

Certificates of Participation-Payments (1100 190) Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$320,500	\$290,359	\$268,183	\$277,005	\$273,054	\$273,054	(\$3,951)
General Fund Support	1,058,398	1,134,844	1,121,329	1,073,298	1,202,118	1,202,118	128,820
Total Revenues	\$1,378,898	\$1,425,203	\$1,389,512	\$1,350,303	\$1,475,172	\$1,475,172	\$124,869
Expenditures							
Other Charges	\$1,378,898	\$1,425,203	\$1,389,512	\$1,350,303	\$1,475,172	\$1,475,172	\$124,869
Total Expenditures	\$1,378,898	\$1,425,203	\$1,389,512	\$1,350,303	\$1,475,172	\$1,475,172	\$124,869
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.

Budget Reductions

A revenue decrease of 14.5% is budgeted for Proposition 172 (public safety sales tax) revenues, which are used to pay a portion of the Jail COP. For FY 2008-09, Proposition 172 revenues were lower than the budgeted amount by \$1,104,000

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for FY 2008-09 and have therefore been reduced for FY 2009-10 as well. The costs of COP payments are fixed, however, which will result in a higher General Fund contribution to this budget unit.

Program Discussion

This budget funds long-term debt payments on the County's capital improvement projects. The recommended budget of \$1,475,169 includes funding in the following amounts:

- \$419,957 1994 Jail Phase I Project
- \$227,800 2004 Animal Shelter Project
- \$279,347 1996 Jail Phase II Public Safety Project
- \$205,445 1996 Jail Phase II Project
- \$168,499 1996 Jail Phase I Project

- \$106,104 1994 Library Project
- \$68,020 1996 Regional Juvenile Center 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 and Facility in McKinleyville.

Contingency Reserve (1100 990)

Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$0	\$0	\$0	\$0	\$1,000,000	\$1,212,074	\$1,212,074
Total Revenues	\$0	\$0	\$0	\$0	\$1,000,000	\$1,212,074	\$1,212,074
Expenditures							
Supplies & Services	\$0	\$0	\$0	\$0	\$1,000,000	\$1,212,074	\$1,212,074
Total Expenditures	\$0	\$0	\$0	\$0	\$1,000,000	\$1,212,074	\$1,212,074
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.

Budget Reductions

The Contingency Reserve was initially reduced by 50% based on other funding needs in the General Fund. However, savings were added back prior to final adoption.

Contingency Reserve (1100 990)

Loretta Nickolaus, County Administrative Officer

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 adopted contingency amount for

FY 2009-10 represents 1.1% of the General revenues.

The \$1,000,000 budgeted in contingency reserves is less than 6 percent recommended in the Board policy on Contingencies and Reserves. In order to compensate for increased expenditures and unknown State budget crisis implications, the contingency reserve cannot be maintained at previous levels.

While 1.1% 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)

Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$0	\$1	\$84,512	\$194,752	\$192,953	\$149,565	(\$45,187)
Other Revenues	29,705	29,706	33,928	0	0	0	0
General Fund Support	5,275,912	5,275,911	6,141,772	6,349,764	6,642,318	5,370,839	(978,925)
Total Revenues	\$5,305,617	\$5,305,618	\$6,260,212	\$6,544,516	\$6,835,271	\$5,520,404	(\$1,024,112)
Expenditures							
Other Charges	5,305,617	5,305,618	6,260,212	6,544,516	6,835,271	5,520,404	(1,024,112)
Total Expenditures	\$5,305,617	\$5,305,618	\$6,260,212	\$6,544,516	\$6,835,271	\$5,520,404	(\$1,024,112)

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.

Budget Reductions

- Reduced contribution to Social Services by 10%
- Reduced contribution to Deferred Maintenance by 68%
- Contribution to fire districts reduced as a result of Proposition 172 revenue decrease

Contributions to Other Funds (1100 199)

Loretta Nickolaus, County Administrative Officer

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
- \$17,936 Communications expense for administering utilities for General Fund departments
- \$32,646 Contributions to veterans' organizations located in Arcata, Eureka, Ferndale, Fortuna, Garberville, McKinleyville, and Rio Dell
- \$34,577 Local Agency Formation Commission
- \$128,330 Independent fire protection districts
- \$208,493 Second half of one-time payment for Southwest Border Prosecution Initiative settlement

- \$322,544 County Library System, (includes reduced base funding of \$180,000 plus \$8,000 for the Hoopa Library and the General Fund's obligation for the County Librarian position)
- \$325,952 Mental Health (includes base funding of \$43,803 plus supplement of \$282,149 for Jail Mental Health services)
- \$111,771 Deferred Maintenance Trust Fund transfer
- \$656,439 Public Health (includes base funding of \$591,439 plus \$65,000 for tobacco education)
- \$3,339,212 Social Services (including Public Guardian and Veterans Services)

Fire Districts and Proposition 172 Public Safety Funding

The Fire Chiefs' Association has verbalized their commitment to leaving the County's contribution for FY 2009-10 at 1.8% of estimated receipts from Proposition 172 until revenues increase to FY 2007-08 levels.

Courthouse Construction

Loretta Nickolaus, County Administrative Officer

1420 - Courthouse Construction Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Dept. 242 - Courthouse Constr.	\$228,023	\$256,592	\$294,809	\$273,227	\$262,425	\$262,425	(\$10,802)
(To)/From Non-GF Fund Balance	83,922	53,128	14,911	36,493	47,296	47,296	10,803
Total Revenues	\$311,945	\$309,720	\$309,720	\$309,720	\$309,721	\$309,721	\$1
Expenditures							
Dept. 190 - COP Payments	\$311,945	\$309,720	\$309,720	\$309,720	\$309,721	\$309,721	\$1
Total Expenditures	\$311,945	\$309,720	\$309,720	\$309,720	\$309,721	\$309,721	\$1
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.

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

Courthouse Construction

Loretta Nickolaus, County Administrative Officer

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

Loretta Nickolaus, County Administrative Officer

1410 - Criminal Justice Construction Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
<i>Dept. 242 - Courthouse Constr.</i>	\$327,062	\$394,950	\$429,945	\$561,007	\$385,000	\$385,000	(\$176,007)
(To)/From Non-GF Fund Balance	(202,451)	(282,135)	(258,118)	(448,342)	(272,335)	(272,335)	176,007
Total Revenues	\$124,611	\$112,815	\$171,827	\$112,665	\$112,665	\$112,665	\$0
Expenditures							
<i>Dept. 190 - COP Payments</i>	\$124,611	\$112,815	\$113,665	\$112,665	\$112,665	\$112,665	\$0
<i>Dept. 242 - Courthouse Constr.</i>	0	0	58,162	0	0	0	0
Total Expenditures	\$124,611	\$112,815	\$171,827	\$112,665	\$112,665	\$112,665	\$0
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.

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

Criminal Justice Construction

Loretta Nickolaus, County Administrative Officer

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).



General Purpose Revenues (1100 888)

Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Requested	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$32,981,051	\$36,670,841	\$38,878,515	\$39,814,553	\$40,074,317	\$39,814,553	\$936,038
Use of Money & Property	725,741	857,165	915,853	775,000	514,804	775,000	(140,853)
Other Govt'l Agencies	1,691,541	1,338,824	728,938	751,006	664,476	751,006	22,068
Charges for Services	2,802,690	2,253,079	2,523,321	2,918,652	2,844,907	2,918,652	395,331
Other Revenues	1,091,958	523,068	366,962	237,700	285,132	237,700	(129,262)
General Fund Support	0	0	0	0	0	0	0
Total Revenues	\$39,292,981	\$41,642,977	\$43,413,589	\$44,496,911	\$44,383,636	\$44,496,911	\$1,083,322
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 is comprised of a variety of revenues that are deposited into the County's General Fund, the County's primary source of discretionary revenue.

Budget Reductions

In order to balance the General Fund the following actions were adopted by the Board of Supervisors on June 2, 2009:

- \$14,573 transfer from 3718 Offshore Energy Assistance Trust
- \$1,470,000 transfer from 3841 Timber Tax Loss Fund

General Purpose Revenues (1100 888)

Loretta Nickolaus, County Administrative Officer

- \$1,350,000 in Inter-Fund Loans

In addition, the adopted budget includes:

- \$2,000,000 transfer from the General Reserve

These actions are necessary because ongoing General Fund revenues are projected to fall by some 4.5% for FY 2009-10 from adopted revenue in FY 2008-09, in addition to coming in under budget in FY 2008-09.

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 2009-10 revenues are based on actual expenditures in FY 2007-08.

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$8,401	\$3,566	\$0	\$3,558	\$3,557	\$3,557	(\$1)
Other Revenues	4,775	8,187	4,233	9,871	3,250	3,250	(\$6,621)
General Fund Support	770,086	821,698	914,250	988,729	937,599	901,165	(87,564)
Total Revenues	\$783,262	\$833,451	\$918,483	\$1,002,158	\$944,406	\$907,972	(\$94,186)
Expenditures							
Salaries & Benefits	\$652,963	\$692,887	\$729,296	\$753,520	\$762,724	\$727,201	(26,319)
Supplies & Services	112,446	128,326	171,310	201,376	131,654	131,761	(69,615)
Other Charges	8,565	12,238	13,362	44,057	50,028	49,010	4,953
Fixed Assets	9,289	0	4,515	3,205	0	0	(3,205)
Total Expenditures	\$783,262	\$833,451	\$918,483	\$1,002,158	\$944,406	\$907,972	(\$94,186)
Staffing							
Allocated Positions	8.00	8.00	8.00	8.00	8.00	8.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.38	0.38	0.38
Total Staffing	8.00	8.00	8.00	8.00	8.38	8.38	0.38

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.

Mission

The Board of Supervisors of Humboldt County, through the dedication and excellence of its employees, is committed to serve the needs and concerns of the Community and to enhance the quality of life.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance the Board of Supervisors has made the following reductions:

- Reduced salary and wages by 7% through the deferral of salary increases
- Reduced out-of-county travel by 31%

Program Discussion

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

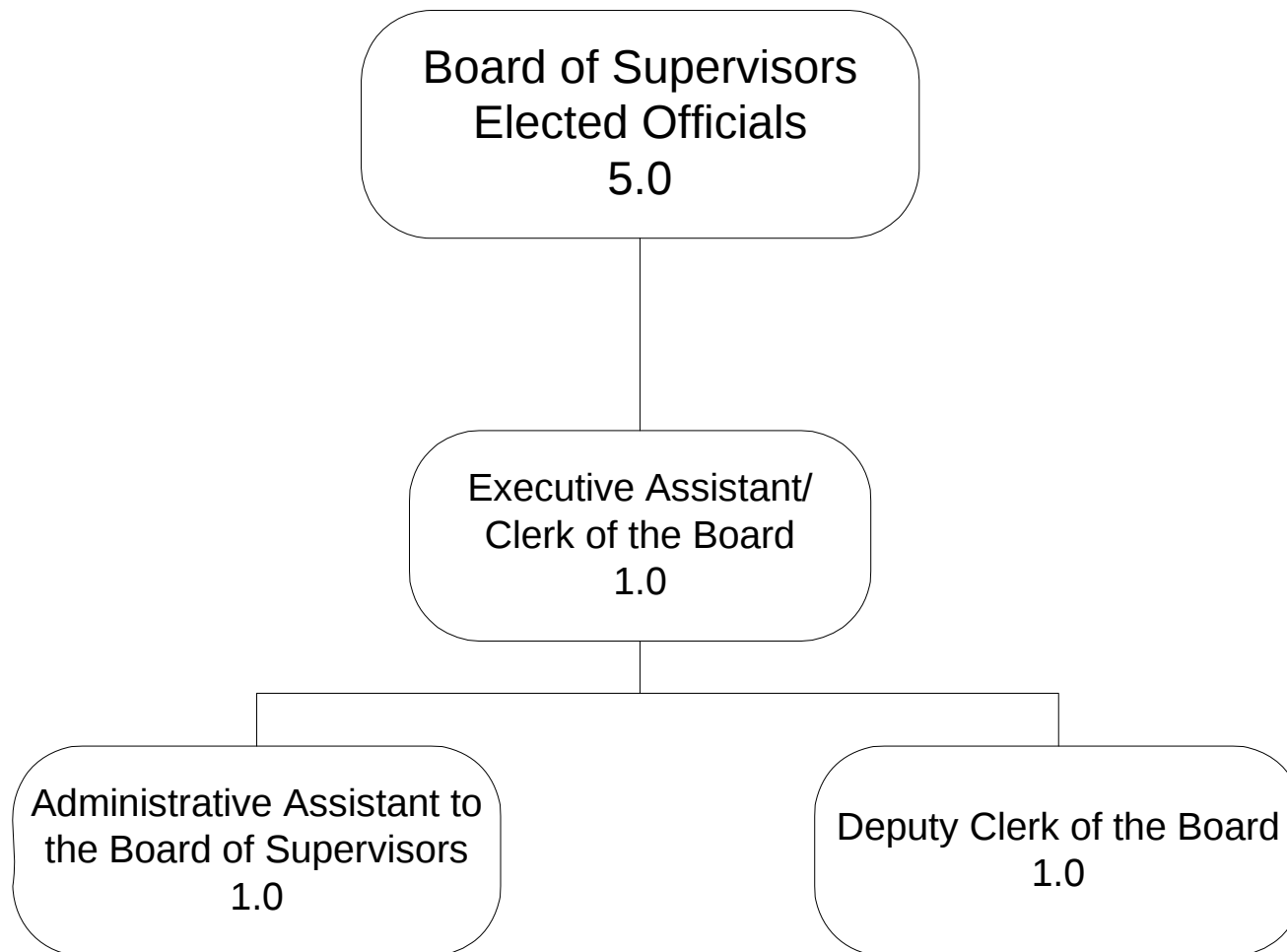
2008-09 Accomplishments

1. Continued the process of updating Humboldt County's General Plan.
2. Continued to improve the Planning Department's customer service and reduce permit processing time.
3. Ensured Humboldt County's legislative delegates are informed and understand the County's needs and issues.

2009-10 Objectives

1. To lead seven-County infrastructure and watershed planning efforts (regional plan for Proposition 50 funding).
2. To advocate successfully for infrastructure improvements on Highway 101.

Organization Chart:





1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Departments	\$1,112,011	\$1,399,787	\$1,657,479	\$22,961,600	\$34,485,863	\$32,942,808	\$9,981,208
General Fund Support	1,617,727	2,157,462	667,909	747,681	1,062,229	1,003,384	255,703
(To)/From Non-GF Fund Balance	(529,055)	(972,874)	2,553,918	(2,491,127)	(1,822,657)	(1,733,863)	757,264
Total Revenues	\$2,200,683	\$2,584,375	\$4,879,306	\$21,218,154	\$33,725,435	\$32,212,329	\$10,994,175
Expenditures							
Salaries & Benefits	\$2,090,474	\$2,578,172	\$2,663,386	\$2,993,415	\$3,327,325	\$3,219,498	\$226,083
Supplies & Services	1,910,600	2,190,506	1,211,796	1,421,083	1,661,078	1,637,489	216,406
Other Charges	722,682	433,925	497,074	788,154	2,232,350	2,228,990	1,440,836
Fixed Assets	32,138	259,797	143,540	93,725	101,096	101,096	7,371
Purchased Insurance Premiums	670,024	723,986	817,542	777,196	876,602	876,602	99,406
Self-Insurance Expenses	19,337,638	19,254,460	23,407,382	20,861,525	25,526,984	24,148,654	3,287,129
Operating Rev & Contribution	(22,522,616)	(22,856,470)	(23,861,414)	(3,099,054)	0	0	3,099,054
Total Expenditures	\$2,200,682	\$2,584,376	\$4,879,306	\$21,218,154	\$33,725,435	\$32,212,329	\$10,994,175
Staffing							
Allocated Positions	37.00	40.00	41.00	42.00	43.00	41.00	(1.00)
Temporary (FTE)	0.66	0.16	1.17	0.09	0.46	0.46	0.37
Total Staffing	37.66	40.16	42.17	42.09	43.46	41.46	(0.63)

County Administrative Office

Loretta Nickolaus, County Administrative Officer

The County Administrative Office includes the following budget groupings:

Communications

- 3521 151 Communications

County Administrative Office

- 1100 103 County Administrative Office

Economic Development Promotional Agencies

- 1100 181 Economic Development Promotional Agencies

Forester & Warden

- 1100 281 Forester & Warden

Information Technology

- 3550 118 Information Technology

Purchasing

- 3555 115 Purchasing

Revenue Recovery

- 1100 114 Revenue Recovery

Risk Management

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

In addition, the following budget unit, which is included in the summary table for prior years:

- 3555 116 Mailroom, through FY 2008-09

Performance Measures

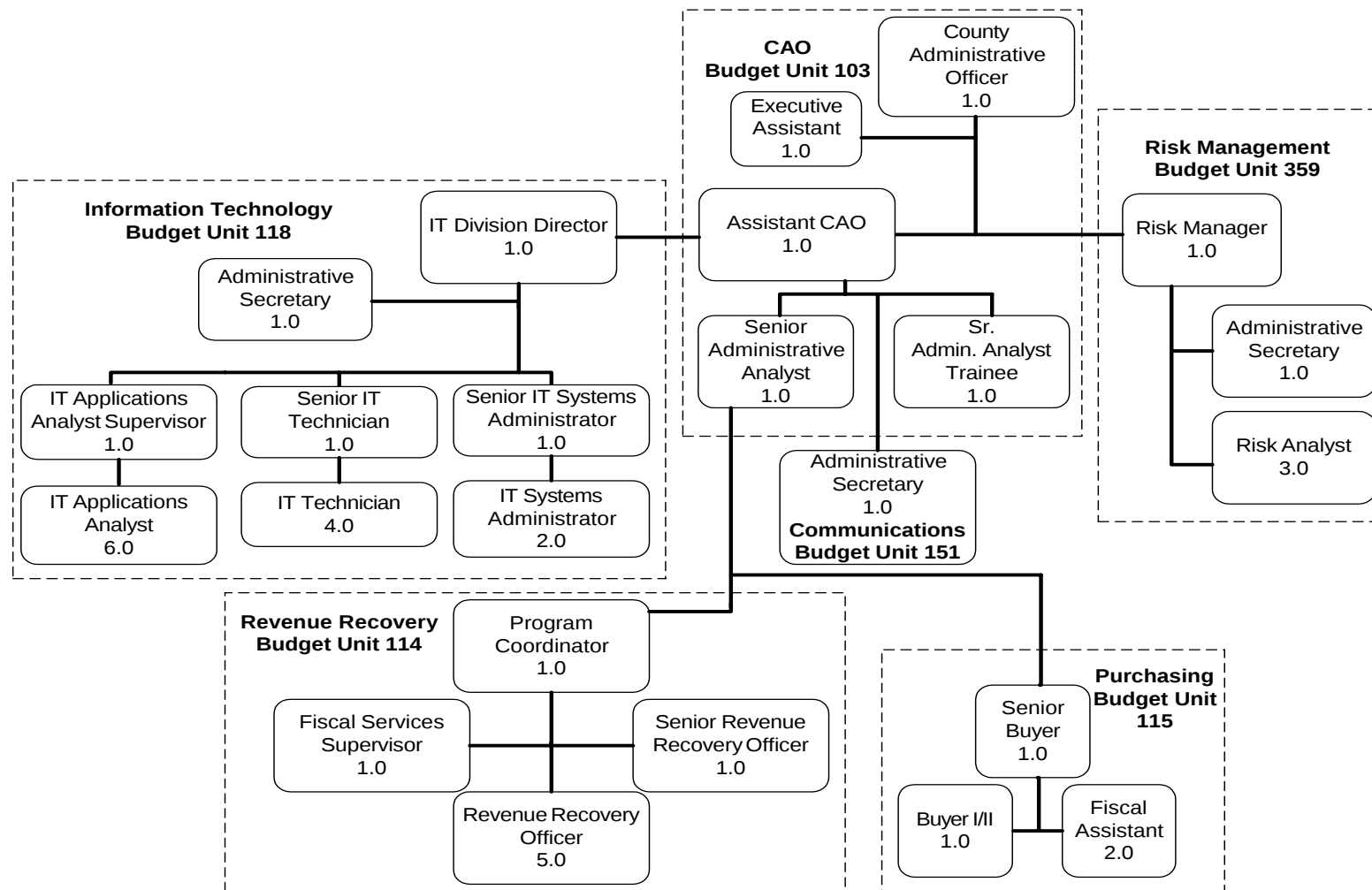
1. <i>Description of Performance Measure:</i> Total Annual Revenue Recovery Collections				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
\$4,164,444	\$4,380,443	\$4,640,100	\$4,850,993	\$4,900,000
<i>Describe why this 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.				

2. <i>Description of Performance Measure:</i> Restricted days of work for County employees, volunteers, and others covered by the County's workers' compensation policy.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
563	632	376	1,961	2,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Reducing the number of restricted days of work reflects a decrease in the severity of workers' compensation claims.				
3. <i>Description of Performance Measure:</i> Number of days off for employees due to work-related injuries.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
900	851	649	1,673	1,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Reducing the number of days off due to work-related injuries reduces the total amount of temporary disability payments made and also reduces workers' compensation premiums in future years.				
4. <i>Description of Performance Measure:</i> Number of liability claims filed.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
106	122	123	66	80
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> A reduction in the number of claims filed reduces the County's exposure for liability.				
5. <i>Description of Performance Measure:</i> Number of vision claims processed in a timely manner.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
1,136	1,187	1,175	1,228	1,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Timely processing of claims (typically, within one week) reduces the number of contacts with providers and employees on vision claims.				

6. <i>Description of Performance Measure:</i> Number of telephone systems service requests (including installations, purchases, and repairs) processed.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
187	179	101	146	98
<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 systems.				
7. <i>Description of Performance Measure:</i> Number of requests for radio system purchases and repairs.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
63	125	64	50	45
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Many departments rely on a radio system to communicate with staff.				
8. <i>Description of Performance Measure:</i> Number of backlogged calls for Information Technology services.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
474	336	388	519	401
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Backlogged service requests can result in loss of productivity for the department reporting the problem to Information Technology. Reducing the backlog also lessens the potential of problems escalating while waiting for I.T. staff availability.				
9. <i>Description of Performance Measure:</i> Number of backlogged Information Technology project requests.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
109	81	79	95	56
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> 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.				

10. <i>Description of Performance Measure:</i> Average time between delivery of equipment for staging at Information Technology and delivery to the ordering department.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
2 weeks	1 week	1 week	1 week	1 week
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Equipment deliveries are often the cornerstone for a productivity improvement at the department that has ordered the equipment. The benefit cannot be realized until the equipment is delivered to the department. I.T. aims to reduce the turnaround time while still maintaining the thoroughness and security of the staging of equipment.				
11. <i>Description of Performance Measure:</i> Number of days when one of the County's four radio repeaters is inoperable.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Estimate</i>
10	5	115	10	5
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Public safety requires that the County is able to communicate with law enforcement and public works staff during day-to-day activities and during emergencies. Reducing or eliminating the number of inoperable days improves departments' ability to communicate with staff in unincorporated areas of the County.				
12. <i>Description of Performance Measure:</i> Number of purchase orders processed.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Estimate</i>
2,631	2,630	2,460	3,389	2,942
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Purchase orders are the basis for purchases made through the County's central Purchasing Division. Although purchase orders vary widely in complexity, tracking the number processed annually gives an indication of Purchasing's workload. An increase indicates that purchases are occurring more rapidly, while a decrease may indicate new processes that increase efficiency, such as increased use of blanket orders or credit cards. Long term, it is anticipated that the number will fall as purchasing processes increase in efficiency.				

Organization Chart:



Communications (3521 151)

Loretta Nickolaus, County Administrative Officer

3521 - Communications Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$134,156	\$132,873	\$225,081	\$201,936	\$179,584	\$179,584	(\$22,352)
General Fund Contribtuion	(16,836)	8,013	16,085	(2)	0	0	\$2
(To)/From Non-GF Fund Balance	0	0	0	0	0	0	0
Total Revenues	\$117,321	\$140,886	\$241,166	\$201,934	\$179,584	\$179,584	(\$22,350)
Expenditures							
Salaries & Benefits	\$30,749	\$36,905	\$44,025	\$71,213	\$61,703	\$61,703	(\$9,510)
Supplies & Services	66,946	51,843	126,046	93,617	74,607	74,607	(19,010)
Other Charges	1,569	1,501	1,983	3,984	3,274	3,274	(710)
Fixed Assets	18,057	50,637	36,942	33,124	40,000	40,000	6,876
Total Expenditures	\$117,321	\$140,886	\$208,996	\$201,938	\$179,584	\$179,584	(\$22,354)
Staffing							
Allocated Positions	1.00	1.00	1.00	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	1.00	1.00	1.00	1.00	1.00	1.00	0.00

Communications (3521 151)

Loretta Nickolaus, County Administrative Officer

Purpose

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

Budget Reductions

This budget unit received the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance.

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.

A revised funding methodology for this Internal Service Fund was adopted in February 2009 and is reflected in the proposal here.

2008-09 Accomplishments

1. Explored a new repeater site to serve Humboldt County.
2. Completed procurement processes for lease of County-owned cellular towers and for a new radio maintenance contract.
3. Improved backup power at repeater sites.

2009-10 Goals

1. To examine the state of the radio and telephone capitalization funds and the charges for communications services and make appropriate changes.

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$0	\$0	\$13,226	\$50,000	\$50,000	\$50,000	\$0
Charges for Services	78,169	67,168	105,790	0	0	0	0
Other Revenues	53,993	86	570	8,950	0	0	(8,950)
General Fund Support	1,461,317	1,673,166	608,240	604,070	836,340	794,357	190,287
Total Revenues	\$1,593,478	\$1,740,420	\$727,826	\$663,020	\$886,340	\$844,357	\$181,337
Expenditures							
Salaries & Benefits	\$448,846	\$572,805	\$549,156	\$527,796	\$682,738	\$647,642	\$119,846
Supplies & Services	1,136,342	1,156,857	144,909	91,204	161,696	154,983	63,779
Other Charges	6,639	9,073	33,761	41,399	41,906	41,732	333
Fixed Assets	1,652	1,685	0	2,621	0	0	(2,621)
Total Expenditures	\$1,593,478	\$1,740,420	\$727,826	\$663,020	\$886,340	\$844,357	\$181,337
Staffing							
Allocated Positions	4.00	5.00	5.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.46	0.46	0.46
Total Staffing	4.00	5.00	5.00	6.00	6.46	6.46	0.46

Purpose

The County Administrative Office (CAO) provides leadership and guidance in the implementation of the policies of the Board of Supervisors. The CAO analyzes issues and makes recommendations to the Board regarding the administration and operation of County departments and programs. The CAO coordinates and oversees the County budget and monitors the use of financial and human resources.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom and health insurance, the County Administrative Office has made the following reductions:

- Decreased professional expense by 30%
- Holding 1.0 FTE Program Coordinator position vacant

The CAO is also recommending moving \$57,225 in audit expense from the Board of Supervisors budget to the CAO budget. This will therefore increase the need for General Fund contribution to this budget unit.

Revenue and expenditures declined as a result of transferring the utility revenue and expenditure accounts from budget unit 103 to individual budget units.

Program Discussion

Consistent with commitments made in prior years, the CAO 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.

2008-09 Accomplishments

1. Implemented the Management Academy to mentor and grow the next generation of County leaders.
2. Completed the Courthouse security project.
3. Worked with the Treasurer-Tax Collector in implementing an online credit card payment system.
4. Developed a balanced spending plan for FY 2009-10.

2009-10 Objectives

1. To continue implementation of Americans with Disabilities Act improvements.
2. To implement the IFAS payroll and HR module.
3. To complete the purchasing policy.
4. To prepare a balanced budget for FY 2010-11.
5. To renegotiate contracts with the Humboldt County Convention and Visitor's Bureau.
6. To complete Memorandum of Understanding with the Superior Court.



Economic Development Promotion (1100 181)

Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$197,960	\$180,896	\$191,090	\$240,210	\$193,040	\$193,040	(\$47,170)
Total Revenues	\$197,960	\$180,896	\$191,090	\$240,210	\$193,040	\$193,040	(\$47,170)
Expenditures							
Other Charges	\$197,960	\$180,896	\$191,090	\$240,210	\$193,040	\$193,040	(47,170)
Total Expenditures	\$197,960	\$180,896	\$191,090	\$240,210	\$193,040	\$193,040	(\$47,170)
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 Humboldt Film & Digital Media Commission (HFDMC) to promote Humboldt County as a location for film and digital media production work.

Budget Reductions

The following changes to the contracted amounts were adopted for FY 2009-10: a ten percent reduction; a one year term versus three; and a 90 day termination clause versus 180.

Expenses in this budget unit are based on TOT receipts in FY 2007-08. TOT revenues were down in FY 2007-08 from FY 2006-07.

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 and film promotion 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 HFDMC, formerly a part of HCCVB, was split off into a separate organization. Both HFDMC and HCCVB receive a portion of the County's annual TOT. Beginning this year, HCCVB would receive 16 percent of the TOT and HFDMC receives 4 percent. However, due to budget reductions funds received will be 10% less than the previous year.

The FY 2009-10 budget is based on 20 percent of actual TOT received in FY 2007-08 which was \$1,130,848.



1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$124,570	\$60,418	\$111,134	\$120,722	\$157,555	\$157,555	\$36,833
General Fund Support	49,758	0	0	26,214	46,498	46,498	20,284
Total Revenues	\$174,328	\$60,418	\$111,134	\$146,936	\$204,053	\$204,053	\$57,117
Expenditures							
Supplies & Services	\$174,328	\$60,418	\$0	\$0	\$0	\$0	\$0
Other Charges	0	0	111,134	146,936	204,053	204,053	57,117
Total Expenditures	\$174,328	\$60,418	\$111,134	\$146,936	\$204,053	\$204,053	\$57,117
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 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.

Budget Reductions

The standard budget reductions do not apply to the Forester Warden budget unit. The following budget reductions were based on previous year's use:

- Reduced County's contribution by 38%

This reduction is based on prior year's use and may increase due to increased fire activity.

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.

The General Fund Contribution supports the operations portion of CSA#4.

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.

In addition, this budget unit also provides a General Fund contribution to the Co-op Fire Dispatch at a 75 percent share.

3550 - Information Technology Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$0	\$0	\$0	\$0	\$2,794,415	\$2,794,415	\$2,794,415
Other Revenues	91,817	131,839	23,840	60,443	0	0	(60,443)
(To)/From Non-GF Fund Balance	(151,625)	(236,521)	70,334	(22,781)	(26,679)	(56,968)	(34,187)
Total Revenues	(\$59,808)	(\$104,682)	\$94,174	\$37,662	\$2,767,736	\$2,737,447	\$2,699,785
Expenditures							
Operating Rev & Contribution	(\$1,484,271)	(\$1,936,848)	(\$1,863,589)	(\$2,617,890)	\$0	\$0	\$2,617,890
Salaries & Benefits	869,193	1,203,280	1,293,891	1,420,100	1,430,657	1,412,464	(7,636)
Supplies & Services	495,347	420,494	563,998	1,013,670	1,180,737	1,169,455	155,785
Other Charges	52,241	52,294	31,285	163,802	97,746	96,932	(66,870)
Fixed Assets	7,681	156,097	68,589	57,980	58,596	58,596	616
Total Expenditures	(\$59,808)	(\$104,682)	\$94,174	\$37,662	\$2,767,736	\$2,737,447	\$2,699,785
Staffing							
Allocated Positions	16.00	17.00	18.00	18.00	18.00	18.00	0.00
Temporary (FTE)	0.27	0.00	0.10	0.00	0.00	0.00	0.00
Total Staffing	16.27	17.00	18.10	18.00	18.00	18.00	0.00

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.

Budget Reductions

Significant changes to the IT Division budget for FY 2009-10 revolve around the installation of the new fiber optic network and the addition of hardware to support Voice over IP Phones. This includes the installation of Cisco network equipment, maintenance, and training related to the support of the new equipment. Telecommunication charges will represent a full year of installation from this point forward. Several servers, which were out of warranty and difficult to support, are also scheduled to be replaced with newer hardware and software.

This budget unit also received standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance.

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.

2008-09 Accomplishments

1. Began migration to the new fiber optic network. Installed significant portion of the new Cisco hardware/software required for the project.
2. Initiated rotating webmaster role to increase client services and completed web server hardware upgrade.
3. Completed rollout of web filtering software across multiple site locations.
4. Completed conversion of Integrated Financial Accounting System (IFAS) upgrade from unsupportable, older mainframe to newer Microsoft SQL server environment.
5. Completed installation of multiple secure wireless networking sites.
6. Met Department of Justice requirement for CLETS (California Law Enforcement Telecommunication System) isolation and security.

2009-10 Objectives

1. To complete implementation of the network upgrades, including final fiber optic network installations, final Cisco network equipment installations, and conversion to the new platform.
2. To complete installation of Voice-over-IP (VoIP) environment and integrate with the County network infrastructure.
3. To upgrade IFAS software platform to current software standard, which includes browser-based interface.
4. To migrate off decade-old Windows based platform to newer Windows 2008 environment.
5. To migrate off decade-old e-mail environment to newer Exchange Server 2007 environment.
6. To develop web software platform that is easy to use and maintain.
7. To develop endpoint security program for County network access points.



3555 - Central Services ISF	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$0	\$0	\$222,184	\$246,233	\$254,340	\$254,340	\$8,107
Other Revenues	3,320	9,232	8,201	6,231	30,328	29,118	22,887
General Fund Contribution	158,346	191,797	0	0	0	0	0
(To)/From Non-GF Fund Balance	0	0	(29,348)	(46,821)	0	0	46,821
Total Revenues	\$161,666	\$201,029	\$201,037	\$205,643	\$284,668	\$283,458	\$77,815
Expenditures							
Salaries & Benefits	\$120,163	\$143,138	\$172,313	\$173,390	\$199,607	\$199,564	\$26,174
Supplies & Services	38,343	54,427	21,872	26,677	59,670	58,503	31,826
Other Charges	3,161	3,464	2,605	5,576	22,891	22,891	17,315
Fixed Assets	0	0	4,247	0	2,500	2,500	2,500
Total Expenditures	\$161,667	\$201,029	\$201,037	\$205,643	\$284,668	\$283,458	\$77,815
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 § 245-1 *et seq.* of the Humboldt County Code, the Purchasing Division procures, rents and/or leases materials, supplies, and equipment as needed by departments. Purchasing negotiates with contractors for limited services at the best possible price. Purchasing facilitates the reuse of office furniture and equipment before selling or disposing of unusable materials. Purchasing focuses on volume buying, product standardization, creating vendor competition, evaluating vendor performance, and overall procurement coordination.

Budget Reductions

This budget unit received standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance. This budget unit is also drawing seven percent of its operating needs from fund balance in order to prevent increases in charges to departments.

Program Discussion

The Purchasing Division of the County Administrative Office provides internal services to County departments that include procurement, processing of accounts payable, surplus property services, and support for postal services.

The Purchasing budget unit was in the General Fund through FY 2006-07. For FY 2007-08, this budget was moved into the

Central Services Internal Service Fund, with departments charged according to their usage of Purchasing services.

2008-09 Accomplishments

1. Continued to expand the number and scope of bids to include recycling services, copy paper and areas of communications previously not done by Purchasing, e.g., Security Services, Office, Furniture, etc.
2. Provided training for additional County departments on purchase order receiving in IFAS, however, this objective was not fully met due to staffing shortages.
3. Completed a comprehensive county-wide policy for procurement which includes credit card and local vendor preference components.
4. Deferred completion of procurement procedures to FY 2009-10 to allow for completion of local preference and credit card sections of procurement policy.
5. Continued research of recycled-content products and other energy efficient purchases and services that can be incorporated into our overall purchasing practices.
6. Reviewed current methods of acquiring travel and polled key departments on their overall travel needs.

2008-09 Accomplishments

1. To complete purchasing procedures, including vendor performance.
2. To complete departmental training on IFAS receiving; begin training on purchase requisition input.
3. To conduct annual surplus round-up from all departments and hold public sale.
4. To review internal accounts payable procedures for possible streamlining and increased efficiency.
5. To review policy on computer disposal funds to incorporate disposal of other surplus items and hazardous waste.
6. To monitor credit card program to maximize benefits and mitigate any inappropriate usage.



Revenue Recovery (1100 114)

Loretta Nickolaus, County Administrative Officer

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$100,740	\$109,253	\$123,211	\$0	\$0	\$0	\$0
Other Govt'l Agencies	17,144	22,793	36,677	28,644	30,000	30,000	1,356
Charges for Services	415,141	416,889	418,417	650,952	664,000	624,000	(26,952)
Other Revenues	6,333	3,491	1,963	3,963	8,432	4,000	37
General Fund Support	(91,308)	(112,660)	(131,421)	(122,811)	(13,649)	(30,511)	92,300
Total Revenues	\$448,049	\$439,767	\$448,847	\$560,748	\$688,783	\$627,489	\$66,741
Expenditures							
Salaries & Benefits	\$273,862	\$279,848	\$294,222	\$373,093	\$491,045	\$436,550	63,457
Supplies & Services	124,486	122,003	116,221	164,932	161,242	156,815	(8,117)
Other Charges	49,701	34,037	38,404	22,723	36,496	34,124	11,401
Total Expenditures	\$448,049	\$439,767	\$448,847	\$560,748	\$688,783	\$627,489	\$66,741
Allocated Positions	7.00	7.00	8.00	8.00	9.00	8.00	0.00
Temporary (FTE)	0.09	0.09	1.00	0.09	0.00	0.00	(0.09)
Total Staffing	7.09	7.09	9.00	8.09	9.00	8.00	(0.09)

Purpose

Under the provisions of Penal Code 1463.007, the Revenue Recovery Division 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.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom and health insurance, the Revenue Recovery Division has made the following contribution:

Revenue Recovery continues to make a positive contribution to the General Fund, estimated at approximately \$30,511 for FY 2009-10.

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 various laws. 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 1463.007. This allows a cost of collection offset, which is the primary means of funding the efforts of the Revenue Recovery Division.

Supplemental Request

Revenue Recovery requested the allocation of a 1.0 FTE Revenue Recovery Officer for a total of \$44,430. This position would focus on the collection of non-court ordered debt (delinquent fees for other County departments) and court ordered accounts that require more focused collection efforts.

The supplement request was not adopted due to the ongoing discussions between the County and Humboldt County Superior Court regarding court-ordered collection services.

2008-09 Accomplishments

1. Completed a comprehensive cross-training program for each allocated position in the office. This has greatly increased flexibility, customer service, accuracy of programs and increased collections.
2. Updated the Policies and Procedures manual for the entire office. The comprehensive review led to the streamlining of job duties and incorporating new practices that have led to increased collections.
3. Gained access to the California Department of Motor Vehicle information to assist in the location of individuals with delinquent debt.
4. Reached full staffing levels with the assistance of an extra help employee that led to increased collections, cross training of employees and streamlining of workloads.
5. Improved the process of obtaining victim information for victim restitution payment distribution. Explored the purchase of the Columbia Ultimate Business System (CUBS) Victim Restitution Module for more effective management of victim restitution payment disbursements and determined that it was not cost effective for the end result Revenue Recovery would receive.

2009-10 Objectives

1. To continue seek out alternate methods of locating victim information for the disbursement of victim restitution payments.
2. To obtain access to the Court's SUSTAIN software system for better coordination of information between the Court and Revenue Recovery.
3. To work closely with the Court to develop and streamline a standard process for receiving delinquent accounts and delinquent Forthwith account information from the Court.
4. To determine the interface cost of the Court's SUSTAIN system and Revenue Recovery's CUBS collection system to enhance a more efficient distribution and information transfer with the court.
5. To enhance the use of the CUBS software program to create new tools and data to assist in increased collections and better case management of court-ordered debt and County Fees.
6. To gain access to secured and non-secured property tax information and business license information to enhance collection efforts.
7. To implement small claims efforts to increase revenue on delinquent County Fee collection accounts.

Risk Management

Loretta Nickolaus, County Administrative Officer

Risk Manangement Summary	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Proposed	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$15,000	\$171,897	\$146,191	\$116,012	\$43,000	\$15,000	(\$101,012)
Charges for Services	0	0	0	19,803,293	27,053,535	23,646,442	3,843,149
Other Revenues	17,836	96,436	37	1,289,841	3,220,674	5,158,354	3,868,513
Trust Fund Revenues	0	450	2,000	0	0	0	0
(To)/From-GF Fund Balance	0	(736,821)	(50,457)	(2,047,149)	(1,795,978)	(1,676,895)	370,254
Total Revenues	\$32,836	(\$468,038)	\$97,771	\$19,161,997	\$28,521,231	\$27,142,901	\$7,980,904
Expenditures							
Salaries & Benefits	\$315,296	\$306,096	\$328,118	\$427,823	\$461,575	\$461,575	\$33,752
Supplies & Services	20,799	21,562	38,989	30,983	23,126	23,126	(7,857)
Other Charges	234,235	144,129	84,892	163,524	1,632,944	1,632,944	1,469,420
Fixed Assets	4,749	1,351	68,721	0	0	0	0
Purchased Insurance Premiums	670,024	723,986	817,542	777,196	876,602	876,602	99,406
Self-Insurance Expenses	19,337,638	19,254,460	20,757,334	20,861,525	25,526,984	24,148,654	3,287,129
Operating Rev & Contribution	(21,038,345)	(20,919,622)	(21,997,825)	(3,099,054)	0	0	3,099,054
Total Expenditures	(\$455,604)	(\$468,038)	\$97,771	\$19,161,997	\$28,521,231	\$27,142,901	\$7,980,904
Staffing							
Allocated Positions	4.00	5.00	5.00	5.00	5.00	5.00	0.00
Temporary (FTE)	0.23	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	4.23	5.00	5.00	5.00	5.00	5.00	0.00

Purpose

Risk Management is a Division of the County Administrative Office. Its function includes identification, analysis and treatment of the County's exposures to loss; safety and loss control programs; and self-funded employee benefits programs. 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 and Safety Administration (Cal-OSHA) compliance.

The Risk Management program includes the following budget units:

- 3520 359 Risk Management Administration
- 3523 353 Workers' Compensation
- 3524 354 Liability

- 3525 355 Medical Plan
- 3526 356 Dental Plan
- 3527 357 Unemployment
- 3528 358 Purchased Insurance Premium

Budget Reductions

Risk Management Administration received standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance.

The Workers' Compensation fund is drawing 48% of its operating needs from fund balance to help cushion the impact of other increased costs on departments.

Program Discussion

Risk Management administers the County's self-insured vision, dental, life insurance, unemployment benefits and liability plans. Risk Management also works with the County's third-party administrator for the workers' compensation program. Risk Management provides training to County employees on safety, discrimination, ethics, defensive driving, supervision, customer service, 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

Risk Management

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Association of Counties Excess Insurance Authority 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 2009-10 is \$498,561.

3523-353 Workers’ Compensation

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

The adopted budget for FY 2009-10 is \$4,066,653.

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 2009-10 is \$1,573,258.

3525-355 Medical Plan

This budget provides funding for health plan costs, self-insured vision benefits, flu shots and the Employee Assistance Program.

The adopted budget for FY 2009-10 is \$16,220,665.

3526-356 Dental Plan

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

The adopted budget for FY 2009-10 is \$1,417,392.

3527-357 Unemployment

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

The adopted budget for FY 2009-10 is \$275,609.

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 2009-10 is \$1,536,515.

2008-09 Accomplishments

1. Developed a team approach to Workers' Compensation claims with the county TPA, WC Attorney and CSAC-EIA including claim reviews quarterly and legal reviews bi-yearly was developed. We have implemented new standards of claim handling which has resulted in quicker resolution of claims and returning employees back to work on a timely basis.
2. Implemented the loss prevention platform "Target Safety" and transfer of administrative responsibility to the departments. The loss prevention platform enables the county employees to do mandatory and other trainings on line, allows supervisors and managers to track as well as assign training and tasks on line, and allows the departments to monitor the DMV Pull Notice program. The loss prevention platform also allows the county to add policy and protocols on line.
3. Continued to move forward with a solid plan to continue to implement and address the ADA agreement in the time constraints set forth by the Department of Justice (DOJ).
4. Purchased Business Continuity Plan software to aid in the development of the county wide continuity of government document. Risk Management will continue to work on this plan with the departments, OES and the disaster council.

5. Implemented an aggressive loss prevention program has helped provide ergonomic workstations and equipment to General Fund departments to promote a safe and healthy work environment for all county employees.
6. Worked with the CAO and Assistant CAO we established the first Management Academy and Supervisor Academy to improve the training for current supervisors and managers to provide the skills and tools necessary to do the job effectively.

2009-10 Objectives

1. To develop the Employee Academy to work in sequence with the Supervisor Academy and Management Academy and provide quality and substantive training to the employees of Humboldt County.
2. To work with County Counsel and CSAC-EIA to provide a contract workshop to educate the departments as to the structure and appropriate contractual language, risk analysis and formats.
3. To update all Risk Management policies and install them on line both on the Intranet and the loss prevention platform "Target Safety".

Risk Management

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4. To implement an insurance certificate tracking program to assure current certificates and bonds are in place for all county contracts.
5. To continue to monitor and evaluate County insurance coverage to assure appropriate coverage and continue to implement loss prevention programs to help reduce premiums.





1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$137,652	\$142,087	\$579,929	\$746,313	\$616,000	\$616,000	(\$130,313)
General Fund Support	1,384,277	1,391,909	1,551,527	1,427,078	1,997,924	1,766,119	339,041
Total Revenues	\$1,521,930	\$1,533,996	\$2,131,456	\$2,173,391	\$2,613,924	\$2,382,119	\$208,728
Expenditures							
Salaries & Benefits	\$1,591,885	\$1,780,717	\$1,911,113	\$1,992,672	\$2,344,009	\$2,121,690	129,018
Supplies & Services	158,785	99,726	149,958	139,645	226,853	219,757	80,112
Other Charges	17,775	25,436	25,217	41,074	43,062	40,672	(402)
Fixed Assets	1,231	12,135	45,168	0	0	0	0
Expense Transfer	(247,747)	(384,019)	0	0	0	0	0
Total Expenditures	\$1,521,930	\$1,533,996	\$2,131,456	\$2,173,391	\$2,613,924	\$2,382,119	\$208,728
Staffing							
Allocated Positions	17.00	18.00	21.00	21.00	21.00	21.00	0.00
Temporary (FTE)	0.91	1.12	1.12	1.12	1.12	1.12	0.00
Total Staffing	17.91	19.12	22.12	22.12	22.12	22.12	0.00

Purpose

Government Code §§ 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.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, County Counsel has made the following reductions:

- Increased salary savings by 57% by holding positions vacant.

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.

2008-09 Accomplishments

1. Litigated successfully on behalf of the County in the California Court of Appeal, First Appellate District, which resulted in three favorable published opinions; *County of Humboldt v. McKee*, and two juvenile dependency cases along with many unpublished favorable decisions.

2. Implemented a system for appointment of experts in Indian Child Welfare Services cases in which the County saves money, as the juvenile court has agreed to hire the experts.
3. Assisted the Hoover Street neighborhood through the Code Enforcement Unit to abate two drug houses in their community.
4. Eliminated approximately 1,000 abandoned vehicles under the inoperable vehicle abatement program, through the Code Enforcement Unit.
5. Provided assertive representation in non-criminal litigation and administrative hearings.

2009-10 Objectives

1. To provide training to our clients to keep them up-to-date on the current law.
2. To continue to update the filing system of the office and purge old files in Courthouse basement.
3. To continue to update the Index to the County Code.
4. To be proactive and innovative in our delivery of services to our clients.

5. To provide prompt and effective assistance in negotiation and drafting of contracts and other legal documents.

2. To adhere to a high standard of professional competence and ethics.
3. To incorporate a file records management system with our files.

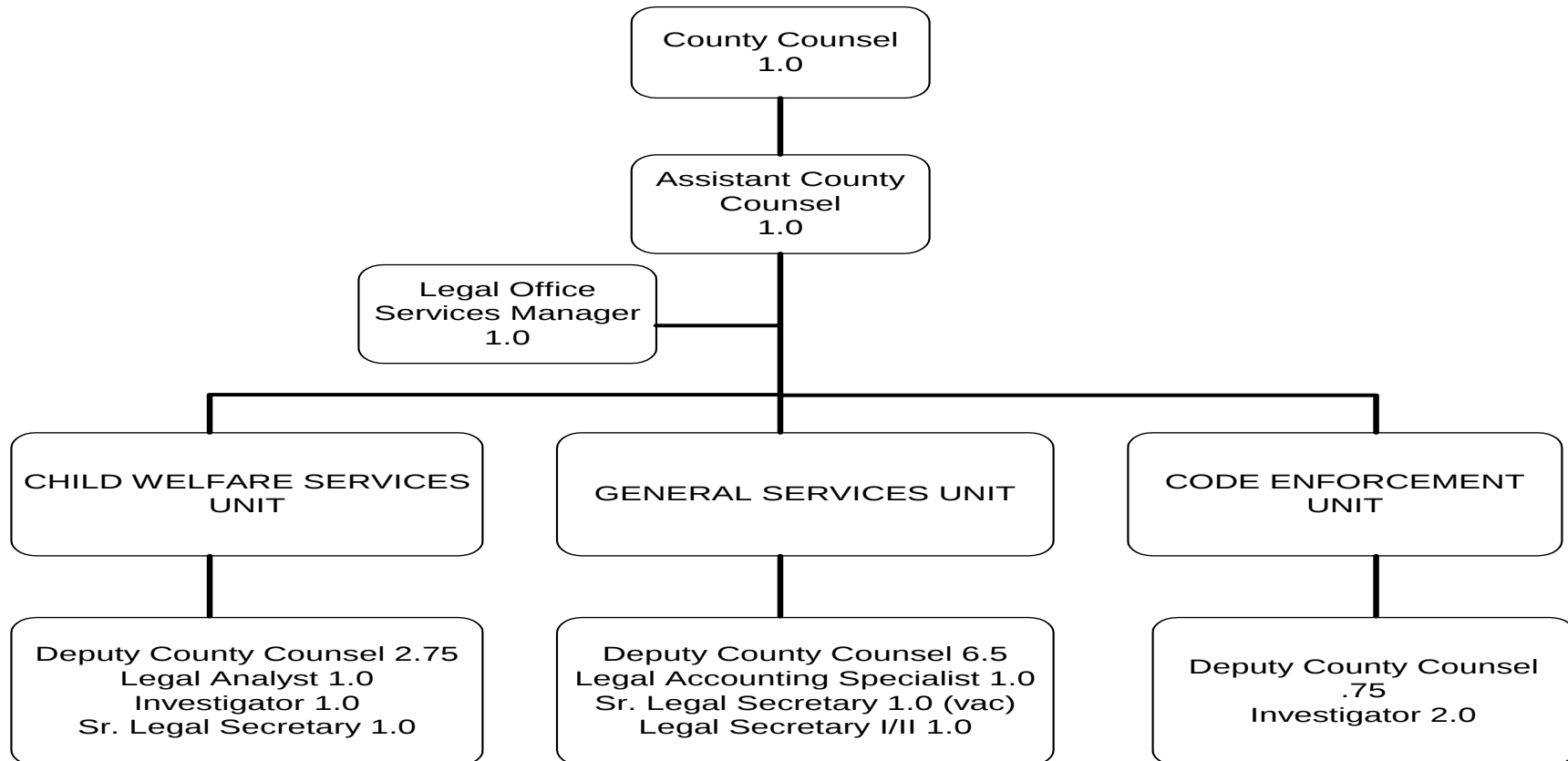
Goals

1. To interpret the law fairly based on plain meaning of laws and the rule of reason.

Performance Measures:

1. <i>Description of Performance Measure: Percentage of matters and legal documents completed within the required time frames.</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Projected</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: The timeliness of the delivery of legal services is essential for success.</i>				
2. <i>Description of Performance Measure: Percentage of cases on appeal where County position was overturned.</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Projected</i>	<i>FY 2009-10 Projected</i>
0%	0%	0%	1%	0%
<i>Describe why this measure is important and/or what it tells us about the performance of this department: 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.</i>				

Organization Chart:





1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$356,578	\$470,628	\$643,124	\$680,438	\$674,066	\$674,066	(\$6,372)
Other Revenues	43,420	45,000	36,403	34,608	35,000	35,000	\$392
General Fund Support	1,398,405	1,807,662	1,491,726	1,702,075	2,037,433	1,766,718	64,643
Total Revenues	\$1,798,403	\$2,323,290	\$2,171,253	\$2,417,121	\$2,746,499	\$2,475,784	\$58,663
Expenditures							
Salaries & Benefits	\$1,586,315	\$2,013,703	\$1,844,234	\$2,071,505	\$2,243,152	\$2,109,145	\$37,640
Supplies & Services	121,363	155,484	174,162	169,937	226,901	168,385	(1,552)
Other Charges	90,725	154,103	152,857	175,679	181,446	164,227	(11,452)
Total Expenditures	\$1,798,403	\$2,323,290	\$2,171,253	\$2,417,121	\$2,746,499	\$2,475,784	\$58,663
Allocated Positions	32.00	32.00	32.00	32.00	32.00	32.00	0.00
Temporary (FTE)	0.00	0.00	0.45	1.00	3.00	3.00	2.00
Total Staffing	32.00	32.00	32.45	33.00	35.00	35.00	2.00

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.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, the Assessor has made the following reductions:

- Increased salary savings by 100% by holding one position vacant.
- Reduced out-of-county transportation by 14%.

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 SB 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. The budget unit for the Assessor's Office is 1100 113.

2008-09 Accomplishments

1. Completed the timely assessment of all taxable property in Humboldt County which increased the tax roll value from \$10.28 billion in FY 2007-08 to \$10.97 billion in FY 2008-09.
2. Continued to seek ways to improve efficiency and productivity in a cost-effective manner.

3. Continued to work with County Counsel and the Community Development Services Department on Williamson Act compliance review and Timber Production Zone parcel splits.
4. Expanded the preservation and storage of historical documents by electronic media.
5. Increased the number of property statements that are e-Filed.

2009-10 Objectives

1. To complete timely assessments of all taxable property in Humboldt County to assure the appropriate tax roll value; which is expected to increase from \$10.97 billion in FY 2008-09 to \$11.3 billion in FY 2009-10.
2. To continue to seek ways to improve efficiency and productivity in a cost-effective manner.
3. To continue to work with County Counsel and the Community Development Services Department on Williamson Act compliance review and Timber Production Zone parcel splits.

4. To continue to expand the preservation and storage of historical documents by electronic media.
5. To expand the number of property statements that are available for e-Filing.

Goals

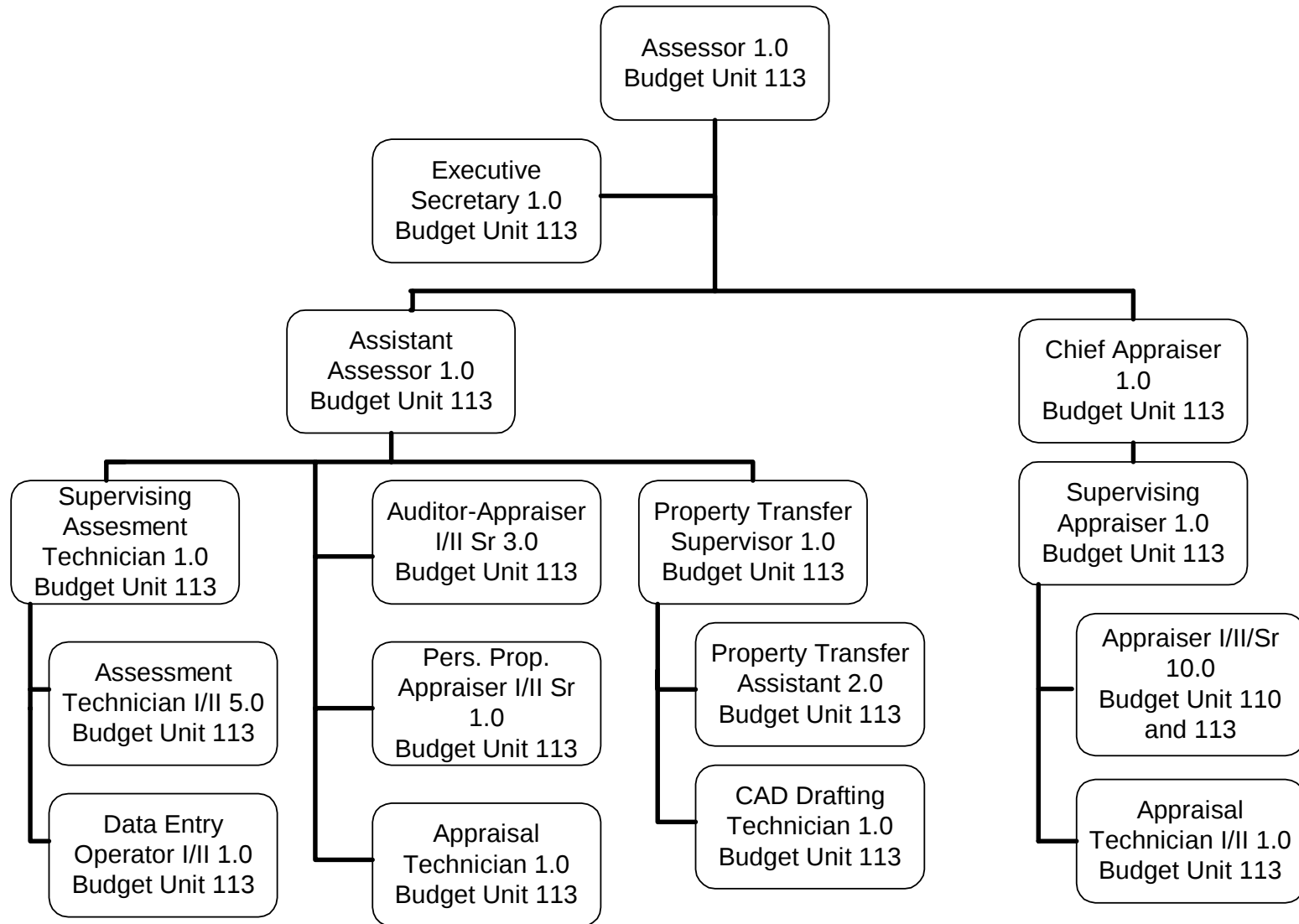
1. To discover, value, and timely enroll all assessable property in Humboldt County in accordance with the California Constitution, statutes, and rules of the State of California.
2. To generate complete, equitable, and accurate annual and supplemental assessments.
3. To provide excellent public service 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: Total Secured Assessment Units</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
74,567	74,729	75,040	75,275	75,500
<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 are 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. These reappraisals also generate supplemental assessments.				
2. <i>Description of Performance Measure: Assessments Valued Under Proposition 8</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
203	131	136	400	500
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Properties valued under Proposition 8 are reviewed annually to determine the lesser of the Proposition 13 value or current market value. 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.				
3. <i>Description of Performance Measure: Parcel Splits and New Subdivision Lots</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
516	491	272	250	250
<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.				

4. <i>Description of Performance Measure: Business/Personal Property Assessments</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
9500	8936	10,589	11,000	11,500
<i>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.</i>				
5. <i>Description of Performance Measure: Property Statements e-Filed</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
107	179	212	250	300
<i>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.</i>				

Organization Chart:



1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$29,378	\$0	\$0	\$0	\$0	\$0	\$0
Charges for Services	75,046	270,181	145,012	165,746	167,400	168,400	2,654
Other Revenues	501	874	16	265	1,000	1,000	735
General Fund Support	644,669	637,485	907,939	1,002,303	1,183,696	1,099,351	97,048
Total Revenues	\$749,594	\$908,540	\$1,052,967	\$1,168,314	\$1,352,096	\$1,268,751	\$100,437
Expenditures							
Salaries & Benefits	\$634,060	\$738,835	\$883,603	\$996,158	\$1,153,816	\$1,105,747	\$109,589
Supplies & Services	79,634	125,579	94,588	79,289	116,350	98,958	19,669
Other Charges	35,900	34,792	69,556	92,867	81,930	64,046	(28,821)
Fixed Assets	0	9,334	5,220	0	0	0	0
Total Expenditures	\$749,594	\$908,540	\$1,052,967	\$1,168,314	\$1,352,096	\$1,268,751	\$100,437
Staffing							
Allocated Positions	11.00	12.50	14.10	14.10	14.10	14.10	0.00
Temporary (FTE)	0.00	0.00	0.40	0.40	0.40	0.40	0.00
Total Staffing	11.00	12.50	14.50	14.50	14.50	14.50	0.00

Purpose

The authority for existence of the Auditor-Controller's office is California Government Code §24000 and §26880. The Auditor-Controller is the chief financial officer for the County. Government Code §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.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, the Auditor-Controller has made the following reductions:

- Eliminated overtime
- Decreased equipment maintenance by 82%

Further reductions in staffing were possible but were not adopted because they would impact Board-approved augmentation of staffing in the payroll division.

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; and complying with State and Federal reporting requirements and generally accepted accounting principles.

2008-09 Accomplishments

1. Reviewed existing policies and procedures and began the process of updating them and developing new ones.
2. Started an IFAS User Group to provide County staff guidance and training on the financial system and facilitate changes and upgrades to the system.

7. Began the implementation of the Internet-based financial system upgrade, IFAS-i.
8. Developed an annual calendar of critical dates for completion of tasks and reports.
9. Cross-trained staff on primary payroll functions.

2009-10 Objectives

1. To continue with cross-training of staff, with a focus on payroll and tax functions.
2. To continue the development of policies and procedures and documentation of current practices.
3. To enhance the County's payroll process through upgrades to software, increased automation and streamlining paper flow.
4. To implement upgrades to the financial system and improve utilization of available technologies to enhance efficiency.

5. To provide guidance and training to County departments on use of the financial system, financial policies, and procedures.

Goals

1. Continuously seek opportunities to enhance process efficiency, accuracy and timeliness and improve customer service.
2. Maintain accurate, complete and timely financial records that meet the needs of County departments, agencies and the public.
3. Improve internal controls over financial functions and systems.
4. Improve budgetary controls over expenditures and revenues.

Performance Measures

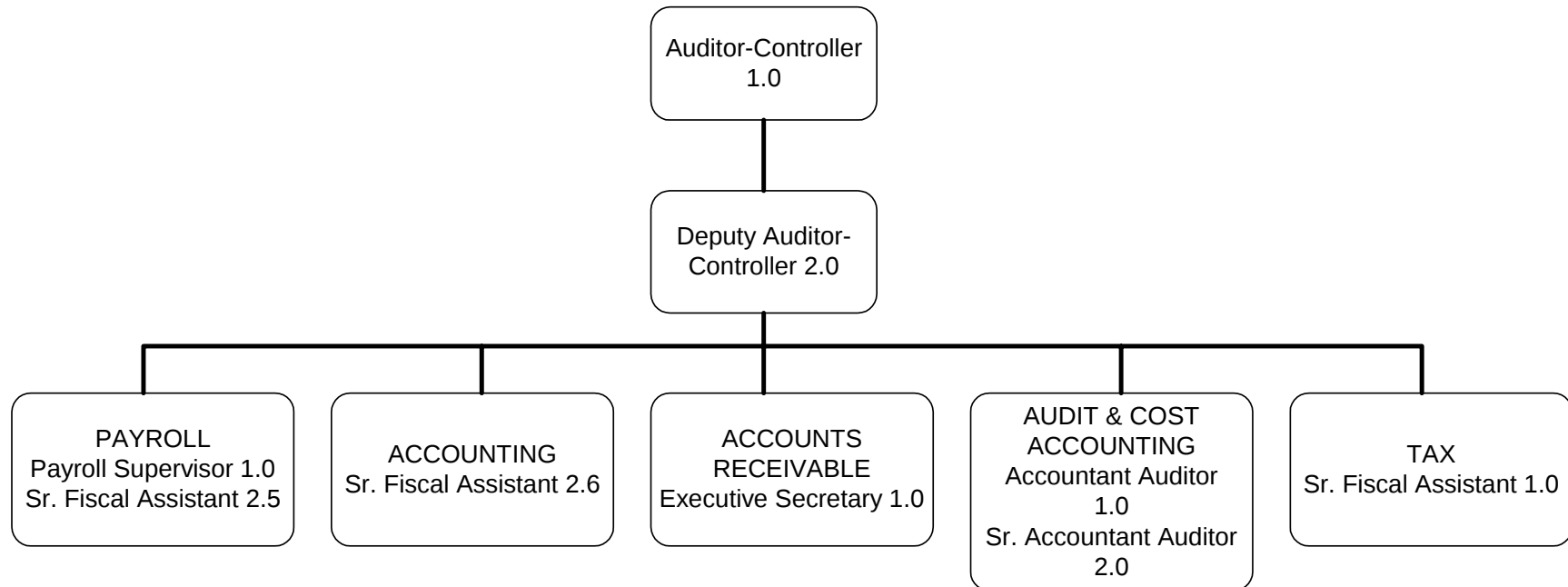
1. <i>Description of Performance Measure:</i> Receipt transactions processed				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
46,713	47,647	49,893	50,000	51,000
<i>Describe why this measure is important and/or what 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.				
2. <i>Description of Performance Measure:</i> Journal entries processed				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
2,733	2,684	2,800	2,900	3,000
<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 journal entries processed represents a significant component of the office's daily activities.				
3. <i>Description of Performance Measure:</i> Accounts payable checks				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
30,149	30,434	30,149	30,000	30,000
<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.				
4. <i>Description of Performance Measure:</i> Payroll checks/direct deposits				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
47,590	48,686	50,340	51,000	51,500
<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 payroll checks issued and direct deposits processed represents a significant component of the office's daily activities.				

Auditor-Controller (1100 111)

Michael Giacone, Auditor-Controller

5. <i>Description of Performance Measure:</i> Expense transactions				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
231,447	191,623	190,802	190,000	191,000
<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 expense transactions processed represents a significant component of the office's daily activities.				

Organization Chart:





Treasurer's Office Summary

Stephen Strawn, Treasurer-Tax Collector

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$128,394	\$157,007	\$151,725	\$174,085	\$197,000	\$197,000	\$22,915
Licenses & Permits	51,664	56,282	60,175	62,476	\$65,000	\$65,000	2,524
Charges for Services	134,991	174,479	241,067	353,711	\$357,446	\$357,446	3,735
Other Revenues	43,208	36,034	117,237	170,866	\$234,600	\$234,600	63,734
General Fund Support	334,473	346,684	357,810	300,392	441,676	353,410	53,018
Total Revenues	\$692,730	\$770,486	\$928,014	\$1,061,530	\$1,295,722	\$1,207,456	\$145,926
Expenditures							
Salaries & Benefits	\$508,814	\$583,267	\$662,271	\$661,866	\$702,438	\$693,086	\$31,220
Supplies & Services	109,703	80,970	107,968	152,120	379,264	399,346	247,226
Other Charges	63,445	100,045	117,086	140,018	137,920	103,924	(36,094)
Fixed Assets	10,768	6,203	40,689	107,526	76,100	11,100	(96,426)
Total Expenditures	\$692,730	\$770,486	\$928,014	\$1,061,530	\$1,295,722	\$1,207,456	\$145,926
Allocated Positions	9.00	10.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	1.17	0.40	1.43	1.70	1.70	1.70	0.00
Total Staffing	10.17	10.40	10.43	10.70	10.70	10.70	0.00

Treasurer's Office Summary

Stephen Strawn, Treasurer-Tax Collector

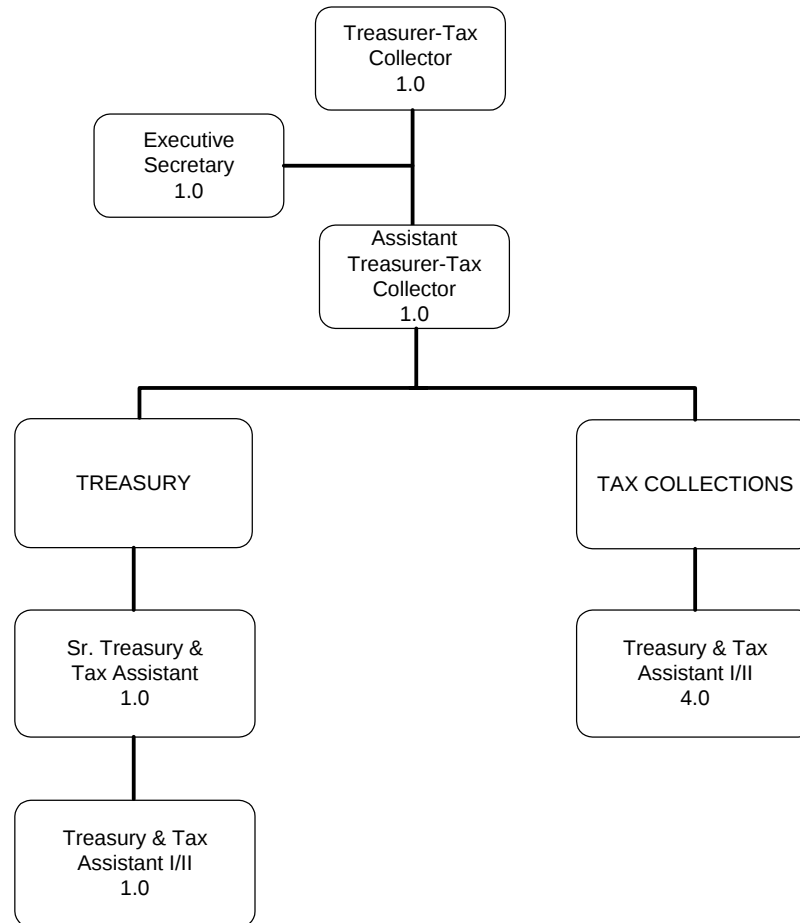
The Treasurer's Office includes the following Budget units:

- 1100 112 Treasurer-Tax Collector
- 1100 109 Treasury Expense

Performance Measures

1. <i>Description of Performance Measure: Number of user hits on the website page</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
7,095	7,870	8,002	7,900	10,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This reduces staff time on telephones and correspondence.</i>				
2. <i>Description of Performance Measure: Secured property tax collection percentage</i>				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
97.9%	97.6%	96.6%	96.6%	95%
<i>Describe why this measure is important and/or what it tells us about the performance of this department: The County disburses secured property taxes billed but not yet collected through the Teeter Plan; therefore, collection is necessary to recover costs.</i>				

Organization Chart:



1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$128,394	\$157,007	\$151,725	\$174,085	\$197,000	\$197,000	\$22,915
Licenses & Permits	51,664	56,282	60,175	62,476	\$65,000	\$65,000	2,524
Charges for Services	134,991	174,479	241,067	353,711	\$357,446	\$357,446	3,735
Other Revenues	43,208	36,034	117,237	170,866	\$56,000	\$56,000	(114,866)
General Fund Support	334,473	346,684	357,810	300,392	441,676	353,410	53,018
Total Revenues	\$692,730	\$770,486	\$928,014	\$1,061,530	\$1,117,122	\$1,028,856	(\$32,674)
Expenditures							
Salaries & Benefits	\$508,814	\$583,267	\$662,271	\$661,866	\$702,438	\$693,086	\$31,220
Supplies & Services	109,703	80,970	107,968	152,120	203,764	223,846	71,726
Other Charges	63,445	100,045	117,086	140,018	137,920	103,924	(36,094)
Fixed Assets	10,768	6,203	40,689	107,526	73,000	8,000	(99,526)
Total Expenditures	\$692,730	\$770,486	\$928,014	\$1,061,530	\$1,117,122	\$1,028,856	(\$32,674)
Staffing							
Allocated Positions	9.00	10.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	1.17	0.40	1.43	1.70	1.70	1.70	0.00
Total Staffing	10.17	10.40	10.43	10.70	10.70	10.70	0.00

Purpose

The Treasurer-Tax Collector's office provides services to other County departments and performs functions for several 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 also safeguards and invests the monies for the County, school districts, and most of the special districts in Humboldt County.

Budget Reductions

In addition to the standard budget reductions in workers compensation, motor pool depreciation, mailroom, and health insurance, the Treasurer-Tax Collector has made the following reductions:

- Decreased computer equipment spending by 50%
- Decreased communication expenses by 26% through fewer telephone requests
- Decreased office supply expenses by 15%

The Treasurer's Office also requested \$65,000 for modifications to counters in the office. Although this request was within the allocated base funding for the department, it is not recommended due to the necessity of coordinating building repairs through Public Works' Capital Projects budget.

Program Discussion

The Treasurer-Tax Collector's office provides services both to the public—which includes taxpayers, title companies, realtors, bondholders, etc.—and to various governmental agencies, such as the State of California, the County, school districts, special districts, cities, commissions, and other local government entities.

The Treasurer-Tax Collector's Office invests funds for the County and collects major taxes such as property taxes and transient occupancy taxes, performs debt servicing on the County's long-term debt instruments, administers the County's deferred compensation and defined benefit plans, and issues dance permits and business licenses.

The State and many local government entities, including the County, rely heavily on property tax income to finance their programs. The Treasurer-Tax Collector's Office collects property tax revenue for all of these entities. The County has entered into agreements with the taxing agencies to pay them 100% of the tax levy. The County then receives the delinquent penalties and interest until payment is received. This increases the importance to the County that delinquent taxes are collected. In fact, the County has obligated itself to pay these entities whether or not the secured taxes are collected. The County General Fund receives only 16% of every property tax dollar collected. Of the remaining 84%, the State receives 62% for education, leaving all other local government entities combined receiving 22%.

The Treasurer's investment function covers most local governmental agencies in the County. County government comprises about 15% of the total money in the treasury. Most of the County money is associated with the Headwaters Fund, comprising about 10% of the total.

The department deals with about thirty different agencies a day in addition to County departments. This consists of telephone calls, letters, and personal visits. Receipts and disbursements now exceed \$580 million each per year.

2008-09 Accomplishments

1. Implemented Treasury software program.
2. Integrated all office equipment where possible.

2009-10 Objectives

1. To institute credit card acceptance.

2. To increase website information.
3. To implement an imaging system.
4. To increase use of electronic check processing.

Goals

1. To provide easily accessible information.
2. To increase use of the Internet.
3. To continue to reduce tax delinquencies.
4. To continue to provide a high level of customer satisfaction.

Treasury Expense (1100 109)

Stephen Strawn, Treasurer-Tax Collector

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenues	0	0	0	0	178,600	178,600	178,600
General Fund Support	0	0	0	0	0	0	0
Total Revenues	\$0	\$0	\$0	\$0	\$178,600	\$178,600	\$178,600
Expenditures							
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	0
Supplies & Services	0	0	0	0	175,500	175,500	175,500
Other Charges	0	0	0	0	0	0	0
Fixed Assets	0	0	0	0	3,100	3,100	3,100
Total Expenditures	\$0	\$0	\$0	\$0	\$178,600	\$178,600	\$178,600
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 the depositing, investment and related duties of handling funds for the public agencies held by the County Treasurer. These costs are fully reimbursed to the General Fund.

Budget Reductions

Standard budget reductions are not applicable to this budget unit.

Program Discussion

The Treasurer-Tax Collector's office receives, deposits, disburses, and invests the funds of most local agencies within Humboldt County. The funds are deposited and invested with

various financial institutions. Accounts are established and maintained to segregate each agency's funds. The Treasurer's office acts as the disbursement office for these funds by cashing the checks written to pay expenditures of the local agencies.

Annual activity in the bank accounts exceeds \$590 million in both receipts and expenditures. Check processing for all agencies exceeds 150,000 each year. The account balances vary between \$220 and \$290 million during the year. Various other transactions such as wire transfers, stop pays, currency and coin exchange, and ACH transactions result in bank charges.

This budget unit is new for FY 2009-10 and is the result of a recommendation received from outside auditors. This budget unit allows for payment for related costs of cash handling in the Treasurer's office. These costs were formerly paid directly from trust funds.

Clerk-Recorder Summary

Carolyn Crnich, Clerk/Recorder

Departmental Summary	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Proposed	Increase/ (Decrease)
Revenues							
Attributable to Department	\$1,564,673	\$2,316,994	\$1,091,418	\$1,191,629	\$1,284,872	\$1,284,872	\$93,243
General Fund Support	97,427	103,430	796,543	1,222,614	814,321	314,279	(908,335)
(To)/From Non-GF Fund Balance	(28,562)	(38,966)	(23,868)	816,577	607,803	607,803	(208,774)
Total Revenues	\$1,633,538	\$2,381,458	\$1,864,093	\$3,230,820	\$2,706,996	\$2,206,954	(\$1,023,866)
Expenditures							
Salaries & Benefits	\$859,453	\$1,036,408	\$868,873	\$987,408	\$1,260,305	\$1,154,066	\$166,658
Supplies & Services	623,328	1,266,932	915,331	1,467,960	1,370,930	997,727	(470,233)
Other Charges	24,198	58,206	54,209	71,374	75,761	55,161	(16,213)
Fixed Assets	126,559	19,912	25,680	704,078	0	0	(704,078)
Total Expenditures	\$1,633,538	\$2,381,458	\$1,864,093	\$3,230,820	\$2,706,996	\$2,206,954	(\$1,023,866)
Staffing							
Allocated Positions	13.00	18.00	18.00	18.00	18.00	18.00	0.00
Temporary (FTE)	3.25	7.00	4.95	8.00	6.00	6.00	(2.00)
Total Staffing	16.25	25.00	22.95	26.00	24.00	24.00	(2.00)

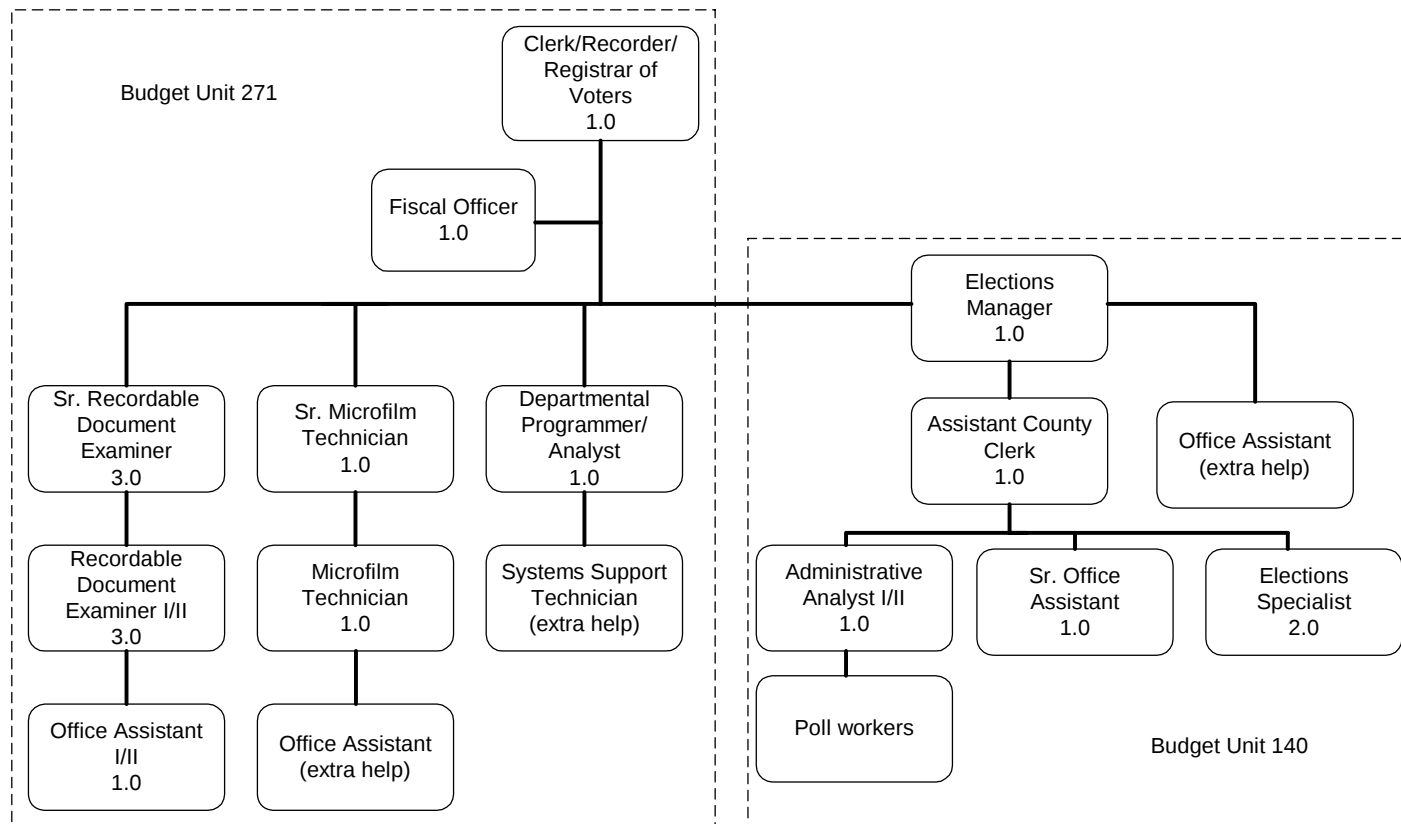
Clerk-Recorder Summary

Carolyn Crnich, Clerk/Recorder

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

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

Organization Chart:



1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$53,940	\$849,680	\$10,952	\$296,345	\$300,000	\$300,000	\$3,655
Charges for Services	26,160	171,863	29,696	13,612	40,000	40,000	26,388
General Fund Support	783,969	609,852	1,089,621	1,292,288	857,049	426,270	(866,018)
Total Revenues	\$864,070	\$1,631,395	\$1,130,269	\$1,602,245	\$1,197,049	\$766,270	(\$835,975)
Expenditures							
Salaries & Benefits	\$315,543	\$382,457	\$257,795	\$316,505	\$462,526	\$416,722	100,217
Supplies & Services	532,813	1,205,968	825,943	555,176	696,875	314,562	(240,614)
Other Charges	15,713	23,058	20,851	31,540	37,648	34,986	3,446
Fixed Assets	0	19,912	25,680	699,024	0	0	(699,024)
Total Expenditures	\$864,070	\$1,631,395	\$1,130,269	\$1,602,245	\$1,197,049	\$766,270	(\$835,975)
Staffing							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.33	0.25	3.75	5.00	5.00	5.00	0.00
Total Staffing	6.33	6.25	9.75	11.00	11.00	11.00	0.00

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, Education Code, and others.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, Elections made the following reductions:

- Decreased equipment maintenance by 66% by delaying maintenance
- Decreased office supplies by 67% by reducing the number of supplies ordered
- Decreased out-of-county transportation by 47% by reducing travel

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.

The Elections Office funded the State's May 2009 Special Election at a cost of \$300,000. The County is anticipating reimbursement in FY 2009-10, however the State may not be in a position to provide reimbursement.

2008-09 Accomplishments

1. Completed November, 2008 Presidential Election successfully with:
 - Over 80% voter turnout.
 - Trained over 400 poll workers for Presidential Election.
 - Replaced election software with a superior and cost effective system.
2. Completed May 2009 Statewide Special Election.
3. Migrated all voter, district and precinct information to Diebolt Fielder McAleer Associate's Election Information Management Surplus (EIMS) software from Premier DIMS system.
4. Recognized by the Election Verification Network, an international organization, for the innovation and success of the Humboldt Election Transparency Project.

2009-10 Objectives

1. To improve processes and procedures for training poll workers.
2. To initiate a Voter Education program that will include available media.
3. To inform voters and potential voters of their responsibility to register to vote.
4. To inform voters of resources available to them.
5. To educate voters in the election process.



Record Conversion (1310 267)

Carolyn Crnich, Clerk/Recorder

1310 - Record Conversion Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$7,620	\$7,000	\$13,405	\$11,470	\$0	\$0	(\$11,470)
Charges for Services	59,732	43,000	32,449	27,727	30,000	30,000	2,273
Other Revenues	0	0	0	203,664	577,803	577,803	374,139
(To)/From Non-GF Fund Balance	(28,562)	134,514	(23,868)	(1)	0	0	1
Total Revenues	\$38,790	\$184,514	\$21,986	\$242,860	\$607,803	\$607,803	\$364,943
Expenditures							
Supplies & Services	\$36,190	\$183,500	\$21,136	\$241,881	\$607,199	\$607,199	\$365,318
Other Charges	0	1,014	850	979	604	604	(375)
Fixed Assets	2,601	0	0	0	0	0	0
Total Expenditures	\$38,790	\$184,514	\$21,986	\$242,860	\$607,803	\$607,803	\$364,943
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 fund is authorized under California Government Code §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.

Budget Reductions

Anticipated expenditures 30 percent less due to decreased spending on record conversion.

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 change in interest rates which affects the sale or refinancing of real property. As interest rates rise, fewer documents are recorded thus fewer fees are collected for this fund.

2008-09 Accomplishments

1. Reconditioned and archivally restored all handwritten and typewritten Grantee and Grantor Indexes from 1928 through 1978 (years prior to 1928 were restored in previous years) as well as books of Patents and Deeds.
2. Digitally imaged all books of Patents and Deeds

2009-10 Objectives

1. To continue conversion process that will make handwritten indexes available in an electronically searchable format.

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$802,775	\$666,160	\$540,784	\$421,128	\$465,000	\$465,000	\$43,872
Licenses & Permits	40,322	42,092	46,855	54,882	52,000	52,000	(2,882)
Charges for Services	573,661	534,460	417,040	393,943	385,200	385,200	(8,743)
Other Revenues	462	340	237	249	42,672	42,672	42,423
General Fund Support	(686,542)	(506,421)	(293,078)	(69,673)	(42,728)	(111,991)	(42,318)
Total Revenues	\$730,678	\$736,630	\$711,838	\$800,529	\$902,144	\$832,881	\$32,352
Expenditures							
Salaries & Benefits	\$543,910	\$640,965	\$611,078	\$670,903	\$797,779	\$737,344	66,441
Supplies & Services	54,325	60,518	68,252	85,717	66,856	75,966	(9,751)
Other Charges	8,485	35,148	32,508	38,855	37,509	19,571	(19,284)
Fixed Assets	123,958	0	0	5,054	0	0	(5,054)
Total Expenditures	\$730,678	\$736,630	\$711,838	\$800,529	\$902,144	\$832,881	\$32,352
Staffing							
Allocated Positions	13.00	13.00	12.00	12.00	12.00	12.00	0.00
Temporary (FTE)	3.25	3.25	1.20	3.00	1.00	1.00	(2.00)
Total Staffing	16.25	16.25	13.20	15.00	13.00	13.00	(2.00)

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.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, the Recorder has made the following reductions:

- Increased salary savings by 100% through holding a position vacant
- Decreased office supply costs by 60%

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.

2008-09 Accomplishments

1. Upgraded accounting system.
2. Recorded 28,717 documents.
3. Issued 923 Marriage Licenses.
4. Issued 8301 Certified Copies of Vital Records (Births, Deaths, and Marriages).
5. Performed 235 Civil Marriage Ceremonies.
6. Worked with the California Department of Health Services to bring on line the VRISA system for informational copies of vital records in order to improve security and privacy surrounding those records.
7. Collected over \$4,800 in non-filing penalties for the Preliminary Change of Ownership Report which benefits the Assessor's Office.

8. Collected over \$12,300 in Real Estate Fraud Prosecution fees which benefit the District Attorney's office.
9. Collected over \$10,000 in Survey Monument Fees which benefit projects of the Public Works Department.

2009-10 Objectives

1. To contract for, acquire, and bring online a new recording system.
2. To improve access to records through the user subscriptions to online indexes.
3. To complete the process of truncation of personal identifying information in the Official Records.

Personnel (1100 130)

Rick Haeg, Personnel Director

1100 - General Fund	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Request	2009-10 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$16,000	\$16,000	\$20,137	\$34,000	\$34,000	\$34,000	\$0
Other Revenues	45	30	15	15	0	0	(15)
General Fund Support	454,960	532,605	644,048	673,711	718,946	665,369	(8,342)
Total Revenues	\$471,005	\$548,635	\$664,200	\$707,726	\$752,946	\$699,369	(\$8,357)
Expenditures							
Salaries & Benefits	\$437,074	\$511,669	\$591,526	\$635,140	\$673,888	\$643,267	8,127
Supplies & Services	38,357	23,090	54,183	48,601	55,374	43,024	(5,577)
Other Charges	4,870	15,691	14,920	23,985	23,684	13,078	(10,907)
Fixed Assets	0	2,728	3,571	0	0	0	0
Expense Transfer	(9,295)	(4,543)	0	0	0	0	0
Total Expenditures	\$471,005	\$548,635	\$664,200	\$707,726	\$752,946	\$699,369	(\$8,357)
Staffing							
Allocated Positions	5.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.00	1.00	0.25	1.00	0.33	1.00	0.00
Total Staffing	5.00	7.00	6.25	7.00	6.33	7.00	0.00

Purpose

The Personnel Department is the administrator of the County's centralized personnel system. The functions performed by Personnel are mandated by Federal and State laws and regulations, memoranda of understanding, compensation plans, rules and benefit plans as approved by the Board of Supervisors.

Budget Reductions

In addition to the standard budget reductions in workers' compensation, motor pool depreciation, Mailroom, and health insurance, Personnel has made the following reductions:

- Increased salary savings by 100% through anticipated vacancy
- Decreased office supply costs by 48%
- Decreased professional and special services expenses by 57%
- Decreased the cost of books and periodicals by 67%
- Eliminated office expenses-equipment
- Eliminated out-of-county transportation

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, administration of County health insurance and 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 Department serves all County departments, including 2,137 current regular and extra-help employees (as of March 31, 2009). Personnel has assisted County departments in filling 481 vacant positions by March 31, 2009 of FY 2008-09 from 96 recruitments. Personnel also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

2008-09 Accomplishments

1. Continued to provide comprehensive personnel services in the most effective manner.
2. Continued to develop appropriate employee benefit information to add to the Personnel Documents section of the County Intranet.
3. Revised recruiting methods to include additional electronic and targeted recruiting in order to provide the most effective recruitments possible.

4. Provided training for three departments on how to accurately complete the required forms for new hires, promotions and other actions.
5. Continued to work with the County Administrative Office and the Auditor-Controller to modernize the payroll process

and employee benefit information to add to the Personnel Documents section of the County Intranet.

2009-10 Objectives

1. To continue to provide comprehensive personnel services in the most effective manner.
2. To continue to work with County Information Technology and CalPERS to develop appropriate forms

3. To continue to research new recruiting methods and adopt those which are most effective recruiting in order to provide the best employment eligibility lists to County departments.
4. To continue to provided training for departments on how to accurately complete the required forms for new hires, promotions and other actions.
5. To continue to work with the County Administrative Office and the Auditor-Controller to modernize the payroll process.

Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of employment applicants received on-line.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
N/A	18%	71%	90%	92%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> As the workplace 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. Goal for 2009-10 is 92%.				

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 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
N/A	94%	96%	96%	98%
<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.				
3. <i>Description of Performance Measure:</i> Provide new employees with a sound understanding of the County process, employee benefits and their rights by increasing the number of new employees who attend the monthly New Employee Orientation.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
N/A	91%	90%	94%	98%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> 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. The goal is to increase this to 98%				
4. <i>Description of Performance Measure:</i> 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 exists.				
<i>FY 2005-06 Actual</i>	<i>FY 2006-07 Actual</i>	<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Estimated</i>	<i>FY 2009-10 Projected</i>
N/A	N/A	83%	85%	90%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> 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.				

Organization Chart:

