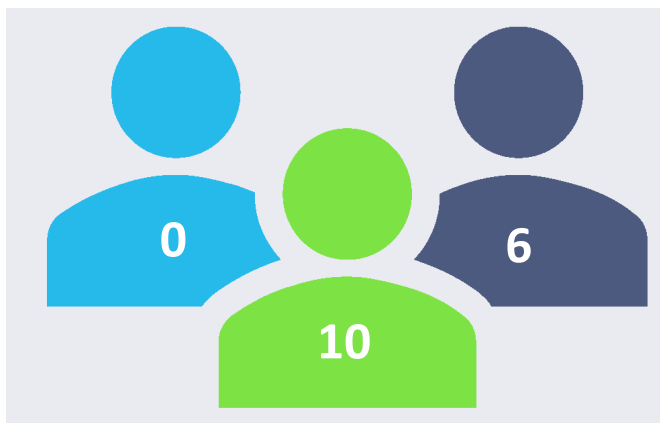
- Taxes
- Licenses and Permits
- Use of Money and Property
- Charges for Current Services
- Other Financing Sources
- General Fund Contribution

TOTAL EXPENDITURES

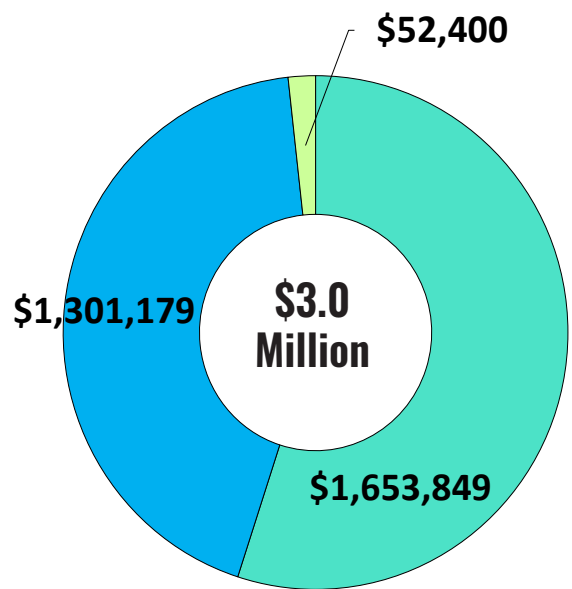


- Salaries & Employee Benefits
- Services and Supplies
- Other Charges
- Fixed Assets
- Other Financing Uses

PERMANENT POSITIONS



EXPENDITURES



- Elections
- Clerk-Recorder
- Record Conversion



CLERK-RECORDER (1100-271)

PROGRAM DISCUSSION

The Clerk-Recorder/Registrar of Voters is dedicated to making the public record readily accessible while safeguarding the confidentiality and security of those records and providing informative and responsive services to the public. In addition, the Office allows and encourages all qualified citizens to register and vote, and works to administer fair, accurate, lawful, and transparent elections.

The Recorder is the official repository for all documents and maps relating to land in Humboldt County and for vital record events (birth, death, and marriage) which occur in this county. The recording of documents in the Recorder's Office affecting land in Humboldt County accomplishes the mandate to "impart constructive notice" of any action affecting title to real property.

Once a document is recorded, it becomes a part of the official record of the county and is retrievable by examining the alphabetical and chronological indexes. Revenues are generated through the collection of recording fees (mandated by state law)

and the sale of copies of documents.

Additionally, the Clerk-Recorder's Office provides a variety of services including issuing marriage licenses, performing civil marriage ceremonies, filing various registrations and notices, and administering oaths. The department's focus is to ensure the integrity of these records, as well as improve access for all citizens, while performing its duties within legislated mandates and deadlines. Per Health and Safety Code, the Recorder's Office sells copies of these records and certifies their accuracy.

This program contains the following budget unit:

1100 271 Clerk-Recorder

This program supports the Board of Supervisors' Strategic Framework by providing community-appropriate levels of service, investing in county employees, inviting civic engagement and awareness of available services, and fostering transparent, accessible, welcoming and user-friendly services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	740,179	734,867	730,000	694,000	694,000	(36,000)
Licenses and Permits	56,148	50,262	50,000	68,700	68,700	18,700
Charges for Current Services	557,074	608,023	581,600	683,100	683,100	101,500
Total Revenues	1,353,401	1,393,152	1,361,600	1,445,800	1,445,800	84,200
Expenditures						
Salaries & Employee Benefits	771,303	840,754	995,089	954,132	954,132	(40,957)
Services and Supplies	132,765	152,351	199,124	207,111	207,111	7,987
Other Charges	206,861	112,606	117,803	54,156	54,156	(63,647)
Fixed Assets	31,595	0	0	0	0	0
Total Expenditures	1,142,524	1,105,711	1,312,016	1,215,399	1,215,399	(96,617)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	89,168	31,000	31,000	(58,168)
General Fund Contribution	0	0	(52,972)	(175,621)	(175,621)	(122,649)
Other Financing Uses	0	(89,186)	(85,780)	(85,780)	(85,780)	0
Total Other Financing Sources (Uses)	0	(89,186)	(49,584)	(230,401)	(230,401)	(180,817)
Net Revenues (Expenditures)	210,877	198,255	0	0	0	0
Additional Funding Support						
1100 General Fund	(210,877)	(198,255)	0	0	0	0
Total Additional Funding Support	(210,877)	(198,255)	0	0	0	0
Staffing Positions						
Allocated Positions	12.00	10.00	10.00	10.00	10.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Taxes category has decreased by 5% or \$36,000 due to historical trends indicating a decline.
- The proposed revenue budget for the Licenses and Permits category has increased by 37% or \$18,700 due to an increase in marriage licensing based on prior year trends.
- The proposed revenue budget for the Charges for Current Services category has increased by 17% or \$101,500 due to increased recording fees based on prior year trends.
- The proposed revenue budget for the Other Financing Sources category has decreased by 65% or \$58,168 due to a reduced need for the use of fund balance as other revenues are anticipated to increase.
- The proposed Contribution to the General Fund has increased by more than 100% or \$122,649 due increased revenues and decreased salary and Information Technology expenses. The Clerk-Recorder contributes to the General Fund on an annual basis.
- The proposed expenditure budget for the Salaries & Employee Benefits category has decreased by 4% or \$40,957 due to a reduction in overtime costs, insurance and salaries that were inadvertently inflated in FY 2019-20.
- The proposed expenditure budget for the Other Charges category has decreased by 54% or \$63,647 due to a reduction in Information Technology (IT) charges as IT will no longer host the recording system. Tyler Technologies is now able to do that. This change in services has attributed to the minimal increase in the Services and Supplies category.

ADDITIONAL FUNDING REQUESTS

The Clerk-Recorder has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

ACCOMPLISHMENTS



GOALS

- Invited civic engagement and awareness of available services with an updated website that includes fillable forms, detailed instructions and services, and a departmental email address.
- Fostered transparent, accessible, welcoming and user-friendly services through the modernization of systems and records to increase public access, with digitized documents that can be preserved in perpetuity, and added innovative features to provide public access to documents, while continuing to preserve the confidential and/or restricted components of such documents.
- Invested in county employees in order to maintain professional and knowledgeable staff by attending the County Recorders' Association of California's staff workshops, training, and new law workshops.
- Foster transparent, accessible, welcoming and user-friendly services with the addition of an online index search portal for the county's official records and clerk filed documents, with the capability to immediately purchase and download any non-confidential document, and additionally offer self-help options for both marriage license applications and fictitious business name statement filings.
- Provide community-appropriate levels of service with the enhancement of existing services by instituting the Electronic Delivery Act of 2004, which will add the capability to accept and record official records which have been submitted via an electronic format.
- Invite civic engagement and awareness of available services by adding new web pages containing fillable forms, frequently asked questions (FAQ's), and detailed information distinctly describing the process for obtaining marriage licenses and the option to have a ceremony performed in the Clerk/Recorder's office chapel.
- Provide community-appropriate levels of service by continuing to perform assessments of historical land and vital record books in fragile condition and in need of restoration; further develop and initiate plans for digitizing and appropriately storing each record.





ELECTIONS (1100-140)

PROGRAM DISCUSSION

The purpose of the Office of Elections is 1) to allow and encourage all qualified citizens to register to vote and exercise their right to vote; 2) to develop voter materials and resources, and make accessible, pertinent, and reliable information about office holders, candidates, measures, and districts and agencies available to the public; 3) to work with the California Secretary of State's Office, other California counties, local municipalities and county agencies to ensure that California Elections Code and provisions of the Government and Education Codes are adhered to; and 4) to administer fair, accurate, lawful, and transparent elections.

Registration Rolls and Voting: The Office of Elections (Office) supplies voter registration forms to entities such as post offices and groups such as the League of Women Voters, campaigns, and receives new voter registrations from multiple sources (e.g. Department of Motor Vehicles (DMV), SOS, NVRA agencies) and updates local voter rolls. The office, with other entities, maintains the statewide registration system which continues to expand with the Motor Voter registration program. The office provides accessible web-based voter resources to local and Uniformed Overseas Citizens Assistance Voting Act (UOCAVA) which will expand to include remote accessible vote by mail ballot marking.

Information for the Public: The office is the Humboldt County filing office for the Fair Political Practices Commission (FPPC) and thus administers financial reporting for the County of Humboldt by receiving, reviewing, processing and making available financial filing documents for campaigns, and elected and appointed officials. The office maintains a webpage with elections information, both current and past, guides such as the candidate guide, and links to other voter sites. For each election, it creates and sends out voter information guides.

Adherence to Codes: In its capacity as FPPC filing office, the office reviews economic interest and campaign financial forms for completeness and accuracy. Special and school districts, and municipalities are supported by the office's shepherding resolutions of consolidation to the Board of Supervisors.

Conduct Elections: The office conducts federal, state, and local elections for elected offices, state propositions, and local measures. The office establishes deadlines for candidacy filing and local measures and administers the filing period for both, and provides election data to the Secretary of State and to the public on the web page.

Significant legislative impacts on programs and services.

1. Mandatory online FPPC campaign and candidate statements posting (AB2151)
2. Changes in vote-by-mail return procedures (AB2639 & SB1124)

This program includes the following budget unit:

1100 140 - Elections

This program supports the Board of Supervisors' Strategic Framework by investing in county employees, inviting civic engagement and awareness of available services, fostering transparent, accessible, welcoming and user friendly services, seeking outside funding sources to benefit Humboldt County needs, facilitating public/private partnerships to solve problems, building inter-jurisdictional and regional cooperation.

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	0	0	542,000	0	0	(542,000)
Charges for Current Services	240,160	87,397	125,000	125,000	125,000	0
Other Revenues	0	70	0	0	0	0
Total Revenues	240,160	87,467	667,000	125,000	125,000	(542,000)
Expenditures						
Salaries & Employee Benefits	425,100	470,752	550,441	570,473	570,473	20,032
Services and Supplies	830,943	795,374	966,532	953,172	953,172	(13,360)
Other Charges	50,938	60,415	64,099	43,596	43,596	(20,503)
Fixed Assets	22,152	227,930	961,019	86,608	86,608	(874,411)
Total Expenditures	1,329,133	1,554,471	2,542,091	1,653,849	1,653,849	(888,242)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	419,019	0	0	(419,019)
General Fund Contribution	0	0	1,456,072	1,528,849	1,528,849	72,777
Total Other Financing Sources (Uses)	0	0	1,875,091	1,528,849	1,528,849	(346,242)
Net Revenues (Expenditures)	(1,088,973)	(1,467,004)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,088,973	1,467,004	0	0	0	0
Total Additional Funding Support	1,088,973	1,467,004	0	0	0	0
Staffing Positions						
Allocated Positions	5.00	5.00	6.00	6.00	6.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Governmental Agencies category has decreased by 100% or \$542,000 due to a reduction in state funding allocated in FY 2019-20 for the replacement of the Election System.
- The proposed revenue budget for the Other Financing Sources category has decreased by 100% or \$419,019 due to funding set aside in prior years for the replacement of the Election System.
- The proposed General Fund Contribution has increased by 5% or \$72,777 due to the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations.
- The proposed expenditure budget for the Other Charges category has decreased by 32% or \$20,503 due a reduction in Information Technology charges.
- The proposed expenditure budget for the Fixed Assets category has decreased by 91% or \$874,411 due to decertification of the current voting system that necessitated the purchase of a new system in FY 2019-20. Funding of \$86,608 is recommended

for fixed assets; additional details on the proposed equipment and projects are available in the Capital Expenditures table.



ADDITIONAL FUNDING REQUESTS

Elections has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

ACCOMPLISHMENTS



GOALS

- Sought outside funding and fostered transparent, accessible, welcoming and user-friendly services with the award of a \$883,342 from the State of California under the Voting System Replacement Contract for the acquisition of a new voting system.
 - Provided for and maintained infrastructure with the award of a \$133,922 Voting Modernization grant for the acquisition of a Vote-by-Mail envelope scanner and sorter system.
 - Provided for and maintained infrastructure with the acquisition of the Tenable Vulnerability Management Software to be used for conducting security assessments which will reduce vulnerabilities to all county departments. Funding provided by the U.S. Election Assistance Commission for county efforts to improve cyber security and infrastructure related to VoteCal.
 - Invited civic engagement and awareness of available services by establishing a Humboldt County Language Accessibility Advisory Committee (LAAC) and developing the necessary LAAC framework and recruiting LAAC members.
 - Fostered transparent, accessible, welcoming and user-friendly services by conducted a thorough examination of polling places, both in use and potential, across the County. Established new polling places where warranted due to accessibility issues.
 - Fostered transparent, accessible, welcoming and user-friendly services at the polling places by offering same-day registration and conditional voting in the March 2020 election.
- Foster transparent, accessible, welcoming and user-friendly services in preparing for the Presidential General Election in November, staying flexible and alert to possible changes for the state and the nation due to the current health emergency.
 - Provide community-appropriate levels of service by developing and implementing a satellite voting office in Humboldt County to expand early voting and conditional voting services to voters, and acquiring and placing ballot drop-off locations for the county.
 - Build inter-jurisdictional and regional cooperation by preparing for 2020-2021 state and county redistricting with the evaluation of existing district boundaries in Humboldt County and working with other county departments in arranging community input opportunities.
 - Invite civic engagement and awareness of available services by engaging stakeholder participation in evaluating if Humboldt County should move to a Vote Center model for conducting elections.



RECORD CONVERSION (1310-267)

PROGRAM DISCUSSION

This fund supplements the county General Fund by providing for the conversion, storage, and retrieval of recorded documents and maps as well as the archival storage of those records.

Both the conversion and e-recording portions of the fund are driven by the volume of certain recordable documents. The volume is impacted by any economic change that affects the sale or refinancing of real property. If interest rates rise or property values decrease, fewer documents are recorded thus fewer fees are collected for this fund.

In 2017, the Recorder began using the redaction portion of the fund and started the Social Security Redaction Project in order to help protect citizens from the increasing threat of identity theft. This two-part project created a program, as mandated by Government Code 27301(a), to redact social security numbers on official records recorded before 1999. Part one was completed in January of 2018. Part two

of the project is expected to be completed by June 2020.

The Recorder stopped collecting the redaction fee for this project at the end of December 2017. In January 2019, the Recorder began collecting a fee to establish an electronic recording process (or eRecording), allowing certain submitters and governmental agencies to submit their recordable documents electronically as opposed to mailing or walking in.

This program includes the following budget unit:

1310 267 - Record Conversion

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure, managing our resources to ensure sustainability of services, and fostering transparent, accessible, welcoming and user-friendly services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Use of Money & Property	8,112	7,943	7,680	8,400	8,400	720
Charges for Current Services	34,061	33,295	38,000	44,000	44,000	6,000
Total Revenues	42,173	41,238	45,680	52,400	52,400	6,720
Expenditures						
Services and Supplies	132,805	80,593	10,000	20,000	20,000	10,000
Other Charges	0	0	0	405	405	405
Fixed Assets	8,320	0	0	0	0	0
Total Expenditures	141,125	80,593	10,000	20,405	20,405	10,405
Other Financing Sources (Uses)						
Other Financing Uses	0	0	(35,680)	(31,995)	(31,995)	3,685
Total Other Financing Sources (Uses)	0	0	(35,680)	(31,995)	(31,995)	3,685
Net Revenues (Expenditures)	(98,952)	(39,355)	0	0	0	0
Additional Funding Support						
1310 Recorder Record Conversion	98,952	39,355	0	0	0	0
Total Additional Funding Support	98,952	39,355	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Charges for Current Services category has increased by 16% or \$6,000 due to increased collection of the Electronic Recording (e-Recording) fee.
- The proposed expenditure budget for the Services & Supplies category has increased by 100% or \$10,000 due to costs associated with converting digital images to state recognized archivable film.

ADDITIONAL FUNDING REQUESTS

Record Conversion has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

ACCOMPLISHMENTS



GOALS

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Provided community-appropriate levels of service and protected vulnerable populations with the completion of Social Security Redaction project. • Fostered transparent, accessible, welcoming and user-friendly services by initiating an electronic recording program. | <ul style="list-style-type: none"> • Provide community-appropriate levels of service with the implementation of the eRecording project. • Manage resources to ensure sustainability of services by continuing to adhere to the appropriate archival storage solutions for historical and contemporary official record documents. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



COUNTY ADMINISTRATIVE OFFICE

DEPARTMENTAL SUMMARY

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
<p>Amy S. Nilsen, County Administrative Officer</p> <hr/> <p>The mission of the Humboldt County Administrative Office is to support the needs of our community through unparalleled service, participatory leadership, professional growth, optimal management of resources, responsible policies and procedures, and teamwork.</p>	<p>Expenditures + Other Financing Uses</p> <hr/> <p>Revenues + Other Financing Sources</p> <hr/> <p>General Fund Contribution</p> <hr/> <p>Personnel</p> <hr/> <p>% General Fund Contribution</p> <hr/>	<p>\$ 27,696,919</p> <hr/> <p>\$ 25,243,602</p> <hr/> <p>\$ 2,453,317</p> <hr/> <p>45.0</p> <hr/> <p>9%</p> <hr/>

BUDGET UNITS	ORG CHART
--------------	-----------

The County Administrative Office (CAO) includes the following budget units:

ADA Compliance

- 3552 152 ADA Compliance

Management & Budget

- 1100 103 Management & Budget Team

Communications

- 3521 151 Communications

Economic Development

- 1120 275 Economic Development Team
- 1120 286 Headwaters Fund
- 1120 287 Workforce Investment

Economic Development Promotion

- 1110 181 Economic Development Promotion

Fish & Game Advisory Commission

- 1700 290 Fish & Game Advisory Commission

Forester & Warden

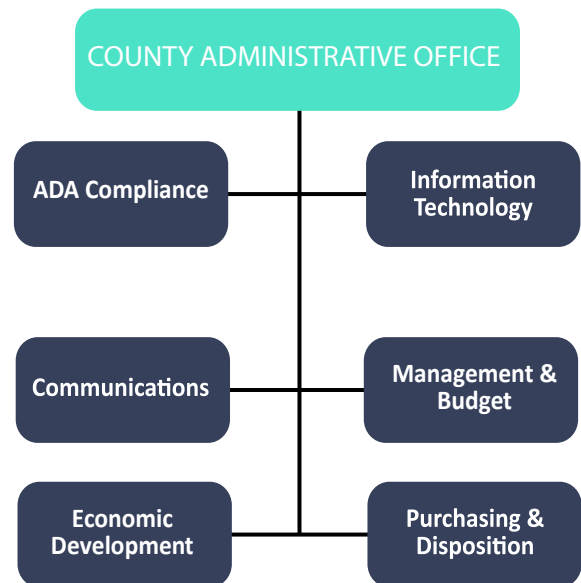
- 1100 281 Forester & Warden

Information Technology

- 3550 118 Information Technology Team

Purchasing & Disposition

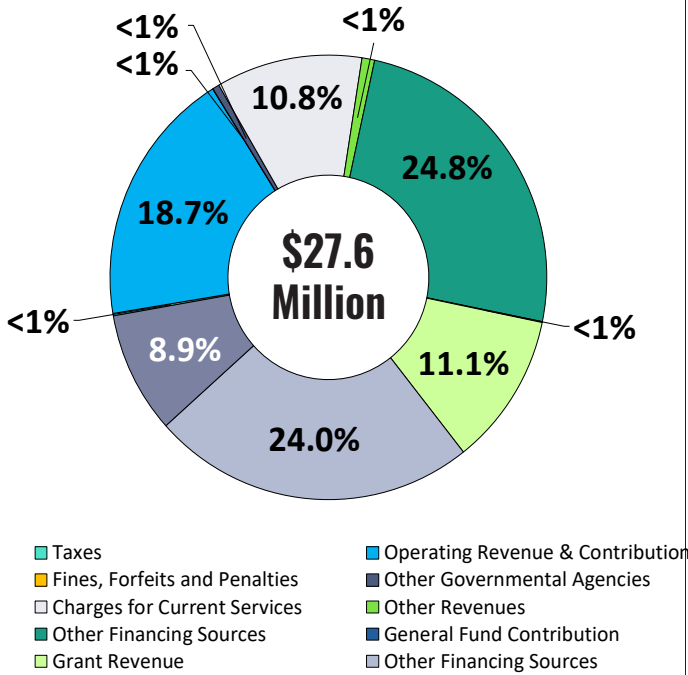
- 3555 115 Purchasing Team



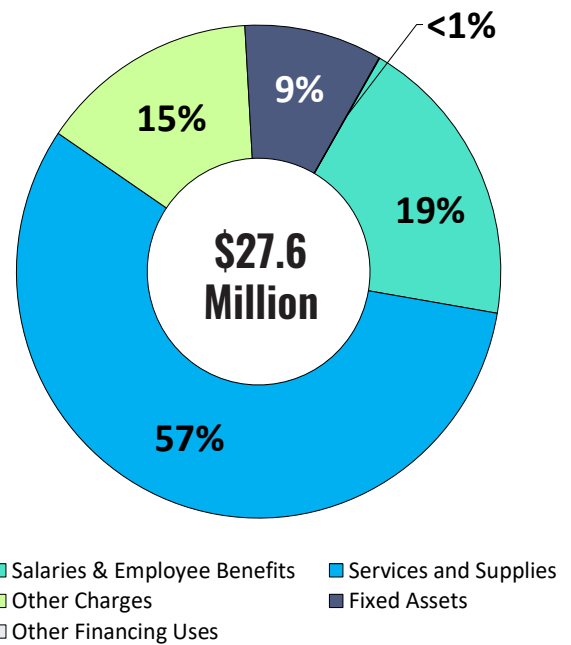
FY 2020-21 PROPOSED DEPARTMENTAL SUMMARY BUDGET TABLE

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	37,500	50,000	50,000	50,000	50,000	0
Operating Revenue & Contribution	3,662,792	3,703,329	4,350,673	5,182,919	5,182,919	832,246
Licenses and Permits	325	520	780	0	0	(780)
Fines, Forfeits and Penalties	5,951	7,956	6,500	5,000	5,000	(1,500)
Use of Money and Property	529	524	150	0	0	(150)
Other Governmental Agencies	2,173,344	3,144,545	3,957,998	138,580	138,580	(3,819,418)
Charges for Current Services	3,238,970	2,593,750	2,967,965	3,000,255	3,000,255	32,290
Other Revenues	631,622	61,235	279,740	260,227	260,227	(19,513)
Other Financing Sources	0	419,003	4,512,511	6,865,371	6,865,371	2,352,860
General Fund Contribution	17,219	1,802,244	2,749,923	455,259	17,321	(2,732,602)
Grant Revenue	0	0	0	3,083,290	3,083,290	3,083,290
Total Revenues	9,768,252	11,783,106	18,876,240	19,040,901	18,602,963	(273,277)
Expenditures						
Salaries & Employee Benefits	2,949,996	3,803,514	4,570,334	5,360,873	5,360,873	790,539
Services and Supplies	3,581,616	3,621,753	4,059,884	15,871,635	15,721,635	11,661,751
Other Charges	3,377,740	3,707,593	5,662,576	4,056,793	4,056,793	(1,605,783)
Fixed Assets	331,662	1,686,976	11,805,528	2,984,757	2,546,819	(9,258,709)
Special Items	(10,337)	0	0	0	0	0
Other Financing Uses	318,850	0	0	0	0	0
Total Expenditures	10,549,527	12,819,836	26,098,322	28,274,058	27,686,120	1,587,798
Other Financing Sources (Uses)						
Special Items	8,195	0	0	0	0	0
Other Financing Sources	181,163	255,739	5,049,305	6,640,639	6,640,639	1,591,334
General Fund Contribution	0	2,817,219	2,183,076	2,603,317	2,453,317	270,241
Other Financing Uses	0	(1,588,751)	(10,299)	(10,799)	(10,799)	(500)
Total Other Financing Sources (Uses)	189,358	1,484,207	7,222,082	9,233,157	9,083,157	1,861,075
Net Revenues (Expenditures)	(591,917)	447,477	0	0	0	0
Additional Funding Support						
1100 General Fund	1,525,783	1,611,590	0	0	0	0
1120 Economic Development	(343,627)	(214,552)	0	0	0	0
1700 Fish & Game	9,659	1,922	0	0	0	0
3521 Communications	31,902	(2,362,744)	0	0	0	0
3550 Information Tech Enterprise	133,939	702,117	0	0	0	0
3552 ADA Compliance ISF	(1,090,303)	(188,142)	0	0	0	0
3555 Central Services ISF	(20,861)	9,426	0	0	0	0
Total Additional Funding Support	246,492	(440,383)	0	0	0	0
Staffing Positions						
Allocated Positions	39.00	39.00	40.00	45.00	45.00	5.00

TOTAL REVENUES

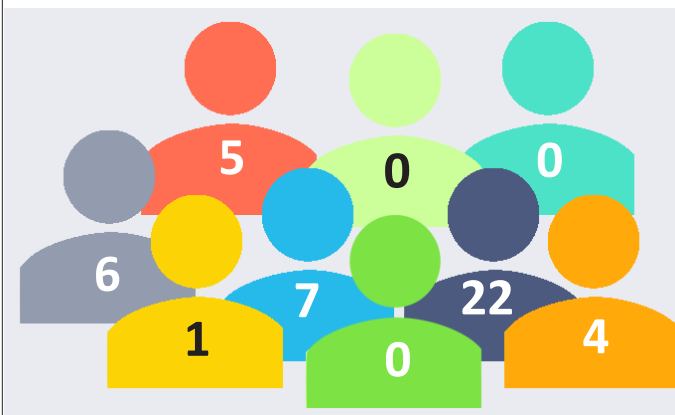


TOTAL EXPENDITURES

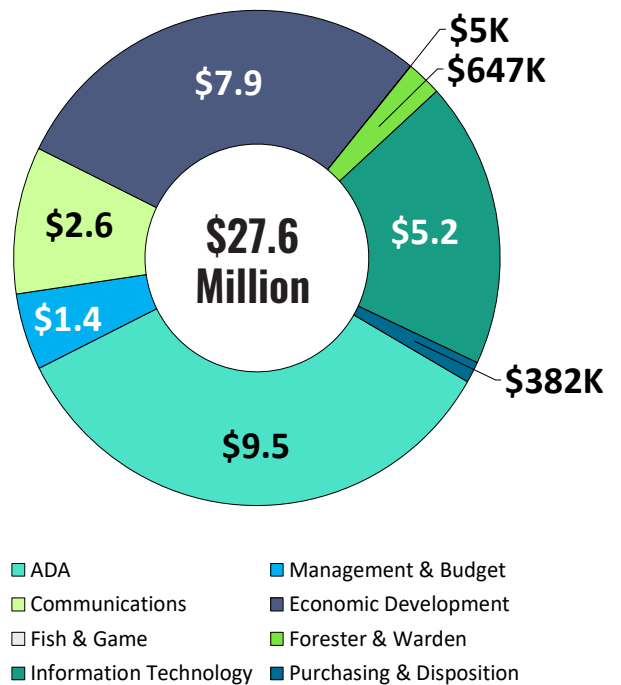


PERMANENT POSITIONS

ADA COMPLIANCE	FISH & GAME
MGMT & BUDGET	FORESTER & WARD.
COMMUNICATIONS	INFO. TECHNOLOGY
ECONOMIC DEV.	PURCHASING
ECON. DEV. PROMO	



EXPENDITURES (In Millions)





ADA COMPLIANCE (3552-152)

PROGRAM DISCUSSION

The ADA Compliance budget unit enforces the county's compliance with Title II of the American's with Disability Act (ADA) of 1990. Compliance contains elements including accessibility to county programs, services and activities, facilities, roadways, website and policies and procedures.

The ADA Compliance budget unit investigates all ADA-related complaints and coordinates with outside vendors on capital improvement projects for barrier removal. ADA Compliance investigates, reviews and monitors for reporting of ADA compliance of county facilities, programs, services and activities including

roadways, the county website, and policies and procedures to ensure compliance with ADA.

This program includes the following budget unit:

3552 152 - ADA Compliance

This program supports the Board of Supervisors' Strategic Framework by enforcing laws and regulations to protect residents, providing for and maintaining infrastructure, managing resources to ensure sustainability of services, creating opportunities for improved safety and health and fostering transparent, accessible, welcoming, and user-friendly services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	238,002	0	0	0	0	0
Other Governmental Agencies	0	42,737	0	0	0	0
Charges for Current Services	2,811,199	2,144,467	2,393,092	2,334,406	2,334,406	(58,686)
Other Revenues	0	135	0	0	0	0
Other Financing Sources	0	0	3,895,911	6,250,657	6,250,657	2,354,746
General Fund Contribution	0	1,166,053	625,000	0	0	(625,000)
Total Revenues	3,049,201	3,353,392	6,914,003	8,585,063	8,585,063	1,671,060
Expenditures						
Salaries & Employee Benefits	347,118	441,816	538,828	570,061	570,061	31,233
Services & Supplies	1,576,302	1,094,780	1,248,032	8,917,307	8,917,307	7,669,275
Other Charges	51,196	40,495	102,182	17,242	17,242	(84,940)
Fixed Assets	(10,579)	(21,391)	6,599,314	0	0	(6,599,314)
Total Expenditures	1,964,037	1,555,700	8,488,356	9,504,610	9,504,610	1,016,254
Other Financing Sources (Uses)						
Other Financing Sources	0	0	1,574,353	919,547	919,547	(654,806)
Other Financing Uses	(230,830)	(1,854,641)	0	0	0	0
Total Other Financing Sources (Uses)	(230,830)	(1,854,641)	1,574,353	919,547	919,547	(654,806)
Net Revenues (Expenditures)	854,334	(56,949)	0	0	0	0
Additional Funding Support						
3552 ADA Compliance ISF	(1,090,303)	(188,142)	0	0	0	0
Total Additional Funding Support	(1,090,303)	(188,142)	0	0	0	0
Staffing Positions						
Allocated Positions	4.00	5.00	5.00	5.00	5.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Financing Sources category has decreased by 42% or \$654,806 due to a reduction in the use of fund balance. Projects are primarily funded by the county’s finance plan.
- The proposed General Fund Contribution has decreased by 100% or \$625,000 due to changes in local accounting practices. General Fund Contributions are transferred directly to the ADA trust and transferred to the budget unit as needed through a transfer in.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 6% or \$31,233 due to negotiated salary and benefit increases, and stipend pay.
- The proposed expenditure budget for the Services and Supplies category has increased by more than 100% or \$7,669,275 due to changes in local accounting practices. Capital Projects are no longer tracked at the Fixed Asset category level rather disbursed in the Services and Supplies category.
- The proposed expenditure budget for the Other

charges category has decreased by 83% or \$84,940 due to changes in local accounting practices. ADA Projects are now tracked in the Services and Supplies category.

- The proposed expenditure budget for the Fixed Asset category has decreased by 100% or \$6,599,314 due to due to changes in local accounting practices. Capital Projects are no longer tracked at the Fixed Asset category level rather disbursed in the Services and Supplies category. Funding of \$8,395,797 is recommended for capital projects; additional details on the proposed projects are available in the Capital Expenditure table.

ADDITIONAL FUNDING REQUESTS

ADA Compliance has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

ACCOMPLISHMENTS



GOALS

- Enforced laws and regulations to protect residents and created opportunities for improved safety and health through successfully completing 1210 of the 1520 or 80% of the ADA access barriers contained in the 2016 Department of Justice Consent Decree.
 - Enforced laws and regulations to protect residents and created opportunities for improved safety and health through successfully removing all consent decree barriers in 35 of 54, or 65%, of the facilities listed in the 2016 Department of Justice Consent Decree.
 - Enforced laws and regulations to protect residents and created opportunities for improved safety and health through receiving full ADA compliance certification in four county facilities surveyed. These facilities include Permitting Services in Redway, Rio Dell Branch Library, Eureka Veterans Building and Elections Division.
 - Enforced laws and regulations to protect residents by receiving notification from the Department of Justice that the County of Humboldt is released from the 2016 Department of Justice Consent Decree.
- Enforce laws and regulations and foster transparent, accessible, welcoming and user-friendly services by relocating seven county programs to ADA compliant locations within the County of Humboldt.
 - Enforce laws and regulations to protect residents and create opportunities for improved safety and health by completing ADA barrier removal at 17 facilities listed the ADA Transition Plan.
 - Provide for and maintain infrastructure through the adoption of a county Facilities Master Plan.





MANAGEMENT & BUDGET

(1100-103)

PROGRAM DISCUSSION

The County Administrative Office-Management & Budget Team (CAO-MBT) provides leadership and guidance in the implementation of the policies of the Board of Supervisors. The CAO-MBT analyzes issues and makes recommendations to the Board regarding the administration and operation of county departments and programs. The CAO-MBT coordinates and oversees the county budget, fee schedule and legislative platform and monitors the use of financial and human resources.

The County Administrative Office Management & Budget Team (CAO-MBT) works to fulfill mandated functions through supportive collaboration between departments, the Board of Supervisors and external stakeholders.

This program includes the following budget unit:

1100 103 County Administrative Office

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure, providing community-appropriate levels of service, supporting self-reliance of citizens, managing resources to ensure sustainability of services, investing in County employees, inviting civic engagement and awareness of available services, fostering transparent, accessible, welcoming and user-friendly services, facilitating the establishment of local revenue sources to address local needs, seeking outside funding sources to benefit Humboldt County needs, building inter-jurisdictional and regional cooperation, and engaging in discussions of our regional economic future.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	37,500	50,000	50,000	50,000	50,000	0
Other Governmental Agencies	20,000	0	0	0	0	0
Other Revenues	12,212	0	100	100	100	0
Total Revenues	69,712	50,000	50,100	50,100	50,100	0
Expenditures						
Salaries & Employee Benefits	740,627	782,517	881,226	988,009	988,009	106,783
Services and Supplies	348,281	353,355	345,677	371,444	371,444	25,767
Other Charges	72,833	29,125	29,692	30,664	30,664	972
Fixed Assets	0	4,416	0	0	0	0
Total Expenditures	1,161,741	1,169,413	1,256,595	1,390,117	1,390,117	133,522
Other Financing Sources (Uses)						
General Fund Contribution	0	0	1,206,495	1,340,017	1,340,017	133,522
Total Other Financing Sources (Uses)	0	0	1,206,495	1,340,017	1,340,017	133,522
Net Revenues (Expenditures)	(1,092,029)	(1,119,413)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,092,029	1,119,413	0	0	0	0
Total Additional Funding Support	1,092,029	1,119,413	0	0	0	0
Staffing Positions						
Allocated Positions	6.00	5.00	5.00	6.00	6.00	1.00

SIGNIFICANT CHANGES

- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 12% or \$106,783 due to the addition of 1.0 FTE Public Information Specialist in FY 2019-20, negotiated salary and benefit increases and extra help assistance during the budget process.
- The proposed General Fund Contribution has increased by 11% or \$133,522 due to the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations, as well as the allocation of 1.0 FTE Public Information Specialist at mid-year in FY 2019-20.

PERSONNEL

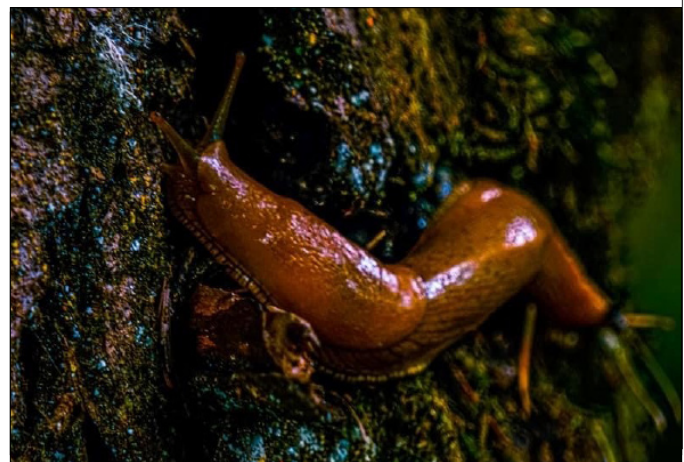
There is a net increase of 1.0 FTE. During FY 2019-20, 1.0 FTE Public Information Specialist was allocated along with 1.0 Deputy County Administrative Officer to allow for the under-filled Assistant County Administrative Officer position to be vacated and a recruitment run. This caused an increase of 2.0 FTE over the prior year adopted allocation. Now that the Assistant CAO has been appointed and a Deputy CAO position vacated, the Deputy CAO can be deallocated.

Deallocate

1.0 Deputy County Administrative Officer

ADDITIONAL FUNDING REQUESTS

CAO-MBT has no additional funding requests.



ACCOMPLISHMENTS



GOALS

- Built inter-jurisdictional and regional cooperation through Board approval to share property tax revenue with local fire districts who commit to managing resources to ensure sustainability. Staff have begun implementing a property tax sharing agreement with Rio Dell Fire Department who plans to expand their boundary to include portions of their current out of district response area, as well as the consolidation with the volunteer fire departments (VFDs) in the communities of Scotia, Shively, and Redcrest.
- Engaged in discussions of the county's regional economic future through decision making that has been guided by the updated Strategic Framework that included a comprehensive Strategic Plan Vision to meet the goals, priorities and objectives established in FY 2019-20.
- Fostered transparent, accessible, welcoming and user friendly services with an updated FY 2019-20 budget book that provides for more detailed budget information by individual budget unit and lays out comprehensive goals and accomplishments for the county programs in order to inform the citizens' of Humboldt County on the activities taking place in the county and future plans for improvements.
- Fostered transparent, accessible, welcoming and user friendly services through the redesign of the budget book which allowed for the county to be awarded the Government Financial Officers Association (GFOA) Distinguished Budget Award in FY 2019-20. This is the first time the county has received this widely respected distinction.
- Provided for and maintained infrastructure through the support and allocation of funding for an upgrade to radio infrastructure to improve public safety communications throughout Humboldt County.
- Managed resources to ensure sustainability of services by meeting the Board approved policy level allocations for Deferred Maintenance and Reserves.
- Invest in county employees by encouraging the MBT team to pursue professional development opportunities to enhance public service, communication, leadership and team building skills necessary to seek out the opportunities and meet the challenges facing the community and County of Humboldt.
- Foster transparent, accessible, welcoming and user friendly services by creating a high-performing organization that encourages leadership at all levels and promotes an organization that is solution oriented and adaptive to technology.
- Manage resources to ensure sustainability of services through fiscal responsibility and long-term planning efforts to address capital improvement costs, short-term and long-term cash management and to create policies and procedures that minimize the county's debt service and issuance cost with an overall objective of ensuring prudent debt management practices in order to maintain financial stability, preserve public trust and minimize costs to taxpayers.
- Protect vulnerable populations through increased legislative activities that provide funding for services such as those that address substance use disorders and opioid treatment options.
- Build inter-jurisdictional and regional cooperation by working with neighboring jurisdictions to identify potential sites for additional county facilities, an administrative complex, and one-stop permitting as identified in the Facilities Master Plan.
- Manage resources to ensure sustainability of services by updating the Public Agency Retirement Services (PARS) Funding Policy. The FY 2019-20 PARS charges have been approved by the State Controller, however in order to continue the contributions to PARS, an update actuary is required. This actuary will be utilized to update the PARS Funding Policy to establish future goals and objectives on the contribution and the utilization of funds to address increasing CalPERS pension costs.



COMMUNICATIONS (3521-151)

PROGRAM DISCUSSION

Communications is an Internal Service Fund, and performs services for other county departments on a cost for service basis.

This program contains the following budget unit:

3521 151 Communications

This program provides for and maintains infrastructure. The primary functions in both the radio and telephone programs consist of maintenance, contract administration, system design and equipment specification, capitalization fund management, and monthly bill auditing, payment and cost distribution to departments.



ACCOMPLISHMENTS



GOALS

- Provided for and maintained infrastructure with the launch of the Radio Infrastructure Project. This project will replace the existing outdated system on mountaintops with state-of-the-art system to provide better coverage to critical areas.
- Provided for and maintained infrastructure with the support of phone systems.
- Provide for and maintain infrastructure with the continuation of the multi-phase multi-year Radio Infrastructure Project.
- Build inter-jurisdictional and regional cooperation through collaborative quarterly meetings with outside agencies.
- Provide for and maintain infrastructure with the ongoing upgrades of multiple phone sites.

MEASURE Z FUNDING REQUESTS

Communications has submitted a request for \$437,938 to the Measure Z Citizens' Advisory to replace old repeater site buildings on Mountain Tops.

All Measure Z requests were reviewed and prioritized by the Citizens' Advisory Committee and the Board of Supervisors.

The additional funding request was not recommended at this time. While this request has merit it did not meet a priority ranking that allowed for it to be funded based on available Measure Z Funding.

FY 2020-21 PROPOSED BUDGET TABLE

COMMUNICATIONS 3521-151

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	0	750,000	0	0	0	0
Charges for Current Services	121,374	151,427	279,576	316,601	316,601	37,025
Other Revenues	45,314	29,501	80,440	30,440	30,440	(50,000)
General Fund Contribution	17,219	0	2,124,923	455,259	17,321	(2,107,602)
Total Revenues	183,907	930,928	2,484,939	802,300	364,362	(2,120,577)
Expenditures						
Salaries & Employee Benefits	62,849	75,814	72,545	74,443	74,443	1,898
Services and Supplies	58,758	74,708	89,494	110,767	110,767	21,273
Other Charges	93,283	104,983	55,486	55,221	55,221	(265)
Fixed Assets	919	1,166,818	4,587,246	2,861,869	2,423,931	(2,163,315)
Total Expenditures	215,809	1,422,323	4,804,771	3,102,300	2,664,362	(2,140,409)
Other Financing Sources (Uses)						
Other Financing Sources	0	36,920	2,319,832	2,300,000	2,300,000	(19,832)
Other Financing Uses	0	(10,640)	0	0	0	0
General Fund Contribution	0	2,817,219	0	0	0	0
Total Other Financing Sources (Uses)	0	2,843,499	2,319,832	2,300,000	2,300,000	(19,832)
Net Revenues (Expenditures)	(31,902)	2,352,104	0	0	0	0
Additional Funding Support						
1100 General Fund	31,902	(2,352,104)	0	0	0	0
Total Additional Funding Support	31,902	(2,352,104)	0	0	0	0
Staffing Positions						
Allocated Positions	1.00	1.00	1.00	1.00	1.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Charges for Current Services category has increased by 13% or \$37,025 due to increased charges to departments due to contractual increases to mountaintop repeater site leases and additional projects planned for FY 2020-21.
- The proposed revenue budget for the Other Revenues category has decreased by 62% or \$50,000 due to a reduced need to transfer funds from the Radio Cap Fund.
- The proposed General Fund Contribution has decreased by 99% or \$2,107,602 due to one-time funds allocated in FY 2019-20 for the Radio Infrastructure Project.
- The proposed expenditure budget for the Services and Supplies category has increased by 24% or \$21,273 due to contractual increases to mountaintop repeater site leases and additional projects planned for FY 2020-21.
- The proposed expenditure budget for the Fixed Assets category has decreased by 47% or \$2,163,315 due to progress made on the Radio

Infrastructure Project. \$2,300,000 is being carried forward for the work in FY 2020-21. This project is anticipated to span several years. Funding of \$2,423,931 is recommended for fixed assets; additional details are available in the Capital Expenditures table.

ADDITIONAL FUNDING REQUESTS

Communications submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



ECONOMIC DEVELOPMENT

PROGRAM DISCUSSION BY BUDGET UNIT

The Economic Development division is a subset of the County Administrative Office and exists to meet Humboldt County's economic needs by administering the Comprehensive Economic Development Strategy (CEDS), implementing the Board of Supervisor's Strategic Framework, and by identifying, vetting and executing policies and programs that are designed to strengthen and sustain Humboldt County's economy.

Federal and state governments spend billions of dollars every year on economic development initiatives. These initiatives often include grants and other assistance (to local jurisdictions) which are designed to generate employment, retain jobs, and stimulate economic growth. At the heart of these federal and state initiatives exist local Economic Development Agencies (EDAs) who work with their state and federal government counterparts to collaborate on these initiatives through a variety of programs. The Economic Development division of the County Administrative Office is the primary agency that serves as Humboldt County's EDA.

1120 275 Economic Development

The Economic Development team serves to support the county's diverse economic development needs by coordinating the county's economic development efforts with partner jurisdictions located throughout Humboldt County, and through collaboration the county's state and federal level economic development counterparts.

By and under the direction of the CAO, the Economic Development team also serves as the primary administrator for county level economic and workforce development centric policies, programs and strategies which have been created to drive economic prosperity for residents, businesses, and communities in Humboldt County.

Additionally, the Economic Development team provides staff support to three Boards and Committees that provide services specific to the County of Humboldt's Comprehensive Economic Development Strategy (CEDS), and the Board of Supervisor's Strategic Framework, and which oversee

a set of specific grants, programs and projects. Those include the Headwaters Fund Board, the Workforce Development Board, and the Cannabis Micro-Grant and Loan Advisory Committee.

1120 286 Headwaters Fund Board

The Headwaters Fund and Headwaters Board is a subset of the Economic Development division and is staffed by the Economic Development team. This fund was established with funds from the Federal and state governments as direct appropriations to offset the loss of timber harvest jobs and taxes when the Headwaters Forest was purchased and logging on the forest was curtailed or reduced.

More information available under the 2020-21 Program Narrative for 1120-286.

1120 287 Workforce Development Board

The County's local workforce efforts and Workforce Development Board is a subset of the Economic Development division and is staffed by the Economic Development team. Funded primarily through Workforce Innovation and Opportunity Act Funds, the Workforce Development Board (WDB) of Humboldt County brings together community members from the private sector, local government, non-profits, labor unions, education, and public agencies to develop, grow, and prepare Humboldt County's workforce.

More information available under the 2020-21 Program Narrative for 1120-287.

These programs support the Board's Strategic Framework by providing for and maintaining infrastructure, encouraging new local enterprise, supporting business, workforce development and creation of private-sector jobs, retaining existing and facilitating living-wage private sector jobs and housing, facilitating the establishment of local revenue sources to address local needs, seeking outside funding sources to benefit Humboldt County needs, facilitating public/private partnerships to solve problems, building inter-jurisdictional and regional cooperation, engaging in discussions of our regional economic future, and engaging new partners.

