



SECTION B:

GOVERNANCE

Assessor
Auditor-Controller
Board of Supervisors
Clerk-Recorder
County Admin. Office

County Counsel
Human Resources
Measure Z
Other Funds
Treasurer-Tax Collector

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Charges for Current Services	502,464	552,326	578,116	563,150	563,150	(14,966)
Other Revenues	40,444	59,553	70,693	55,000	55,000	(15,693)
Total Revenues	542,908	611,879	648,809	618,150	618,150	(30,659)
Expenditures						
Salaries & Employee Benefits	2,049,842	2,153,710	2,144,122	2,406,047	2,406,047	261,925
Services and Supplies	142,913	171,823	179,784	160,845	160,845	(18,939)
Other Charges	183,890	188,032	174,649	198,213	198,213	23,564
Fixed Assets	0	7,500	0	0	0	0
Intrafund Transfers	(1,179)	0	0	0	0	0
Total Expenditures	2,375,466	2,521,065	2,498,555	2,765,105	2,765,105	266,550
Net Revenues (Expenditures)	(1,832,557)	(1,909,183)	(1,849,746)	(2,146,955)	(2,146,955)	(297,208)
Additional Funding Support						
1100 General Fund	1,832,558	1,909,186	1,849,746	2,146,955	2,146,955	83,247
Total Additional Funding Support	1,832,558	1,909,186	1,849,746	2,146,955	2,146,955	83,247
Staffing Positions						
Allocated Positions	31.00	31.00	31.00	31.00	31.00	0.00

Purpose

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

The duties of the Assessor’s office include:

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

Mission

The mission of the Humboldt County Assessor’s office is to create equitable, timely, and accurate property tax assessments to fund public services in accordance with the California Constitution and the laws and regulations of the State of California and the State Board of Equalization. The Assessor is committed to integrity, mutual respect, and teamwork within the office, with other county departments, and through providing services to the public.

Proposed Budget

The proposed budget for the Assessor's office for FY 2018-19 is \$2,765,105, an increase of \$113,247 or 4 percent from the prior year. The General Fund contribution is \$2,146,955, which represents an increase of \$83,247 or 4 percent from the prior year.

Proposed Personnel Allocation

The proposed personnel allocation for the Assessor's office for FY 2018-19 is 31.0 FTE with 4.0 FTE frozen and unfunded positions. There is no change from the prior fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

The county General Fund pays for the administration of the property tax system. Since the passage of Senate Bill 2557 in 1990, special districts and cities have reimbursed the county for their proportionate share of this cost. This amount is called the Property Tax Administration Fee (PTAF). Public schools are exempt by state law from paying their proportionate share even though schools receive over 62.5 percent of the property tax revenue generated in Humboldt County. The county receives 5 percent of supplemental roll billings for the 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 PTAF, 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 \$1 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. With the county receiving 16.1 percent of total property tax revenue, the return on \$1 investment would be \$1.77. The county retains a portion of additional revenue and the PTAF revenues increase.

This budget unit supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	3,849	4,120	4,261	4,000	4,000	(261)
Charges for Current Services	86,924	85,835	98,327	91,000	91,000	(7,327)
Other Revenues	10,552	3,940	2,485	500	500	(1,985)
Total Revenues	101,325	93,895	105,073	95,500	95,500	(9,573)
Expenditures						
Salaries & Employee Benefits	1,103,512	1,218,723	1,268,944	1,473,886	1,301,663	32,719
Services and Supplies	79,865	85,476	96,275	171,528	162,570	66,295
Other Charges	72,507	73,850	70,185	80,218	80,218	10,033
Fixed Assets	0	0	0	20,000	20,000	20,000
Total Expenditures	1,255,884	1,378,049	1,435,404	1,745,632	1,564,451	129,047
Net Revenues (Expenditures)	(1,154,559)	(1,284,154)	(1,330,331)	(1,650,132)	(1,468,951)	(138,620)
Additional Funding Support						
1100 General Fund	1,154,559	1,284,154	1,330,331	1,650,132	1,468,951	138,620
Total Additional Funding Support	1,154,559	1,284,154	1,330,331	1,650,132	1,468,951	138,620
Staffing Positions						
Allocated Positions	14.10	14.10	14.10	17.50	14.50	0.40

Purpose

The Auditor-Controller, pursuant to California Government Code Section 26881, is the chief accounting officer for the county. The Auditor-Controller, upon order of the Board of Supervisors, shall prescribe, and shall exercise a general supervision, including the ability to review departmental and 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. This budget grouping includes Auditor-Controller (111) and Auditor-Controller Measure Z (300).

Mission

To provide the county with credible financial records that promote public trust by the most efficient and expedient means possible, and promote the safeguarding of county assets.

Proposed Budget

The Auditor-Controller’s proposed budget for FY 2018-19 is \$1,564,451, an increase of \$62,431 or 4 percent from the previous year. The General Fund contribution is \$1,468,951.

Additional Funding Requests

The Auditor-Controller submitted two additional funding requests totaling \$201,180:

1. \$181,180 for the allocation of 1.0 FTE Fiscal Assistant I/II and 2.0 FTE Accountant-Auditor I/II to address workload concerns and increasing productivity.

2. \$20,000 in funding is requested for a one-time expenditure to modernize the low-voltage data cabling. The replacement of Category 3 with Category 5 cabling is necessary for efficient computer networking and data load sharing.

The additional funding request of \$20,000 to modernize low-voltage data cabling is recommended for funding at this time.

Although the remaining funding request has merit, the Board has invested in an Auditor's Office staffing review through its agreements with Cooperative Personnel Services for a Centralized Services review, approved on January 9, 2018, and additional consultant investments in an Auditor-Controller Management and Accounting review approved on March 13 and 20, 2018. Once completed, these reviews will be brought before the Board to help determine appropriate staffing levels for the Auditor's Office.

Proposed Personnel Allocation

The Auditor-Controller's proposed personnel allocation for FY 2018-19 is 14.5 FTE, a net increase of 0.4 FTE. Position changes are detailed in the budget unit sections and in the Position Allocation table.

In addition, the Auditor-Controller has entered into an agreement with the Department of Health and Human Services (DHHS) to place 1.0 FTE DHHS Accounts Payable staff in the Auditor-Controller's office. The purpose of the 1.0 FTE Accounts Payable staff is to increase the office's capacity to process and pay claims. This position is funded by DHHS, with supplemental funding from the General Fund for non-DHHS activities.

Board Adopted

The board adopted this budget as recommended.

Program Discussion

Services provided by the Auditor-Controller's office include, but are not limited to:

- Auditing and processing claims for payment
- Recording revenue received
- Providing accounting assistance and training to county departments
- 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
- Complying with state and federal financial reporting requirements
- Complying with generally accepted accounting principles
- Maintaining account records for all special districts and school districts within Humboldt County
- Working with the county's external auditors to complete required annual audits and to receive several audit reports in a timely manner

1100 111 Auditor-Controller

The proposed budget for the Auditor-Controller for FY 2018-19 is \$1,512,656, an increase of \$39,965 or 3 percent from the previous year. This increase is slightly less than would be anticipated because the Auditor-Controller was allocated one-time funding in FY 2017-18 to purchase computers and for additional training of the staff. The General Fund contribution is \$1,448,951, an increase of \$131,431 over the prior year.

The proposed personnel allocation for the Auditor-Controller’s for FY 2018-19 is 14.0 FTE, a net increase of a 0.40 FTE.

Additions:

1.0 FTE Accountant-Auditor I/II

Deletions:

0.6 FTE Senior Fiscal Assistant (Frozen)

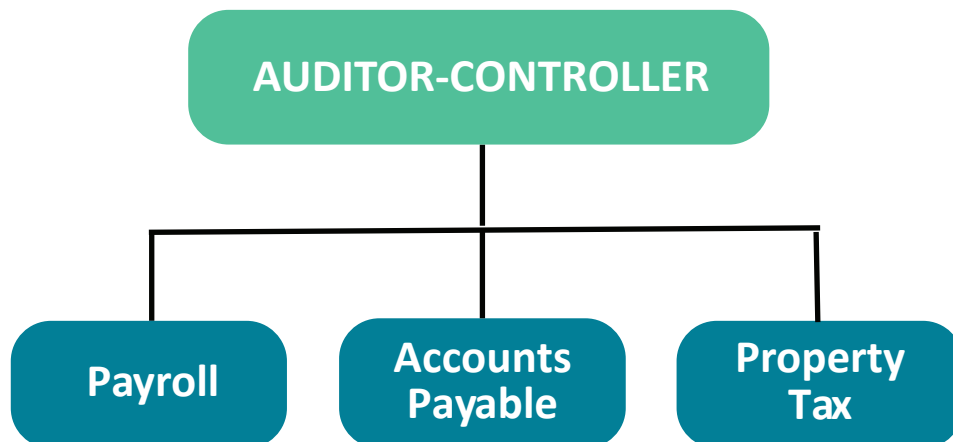
1100 300 Auditor-Controller Measure Z

Measure Z is the local half-cent sales tax passed by voters in November 2014. The Auditor-Controller Measure Z budget unit was allocated a 0.5 FTE within the payroll division to alleviate the increased demand caused by the approval of several Measure Z funded staff allocations in other county departments.

The proposed budget for the Auditor-Controller’s Measure Z for FY 2018-19 is \$51,795, an increase of \$2,466 or 5 percent from the previous year due to negotiated salary and benefit cost increases.

The proposed personnel allocation for the Auditor-Controller’s Measure Z for FY 2018-19 is 0.5 FTE, there are no changes from the prior year.

These budget units support the Board’s Strategic Framework and Core Roles by enforcing laws and regulations.



**1100 -- General Fund
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Charges for Current Services	81	135	160	0	0	(160)
Other Revenues	0	100	119	100	100	(19)
Total Revenues	81	235	279	100	100	(179)
Expenditures						
Salaries & Employee Benefits	914,884	977,181	981,362	1,033,913	1,033,913	52,551
Services and Supplies	255,842	257,026	332,375	353,224	353,224	20,849
Other Charges	39,368	40,789	39,458	46,902	46,902	7,444
Total Expenditures	1,210,094	1,274,996	1,353,195	1,434,039	1,434,039	80,844
Net Revenues (Expenditures)	(1,210,013)	(1,274,763)	(1,352,916)	(1,433,939)	(1,433,939)	(81,022)
Additional Funding Support						
1100 General Fund	1,210,013	1,274,761	1,352,916	1,433,939	1,433,939	81,023
Total Additional Funding Support	1,210,013	1,274,761	1,352,916	1,433,939	1,433,939	81,023
Staffing Positions						
Allocated Positions	8.00	8.00	9.00	9.00	9.00	0.00

Purpose

Humboldt County is governed by five supervisors elected by district to represent the needs of individual districts as well as the county in its entirety. The Board of Supervisors is responsible for establishing and directing the implementation of policies consistent with public needs and the requirements of state and federal laws. The Board also provides review and policy guidance over the county budget as well as representing the interests of Humboldt County as members of numerous local, regional and state committees, boards, and commissions.

Proposed Budget

The proposed budget for the Board of Supervisors for FY 2018-19 is \$1,434,039, an increase of \$34,663 or 2 percent from the previous year. This increase is slightly less than would be anticipated because the Board of Supervisors was allocated one-time funding in FY 2017-18 for the purchase of computers and county issued cellular devices.

Proposed Personnel Allocation

The proposed personnel allocation for the Board of Supervisors for FY 2018-19 is 9.0 FTE, there are no changes from the previous fiscal year.

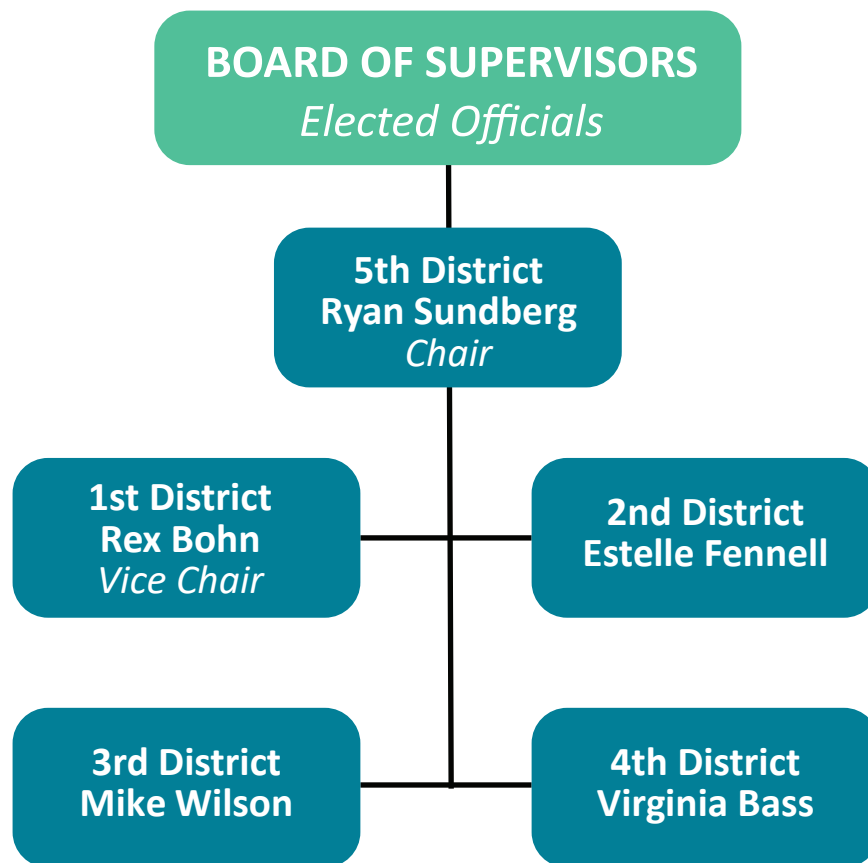
Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

Organizational Chart:

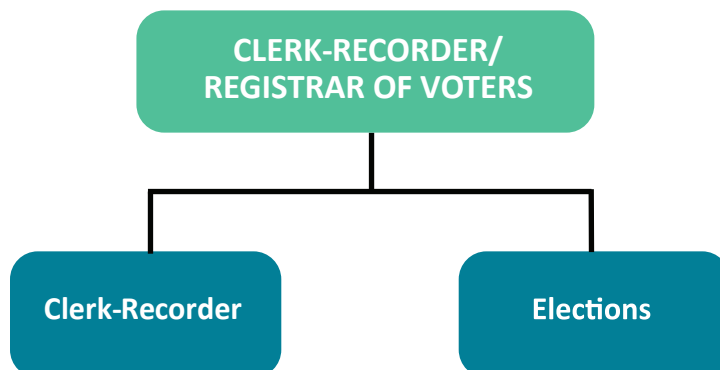


Departmental Summary FY 2018-19 Adopted Budget						
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	628,151	804,105	740,179	790,000	790,000	49,821
Licenses and Permits	50,269	58,688	56,148	60,000	60,000	3,852
Use of Money and Property	3,147	4,425	8,112	7,800	7,800	(312)
Other Governmental Agencies	24,713	47,701	0	172,508	172,508	172,508
Charges for Current Services	781,056	778,412	831,295	808,100	808,100	(23,195)
Other Revenues	256,368	60,258	0	18,388	18,388	18,388
General Fund Contribution	0	165,354	0	0	0	0
Total Revenues	1,743,704	1,918,943	1,635,734	1,856,796	1,856,796	221,062
Expenditures						
Salaries & Employee Benefits	1,175,915	1,209,537	1,196,403	1,324,911	1,324,911	128,508
Services and Supplies	876,993	939,683	1,096,514	1,535,418	1,535,418	438,904
Other Charges	229,071	270,990	257,799	275,654	275,654	17,855
Fixed Assets	219,803	89,869	62,067	18,388	18,388	(43,679)
Intrafund Transfers	(3,514)	0	0	0	0	0
Total Expenditures	2,498,268	2,510,079	2,612,783	3,154,371	3,154,371	541,588
Net Revenues (Expenditures)	(754,565)	(591,138)	(977,047)	(1,297,575)	(1,297,575)	(320,527)
Additional Funding Support						
1100 General Fund	778,423	811,729	878,097	1,188,665	1,188,665	310,568
1310 Recorder Record Conversion	(23,859)	(220,593)	98,952	108,910	108,910	9,958
Total Additional Funding Support	754,564	591,136	977,049	1,297,575	1,297,575	320,526
Staffing Positions						
Allocated Positions	17.00	18.00	18.00	15.00	15.00	(3.00)

The Clerk-Recorder’s Office includes the following budget units:

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

Organizational Chart:



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	628,151	804,105	740,179	790,000	790,000	49,821
Licenses and Permits	50,269	58,688	56,148	60,000	60,000	3,852
Charges for Current Services	583,260	534,141	557,074	666,600	666,600	109,526
Other Revenues	256,368	2,165	0	0	0	0
Total Revenues	1,518,048	1,399,099	1,353,401	1,516,600	1,516,600	163,199
Expenditures						
Salaries & Employee Benefits	785,204	783,449	771,303	884,737	884,737	113,434
Services and Supplies	140,042	111,129	132,765	191,616	191,616	58,851
Other Charges	182,028	216,670	206,861	215,239	215,239	8,378
Fixed Assets	219,803	0	31,595	0	0	(31,595)
Total Expenditures	1,327,077	1,111,248	1,142,524	1,291,592	1,291,592	149,068
Net Revenues (Expenditures)	190,971	287,849	210,878	225,008	225,008	14,129
Additional Funding Support						
1100 General Fund	(190,971)	(287,851)	(125,000)	(225,008)	(225,008)	(100,008)
Total Additional Funding Support	(190,971)	(287,851)	(125,000)	(225,008)	(225,008)	(100,008)
Staffing Positions						
Allocated Positions	11.00	12.00	12.00	10.00	10.00	(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.

Proposed Budget

The proposed budget for the Clerk-Recorder for FY 2018-19 is \$1,291,592, an increase of \$113,336 or 10 percent from the previous year. This increase is due to increased salary and benefit expense due to the addition of 1.0 FTE Fiscal Assistant I/II, as well as an increase in professional services to allow for digital image conversion and electronic recording of documents. The budget increase is offset by additional revenue and conservatively estimates a contribution to the General Fund of \$225,008.

Proposed Personnel Allocation

The proposed personnel allocation for the Clerk/Recorder for FY 2018-19 is 10.0 FTE, a decrease of 2.0 FTE due to the elimination of frozen and unfunded positions.

Additions:

1.0 FTE Fiscal Assistant I/II

Deletions:

2.0 FTE Sr. Recordable Doc Examiner (Frozen 37.5 Hr)

1.0 FTE Office Assistant I/II (Frozen-37.5 Hr)

The County Clerk-Recorder continues to analyze and reconfigure the organizational structure of the department to increase efficiency and reduce overhead costs. The proposed Fiscal Assistant I/II position will provide assistance and backup support to the Fiscal Officer to increase efficiency of the department's fiscal functions and continuity of services.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Clerk-Recorder's Office provides two distinct services that were historically provided by two separate 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. In this last fiscal year, revenues for recording fees have decreased by 7 percent, while documentary transfer tax came in higher than budgeted by 7 percent. Analysis of these revenues going back to 1997-98 could indicate a cyclical pattern where the county has years of gains followed by years of decline. The California Legislature passed and the Governor signed Senate Bill 2, Chapter 2.5 of the Statutes of 2017 mandating that effective January 1, 2018, recordable documents may be charged a fee to support the Building Homes and Jobs Act. The bill imposes a mandate on County Recorders to charge an additional \$75 at the time of recording every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempt from payment of recording fees, per each transaction per parcel of real property, not to exceed \$225. Failure to declare an exemption will result in the imposition of the \$75 Building Homes and Jobs Act fee. Fees collected are deposited to the state and may not be available for refund.

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 the County Clerk include filing a variety of required bonds, and fictitious business name statements, as well as issuing marriage licenses, perform marriage ceremonies, and administer oaths.

The County Clerk is also mandated by the Business and Professions Code to register and maintain the current status and indices of the county’s professional registrations consisting of process servers, legal document assistants, legal photocopiers, and unlawful detainer assistants, and mandated by the Fish and Game Code to file, post, and collect appropriate state and county fees for variety of California Environmental Quality Act documents, which include timber harvesting plans, environmental impact reports, notice of determination, and negative declarations.

In 2016, the County Clerk-Recorder entered into a contract with Tyler Eagle Recorder. Essentially, the Tyler Eagle Recorder program brings together the Count Clerk, the County Recorder, and the financials together in one manageable product.

Over the past few years this program has added images that were not previously digitized into the system for easier public and official staff retrieval.

In the coming year, the department will add new features of Tyler such as eMarriage Module/eForms allowing for the acceptance of marriage applications online (with a Spanish translation component), Tyler Self Service online index search, as well as submittal functions for clerk items, credit card processing (currently only cash or checks are accepted), and other features to be negotiated.

This budget unit supports the Board’s Strategic Framework, Core Roles, by enforcing laws and regulations.



Elections (1100 140)

Kelly Sanders, Clerk-Recorder

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Governmental Agencies	24,713	47,701	0	172,508	172,508	172,508
Charges for Current Services	173,853	193,457	240,160	117,500	117,500	(122,660)
Other Revenues	0	58,093	0	18,388	18,388	18,388
Total Revenues	198,566	299,251	240,160	308,396	308,396	68,236
Expenditures						
Salaries & Employee Benefits	390,711	426,088	425,100	440,174	440,174	15,074
Services and Supplies	733,720	828,554	830,944	1,203,092	1,203,092	372,148
Other Charges	47,043	54,320	50,938	60,415	60,415	9,477
Fixed Assets	0	89,869	22,152	18,388	18,388	(3,764)
Intrafund Transfers	(3,514)	0	0	0	0	0
Total Expenditures	1,167,960	1,398,831	1,329,134	1,722,069	1,722,069	392,935
Net Revenues (Expenditures)	(969,396)	(1,099,581)	(1,088,974)	(1,413,673)	(1,413,673)	(324,698)
Additional Funding Support						
1100 General Fund	969,394	1,099,580	1,088,974	1,413,673	1,413,673	324,699
Total Additional Funding Support	969,394	1,099,580	1,088,974	1,413,673	1,413,673	324,699
Staffing Positions						
Allocated Positions	6.00	6.00	6.00	5.00	5.00	(1.00)

Purpose

The Humboldt County Office of Elections strives to ensure that all eligible residents are able to exercise their right to vote; that elections are held in a fair, accurate, lawful and efficient manner; and to provide reliable information and the best possible service to voters, media, and other interested parties. The Office of Elections works in concurrence with the Secretary of State and is governed by the California Elections Code, and provisions of the Government and Education Codes.

Proposed Budget

The proposed budget for Elections for FY 2018-19 is \$1,722,069, an increase of \$2,677 or less than 1 percent from the prior fiscal year. The General Fund contribution is \$1,413,673, an increase of \$54,501 or 4 percent from the prior fiscal year.

This budget includes \$18,388 in fixed assets to be carried forward from FY 2017-18 to complete the relocation of the Office of Elections to a new facility as the office is in need of public access stations and building modifications to enhance the security of the new location. Additional detail on the fixed assets is available in the Capital Expenditure table.

Proposed Personnel Allocation

The proposed personnel allocation for Elections for FY 2018-19 is 5.0 FTE, a decrease of 1.0 FTE from the prior fiscal year due to the elimination of a frozen and unfunded position.

Deletions:

1.0 FTE Assistant County Clerk (Frozen)

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Maintain Voter Registration Rolls

The Office of Elections receives new voter registrations from multiple sources and updates local voter rolls. The office works in concurrence with other California counties and the Secretary of State to maintain a statewide registration system.

Conduct Elections

The Office of Elections conducts federal, state, and local elections for elected offices, state propositions, and local measures. Working concurrently with the Secretary of State, the Office of Elections establishes deadlines for candidacy filing and local measures, administers the candidacy filing period for elected offices and local measures, and provides statistical election data to the Secretary of State. The Office of Elections develops and distributes hard copy and web-based local voter information guide and administers the Uniformed Overseas Citizens Assistance Voting Act (UOCAVA) program. As the number of vote-by-mail voters continue to increase, the Office of Elections anticipates increased costs associated with receiving and processing vote-by-mail ballots. Additionally, aging voting equipment and changes in California Elections Code indicate changing voting equipment needs and election polling station format on the horizon.

Oversee Financial Reporting to FPPC

The Office of Elections is the Humboldt County filing officer for the Fair Political Practices Commission (FPPC). The office administers financial reporting for the County of Humboldt, by receiving, reviewing, and processing financial filing documents for campaigns, and elected and appointed officials. The office reports activities to the FPPC and cooperates with FPPC auditing and investigative efforts.

Oversee School and Special Districts

The Office of Elections oversees school and special district board appointments, maintains district jurisdiction boundary records to inform voter rolls, and provide process navigational support. Since 2015, most school and special districts have moved from odd-year to even year elections. The Office of Elections has worked closely with districts and the Board of Supervisors to facilitate this transition. This change will have a significant budget impact.

This budget unit supports the Board's Strategic Framework, Core Roles, by enforcing laws and regulations.

Record Conversion (1310 267)

Kelly Sanders, Clerk-Recorder

1310 -- Record Conversion FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Use of Money and Property	3,147	4,425	8,112	7,800	7,800	(312)
Charges for Current Services	23,943	50,814	34,061	24,000	24,000	(10,061)
General Fund Contribution	0	165,354	0	0	0	0
Total Revenues	27,090	220,593	42,173	31,800	31,800	(10,373)
Expenditures						
Services and Supplies	3,231	0	132,805	140,710	140,710	7,905
Fixed Assets	0	0	8,320	0	0	(8,320)
Total Expenditures	3,231	0	141,125	140,710	140,710	(415)
Net Revenues (Expenditures)	23,858	220,593	(98,951)	(108,910)	(108,910)	(9,958)
Additional Funding Support						
1310 Recorder Record Conversion	(23,859)	(220,593)	98,952	108,910	108,910	9,958
Total Additional Funding Support	(23,859)	(220,593)	98,952	108,910	108,910	9,958
Staffing Positions						
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This fund is authorized under California Government Code Section 27361.4 which provides for \$1 per document to be collected for the conversion of records from paper and microfilm to a micrographic document storage system. Also, for a limited time, per Government Code Section 27361 (d)(1) –(d)(4), the department was able to collect \$1 for recording the first page of every instrument for the purpose of implementing a social security number truncation program. This limited fee collection ended December 2017.

Proposed Budget

The proposed budget for Record Conversion for FY 2018-19 is \$140,710, a decrease of \$108,048 or 43 percent from the prior year. This office is in the midst of a record conversion project that will carry forward into the new fiscal year. Any new projects for the FY 2018-19 will be addressed with a supplemental budget request.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

Both the conversion and redaction portions of the fund are driven by the volume of certain recordable documents. The volume is impacted by any economic change that affects the sale or refinancing of real

property. If interest rates rise or property values decrease, fewer documents are recorded thus fewer fees are collected for this fund.

In 2017 the County Recorder began using the redaction portion of the fund and started the Social Security Redaction Project in order to help protect citizens from the increasing threat of identity theft. This two part project created a program as mandated by Government Code 27301(a) to redact social security numbers on official records recorded before 1999. Part one consists of approximately one million images recorded between January 1980 and April 1999, and was completed in January of 2018. Part two consists of the remainder of the records from 1850 to 1979, with an estimated project completion date before January 2019.

In order to redact social security numbers from these records each page must first be converted from its existing format of microfiche, microfilm, or hardcover books, into a digital reel format. Once converted, each record is duplicated exactly, except for the social security number which has been redacted.

At the completion of the two part project nearly 150 years of Humboldt County’s historical official records will be digitized and redacted. This modernized digital format will provide the public far greater accessibility to, and an enhanced legibility of, the records. Also delivered with these modernized records is software capable of performing a detailed and comprehensive search of the digitized images through the use of optical character recognition.

This budget unit supports the Board’s Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



**Departmental Summary
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	50,000	50,000	37,500	50,000	50,000	12,500
Operating Revenue & Contributn	3,108,347	3,258,134	3,662,792	3,740,264	3,740,264	77,472
Licenses and Permits	65	520	325	0	0	(325)
Fines, Forfeits and Penalties	14,697	9,994	5,951	10,500	10,500	4,549
Use of Money and Property	357	470	529	300	300	(229)
Other Governmental Agencies	1,908,054	1,502,153	2,173,344	3,265,703	3,265,703	1,092,359
Charges for Current Services	437,077	417,267	427,771	3,885,193	3,885,193	3,457,422
Other Revenues	614,367	1,164,039	3,467,009	2,669,854	2,669,854	(797,155)
Other Financing Sources	0	0	181,163	470,505	470,505	289,342
General Fund Contribution	27,887	28,519	17,219	232,143	232,143	214,924
Total Revenues	6,160,851	6,431,096	9,973,603	14,324,462	14,324,462	4,350,859
Expenditures						
Salaries & Employee Benefits	2,554,482	2,678,570	2,949,996	3,853,243	3,762,410	812,414
Services and Supplies	1,701,915	2,015,345	3,581,617	3,830,652	3,916,777	335,160
Other Charges	3,310,590	3,140,867	3,380,492	4,024,734	4,018,709	638,217
Fixed Assets	344,176	78,725	331,662	4,989,952	4,989,952	4,658,290
Intrafund Transfers	(122,106)	(19,947)	(18,532)	(27,060)	(27,060)	(8,528)
Other Financing Uses	0	0	230,830	0	0	(230,830)
Total Expenditures	7,789,057	7,893,560	10,456,065	16,671,521	16,660,788	6,204,723
Net Revenues (Expenditures)	(1,628,205)	(1,462,464)	(482,463)	(2,347,059)	(2,336,326)	(1,853,862)
Additional Funding Support						
1100 General Fund	1,415,768	1,500,319	1,525,783	1,896,101	1,885,368	359,585
1120 Economic Development	184,724	162,463	(343,627)	0	0	343,627
1700 Fish & Game	(3,269)	1,911	9,659	4,200	4,200	(5,459)
3521 Communications	21,604	(119,394)	31,902	0	0	(31,902)
3550 Information Tech Enterprise	(45,654)	(109,383)	133,939	381,172	381,172	247,233
3552 ADA Compliance ISF	0	0	(854,334)	0	0	854,334
3555 Central Services ISF	55,033	26,548	(20,860)	65,586	65,586	86,446
Total Additional Funding Support	1,628,206	1,462,464	482,462	2,347,059	2,336,326	1,853,864
Staffing Positions						
Allocated Positions	34.00	34.00	40.00	42.00	41.00	1.00

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

ADA Compliance

- 3552 152 ADA Compliance

Communications

- 3521 151 Communications

County Administrative Office

- 1100 103 CAO Management & Budget Team

Economic Development

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

Economic Development Promotion

- 1100 181 Economic Development Promotion

Fish & Game Advisory Commission

- 1700 290 Fish & Game Advisory Commission

Forester & Warden

- 1100 281 Forester & Warden

Information Technology

- 3550 118 Information Technology Team

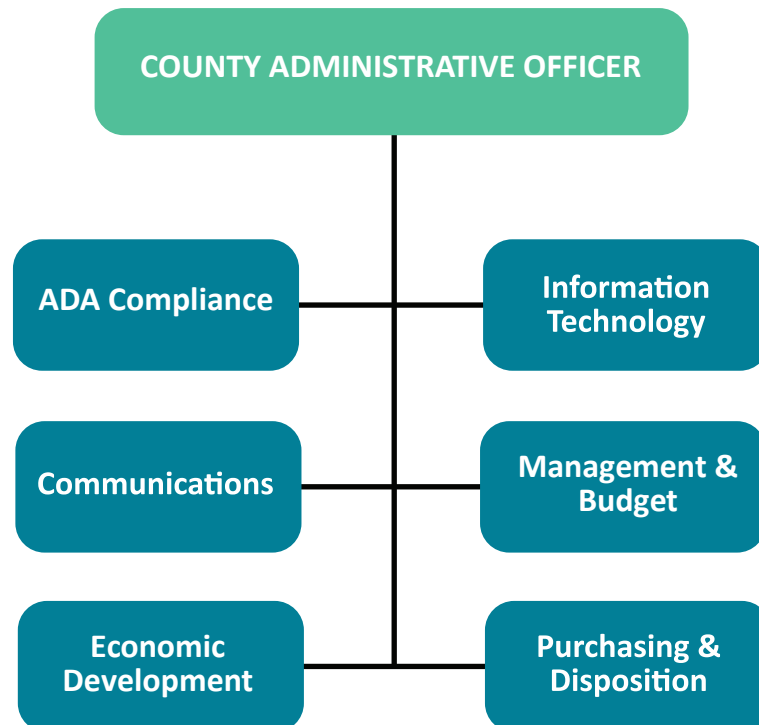
Purchasing & Disposition

- 3555 115 Purchasing & