

County Executive Office



A Tradition of Stewardship
A Commitment to Service

1195 Third Street
Suite 310
Napa, CA 94559
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Ryan J. Alsop
County Executive Officer

MEMORANDUM

To:	Board of Supervisors	From:	Becky Craig, Assistant County Executive
Date:	June 10, 2024	Re:	SUPPLEMENTAL REPORT Number 1 to FY 2024-25 Recommended Budget 13 A – PUBLIC HEARING

The County and Public Service Employees / Supervisors were negotiating a successor MOU while the Recommended Budget was being prepared. The proposed MOU will be presented for ratification on June 11, 2024. The MOU includes wage and benefit costs that exceed the estimates included. The additional costs total \$2,450,000.

Staff recommends the Board adjust the Recommended Budget by increasing Salaries and Wages for various Departments offset by use of General Fund's Available Fund Balance totaling \$2 million and \$450,000 from Other Funds' Available Fund Balance. See attachment for departmental information.

General Fund:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Current</u> <u>Appropriation</u>	<u>Increase</u>	<u>Recommended</u> <u>Appropriation</u>
1000	1010000	51100	1,300,000	20,000	1,320,000
1000	1020000	51100	3,025,000	50,000	3,075,000
1000	1021500	51100	1,591,428	35,000	1,626,428
1000	1022000	51100	2,845,000	50,000	2,895,000
1000	1100000	51100	3,001,931	45,000	3,046,931
1000	1120000	51100	1,398,424	20,000	1,418,424
1000	1140000	51100	2,645,574	40,000	2,685,574
1000	1200000	51100	3,904,103	60,000	3,964,103
1000	1220000	51100	4,449,077	100,000	4,549,077
1000	1300000	51100	10,600,000	130,000	10,730,000
1000	1320000	51100	4,305,100	50,000	4,355,100
1000	1362000	51100	646,286	30,000	676,286
1000	1380000	51100	396,582	5,000	401,582
1000	1400000	51100	1,603,274	20,000	1,623,274
1000	1400001	51100	13,134,268	150,000	13,284,268
1000	1400003	51100	692,655	20,000	712,655
1000	1600000	51100	3,250,272	50,000	3,300,272
1000	1700000	51100	4,888,310	65,000	4,953,310
1000	1702000	51100	2,624,614	50,000	2,674,614
1000	1750000	51100	542,990	5,000	547,990
1000	1800000	51100	324,917	5,000	329,917
1000	Use of Available Fund Balance		\$	1,000,000	

Health & Human Services Agency Fund:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Current</u> <u>Appropriation</u>	<u>Increase</u>	<u>Recommended</u> <u>Appropriation</u>
2000	2000100	48210	4,905,191	160,000	5,065,191
2000	2000200	48210	3,671,913	150,000	3,821,913
2000	2000203	48210	-	80,000	80,000
2000	2000205	48210	3,252,742	50,000	3,302,742
2000	2000400	48210	5,032,448	160,000	5,192,448
2000	2000500	48210	5,393,960	100,000	5,493,960
2000	2000600	48210	4,687,285	200,000	4,887,285
2000	2001000	48210	56,461	100,000	156,461
2000	2000100	51100	8,100,337	160,000	8,260,337
2000	2000200	51100	8,812,473	150,000	8,962,473
2000	2000203	51100	3,824,418	80,000	3,904,418
2000	2000205	51100	2,968,115	50,000	3,018,115
2000	2000400	51100	8,047,910	160,000	8,207,910
2000	2000500	51100	4,553,823	100,000	4,653,823
2000	2000600	51100	10,401,876	200,000	10,601,876
2000	2001000	51100	7,755,571	100,000	7,855,571
1000	1050000	56150	27,000,000	1,000,000	28,000,000
1000	Use of Available Fund Balance		\$	1,000,000	

Other Funds:

<u>Fund</u>	<u>Department</u>	<u>Account</u>	<u>Current</u> <u>Appropriation</u>	<u>Increase</u>	<u>Recommended</u> <u>Appropriation</u>
2020	2020000	51100	1,865,814	85,000	1,950,814
2040	2040000	51100	3,015,480	45,000	3,060,480
2100	2100001	51100	799,841	15,000	814,841
2140	2140000	51100	3,055,782	40,000	3,095,782
2160	2160000	51100	2,220,832	7,000	2,227,832
4100	4100000	51100	437,799	15,000	452,799
4200	4200000	51100	1,172,020	18,000	1,190,020
4200	4200001	51100	3,821,003	62,000	3,883,003
4200	4200002	51100	2,672,361	48,000	2,720,361
4200	4200012	51100	587,447	20,000	607,447
4200	4200013	51100	461,389	15,000	476,389
4300	4300000	51100	1,712,345	35,000	1,747,345
4300	4300005	51100	1,417,572	20,000	1,437,572
5010	5010000	51100	838,381	10,000	848,381
5040	5040000	51100	782,160	12,000	794,160
5080	5080000	51100	193,291	3,000	196,291

Use Available Fund Balance for Each Fund

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MEMORANDUM

To: Board of Supervisors	From: Becky Craig, Assistant County Executive
Date: June 11, 2024	Re: SUPPLEMENTAL REPORT Number 2 to FY 2024-25 Recommended Budget 13 A – PUBLIC HEARING

Report corrections have been identified for two pages that have no fiscal impact on the recommended appropriations.

- A. Page 50 – The Fiscal Year 2024-25 Recommended Available Fund Balance amount corrected.

- B. Page 548 – Schedule D Position Allocations to be Transferred/ Reclassified/Adjusted
 - a. The Public Works-Environmental Resource Specialist position reclassification is revised.
 - b. The PBES-Environmental Health Specialist I/II position reflects the 0.25 FTE increase.
 - c. The Library Assistant I/II position adjustment of 0.10 has been added.
 - d. HHSA position 1010440 (Senior System Support Analyst) should instead be transferred to 20002-03

GENERAL FUND

Department Summary

Fund Detail

Available Fund Balance

Fund	2022-23 Actual	2023-24 Estimated Actual	2024-25 Recommended
1000 General Fund	\$ 62,819,993	\$ 56,216,420	\$ 26,330,807

The General Fund is the primary operating fund of the County. The General Fund accounts for all revenues and expenses not restricted for specific purposes. The projected revenues allow for discretionary allocations to provide for the community's needs.

PERSONNEL SCHEDULES

Schedule D Allocations to be Transferred/Reclassified/Adjusted Fiscal Year 2024-2025

Delete		Add	
Fund	Department - Position	Position Control	Fund Department - Position
	10200-00 County Executive Office		10100-00 Board of Supervisors
1000	Staff Assistant I	1010278	1000 Staff Assistant I
1000	Staff Assistant I/II	1010279	1000 Staff Assistant I/II
1000	Staff Assistant I/II	1010280	1000 Staff Assistant I/II
1000	Staff Assistant I/II	1011416	1000 Staff Assistant I/II
	10520-02 Community Outreach		10200-00 County Executive Office
1000	Web Support Analyst II	1010124	1000 Web Support Analyst II
1000	Webmaster	1010125	1000 Webmaster
	10520-03 Purchasing		10200-00 County Executive Office
1000	Buyer II	1010126	1000 Buyer II
1000	Purchasing Manager	1010128	1000 Purchasing Manager
1000	Senior Buyer	1010129	1000 Senior Buyer
	12200-04 Public Works-Solid Waste		12200-04 Public Works-Solid Waste
1000	Environmental Resource Specialist	1011187	1000 Environmental Resource Assistant
	14000-03 Corrections-Maintenance		14000-03 Corrections-Maintenance
1000	Building Maintenance Worker	1011683	1000 Maintenance Worker II
	17000-00 Planning, Building & Environmental Services		17000-00 Planning, Building & Environmental Services
1000	Planner I	1010980	1000 Planner III
1000	Planner I	1010981	1000 Planner III
1000	Planner III	1010991	1000 Principal Planner
	17020-00 PBES - Environmental Health		17020-00 PBES - Environmental Health
1000	Environmental Health Specialist I/II (0.75 FTE)	1010951	1000 Environmental Health Specialist I/II (1.00 FTE)
1000	Senior Environmental Health Specialist	TBD*	1000 Environmental Management Coordinator
	17040-00 PBES - Natural Resources		17040-00 PBES - Natural Resources
1000	Planner III	1011712	1000 Principal Planner
	20001-00 HHSA-Public Health		20001-00 HHSA-Public Health
2000	Communicable Disease Investigator	1010657	2000 Staff Services Analyst I/II
	20001-00 HHSA-Public Health		20010-00 HHSA-Administration
2000	Epidemiologist	1011642	2000 Epidemiologist
	20002-00 HHSA-Behavioral Health Services		20002-00 HHSA-Behavioral Health Services
2000	Psychiatric Medical Director	1010613	2000 Project Manager
	20002-03 HHSA-Mental Health Services Act (MHSA)		20010-00 HHSA-Administration
2000	Systems Support Analyst H&HS	1011487	2000 Systems Support Analyst H&HS
	20002-05 HHSA-Alcohol and Drug Services		20010-00 HHSA-Administration
2000	Staff Services Analyst I/II	1010446	2000 Staff Services Analyst I/II
	20010-00 HHSA-Administration		20002-00 HHSA-Behavioral Health Services
2000	Senior Systems Support Analyst	1010440	2000 Senior Systems Support Analyst
	20010-00 HHSA-Administration		20002-05 HHSA-Alcohol and Drug Services
2000	Staff Services Analyst I	1010458	2000 Staff Services Analyst I
	20010-00 HHSA-Administration		20010-00 HHSA-Administration
2000	Staff Services Analyst I/II	1010416	2000 Health & Human Services Analyst
	20200-00 County Library		20200-00 County Library
2020	Library Assistant I/II (0.50 FTE)	1010306	2020 Library Assistant I/II (0.60 FTE)
2020	Staff Services Analyst I/II	1010299	2020 Supervising Staff Services Analyst
	21000-00 Fire Protection		21003-00 Fire Prevention
2100	Fire Administrator	1011703	2100 Fire Administrator
2100	Project Manager	1011721	2100 Project Manager

*Position control number affected is conditional of appointment. If transfer from originating department does not occur, the add/delete request will be null and void.



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To: Board of Supervisors	From: Becky Craig, Assistant County Executive
Date: June 11, 2024	Re: SUPPLEMENTAL REPORT Number 3 to FY 2024-25 Recommended Budget 13 A – PUBLIC HEARING

Per discussion during the Recommended Budget presentations with the Board of Supervisors, the following changes to Pages 428-430 Capital Projects were identified:

1. Reduce 3000-3000505-55200 Construction in Progress from \$31,000,000 to -0-;
2. Establish Project #25004 – Skyline Wilderness Park Acquisition in Fund 3000, Division 30005, Sub-division 3000560, account 55100 Land, with an appropriation of \$8 million;
3. Establish Project #25005 – Reentry Facility Acquisition in Fund 3000, Division 30005, Sub-division 3000560, account 55300 Buildings and Improvements, with an appropriation of \$16 million; and
4. Release \$7 million assignment in Fund 3000, Division 30000, for Skyline Wilderness Park acquisition.



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Exhibit A

MEMORANDUM

To: Board of Supervisors	From: Tracy A. Schulze Auditor-Controller
Date: June 25, 2024	Re: Supplemental Report Number 4 to FY 2024-25 Recommended Budget: 13 A Public Hearing

Due to changes to the projected actual numbers for fiscal year 2023-24 that occurred subsequent to the State Schedules being calculated, the estimated beginning available fund balance for fiscal year 2024-25 was inaccurately reflected for the Health and Human Services Fund 2000.

- Original use of fund balance during fiscal year 2023-24, used in the State Schedule Calculation was approximately \$1.7 million. Including all restrictions and assignments, the total fund balance reflected \$60.2 million. (Schedule 3, page 537)
- Subsequent projections resulted in a use of available fund balance of approximately \$15.5 million, which reduces the beginning total fund balance for fiscal year 2024-25 to \$46.4 million.
- Since all the State Schedules feed off of Schedule 3, each schedule will be corrected reflect the new numbers.

In addition, per the Board policy adopted in January of 2024, the Health and Human Services Assignment for Fiscal Uncertainty was to be released, which then increased the available fund balance. For transparency, this was reflected in the State Schedules, but not explained in the narrative.

The chart below explains the before and after resulting from this supplemental item, not inclusionary of any other supplemental items approved for adoption. I will be available if you have any questions.

	Original State Schedule #3	Corrected State Schedule #3
Estimated Total Fund Balance 6/30/24	\$ 60,184,669	\$ 46,384,837
Less: Restricted by External Parties	(16,273,944)	(16,273,944)
Assigned for Fiscal Uncertainty	(15,423,040)	(15,423,040)
Estimated Available Fund Balance for 2024-25	<u>\$ 28,487,685</u>	<u>\$ 14,687,853</u>

	Original State Schedule #2	Corrected State Schedule #2
Estimated Available Fund Balance for 2024-25 (above)	\$ 28,487,685	\$ 14,687,853
Release of the Assignment for Fiscal Uncertainty	15,423,040	15,423,040
Budgeted Use of Fund Balance in 2024-25, page 223	(5,333,789)	(5,333,789)
Projected Available Fund Balance 6/30/25	<u>\$ 38,576,936</u>	<u>\$ 24,777,104</u>

*Note State Schedules 1 through 4 (pages 534-540), and the fund balance presentation on page 223, will be updated to reflect this change.