ACCOMPLISHMENTS



GOALS

- Provided community-appropriate levels of service in the reorganized, restructured Economic Development Division (EDD). The EDD is now organized in a manner which provides greater ability to support creation, retention and expansion of county businesses; develop a business ready workforce training system; and, assure staff are properly trained and involved in local, state and national economic development organizations.
 - Engaged in discussions of our regional economic future through the Project Trellis Micro-Grant Program being established, and grant awards were made to cannabis related businesses. The Trellis Local Equity Program will begin next year. Trellis is vital to retaining the cannabis industry and is a prime example of public/private partnerships.
 - Managed resources to ensure sustainability of services and engaged in discussions of our regional economic future with the EDD team who has played a key role in infrastructure planning and identifying funding opportunities. EDD team obtained a commitment for a minimum of 80% federal grant funding, possibly 100%, for repair of the water intake at Essex for the industrial water line serving the Samoa Peninsula. It is by facilitating public/private partnerships to solve infrastructure needs so that Humboldt County becomes a much better location for existing business to grow and stay, and to attract new businesses.
 - Invited civic engagement and awareness of available services through the GoHUMCO Initiative that was implemented to serve as the social media engagement campaign. This is a critical component to match the needs of employers with younger employees and business owners. It will provide a "go-to" one-stop site for Humboldt County Economic Development programs.
 - Built inter-jurisdictional and regional cooperation with the Humboldt Bay Harbor District and Humboldt Bay Municipal Water District towards repair, upgrade and replacement of aging infrastructure.
- Engage in discussions of our regional economic future by determining strategic uses for state and local cannabis funding in implementing programs consistent with the Board of Supervisors' Strategic Framework and Prosperity 2018 (CEDS).
 - Manage resources to ensure sustainability of services by reviewing and where necessary, updating the CEDS regarding COVID-19 economic disruption. Obtain support from the US-EDA and other outside funding sources, if available, to fund this effort.
 - Engage in discussions of our regional economic future by strategically expanding economic development programs and efforts to more areas of the county while continuing to focus on the redevelopment of the Samoa Peninsula and harbor.
 - Facilitate public/private partnerships to solve problems by providing technical assistance to Tribal business enterprises. Build upon efforts underway with the Hoopa Valley Tribe to restart a strategic manufacturing facility as an example.
 - Engage in discussions of our regional economic future by responding to disruptions to the local economy due to the COVID-19 disaster. Assist local businesses in obtaining resources to get their finances back in the positive, identifying and obtaining workforce, financial sources, and professional services to assist in the rebuild of the economy.

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Licenses and Permits	325	520	780	0	0	(780)
Other Governmental Agencies	379,873	41,240	0	0	0	0
Charges for Current Services	4,500	3,500	2,500	4,500	4,500	2,000
Other Revenues	1,308	0	0	17,047	17,047	17,047
General Fund Contribution	0	506,216	0	0	0	0
Total Revenues	386,006	551,476	3,280	21,547	21,547	18,267
Expenditures						
Salaries & Employee Benefits	34,618	162,224	192,725	489,807	489,807	297,082
Services and Supplies	53,217	165,823	571,640	1,590,091	1,590,091	1,018,451
Other Charges	337,469	28,536	318,869	1,614,236	1,614,236	1,295,367
Special Items	(10,337)	0	0	0	0	0
Total Expenditures	414,967	356,583	1,083,234	3,694,134	3,694,134	2,610,900
Other Financing Sources (Uses)						
Special Items	8,195	0	0	0	0	0
Other Financing Sources	181,163	0	801,000	3,369,580	3,369,580	2,568,580
General Fund Contribution	0	0	281,058	305,111	305,111	24,053
Other Financing Uses	0	(421)	(2,104)	(2,104)	(2,104)	0
Total Other Financing Sources (Uses)	189,358	(421)	1,079,954	3,672,587	3,672,587	2,592,633
Net Revenues (Expenditures)	160,397	194,472	0	0	0	0
Additional Funding Support						
1120 Economic Development	(160,397)	(194,472)	0	0	0	0
Total Additional Funding Support	(160,397)	(194,472)	0	0	0	0
Staffing Positions						
Allocated Positions	5.00	5.00	6.00	7.00	7.00	1.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Revenues category has increased by 100% or \$17,047 due to Recycling Market Development Zone (RMDZ) payments and registration fees for the Economic Development Summit to be held in 2020.
- The proposed revenue budget for the Other Financing Sources category has increased by more than 100% or \$2,568,580 due to funding allocated for Project Trellis.
- The proposed General fund Contribution has increased by 9% or \$24,053 due to an increase in the contribution for the Economic Development Director’s salary and redevelopment dissolution, along with an ongoing allocation of \$10,000 approved in FY 2019-20 for work performed by the Equal Employment Opportunity Officer.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by more than 100% or \$297,082 due to the addition of an Economic Development Specialist to manage Project Trellis and increased extra help expenses

required to meet grant program needs.

- The proposed expenditure budget for the Services and Supplies category has increased by more than 100% or \$1,018,451 due to increased professional services expenses associated to Project Trellis marketing programs.
- The proposed expenditure budget for the Other Charges category has increased by more than 100% or \$1,295,367 due to the implementation of Project Trellis micro-grant and equity programs.

ADDITIONAL FUNDING REQUESTS

Economic Development submitted no additional funding requests.

PERSONNEL

There is a net increase of 1.0 FTE due to the allocation of a Economic Development Specialist to manage Project Trellis, funded through the equity program.

Allocate

1.0 Economic Development Specialist

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Revenues	368,834	0	0	0	0	0
Other Financing Sources	0	419,003	616,600	614,714	614,714	(1,886)
Total Revenues	368,834	419,003	616,600	614,714	614,714	(1,886)
Expenditures						
Salaries & Employee Benefits	142	95,986	108,165	106,060	106,060	(2,105)
Services and Supplies	10,245	7,099	27,706	25,307	25,307	(2,399)
Other Charges	358,447	340,544	477,635	480,253	480,253	2,618
Total Expenditures	368,834	443,629	613,506	611,620	611,620	(1,886)
Other Financing Sources (Uses)						
Other Financing Sources	0	24,651	0	0	0	0
Other Financing Uses	0	0	(3,094)	(3,094)	(3,094)	0
Total Other Financing Sources (Uses)	0	24,651	(3,094)	(3,094)	(3,094)	0
Net Revenues (Expenditures)	0	25	0	0	0	0
Additional Funding Support						
1120 Economic Development	0	(25)	0	0	0	0
Total Additional Funding Support	0	(25)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

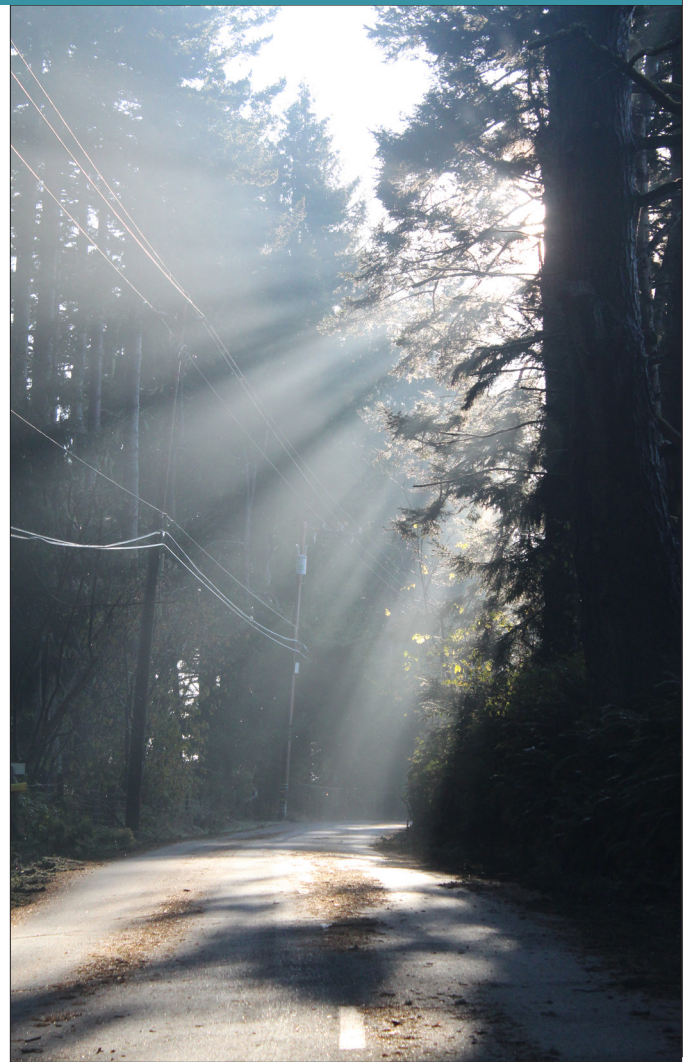
There are no significant changes.

ADDITIONAL FUNDING REQUESTS

Headwaters has submitted no additional funding requests.

PERSONNEL

There are no changes to personnel.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	1,773,471	2,335,933	3,957,998	0	0	(3,957,998)
Other Revenues	0	0	0	3,083,290	3,083,290	3,083,290
Total Revenues	1,773,471	2,335,933	3,957,998	3,083,290	3,083,290	(874,708)
Expenditures						
Salaries & Employee Benefits	0	215,322	386,444	374,190	374,190	(12,254)
Services and Supplies	6,870	23,424	23,532	1,897,305	1,747,305	1,723,773
Other Charges	1,583,371	2,072,987	3,542,921	956,694	956,694	(2,586,227)
Total Expenditures	1,590,241	2,311,733	3,952,897	3,228,189	3,078,189	(874,708)
Other Financing Sources (Uses)						
General Fund Contribution	0	0	0	150,000	0	0
Other Financing Sources	0	(4,145)	(5,101)	(5,101)	(5,101)	0
Total Other Financing Sources (Uses)	0	(4,145)	(5,101)	144,899	(5,101)	0
Net Revenues (Expenditures)	183,230	20,055	0	0	0	0
Additional Funding Support						
1120 Economic Development	(183,230)	(20,055)	0	0	0	0
Total Additional Funding Support	(183,230)	(20,055)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Governmental Agencies category has decreased by 100% or \$3,957,998 due to changes in local accounting practices. Grant revenues are now reflected as “Other Revenues.”
- The proposed revenue budget for the Other Revenues category has increased by 100% or \$3,083,290 due to changes in local accounting practices. Grant revenues are now reflected as “Other Revenues” as opposed to “Other Governmental Agencies.” Overall, grant revenues have actually decreased by 22% or \$874,707 due to the spend down of the opioid grant in FY 2019-20.
- The proposed expenditure budget for the Services and Supplies category has increased by more than 100% or \$1,723,773 due to changes in local accounting practices. Grant expenditures are now reflected as “Services and Supplies,” as opposed to “Other Charges.”
- The proposed expenditure budget for the Other Charges category has decreased by 73% or \$2,586,227 due to changes in local accounting practices. Grant expenditures are now reflected as “Services and Supplies.” Overall, expenditures

have actually decreased by 22% or \$869,607 due to the spend down of the opioid grant in FY 2019-20.

ADDITIONAL FUNDING REQUESTS

Workforce Development Board has submitted one additional funding request for \$150,000 for an Emerging Workforce Retention Program.

This additional funding request is not recommended at this time. While this request has merit it did not meet a priority level that allowed for it to be funded based on available financial resources.

PERSONNEL

There are no personnel changes.



ECONOMIC DEVELOPMENT PROMOTION (1100-181)

PROGRAM DISCUSSION BY BUDGET UNIT

The county appropriates a portion of Transient Occupancy Tax (hotel/motel tax, or TOT) receipts to the Eureka-Humboldt Visitors Bureau to promote tourism and attract businesses to Humboldt County, and to the Redwood Region Entertainment and Education Liaisons, Inc. (RREEL), doing business as the Humboldt Del Norte Film Commission, to promote Humboldt County as a location for film and digital media production work.

Economic Development Promotion utilizes TOT funds to invest in the county's tourism economy, as identified in the county's Comprehensive Economic Development Strategy (CEDs) and the regional

Prosperity! strategy. The allocation to RREEL is equal to 5 percent of TOT revenues plus an additional \$20,000. The allocation to the Eureka-Humboldt Visitor's Bureau is for 18 percent of TOT revenues. This program contains the following budget unit:

1100 181 Economic Development Promotion

This program supports the Board of Supervisors' Strategic Framework by encouraging new local enterprise, supporting business, workforce development and creation of private-sector jobs, and managing our resources to ensure sustainability of services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Expenditures						
Services and Supplies	1,500	1,500	1,500	526,218	526,218	524,718
Other Charges	385,286	470,045	485,812	0	0	(485,812)
Total Expenditures	386,786	471,545	487,312	526,218	526,218	38,906
Other Financing Sources (Uses)						
General Fund Contribution	0	0	487,312	526,218	526,218	38,906
Total Other Financing Sources (Uses)	0	0	487,312	526,218	526,218	38,906
Net Revenues (Expenditures)	(386,786)	(471,545)	0	0	0	0
Additional Funding Support						
1100 General Fund	386,786	471,545	0	0	0	0
Total Additional Funding Support	386,786	471,545	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

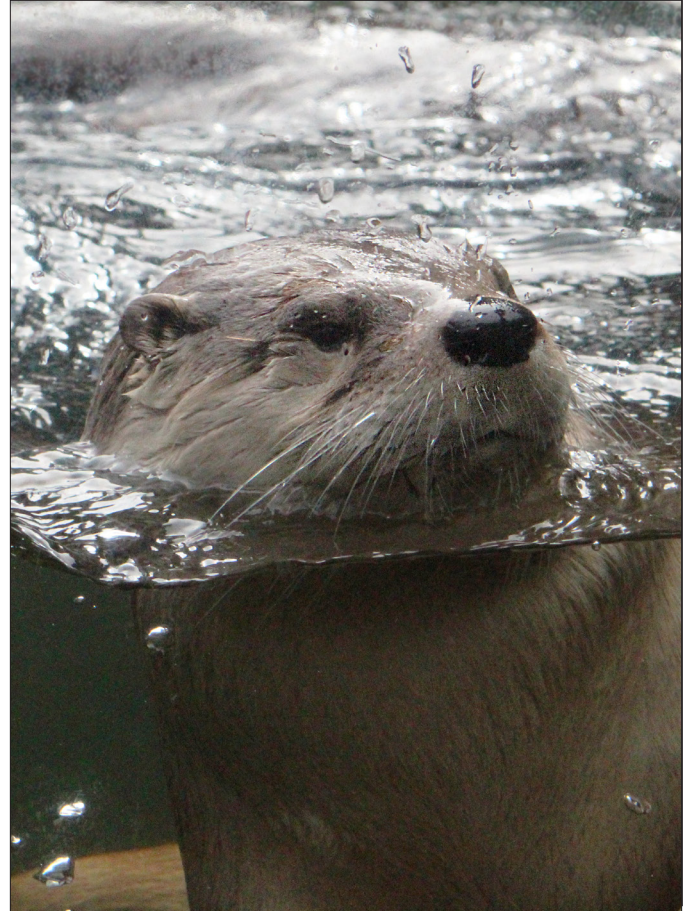
- The proposed General Fund Contribution has increased by 8% or \$38,906 due to increased TOT revenues in FY 2018-19. Services provided by this budget unit are a derivative of TOT revenues.
- The proposed expenditure budget for the Services and Supplies category has increased by more than 100% or \$524,718 due to changes in local accounting practice. The contract Services for RREEL and Eureka-Humboldt Visitor’s Bureau are now reflected as “Services and Supplies,” as opposed to “Other Charges.” The actual expense has increased 8% or \$38,906 as these services are a derivative of TOT revenues.
- The proposed expenditure budget for the Other Charges category has decreased by 100% or \$485,812 due to changes in local accounting practice. The contract Services for RREEL and Eureka-Humboldt Visitor’s Bureau are now reflected as “Services and Supplies.”

PERSONNEL

There are no personnel changes.

ADDITIONAL FUNDING REQUESTS

Economic Development Promotion has submitted no additional funding requests.





FISH & GAME ADVISORY COMMISSION (1700-290)

PROGRAM DISCUSSION

The purpose of this budget unit is to function as the funding source for the Fish and Game Advisory Commission's grant program. Fish and Game code requires that fines collected be deposited into a special fund and expended for the protection, conservation and preservation of fish and wildlife under the direction of the Board. Grants are awarded after recommendation of the Commission and approval by the Board of Supervisors.

This program contains the following budget unit:

1700 290 Fish & Game Advisory Commission

This program supports the Board of Supervisors' Strategic Framework by facilitating public/private partnerships to solve problems.

ACCOMPLISHMENTS

- Invited civic engagement and awareness of services by awarding a single grant to the Humboldt County Office of Education for a Classroom Aquarium Education Program.
- Managed resources to ensure sustainability of services by utilizing the entire grant allocation and tracking prior grant allocations for the expiration of funds.

GOALS

- Manage resources to ensure sustainability of services by monitoring fine revenues and allowing fund balance to increase to provide meaningful grant opportunities to the community.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	5,951	7,956	6,500	5,000	5,000	(1,500)
Use of Money and Property	529	524	150	0	0	(150)
Total Revenues	6,480	8,480	6,650	5,000	5,000	(1,650)
Expenditures						
Services and Supplies	16,139	10,402	13,500	4,500	4,500	(9,000)
Total Expenditures	16,139	10,402	13,500	4,500	4,500	(9,000)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	6,850	0	0	(6,850)
Other Financing Uses	0	0	0	(500)	(500)	(500)
Total Other Financing Sources (Uses)	0	0	6,850	(500)	(500)	(7,350)
Net Revenues (Expenditures)	(9,659)	(1,922)	0	0	0	0
Additional Funding Support						
1700 Fish & Game	9,659	1,922	0	0	0	0
Total Additional Funding Support	9,659	1,922	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

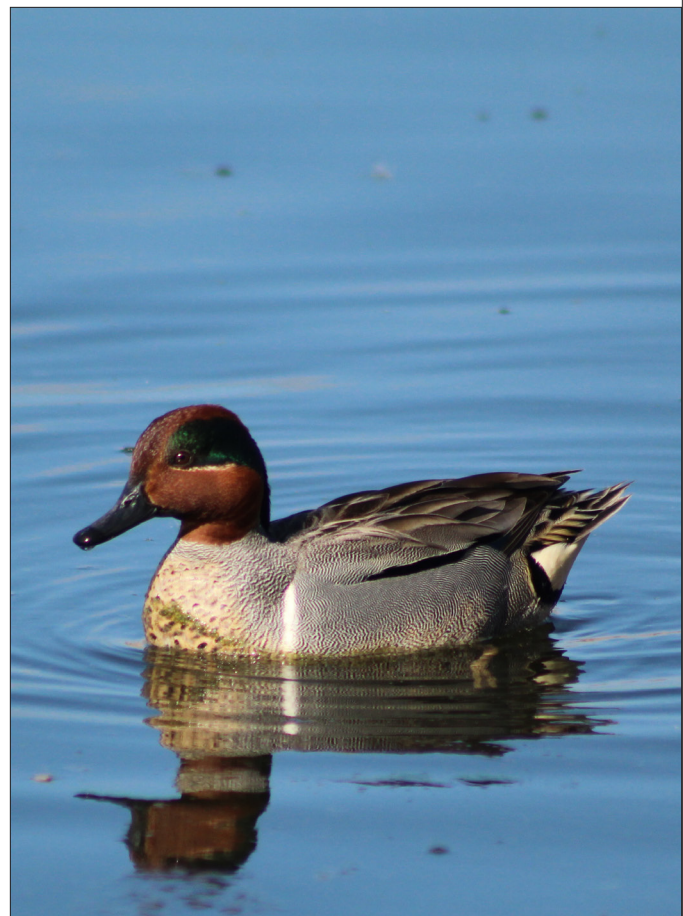
- The proposed revenue budget for the Other Financing Sources category has decreased by 100% or \$6,850 due to a reduction in the need to utilize fund balance as a grant program will not be awarded in FY 2020-21 in an effort to restore the fund balance to a healthy level.
- The proposed expenditure budget for the Services and Supplies category has decreased by 67% or \$9,000 due to not offering grant opportunities in FY 2020-21 to allow the Fish and Game Advisory Commission fund balance to increase and be able to provide meaningful grant opportunities to the community in the future.

ADDITIONAL FUNDING REQUESTS

Fish & Game Advisory Commission has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.





FORESTER & WARDEN (1100-281)

PROGRAM DISCUSSION

This budget unit provides for support of fire suppression services in the Trinidad area and cooperative fire dispatch services for smaller fire districts throughout the county. Expenditures for the Trinidad area are offset by a Special Assessment District, Community Service Area #4 (CSA #4), for fire services.

Rates for providing fire suppression services in Trinidad and cooperative fire dispatch services are calculated by Cal FIRE. In 2003, the citizens residing in CSA#4 voted to increase their fire assessments to pay for increasing Cal FIRE personnel costs. Cal FIRE costs have continued to increase and the General Fund is covering the difference between the assessments and the fire service costs.

This budget unit also provides a 75 percent share of the Co-op Fire Dispatch. Fire dispatch services are provided by Cal FIRE to the county's local fire districts. The cost of fire dispatch services is partially offset by the Dispatch Co-op (cities of Trinidad, Ferndale, Rio Dell, and 25 fire protection districts). The Dispatch Co-op has received Measure Z funding to pay for their 25% share. In addition, Arcata Fire Department will come under the county contract in FY 2020-21, providing for a cost share reimbursement of \$138,580.

This program supports the Board of Supervisors' Strategic Framework by protecting vulnerable populations.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	0	0	0	138,580	138,580	138,580
Other Revenues	176,724	0	171,200	175,000	175,000	3,800
Total Revenues	176,724	0	171,200	313,580	313,580	142,380
Expenditures						
Other Charges	223,692	203,263	379,411	647,063	647,063	267,652
Total Expenditures	223,692	203,263	379,411	647,063	647,063	267,652
Other Financing Sources (Uses)						
Other Financing Sources	0	182,631	0	51,512	51,512	51,512
General Fund Contribution	0	0	208,211	281,971	281,971	73,760
Total Other Financing Sources (Uses)	0	182,631	208,211	333,483	333,483	125,272
Net Revenues (Expenditures)	(46,968)	(20,632)	0	0	0	0
Additional Funding Support						
1100 General Fund	46,968	20,632	0	0	0	0
Total Additional Funding Support	46,968	20,632	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for Other Governmental Agencies has increased by 100% or \$138,580 due to the reimbursement of dispatch services from Arcata Fire Department.
- The proposed revenue budget for Other Financing Sources has increased by 100% or \$51,512 due to changes in local accounting practice. The Measure Z funding that pays 25% of dispatch costs on behalf of the Humboldt County Fire Chief’s Association is now reflected as “Other Financing Sources,” as opposed to directly reducing the CalFire Dispatch expense.
- The proposed General Fund Contribution has increased by 26% or \$73,760 due to rising CalFIRE costs. County staff have worked diligently with CalFIRE to propose a phased in approach to the cost increases required by CalFIRE. CalFIRE did agree to a reduction in costs for FY 2020-21 over the initial proposal, however dispatch costs are more than doubling next fiscal year placing strain on the General Fund in order to support fire agencies.
- The proposed expenditure budget for the Other Charges category has increased by 41% or \$267,652 due to anticipated increases to dispatch and fire service costs.

ADDITIONAL FUNDING REQUESTS

Forester and Warden submitted no additional funding requests.

PERSONNEL

There are no personnel changes.





INFORMATION TECHNOLOGY

(3550-118)

PROGRAM DISCUSSION

Information Technology (IT) is responsible for assisting county departments and staff in improving work methods and productivity through the application and use of a variety of automated services, methodologies, and information technologies. IT also maintains the integrity and security of official county information.

IT is responsible for the operation and integrity of the county's overall information infrastructure, which includes core telephony, primary internet/cloud access, desktop computers, phones, business applications as well as the security of the county's network, virtual environment, servers, and databases.

IT provides overarching IT services for all departments, some of which also support a portion of their own departmental infrastructure. In total, the county has over 2,400 personal computers, together with printers, copiers, and scanners, communicating with 100 servers over a high-speed network connecting approximately 57 county service locations.

This program contains the following budget unit:

3550 118 Information Technology

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure and managing our resources to ensure sustainability of services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	3,424,790	3,703,329	4,350,673	5,182,919	5,182,919	832,246
Charges for Current Services	0	6,779	0	0	0	0
Other Revenues	10,419	2,412	0	0	0	0
General Fund Contribution	0	129,975	0	0	0	0
Total Revenues	3,435,209	3,842,495	4,350,673	5,182,919	5,182,919	832,246
Expenditures						
Salaries & Employee Benefits	1,511,447	1,758,849	2,090,141	2,435,245	2,435,245	345,104
Services and Supplies	1,477,596	1,860,836	1,665,959	2,406,530	2,406,530	740,571
Other Charges	238,783	387,794	230,739	218,256	218,256	(12,483)
Fixed Assets	341,322	537,133	618,968	122,888	122,888	(496,080)
Total Expenditures	3,569,148	4,544,612	4,605,807	5,182,919	5,182,919	577,112
Other Financing Sources (Uses)						
Other Financing Sources	0	0	255,134	0	0	(255,134)
Total Other Financing Sources (Uses)	0	0	255,134	0	0	(255,134)
Net Revenues (Expenditures)	(133,939)	(702,117)	0	0	0	0
Additional Funding Support						
3550 Information Technology Enterprise	133,939	702,117	0	0	0	0
Total Additional Funding Support	133,939	702,117	0	0	0	0
Staffing Positions						
Allocated Positions	18.00	19.00	19.00	19.00	22.00	3.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Operating Revenue & Contribution category has increased by 19% or \$832,246 due to additional department charges for increases in software applications and the addition of 3.0 FTE staff needed to maintain additional infrastructure and programs.
- The proposed revenue fund for the Other Financing Sources category has decreased by 100% or \$255,134 due to a one-time allocation of \$42,867 in FY 2019-20 for an upgraded replacement of the jail security badge and access system, and the reduced need for fund balance transfers.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 16% or \$345,104 due to the allocation of 3.0 FTE and negotiated salary and benefit increases.
- The proposed expenditure budget for the Services and Supplies category has increased by 44% or \$740,571 due to increased Microsoft Office 365 and computer software related expenses.
- The proposed expenditure budget for the Other Charges category has decreased by 5% or

\$12,483 due to changes in cost allocation charges as approved by the State Controller.

- The proposed expenditure budget for the Fixed Assets category has decreased by 64% or \$496,080 due to the one-time purchase of Microsoft Office 365 licenses in FY 2019-20. Funding of \$122,888 is recommended for fixed assets; additional details on the proposed equipment is available in the Capital Expenditure table.

ADDITIONAL FUNDING REQUESTS

Information Technology has submitted no additional funding requests.

PERSONNEL

An increase of 3.0 FTE is proposed. The increase is to provide for increased Microsoft Office 365 support and to adequately address the increasing technology and security demands.

Allocate

- 1.0 IT Applications Analyst I/II
- 1.0 IT Technician I/II
- 1.0 IT Systems Administrator

ACCOMPLISHMENTS



GOALS

- Managed resources to ensure sustainability of services with the implementation of an IT security framework, including security Training (KnowBe4), and risks mitigation.
- Fostered transparent, accessible, welcoming and user-friendly services with the replacement of the Elections voting machines system and enhanced cybersecurity.
- Provided for and maintained infrastructure with multiple facility related relocations and system upgrades.
- Provided for and maintained infrastructure with enhancements to the County IT core firewall for increased security and efficient network traffic flow.
- Provided for and maintained infrastructure by replacing Kaspersky anti-virus with state of the art end point security for business continuity of government.
- Provided for and maintained infrastructure with upgraded justice interfaces for the new Court case management system.
- Managed resources to ensure sustainability of services with an upgrade to the IT case management system to enhance software image capabilities and tracking of computers and equipment.
- Provided for and maintained infrastructure with a new high-speed fiber-optic connection with the courthouse.
- Provide for and maintain infrastructure with an upgrade to the county-wide enterprise finance system (One Solution) to the latest version with additional capabilities to meet business needs.
- Provide for and maintain infrastructure with additional facility related relocations and system upgrades.
- Foster transparent, accessible, welcoming, and user-friendly services with a website redesign to modernize the look and feel of the site and centralize accessibility, and restructure and reorganize pages/ menus to make information easier for user to find. Modernizing the site will encourage users to take greater advantage of CivicPlus' features, allowing the county to provide improved online services and communication with constituents.
- Provide for and maintain infrastructure by installing new security badge & access systems at the Correctional Facility.
- Provide for and maintain infrastructure by developing an advanced IT Security environment, including security software standardization, security policy development, and risk mitigation.
- Manage resources to ensure sustainability of services with new payroll software environment & enhanced employee user experience.
- Manage resources to ensure sustainability of services by establishing county-wide software standards for business continuity of government.



PURCHASING & DISPOSITION

(3555-115)

PROGRAM DISCUSSION

The Purchasing & Disposition Team provides departments with knowledge and expertise of purchase methods in conformance with the Board adopted Purchasing Policy, in addition to purchasing goods and equipment, processing contracts and leases, and administering county-wide programs for electronic purchasing software, on-line travel and Cal Card. Purchasing is committed to meeting the public's expectations to obtain the maximum value for every dollar spent and to provide reliable service.

The Purchasing & Disposition Team oversees the paperless, electronic purchasing system. As a county resource, Purchasing provides guidance and support to internal customers enabling them to make appropriate, transparent procurement decisions.

Purchasing's HumNet intranet page furnishes current policies, procedures, forms and information for departments. Purchasing provides mail service, which includes mail sorting and United Postal Service (UPS) shipping, training on purchasing practices, contract management and vendor management. In addition, Purchasing administers the county travel and Cal Card programs. Purchasing promotes the county's reputation of courtesy, fairness, impartiality, integrity, service, and progressiveness with vendors.

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure, managing our resources to ensure sustainability of services, and investing in County employees.

ACCOMPLISHMENTS



GOALS

- Invested in county employees through regularly hosted trainings for the electronic purchasing system for new and veteran employees. Purchasing also hosted trainings for the Cal Card program. Trainings encourage and enable employees to gain knowledge and professional growth.

- Provide community-appropriate levels of service by expanding the Cal Card Program to include emergency specific cards for first responders and administration.
- Manage resources to ensure sustainability of services by updating the Purchasing Policy in FY 2020-21, ensuring the most current and relevant practices to county operations are implemented.

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Charges for Current Services	301,897	287,577	292,797	344,748	344,748	51,951
Other Revenues	40,999	29,187	28,000	37,640	37,640	9,640
Total Revenues	342,896	316,764	320,797	382,388	382,388	61,591
Expenditures						
Salaries & Employee Benefits	253,195	270,986	300,260	323,058	323,058	22,798
Services and Supplies	32,708	29,826	72,844	22,166	22,166	(50,678)
Other Charges	36,132	25,378	39,829	37,164	37,164	(2,665)
Total Expenditures	322,035	326,190	412,933	382,388	382,388	(30,545)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	92,136	0	0	(92,136)
Total Other Financing Sources (Uses)	0	0	92,136	0	0	(92,136)
Net Revenues (Expenditures)	20,861	(9,426)	0	0	0	0
Additional Funding Support						
3555 Central Services ISF	(20,861)	9,426	0	0	0	0
Total Additional Funding Support	(20,861)	9,426	0	0	0	0
Staffing Positions						
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Charges for Current Services category has increased by 18% or \$51,951 due to the use of fund balance in prior years to balance the budget and keep fund balance within approved limits.
- The proposed revenue budget for the Other Financing Sources category has decreased by 100% or \$92,136 due to fund balancing being spent down in FY 2019-20 to be in compliance with the State Controller’s mandate to hold no more than 60 days of working capital in fund balance.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 7% or \$22,798 due to negotiated salary and benefit increases, as well as less salaries being reimbursed for assistance with communications charges.
- The proposed expenditure budget for the Services and Supplies category has decreased by 70% or \$50,678 due to the one-time allocation of funding to contract for system improvement services in FY 2019-20.

ADDITIONAL FUNDING REQUESTS

Purchasing has submitted no additional funding requests.

PERSONNEL

There are no changes to personnel.



COUNTY COUNSEL

DEPARTMENTAL SUMMARY

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
Jefferson Billingsley, Interim County Counsel <hr/> The Office of the County Counsel is committed to providing the highest quality representation and advice to assist the county, its Board of Supervisors and other county officials in achieving their programmatic and strategic goals, while promoting excellence, civility and integrity in the delivery of government services.	Expenditures + Other Financing Uses	\$ 2,858,344
	Revenues + Other Financing Sources	\$ 1,090,549
	General Fund Contribution	\$ 1,767,795
	Personnel	15.0
	% General Fund Contribution	62%

PROGRAM DISCUSSION BY BUDGET UNIT

The Office of the County Counsel provides legal advice and litigation representation to the Board of Supervisors, departments, agencies, boards, and commissions. Attorneys represent Child Welfare Services in all phases of juvenile dependency cases, as well as the Public Guardian in conservatorship court proceedings. By fee contract, the County Counsel's office provides legal services to special districts, First 5 program for children's welfare, and North Coast Emergency Medical Services. Support staff within the office maintain the County Code online and provide litigation support services to the Public Guardian's Office and to Child Welfare Services.

County Counsel attorneys work with their clients to provide accurate and timely legal advice that encourages policy innovation while protecting county resources.

This program contains the following budget unit:

1100 121 County Counsel

This program supports the Board of Supervisors' Strategic Framework by enforcing laws and regulations to protect residents and protecting vulnerable populations.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Charges for Current Services	57,622	48,503	47,000	38,000	38,000	(9,000)
Other Revenues	452	(590)	0	0	0	0
Total Revenues	58,074	47,913	47,000	38,000	38,000	(9,000)
Expenditures						
Salaries & Employee Benefits	2,386,154	2,388,132	2,571,931	2,617,600	2,617,600	45,669
Services and Supplies	167,892	166,250	145,396	183,421	183,421	38,025
Other Charges	47,426	62,856	65,865	57,323	57,323	(8,542)
Special Items	(963,044)	(1,107,718)	0	0	0	0
Total Expenditures	1,638,428	1,509,520	2,783,192	2,858,344	2,858,344	75,152
Other Financing Sources (Uses)						
Other Financing Sources	0	0	1,052,549	1,052,549	1,052,549	0
General Fund Contribution	0	0	1,683,643	1,767,795	1,767,795	84,152
Total Other Financing Sources (Uses)	0	0	2,736,192	2,820,344	2,820,344	84,152
Net Revenues (Expenditures)	(1,580,354)	(1,461,607)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,580,354	1,461,607	0	0	0	0
Total Additional Funding Support	1,580,354	1,461,607	0	0	0	0
Staffing Positions						
Allocated Positions	19.00	19.00	15.00	15.00	15.00	0.00

SIGNIFICANT CHANGES

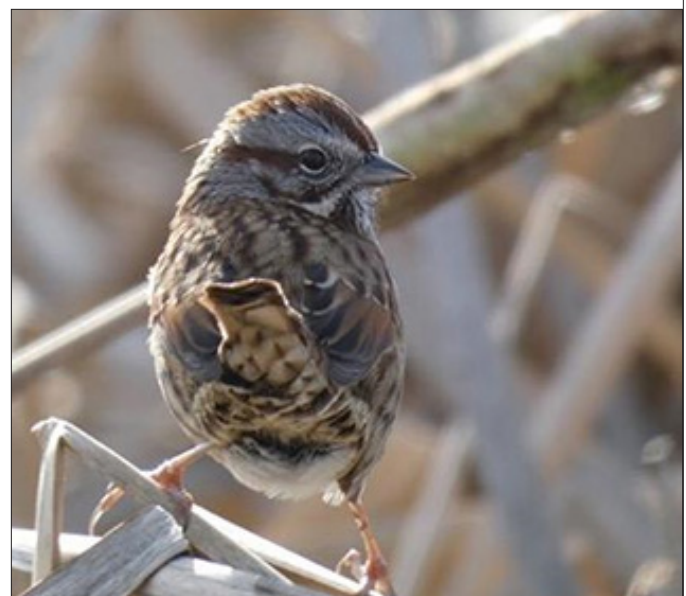
- The proposed revenue budget for the Charges for Current Services category has decreased by 19% or \$9,000 due to County Counsel revenues continuing to decrease each year. The permit fees that County Counsel receives from Planning & Building have decreased as well as the fees received from Public Guardian. County Counsel charges Public Guardian clients a flat rate for legal services at the time of each hearing. Hearings are now done biannually, instead of annually, resulting in less revenue for the office.
- The proposed General Fund Contribution has increased by 5% or \$84,152 due to the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations.
- The proposed expenditure budget for the Services and Supplies category increased by 26% or \$38,025 due to increased code publishing costs and an increase in the quantity of legal notices being sent by the office.
- The proposed expenditure budget for the Other Charges category has decreased by 13% or \$8,542 due to a reduction in ADA charges.

ADDITIONAL FUNDING REQUESTS

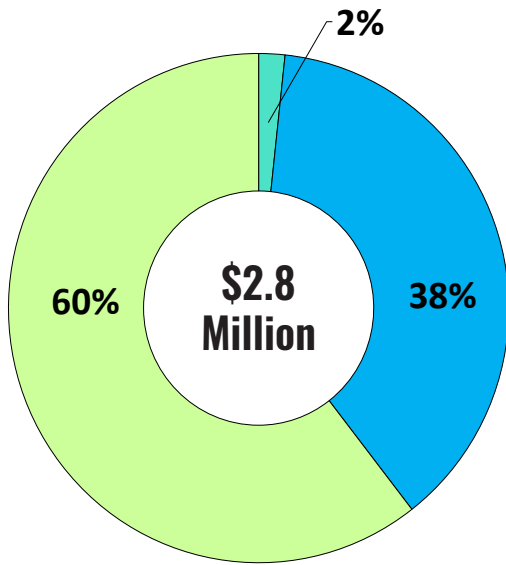
County Council has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

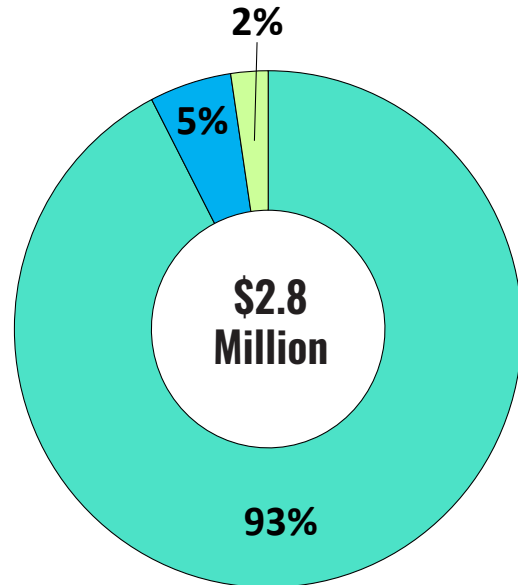


TOTAL REVENUES



- Charges for Current Services
- Other Financing Sources
- General Fund Contribution

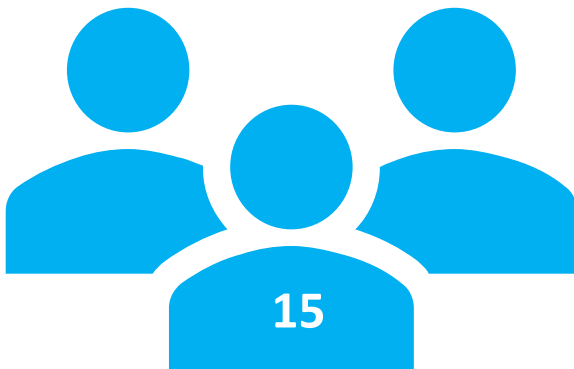
TOTAL EXPENDITURES



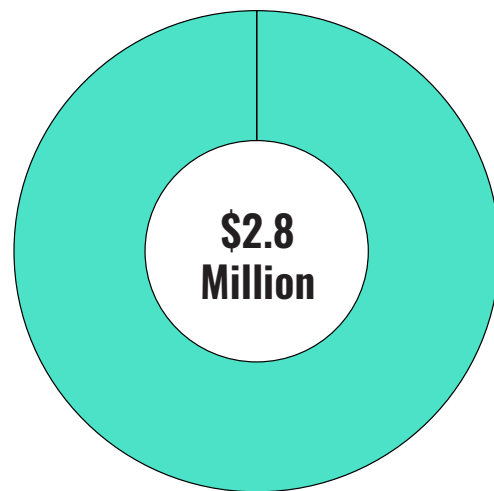
- Salaries & Employee Benefits
- Services and Supplies
- Other Charges

PERMANENT POSITIONS

COUNTY COUNSEL 121



EXPENDITURES



- County Council

ACCOMPLISHMENTS



GOALS

- Protected vulnerable populations by coordinating remobilization of the Humboldt County Juvenile Hall Replacement Project.
- Enforced laws and regulations by advocating before the Court of Appeals in a cannabis-related code enforcement matter setting precedent for all California counties that there is no limit to the amount of administrative civil penalties a county may assess under Govt. Code section 53069. The decision affirms that Humboldt County can impose a \$10,000 penalty for violations of its cannabis cultivation ordinance.
- Enforced laws and regulations to protect residents by continuing to provide monthly trainings at Child Welfare Services.
- Enforced laws and regulations to protect residents by representing Child Welfare Services before the Juvenile Court in 554 cases.
- Enforced laws and regulations to protect residents by representing the Public Guardian before the Probate Court in approximately 381 cases.
- Enforce laws and regulations by providing timely review, advice and drafting of county agreements, policies and legislation.
- Enforce laws and regulations by providing legal support and assistance for the stages of construction of the Humboldt County Corrections Re-Entry Resources Center Project.
- Protect vulnerable populations by continuing to provide legal support to Child Welfare Services and the Public Guardian.





HUMAN RESOURCES

DEPARTMENTAL SUMMARY

DEPARTMENT HEAD BUDGET TOTALS FY 2020-21

Kelly Barns, Interim Human Resources Director

The Human Resources (HR) Department is divided into two primary functions for budget purposes: Human Resources Services and Risk Management Services. The human resource services functions performed are mandated by federal and state laws, Merit System rules, memorandum of understanding (MOU), compensation and benefit plans and other policies as approved by the Board of Supervisors.

Expenditures + Other Financing Uses	\$ 24,043,920
Revenues + Other Financing Sources	\$ 22,595,254
General Fund Contribution	\$ 1,448,766
Personnel	16.0
% General Fund Contribution	6%

BUDGET UNITS ORG CHART

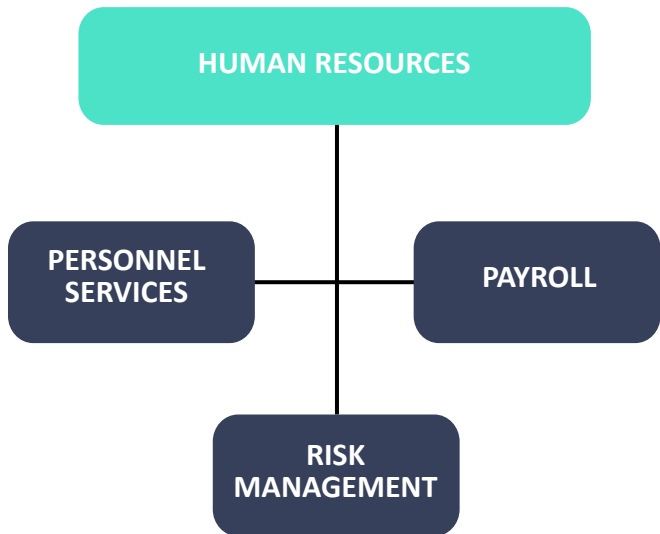
The Human Resources Department includes the following budget units:

Human Resource Services

- 1100 130 Personnel Services

Risk Management Services

- 3520 359 Risk Management Services
- 3522 352 Employee Benefits
- 3523 353 Workers Compensation
- 3524 354 Liability
- 3525 355 Medical Plan
- 3526 356 Dental Plan
- 3527 357 Unemployment
- 3528 358 Purchased Insurance Premium

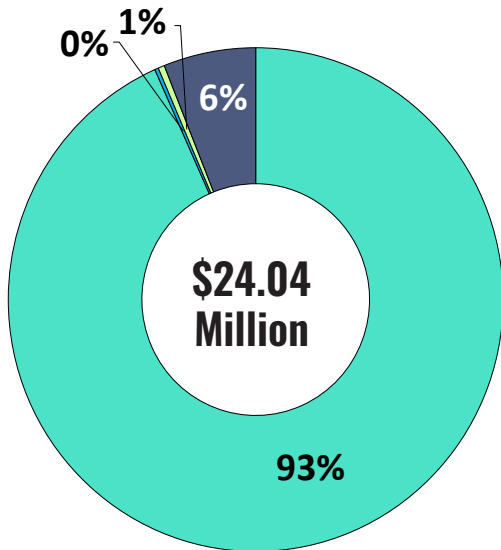


FY 2020-21 PROPOSED DEPARTMENTAL SUMMARY BUDGET TABLE

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	31,226,379	29,476,299	28,974,213	22,437,701	22,437,701	(6,536,512)
Use of Money and Property	112,190	136,467	0	0	0	0
Other Governmental Agencies	0	0	0	57,685	57,685	57,685
Charges for Current Services	748,920	739,797	946,590	0	0	(946,590)
Other Revenues	11,825	111,337	2,000	99,768	99,768	97,768
General Fund Contribution	0	0	0	125,848	0	0
Total Revenues	32,099,314	30,463,900	29,922,803	22,721,002	22,595,154	(7,327,649)
Expenditures						
Salaries & Employee Benefits	1,110,513	1,492,574	1,827,159	1,916,909	1,916,909	89,750
Services and Supplies	358,846	381,402	453,005	298,485	298,485	(154,520)
Other Charges	(148,094)	239,584	119,133	67,813	67,813	(51,320)
Purchased Insurance Premiums	646,729	859,935	913,078	61,140	61,140	(851,938)
Self-Insurance Expenses	31,188,021	28,078,311	28,072,109	21,659,573	21,659,573	(6,412,536)
Fixed Assets	0	13,050	0	0	0	0
Not Applicable	13,112	25,735	40,000	40,000	40,000	0
Total Expenditures	33,169,127	31,090,591	31,424,484	24,169,768	24,043,920	(7,380,564)
Other Financing Sources (Uses)						
General Fund Contribution	0	0	1,501,681	1,448,766	1,448,766	(52,915)
Total Other Financing Sources (Uses)	0	0	1,501,681	1,448,766	1,448,766	(52,915)
Net Revenues (Expenditures)	(1,069,813)	(626,691)	0	0	0	0
Additional Funding Support						
1100 General Fund	793,577	1,247,532	0	0	0	0
3520 IGS-County Insurance	(194,356)	37,245	0	0	0	0
3522 Employee Benefits Fund	(17,474)	(7,373)	0	0	0	0
3523 Workers Compensation	407,431	(99,380)	0	0	0	0
3524 Liability Insurance	482,763	(667,294)	0	0	0	0
3525 Medical Plan	(233,561)	(81,294)	0	0	0	0
3526 Dental Plan	(22,811)	(24,697)	0	0	0	0
3527 Unemployment Insurance	(65,349)	83,859	0	0	0	0
3528 Purchased Insurance Premiums	(80,407)	138,093	0	0	0	0
Total Additional Funding Support	1,069,813	626,691	0	0	0	0
Staffing Positions						
Allocated Positions	11.00	16.00	16.00	16.00	16.00	0.00

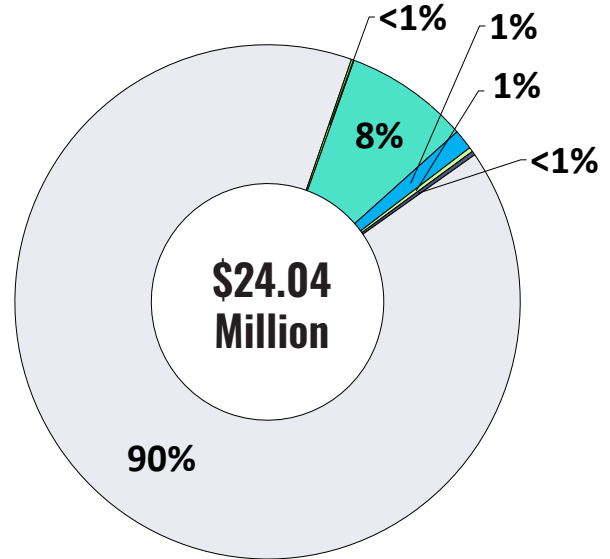


TOTAL REVENUES



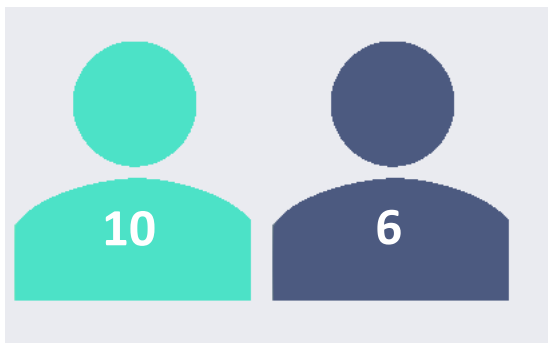
- Operating Revenue & Contribution
- Other Governmental Agencies
- Other Revenues
- General Fund Contribution

TOTAL EXPENDITURES

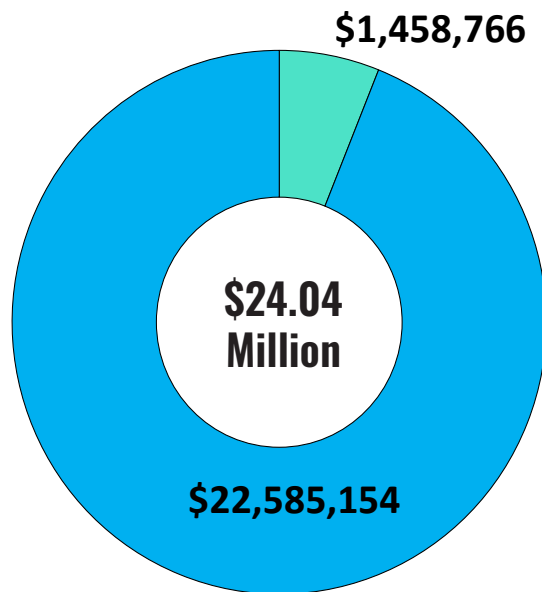


- Salaries & Employee Benefits
- Services and Supplies
- Other Charges
- Purchased Insurance Premiums
- Self-Insurance Expenses
- Not Applicable

PERMANENT POSITIONS



EXPENDITURES



- Personnel Resources
- Risk Management



PERSONNEL SERVICES (1100-130)

PROGRAM DISCUSSION

The Human Resource Department's Personnel Services division is the administrator of the county's centralized human resource systems.

