

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$680,438	\$720,719	\$659,153	\$684,898	\$680,925	\$680,925	(\$3,973)
Other Revenues	34,608	37,307	50,894	48,947	35,000	35,000	(13,947)
General Fund Support	1,702,075	1,522,386	1,470,439	1,398,895	1,512,340	1,455,765	56,870
Total Revenues	\$2,417,121	\$2,280,412	\$2,180,486	\$2,132,740	\$2,228,265	\$2,171,690	\$38,950
Expenditures							
Salaries & Benefits	\$2,071,505	\$1,885,073	\$1,897,503	\$1,859,995	\$1,958,056	\$1,901,481	\$41,486
Supplies & Services	169,937	176,420	127,639	117,090	116,613	116,613	(477)
Other Charges	175,679	163,224	156,452	151,870	153,596	153,596	1,726
Fixed Assets	0	55,695	0	4,634	0	0	(4,634)
Expense Transfer	0	0	(1,108)	(848)	0	0	848
Total Expenditures	\$2,417,121	\$2,280,412	\$2,180,486	\$2,132,740	\$2,228,265	\$2,171,690	\$38,950
Staffing							
Allocated Positions	32.00	32.00	32.00	32.00	32.00	32.00	0.00
Temporary (FTE)	1.00	1.00	0.00	0.19	0.00	0.00	(0.19)
Total Staffing	33.00	33.00	32.00	32.19	32.00	32.00	(0.19)

Purpose

The County Assessor is an elected constitutional officer and is responsible, under State law, for the discovery, valuation and assessment of all taxable property located in the County.

Functions of the office include valuation and appraisal of real and personal property, record maintenance for changes of ownership and new construction, administration of exemptions and assessment appeals, mapping of subdivisions and lot-split activity, and upholding assessment standards.

Mission

The mission of the Assessor's office is to produce a fair, accurate, and timely property tax assessment roll while providing prompt and courteous public service.

Recommended Budget

The Assessor recommended budget for FY 2012-13 is \$2,171,690, an increase of \$73,136 from the previous year. The General Fund contribution is \$1,455,765, which represents a \$61,134 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Seven positions will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

The Assessor's office submitted one supplemental funding request for \$56,575. The purpose of the request is to fund one additional Appraiser I/II position. The addition of this position would allow for timely reviews of properties that have recently experienced a Proposition 8 decline in market value assessment due to current market conditions. Under Proposition 8 these properties need to be reviewed each year to ensure that the value on the tax roll is the lesser of the current market value or the factored base year value. While Humboldt County has experienced a decrease in property values in the past, a recovery is on the horizon and many of these properties are not anticipated to stay at the lower current market value in the coming years. Under this Proposition these values will need to be reappraised in the upcoming year (and possibly in each following year) to determine the appropriate tax roll value. With the recovery of the real estate market these appraisals need to be done timely and accurately to assure that the tax roll values increase appropriately. The addition of one Appraiser I position would allow for this work to be done in a timely manner and support the Boards Strategic Framework by providing community-appropriate levels of service.

The supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

All school districts, special districts and the seven incorporated cities receive funds from County property tax revenue. In recent years, many special districts have based flat charges and benefit assessments on information included in the assessment roll.

The County General Fund pays for the administration of the property tax system. Since the passage of Senate Bill 2557 in 1990, special districts and cities have reimbursed the County for their proportionate share of this cost. This amount is called the Property Tax Administration Fee. Public schools are exempt by State law from paying their proportionate share even though schools receive over 61.7% of the property tax revenue generated in Humboldt County. The County receives 5% of supplemental roll billings for costs of administering the supplemental program.

The Assessor's Office sells assessment roll information, property characteristics and copies of documents and maps. These revenues, along with the Assessor's Office share of the Property Tax Administration Fee, are netted against total expenditures to arrive at the net County cost of the Assessor's budget.

According to the California State Auditor's study of the property tax loan/grant program, for every dollar invested in additional field staff work, an additional \$11 in tax revenue is generated. Based upon this information, the staffing level of the Assessor's office directly impacts additional property tax

revenue. The County retains a portion of additional revenue and the Property Tax Administration Fee revenues increase.

2011-12 Accomplishments

1. Completed timely assessment of all taxable property in Humboldt County to assure the appropriate tax roll value by providing community-appropriate levels of service. The tax roll was increased from \$11.4 billion in FY 2010-11 to \$11.6 billion in FY 2011-12.
2. Continued to seek ways to improve efficiency and productivity in a cost-effective manner, allowing the Department to maximize County resources in order to ensure sustainability of services.
3. Continued to work with County Counsel and the Community Development Services Department on Williamson Act compliance review and Timber Production Zone parcel splits. This enables staff to accurately apply assessments to these parcels and provide community-appropriate levels of service.
4. Expanded the preservation and storage of historical documents by electronic media. This enables the Department to adequately preserve records and information and foster transparent, accessible, welcoming and user friendly services.
5. Expanded the number of property statements that are available for e-filing and the number of property

statements that are being e-filed. This enables the Department to improve efficiency and foster transparent, accessible, welcoming and user friendly services.

2012-13 Objectives

1. To complete timely assessment of all taxable property in Humboldt County by providing community-appropriate levels of service. This assures the enrollment of an appropriate tax roll value.
2. To continue to seek ways to improve efficiency and productivity in a cost-effective manner. This allows the Department to maximize County resources in order to ensure sustainability of services.
3. To continue to work with County Counsel and the Planning and Building Department on Williamson Act compliance review and Timber Production Zone parcel splits. This will enable staff to apply accurate assessments to those parcels and provide community-appropriate levels of service.
4. To continue and expand the preservation and storage of historical documents by electronic media. This will enable the Department to preserve historical records and foster a more transparent, accessible, welcoming and user friendly service access.

5. To expand the number of property statements that are available for e-filing and the number of property statements that are being e-filed. This will enable the Department to increase efficiency and fosters a more transparent, welcoming and user friendly services.

Goals

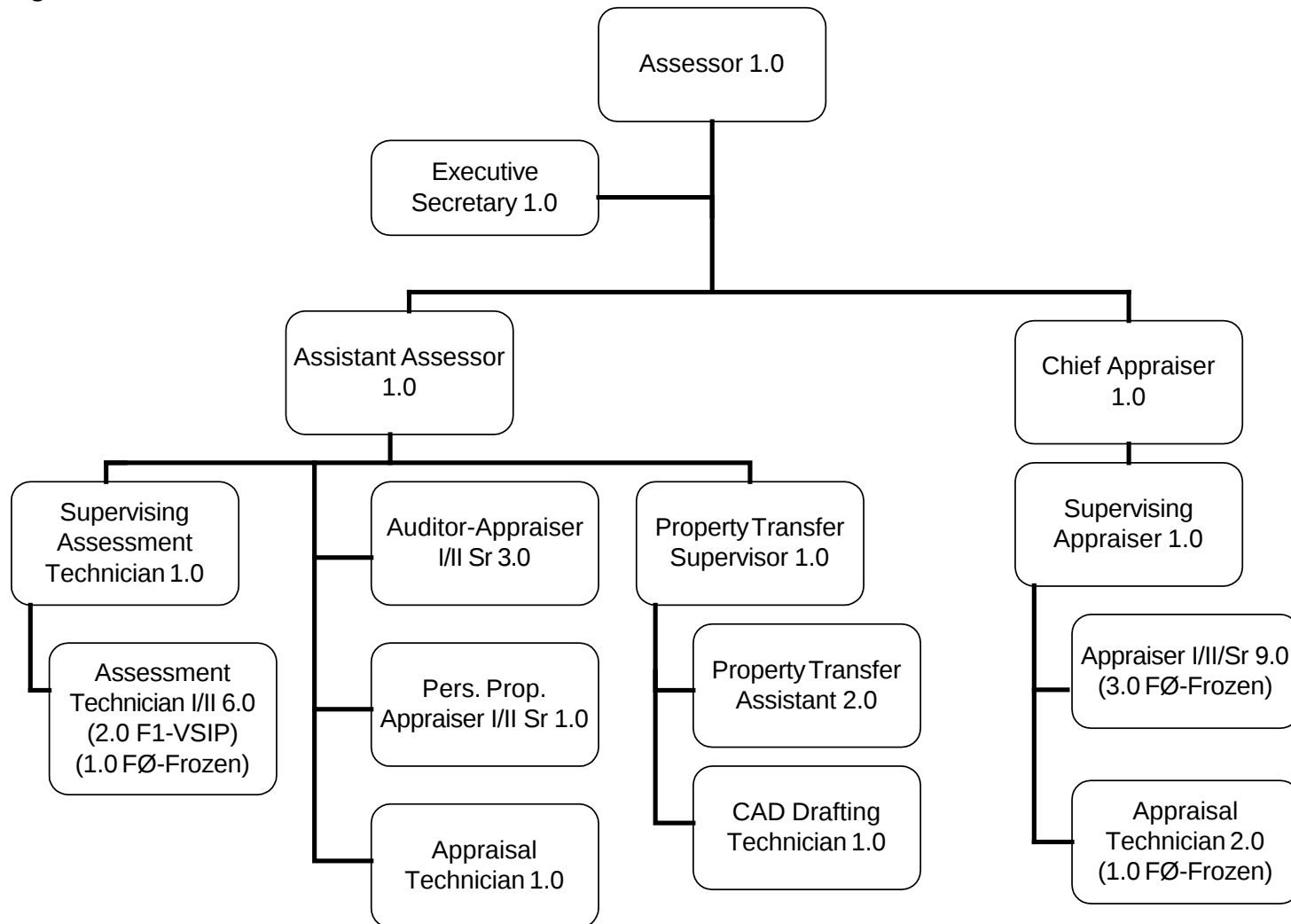
1. To discover, value, and timely enroll all assessable property in Humboldt County in accordance with the California Constitution, statutes, and rules of the State of California.
2. To generate complete, equitable, and accurate annual and supplemental assessments.
3. To provide excellent public service and to ensure that the public is treated fairly in property valuations.
4. To enhance efficiency and productivity by implementing new technology, policies, and procedures.
5. To maintain a knowledgeable and informed staff; encourage employee development by providing access to relevant training opportunities.

Performance Measures

1. <i>Description of Performance Measure:</i> Total Secured Assessment Units				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
75,183	75,342	75,386	75,419	75,435
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Under Proposition 13 guidelines, property is reappraised to market value at the change of ownership and completion of new construction. As these reappraisals occur, the new values increase at a rate far exceeding Proposition 13 standards, which is no more than 2% annual inflation. This increases the number of total secured assessment units and increases the appraisal workload. It is crucial to have the appraisal and support staff to value and process changes in ownership and new construction timely for each roll year in order to comply with the California Revenue and Taxation Code and provide community-appropriate levels of service.				
2. <i>Description of Performance Measure:</i> Assessments Valued Under Proposition 8				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
623	1,179	1,884	2,400	2,900
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> In 1978 California voters passed the constitutional amendment to Article XIII called Proposition 8. This allows a temporary reduction in assessed value in the event that current market value falls below the factored base year value. These assessments are reviewed annually. With the changes in economic conditions more properties are qualifying for Proposition 8 values. This means an increase to the appraisal time spent doing yearly reviews. These reassessments allow the Assessor's Office to comply with the California Revenue and Taxation Code as well as provide community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> Parcel Splits and New Subdivision Lots				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
1,184	331	182	94	110
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Parcel splits and new subdivision lots create additional assessment units. This creates a constant increase in workload for record retention, updating, and valuation. The processing of these splits and new subdivision lots allow the Assessor's Office to comply with the California Revenue and Taxation Code as well as provide community-appropriate levels of service.				

4. <i>Description of Performance Measure: Business/Personal Property Assessments</i>				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
9,488	9,924	9,590	9,500	9,600
Describe why this measure is important and/or what it tells us about the performance of this department: All business/personal property assessments are appraised annually and valued at current market value as of the lien date (January 1) each year. Business/Personal Property consists of business equipment and fixtures, aircraft, vessels, and unlicensed motor vehicles. This allows the Assessor's Office to comply with the California Revenue and Taxation Code and provide community-appropriate levels of service.				
5. <i>Description of Performance Measure: Property Statements e-Filed</i>				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
328	406	516	600	700
Describe why this measure is important and/or what it tells us about the performance of this department: The electronic filing of Agricultural and Business Property Statements is beneficial to both taxpayers and the Assessor. The electronic filing is automatically integrated into the property tax system. An electronic image of the statement is automatically generated and stored for preservation. This allows the Assessor's Office to foster transparent, accessible, welcoming and user-friendly services.				

Organizational Chart:





1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$3,324	\$4,400	\$4,400	\$1,076
Charges for Services	165,746	72,479	92,508	124,821	206,400	206,400	81,579
Other Revenues	265	58,127	282	28	25	25	(3)
General Fund Support	1,002,303	1,028,788	933,626	1,001,774	1,023,988	951,368	(50,406)
Total Revenues	\$1,168,314	\$1,159,394	\$1,026,416	\$1,129,946	\$1,234,813	\$1,162,193	\$32,247
Expenditures							
Salaries & Benefits	\$996,158	\$1,022,435	\$914,638	\$978,716	\$1,086,143	\$1,013,523	\$34,807
Supplies & Services	79,289	73,955	51,442	95,156	87,550	87,550	(7,606)
Other Charges	92,867	63,004	60,336	56,076	56,920	56,920	845
Fixed Assets	0	0	0		4,200	4,200	4,200
Expense Transfer	0	0	0	(2)	0	0	2
Total Expenditures	\$1,168,314	\$1,159,394	\$1,026,416	\$1,129,946	\$1,234,813	\$1,162,193	\$32,247
Staffing							
Allocated Positions	14.10	14.10	14.10	14.10	15.10	14.10	0.00
Temporary (FTE)	0.40	0.40	0.50	0.37	0.00	0.00	(0.37)
Total Staffing	14.50	14.50	14.60	14.47	15.10	14.10	(0.37)

Purpose

The authority for existence of the Auditor-Controller's office is California Government Code Sections 24000 and 26880. The Auditor-Controller is the chief financial officer for the County. Government Code Section 26881 provides that the County Auditor-Controller, upon order of the Board of Supervisors, shall prescribe and shall exercise a general supervision, including the ability to review departmental and countywide 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.

Mission

To provide the County with credible financial records that promote public trust by the most efficient and expedient means possible.

Recommended Budget

The Auditor-Controller recommended budget for FY 2012-13 is \$1,162,193, an increase of \$39,104 from the previous year. The General Fund contribution is \$951,368, which represents a \$10,204 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Due to prior year budget reductions 2.10 FTE positions are recommended to remain unfunded and frozen.

Supplemental Requests

The Auditor-Controller submitted a supplemental request for \$48,000 to partially fund a new Senior Accountant Auditor position. For FY 2012-13 the Auditor anticipates at least \$25,000 in additional revenues associated with the dissolution of the Redevelopment Agencies, which would be used to partially fund the position. Filling this position would support the Board's Strategic Framework by assisting the Department to manage resources and ensure the stability of services.

The supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Services provided by the Auditor-Controller's office include, but are not limited to, auditing and processing claims for payment; recording revenue received; processing payroll and related reports and records; accounting for property tax monies and updating and making changes to the property tax rolls; maintaining the County's official accounting records and financial system; compiling and monitoring the budget; providing accurate and timely financial reports to County staff

and the public; complying with State and federal reporting requirements and generally accepted accounting principles; working with the County's external auditors to complete the several annual audits and to receive the several audit reports in a timely manner.

2011-12 Accomplishments

1. Worked with the County's external auditors to complete the FY 2009-10 and FY 2010-11 audits, fostering transparency in County finances.
2. Completed the implementation of the Human Resources/Payroll software module, creating efficiency in payroll functions. This managed resources to ensure sustainability of services.
3. Continued investment in County employees by continuing a program of cross-training staff members and maintaining documentation of job duties.
4. Adjusted staff workflow so important projects maintain high priority thereby creating greater efficiency in achieving projects of importance to the public allowing the Auditor's office to provide community-appropriate levels of service.

2012-13 Objectives

1. To successfully implement legislation mandating the dissolution of Redevelopment Agencies within the County thereby providing additional financial resources allowing the County to provide community-appropriate levels of service.
2. To endeavor to be a resource to other County Departments, Special Districts and the public; fostering an attitude of more transparent, user-friendly services.
3. To complete the annual audit in a timely manner creating greater transparency in County finances, thereby fostering public trust.
4. To complete mandated reports and filings within the deadlines. This will allow the Department to better provide core services in ways that regularly monitor revenues and expenditures with greater transparency.

Goals

1. To continuously seek opportunities to enhance process efficiency, accuracy and timeliness and improve customer service.
2. To maintain accurate, complete and timely financial records that meet the needs of County departments, agencies and the public.

3. To improve internal controls over financial functions and systems.
4. To improve budgetary controls over expenditures and revenues.
5. To improve annual closing process to ensure timely completion of annual reporting and the external audit.



Performance Measures

1. <i>Description of Performance Measure:</i> Receipt transactions processed				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
50,076	55,629	58,554	61,600	64,800
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure is an indication of the Auditor's workload. The number of receipt transactions processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly and provide community-appropriate levels of service.				
2. <i>Description of Performance Measure:</i> Journal entries processed				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
2,900	3,197	3,421	3,660	3,900
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure is an indication of the Auditor's workload. The number of journal entries processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly and provide community-appropriate levels of service.				
3. <i>Description of Performance Measure:</i> Accounts payable checks				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
32,068	32,700	38,904	42,600	46,600
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This measure is an indication of the Auditor's workload. The number of accounts payable checks issued represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly and provide community-appropriate levels of service.				
4. <i>Description of Performance Measure:</i> Payroll checks/direct deposits				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
51,909	52,058	49,732	50,200	50,700

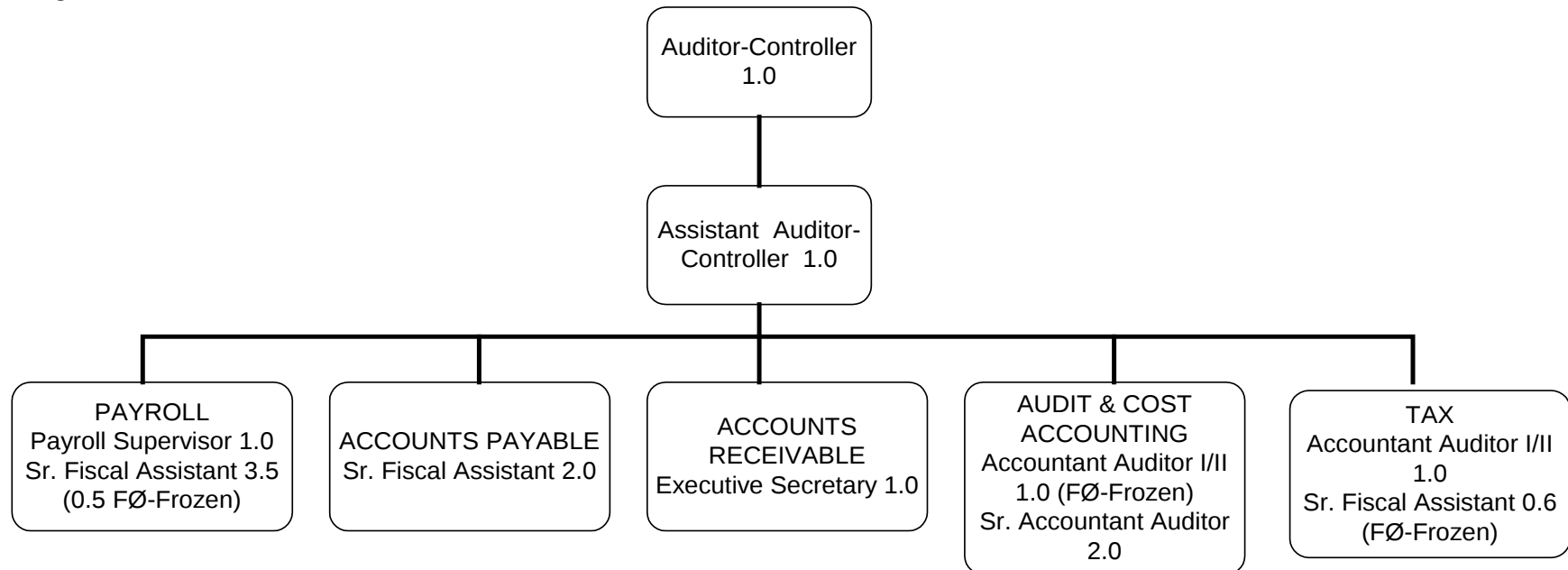
Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of payroll checks issued and direct deposits processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.

5. *Description of Performance Measure:* Expense transactions

<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
192,997	193,397	196,633	200,000	203,000

Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of expense transactions processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly and provide community-appropriate levels of service.

Organizational Chart:



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$3,558	\$0	\$2,919	\$744	\$745	\$745	\$1
Other Revenues	9,871	4,337	1,478	1,078	500	500	(578)
General Fund Support	988,729	907,015	881,696	888,040	1,044,075	966,540	78,500
Total Revenues	\$1,002,158	\$911,352	\$886,093	\$889,862	\$1,045,320	\$967,785	\$77,923
Expenditures							
Salaries & Benefits	\$753,520	\$748,005	\$768,931	\$757,941	\$799,313	\$799,313	\$41,372
Supplies & Services	201,376	118,754	77,420	94,259	137,590	132,755	38,496
Other Charges	44,057	43,212	39,742	37,662	35,717	35,717	(1,945)
Fixed Assets	3,205	1,381	0	0	72,700	0	0
Total Expenditures	\$1,002,158	\$911,352	\$886,093	\$889,862	\$1,045,320	\$967,785	\$77,923
Staffing							
Allocated Positions	8.00	8.00	8.00	8.00	8.00	8.00	0.00
Temporary (FTE)	0.00	0.38	0.00	0.00	0.00	0.00	0.00
Total Staffing	8.00	8.38	8.00	8.00	8.00	8.00	0.00

Purpose

The Board of Supervisors is the elected legislative body for the County of Humboldt. The five members of the Board of Supervisors represent the residents of their supervisorial districts, specifically, and the total population, in general. The Board is responsible for the enactment of all general policies concerning the operation of the County, and is the governing authority for the non-elected department heads and a number of boards and commissions with advisory and regulatory functions.

Recommended Budget

The Board of Supervisors recommended budget for FY 2012-13 is \$967,785, an increase of \$56,107 from the previous year. The General Fund contribution is \$966,540, which represents a \$65,428 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs.

Supplemental Requests

The Board of Supervisors submitted three supplemental funding requests totaling \$76,237. Requests are prioritized and outlined as follows:

1. A supplemental request of \$10,737 would provide funding to purchase six computers and eight software licenses for Board Members and staff. Funding this purchase would support the Board's Strategic

Framework by providing community appropriate levels of service. Board Member lap top computers are more than 10 years old. The maximum functional life of these computers was five years and several have already stopped functioning. These computers are needed to provide maximum service to all constituents in the county.

2. A supplemental request of \$18,400 would provide funding to purchase iPads and the Granicus Transparency Suite. Funding this purchase would support the Board's Strategic Framework by managing the Board's resources and fostering transparent, accessible, welcoming, and user-friendly services. Implementation of the Granicus Transparency Suite would allow the County to reach a broader audience and allow citizens greater access to public meetings and records. The iPads will allow seamless connection of the agenda for Board Members and staff saving the expense of paper and improving overall efficiency.
3. A supplemental request of \$47,100 would provide funding for the purchase of the Granicus Legislative Management Suite. Funding this purchase would support the Board's Strategic Framework by managing the Board's resources to ensure the sustainability of its services and safeguarding the public trust. Implementation of the Granicus Legislative Management Suite would help the County build trust with citizens, reduce staff time on processing meetings, and engage citizens. Implementation of this Suite would

help improve overall efficiency within the department and throughout the County.

The supplemental requests were not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

Board Adopted

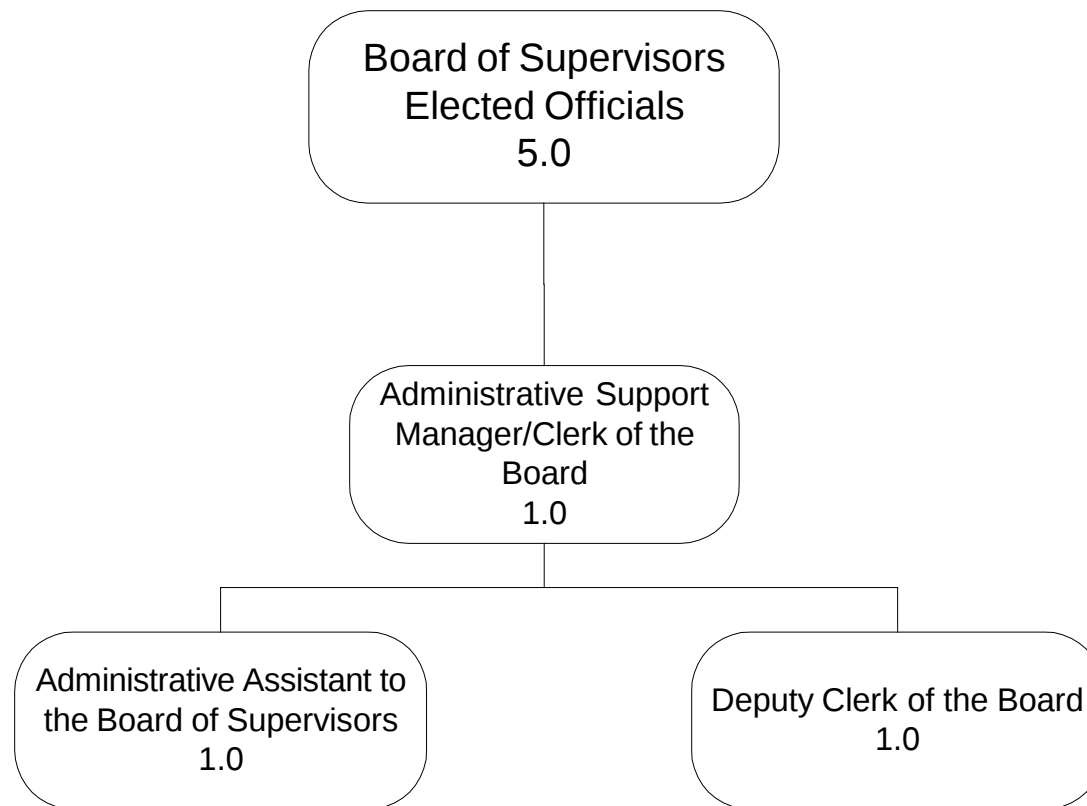
The Board adopted this budget as recommended.

Program Discussion

This budget provides salary and office expenditures for Humboldt County's five-member elected legislative body and support staff.



Organizational Chart:

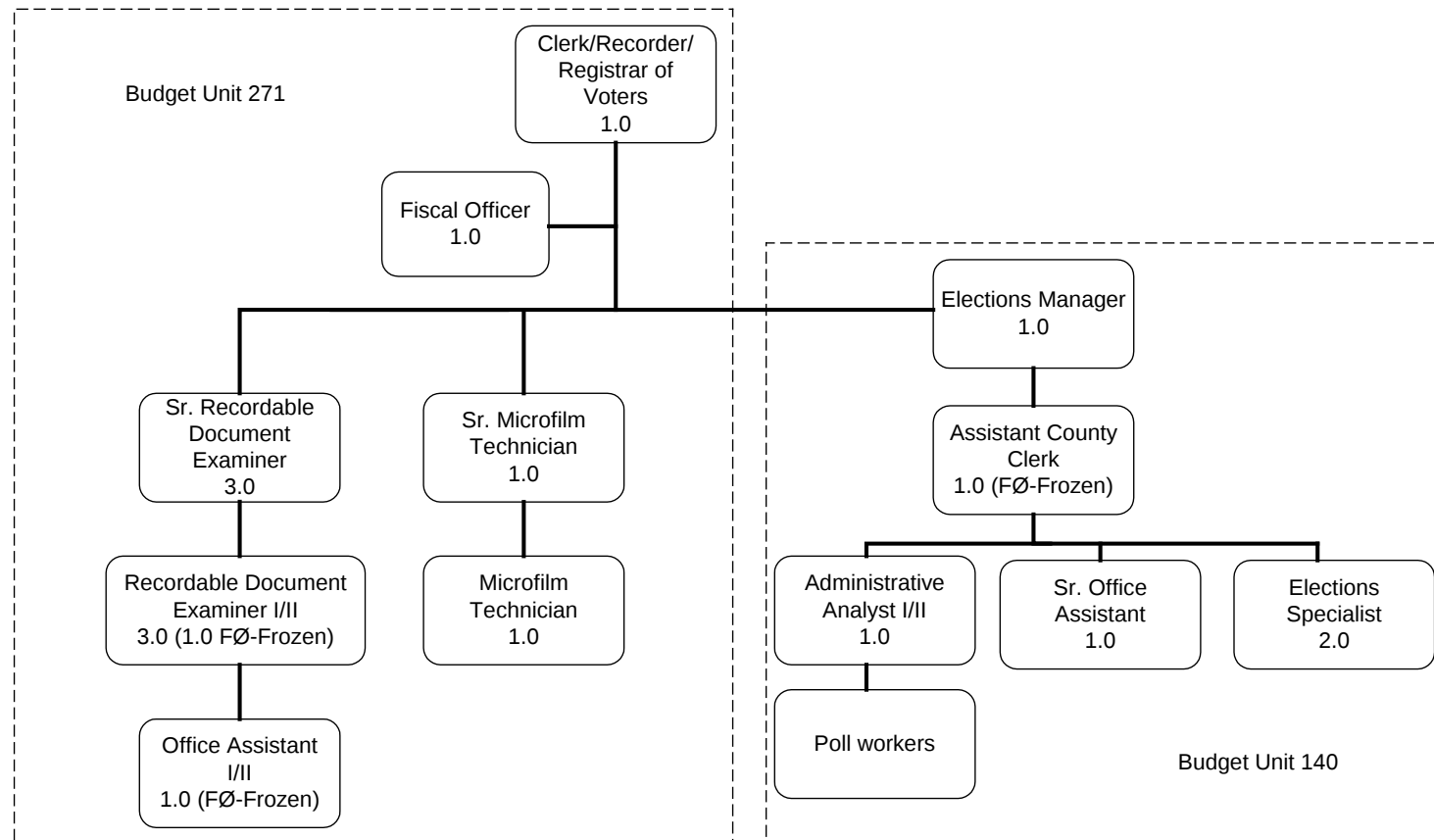


Departmental Summary Table	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$435,282	\$476,629	\$622,193	\$795,419	\$771,300	\$771,300	(\$24,119)
General Fund Support	203,913	114,719	552,713	126,056	290,588	290,588	164,532
(To)/From Non GF Balance	0	311,824	(404,045)	(32,730)	62,169	62,169	94,899
Total Revenues	\$1,423,020	\$1,480,073	\$1,463,199	\$1,750,099	\$1,609,057	\$1,609,057	(\$141,042)
Expenditures							
Salaries & Benefits	\$987,408	\$1,018,074	\$1,078,227	\$1,053,937	\$1,057,185	\$1,057,185	\$3,248
Supplies & Services	882,774	1,079,836	609,216	760,321	1,325,238	1,325,238	564,917
Other Charges	71,374	53,959	54,996	90,515	130,227	130,227	39,712
Fixed Assets	704,078	0	51,250	82,561	0	0	(82,561)
Total Expenditures	\$2,645,634	\$2,151,869	\$1,793,689	\$1,987,335	\$2,512,650	\$2,512,650	\$525,315
Allocated Positions	18.00	18.00	18.00	17.00	17.00	17.00	0.00
Temporary (FTE)	8.00	2.25	1.75	2.36	2.00	2.00	(0.36)
Total Staffing	26.00	20.25	19.75	19.36	19.00	19.00	(0.36)

The Clerk-Recorder's Office includes the following Budget units:

- 1100 140 Elections
- 1100 271 Recorder
- 1310 267 Record Conversion

Organizational Chart:



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$296,345	\$136,836	\$278,145	\$406,411	\$28,000	\$28,000	(\$378,411)
Charges for Services	13,612	63,103	27,908	232,648	222,000	222,000	(10,648)
Other Revenues	0	0	123,938	71	0	0	(71)
General Fund Support	1,292,288	713,831	514,225	393,595	998,861	998,861	605,266
Total Revenues	\$1,602,245	\$913,770	\$944,216	\$1,032,724	\$1,248,861	\$1,248,861	\$216,137
Expenditures							
Salaries & Benefits	\$316,505	\$316,514	\$369,246	\$367,840	\$375,238	\$375,238	\$7,398
Supplies & Services	555,176	562,425	538,859	630,744	840,615	840,615	209,871
Other Charges	31,540	34,831	36,111	34,140	33,008	33,008	(1,132)
Fixed Assets	699,024	0	0	0	0	0	0
Total Expenditures	\$1,602,245	\$913,770	\$944,216	\$1,032,724	\$1,248,861	\$1,248,861	\$216,137
Staffing							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	5.00	1.00	0.75	1.36	1.00	1.00	(0.36)
Total Staffing	11.00	7.00	6.75	7.36	7.00	7.00	(0.36)

Purpose

The Elections Office registers all voters and maintains registration records; conducts federal, State, County, city, school, and special district elections; collects filing fees; and certifies candidates' filing papers. The Elections Office is governed by the statutes of the California Election Code with provisions also in the Government Code and Education Code.

Recommended Budget

The Elections recommended budget for FY 2012-13 is \$1,248,861, a decrease of \$354,850 from the previous year. The General Fund contribution is \$998,861, which represents a \$486,050 decrease from FY 2011-12. This decrease is primarily due to fewer elections being held in FY 2012-13 than the previous year which had three. One position will remain unfunded and frozen due to prior year budget reductions.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Humboldt County Elections Office strives to ensure that all Humboldt County residents are able to exercise their right to vote; that elections are held in a fair, accurate, and efficient manner; and to provide reliable information and the best

possible service to voters, media, and others interested in elections.

Funding for Elections is dependent upon the number and type of elections held during the fiscal year. There were three elections held in FY 2011-12 compared to one scheduled for FY 2012-13.

2011-12 Accomplishments

1. Trained poll workers on election processes and procedures. This provided community appropriate levels of service.
2. Completed required elections successfully and provided accurate results in a transparent manor. This fostered transparent, accessible, welcoming and user friendly services.
3. Continued to educate voters on the election process. This activity improved civic engagement and awareness of available services.

2012-13 Objectives

1. To continue improving the processes and procedures for training poll workers. This provides community appropriate levels of service.

2. To continue to educate voters on the election process and inform them of available resources. This activity improves civic engagement and awareness of available services.
3. To actively pursue funding for reimbursement of election activities. This will help ensure sustainability of services.



1310 - Record Conversion	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$11,470	\$2,982	\$76	\$3,705	\$5,000	\$5,000	\$1,295
Charges for Services	27,727	25,537	27,264	28,477	28,000	28,000	(477)
Other Revenues	203,664	114,497	377,258	0	190,338	190,338	190,338
(To)/From Non GF Balance	(1)	311,824	(404,045)	(32,730)	62,169	62,169	94,899
Total Revenues	\$242,860	\$454,840	\$553	(\$4,253)	\$285,507	\$285,507	\$286,055
Expenditures							
Supplies & Services	\$241,881	\$453,599	\$0	\$0	\$285,507	\$285,507	\$285,507
Other Charges	979	1,241	553	(548)	0	0	548
Total Expenditures	\$242,860	\$454,840	\$553	(\$548)	\$285,507	\$285,507	\$286,055
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This fund is authorized under California Government Code Section 27361.4 which provides for \$1 per document to be collected for the conversion of records from paper and microfilm to a micrographic document storage system.

Recommended Budget

The recommended budget is \$285,507, which represents a \$284,407 increase from FY 2011-12. This increase is primarily due to appropriations being added for a new records conversion project.

Board Adopted

The Board adopted this budget as recommended.

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.

The fund is impacted by any economic change which affects the sale or refinancing of real property. If interest rates rise property values decrease, fewer documents are recorded thus

fewer fees are collected for this fund.

2011-12 Accomplishments

1. Continued to work on conversion processes to store and maintain records in an electronically searchable format. This provides community appropriate levels of service.

2012-13 Objectives

1. To convert birth, death and marriage records to digital records. This will preserve vital records and ensure sustainability of services.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$421,128	\$390,658	\$367,054	\$399,874	\$402,000	\$402,000	\$2,126
Licenses & Permits	54,882	46,425	47,063	51,364	50,000	50,000	(1,364)
Charges for Services	393,943	387,989	567,021	534,295	521,300	521,300	(12,995)
Other Revenues	249	222	51,517	125,985	100,250	100,250	(25,735)
General Fund Support	(69,673)	(42,035)	(183,735)	(156,359)	(95,268)	(95,268)	61,091
Total Revenues	\$800,529	\$783,259	\$848,920	\$955,158	\$978,282	\$978,282	\$23,124
Expenditures							
Salaries & Benefits	\$670,903	\$701,560	\$708,981	\$686,097	\$681,947	\$681,947	(4,150)
Supplies & Services	85,717	63,812	70,357	129,577	199,116	199,116	69,539
Other Charges	38,855	17,887	18,332	56,923	97,219	97,219	40,296
Fixed Assets	5,054	0	51,250	82,561	0	0	(82,561)
Total Expenditures	\$800,529	\$783,259	\$848,920	\$955,158	\$978,282	\$978,282	\$23,124
Allocated Positions	12.00	12.00	12.00	11.00	11.00	11.00	0.00
Temporary (FTE)	3.00	1.00	0.00	1.22	1.00	1.00	(0.22)
Total Staffing	15.00	13.00	12.00	12.22	12.00	12.00	(0.22)

Purpose

The Recorder's Office is the official repository for all land records and vital records. The Recorder is charged with recording, archiving and making records available to the public. The Recorder's Office is governed by the statutes of the California Government Code Title 3, Division 2, Part 3, Chapter 6.

The County Clerk is responsible for filing and archiving a variety of bonds, filing Fictitious Business Name Statements and serving as the Commissioner of Civil Marriage. The County Clerk's Office is governed by the statutes of the California Government Code Title 3, Division 2, Part 3, Chapter 3.

Recommended Budget

The recommended budget for the Recorder's office is \$978,282, which represents a \$49,342 decrease from FY 2011-12. The decrease is primarily due to reductions in expenditures for a new electronic recording system. \$194,250 in fixed asset purchases were budgeted in FY 2011-12 for the project, the current budget includes \$100,000 for office equipment related to the system. All project costs will be reimbursed from the Recorder Modernization trust fund. Two positions will remain unfunded and frozen due to prior year budget reductions.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Recorder's Office provides two distinct services that were historically provided by two different officials: The County Recorder and the County Clerk.

The County Recorder is the official repository for all documents and maps relating to land in Humboldt County as well as the official repository for vital records of events (birth, death, and marriage) that occur in Humboldt County. The recording of documents affecting land in Humboldt County accomplishes the mandate to "impart constructive notice" of any action effecting 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 Recorder's Office maintains the records of births, deaths, and marriages that occur within Humboldt County. Per Health and Safety Code, the Recorder's Office sells copies of these records and certifies their accuracy. In recent years, it has become increasingly difficult to make these records available to requesting parties while protecting the identities of the individuals from theft and/or fraud. State and federal laws determine who is eligible to request records.

Examples of the duties of County Clerk include filing a variety of required bonds and fictitious business name statements, as well as issuing marriage licenses and registering various professionals.

2011-12 Accomplishments

1. Started the data conversion process to bring online a new recording system. This will manage resources to ensure sustainability of services.
2. Continued to improve access to records through user subscriptions to online indexes. This provided community-appropriate levels of service.

2012-13 Objectives

1. To complete the transition to a new recording system. This will manage resources to ensure sustainability of services.
2. To continue to improve access to records through user subscriptions to online indexes. This will provide community-appropriate levels of service.
3. To continue to increase the efficiency of all operations within both the Recorder and County Clerk's Office. This will manage resources to ensure sustainability of services.



Departmental Summary	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$1,378,174	\$4,216,785	\$3,859,674	\$3,881,105	\$7,738,010	\$7,800,080	\$3,918,975
General Fund Support	747,683	823,690	902,846	955,112	1,228,147	1,228,147	273,035
(To)/From Non-GF Fund Balance	8,113	119,887	190,349	187,247	32,390	32,390	(154,857)
Total Revenues	\$2,133,970	\$5,160,362	\$4,952,869	\$5,023,465	\$8,998,547	\$9,060,617	\$4,037,152
Expenditures							
Operating Rev & Contribution	(\$2,617,890)	\$0	\$0	\$0	\$0	\$0	\$0
Salaries & Benefits	2,591,765	2,691,045	2,735,077	2,454,703	3,792,733	3,568,289	1,113,586
Supplies & Services	1,421,926	1,538,426	1,345,002	1,700,412	1,661,785	1,661,785	(38,627)
Other Charges	641,945	832,579	815,682	768,038	3,891,682	4,129,682	3,361,644
Fixed Assets	96,224	98,312	57,108	100,312	154,006	154,006	53,694
Expense Transfer	0	0	0		(411,659)	(167,523)	(167,523)
Total Expenditures	\$4,751,860	\$5,160,362	\$4,952,869	\$5,023,465	\$9,088,547	\$9,346,239	\$4,322,774
Total Staffing							
	37.90	39.00	40.65	40.02	53.00	53.00	12.98

* Does not include historical data for Risk Management

The County Administrative Office includes the following budget units:

Communications

- 3521 151 Communications

County Administrative Office

- 1100 103 Management & Budget Team

Economic Development Division

- 1120 275 Economic Development

Economic Development Promotional Agencies

- 1100 181 Economic Development Promotional Agencies

Forester & Warden

- 1100 281 Forester & Warden

Headwaters Fund

- 1120 287 Headwaters

Information Technology

- 3550 118 Information Technology Team

Purchasing

- 3555 115 Purchasing and Disposition Team

Revenue Recovery

- 1100 114 Revenue Recovery Team

Workforce Investment

- 1120 287 Workforce Investment

The following budget unit is no longer in use but is included in the summary table for prior years:

- 3555 116 Mailroom, through FY 2008-09

In addition, the following Risk Management budget units are no longer under the direction of the County Administrative Office and were moved under the direction of the Human Resources Department as of FY 2012-13.

- 3520 359 Risk Management Administration
- 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

Mission:

Support the needs of our community through:

Unparalleled service,

Participatory leadership,

Professional growth,

Optimal management of resources,

Responsible policies and procedures and

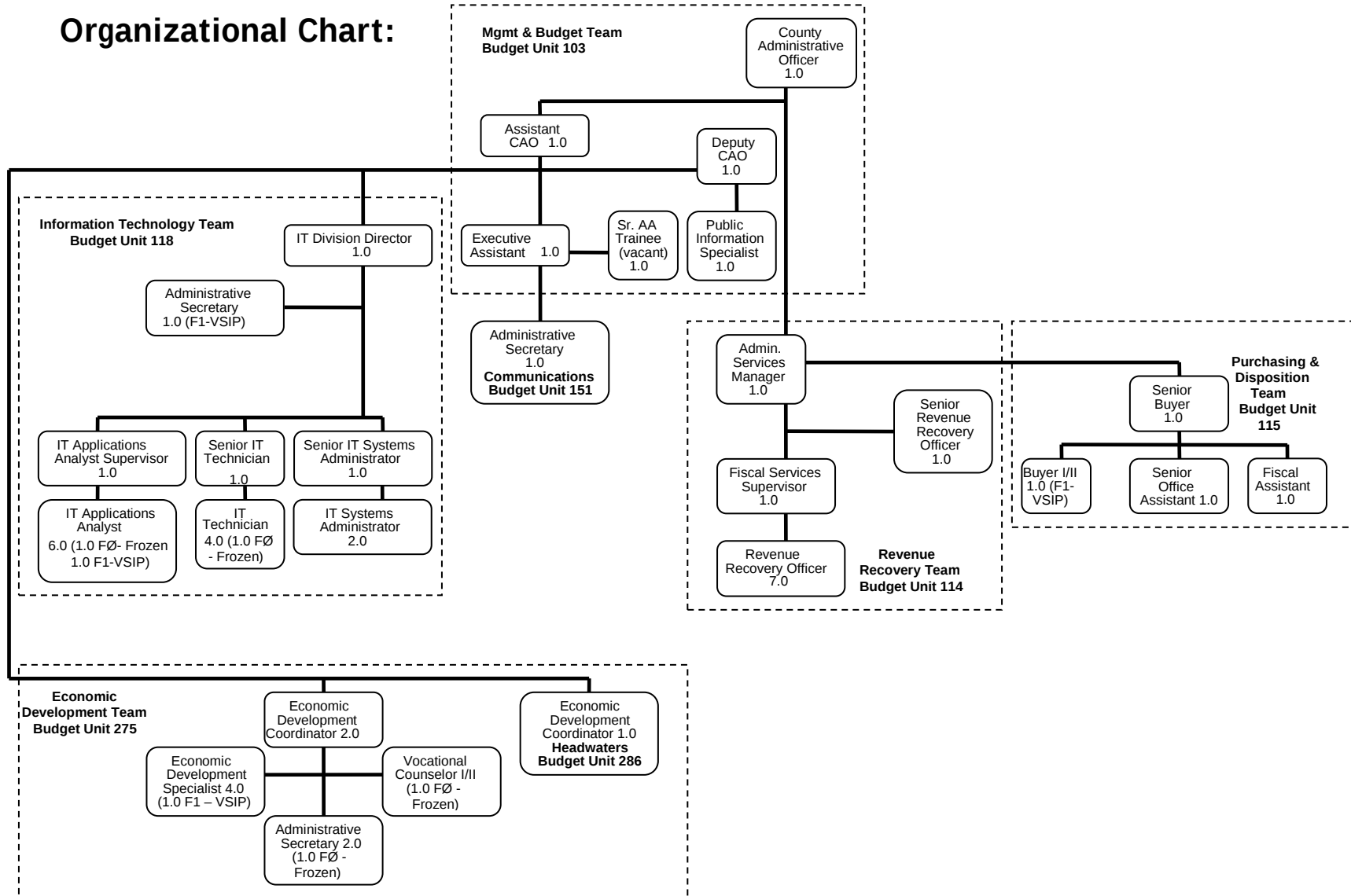
Teamwork

Performance Measures

1. <i>Description of Performance Measure:</i> Total Annual Revenue Recovery Collections				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
\$4,850,993	\$4,780,820	\$4,818,039	\$5,000,000	\$5,000,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Collection of past-due accounts benefits the State, Superior Court, County departments, and crime victims. This allows Revenue Recovery to enforce laws and regulations to protect residents in ways that manage resources to maximize the availability of services.				
2. <i>Description of Performance Measure:</i> Number of telephone and radio systems service requests (including installations, purchases, and repairs) processed				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
143 telephone 28 radio	124 telephone 29 radio	110 telephone 26 radio	115 telephone 30 radio	75 telephone 22 radio
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> All departments submit requests to repair, purchase or install telephone and radio systems to Communications. Departments rely on telephone and radio systems to communicate with staff and the public. As old equipment is replaced and upgraded this value should go down. This allows Communications to provide core services in ways that manage resources to maximize the availability of services.				

3. Description of Performance Measure: Number of completed calls for Information Technology services				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
3,603	3,709	3,504	3,300	3,350
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Backlogged service requests can result in loss of productivity for the department reporting the problem to Information Technology. Completed calls reduce the backlog and lessen the potential of problems escalating while waiting for I.T. staff availability. This allows Information Technology to provide core services in ways that manage resources to maximize the availability of services.</i>				
4. Description of Performance Measure: Number of completed Information Technology project requests				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
178	245	133	122	120
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Projects are requested by departments in order to fulfill a need for new or improved technological solutions. This performance measurement indicates the timeliness of the implementation of these solutions. This allows Information Technology to provide core services in ways that manage resources to maximize the availability of services.</i>				
5. Description of Performance Measure: Number of purchase orders processed				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
3,389	2,748	2,736	2,612	2,481
<i>Describe why this measure is important and/or what it tells us about the performance of this department: While purchase orders are the primary basis for purchases made through the County's Purchasing & Disposition Team, other processes such as bids, requests for proposal, utilization of state contracts, management of the CAL Card program, disposition of surplus property and coordination of recycling efforts are all essential to the overall Purchasing function. As the number of purchase orders decrease and Cal Card usage increases we will see additional benefit from the program's rebate revenue. In addition, as Purchasing continues to work with departments making suggestions for streamlining purchasing needs there should be a continued decreases in the number of purchase orders issued. This will manage resources to ensure sustainability of services.</i>				

Organizational Chart:



3521 - Communications	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$110,214	\$112,434	\$108,172	\$0	\$0	\$0	\$0
Charges for Services	85,122	59,213	21,185	113,141	98,527	98,527	(14,614)
Other Revenues	6,600	17,936	17,936	162,420	158,450	158,450	(\$3,970)
(To)/From Non-GF Fund Balance	0	(32,124)	1,381	25,407	0	0	(25,407)
Total Revenues	\$201,936	\$157,459	\$148,674	\$300,968	\$256,977	\$256,977	(\$43,991)
Expenditures							
Salaries & Benefits	\$71,212	\$70,216	\$73,029	\$74,267	\$84,051	\$84,051	\$9,784
Supplies & Services	93,617	62,191	55,397	141,510	52,834	52,834	(88,676)
Other Charges	3,984	4,143	20,248	36,713	12,392	12,392	(24,321)
Fixed Assets	33,123	20,909	0	48,478	107,700	107,700	59,222
Total Expenditures	\$201,936	\$157,459	\$148,674	\$300,968	\$256,977	\$256,977	(\$43,991)
Staffing							
Allocated Positions	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.00	0.75	0.75	0.40	0.75	0.75	0.35
Total Staffing	1.00	1.75	1.75	1.40	1.75	1.75	0.35

Purpose

The Communications Division manages the County's radio and telephone systems.

Recommended Budget

The recommended budget is \$256,977, a decrease of \$66,751 from FY 2011-12. This decrease is primarily due to one time radio equipment that purchases made last fiscal year. The proposed \$107,700 in fixed assets is for replacement of telephone systems at Probation and Public Works.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

2011-12 Accomplishments

1. Completed installation of a new primary 2GHz microwave link between the County Courthouse and Mt. Pierce, through private funding. This provided for infrastructure through public/private partnerships.
2. Developed mountaintop radio repeater telemetry for maintenance and troubleshooting access. This created opportunities for improved safety, health and enterprise.
3. Developed enhanced wireless communications between the McKinleyville Sheriff's substation, Arcata-Eureka Airport, McKinleyville Public Works (Roads) maintenance yard, the airport firehall, County animal shelter, and the Courthouse main site. This aided in the provision of community-appropriate levels of communication services and created opportunities for improved health and safety.
4. Narrowbanded all Federal Communications Commission licenses and started to narrowband County radios and repeaters. This provided for radio infrastructure.

2012-13 Objectives

1. To continue to document radio frequency infrastructure and inventory radio sites, plus handheld and mobile radio devices, in order to monitor assets and determine outside source funding needs.

2. To maintain and enhance existing radio sites as appropriate for multiple departments. This will increase the provision of core services and provide for and maintain communication infrastructure.

3. To install new phone systems for Probation and Public Works. This will provide for and maintain communication infrastructure.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$50,000	\$50,000	\$50,000	\$50,000	\$57,100	\$57,100	\$7,100
Charges for Services	0	0	2,729	0	0	0	0
Other Revenues	8,950	593	0	4,516	0	0	(4,516)
General Fund Support	604,070	731,791	694,995	848,575	934,826	934,826	86,251
Total Revenues	\$663,020	\$782,384	\$747,724	\$903,091	\$991,926	\$991,926	\$88,835
Expenditures							
Salaries & Benefits	\$527,796	\$580,222	\$587,764	\$497,845	\$688,199	\$688,199	\$190,354
Supplies & Services	91,204	166,334	133,163	341,111	227,729	227,729	(113,382)
Other Charges	41,399	35,828	26,797	62,158	75,998	75,998	13,840
Fixed Assets	2,621	0	0	1,977	0	0	(1,977)
Total Expenditures	\$663,020	\$782,384	\$747,724	\$903,091	\$991,926	\$991,926	\$88,835
Staffing							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.09	0.00	0.00	(0.09)
Total Staffing	6.00	6.00	6.00	6.09	6.00	6.00	(0.09)

Purpose

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.

Recommended Budget

The recommended budget for FY 2012-13 is \$991,926, an increase of \$117,573 from the previous year. The General Fund contribution is \$934,826, which represents a \$113,973 increase from FY 2011-12. This increase is due to the Risk Management reorganization which added a Public Information Specialist position during FY 2011-12 as well as increased benefit and insurance costs.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Consistent with commitments made in prior years, the CAO-MBT will continue to work towards the following goals:

- Protect local sources of revenue and strive for optimal long-term fiscal stability.
- Encourage implementation of accounting controls and continue to improve procedures to stabilize and enhance the budget process.
- Engage in long-term planning and strategic efforts to improve County policies and procedures.
- Continue to foster and promote teamwork within the County.

2011-12 Accomplishments

1. Worked with departments to develop a consolidation and restructuring plan for Human Resources, indigent defense and Community Development. This improved how resources are managed to ensure sustainability of services.
2. Held four community outreach meetings on the budget. This invited civic engagement and awareness of available services.

3. Facilitated the first regional training event that included three other counties, one local city and featured a world-renowned organizational development and motivational speaker. This invested in County employees and helped build interjurisdictional and regional cooperation.
4. Consolidated Purchasing staff and MBT staff in one location to provide opportunities for staff support between the two teams. This managed resources to ensure sustainability of services.
5. Prepared a balanced budget for FY 2012-13. This managed resources to ensure sustainability of services.

2012-13 Objectives

1. To continue to provide agenda, budget and financial training to County staff. This will manage resources to

ensure sustainability of services and invest in County employees.

2. To develop a five year budget and fund balance forecast for all County funds. This will foster transparency.
3. To help successfully transition the Risk Management team into the new Human Resources Department. This will foster transparent, accessible, welcoming and user friendly services as well as sustainability.
4. To pursue technology upgrades to improve the budget process, agenda workflow and community engagement. This will manage resource to ensure sustainability of services and invite civic engagement.
5. To update the County Policy and Procedures manual. This will ensure sustainability of services



1120 - Economic Development	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$1,354,768	\$1,207,576	\$2,677,252	\$5,855,966	\$2,097,665	\$2,445,357	(\$3,410,609)
Charges for Services	0	0	0	6,675	0	0	(6,675)
Other Revenues	5,009	0	12,548	1,338	10,000	10,000	8,662
(To)/From Non-GF Fund Balance	187,700	342,528	(309,041)	(49,853)	90,000	0	49,853
Total Revenues	\$1,547,477	\$1,550,104	\$2,380,759	\$5,814,125	\$2,197,665	\$2,455,357	(\$3,358,768)
Expenditures							
Salaries & Benefits	\$688,518	\$447,982	\$885,663	\$578,215	\$797,326	\$572,882	(5,333)
Supplies & Services	79,740	28,875	58,788	46,317	62,035	62,035	15,718
Other Charges	1,233,639	1,359,332	2,188,654	5,456,287	1,749,963	1,987,963	(3,468,324)
Fixed Assets	0	0	1,313	0	0	0	0
Expense Transfer	(454,420)	(286,085)	(753,659)	(266,694)	(411,659)	(167,523)	99,171
Total Expenditures	\$1,547,477	\$1,550,104	\$2,380,759	\$5,814,125	\$2,197,665	\$2,455,357	(\$3,358,768)
Allocated Positions	10.00	11.00	11.00	11.00	10.00	10.00	(1.00)
Temporary (FTE)	1.50	0.00	0.50	0.67	0.00	0.00	(0.67)
Total Staffing	11.50	11.00	11.50	11.67	10.00	10.00	(1.67)

Purpose

The Economic Development Division works to strengthen the economy of Humboldt County. It secures and distributes funding for projects and programs that implement the County's comprehensive economic development strategy, *Prosperity!* It provides high quality data and analysis about the economy to support resource allocation, policy development and public investment. It promotes private-sector investments by helping businesses overcome constraints and access resources. It stimulates clean-up and recycling of land, helps to build community infrastructure that lays the foundation for business start up and expansion, affordable housing and the elimination of depressed living conditions.

Recommended Budget

The recommended budget is \$2,197,665, which represents a \$3,409,960 decrease from FY 2011-12. This decrease is due to reductions in grant funding. The majority of the reduction can be attributed to the Aster Place project funded through the Home Investment Partnership (HOME) Program. This project was substantially completed in FY 2011-12. Three positions in this budget unit will remain unfunded and frozen due to prior year budget reductions. One vacant Administrative Analyst I/II position is proposed to be disallocated.

Board Adopted

The Board adopted this budget with an increase of \$257,692. This adjustment was made based on revised revenue projections and a Headwaters Fund Grant received after the Proposed Budget 2012-13 went before the Board. This increase will be used to cover the costs associated with the reorganization of Economic Development with the County Administrative Office.

Program Discussion

The Economic Development Division manages three policy and program areas that invest in the Humboldt County economy:

- *Prosperity! The North Coast Strategy* for economic development
- Affordable housing
- Brownfield assessment and clean-up

These policy and program areas are primarily funded with State and federal grants that support specific programs and projects. The Division secures funding and contracts with many community agencies and consultants for project and program delivery throughout the County.

The Division also oversees several loan programs:

- Brownfield clean-up
- First-time home buyer down payment assistance

- Owner-occupied housing rehabilitation
- Multi-family and senior housing development
- Business start-up and expansion

Programs expand and change year to year, as grant funding and revolving loan funds allow. The Division works with service districts, cities, and non-profits to secure gap funding for infrastructure and community projects.

While the majority of Economic Development's activities are funded through grant sources, some costs cannot be charged to external grants. Non-recoverable costs can include grant writing, coordination with cities and economic development organizations, business information and assistance, program management, unanticipated special projects, and implementation of County-sponsored programs. The costs that are not recoverable under any of the granting sources are charged to the Economic Development Trust Fund.

The overarching goals of the Economic Development Division include:

- Economic development, infrastructure, and workforce housing planning
- Promoting the growth of export and emerging industry clusters
- Strengthening the County workforce to meet industry needs
- Building local capacity for coordinated economic development initiatives
- Obtaining grants and leveraging economic development funds

- Securing funds to provide a continuum of workforce housing opportunities

The *Targets of Opportunity* report and the subsequent *Occupations of Opportunity* report, produced by the Humboldt County Workforce Investment Board, identify six fast-growth emerging industries and related growing occupations in the regional economy of Humboldt, Del Norte, Mendocino, Siskiyou, and Trinity counties. These are:

- Diversified health care
- Building and systems construction and maintenance
- Specialty food, flowers, and beverages
- Investment support services
- Management and innovation services
- Niche manufacturing

The Division will update this report, facilitate industry leaders to identify priorities and coordinate with regional partners and workforce investment boards to define strategic investments.

The purchase prices for homes continued to decline in 2011, but the County still has a lack of affordable housing, especially for low and very-low income residents. Only 37% of median-income workers in Humboldt County can afford to purchase a home (affordability index). This constrains the County's businesses in attracting and retaining a qualified workforce. The Economic Development Division works closely with the County's Planning Division on initiatives, which encourage private sector investment in affordable housing.

2011-12 Accomplishments

1. Created opportunities to improve safety and health by providing four fix-up low interest loans to low-income residents, and supported the self-reliance of a first time homebuyer by providing a low-interest loan.
2. Invited civic engagement and engaged in discussions regarding our regional economic future through the process of updating the Targets of Opportunity industries and completed a Humboldt County Comprehensive Economic Development Strategy (CEDS).
3. Supported business and workforce development by producing and distributing high quality, useful information about the economy and Economic Development programs for the public.
4. Sought outside funding to for the benefit of Humboldt County citizens by securing new grants, and built inter-jurisdictional and regional cooperation to implement those grants.
5. Created opportunities for improved safety and health by making one loan, two sub-grants, and conducting eight assessments of characterization for clean-up and redevelopment of Brownfield sites.

2012-13 Objectives

1. To continue to invite civic engagement regarding Humboldt County's regional economic future by updating and finalizing the Comprehensive Economic Development Strategy (CEDS).
2. To continue to improve the health and safety of the community by providing loans and grants to qualified lower-income citizens for home buying and fix-up loans.
3. To create opportunities to improve health and safety by providing loans and grants to jurisdictions and qualified businesses to redevelop Brownfield sites.
4. To seek outside funding to benefit citizens by securing new grants, and foster inter-jurisdictional and regional cooperation to implement those grants.
5. To develop low-income or senior housing project proposal for HOME Program and tax-credit funding application to provide for vulnerable populations and provide housing infrastructure.

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$240,210	\$203,552	\$192,964	\$203,727	\$243,364	\$243,364	\$39,637
Total Revenues	\$240,210	\$203,552	\$192,964	\$203,727	\$243,364	\$243,364	\$39,637
Expenditures							
Supplies & Services	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
Other Charges	240,210	203,552	192,964	203,727	233,364	233,364	29,637
Total Expenditures	\$240,210	\$203,552	\$192,964	\$203,727	\$243,364	\$243,364	\$39,637
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

The County appropriates a portion of Transient Occupancy Tax (hotel/motel tax, or TOT) receipts to the Humboldt County Convention and Visitors Bureau (HCCVB) to promote tourism in and attract businesses to Humboldt County, and to the Redwood Region Entertainment and Education Liaisons, Inc. (RREEL, Inc.) to promote Humboldt County as a location for film and digital media production work.

Recommended Budget

The total recommended budget and General Fund contribution for FY 2012-13 are \$243,364, an increase of \$38,902 from the previous year. This increase is due to a return to the contractual level of funding and increased TOT revenues. TOT revenues increased by 7% from FY 2009-10 to FY 2010-11. In addition the budget recommends setting aside \$10,000 for unanticipated economic development opportunities that arise during the course of the year. This is in accordance with the Board's priority of engaging in discussions of our regional economic future.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

In July 2005, the County entered into an agreement to dedicate 20% of the prior year's annual TOT revenue to the HCCVB. In return, the HCCVB prepares a unified countywide marketing plan for promoting Humboldt County and subcontracts with other tourism agencies as part of that overall marketing effort. The goal is to invest in the County's tourism economy, as identified in the County's *Prosperity!* strategy.

In FY 2007-08 the Humboldt Film & Digital Media Commission (HFDMC), formerly a part of HCCVB, was split off into a separate organization. In 2010 HFDMC became RREEL. The 20% TOT allocation is divided between the agencies 16% to HCCVB and 4% to REEL. In FY 2011-12, due to budget reductions the allocation was 18.7% of the prior year's actual TOT revenue. The HCCVB received 14.7% of the TOT and HFDMC received 4%.

The FY 2012-13 budget is based on actual TOT received in FY 2010-11 which was \$1,166,821 and is back to the 20% level.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$120,722	\$237,021	\$158,811	\$16,698	\$218,017	\$218,017	\$201,319
General Fund Support	26,214	0	56,886	31,180	70,984	70,984	39,804
Total Revenues	\$146,936	\$237,021	\$215,697	\$47,878	\$289,001	\$289,001	\$241,123
Expenditures							
Other Charges	\$146,936	\$237,021	\$215,697	\$47,878	\$289,001	\$289,001	\$241,123
Total Expenditures	\$146,936	\$237,021	\$215,697	\$47,878	\$289,001	\$289,001	\$241,123
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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.

Recommended Budget

The recommended budget for FY 2012-13 is \$289,001, an increase of \$11,864 from the previous year. The General Fund contribution is \$70,380, which represents a \$604 increase from FY 2011-12.

The recommended budget anticipates that costs for CSA #4 fire services will be fully reimbursed from fire assessments. This may not be a realistic assumption. In FY 2011-12 the State increased the CalFIRE billing in an effort to fully recoup the cost of providing the service. The assessments have a cap that cannot exceed the increase in the Consumer Price Index (CPI). These two factors resulted in the costs for service exceeding assessments in FY 2011-12. For FY 2012-13 CAO will develop a work plan to address this deficit.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Rates for providing fire suppression services in Trinidad and cooperative fire dispatch services are calculated by the California Department of Forestry and Fire Protection (Cal FIRE, formerly CDF).

Several years ago, the citizens residing in CSA#4 voted to increase their fire assessments to pay for increasing Cal FIRE personnel costs. It was understood that fire assessments were supposed to decrease in FY 2006-07 as new State labor agreements would be going into effect that would allow Cal FIRE to decrease its costs of providing fire service. Despite these efforts costs have continued to increase.

In addition, this budget unit also provides a 75 percent share of the Co-op Fire Dispatch. Fire dispatch services are provided by Cal FIRE. 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), with the balance of the cost funded by the General Fund.

Headwaters Fund (1120 286)

Phillip Smith-Hanes, County Administrative Officer

1120 - Economic Development	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$120,425	\$148,939	\$141,069	\$189,095	\$285,622	\$0	(\$189,095)
(To)/From Non-GF Fund Balance	652	0	(5,566)	0	0	285,622	285,622
Total Revenues	\$121,077	\$148,939	\$135,503	\$189,095	\$285,622	\$285,622	\$96,527
Expenditures							
Salaries & Benefits	\$0	\$0	\$0	\$103,093	\$105,894	\$105,894	\$2,801
Supplies & Services	17,812	17,089	7,016	17,579	30,907	30,907	13,328
Other Charges	103,265	131,850	128,487	68,423	148,821	148,821	80,398
Total Expenditures	\$121,077	\$148,939	\$135,503	\$189,095	\$285,622	\$285,622	\$96,527
Allocated Positions	0.00	0.00	0.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	1.00	1.00	1.00	0.00

Purpose

The Headwaters Fund unit implements the programs and projects of the Headwaters Fund. The Headwaters Fund Board and, ultimately, the Board of Supervisors oversee the Headwaters Fund unit.

Recommended Budget

The recommended budget is \$285,622, which represents a \$88,926 increase from FY 2011-12. This increase is primarily due to additional administrative support charges from the Economic Development Division.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

In 1999, the State and federal governments purchased the 3,000-acre old-growth Headwaters Grove. While this landmark acquisition preserved internationally significant forest habitat, it also removed significant timber resources from Humboldt County's economy.

Local officials and community leaders argued that the Headwaters acquisition should include an appropriation to offset local economic losses. A local effort resulted in a

combined \$22 million State and federal appropriation to the County.

On October 19, 1999, the Board of Supervisors voted to reserve the bulk of the funds for the "economic prosperity and quality of life for all Humboldt County residents." In December 2002, the Board adopted a final *Headwaters Fund Charter* that outlines the purpose and structure of the Fund. The mission of the Headwaters Fund is to use the values, principles, and strategies of the County's Comprehensive Economic Development Strategy, currently known as *Prosperity! The North Coast Strategy*, to:

- Support the growth of specified industry clusters and increase the number of sustainable jobs that pay near or above the median income.
- Enhance the County's quality of life through social and environmental projects that promote healthy communities and which protect and enhance the natural environment.

The Headwaters Fund unit is responsible for implementation and monitoring of Headwaters Fund programs. The unit facilitates the strategic funding of projects and organizations that foster community economic development within Humboldt County. The unit supports the Headwaters Fund Board, a community board that, along with the Board of Supervisors, oversees the programs and policies of the Headwaters Fund. The unit is funded through income from the Headwaters Trust Fund(s). Coordinator staff is funded in Budget Unit 286.

Headwaters Fund (1120 286)

Phillip Smith-Hanes, County Administrative Officer

Transfers are made to cover support staff and overhead costs in Economic Development attributable to Headwaters activity.

To advance economic and community development in Humboldt County, the Headwaters Fund offers business loans, loans/grants for infrastructure projects, and economic development grants via the following three programs:

- The **Revolving Loan Fund** makes loans to businesses and non-profit organizations in Humboldt County. These loans fill gaps in the market for available financing, while maintaining sound banking practices. Eligible loans must demonstrate a minimum job creation/retention or economic development potential. Loan applicants apply directly to contracted financial institutions, not to the Headwaters Fund itself.
- The **Community Investment Fund (CIF)** is a loan and grant program for infrastructure and related projects that will result in permanent and tangible economic benefits to the community. Infrastructure projects include air and sea ports, roads, water, wastewater, and economic development infrastructure.
- The **Grant Fund** provides grants for projects benefiting base and emerging industries in Humboldt County. Non-profit organizations and government jurisdictions in Humboldt County are eligible to apply.

In the past, Grant Fund disbursements were paid through this budget unit. Headwaters Grant Fund revenue (also known as Liquidity Fund revenue) would be transferred from the Grant

Fund to the Grant Fund Disbursements account to reimburse the expense. Beginning in FY 2007-08, Grant Fund disbursements are paid directly out of the Grant Fund instead of through this budget unit.

2011-12 Accomplishments

1. Worked with Arcata Economic Development Corporation (AEDC) to provide \$322,250 in new loans for local businesses. These loans retained 6 jobs and created 12 new jobs. A bridge loan was underwritten through Redwood Region Economic Development Commission (RREDC) which allowed two local child care centers to stay in business during the State budget freeze. The loan allowed employees at 61 different companies to continue going to work. This supported business and workforce development.
2. Made Grant Fund awards of close to \$278,000 to priority projects that encourage local enterprise. The following grants have been committed to facilitate community projects:
 - a. Innovation and Entrepreneurship curriculum (\$34,500)
 - b. Humboldt Made – marketing for local products (\$62,200)
 - c. Hoopa Valley Tribe internet access (\$35,000)
 - d. Willow Creek septic improvement (\$35,000)
 - e. Humboldt “Agricultural Workshop Program” (\$39,979)

- f. Orick Rodeo Grounds restroom facility (\$50,000)
 - g. Wiyot Tribe Indian Island restoration (\$21,000)
 - 3. Committed \$287,500 from the CIF for infrastructure projects to renovate the Foodworks Culinary Center and the North Coast Health Information Network. This supported local businesses.
 - 4. Continued support for the \$1.5 million grant initiative committed over ten years in the area of workforce development. This program has been entitled the Decade of Difference (previously Workforce Challenge).
 - 5. Completed evaluation and analysis of grant making in the first five years of the fund. Adopted new grant making criteria for both the Grant Fund and the Community Investment Fund. This managed resources to ensure sustainability of services.
- 3. To continue to identify lending and granting opportunities within the CIF and award at least one loan or grant to support infrastructure necessary for economic growth. This will support local business.
 - 4. To monitor and provide support for the second year of the Decade of Difference program. Continue to investigate feasibility of additional grant initiatives in support for entrepreneurial startups, business education or for the Forest Products industry. This will support workforce development.
 - 5. To engage Headwaters Fund Board members in the update of *Prosperity* to improve linkages between the Headwaters Fund Board and identified community economic development opportunities. This will support discussions the regions economic future.

2012-13 Objectives

- 1. To work with AEDC and RREDC to provide \$300,000 in new loans for local businesses to encourage local enterprise.
- 2. To make Grant Fund awards of up to \$300,000 to priority projects create which opportunities for economic expansion and job creation. This will encourage new local enterprise.

3555 - Central Service ISF	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$0	\$2,713,391	\$2,590,186	\$2,394,846	\$2,476,950	\$2,476,950	\$82,104
Other Revenues	60,443	2	101	40,000	0	0	(40,000)
(To)/From Non-GF Fund Balance	(22,781)	206,888	83,176	120,627	0	0	(120,627)
Total Revenues	\$37,662	\$2,920,281	\$2,673,463	\$2,555,473	\$2,476,950	\$2,476,950	(\$78,523)
Expenditures							
Operating Rev & Contribution	(\$2,617,890)	\$0	\$0	\$0	\$0	\$0	\$0
Salaries & Benefits	1,420,100	1,431,323	1,372,811	1,213,717	1,344,313	1,344,313	130,596
Supplies & Services	1,013,670	1,123,138	985,269	1,008,762	1,021,200	1,021,200	12,438
Other Charges	163,802	288,417	258,275	287,612	78,437	78,437	(209,175)
Fixed Assets	57,980	77,403	57,108	45,382	33,000	33,000	(12,382)
Expense Transfer	0	0	0	0	0	0	0
Total Expenditures	\$37,662	\$2,920,281	\$2,673,463	\$2,555,473	\$2,476,950	\$2,476,950	(\$78,523)
Staffing							
Allocated Positions	18.00	18.00	18.00	17.00	17.00	17.00	0.00
Temporary (FTE)	0.00	0.25	1.00	0.84	2.00	2.00	1.16
Total Staffing	18.00	18.25	19.00	17.84	19.00	19.00	1.16

Purpose

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.

Recommended Budget

The recommended budget is \$2,476,950, an increase of \$42,376 or 2% from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Three positions will remain unfunded and frozen due to prior year budget reductions. Funding of \$33,000 is recommended for fixed assets; additional detail on the proposed equipment purchases is available in the Capital Expenditures table.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Information Technology is a division of the County Administrative Office. IT is responsible for the operation and integrity of the County's information infrastructure, which

includes the network, servers and databases, desktop computers, and business applications. Information Technology shares this responsibility with some larger, non-General Fund departments that support a portion of their own departmental infrastructure. In total, the County has over 2,200 personal computers plus printers communicating with 100 servers over a high-speed network connecting 57 County service locations.

2011-12 Accomplishments

1. Upgraded the Help Desk ticket reporting system to improve problem reporting mechanisms to mitigate effect of reduced staffing. Additional enhancements will further automate the process. This will allow IT to manage County resources to maximize the availability of services.
2. Migrated off decade-old Windows 2000 based email environment to newer Exchange Server 2010 environment. This will provide community-appropriate levels of service.
3. Replaced the jail's Correctional Management System with the Offender Management System. This will create opportunities for improved safety, health, and enterprise.
4. Upgraded the Integrated Financial Accounting System (IFAS) platform to meet the new California PERS system reporting requirements. This will manage resources to ensure sustainability of services.

5. Provided data analysis and support required by various agencies for Public Safety Realignment. This will help support these agencies to enforce laws and regulations to protect residents.

2012-13 Objectives

1. To determine and analyze opportunities for increased efficiencies for data entry and process flow within the IFAS platform; and upgrade IFAS to include Documents Online, Position Budgeting and Employee online modules. This upgrade will allow the County to maximize the availability of services through integrated budgeting software which allows for improved monitoring of County revenues and expenditures.
2. To develop a new website that is easy to use and maintain. This will allow the County to provide community-appropriate levels of service and promote self reliance of citizens.
3. To migrate all County personal computers and the majority of applications from decade-old Windows 2000 based platform to the newer Windows 2008 environment. This will increase the provision of core services in ways that invest in County employees.
4. To replace the existing 20+ year old legacy Recorder in-house system with the vendor system, Acclaim. This will ensure sustainability of services and provide additional community-appropriate levels of service.
5. To replace the critical in-house CLETS (California Law Enforcement Telecommunications System) and CLEWS (California Law Enforcement Warrant System) systems used by the Sheriff Department and other local law enforcement agencies. These systems are used to enforce laws and regulations to protect residents. Replacing these systems that use 30+ year old technologies will ensure sustainability of services.

3555 - Central Service ISF	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$246,333	\$281,645	\$217,001	\$198,667	\$275,179	\$275,179	\$76,512
Other Revenues	6,231	29,054	1,786	4,541	5,500	5,500	959
(To)/From Non-GF Fund Balance	30,894	(54,877)	105,792	41,214	32,390	32,390	(8,824)
Total Revenues	\$283,458	\$255,822	\$324,579	\$244,422	\$313,069	\$313,069	\$68,647
Expenditures							
Salaries & Benefits	\$199,564	\$187,280	\$239,601	\$156,302	\$160,518	\$160,518	\$4,216
Supplies & Services	58,503	31,023	32,050	22,079	31,467	31,467	9,388
Other Charges	22,891	37,519	52,928	64,491	121,084	121,084	56,593
Fixed Assets	2,500	0	0	1,550	0	0	(1,550)
Total Expenditures	\$283,458	\$255,822	\$324,579	\$244,422	\$313,069	\$313,069	\$68,647
Staffing							
Allocated Positions	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	4.00	4.00	4.00	4.00	4.00	4.00	0.00

Purpose

Pursuant to Section 245-1 *et seq.* of the Humboldt County Code, the Purchasing and Disposition Team purchases, rents and/or leases goods and equipment as needed by departments. Purchasing negotiates with contractors for limited services at the best possible price. Purchasing facilitates the re-use of office furniture and equipment before selling or disposing of unusable goods. Purchasing focuses on volume buying and product standardization which creates vendor competition.

Recommended Budget

The recommended budget is \$313,069, an increase of \$70,264 or 29% from FY 2011-12. This increase is primarily due to changes in insurance and A-87 overhead costs. One position will remain unfunded and frozen due to prior year budget reductions.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Purchasing and Disposition Team of the County Administrative Office provides internal services to County departments that include procurement, processing of accounts payable and surplus property services.

2011-12 Accomplishments

1. Developed a vendor registration component and posted on the County web page. This will allow Purchasing to engage new partners and encourage new local enterprise.
2. Facilitated processes with departments to conform to updated policies as set forth in Humboldt County Code § 245-1 *et seq.* This will manage resources to ensure sustainability of services.
3. Updated the American Express Travel Program to allow on-line reservations. On-line reservations eliminated booking fees and the need for credit card guarantees. This will manage resources to ensure sustainability of services.
4. Relocated the Purchasing and Disposition Team with the Management and Budget Team to gain synergies and improve staffing coverage. This maximized use of support staff and provided for community-appropriate levels of service.
5. Partnered with Humboldt Waste Management to solve the County's recycling needs of confidential e-waste at a nominal cost.

2012-13 Objectives

1. To institute electronic payments to vendors. This will manage resources to ensure sustainability of services.
2. To finalize a County Purchasing policy. This will foster transparent, accessible, welcoming and user friendly services to departments.
3. To standardize a Vendor Performance process. This will manage resources and ensure sustainability of services while engaging new partners.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$28,644	\$25,733	\$30,411	\$15,532	\$22,000	\$22,000	\$6,468
Charges for Services	650,952	684,094	654,689	872,681	895,000	895,000	22,319
Other Revenues	3,963	5,669	6,667	8,063	8,000	8,000	(63)
General Fund Support	(122,811)	(111,653)	(41,999)	(128,370)	(21,027)	(21,027)	107,343
Total Revenues	\$560,748	\$603,843	\$649,768	\$767,906	\$903,973	\$903,973	\$136,067
Expenditures							
Salaries & Benefits	\$373,093	\$422,004	\$461,872	\$512,572	\$612,432	\$612,432	\$99,860
Supplies & Services	164,932	155,740	139,123	186,951	217,613	217,613	30,662
Other Charges	22,723	26,099	48,773	65,459	60,622	60,622	(4,837)
Fixed Assets	0	0	0	2,925	13,306	13,306	10,381
Total Expenditures	\$560,748	\$603,843	\$649,768	\$767,906	\$903,973	\$903,973	\$136,067
Staffing							
Allocated Positions	8.00	8.00	9.00	9.00	10.00	10.00	1.00
Temporary (FTE)	0.90	1.00	0.90	1.02	1.25	1.25	0.23
Total Staffing	8.90	9.00	9.90	10.02	11.25	11.25	1.23

Purpose

Under the provisions of Penal Code Section 1463.007, the Revenue Recovery Team operates a Comprehensive Collection Program to collect court ordered debt for the Superior Court of Humboldt County. In addition, Revenue Recovery serves as the collection agent for County departments.

Recommended Budget

The recommended Revenue Recovery budget for FY 2012-13 is \$903,973 an increase of \$124,977 from the previous year. The budget includes a contribution to the General Fund of \$21,027. This is lower than FY 2011-12 and is primarily due to changes in benefit and insurance costs. A Revenue Recovery Officer I/II position is being added due to additional workload related to collections for the Courts. The cost of the position will be fully offset by increased revenues. Funding of \$13,306 is recommended for fixed assets; additional detail on the project is available in the Capital Expenditures table.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Revenue Recovery's primary function of collecting delinquent court-ordered fines, fees and victim restitution comprises

approximately 83% of its business. The remaining 17% is the collection work done for other County departments such as Animal Control, Sheriff's Parking and the Library. Revenue Recovery attempts to collect payment in full, however many accounts are managed on monthly payment plans. When necessary, Revenue Recovery utilizes resources such as the State Employment Development Department for employment information, the California Franchise Tax Board's tax intercept program to intercept tax refunds, the Franchise Tax Board's Court-Ordered Debt collection program (FTB-COD), as well as an outside collection agency. Other collection tools include abstract recording, wage garnishments, third party levies and small claims court.

At the end of each month, total collections are distributed to specific funds for various departments, programs and providers of service in the community. In addition, a portion of the collections is distributed to the State of California as required by law. Revenue Recovery remits collected victim restitution payments directly to crime victims. Revenue Recovery meets the criteria of a comprehensive court collection program as detailed in Penal Code Section 1463.007. This allows a cost of collection offset, which is the primary means of funding the efforts of the Revenue Recovery Team.

2011-12 Accomplishments

1. Automated the entry of Failure to Pay cases and automated the process by which both Failure to Appear and Failure to Pay cases are managed. This will enforce

Revenue Recovery Team (1100 114)

Phillip Smith-Hanes, County Administrative Officer

laws and regulations to protect residents and manage resources to ensure sustainability of services.

2. Created a website for the 2012 Statewide Court Fine Amnesty program. This has assisted in fostering transparent, accessible, welcoming and user friendly services.
3. Improved the exchange of necessary information between the Humboldt County Superior Court and Revenue Recovery. This will foster transparent, accessible, welcoming and user friendly services and utilizes a public partnership to solve problems.
4. Engaged a new partner for web-based skip-tracing enhancement of Court Ordered Debt and County owed debt collections. The facilitation of this new partnership assists in solving the problem of incomplete debtor information.

2012-13 Objectives

1. To automate the referral and entry of Misdemeanor cases from the Humboldt County Superior Court. This will help enforce laws and regulations to protect residents and better manage resources to ensure sustainability of services.
2. To develop, with the Humboldt County Superior Court, a process for the collection of Civil Fees not previously collected by Revenue Recovery. Managing resources in

the collection of these fees will help to ensure the sustainability of services.

3. To build enhanced interjurisdictional cooperation of services between Humboldt County Superior Court and Revenue Recovery by revising the existing Memorandum of Understanding (MOU).
4. To foster transparent, accessible, welcoming and user friendly services, Revenue Recovery will provide staffing during Misdemeanor arraignments to accept and process Indigent Defense forms and registration fees.



Workforce Investment (1120 287)

Phillip Smith-Hanes, County Administrative Officer

1120 - Economic Development	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't'l Agencies	\$2,929,923	\$3,412,599	\$5,582,540	\$2,907,665	\$1,130,000	\$1,130,000	(\$1,777,665)
Other Revenues	(90,270)	46,865	20	9,814	0	0	(9,814)
(To)/From Non-GF Fund Balance	0	658,795	(61,083)	(605,014)	0	0	605,014
Total Revenues	\$2,839,653	\$4,118,259	\$5,521,477	\$2,312,465	\$1,130,000	\$1,130,000	(\$1,182,465)
Expenditures							
Supplies & Services	\$16,071	\$95,959	\$28,199	\$11,226	\$8,000	\$8,000	(\$3,226)
Other Charges	2,823,582	4,022,300	5,555,276	2,301,239	1,122,000	1,122,000	(1,179,239)
Expense Transfer	0	0	(61,998)	0	0	0	0
Total Expenditures	\$2,839,653	\$4,118,259	\$5,521,477	\$2,312,465	\$1,130,000	\$1,130,000	(\$1,182,465)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

The Workforce Investment unit serves as the Local Workforce Investment Area administrator, fiscal agent, and staff to the Workforce Investment Board (WIB), a commission appointed by the Board of Supervisors and required by the Workforce Investment Act (WIA) to oversee the workforce system. This unit receives and administers annual formula and discretionary grant funds, which come from the WIA and through the US Department of Labor and the California Employment Development Department.

The unit is responsible for providing staff support to the WIB, preparing grant applications for workforce funding, as well as financial reporting to the granting agencies and the WIB, state monitoring and auditing, oversight of service providers, contract supervision, processing of invoices and reimbursements, funds management, grant project management, implementation of WIB policies regarding the one-stop workforce system (The Job Market), and the strategic initiatives of the WIB.

Staff is funded through Economic Development budget unit 275 and transfers are made to cover the costs attributable to the Workforce Investment unit.

Recommended Budget

The recommended budget is \$1,130,000, which represents a \$1,471,181 decrease from FY 2011-12. This decrease is due to

the end of the Department of Labor Community Based Training Grant program and Veterans programs.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Workforce Investment unit secures and oversees funding for workforce training programs, employer services delivery, and workforce projects to benefit local industry clusters. This includes the federally mandated One-Stop System for Workforce, organized in Humboldt County as The Job Market.

Services include:

- Development and implementation of workforce policy by the Humboldt County Workforce Investment Board.
- Resource development for key strategic initiatives to improve the workforce system and workers' ability to meet the needs of employers and industry growth.
- Oversight and direction to The Job Market on service design, key information, and essential training resources:
 - For *employers* that enhance their human resources management efficacy, decrease the

cost of matching jobs and talent, improve incumbent worker skills to meet industry demand, increase job openings, and avert layoffs.

- o For *workers* and *job seekers* that encourage good matches with employer needs, lifelong learning and technical skills improvement for local industries and employers.
- o For *dislocated workers* and *long-term unemployed workers* that utilize retraining and re-employment services.
- o For *at-risk youth* that increase their opportunities for successful employment as adults.

Targets of Opportunity

The Humboldt County WIB commissioned an analysis of the labor market for the Redwood Coast region (Humboldt, Del Norte, Mendocino, Trinity, and Siskiyou counties). The *Targets of Opportunity* report identifies six fast-growth emerging industries and their labor market needs:

- Diversified health care
- Building and systems construction and maintenance
- Specialty agriculture, food, and beverage
- Investment support services
- Management and innovation services
- Niche manufacturing

A follow-up report, *Occupations of Opportunity*, lays out the careers, skill sets, and training needed to meet the Target industry labor needs. These reports form the foundation for strategic action, and the unit will continue to support the WIB in providing leadership on critical workforce issues regionally. *Targets of Opportunity* was updated with the most recent data through 2009 and is releasing information about the Targets in smaller chunks through 2012.

2011-12 Accomplishments

1. Designed and launched Prosperity 2012, the community engagement process to update the economic development strategy. The WIB is co-hosting the process and serving as the official economic strategy committee which will support a combination of business and workforce development.
2. Completed and closed out the Redwood Coast Training for Opportunity Program with College of the Redwoods, having prepared nearly 1,000 participants in 10 certificate programs for demand occupations in the *Targets of Opportunity* industries. This supported workforce development.
3. Designed planners with *Targets of Opportunity* information for distribution to all K-12 students through Decade of Difference inviting the civic engagement of youth in economic enterprise.

4. Assisted Eureka High School in developing a culinary arts program- teaching algebra through hands on restaurant management and culinary lessons. Developed and implemented hands-on culinary academies in Southern and Eastern Humboldt – bringing together at risk kids and industry leaders teaching industry standard culinary training. This built interjurisdictional and regional cooperation.

2012-13 Objectives

1. To complete the Prosperity 2012 process and recommend a new Comprehensive Economic Development Strategy for Humboldt County to encourage new local enterprise and operation of markets.
2. To seek funding to execute projects that enhance *Targets of Opportunity* industries' ability to hire and train. This will support business and workforce development.

3. To maximize opportunities to advance WIB strategic initiatives through securing funding, building and supporting community partnerships and engaging new partners.
4. To produce and disseminate high quality, useful information about the economy and the Divisions programs for the public to increase civic engagement in the regions economic future.
5. To continue to support community meetings and outreach in compliance with WIA and the Brown Act, and meet regulatory and program requirements to insure current and future funding. This will ensure sustainability of services.

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$746,313	\$945,504	\$129,592	\$124,563	\$96,450	\$101,100	(\$23,463)
General Fund Support	1,427,078	1,269,421	1,189,048	1,263,354	1,672,735	1,523,190	259,836
Total Revenues	\$2,173,391	\$2,214,925	\$1,318,640	\$1,387,918	\$1,769,185	\$1,624,290	\$236,372
Expenditures							
Salaries & Benefits	\$1,992,672	\$1,983,702	\$2,113,679	\$2,085,725	\$2,282,397	\$2,135,257	49,532
Supplies & Services	139,645	190,690	168,242	150,620	207,243	209,488	58,868
Other Charges	41,074	40,533	38,260	35,380	35,714	35,714	334
Expense Transfer	0	0	(1,001,541)	(883,807)	(756,169)	(756,169)	127,638
Total Expenditures	\$2,173,391	\$2,214,925	\$1,318,640	\$1,387,918	\$1,769,185	\$1,624,290	\$236,372
Staffing							
Allocated Positions	21.00	21.00	21.00	21.00	21.00	21.00	0.00
Temporary (FTE)	1.12	1.00	0.75	0.07	0.20	0.20	0.13
Total Staffing	22.12	22.00	21.75	21.07	21.20	21.20	0.13

Purpose

Government Code Sections 26529, 27640 *et seq.*, and Humboldt County Board of Supervisors Resolution No. 931, adopted in 1956, establish the Office of the County Counsel in Humboldt County. The Office of the County Counsel is comprised of the attorneys for the County, providing legal services and advice to the Board of Supervisors and all County Officers. Also, upon request, this office is the attorney for the Grand Jury and some Special Districts.

Mission

The mission of the Office of the County Counsel is to provide the highest quality of legal services to our clients and to assist the County in carrying out mandated and discretionary functions relating to health, safety and welfare of County residents. Advisory and some litigation services are furnished to the County departments, boards and agencies in a manner that is cost effective and promotes excellence in delivery of governmental services to the public, without sacrifice of principles.

Recommended Budget

The County Counsel recommended budget for FY 2012-13 is \$1,619,640, an increase of \$35,701 from the previous year. The General Fund contribution is \$1,523,190, which represents a \$58,901 increase from FY 2011-12. This increase is primarily due to changes in benefit and insurance costs. Four positions

will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

A supplemental request for \$149,545 was submitted to fill a vacant County Counsel position that is currently unfunded. Filling this position would support the Board's Strategic Framework by enforcing laws and regulations to protect its citizens, and assist the Department to help manage its resources and ensure sustainability of its services. Under current staffing levels, the office is limited in the amount of in-house litigation that it can provide. Filling the attorney position would allow County Counsel to retain more litigation in-house thereby creating cost savings for the County.

The supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources. Not funding this request resulted in a Deputy County Counsel position being designated frozen in FY 2012-13.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The County Counsel's Office is structured around three units:

- The **General Services Unit** provides legal advice to all County departments and, when requested, provides legal advice to the Grand Jury, the Humboldt First 5 program for children's welfare, and some special districts. The representation includes, but is not limited to, the trial of conservatorship cases, mental health writs, Riese hearings (determination of capacity of mental health patients to give or withhold informed consent for administration of antipsychotic medication), bail bond forfeitures, jail writs, weapons confiscation filings, pitchess motion defense, personnel hearings, election issues, review of contracts/agreements, review of licenses, review of leases, review of Memoranda of Understanding, review of Joint Powers Agreements, review of agenda items, review of procedures and protocols, review of guidelines, review of Requests for Proposals, responses to subpoenas, Public Records Act requests, and other legal demands, including writs of mandate and other litigation. This office is in charge of keeping the County Code updated and maintaining it online.
- The **Child Welfare Services Unit** provides legal services to Child Welfare Services from the trial court to the appellate court level.
- The **Code Enforcement Unit** performs investigation, inspection, abatement and compliance work related to the uses, maintenance and safety of land and structures. This includes zoning, public nuisance, neighborhood preservation, hazardous materials, waste disposal, air pollution, Uniform Codes (Building, Housing, Abatement

of Dangerous Buildings), public health and safety, and abatement of abandoned vehicles and related equipment. The Code Enforcement Unit's placement within the Office of the County Counsel gives it the ability to pursue administrative and/or civil remedies, which results in a much more effective compliance capability. The Unit has the ability to attend community meetings to assist the public in solving neighborhood issues.

Frozen positions, vacancies and furloughs will leave little flexibility to increase attorney time as caseloads continue to grow, which will result in delays for attorney review on projects with low priority. Reductions will result in a very lean support staff in terms of legal secretaries and investigators, significantly leaving only one code enforcement investigator position filled, when the workload easily requires two investigators.

2011-12 Accomplishments

1. Handled Juvenile Court case where the first Tribal Customary Adoption in the State is being finalized. This action builds inter-jurisdictional and regional cooperation and allows us to provide community appropriate levels of service and support.
2. Provided Court Appointed Special Advocates (CASA) trainings and helped draft the Humboldt County 2011 Interagency Guide for Children & Youth in Foster Care. This facilitates public/private partnerships to solve problems and to enforce laws and regulations to

protect residents and our most vulnerable population, the children of Humboldt County.

3. Expanded training to clients to keep them up-to-date on the current law, which included a Brown Act training for Board appointed committee members and commissioners. This ongoing training provides for continued investment in County employees and committee members.
4. Drafted procedure manuals for the secretarial and support staff. This allows the department to manage resources to ensure sustainability of services.
5. Processed approximately 600 junk vehicles by the Code Enforcement Unit. The Unit also brought five cases before the Board of Supervisors for abatement hearings, which resulted in abatements throughout the County. This activity assisted in providing community-appropriate levels of service and enforced laws and regulations to protect residents.

2012-13 Objectives

1. To continue to update and modernize the office filing system. This increases the Department's ability to manage resources to ensure sustainability of resources.
2. To continue to expand training to clients to keep them up-to-date on the current law. This will increase the

investment in County employees and the ability to ensure a well trained workforce.

3. To provide assertive representation in non-criminal litigation and administrative hearings. This will increase the enforcement laws and regulations to protect residents.
4. To continue to update the Index to the County Code. This increases the ability to enforce laws and regulations to protect residents.
5. To provide cross training in areas of law to attorneys. This will continue to invest in County employees and manage resources to ensure sustainability of services.

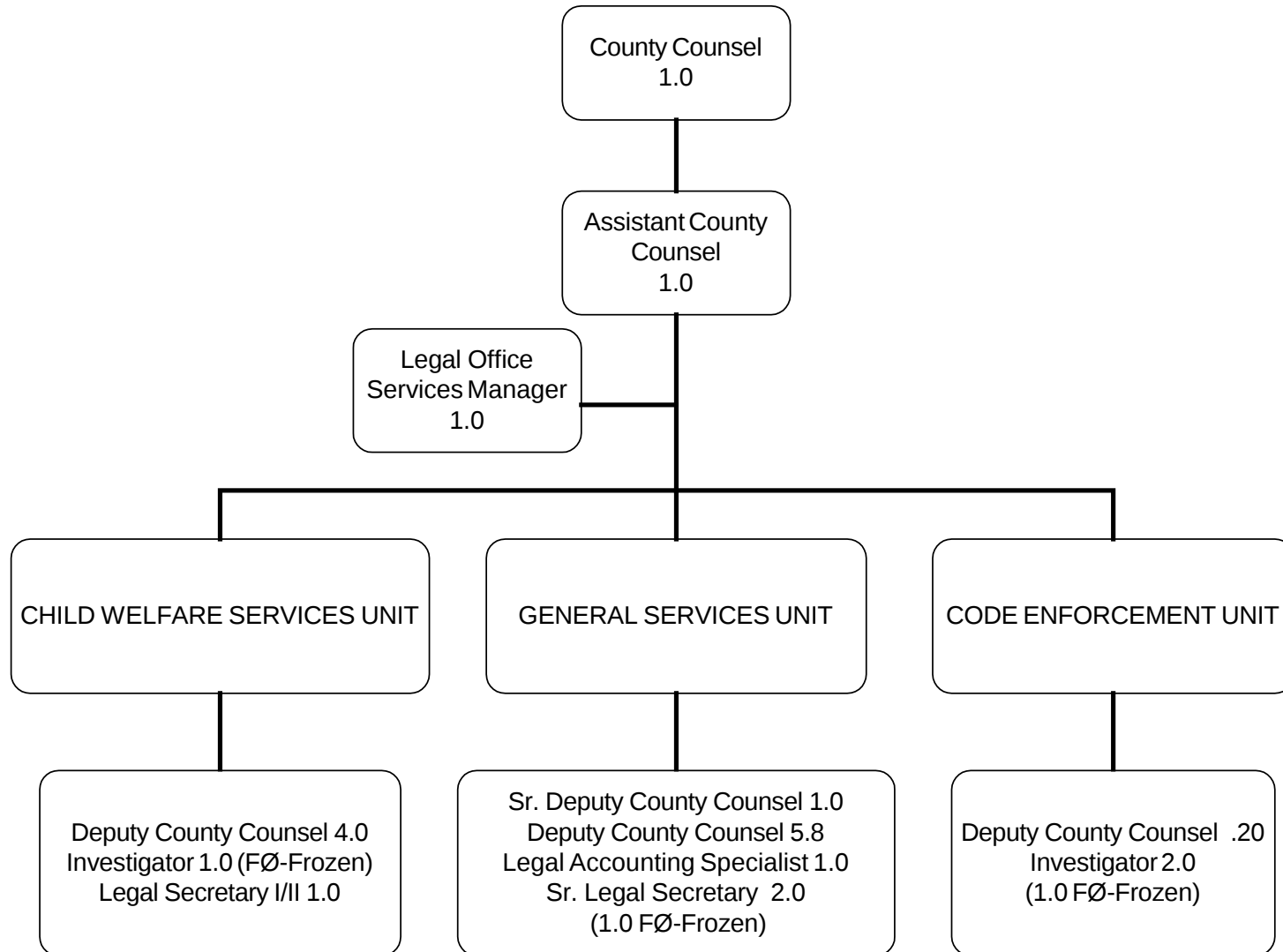
Goals

1. To adhere to a high standard of professional competence and ethics.
2. To interpret the law fairly based on plain meaning of laws and the rule of reason.
3. To be proactive and innovative in our delivery of services to our clients.

Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of matters and legal documents completed within the required time frames				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
100%	100%	100%	100%	100%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The timeliness of the delivery of legal services is essential for success. This allows us to provide community-appropriate levels of service, by assisting County departments in ways that manage our resources to ensure sustainability of services.				
2. <i>Description of Performance Measure:</i> Percentage of cases on appeal where County position was overturned				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
1%	0%	1%	1%	0%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The County does not appeal cases frivolously and a loss at the appellate level will have an effect on the delivery of services at the County level. This allows us to enforce laws and regulations to protect residents.				

Organizational Chart:



Human Resources Summary

Dan Fulks, Human Resources Director

Departmental Summary	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$116,012	\$98,045	\$42,841	\$27,544	\$0	\$0	(\$27,544)
Charges for Services	19,837,293	20,533,135	21,811,302	22,280,531	23,725,950	23,725,950	1,445,419
Other Revenues	1,289,856	311,559	759,008	1,033,536	999,773	999,773	(33,763)
General Fund Support	673,711	728,931	715,544	539,582	566,432	613,932	74,350
(To)/From Non-GF Fund Balance	(2,047,149)	499,403	1,716,180	1,312,424	(755,419)	(755,419)	(2,067,843)
Total Revenues	\$19,869,723	\$22,171,073	\$25,044,875	\$25,193,617	\$24,536,736	\$24,584,236	(\$609,381)
Expenditures							
Operating Rev & Contribution	(\$3,099,054)	(\$267)	(\$396)	\$0	\$0	\$0	\$0
Salaries & Benefits	1,062,963	1,202,452	1,230,913	978,194	970,669	970,669	(7,525)
Supplies & Services	79,584	71,936	62,161	90,843	113,192	160,692	69,849
Other Charges	187,509	39,606	99,419	316,950	155,013	155,013	(161,937)
Fixed Assets	0	0	0	14,769	0	0	(14,769)
Expense Transfer	0	0	(3,404)	0	0	0	0
Purchased Insurance Premiums	777,196	767,577	716,744	583,719	700,022	700,022	116,303
Self-Insurance Expenses	20,861,525	20,089,769	22,939,438	23,209,142	22,597,840	22,597,840	(611,302)
Total Expenditures	\$19,869,723	\$22,171,073	\$25,044,875	\$25,193,617	\$24,536,736	\$24,584,236	(\$609,381)
Staffing							
Allocated Positions	11.00	11.00	11.00	11.00	10.00	10.00	(1.00)
Temporary (FTE)	1.00	0.50	0.00	0.64	0.70	0.70	0.06
Total Staffing	5.00	5.00	5.00	5.00	4.20	4.20	(1.00)

Human Resources Summary

Dan Fulks, Human Resources Director

The Human Resources Department includes the following budget groupings:

Personnel

- 1100 130 Personnel

Risk Management

- 3520 359 Risk Management Administration
- 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

Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of employment applications received online				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
80%	92%	95%	96%	96%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> As the workplace and the community at large progresses technologically, it is important to provide a convenient method for potential applicants to file their applications. This is particularly important when an out of the area recruitment is conducted, and especially so with the professional recruitments. The online application system enhances the availability of service to the community fostering transparent, accessible, welcoming and user friendly services. At the same time as an option the traditional manual method of filing applications is still supported. Making available both methods for filing applications provides community-appropriate levels of service.				
2. <i>Description of Performance Measure:</i> Percentage of time that a list is certified to the department within four working days of receipt of the approved requisition from Payroll, when the eligibility list is in place				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
97%	98%	99%	99%	99%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> When departments receive				

the certified requisition they can begin the interview process. The timely receipt of lists allows departments to fill positions more quickly, facilitating their ability to manage resources and ensure sustainability of services.

3. *Description of Performance Measure:* Percentage of new employees who attend the monthly New Employee Orientation

<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
95%	98%	99%	99%	99%

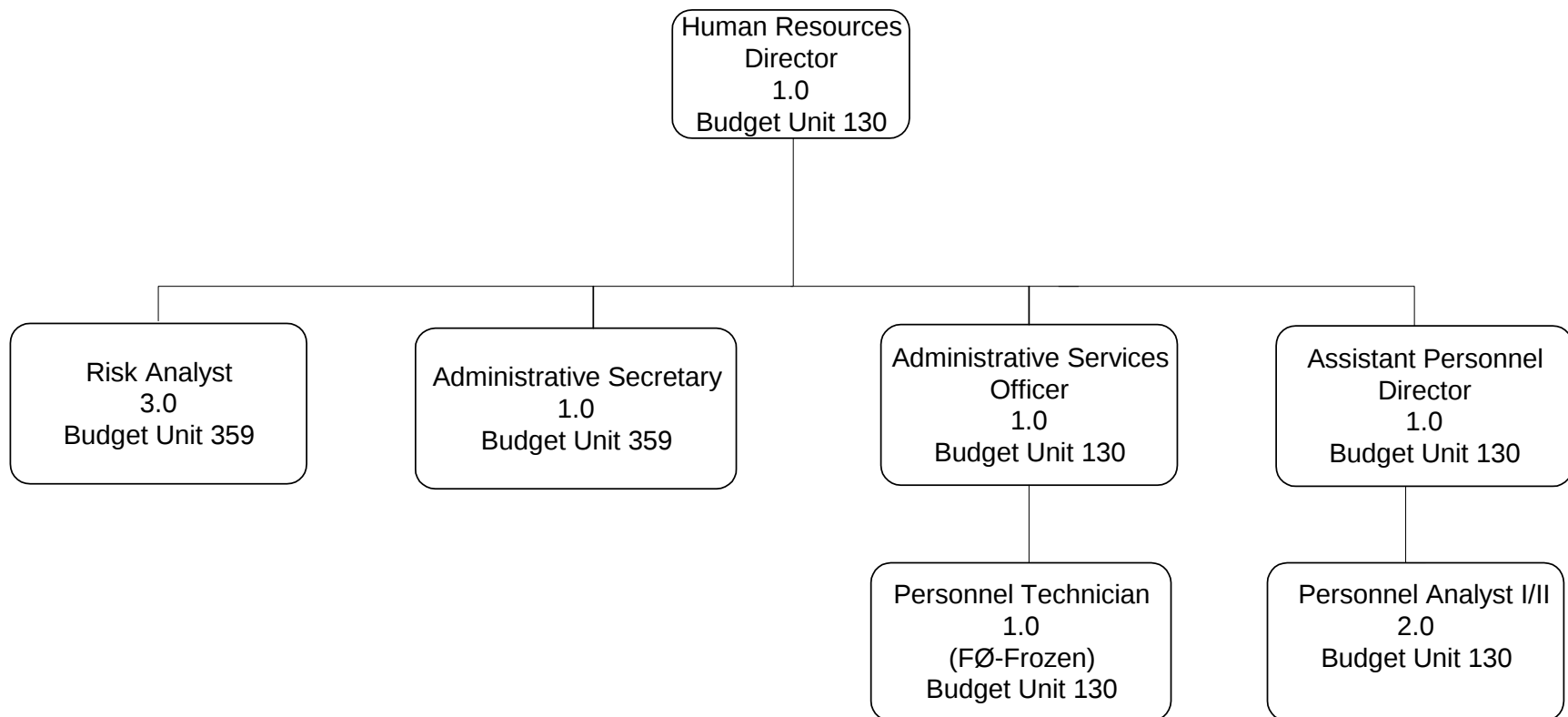
Describe why this measure is important and/or what it tells us about the performance of this department: When employees begin their County employment with accurate information, it reduces their chances of being confused by misinformation they may be given during their contact with other employees. The additional benefit is that employees become familiar with where to go for answers to their questions. This is a direct investment in County employees, intended to foster transparent, accessible, welcoming and user friendly services.

4. *Description of Performance Measure:* Percentage of time that the requesting department is contacted within ten working days of receipt of the approved requisition from Payroll, when no eligibility list exits.

<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
89%	95%	97%	98%	99%

Describe why this measure is important and/or what it tells us about the performance of this department: The goal of departments typically is to fill vacancies as quickly as possible. Lists are maintained for classifications in which Personnel anticipates vacancies. Often for a class with only one position or turnover every few years Personnel performs the recruitment upon request. The sooner the recruitment is conducted the sooner the requesting department can fill their vacancy. Timely development of employments lists allows departments to fill positions more quickly, facilitating their ability to manage resources and ensure sustainability of services.

Organizational Chart:



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$34,000	\$68,144	\$0	\$0	\$0	\$0	\$0
Other Revenues	15	0	1,363	2,015	2,000	2,000	(\$15)
General Fund Support	673,711	728,931	715,544	539,582	566,432	613,932	74,350
Total Revenues	\$707,726	\$797,075	\$716,907	\$541,597	\$568,432	\$615,932	\$74,335
Expenditures							
Salaries & Benefits	\$635,140	\$742,250	\$687,712	\$508,898	\$508,995	\$508,995	97
Supplies & Services	48,601	42,366	19,882	21,416	48,223	95,723	74,307
Other Charges	23,985	12,459	12,717	11,283	11,214	11,214	(69)
Expense Transfer	0	0	(3,404)	0	0	0	0
Total Expenditures	\$707,726	\$797,075	\$716,907	\$541,597	\$568,432	\$615,932	\$74,335
Staffing							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	1.00	0.50	0.00	0.49	0.50	0.50	0.01
Total Staffing	7.00	6.50	6.00	6.49	6.50	6.50	0.01

Purpose

The Personnel Division is the administrator of the County's centralized personnel system. The functions performed by Personnel are mandated by federal and State laws, Merit System regulations, memoranda of understanding (MOU), compensation plans, rules and benefit plans as approved by the Board of Supervisors.

Recommended Budget

The recommended budget for FY 2012-13 is \$615,932, an increase of \$53,581 from the previous year. The General Fund contribution is \$613,932, which also represents a \$53,581 increase from FY 2011-12. This increase is due to one-time supplemental funding of \$55,000 for a retention and recruitment campaign for correctional officers and other public safety positions. One position in Personnel will remain unfunded and frozen due to prior year budget reductions.

Supplemental Requests

Personnel submitted one supplemental request for \$7,500. The purpose of the request was to provide additional educational reimbursement funding, staff training and travel and replace outdated computer equipment. The County's Educational Reimbursement Program is an employee investment program, intended through training and education, to benefit the County by increasing the skills and competency of employees. Training of Personnel staff and efficient computer equipment

would increase the performance of the office. This supplemental request supports the Board's Strategic Framework by investing in County employees and ensuring sustainability of services.

The supplemental request is not recommended for funding because it did not achieve a priority level that allowed it to be funded based on limited available financial resources. Because educational reimbursement is contractually required this budget will be monitored and additional funds will be allocated if required.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

As administrators of the centralized personnel system, Personnel provides services which include: recruitment, administration of examinations, maintenance of employment eligibility lists, coordination of equal employment opportunity, coordination of the deferred compensation programs, employer-employee relations, labor negotiations, compliance with the Americans with Disabilities Act employment section, and maintenance of employee medical leaves and other employee actions. In addition, the department coordinates the grievance and appeal process for all County departments.

The Personnel Division serves all County departments, including 1,912 current regular and extra-help employees (as of March 17, 2012). Personnel also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

It is the goal of Personnel to continue to develop staff into fully cross-trained, well-rounded professional personnel generalists in the effort to provide the County with the highest quality personnel services, now and into the future.

2011-12 Accomplishments

1. Continued to work with Information Technology and Payroll staff to complete the implementation of the automated HR module. Implementation of the HR module will allow Personnel, and the County as a whole, to better manage resources and maximize services.
2. Continued to work to improve upon the current online application system to create greater efficiencies, resulting in savings of both time and money related to the reduction of hard copy printing, postage and recordkeeping. This has been done in an effort to maximize a critical resource and aid in providing appropriate service to the community and County.
3. Continued to evaluate and revise internal systems and procedures to enhance inter-departmental personnel services, emphasizing the use of technologies to gain

efficiencies. This was done in the effort to manage resources to maximize the availability of services.

4. Recruited and replaced essential department staff due to retirements. Continued to cross-train and develop staff into well-rounded professional personnel generalists, and promoted the basic principles of succession planning and management. This was an investment in County employees, ensuring a well-trained staff, capable of providing core services effectively.
5. Worked with the County Administrative Office to lay the groundwork to successfully merge Personnel and Risk Management into a Human Resources Department to better utilize resources and increase efficiencies. This was done in an effort to benefit County needs and engage new public/private partnerships to solve problems and to create a “one stop” service center for all County Human Resources needs.

2012-13 Objectives

1. To continue to provide both County staff and the public with comprehensive personnel services in the most effective manner possible, fostering transparent, accessible, welcoming and user friendly services.
2. To conduct quarterly Memorandum of Understanding (MOU), Americans with Disability Act (ADA) and medical leave training sessions for designated department staff. This investment in County employees

will assist the County in promoting the appropriate protection of vulnerable populations.

3. To continue to work with Information Technology and Payroll staff to complete the implementation of the automated HR module. Implementation of the HR module will allow Personnel and the County as a whole to better manage resources to ensure sustainability of services.
4. To continue to cross-train and develop staff into well-rounded professional personnel/human resource generalists, and promote the basic principles of succession planning and management. This is an

investment in County employees, ensuring a well-trained staff to manage resources to ensure sustainability of services.

5. To successfully merge the Personnel and Risk Management teams into the Humboldt County Human Resources Department with the goal of making on-boarding of new employees a “one stop” process. The creation of the Human Resources Department will facilitate the more efficient management of resources to ensure the sustainability of services and foster transparent, accessible, welcoming and user friendly services.



Risk Management Summary

Dan Fulks, Human Resources Director

Risk Management Summary	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Use of Money & Property	\$116,012	\$98,045	\$42,841	\$27,544	\$0	\$0	(\$27,544)
Charges for Services	19,803,293	20,464,991	21,811,302	22,280,531	23,725,950	23,725,950	1,445,419
Other Revenues	1,289,841	311,559	757,645	1,031,521	997,773	997,773	(33,748)
(To)/From Non-GF Fund Balance	(2,047,149)	499,403	1,716,180	1,312,424	(755,419)	(755,419)	(2,067,843)
Total Revenues	\$19,161,997	\$21,373,998	\$24,327,968	\$24,652,020	\$23,968,304	\$23,968,304	(\$683,716)
Expenditures							
Salaries & Benefits	\$427,823	\$460,202	\$543,201	\$469,297	\$461,674	\$461,674	(\$7,623)
Supplies & Services	30,983	29,570	42,279	69,427	64,969	64,969	(4,458)
Other Charges	163,524	27,147	86,702	305,666	143,799	143,799	(161,867)
Fixed Assets	0	0	0	14,769	0	0	(14,769)
Purchased Insurance Premiums	777,196	767,577	716,744	583,719	700,022	700,022	116,303
Self-Insurance Expenses	20,861,525	20,089,769	22,939,438	23,209,142	22,597,840	22,597,840	(611,302)
Operating Rev & Contribution	(3,099,054)	(267)	(396)	0	0	0	0
Total Expenditures	\$19,161,997	\$21,373,998	\$24,327,968	\$24,652,020	\$23,968,304	\$23,968,304	\$221,393
Allocated Positions	5.00	5.00	5.00	5.00	4.00	4.00	(1.00)
Temporary (FTE)	0.00	0.00	0.00	0.15	0.20	0.20	0.00
Total Staffing	5.00	5.00	5.00	5.15	4.20	4.20	(1.00)

Purpose

Risk Management is a division of Human Resources. Its functions include identification, analysis and treatment of the County's exposures to loss; safety and loss control programs; and administration of all employee benefit programs, self insured and premium based. Risk Management is responsible for claims administration of the self-insured liability programs and supervising the County's third-party administrator for primary workers' compensation.

Risk Management is responsible for administering the County's property insurance by filing any claims resulting in a property loss and recovering any loss from the County's insurer. Risk Management also coordinates claims involving the airports, medical malpractice, faithful performance and crime bond, watercraft, boiler and machinery, and special insurance programs. The Division subrogates to recover the costs for damage to County vehicles, equipment, and property caused by a third party. Risk Management is responsible for the County's Health Insurance Portability and Accountability Act (HIPAA), Americans with Disabilities Act (ADA), and California Occupational Safety and Health Administration (Cal-OSHA) compliance. Risk Management provides, develops and monitors State and federal required training programs and skill level improvement workshops.

The Risk Management program includes the following budget units:

- 3520 359 Risk Management Administration
- 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

Recommended Budget

The recommended budget for FY 2012-13 is \$23,968,304, an increase of \$221,393, or 1% from FY 2011-12. This increase can be attributed to increases in insurance premiums. The changes to the individual programs are explained below.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Risk Management for FY 2012-13 has merged with Human Resources. Risk Management administers the County's self-insured and premium based benefits, vision, dental, life insurance, voluntary insurance, health insurance, unemployment benefits and liability claims. Risk Management also works with the County's third-party administrator for the workers' compensation program. Risk Management provides 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. Risk Management consults with departments in regards to safety and health issues, and assists in developing loss prevention programs and policies. Risk Management actively participates with the California State Association of Counties Excess Insurance Authority (CSAC-EIA) in Third Party Administrator contracts and insurance coverage renewals.

3520 359 Risk Management Administration

The Risk Management Program is a “closed-end” appropriation budget. All costs associated with Risk Management budgets are cost allocated to appropriate County departments as an expense.

The adopted budget for FY 2012-13 is \$641,223, an increase of \$36,667, or 6% from FY 2011-12. This increase can be attributed to changes in A-87 charges and an increase in CSAC dues.

3522 352 Employee Benefits

This budget provides funding for vision, life insurance, the employee assistance program and insurance continuation mandate through the Federal Government enacted Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

The adopted budget for FY 2012-13 is \$324,165, is the same as FY 2011-12.

3523 353 Workers' Compensation

This budget provides funding for workers' compensation premiums, administration and employee safety expenses.

The adopted budget for FY 2012-13 is \$3,767,369, an increase of \$332,168, or 10%, from FY 2011-12. This is the result of increased charges to departments due to the use of fund balance in previous years.

3524 354 Liability

This budget 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 claims.

The adopted budget for FY 2012-13 is \$1,911,565, an increase of \$675,052, or 55%, from FY 2011-12. This increase is the result of increased premium as well as outstanding liability.

3525 355 Medical Plan

This budget provides funding for medical health plan costs and flu shots.

The adopted budget for FY 2012-13 is \$15,245,122, a decrease of \$152,252, or 1%. This decrease is due to moving the

employee assistance program and vision to the Employee Benefits fund.

3526 356 Dental Plan

This budget provides funding for the County's self-insured dental expense and administration.

The adopted budget for FY 2012-13 is \$1,651,145, a decrease of \$58,895, or 3%. This decrease is due to COBRA dental being moved to the Employee Benefits fund.

3527 357 Unemployment

This budget provides funding for the self-insured unemployment claims and claims administration.

The adopted budget for FY 2012-13 is \$510,000, an increase of \$30,000, or 6%, from FY 2011-12. This is due to increased unemployment claim costs.

3528 358 Purchased Insurance Premiums

This budget provides funding to procure property, medical malpractice, life insurance, airport, crime bond and other special miscellaneous coverages.

The adopted budget for FY 2012-13 is \$718,134, a decrease of \$387,158, or 35%, from FY 2011-12. This decrease can be attributed to using fund balance.

2011-12 Accomplishments

1. Improved departmental access to Target Safety, the County's loss prevention platform, through hands-on training. This demonstrates an investment in County employees as well as creates opportunities for improved health and safety.
2. Complied with the Medicare Mandatory Reporting Act by reporting liability claims to Centers for Medicaid and Medicare Services. This now puts the County in compliance with the Medicare Mandatory Reporting Act and fosters more transparent services.

2012-13 Objectives

1. To provide contract workshops to educate staff on contract structure and appropriate language and to provide a standardized contract format for all County contracts and agreements. This investment in County employees will help manage resources to ensure sustainability of services.
2. To implement an insurance certificate tracking program to assure current certificates and bonds are in place for all County contracts. This will help manage resources to ensure sustainability of services.

3. To adopt and implement the Aerosol Transmissible Disease policy countywide. This will create an opportunity for improved safety and health for employees and the community.
4. To assist in the development of a long term plan to fulfill the goals and financial adjustments necessary to comply with the National Health Care Reform Act. This will create opportunities for improved safety, health as well as transparent, accessible, welcoming and user friendly health services.





Certificates of Participation-Payments (1100 190) Phillip Smith-Hanes, County Administrative Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't Agencies	\$270,758	\$302,551	\$283,976	\$329,838	\$324,634	\$324,634	(\$5,204)
General Fund Support	1,192,797	1,010,702	509,057	458,855	1,002,330	1,002,330	543,475
Total Revenues	\$1,463,555	\$1,313,253	\$793,033	\$788,693	\$1,326,964	\$1,326,964	\$538,271
Expenditures							
Other Charges	\$1,463,555	\$1,313,253	\$793,033	\$788,693	\$1,326,964	\$1,326,964	\$538,271
Total Expenditures	\$1,463,555	\$1,313,253	\$793,033	\$788,693	\$1,326,964	\$1,326,964	\$538,271
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget includes debt service payments on Certificates of Participation (COP) issued to finance the Library, Jail Phases I and II, the Regional Juvenile Facility, and the Animal Shelter.

Recommended Budget

The recommended budget for FY 2012-13 is \$1,326,964, an increase of \$533,931 from the previous year. The General Fund contribution is \$1,002,330, which represents a \$509,674 increase from FY 2011-12. The increase is due to a one-time shift of a portion of the COP payments for the Jail and

Certificates of Participation-Payments (1100 190) Phillip Smith-Hanes, County Administrative Officer

Regional Juvenile Facility from the General Fund to the Criminal Justice Construction fund during FY 2011-12.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This budget funds long-term debt payments on the County's capital improvement projects. The budget of \$1,326,964 includes funding in the following amounts:

- \$ 92,885 1994 Library Project
- \$367,636 1994 Jail Phase I Project
- \$ 59,546 1996 Regional Juvenile Center Project
- \$147,506 1996 Jail Phase I Project
- \$179,850 1996 Jail Phase II Project
- \$244,544 1996 Jail Phase II Public Safety Project
- \$235,630 2004 Animal Shelter Project

The 1994 COP financed the Eureka Library and Jail Phase I. It also included remodeling the ground floor of the Courthouse

after the Eureka Police Department moved out. The Library budget includes an additional \$75,861 paid toward the Library debt service; the above amount represents that portion allocated to the General Fund.

The 1996 COP financed modifications to Jail Phase I resulting from the decision to construct the second phase of the Jail, the Jail Phase II project, and the Juvenile Regional Facility. A portion of this debt service payment, \$273,054, is paid from sales taxes dedicated to public safety purposes.

This entire debt was refinanced in FY 2002-03 to take advantage of lower interest rates, resulting in savings of approximately \$166,000 annually.

The 2004 COP financed construction of the Animal Care Shelter Facility in McKinleyville. This is a variable rate debt service.

In FY 2011-12 the Board authorized the Treasurer Tax Collector to refinance the 2003 and 2004 COPS into a single debt obligation. This is anticipated to result in savings to the County as a result of the current low interest rates available. The refinance will not increased the term of the debt.

The Board also authorized the issuance of new debt provide the financing needed for local matching funds for the January 9, 2010 earthquake damage repairs and building the new Juvenile Hall facility. This is anticipated to result in the issuance of \$4.5 million in new debt service.

Contingency Reserve (1100 990)

Phillip Smith-Hanes, County Administrative Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Total Revenues	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Expenditures							
Supplies & Services	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Total Expenditures	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

A Contingency Reserve of \$1,000,000 is being recommended based on other funding needs in the General Fund. This is an 18% increase from the FY 2011-12 adopted budget.

Contingencies for FY 2011-12 were increased at First Quarter review based on revised estimated Proposition 172 – Public Safety revenues. This done to partially offset Public Safety supplemental funding that was included in the FY 2011-12 budget.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Reserve for Contingencies budget is for unanticipated requirements occurring in all County operations during the fiscal year. While State statutes provide that up to 15% 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. The recommended contingency amount for FY 2012-13 represents 1.0% of the total General Fund revenues. The adopted \$1,000,000 contingency reserve is far less than the 6% recommended in the Board policy on Contingencies and Reserves. In order to compensate for the current economic downturn and resulting decreased revenues the contingency reserve cannot be maintained at previous levels. While 1.0% is a very low contingency percentage, past practice in Humboldt County has provided contingency amounts of less than \$1 million during periods of fiscal distress.



Contributions to Other Funds (1100 199)

Phillip Smith-Hanes, County Administrative Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$194,752	\$191,144	\$126,647	\$164,035	\$209,024	\$209,024	\$44,989
General Fund Support	6,349,764	4,981,116	4,783,357	4,774,101	5,211,511	5,211,511	437,410
Total Revenues	\$6,544,516	\$5,172,260	\$4,910,004	\$4,938,137	\$5,420,535	\$5,420,535	\$482,398
Expenditures							
Other Charges	\$6,544,516	\$5,172,260	\$4,910,004	\$4,938,137	\$5,420,535	\$5,420,535	\$482,398
Total Expenditures	\$6,544,516	\$5,172,260	\$4,910,004	\$4,938,137	\$5,420,535	\$5,420,535	\$482,398
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Contributions to Other Funds (1100 199)

Phillip Smith-Hanes, County Administrative Officer

Purpose

This budget unit is comprised of various allocations and required contributions of General Fund money to support specific programs that operate out of other funds.

Recommended Budget

The recommended budget for FY 2012-13 is \$5,418,535, an increase of \$488,718 from the previous year. The General Fund contribution is \$5,209,511, which represents a \$477,228 increase from FY 2011-12. This increase is primarily due to a one-time contribution to General Reserve of \$500,000 in FY 2012-13. Other changes are detailed in the Program Discussion section.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This budget unit is used to account for transfers from the County General Fund to other operating funds within the County, and to several veterans' organizations located throughout the County.

The allocations are as follows:

- \$1,544 Special district benefit assessment
- \$17,219 Communications expense for administering utilities for General Fund departments (increased by \$717)
- \$33,891 Contributions to veterans' organizations located in Arcata, Eureka, Ferndale, Fortuna, Garberville, McKinleyville, and Rio Dell (increased by \$1,245)
- \$33,985 Local Agency Formation Commission (includes an increase of \$180)
- \$153,774 Independent fire protection districts (an increase of \$20,359, due to Proposition 172 revenues)
- \$500,000 Contribution to General Reserve (increase of \$500,000)
- \$288,192 County Library System, (includes base funding of \$141,517, increase of \$11,484 plus \$8,000 for the Hoopa Library and the General Fund's obligation for the County Librarian position)
- \$394,899 Mental Health (includes base funding of \$43,803 plus \$256,073 for contribution

Contributions to Other Funds (1100 199)

Phillip Smith-Hanes, County Administrative Officer

- for Jail and \$95,023 supplement for Jail Mental Health services)
- \$153,650 Deferred Maintenance Trust Fund transfer (includes increase of \$2,236 and supplement of \$100,000 for Public Defender building improvements)
- \$656,126 Public Health (includes base funding of \$591,126 plus \$65,000 for tobacco education, an increase of \$52,187)
- \$3,187,075 Social Services (including Public Guardian and Veterans Services, includes an increase of \$115,000)



1420 - Courthouse Construction Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
<i>Dept 242 - Courthouse Constr.</i>	\$273,227	\$252,781	\$250,695	\$241,573	\$245,240	\$245,240	\$3,667
(To)/From Non-GF Fund Balance	36,493	61,755	60,240	68,147	65,980	65,980	(2,167)
Total Revenues	\$309,720	\$314,536	\$310,935	\$309,720	\$311,220	\$311,220	\$1,500
Expenditures							
<i>Dept. 190 - COP Payments</i>	\$309,720	\$314,536	\$310,935	\$309,720	\$311,220	\$311,220	\$1,500
Total Expenditures	\$309,720	\$314,536	\$310,935	\$309,720	\$311,220	\$311,220	\$1,500
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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.

Recommended Budget

The recommended budget for FY 2012-13 is \$311,220, which represents no change from the previous year. Revenues from parking fines continue to come in at lower than budgeted and are recommended to be decreased by \$2,760 for FY 2012-13.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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 surcharge of \$2.50 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.

The expenditures shown on the previous page represent the Certificates of Participation (COP) long-term debt financing associated with the Courthouse Remodeling project that was completed in December 2004.

When the debt service is retired, any remaining funds will go to the Administrative Office of the Courts (AOC) under the terms of the Trail Court Funding Act. However, the fund currently has a negative balance.



Criminal Justice Construction

Phillip Smith-Hanes, County Administrative Officer

1410 - Criminal Justice Construction Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
<i>Dept 242 - Courthouse Constr.</i>	\$561,007	\$389,052	\$381,762	\$366,184	\$372,000	\$372,000	\$5,816
(To)/From Non-GF Fund Balance	(448,342)	(275,792)	(269,097)	206,326	630,665	630,665	424,340
Total Revenues	\$112,665	\$113,260	\$112,665	\$572,510	\$1,002,665	\$1,002,665	\$430,155
Expenditures							
<i>Dept. 190 - COP Payments</i>	\$112,665	\$113,260	\$112,665	\$557,226	\$112,665	\$112,665	(\$444,561)
Other Charges	0	0	0	15,284	890,000	890,000	874,716
Total Expenditures	\$112,665	\$113,260	\$112,665	\$572,510	\$1,002,665	\$1,002,665	\$430,155
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

The Criminal Justice Facility Construction Fund is used for construction and financing of various criminal justice facility projects.

Recommended Budget

The recommended budget for FY 2012-13 is \$1,002,665, an increase of \$445,439 from the previous year. This is due to a reduction of \$444,561 for the Jail and Regional Juvenile Facility COP charges that were shifted in FY 2011-12 and an increase of \$890,000 for costs related to the new Juvenile Facility construction project.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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 Fund come from a surcharge of \$2.50 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.

Criminal justice facilities include buildings such as the County Jail, Juvenile Hall, the Juvenile Regional Facility, and courthouses. Any new jail, or additions to an existing jail that result 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.

The expenditures in this budget unit represent the Criminal Justice Facilities Construction Fund's contribution to the 1994 and 1996 COP payments associated with the Jail and Juvenile Regional Facility Construction projects (see COP Payments budget unit #190 for more details). New for FY 2012-13 are expenditures related to the construction of a new Juvenile Facility.

General Purpose Revenues (1100 888)

Phillip Smith-Hanes, County Administrative Officer

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$39,814,553	\$41,510,398	\$40,569,290	\$41,196,890	\$42,030,922	\$42,030,922	\$1,461,632
Use of Money & Property	775,000	281,697	201,773	210,512	198,000	198,000	(3,773)
Other Govt'l Agencies	751,006	599,377	796,570	1,019,032	771,031	797,432	862
Charges for Services	2,918,652	2,220,690	19,873	778,065	697,851	697,851	677,978
Other Revenues	237,700	2,128,851	841,485	285,305	79,556	79,556	(761,929)
Intrafund Transfers	0	0	2,724,353	2,797,058	2,147,607	2,147,607	(576,746)
General Fund Support	0	0	0	0	0	0	0
Total Revenues	\$44,496,911	\$46,741,013	\$45,153,344	\$46,286,863	\$45,924,967	\$45,951,368	\$798,024

Purpose

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.

primarily due to increased property tax, sales tax and timber tax revenues.

Recommended Budget

The recommended budget for FY 2012-13 is \$45,924,967, an increase of \$1,159,866 from the previous year. This increase is

Board Adopted

The Board adopted this budget with a revenue increase of \$26,401. This increase was attributed to additional revenue received from Payments in Lieu of Taxes from the federal government.

Program Discussion

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 over which the Board of Supervisors has control. Even though General Purpose Revenues comprise only 15% of the total County budget, they are the primary source for funding core County departments such as the Board of Supervisors itself, the Assessor, the Treasurer-Tax Collector's Office, the Sheriff, the District Attorney, and the Agricultural Commissioner/Sealer of Weights and Measures. In addition, a significant portion of General Fund revenues is contributed to the Department of Health and Human Services, in accordance with maintenance-of-effort requirements for Health, Mental Health, and Social Services programs.

The General Purpose Revenues budget unit collects revenues from a variety of sources, including property taxes, sales tax and transient occupancy (hotel/motel) tax; interest on investments; reimbursements from the State and federal governments; and A-87 charges to other County funds. A-87 charges are reimbursements to the General Fund for providing centralized services (such as accounting, building maintenance, and personnel services) to other funds. They are named after the number of the federal circular that regulates how the charges are computed. A-87 reimbursements are charged two years in arrears, so FY 2012-13 revenues are based on actual expenditures in FY 2010-11.

Based on information from the County Assessor Property taxes are projected to increase by 2% for FY 2012-13. Sales tax and timber yield taxes are estimated to increase by 3%. Overall most discretionary revenue is starting to recover from the economic downturn.

Treasurer-Tax Collector's Office Summary

John Bartholomew, Treasurer-Tax Collector

1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$174,085	\$125,221	\$149,644	\$145,981	\$166,600	\$166,600	\$20,619
Licenses & Permits	62,476	61,244	60,961	62,371	66,500	66,500	4,129
Charges for Services	353,711	323,361	312,164	291,888	285,867	285,867	(6,021)
Other Revenues	340,063	200,089	192,010	165,492	190,500	190,500	25,008
General Fund Support	300,392	374,441	318,750	301,027	349,645	349,645	48,618
Total Revenues	\$1,230,727	\$1,084,356	\$1,033,529	\$966,759	\$1,059,112	\$1,059,112	\$92,353
Expenditures							
Salaries & Benefits	\$661,866	\$704,104	\$616,640	\$607,895	\$678,242	\$678,242	\$70,347
Supplies & Services	302,354	277,151	294,106	267,947	274,764	274,764	6,817
Other Charges	140,018	101,943	102,140	99,567	101,106	101,106	1,539
Fixed Assets	126,489	1,158	27,490	0	5,000	5,000	5,000
Expense Transfer	0	0	(6,847)	(8,651)	0	0	8,651
Total Expenditures	\$1,230,727	\$1,084,356	\$1,033,529	\$966,759	\$1,059,112	\$1,059,112	\$92,353
Staffing							
Allocated Positions	9.00	9.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	1.43	1.70	1.70	1.00	1.00	1.00	0.00
Total Staffing	10.43	10.70	10.70	10.00	10.00	10.00	0.00

Treasurer-Tax Collector's Office Summary

John Bartholomew, Treasurer-Tax Collector

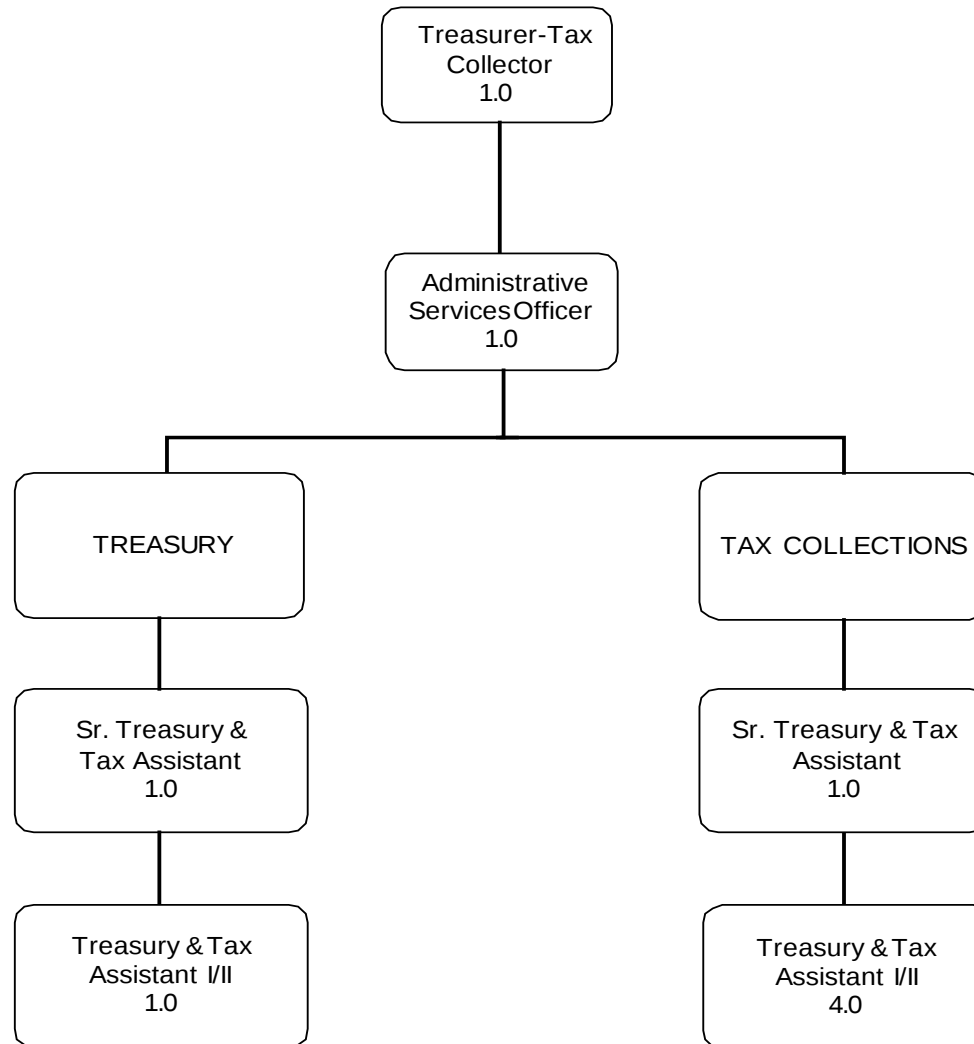
The Treasurer's Office includes the following budget units:

- 1100 112 Treasurer Tax Collector
- 1100 109 Treasury Expense

Performance Measures

1. <i>Description of Performance Measure:</i> Number of user hits on the web page				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
7,860	9,070	23,901	30,900	33,600
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The number of visits is an indication of tax payers using electronic means for finding information and paying their property tax bills online versus phoning or coming to the Department for information or making payments. Website use frees up staff time previously spent on the telephone or dealing directly with that tax payer now going online, and allows the Department to manage resources more efficiently. In addition the online payments go directly into the tax operating system without staff actually handling the payment, or inputting the payment data, but instead just receipting the money as another transaction to be reconciled with the bank. This supports sustainability of services.				
2. <i>Description of Performance Measure:</i> Secured property tax collection percentage				
<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>	<i>FY 2012-13 Estimate</i>
96.1%	94.5%	95.5%	96.2%	96.3%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Tax collection is essential for County general operations and the fulfillment of its core public responsibilities. The County disburses secured property taxes billed but not yet collected through the Teeter Plan, which means that any decrease in taxes collected adds to the workload of the Department by increasing the amount of delinquent taxes it is still charged to collect. The increase in percentage collected indicates economic conditions may have improved for some of those citizens having difficulty the last couple of years. The Department will continue to pursue increased productivity by managing staff time as efficiently as possible and by purchasing additional electronic payment processing technologies when cost effectiveness relative to current methods is proven. This ensures sustainability of services.				

Organizational Chart:



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$174,085	\$125,222	\$149,644	\$145,981	\$166,600	\$166,600	\$20,619
Licenses & Permits	62,476	61,244	60,961	62,371	66,500	66,500	4,129
Charges for Services	353,711	323,361	312,164	291,888	285,867	285,867	(6,021)
Other Revenues	170,866	46,253	38,174	28,305	46,000	46,000	17,695
General Fund Support	300,392	383,774	295,026	315,375	349,645	349,645	34,270
Total Revenues	\$1,061,530	\$939,854	\$855,969	\$843,920	\$914,612	\$914,612	\$70,692
Expenditures							
Salaries & Benefits	\$661,866	\$704,104	\$616,640	\$607,895	\$678,242	\$678,242	70,347
Supplies & Services	152,120	133,807	119,546	145,331	132,764	132,764	(12,567)
Other Charges	140,018	101,943	102,140	99,344	101,106	101,106	1,762
Fixed Assets	107,526	0	24,490	0	2,500	2,500	2,500
Expense Transfer	0	0	(6,847)	(8,651)	0	0	8,651
Total Expenditures	\$1,061,530	\$939,854	\$855,969	\$843,920	\$914,612	\$914,612	\$70,692
Staffing							
Allocated Positions	9.00	9.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	1.43	1.70	1.70	0.77	1.00	1.00	0.23
Total Staffing	10.43	10.70	10.70	9.77	10.00	10.00	0.23

Purpose

The Treasurer-Tax Collector's office provides county-wide services not only to other County departments but also other local government agencies not under the control of the County Board of Supervisors. Tax collections are performed for all taxing agencies including the County, cities, school districts and various special districts. The Treasurer-Tax Collector also safeguards and invests the monies for the County, school districts and most of the special districts in Humboldt County.

Recommended Budget

The recommended budget for FY 2012-13 is \$914,612, an increase of \$10,320 from the previous year. The General Fund contribution is \$349,645, which represents an \$18,727 increase from FY 2011-12. This increase is primarily due to increased benefit and insurance costs.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Treasurer-Tax Collector's office is divided into two primary functions: tax collection and treasury.

Tax Collections

Tax collection responsibilities include servicing taxpayers, title companies, and realtors, various governmental agencies including the State of California, the County, school districts, special districts, cities, commissions, and other local government entities.

Tax collection staff is responsible for secured and unsecured property and transient occupancy tax collections and the processing all business license applications and renewals. They correspond with taxpayers, state and local agencies, and business owners to fulfill their responsibilities in conforming with state and local ordinances.

The State and local government entities, including the County, rely heavily on property tax revenue to finance their programs. To provide this tax revenue on a timely basis throughout the year the County has entered into agreements with taxing agencies to pay them 100% of the tax levy through the Teeter Plan, even though all taxes have not yet been collected. This increases the importance to the County that delinquent taxes are collected as it has already paid out the amount of taxes billed for the year. Per California Revenue and Taxation codes the County then adds delinquent penalties and interest to the tax payment owed until it is received.

The County General Fund receives only 15% of every property tax dollar collected. Of the remaining 85%, the State receives 63% for education, leaving 22% for all other local government entities.

Treasury

Treasury staff receives, deposits, disburses, and invests the funds of most local agencies within Humboldt County. The funds are deposited and invested with various financial institutions to accommodate the diversified investment holdings of the County while at the same time ensuring adequate liquidity to meet daily cash requirements. Staff transfers funds as necessary to facilitate money flow for the County and all the agencies it serves.

Receipts and disbursements now exceed \$1 billion each year with average daily transactions in excess of \$4 million; including over 150,000 checks processed annually. The Treasury portfolio and liquidity reserves vary between \$210 and \$300 million throughout the year. In addition to the voluminous receipts and deposits reconciled with the bank each day, many other banking activities take place including wire transfers, stop pays, currency and coin exchange, and ACH transactions.

2011-12 Accomplishments

1. Increased efficiencies and collections of business license applications and renewals utilizing a new software program. The new program has enabled the Department to provide enhanced community-appropriate levels of service.
2. Conducted a successful online tax sale auction which reduced the costs previously expended on tax sales

done at the Courthouse and increased the number of bidders in the auction process. This public / private partnership solves a number of auction issues and helps to manage staffing resources more cost effectively.

3. Increased the amount of tax information and payment options online through the website and voice response systems. This provides an additional electronic means of service and frees up staff for allowing them to provide community-appropriate levels of service.
4. Reduced certified mail costs by implementing a new certified mail electronic tracking and data transfer software program. This program helps manage resources more efficiently, thus ensuring sustainability of services.
5. Set up a lobby computer for taxpayers to pay property taxes via credit card. This supports citizen self reliance and frees up staff time for other responsibilities.

2012-13 Objectives

1. To expand the implementation of the new business license software to allow electronic transfer of documents to all other departments involved in the approval process. This will support business and help encourage new local enterprises by reducing the time needed for license approval.

2. To increase the accessibility of tax bills on-line. This fosters transparent, accessible, welcoming and user friendly services, the self reliance of citizens, and helps to manage resources.
3. To fully utilize the new Transient Occupancy Tax software to optimize collections, and to manage the collection data more efficiently. This will help to enforce laws and regulations for the benefit of the public good.
4. To continue cross training Department personnel. This ongoing training ensures appropriate service to citizen requests and is an investment in Department employees so they provide more community-appropriate levels of service.
5. To add more efficiencies in tax collection and delinquency notification efforts within the Department. This will help to enforce laws and regulations for the benefit of the public good.



1100 - General Fund	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Request	2012-13 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$169,197	\$153,836	\$177,560	\$137,187	\$144,500	\$144,500	\$7,313
General Fund Support	0	(9,334)	0	(14,348)	0	0	14,348
Total Revenues	\$169,197	\$144,502	\$177,560	\$122,839	\$144,500	\$144,500	\$21,661
Expenditures							
Supplies & Services	\$150,234	\$143,344	\$174,560	\$122,616	\$142,000	\$142,000	\$19,384
Other Charges	0	0	0	223	0	0	(223)
Fixed Assets	18,963	1,158	3,000	0	2,500	2,500	2,500
Total Expenditures	\$169,197	\$144,502	\$177,560	\$122,839	\$144,500	\$144,500	\$21,661
Staffing							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget represents costs related to all banking services, including transaction and custodial services expenses for portfolio investments. These costs are fully reimbursed to the General Fund.

Recommended Budget

The recommended budget for FY 2012-13 is \$144,500, a decrease of \$33,060 from the previous year. This decrease is primarily due to reduced appropriations for professional services. Previous years budgeted amounts had been higher than actual expenditures.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This budget unit tracks and segregates treasury costs. Staff that perform treasury activities are included in budget unit 112.

2011-12 Accomplishments

1. Reconciled more than \$1 billion of transactions through banking operations. The safeguarding of public funds

and thereby public trust is rule one for treasury operations.

2. Maintained a consistently reconciled and balanced portfolio in spite of having a record year of securities turnover due to historic lows in the interest rate environment, hereby safeguarding all public funds through sound money management oversight.
3. Used the positive pay data transfer system to ensure all checks disbursed were authorized by the County Auditor. This public / private partnership with the bank, in conjunction with the Auditor's office, solves and /or avoids problems associated with check disbursement activity.
4. Worked with the County Office of Education to transfer and receive monies accurately and resolve all money management issues in a timely basis; thereby maintaining and building upon interjurisdictional responsibilities showing successful regional cooperation.
5. Made all payments for County and School Bond debt service obligations in a timely manner. This ensures that all financial responsibilities to provide for and maintain County and School infrastructure are kept current.

2012-13 Objectives

1. To enhance Treasury operations through more efficient interactions with bank counterparts to ensure faster reconciliation of transactions and thereby facilitate the public / private partnership established to solve shared reconciliation difficulties.
2. To cross train all Treasury staff on all electronic data transfer programs to ensure competence with reconciliation techniques needed between County and Bank operations. This will help manage resources to ensure the sustainability of these services and represents an investment in County employees.
3. To optimize portfolio returns with daily monitoring of the fixed income marketplace while strictly adhering to the guidelines of Safety, Liquidity, and Yield per state regulations to safeguard the public trust.
4. To cross train all Treasury staff to be able to maintain the County portfolio management software program and be able to run the quarterly interest apportionment fund allocation program once reconciliation with the Auditor's Office is complete. This investment in County employees ensures timely completion of Treasury responsibilities.
5. To support tax collection staff during December and April to alleviate the wait time of property tax payers near the delinquency date to pay their tax bills. This enhances community-appropriate levels of service during times of heavy traffic in the department.