The personnel division provides services that include: county-wide compliance with legal and regulatory requirements, employee and leadership development, recruitment & selection processes, processing payroll and related reports and records, performance management, administration of personnel transactions, coordination of equal employment opportunity, administration of the deferred compensation programs, employer-employee relations, labor relations and negotiations, compliance with the Americans with Disabilities Act employment section, and maintenance of employee medical leaves and other employment actions. In addition, the department coordinates the grievance and appeals process for all county departments.

HR provides services throughout the county, including support to 2,412.57 funded FTE positions as reported in the Board adopted FY 2019-20 budget. HR also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

This program contains the following budget unit:

1100 130 - Personnel Services

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure, managing resources to ensure sustainability of services, investing in county employees, fostering transparent, accessible, welcoming and user-friendly services, facilitating public/private partnerships to solve problems, and building inter-jurisdictional and regional cooperation.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Revenues	2,000	2,017	2,000	10,000	10,000	8,000
Total Revenues	2,000	2,017	2,000	10,000	10,000	8,000
Expenditures						
Salaries & Employee Benefits	592,998	987,427	1,213,132	1,309,322	1,309,322	96,190
Services and Supplies	185,875	227,489	263,410	127,278	127,278	(136,132)
Other Charges	16,704	21,583	27,139	22,166	22,166	(4,973)
Fixed Assets	0	13,050	0	0	0	0
Total Expenditures	795,577	1,249,549	1,503,681	1,458,766	1,458,766	(44,915)
Other Financing Sources (Uses)						
General Fund Contribution	0	0	1,501,681	1,448,766	1,448,766	(52,915)
Total Other Financing Sources (Uses)	0	0	1,501,681	1,448,766	1,448,766	(52,915)
Net Revenues (Expenditures)	(793,577)	(1,247,532)	0	0	0	0
Additional Funding Support						
1100 General Fund	793,577	1,247,532	0	0	0	0
Total Additional Funding Support	793,577	1,247,532	0	0	0	0
Staffing Positions						
Allocated Positions	5.00	10.00	10.00	10.00	10.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Revenues category has increased by more than 100% or \$8,000 due to Payroll’s move to Human Resources. The Mass Mutual Expense reimbursement revenue was previously received by the Auditor-Controller’s Office.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 8% or \$96,190 due to negotiated salary and benefit increases, the promotional step increase of staff members from a I classification to a II, and increases in Workers Compensation expenses.
- The proposed expenditure budget for the Services and Supplies category has decreased by 52% or \$136,132 due to a decrease in project-specific funding for the county-wide Class and Compensation study. The majority of this study has been completed, with an anticipated carry forward of \$50,000 into FY 2020-21 to complete this comprehensive study.

ADDITIONAL FUNDING REQUESTS

Personnel Services has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



ACCOMPLISHMENTS



GOALS

- Invested in county employees by building a team of certified Human Resources professionals through support of learning and professional growth opportunities.
 - Facilitated partnerships to solve problems with the implementation of Enhanced Service - Liaison Services who provide departments with a direct point of contact, allowing for improved customer service capabilities and relationship development.
 - Invested in county employees with the centralization of administration, including all leave programs and ADA administration related to employment through improved educational materials and standard operating procedures.
 - Invested in county employees with a county-wide Classification and Compensation Study currently being conducted by Koff & Associates to provide recommendations for updates to outdated job specifications and a fair and equitable compensation structure for all County of Humboldt job classifications.
 - Provided for and maintained infrastructure with the elimination of redundant services through automation and the implementation of the ONBOARD & LEARN modules in NeoGov. These modules provide for improved tracking of training, as well as efficient onboarding.
 - Fostered transparent, accessible, welcoming and user-friendly services through the adoption of three new county-wide policies on Anti-Nepotism & Non-Fraternization, Abusive Conduct, and Lactation Accommodation. The Policies and Procedures Group/Committee (P&P's) plans to continue developing and updating policies in the coming year.
- Invest in county employees with leadership and employee development to foster a sense of community and continuous learning in the organization as well as demonstrate commitment to the ongoing growth and development of county employees.
 - Manage resources to ensure sustainability of services with HRIS/Payroll process improvement to evaluate current system and processes with the goal of improving timeliness of processing, ensuring best practice in Fair Labor Standards Act (FLSA) and general payroll administration, eliminating duplicative or time-consuming processes, and leveraging system capabilities to provide greater employee and manager functionality and access to information.
 - Invest in county employees with active recruitment and retention with a plan to educate the community on the benefits of working for the county and highlight career opportunities and community engagement.
 - Facilitate public/private partnerships to solve problems and improve county government operations through partnership with ADP. Partnership with ADP will allow the county to develop organization through streamlining organizational processes, improving the accuracy and efficiency of the payroll process through increased automation, and leverage new technologies to empower employees. These strategic investments will allow the county to attract and retain the best employees.
 - Invest in county employees through the continued implementation of ONBOARD technology across county departments. These efforts will increase the efficiency of the onboarding process and facilitate inter-departmental collaboration. This increased efficiency will create less strain on resources allowing for the provision of community appropriate levels of service, inter-departmental collaboration. This increased efficiency will create less strain on resources allowing for the provision of community appropriate levels of service.



RISK MANAGEMENT

PROGRAM DISCUSSION BY BUDGET UNIT

The Human Resource Department's Risk Management (RM) services treatment of the county's exposures to loss; safety and loss-control programs; administration of all employee benefit programs, both self-insured and premium-based; claims administration of the self-insured liability programs and supervising the county's third-party administrator for primary workers' compensation. RM provides, develops and monitors state and federal required training programs and skill level improvement workshops. RM also administers the county's property insurance by filing claims resulting in a property loss and recovering costs from the county's insurer.

RM services provide training workshops to county employees on safety, discrimination, ethics, state and federally required training, defensive driving, and disaster compliance with National Incident Management Systems and Standardized Emergency Management Systems. Consultations are provided to departments regarding safety and health issues, and assist in developing loss-prevention programs and policies. RM actively participates with the California State Association of Counties Excess Insurance Authority (CSAC-EIA) in Third Party Administrator contracts and insurance coverage renewals.

This program includes the following budget units:

3520 359 - Risk Management Administration

Contains staffing to administer the Risk Management programs. All costs associated with Risk Management budgets are cost allocated to appropriate county departments as an expense.

3522 352 - Employee Benefits

Provides funding for vision, life insurance, the employee assistance program and insurance continuation mandated through the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

3523 353 - Workers' Compensation

Provides funding for workers' compensation premiums, administration and employee safety expenses.

3524 354 - Liability

Provides funding for claims for damages and lawsuits filed against the county, and also funds any investigative costs or expenses associated with existing or potential litigation.

3525 355 - Medical Plan

Provides funding for medical health plan costs and the County-wide flu shot event.

3526 356 - Dental Plan

Provides funding for the county's self-insured dental expenses and administration.

3527 357 - Unemployment

Provides funding for the self-insured unemployment claims and administration.

3528 358 - Purchased Insurance Premiums

Provides funding to procure insurance coverage including property, medical malpractice, life, airport, crime bond and other special miscellaneous insurance policies.

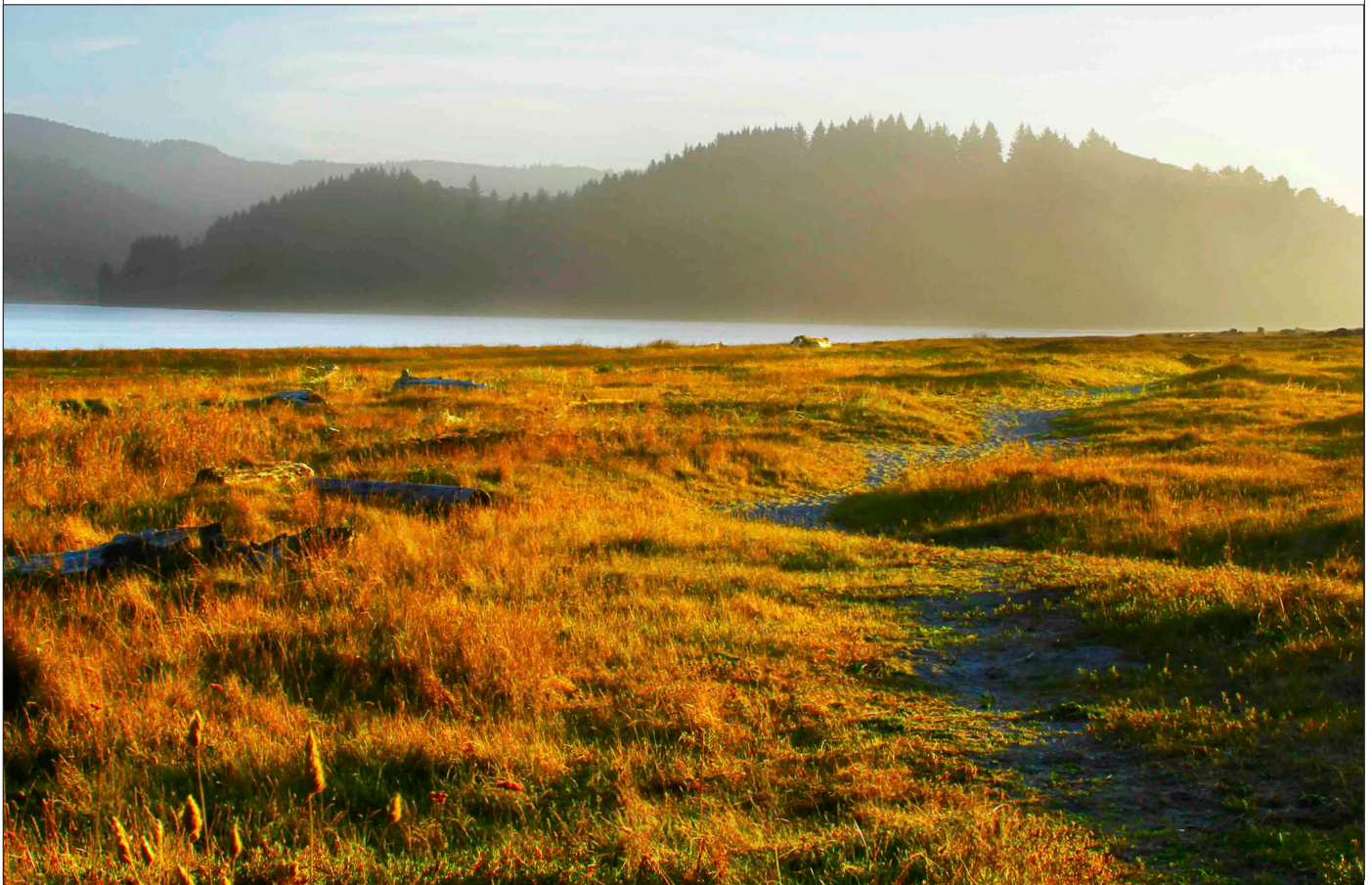
This program supports the Board of Supervisors' Strategic Framework by creating opportunities for improved safety and health, managing resources to ensure sustainability of services, and investing in county employees.

ACCOMPLISHMENTS



GOALS

- Invested in county employees by conducting 485 in-person benefit meetings and processed 106 enrollments during the Open Enrollment period.
 - Invested in county employees by participating in the organization and implementation of the county's 4th annual All Hands Training Day, where over 1,600 mandatory and elective training opportunities were completed.
 - Invested in county employees with the implementation of a new learning management system (LEARN) to improve compliance with state and federally mandated training. Since implementation in September of 2019, employees have logged over 2,500 mandatory trainings as completed, including ADA, Ethics, Sexual Harassment, FEMA, Workplace Safety, and Defensive Driving.
 - Invested in county employees by providing 19 retirement counseling sessions, coordinating with CalPERS to provide a full service experience for the retiring workforce.
- Manage resources to ensure sustainability of service by implementing self-service employee-benefit enrollments that will streamline the enrollment process and enhance communication and productivity while reducing the cost of transactions and improving employee satisfaction.
 - Create opportunities for improved safety and health by strengthening the internal learning and organizational development resources through the design and development of a comprehensive training program for all staff.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	581,915	715,986	775,616	715,691	715,691	(59,925)
Use of Money and Property	6,981	13,558	0	0	0	0
Other Revenues	1,527	0	0	0	0	0
General Fund Contribution	0	0	0	125,848	0	0
Total Revenues	590,423	729,544	775,616	841,539	715,691	(59,925)
Expenditures						
Salaries & Employee Benefits	517,515	505,147	614,027	607,587	607,587	(6,440)
Services and Supplies	46,615	50,723	69,595	62,968	62,968	(6,627)
Other Charges	(168,063)	210,919	91,994	45,136	45,136	(46,858)
Total Expenditures	396,067	766,789	775,616	715,691	715,691	(59,925)
Net Revenues (Expenditures)	194,356	(37,245)	0	0	0	0
Additional Funding Support						
3520 IGS - County Insurance	(194,356)	37,245	0	0	0	0
Total Additional Funding Support	(194,356)	37,245	0	0	0	0
Staffing Positions						
Allocated Positions	6.00	6.00	6.00	6.00	6.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Operating Revenue & Contribution category has decreased by 8% or \$59,925 due to reductions in department cost allocation charges and staffing expenses.
- The proposed expenditure budget for the Other Charges category has decreased by 51% or \$46,858 due to changes in cost allocation charges as approved by the State Controller.

ADDITIONAL FUNDING REQUESTS

Risk Management has submitted no additional funding requests.

PERSONNEL

There are no net personnel changes over FY 2019-20, however, 1.0 FTE Human Resources Analyst-Risk I/II is being reallocated to a Human Resources Project Manager to allow for the execution and implementation of various Board priorities across the organization to build additional organizational capacity. The proposed changes are as follows:

Deallocate

1.0 Human Resources Analyst-Risk I/II

Allocate

1.0 Human Resources Project Manager



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	426,483	444,437	455,550	475,700	475,700	20,150
Use of Money and Property	832	2,708	0	0	0	0
Other Revenues	78	0	0	0	0	0
Total Revenues	427,393	447,145	455,550	475,700	475,700	20,150
Expenditures						
Other Charges	97	0	0	0	0	0
Self-Insurance Expenses	409,822	439,772	455,550	475,700	475,700	20,150
Total Expenditures	409,919	439,772	455,550	475,700	475,700	20,150
Net Revenues (Expenditures)	17,474	7,373	0	0	0	0
Additional Funding Support						
3522 Employee Benefits Fund	(17,474)	(7,373)	0	0	0	0
Total Additional Funding Support	(17,474)	(7,373)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

There are no significant changes.

PERSONNEL

There are no personnel changes.

ADDITIONAL FUNDING REQUESTS

Employee Benefits has submitted no additional funding requests.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	5,185,930	4,672,219	5,266,904	233,395	233,395	(5,033,509)
Use of Money and Property	21,423	21,217	0	0	0	0
Other Governmental Agencies	0	0	0	57,685	57,685	57,685
Other Revenues	7,805	109,255	0	0	0	0
Total Revenues	5,215,158	4,802,691	5,266,904	291,080	291,080	(4,975,824)
Expenditures						
Services and Supplies	0	0	20,000	20,000	20,000	0
Other Charges	2,252	6,209	0	0	0	0
Self-Insurance Expenses	5,607,225	4,673,906	5,211,904	236,080	236,080	(4,975,824)
Not Applicable	13,112	23,196	35,000	35,000	35,000	0
Total Expenditures	5,622,589	4,703,311	5,266,904	291,080	291,080	(4,975,824)
Net Revenues (Expenditures)	(407,431)	99,380	0	0	0	0
Additional Funding Support						
3523 Workers Compensation	407,431	(99,380)	0	0	0	0
Total Additional Funding Support	407,431	(99,380)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

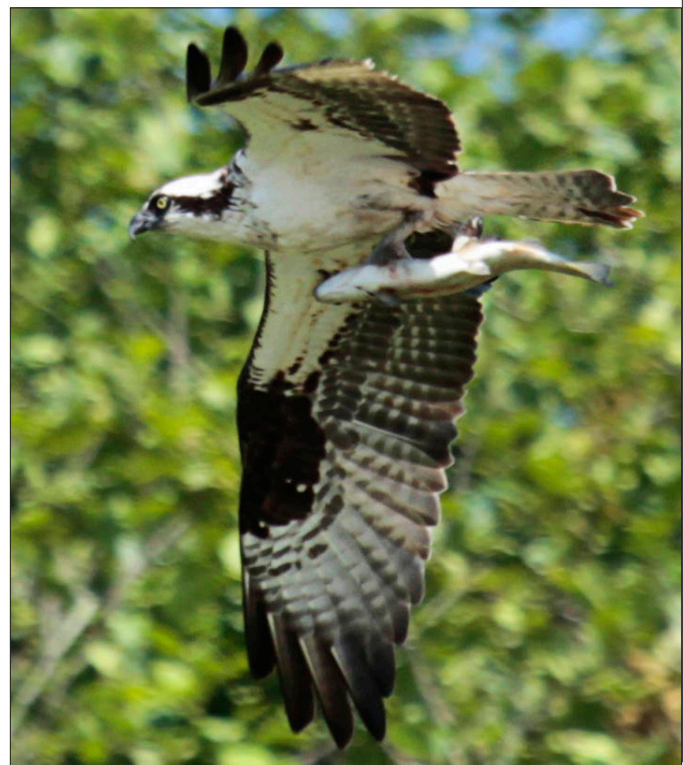
- The proposed revenue budget for the Operating Revenue & Contribution category has decreased by 96% or \$5,033,509 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the workers compensation premium rather than revenue, effectively reducing the overall premium expense. In addition, charges to fire agencies are now reflected as “Other Governmental Agencies.”
- The proposed revenue budget for the Other Governmental Agencies category has increased by 100% or \$57,685 due to changes in local accounting practices. Charges to fire agencies are now reflected as “Other Governmental Agencies” as opposed to “Operating Revenue & Contributions.”
- The proposed expenditure budget for the Self-Insurance Expense category has decreased by 95% or \$4,975,824 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the workers compensation premium rather than revenue, effectively reducing the overall premium expense.

ADDITIONAL FUNDING REQUESTS

Workers’ Compensation has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	2,869,907	4,076,231	3,902,466	1,291,923	1,291,923	(2,610,543)
Use of Money and Property	42,141	45,489	0	0	0	0
Other Revenues	415	0	0	0	0	0
Total Revenues	2,912,463	4,121,720	3,902,466	1,291,923	1,291,923	(2,610,543)
Expenditures						
Services and Supplies	126,356	103,190	100,000	83,489	83,489	(16,511)
Other Charges	379	0	0	511	511	511
Self-Insurance Expenses	3,268,491	3,348,697	3,797,466	1,202,923	1,202,923	(2,594,543)
Not Applicable	0	2,539	5,000	5,000	5,000	0
Total Expenditures	3,395,226	3,454,426	3,902,466	1,291,923	1,291,923	(2,610,543)
Net Revenues (Expenditures)	(482,763)	667,294	0	0	0	0
Additional Funding Support						
3524 Liability Insurance	482,763	(667,294)	0	0	0	0
Total Additional Funding Support	482,763	(667,294)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Operating Revenue & Contribution category has decreased by 67% or \$2,610,543 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the liability insurance premium rather than revenue, effectively reducing the overall premium expense.
- The proposed expenditure budget for the Services and Supplies category has decreased by 17% or \$16,511 due the purchase and licensing of software being moved into the Human Resources Services budget (1100-130) per Board Order.
- The proposed expenditure budget for the Self-Insurance Expense category has decreased by 68% or \$2,594,543 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the liability insurance premium rather than revenue, effectively reducing the overall premium expense.

ADDITIONAL FUNDING REQUESTS

Liability Insurance has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	20,462,432	17,779,212	16,762,368	17,796,426	17,796,426	1,034,058
Use of Money and Property	13,228	19,857	0	0	0	0
Total Revenues	20,475,660	17,799,069	16,762,368	17,796,426	17,796,426	1,034,058
Expenditures						
Self-Insurance Expenses	20,242,099	17,717,775	16,762,368	17,796,426	17,796,426	1,034,058
Total Expenditures	20,242,099	17,717,775	16,762,368	17,796,426	17,796,426	1,034,058
Net Revenues (Expenditures)	233,561	81,294	0	0	0	0
Additional Funding Support						
3525 Medical Plan	(233,561)	(81,294)	0	0	0	0
Total Additional Funding Support	(233,561)	(81,294)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

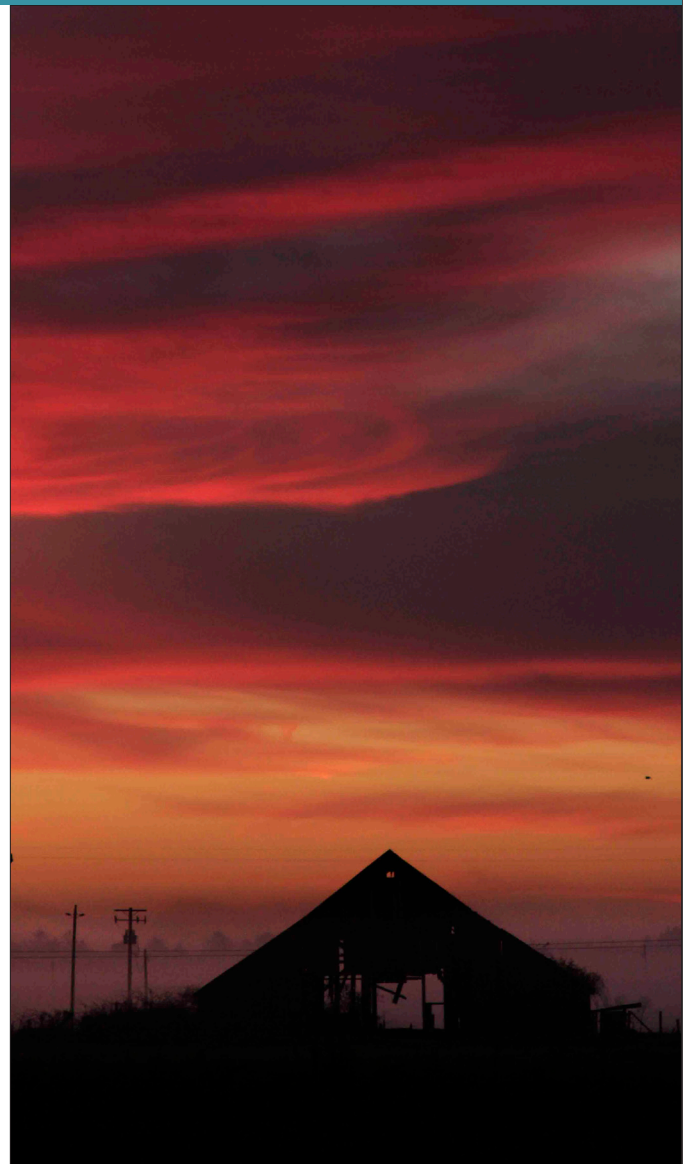
- The proposed revenue budget for the Operating Revenue & Contribution category has increased by 6% or \$1,034,058 due to an increase in the number of employees in the last year. The cost of insurance is reimbursed by departments and employees.
- The proposed expenditure budget for the Self-Insurance Expenses category has increased by 6% or \$1,034,058 due to an increase in the number of employees in the last year. The cost of insurance is reimbursed by departments and employees.

ADDITIONAL FUNDING REQUESTS

Medical Plan has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	1,496,813	1,562,598	1,504,286	1,696,661	1,696,661	192,375
Use of Money and Property	10,944	13,009	0	0	0	0
Total Revenues	1,507,757	1,575,607	1,504,286	1,696,661	1,696,661	192,375
Expenditures						
Self-Insurance Expenses	1,484,946	1,550,910	1,504,286	1,696,661	1,696,661	192,375
Total Expenditures	1,484,946	1,550,910	1,504,286	1,696,661	1,696,661	192,375
Net Revenues (Expenditures)	22,811	24,697	0	0	0	0
Additional Funding Support						
3526 Dental Plan	(22,811)	(24,697)	0	0	0	0
Total Additional Funding Support	(22,811)	(24,697)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Operating Revenue & Contribution category has increased by 13% or \$192,375 due to an increase in the number of employees in the last year and an increase in dental claims. All costs are allocated to departments.
- The proposed expenditure budget for the Self-Insurance Expenses category has increased by 13% or \$192,375 due to an increase in the number of employees in the last year and an increase in dental claims. All costs are allocated to departments.

ADDITIONAL FUNDING REQUESTS

Dental Plan has submitted no additional funding requests.

PERSONNEL

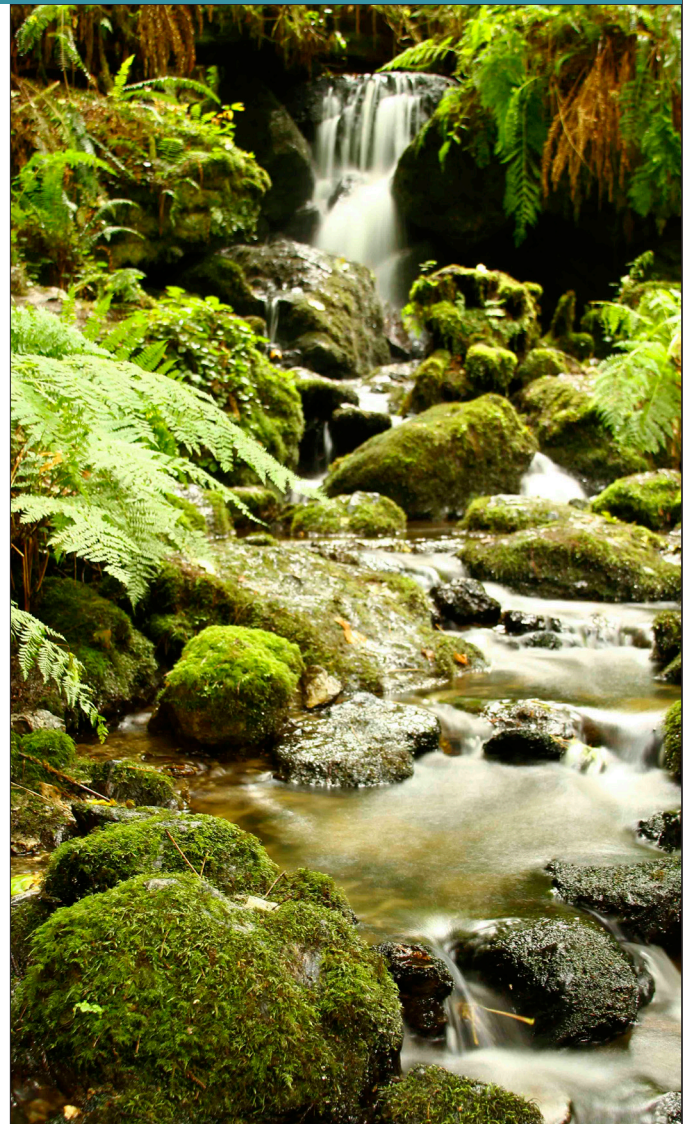
There are no personnel changes.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	215,411	219,422	300,423	221,405	221,405	(79,018)
Use of Money and Property	14,834	18,770	0	0	0	0
Total Revenues	230,245	238,192	300,423	221,405	221,405	(79,018)
Expenditures						
Services and Supplies	0	0	0	4,750	4,750	4,750
Self-Insurance Expenses	164,896	322,051	300,423	216,655	216,655	(83,768)
Total Expenditures	164,896	322,051	300,423	221,405	221,405	(79,018)
Net Revenues (Expenditures)	65,349	(83,859)	0	0	0	0
Additional Funding Support						
3527 Unemployment Insurance	(65,349)	83,859	0	0	0	0
Total Additional Funding Support	(65,349)	83,859	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Operating Revenue & Contribution category has decreased by 26% or \$79,018 due to a reduction in unemployment claims, which are cost allocated to departments.
- The proposed expenditure budget for the Self-Insurance Expense category has decreased by 26% or \$83,768 due to a reduction in unemployment claims.



ADDITIONAL FUNDING REQUESTS

Unemployment Insurance has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	(12,512)	6,194	6,600	6,500	6,500	(100)
Use of Money and Property	1,807	1,859	0	0	0	0
Charges for Current Services	748,920	739,797	946,590	0	0	(946,590)
Other Revenues	0	65	0	89,768	89,768	89,768
Total Revenues	738,215	747,915	953,190	96,268	96,268	(856,922)
Expenditures						
Other Charges	537	873	0	0	0	0
Purchased Insurance Premiums	646,729	859,935	913,078	61,140	61,140	(851,938)
Self-Insurance Expenses	10,542	25,200	40,112	35,128	35,128	(4,984)
Total Expenditures	657,808	886,008	953,190	96,268	96,268	(856,922)
Net Revenues (Expenditures)	80,407	(138,093)	0	0	0	0
Additional Funding Support						
3528 Purchased Insurance Premiums	(80,407)	138,093	0	0	0	0
Total Additional Funding Support	(80,407)	138,093	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Charges for Current Services category has decreased by 100% or \$946,590 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the purchased insurance premium rather than revenue, effectively reducing the overall premium expense.
- The proposed revenue budget for the Other Revenues category has increased by 100% or \$89,768 due to changes in local accounting practices. Cost Allocation Charges are now reflected as "Other Revenues" as opposed to "Charges for Current Services."
- The proposed expenditure budget for the Purchased Insurance Premiums category has decreased by 93% or \$851,938 due to changes in local accounting practices. Charges to departments are now reflected as a reimbursement of the purchased insurance premium rather than revenue, effectively reducing the overall premium expense.

ADDITIONAL FUNDING REQUESTS

Purchased Insurance Premiums has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.





MEASURE Z

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
Amy S. Nilsen, County Administrative Officer <hr/> This section is a comprehensive collection of all Measure Z revenue and expenditures to ensure a high level of transparency.	Expenditures + Other Financing Uses	\$ 11,083,554
	Revenues + Other Financing Sources	\$ 9,473,000
	General Fund Contribution	\$ 1,610,554
	Personnel	68.0
	% General Fund Contribution	0%

PROGRAM DISCUSSION

The purpose of the Measure Z budget units is to manage the Measure Z allocations that were approved by the Board of Supervisors. In November 2018, Humboldt County voters passed Measure O with a voter approval of nearly 74%. This measure renews Measure Z, the local half-cent sales tax originally passed by voters in 2014. Measure Z was the original ordinance that imposed the tax, and Measure O simply stated that it will remain in effect until ended by voters. As such, the tax will continue to be referred to as Measure Z. This budget provides one concise location for Measure Z funding allocated to Public Works in order to ensure the utmost level of transparency.

This program contains the following budget units:

- 1100 889 General Purpose Revenue Measure Z
- 1100 197 Measure Z - Other

See individual budget units for additional details on the below:

- 1100 292 Public Defender Measure Z (2 FTEs)
- 1100 293 DHHS Measure Z (8 FTEs)
- 1100 295 District Attorney Measure Z (12 FTEs)
- 1100 296 Probation Measure Z (6 FTEs)
- 1100 297 Sheriff Measure Z (40 FTEs)
- 1100 298 Public Works Measure Z

This program supports the Board's strategic framework by enforcing laws and regulations to protect residents, providing for and maintaining

infrastructure, creating opportunities for improved safety and health, protecting vulnerable populations, providing community-appropriate levels of service, supporting self-reliance of citizens, facilitating the establishment of local revenue sources to address local needs, fostering transparent, accessible, welcoming and user-friendly services.

Old Kneeland Fire Station



Measure Z Funded Kneeland Fire Station



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	11,358,650	10,844,103	10,928,563	9,473,000	9,473,000	(1,455,563)
Charges for Current Services	1,370	0	0	0	0	0
Other Revenues	374	1,100	0	0	0	0
Total Revenues	11,360,394	10,845,203	10,928,563	9,473,000	9,473,000	(1,455,563)
Expenditures						
Salaries & Employee Benefits	5,790,814	6,403,428	6,773,080	7,166,629	7,104,988	331,908
Services and Supplies	2,549,419	2,053,618	628,285	2,271,151	656,151	27,866
Other Charges	2,319,226	2,893,103	3,117,408	5,368,549	3,121,389	3,981
Fixed Assets	385,292	354,561	0	0	0	0
Other Financing Uses	40,144	0	0	509,173	0	0
Total Expenditures	11,084,895	11,704,710	10,518,773	15,315,502	10,882,528	363,755
Other Financing Sources (Uses)						
General Fund Contribution	0	0	0	6,043,528	1,610,554	1,610,554
Other Financing Uses	0	(74,878)	(409,790)	(201,026)	(201,026)	208,764
Other Financing Sources (Uses)	0	(74,878)	(409,790)	5,842,502	1,409,528	1,819,318
Net Revenues (Expenditures)	275,499	(934,385)	0	0	0	0
Additional Funding Support						
1100 General Fund	(275,499)	934,385	0	0	0	0
Total Additional Funding Support	(275,499)	934,385	0	0	0	0
Staffing Positions						
Allocated Positions	68.00	68.00	68.00	69.00	68.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Taxes category has decreased by 13% or \$1,455,563 due to reduced revenues as a result of COVID-19.
- The proposed General Fund Contribution has increased by 100% or \$1,610,554 due to the carry forward of funding for DHHS to complete a software upgrade to the SDM Intake Assessment Tool for Adult Protective Services and an anticipated shortfall of \$1,521,000, requiring the use of fund balance, due to reduced revenues as a result of COVID-19.
- The proposed expenditure budget for the Services and Supplies category has increased by 4% or \$27,866 due to an increase in expenses required to support staff.
- The proposed expenditure budget for the Other Financing Uses category has decreased by 51% or \$208,764 due to a budgeted shortfall in FY 2019-20 and increases in cost allocation charges as approved by the State Controller.

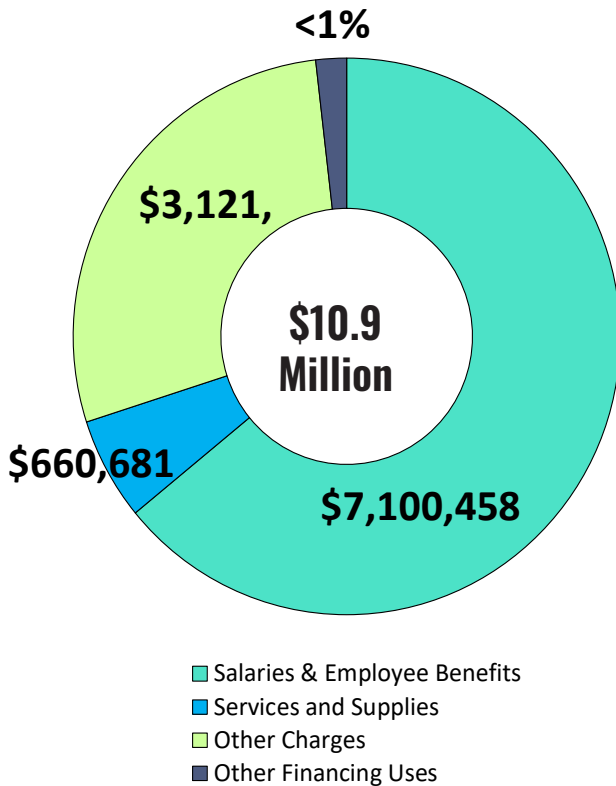
ADDITIONAL FUNDING REQUESTS

Measure Z has submitted no additional funding requests.

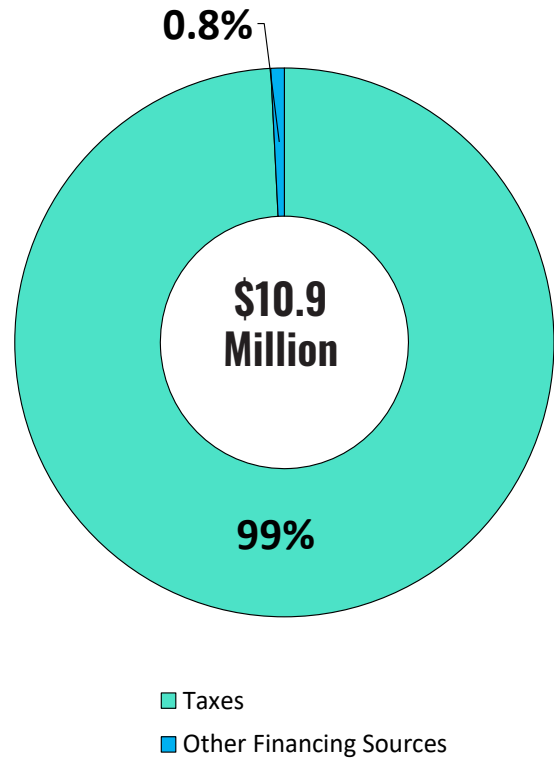
PERSONNEL

There are no personnel changes.

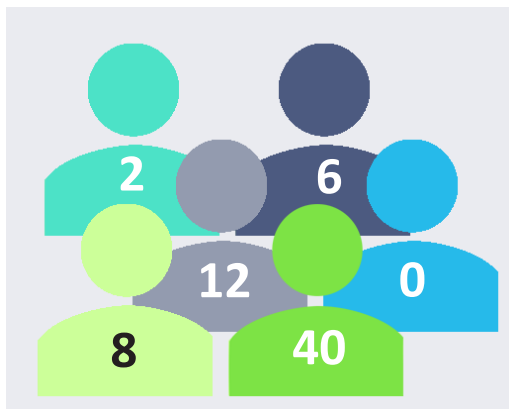
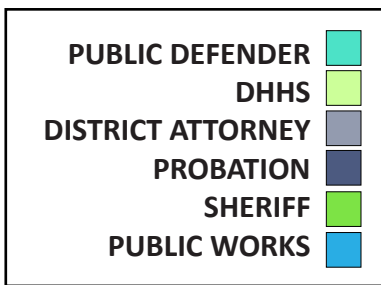
TOTAL REVENUES



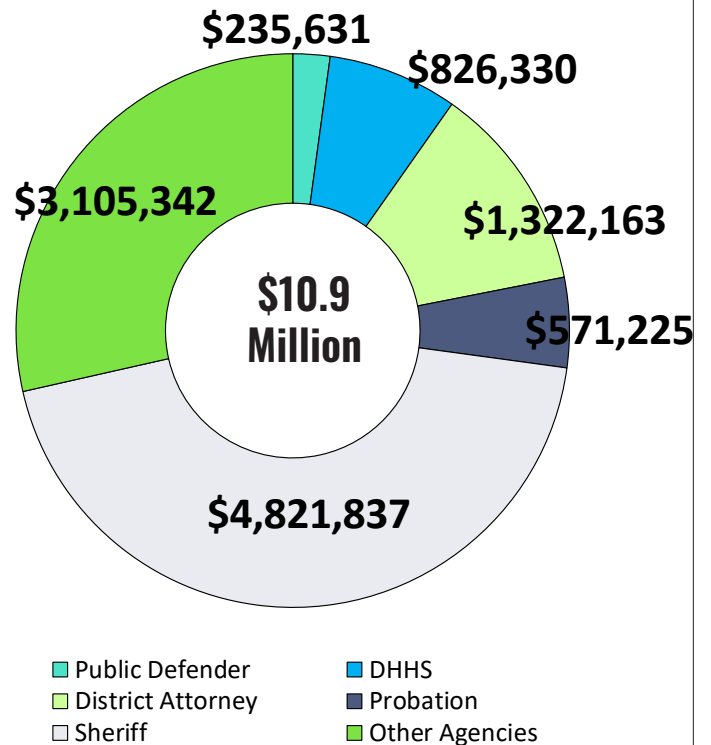
TOTAL EXPENDITURES



PERMANENT POSITIONS



EXPENDITURES



APPLICATIONS SUBMITTED TO MEASURE Z COMMITTEE

The Citizens' Advisory Committee was established to make recommendations to the Board of Supervisors on the expenditure of these funds. A total of 19 agencies submitted 28 applications for funding in FY 2020-21. Six were submitted by county agencies and 22 by non-county agencies totaling \$7,618,316 in funding requests. The requests are outlined as follows:

1. \$46,100 for 2-1-1 Humboldt for Update office equipment to ensure assistance to residents of Humboldt, including five new computers, backup generator, and mobile wi-fi hotspot.
2. \$1,748 for Access Humboldt to establish backup system and telephone link for emergency and safety information during power outages and emergencies.
3. \$438,000 for Alcohol/Drug Care Services Inc. to provide Substance Use Disorder treatment for at-risk individuals.
4. \$33,320 for Christian Science Church of Garberville to establish resource rooms in Redway and Garberville providing 2 meals per week, posting of local resources, and homeless "co-pilot" trainees .
5. \$282,294 for City of Arcata Police Department to continue funding for one School Resource Officer (SRO) and two Juvenile Diversion Counselors (JDC) to serve K-12 students and families.
6. \$390,000 for City of Eureka Police Department to continue funding for 1.0 FTE Police Officer, 1.0 FTE Parks & Waterfront Ranger, 1.0 FTE UPLIFT Eureka Homeless Services Coordinator, 1.5 FTE Homeless Outreach Worker, .5 FTE LEAD Program Coordinator, emergency homeless support services, detox/emergency shelter/transportation, and CSET/MIST/UPLIFT outreach training.
7. \$350,000 for City of Eureka Public Works to repair deteriorating sections of asphalt along Harrison Avenue and repair and resurface entire stretch of Harrison between Erie & Munson Streets.
8. \$177,435 for City of Fortuna Police Department to continue funding for salary and benefits for Drug Task Force Officer.
9. \$71,845 for City of Fortuna Police Department to purchase, train and outfit one K9 unit.
10. \$182,435 for City of Fortuna Police Department continue funding for salary and benefits for School Resource Officer.
11. \$57,344 for City of Rio Dell Police Department to purchase one Ford F150 patrol vehicle and ancillary equipment and four mobile display terminals for fleet vehicles.
12. \$33,488 for City of Rio Dell Police Department to maintain the current Measure Z funding for a part-time clerical position in the city's police department to support law enforcement, nuisance abatement and code enforcement.
13. \$75,317 for City of Trinidad for one full-time Deputy Sheriff position to provide a dedicated peace officer in the Trinidad area seven days a week.
14. \$7,900 for College of the Redwoods Foundation/CERT Coalition to fund two full CERT Basic courses to a total of 60 participants.
15. \$7,600 for Garberville Town Square to fund a security person four days a week at the town square in Garberville.
16. \$437,938 for the Humboldt County Administrative Office to replace/upgrade mountaintop repeater radio vaults that house critical equipment on Mount Pierce, Pratt Mountain and Horse Mountain.
17. \$14,000 for Humboldt County Adult Protective Services to provide professional development and case review team development for the Elder and Vulnerable Adult Services Team (EVASt).
18. \$2,413,945 for Humboldt County Fire Chiefs' Association to purchase equipment to bring firefighters to minimum level safety, fund dispatch and the continuation of formal planning effort to address fire-related district boundaries.
19. \$71,235 for Humboldt County Library to hire two additional security guards at the Eureka Library.
20. \$112,641 for Humboldt County Public Defender to hire 1.0 FTE Office Assistant, professional record conversion, categorization and storage costs.
21. \$80,000 for Humboldt County Public Works to remove non-hazardous and hazardous illegal dumping sites, equipment and dumping fees.
22. \$1,550,000 for Humboldt County Public Works for chip sealing and slurry sealing of county roads to prevent pavement failures and to insure safer driving surfaces.
23. \$78,000 for Humboldt Medi-Trans to fund insurance, fuel, and payroll expenses to provide transportation for kidney dialysis patients traveling 3 times a week
24. \$5,000 for Jim Paye & Family New Life Transitional Housing to fund increased housing costs for six addiction recovery residences.
25. \$374,383 for K'ima:w Medical Center for the continuation of ambulance service in the Willow

APPLICATIONS SUBMITTED TO MEASURE Z

Creek Service area.

26. \$136,348 for Southern Trinity Area Rescue to provide ambulance services to the Eastern Humboldt/Southern Trinity County area of Highway 36.

27. \$17,000 for Southern Trinity Volunteer Fire

Department to fund FY 2020-21 Firefighters Workers Compensation Insurance to bridge operational funding deficit.

28. \$10,000 for The People of New Directions to fund safety gear for homeless encampment cleanup.

BUDGET UNITS

In order to provide funding to the most applicants as possible, partial funding is recommended for items 8, 10 and 18. Items 5, 6, 25 and 26 are recommended for full funding. More detail on the amounts recommended for funding can be found in the appendices. The remaining Measure Z requests are not recommended because they did not receive a priority ranking that allowed them to be funded based on available Measure Z revenue. All Measure Z requests were reviewed and prioritized by the Citizens' Advisory Committee and the Board of Supervisors.

1100 197 Measure Z Contribution Other

The proposed budget for Measure Z Contribution for FY 2020-21 is \$3,105,342, an increase of \$48,925 or 2%, from the previous year.

This budget unit contains the allocations for all non-county agencies who have been allocated Measure Z funding. For FY 2020-21, 19 agencies submitted a total of 24 applications totaling \$5,861,675. A total of 7 agencies are recommended for funding totaling \$3,105,342.

1100 889 General Purpose Revenue Measure Z

The proposed budget for General Purpose Revenue Measure Z for FY 2020-21 is \$9,473,000, a decrease of \$1,455,663 or 14% from the prior year due to reduced sales tax as a result of COVID-19.

1100 292 Public Defender Measure Z

The proposed budget for Public Defender Measure Z for FY 2020-21 is \$235,631, an increase of \$18,974 or 9% from the prior year due to the redistribution of ongoing funding to ensure equity across all budget units in supporting staffing overhead and training development.

The proposed personnel allocation for the Public Defender Measure Z for FY 2020-21 is 2.0 FTE, there are no changes from the prior year.

1100 293 DHHS Measure Z

The proposed budget for DHHS Measure Z for FY 2020-21 is \$826,330, an increase of \$20,418 or 3% from the prior year.

The proposed personnel allocation for DHHS Measure Z for FY 2020-21 is 8.0 FTE, there are no changes from the prior year.

1100 295 District Attorney Measure Z

The proposed budget for District Attorney Measure Z for FY 2020-21 is \$1,322,163, an increase of \$60,252 or 5% from the prior year due to negotiated salary and benefit increases.

The proposed personnel allocation for District Attorney Measure Z for FY 2020-21 is 12.0 FTE, there are no changes from the prior year.

1100 296 Probation Measure Z

The proposed budget for Probation Measure Z for FY 2020-21 is \$571,225, an increase of \$26,462 or 6% from the prior year due to the redistribution of ongoing funding to ensure equity across all budget units in supporting staffing overhead and training development.

The proposed personnel allocation for Probation Measure Z for FY 2020-21 is 6.0 FTE. There are no changes from the previous fiscal year.

1100 297 Sheriff Measure Z

The proposed budget for Sheriff Measure Z for FY 2020-21 is \$4,821,837, an increase of \$304,474 or 7%, from the prior year due to the redistribution of ongoing funding to ensure equity across all budget units in supporting staffing overhead and training development.

The proposed personnel allocation for Sheriff Measure Z for FY 2020-21 is 40.0 FTE. There are no changes from the previous fiscal year.

1100 298 Public Works Measure Z

The proposed budget for Public Works Measure Z for FY 2020-21 is \$0, a decrease of \$115,750 or 100% from the prior year. This decrease is due to the elimination of an allocation for road improvements.

The Public Works Measure Z budget unit has no personnel allocations proposed for FY 2020-21.

These programs support the Board of Supervisors' Strategic Framework by enforcing laws and regulations to protect residents, providing for and maintaining infrastructure, creating opportunities for improved safety and health, protecting vulnerable populations and providing community-appropriate levels of service

PROGRAM DISCUSSION BY BUDGET UNIT

will need to budget an allocation of approximately \$250,000 annually for a fixed period (30-years). For FY 2020-21 the proposed budget includes a payment of \$100,000 toward the financing. As the county's deferred maintenance and ADA barrier removal projects continue to mount.

This program supports the Board of Supervisors' Strategic Framework by managing our resources to ensure sustainability of services.

• ADA Courthouse Project	\$1,360,000
• ADA Curb Ramps	\$297,000
• ADA Fiscal Year 19-20 Projects	\$1,700,000
• ADA Jail Showers Project	\$1,800,000
• ADA Probation Main Project	\$200,000
• ADA Veterans Building Project	\$250,000
• Airport Restaurant	\$250,000
• Corrections Resource Center	\$2,274,000
• Eureka Vet Bldg Media	\$1,000,000
• Eureka Vet Bldg Seismic Repair	\$73,037
• Fifth Floor of Courthouse	\$3,166,311
• Garberville Mini Complex	\$2,800,000
• Jail Security	\$1,100,000

• Juvenile Hall	\$2,000,000
• New Building 1001 4th	\$1,175,812
• Weights & Measures Building	\$1,140,00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Governmental Agencies category has increased by 10% or \$40,465 due to anticipated increase in Proposition 172 funding based on historical trends. As a result of COVID-19 this estimate is likely to be reduced at first quarter.
- The proposed expenditure budget for the Other Charges category has decreased by 28% or \$101,030 due to anticipated decreases in scheduled interest payments.
- The proposed expenditure budget for the Other Financing Uses category has increased by 10% or \$109,890 due to anticipated increases in scheduled principal payments.

ADDITIONAL FUNDING REQUESTS

COP has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.

FY 2020-21 PROPOSED BUDGET TABLE

COP - PAYMENTS | 100-190

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	399,531	423,534	391,540	432,005	432,005	40,465
Total Revenues	399,531	423,534	391,540	432,005	432,005	40,465
Expenditures						
Other Charges	0	246,057	360,790	259,760	259,760	(101,030)
Other Financing Uses	1,430,125	1,198,166	1,146,079	1,255,969	1,255,969	109,890
Total Expenditures	1,430,125	1,444,223	1,506,869	1,515,729	1,515,729	8,860
Other Financing Sources (Uses)						
General Fund Contribution	0	(7,998)	1,115,329	1,083,724	1,083,724	(31,605)
Other Financing Uses	0	(7,998)	0	0	0	0
Total Other Financing Sources (Uses)	0	(15,996)	1,115,329	1,083,724	1,083,724	(31,605)
Net Revenues (Expenditures)	(1,030,594)	(1,036,685)	0	0	0	0
Additional Funding Support						
1100 General Fund	1,030,594	1,028,687	0	0	0	0
Total Additional Funding Support	1,030,594	1,028,687	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00



CONTINGENCY RESERVES (1100-990)

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
<p>Amy S. Nilsen, County Administrative Officer</p> <hr/> <p>The General Fund Contingency Reserve budget provides funds to meet unforeseen expenditures in county-wide operating budgets.</p>	<p>Expenditures + Other Financing Uses</p> <hr/> <p>Revenues + Other Financing Sources</p> <hr/> <p>General Fund Contribution</p> <hr/> <p>Personnel</p> <hr/> <p>% General Fund Contribution</p>	<p>\$ 1,631,967</p> <hr/> <p>\$ 0</p> <hr/> <p>\$ 1,631,967</p> <hr/> <p>0.0</p> <hr/> <p>100%</p>

PROGRAM DISCUSSION BY BUDGET UNIT

The General Fund Contingency Reserve budget provides funds to meet unforeseen expenditures in county-wide operating budgets.

The Reserves for Contingencies serves as an additional appropriation from which funds can be transferred to operating units for needs not anticipated at the time of budget adoption.

While state statutes provide that up to 15 percent of the total of all other appropriations can be placed in reserve, the amount historically reserved for the county's budget has been at a much lower level. In FY 2017-18 the Contingency policy was updated to reflect a contribution equal to 2 percent of General Fund revenues. The proposed contingency amount for FY 2020-21 is \$200,000 more than the policy level minimum. To allow for contributions to a road improvement grant program in accordance with the Friends of the Eel River Settlement.

This program contains the following budget unit:

1100 990 Contingency Reserves

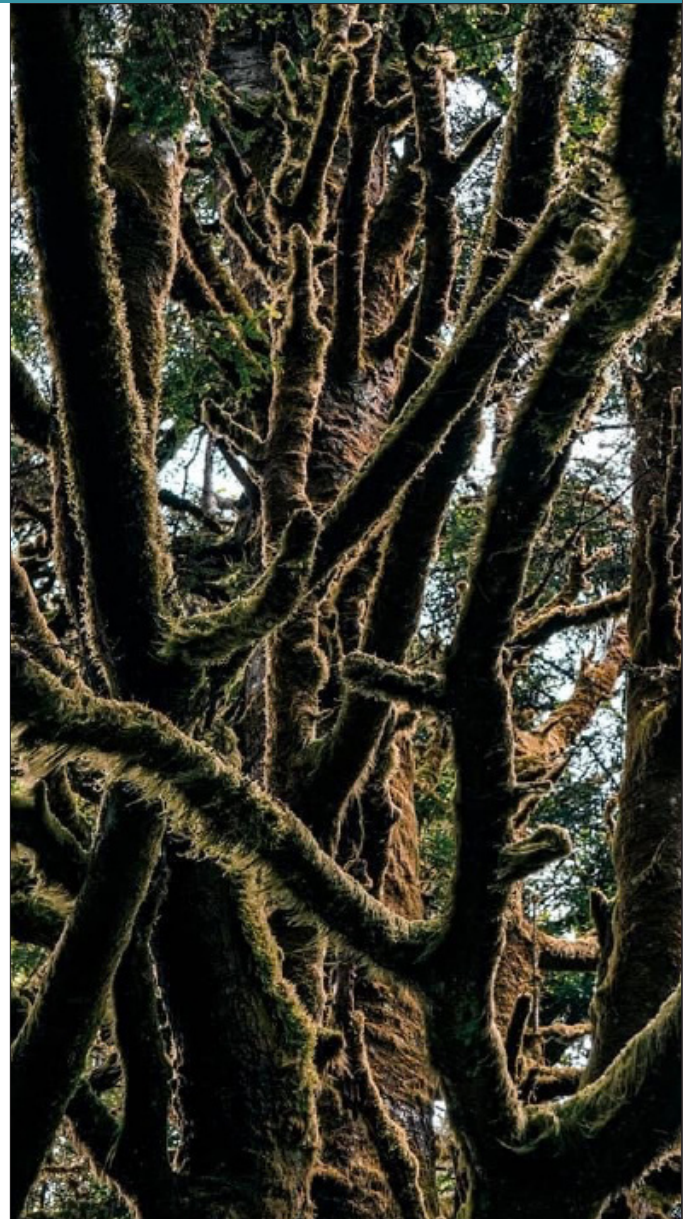
This program supports the Board of Supervisors' Strategic Framework by managing our resources to ensure sustainability of services.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Expenditures						
Services and Supplies	0	0	2,039,212	1,631,967	1,631,967	(407,245)
Total Expenditures	0	0	2,039,212	1,631,967	1,631,967	(407,245)
Other Financing Sources (Uses)						
General Fund Contribution	0	0	2,039,212	1,631,967	1,631,967	(407,245)
Total Other Financing Sources (Uses)	0	0	2,039,212	1,631,967	1,631,967	(407,245)
Net Revenues (Expenditures)	0	0	0	0	0	0
Additional Funding Support						
1100 General Fund	0	0	0	0	0	0
Total Additional Funding Support	0	0	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed General Fund Contribution has decreased by 20% or \$407,245 due to limited financial resources that only allow for a reduced contribution plus \$200,000 for the Friends of the Eel River settlement requiring funds for a Roads Improvement Grant program.
- The proposed expenditure budget for the Services and Supplies category has decreased by 20% or \$407,245 due to limited financial resources that only allow for a reduced contribution plus \$200,000 for the Friends of the Eel River settlement requiring funds for a Roads Improvement Grant program.



ADDITIONAL FUNDING REQUESTS

Contingency Reserves has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



CONTRIBUTIONS TO OTHER FUNDS (1100-199)

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
<p>Amy S. Nilsen, County Administrative Officer</p> <hr/> <p>This budget provides for various allocations and required contributions of General Fund money to support specific programs that operate out of other funds or outside agencies.</p>	<p>Expenditures + Other Financing Uses</p> <hr/> <p>Revenues + Other Financing Sources</p> <hr/> <p>General Fund Contribution</p> <hr/> <p>Personnel</p> <hr/> <p>% General Fund Contribution</p>	<p>\$ 8,515,651</p> <hr/> <p>\$ 234,728</p> <hr/> <p>\$ 8,280,923</p> <hr/> <p>0.0</p> <hr/> <p>97%</p>

PROGRAM DISCUSSION BY BUDGET UNIT

This budget provides for various allocations and required contributions of General Fund money to support specific programs that operate out of other funds or outside agencies. It is used to account for transfers from the county General Fund to other operating funds within the county, several veterans' organizations located throughout the county and outside agencies.

This program includes the following budget unit:

1100 199 - Contributions to Other Funds

The allocations are as follows:

- \$226,600 for a loan to the McKay Track Community Forest (an increase of \$120,669).
- \$100,000 for the City of Eureka to develop affordable low-income housing. This is a carry forward from the previous year.
- \$500 for special district benefit assessment on county owned property.
- \$17,219 for communications expense for administering utilities for General Fund departments.
- \$38,520 for contributions to veterans' organizations located in Arcata, Eureka, Ferndale, Fortuna, Garberville and McKinleyville (an increase of \$4,629 for the Eureka veterans).
- \$42,185 for Local Agency Formation Commission (LAFCo).
- \$234,728 for contribution of Proposition 172 sales tax proceeds to independent fire protection districts (an increase of \$21,919). As a result of

COVID-19, it is likely this contribution will be reduced.

- \$341,797 for county Library System, (includes base funding of \$153,000, \$8,000 for the Hoopa Library and the General Fund's obligation for the County Librarian position of \$180,797; an overall decrease of \$56,371).
- \$794,899 for Mental Health (a decrease of \$158,750).
- \$616,000 for the Deferred Maintenance Trust Fund (an increase of \$42,000).
- \$673,661 for Public Health (a decrease of \$33,179).
- \$3,320,349 for Social Services (a decrease of \$26,816).
- \$625,000 for ADA Trust Fund mandated ADA projects.
- \$1,462,193 for Economic Development and Project Trellis (an increase of \$380,135)
- \$2,000 contribution to special districts for the property tax exchange agreement with Fieldbrook-Glendale Community Services District approved by the Board of Supervisors on March 8, 2016.
- \$20,000 contribution to Natural Resources for operational costs that exceed available revenue sources.

These programs supports the Board of Supervisors' Strategic Framework by protecting vulnerable populations.

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	217,152	230,126	212,809	234,728	234,728	21,919
Total Revenues	217,152	230,126	212,809	234,728	234,728	21,919
Expenditures						
Services and Supplies	0	451	0	0	0	0
Other Charges	1,029,672	515,176	1,472,110	1,646,805	1,439,432	(32,678)
Other Financing Uses	8,880,209	14,753,075	10,697,327	7,076,219	7,076,219	(3,621,108)
Total Expenditures	9,909,881	15,268,702	12,169,437	8,723,024	8,515,651	(3,653,786)
Other Financing Sources (Uses)						
Other Financing Sources	0	3,292	0	0	0	0
General Fund Contribution	0	0	11,956,628	8,488,296	8,280,923	(3,675,705)
Other Financing Uses	0	(2,908,801)	0	0	0	0
Total Other Financing Sources (Uses)	0	(2,905,509)	11,956,628	8,488,296	8,280,923	(3,675,705)
Net Revenues (Expenditures)	(9,692,729)	(17,944,085)	0	0	0	0
Additional Funding Support						
1100 General Fund	9,692,729	15,035,284	0	0	0	0
Total Additional Funding Support	9,692,729	15,035,284	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Other Governmental Agencies category has increased by 10% or \$21,919 due to anticipated increases in Proposition 172 funding based on historical trends. Proposition 172 revenues were developed prior to the onset of the COVID-19 pandemic. These revenues are driven by sales tax and are likely to be impacted. Staff will monitor and make necessary adjustments at First Quarter.
- The proposed General Fund Contribution has decreased by 34% or \$3,675,705 due to limited financial resources as a result of COVID-19 impacts.
- The proposed expenditure budget for the Other Financing Uses category has decreased by 31% or \$3,621,108 due to a reduction in allocations to Aviation and Reserves due to limited financial resources as a result of COVID-19 impacts. In addition, there was a one-time allocation to the radio infrastructure project in FY 2019-20.

PERSONNEL

There are no personnel changes.

ADDITIONAL FUNDING REQUESTS

Five additional funding requests were submitted as follows:

1. Fortuna Veterans submitted a request for \$2,500 in funding due to lost revenue as a result of COVID-19 preventing events from being held in the Veterans facilities.
2. Arcata Veterans submitted a request for \$75,353 in funding due to lost revenue as a result of COVID-19 preventing events from being held in the Veterans facilities.
3. Eureka Veterans submitted a request for \$9,520 in funding due to lost revenue as a result of COVID-19 preventing events from being held in the Veterans facilities.
4. Westhaven Volunteer Fire Department submitted a request for \$25,000 in funding due to lost revenue as a result of COVID-19 preventing their annual Blackberry Festival from taking place.
5. Samoa Peninsula Fire District submitted a request for start up funding for the Peninsula Community Services District providing services to Samoa Peninsula.

These additional funding requests are not recommended at this time. While these requests have merit they did not meet a priority level that allowed for them to be funded based on available financial resources.



CRIMINAL JUSTICE CONSTRUCTION

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
Amy S. Nilsen, County Administrative Officer	Expenditures + Other Financing Uses	\$ 355,133
The Criminal Justice Facility Construction Fund is used for construction and financing of various criminal justice facility projects.	Revenues + Other Financing Sources	\$ 355,133
	General Fund Contribution	\$ 0
	Personnel	0.0
	% General Fund Contribution	0%

PROGRAM DISCUSSION BY BUDGET UNIT

In 1982, pursuant to Government Code Section 76101, the Board of Supervisors established the Criminal Justice Facilities Construction Fund. The revenues in the Criminal Justice Facilities Construction Funds come from a portion of the \$2.50 surcharge that is added to every parking penalty imposed by the Superior Court for violations occurring within Humboldt County. The Criminal Justice Facilities Construction Fund can be used for the construction, reconstruction, expansion, improvement, operation, or maintenance of county criminal justice and court facilities, and for improvement of criminal justice automated information systems.

Pursuant to Government Code Section 76000, 76101 and 76009, revenues collected for the Automated Fingerprint Identification and Digital Image Photographic Suspect Identification Funds can be authorized to be deposited into the Criminal Justice Facilities Construction Fund when other funds have been identified for fingerprinting equipment. This additional source of revenue is why the Criminal Justice Construction fund often shows more revenue than the Courthouse Construction Fund.

Criminal justice facilities include buildings such as the county Jail, Juvenile Hall, the Juvenile Regional Facility, and courthouses. Any new jail, or addition to an existing jail that results in the provision of additional cells or beds, must be constructed in compliance with the "Minimum Standards for Local Detention Facilities" regulations promulgated by the California Corrections Standards Authority.

Criminal Justice Construction includes the following budget units:

- [1410 190 Criminal Justice COP](#)
- [1410 242 Criminal Justice Construction](#)

This budget supports the Board of Supervisor's Strategic Framework by providing for and maintaining infrastructure.



FY 2020-21 PROPOSED BUDGET TABLE

CRIMINAL JUSTICE CONSTRUCTION

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	239,534	232,734	235,000	235,000	235,000	0
Use of Money and Property	37,955	41,070	45,000	45,000	45,000	0
Total Revenues	277,489	273,804	280,000	280,000	280,000	0
Expenditures						
Other Charges	19,140	13,405	17,690	11,255	11,255	(6,435)
Other Financing Uses	181,881	870,190	57,483	63,878	63,878	6,395
Total Expenditures	201,021	883,595	75,173	75,133	75,133	(40)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	75,173	75,133	75,133	(40)
Other Financing Uses	0	0	(280,000)	(280,000)	(280,000)	0
Total Other Financing Sources (Uses)	0	0	(204,827)	(204,867)	(204,867)	(40)
Net Revenues (Expenditures)	76,468	(609,791)	0	0	0	0
Additional Funding Support						
1410 Criminal Justice Construction	(76,468)	609,791	0	0	0	0
Total Additional Funding Support	(76,468)	609,791	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

There are no significant changes.

ADDITIONAL FUNDING REQUESTS

Criminal Justice Construction has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.





COURTHOUSE CONSTRUCTION

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
<p>Amy S. Nilsen, County Administrative Officer</p> <hr/> <p>The Courthouse Construction Fund is used for the acquisition, rehabilitation, construction and financing of courtrooms or of a courtroom building containing facilities necessary or incidental to the operation of the justice system.</p>	Expenditures + Other Financing Uses	\$ 147,000
	Revenues + Other Financing Sources	\$ 147,000
	General Fund Contribution	\$ 0
	Personnel	0.0
	% General Fund Contribution	0%

PROGRAM DISCUSSION BY BUDGET UNIT

In 1982, pursuant to California Government Code Section 76100, the Board of Supervisors established the Courthouse Construction Fund.

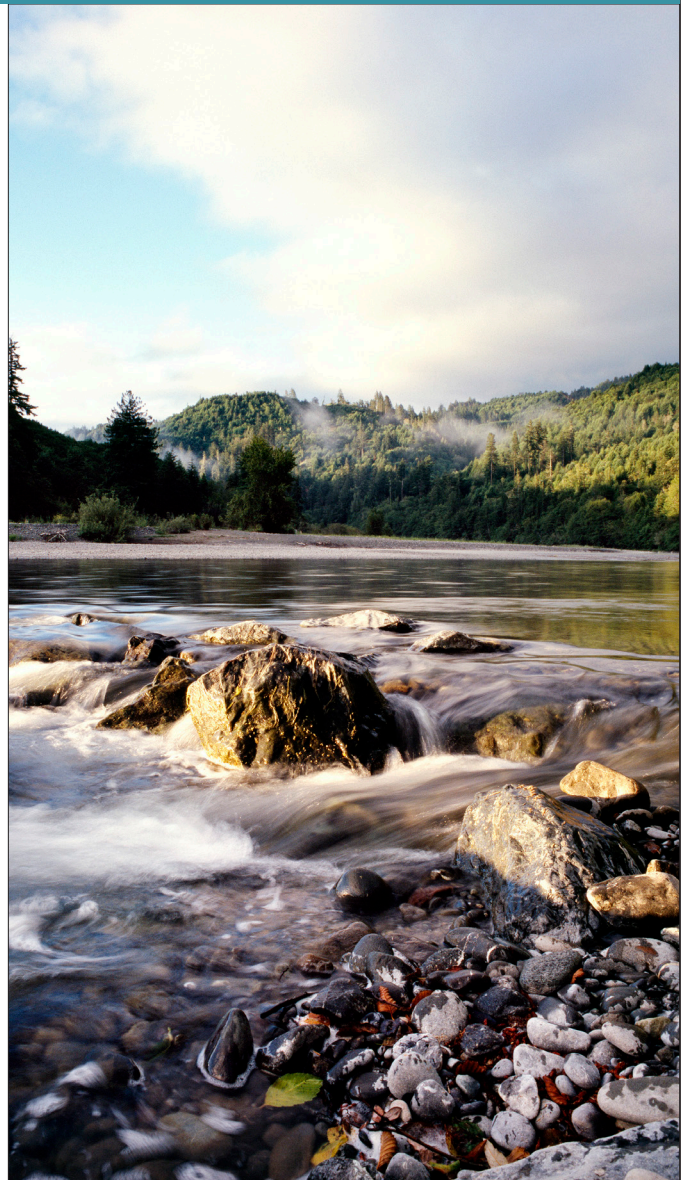
The revenues in the Courthouse Construction fund come from a portion of the \$2.50 surcharge that is added to every parking penalty imposed by the Superior Court for violations occurring within Humboldt County. This amount is in addition to the \$2.50 surcharge that is dedicated to the Criminal Justice Facilities Construction Fund.

The Courthouse Construction Fund can be used for the acquisition, rehabilitation, construction, and financing of courtrooms or a courtroom building that contains facilities necessary or incidental to the operation of the justice system. When the debt service is retired, any remaining funds will go to the Judicial Council under the terms of the Trial Court Funding Act.

This program includes the following budget units:

- 1420 190 Courthouse Construction COP
- 1420 242 Courthouse Construction

This program supports the Board of Supervisors' Strategic Framework by providing for and maintaining infrastructure.



FY 2020-21 PROPOSED BUDGET TABLE

COURTHOUSE CONSTRUCTION

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	167,894	157,768	147,000	147,000	147,000	0
Total Revenues	167,894	157,768	147,000	147,000	147,000	0
Expenditures						
Other Charges	16,946	20,532	25,000	25,000	25,000	0
Other Financing Uses	154,860	0	122,000	122,000	122,000	0
Total Expenditures	171,806	20,532	147,000	147,000	147,000	0
Other Financing Sources (Uses)						
Other Financing Uses	0	0	(122,000)	(122,000)	(122,000)	0
Total Other Financing Sources (Uses)	0	0	(122,000)	(122,000)	(122,000)	0
Net Revenues (Expenditures)	(3,912)	137,236	0	0	0	0
Additional Funding Support						
1420 Courthouse Construction	3,912	(137,236)	0	0	0	0
Total Additional Funding Support	3,912	(137,236)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

There are no significant changes for this Budget Unit.

PERSONNEL

There are no personnel changes.

ADDITIONAL FUNDING REQUESTS

Courthouse Construction has submitted no additional funding requests.





GENERAL PURPOSE REVENUES (1100-888)

DEPARTMENT HEAD	BUDGET TOTALS	FY 2020-21
<p>Amy S. Nilsen, County Administrative Officer</p> <p>This budget unit is comprised of a variety of revenues that are deposited into the county's General Fund, the county's primary source of discretionary revenue.</p>	<p>Expenditures + Other Financing Uses \$</p> <p>Revenues + Other Financing Sources \$</p> <p>Contribution to the General Fund</p> <p>Personnel</p> <p>% General Fund Contribution</p>	<p>0</p> <p>75,004,054</p> <p>\$(75,004,054)</p> <p>0.0</p> <p>100%</p>

PROGRAM DISCUSSION BY BUDGET UNIT

The majority of the county's revenues are program-specific; that is, the revenues received are dedicated for a specific purpose. In contrast, the county's General Purpose Revenues are the discretionary revenues that the Board of Supervisors controls. Even though General Purpose Revenues comprise only 20 percent of the total county budget, they are the primary source for funding core county departments, such as ADA Compliance, the Board of Supervisors, Assessor, Treasurer-Tax Collector's Office, Sheriff, District Attorney, and the Agricultural Commissioner/Sealer of Weights and Measures. Additionally, in accordance with maintenance-of-effort requirements for Public Health, Mental Health, and Social Services programs, a significant portion of General Fund revenue is contributed to the Department of Health and Human Services.

The General Purpose Revenues budget unit collects revenues from a variety of sources, including property taxes, sales tax, transient occupancy (hotel/motel) tax; interest on investments; reimbursements from the state and federal governments; and cost allocation charges to other county funds. Cost allocation charges are reimbursements to the General Fund for providing centralized services (such as accounting, building maintenance, and personnel services) to other funds.

Cost allocation reimbursements are charged two years in arrears, which means FY 2020-21 revenues are based on actual expenditures in FY18-19.

This program supports the Board of Supervisors' Strategic Framework by managing our resources to ensure sustainability of services.



FY 2020-21 PROPOSED BUDGET TABLE

GENERAL PURPOSE REVENUES

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	58,844,366	65,176,964	60,734,200	66,941,000	66,941,000	6,206,800
Licenses and Permits	1,447	4,898	2,000	2,000	2,000	0
Fines, Forfeits and Penalties	719,643	745,415	2,794,000	1,354,000	1,354,000	(1,440,000)
Use of Money and Property	535,056	345,061	333,412	378,212	378,212	44,800
Other Governmental Agencies	1,454,770	1,669,984	1,303,000	1,367,000	1,367,000	64,000
Charges for Current Services	439,221	474,051	1,173,938	1,176,938	1,176,938	3,000
Other Revenues	609,584	338,742	125,200	135,200	135,200	10,000
Total Revenues	62,604,087	68,755,115	66,465,750	71,354,350	71,354,350	4,888,600
Expenditures						
Special Items	(3,010,814)	0	(3,649,703)	(3,649,704)	(3,649,704)	(1)
Total Expenditures	(3,010,814)	0	(3,649,703)	(3,649,704)	(3,649,704)	(1)
Other Financing Sources (Uses)						
Other Financing Sources	0	3,306,278	0	0	0	0
General Fund Contribution	0	0	(70,115,453)	(75,004,054)	(75,004,054)	(4,888,601)
Other Financing Uses	0	(10,152)	0	0	0	0
Total Other Financing Sources (Uses)	0	3,296,126	(70,115,453)	(75,004,054)	(75,004,054)	(4,888,601)
Net Revenues (Expenditures)	65,614,901	72,051,241	0	0	0	0
Additional Funding Support						
1100 General Fund	(65,614,901)	(72,051,241)	0	0	0	0
Total Additional Funding Support	(65,614,901)	(72,051,241)	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Taxes category has increased by 10% or \$6,206,800 due to anticipated increases in property taxes and cannabis excise taxes.
- The proposed revenue budget for the Fines, Forfeits and Penalties category has decreased by 51% or \$1,440,000 due to anticipated reductions in code enforcement penalties as the cannabis industry stabilizes. In addition the COVID-19 pandemic utilized code enforcement resources, for enforcement of non-essential businesses, reducing the number of violations anticipated.
- The proposed revenue budget for the Use of Money and Property category has increased by 13% or \$44,800 due to an increase in interest earnings.
- The proposed revenue budget for the Other Governmental Agencies category has increased by 5% or \$64,000 due to an anticipated increase in Payments in Lieu of Taxes.
- The proposed revenue budget for the Other Revenues category has increased by 8% or \$10,000 based on historical trends.
- The proposed Contribution to the General Fund has decreased by 7% or \$4,888,601 due to a decrease in General Fund revenues as a result of COVID-19.





TREASURER-TAX COLLECTOR

DEPARTMENTAL SUMMARY

ELECTED OFFICIAL	BUDGET TOTALS	FY 2020-21
John Bartholomew, Treasurer-Tax Collector The Treasurer-Tax Collector’s department aspires to align treasury and tax collection services with the unique challenges and opportunities of the 21st century, and to provide competent and effective service to all County Citizens.	Expenditures + Other Financing Uses	\$ 1,885,412
	Revenues + Other Financing Sources	\$ 1,582,345
	General Fund Contribution	\$ 303,067
	Personnel	12.0
	% General Fund Contribution	16%

PROGRAM DISCUSSION BY BUDGET UNIT

The Treasurer-Tax Collector’s department provides county-wide services not only to other county departments but also local government agencies not under the control of the Board of Supervisors. The department collects, safeguards, and invests the monies for the county, school districts and most of the special districts in Humboldt County.

This program includes the following budget units:

1100 109 - Treasury Expense

The Treasury Expense budget (1100 109) represents costs related to all investment management, banking transaction and reconciliation services, and includes transaction and custodial service expenses for portfolio investments. Management of the county portfolio follows state mandated investment criteria in Government Codes 53601 & 53635. This budget unit tracks and segregates all treasury costs. These costs are fully reimbursed to the General Fund.

1100 112 - Treasurer-Tax Collector

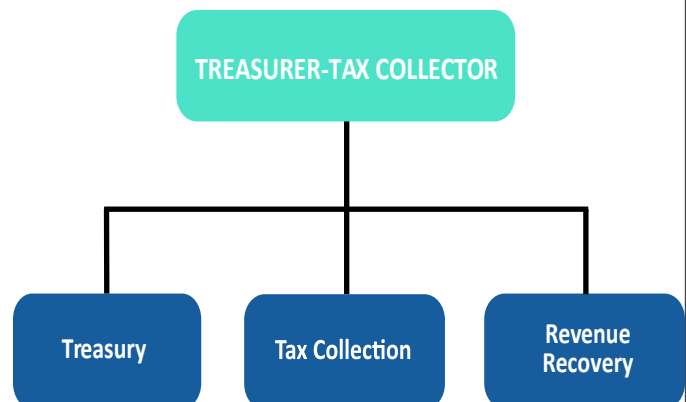
The Tax Collector Budget performs collections for all taxing agencies including the county, cities, school districts and various special districts. This is a state mandated program in accordance with Revenue and Taxation codes 2501- 5911.

1100 114 - Revenue Recovery

The Revenue Recovery budget represents costs of a Comprehensive Collection Program to collect court ordered debt for the Superior Court of Humboldt

County under the provisions of Penal Code Sections 1463.007 and 1463.010.

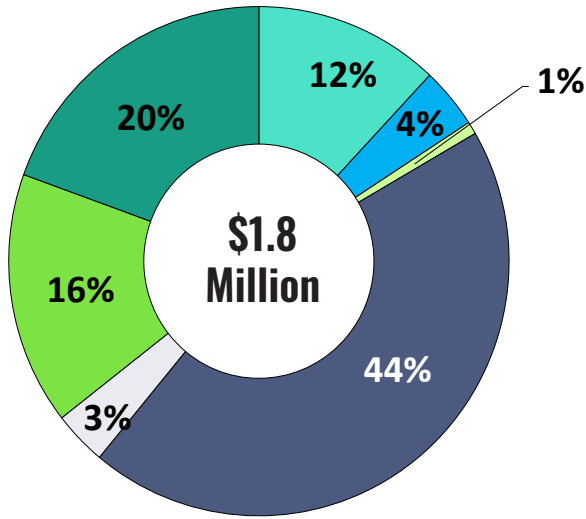
These programs supports the Board of Supervisors’ Strategic Framework by providing for and maintaining infrastructure, providing community-appropriate levels of service, managing our resources to ensure sustainability of services, investing in County employees, fostering transparent, accessible, welcoming and user-friendly services, facilitating the establishment of local revenue sources to address local needs, and engaging in discussions of our regional economic future.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	225,086	212,263	203,883	225,604	225,604	21,721
Licenses and Permits	73,857	73,977	63,000	73,000	73,000	10,000
Other Governmental Agencies	33,590	20,930	21,020	15,000	15,000	(6,020)
Charges for Current Services	1,228,887	1,160,202	972,264	836,589	836,589	(135,675)
Other Revenues	357,434	336,663	424,236	65,000	65,000	(359,236)
Total Revenues	1,918,854	1,804,035	1,684,403	1,215,193	1,215,193	(469,210)
Expenditures						
Salaries & Employee Benefits	1,034,414	1,058,843	1,164,426	1,082,597	1,082,597	(81,829)
Services and Supplies	632,984	711,351	671,980	679,798	648,636	(23,344)
Other Charges	391,525	159,804	166,389	139,690	139,690	(26,699)
Fixed Assets	39,018	0	0	0	0	0
Special Items	0	70	0	0	0	0
Not Applicable	0	7	0	0	0	0
Total Expenditures	2,097,941	1,930,075	2,002,795	1,902,085	1,870,923	(131,872)
Other Financing Sources (Uses)						
Other Financing Sources	0	0	0	367,152	367,152	367,152
General Fund Contribution	0	0	332,881	334,229	303,067	(29,814)
Other Financing Uses	0	(39,641)	(14,489)	(14,489)	(14,489)	0
Other Financing Sources (Uses)	0	(39,641)	318,392	686,892	655,730	337,338
Net Revenues (Expenditures)	(179,087)	(165,681)	0	0	0	0
Additional Funding Support						
1100 General Fund	179,087	165,681	0	0	0	0
Total Additional Funding Support	179,087	165,681	0	0	0	0
Staffing Positions						
Allocated Positions	17.00	16.00	16.00	12.00	12.00	(4.00)

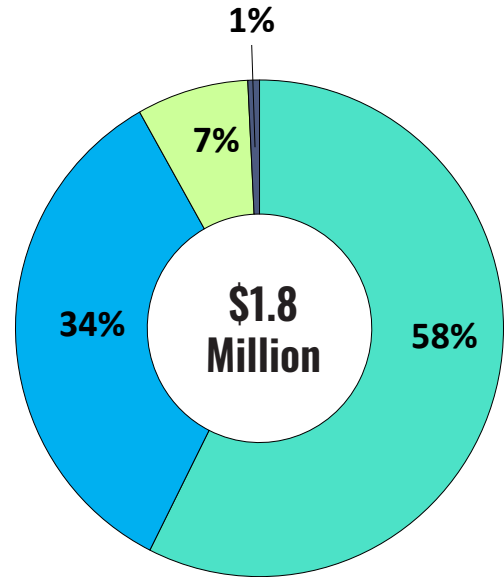


TOTAL REVENUES



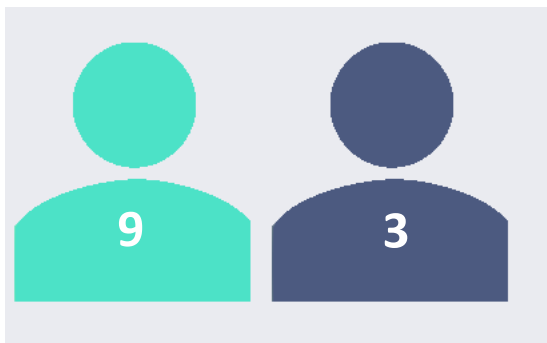
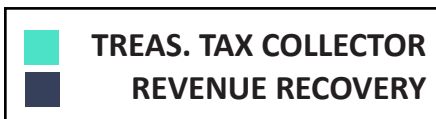
- Taxes
- Licenses and Permits
- Other Governmental Agencies
- Charges for Current Services
- Other Revenues
- General Fund Contribution
- Other Financing Sources

TOTAL EXPENDITURES

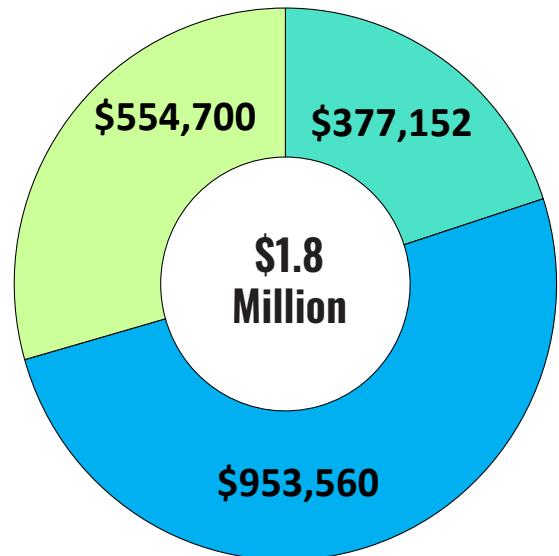


- Salaries & Employee Benefits
- Services and Supplies
- Other Charges
- Other Financing Uses

PERMANENT POSITIONS



EXPENDITURES



- Treasury Expense
- Treasurer-Tax Collector
- Revenue Recovery

ACCOMPLISHMENTS



GOALS

- Managed resources to ensure sustainability of services by developing an excise tax collection module to effectively bill, collect, and track all excise taxes. This was done over a 2 year period (Fiscal Years 2018-19 & 2019-20) in partnership with the private company through which the county also collects and regulates Transient Occupancy Taxes and Business License billing, processing, and tracking.
- Managed resources to ensure sustainability of services by restructuring Revenue Recovery operations to reduced staffing from 8.0 FTE to 3.0 FTE to match work-load requirements without laying off any employees.
- Managed resources to ensure sustainability of services through succession planning to compensate for the retirement of the three longest tenured staff (representing 79 combined years of experience) indicating the high caliber of staff remaining throughout the department.
- Provide community-appropriate levels of service through the continued improvement to the excise tax billing and collection process with the Planning and Building Department to ensure cultivators are educated on the annual obligations.
- Manage resources to ensure sustainability of services through the integration of a new system to help regulate the Short-Term Rental (STR) marketplace with a managed services provider which provides monitoring, analytic, and compliance software and related services for the detection and management of STRs. This integration will add efficiency and effectiveness to operations and will serve to manage or resources to ensure sustainability of services well into the future.
- Engage in discussions of our regional economic future through work with the County Administrative Office, district Supervisors, and outside private enterprises by developing a plan to help fund energy resilience and independence for the county.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Revenues	301,652	282,475	368,236	10,000	10,000	(358,236)
Total Revenues	301,652	282,475	368,236	10,000	10,000	(358,236)
Expenditures						
Salaries & Employee Benefits	0	126,789	195,135	200,000	200,000	4,865
Services and Supplies	161,337	155,646	172,900	177,070	177,070	4,170
Other Charges	140,552	195	201	82	82	(119)
Total Expenditures	301,889	282,630	368,236	377,152	377,152	8,916
Other Financing Sources (Uses)						
Other Financing Sources	0	0	0	367,152	367,152	367,152
Other Financing Sources (Uses)	0	0	0	367,152	367,152	367,152
Net Revenues (Expenditures)	(237)	(155)	0	0	0	0
Additional Funding Support						
1100 General Fund	237	155	0	0	0	0
Total Additional Funding Support	237	155	0	0	0	0
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES

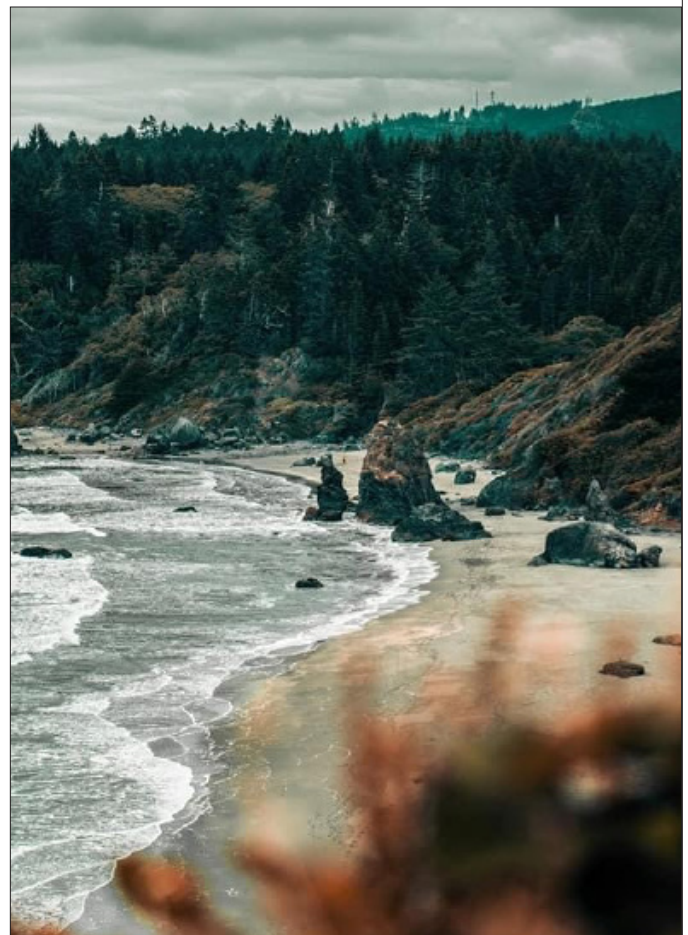
- The proposed revenue budget for the Other Revenues category has decreased by 97% or \$358,236 due to changes in local accounting practices. Transfers from the Treasury are now reflected as "Other Financing Sources."
- The proposed revenue budget for the Other Financing Sources category has increased by 100% or \$367,152 due to changes in local accounting practices. Transfers from the Treasury are now reflected as "Other Financing Sources," as opposed to "Other Revenues."

ADDITIONAL FUNDING REQUESTS

Treasury Expense has submitted no additional funding requests.

PERSONNEL

There are no personnel changes.



	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Taxes	225,086	212,263	203,883	225,604	225,604	21,721
Licenses and Permits	73,857	73,977	63,000	73,000	73,000	10,000
Charges for Current Services	262,197	235,109	229,264	246,889	246,889	17,625
Other Revenues	55,782	54,188	55,000	55,000	55,000	0
Total Revenues	616,922	575,537	551,147	600,493	600,493	49,346
Expenditures						
Salaries & Employee Benefits	485,439	541,109	520,850	604,763	604,763	83,913
Services and Supplies	182,923	190,956	233,606	257,632	226,470	(7,136)
Other Charges	122,206	128,920	132,951	122,327	122,327	(10,624)
Total Expenditures	790,568	860,985	887,407	984,722	953,560	66,153
Other Financing Sources (Uses)						
General Fund Contribution	0	0	336,260	384,229	353,067	16,807
Other Financing Sources (Uses)	0	0	336,260	384,229	353,067	16,807
Net Revenues (Expenditures)	(173,646)	(285,448)	0	0	0	0
Additional Funding Support						
1100 General Fund	173,646	285,448	0	0	0	0
Total Additional Funding Support	173,646	285,448	0	0	0	0
Staffing Positions						
Allocated Positions	8.00	8.00	9.00	9.00	9.00	0.00

SIGNIFICANT CHANGES

- The proposed revenue budget for the Taxes category has increased by 11% or \$21,721 due to increased tax collection fees.
- The proposed revenue budget for the Licenses and Permits category has increased by 16% or \$10,000 due to increased licensing based on historical trends.
- The proposed General Fund Contribution has increased by 5% or \$16,807 due to the revenue distribution methodology for General Fund departments, which allocated a 5% increase based on FY 2019-20 General Fund allocations.
- The proposed expenditure budget for the Salaries & Employee Benefits category has increased by 16% or \$83,913 due to the reallocation of a Senior Treasury & Tax Assistant to a Supervising Treasurer.
- The proposed expenditure budget for the Other Charges category has decreased by 8% or \$10,624 due to changes in cost allocation charges as approved by the State Controller.

ADDITIONAL FUNDING REQUESTS

The Treasurer-Tax Collector has submitted one additional funding request for \$31,162. The department requests contracting with a private company called Host Compliance to detect and report illegal, unpermitted and/or under-remitting short-term rentals (STRs). This additional funding request is not recommended at this time. While this request has merit it did not meet a priority level that allowed for it to be funded based on available financial resources.

PERSONNEL

There is no net change to personnel, however a 1.0 FTE Supervising Treasurer position increase and 1.0 FTE Senior Treasury & Tax Assistant decrease is proposed. The Senior Treasury Tax Assistant position has been given significantly more responsibility for all billing and collection activities of cannabis excise taxes as directed by the Planning and Building Department.

Deallocate
1.0 Senior Treasury & Tax Assistant

Allocate
1.0 Supervising Treasurer

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2020-21 Requested	2020-21 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	33,590	20,930	21,020	15,000	15,000	(6,020)
Charges for Current Services	966,690	925,093	743,000	589,700	589,700	(153,300)
Other Revenues	0	0	1,000	0	0	(1,000)
Total Revenues	1,000,280	946,023	765,020	604,700	604,700	(160,320)
Expenditures						
Salaries & Employee Benefits	548,975	390,945	448,441	277,834	277,834	(170,607)
Services and Supplies	288,724	364,749	265,474	245,096	245,096	(20,378)
Other Charges	128,767	30,689	33,237	17,281	17,281	(15,956)
Fixed Assets	39,018	0	0	0	0	0
Special Items	0	70	0	0	0	0
Not Applicable	0	7	0	0	0	0
Total Expenditures	1,005,484	786,460	747,152	540,211	540,211	(206,941)
Other Financing Sources (Uses)						
General Fund Contribution	0	0	(3,379)	(50,000)	(50,000)	(46,621)
Other Financing Uses	0	(39,641)	(14,489)	(14,489)	(14,489)	0
Other Financing Sources (Uses)	0	(39,641)	(17,868)	(64,489)	(64,489)	(46,621)
Net Revenues (Expenditures)	(5,204)	119,922	0	0	0	0
Additional Funding Support						
1100 General Fund	5,204	(119,922)	0	0	0	0
Total Additional Funding Support	5,204	(119,922)	0	0	0	0
Staffing Positions						
Allocated Positions	9.00	8.00	7.00	3.00	3.00	(4.00)

SIGNIFICANT CHANGES

The Humboldt County Superior Court transitioned to a new operating system called eCourt in October 2019 with which they retain misdemeanor infractions which significantly reduced new delinquent accounts transferred to the Revenue Recovery Division for collection purposes. The Court also dismissed thousands of old cases previously sent to Revenue Recovery for collection and directed Revenue Recovery to stop collection efforts on those accounts. These actions reduced the amount of work needed to satisfy Court directed collections by Revenue Recovery.

No staff were laid off as a result of these changes; the reduction was accomplished through transfers to other departments and retirement.

- The proposed revenue budget for the Charges for Current Services category has decreased by 21% or \$153,300 due to reduced collections.
- The proposed Contribution to the General Fund Contribution has increased by more than 100% or \$46,621 due to reduced expenditures, allowing for an increase in the contribution.
- The proposed expenditure budget for the Salaries

& Employee Benefits category has decreased by 38% or \$170,607 due to a reduction in staff.

- The proposed expenditure budget for the Services and Supplies category has decreased by 8% or \$20,378 due to reduced costs for Franchise Tax Board services and postage.
- The proposed expenditure budget for the Other Charges category has decreased by 48% or \$15,956 due to changes in cost allocation charges as approved by the State Controller.

ADDITIONAL FUNDING REQUESTS

Revenue Recovery has submitted no additional funding requests.

PERSONNEL

A decrease of 4.0 FTE is proposed. The decrease is due to reduced workload.

Deallocate

- 1.0 Program Coordinator
- 3.0 Revenue Recovery Officer II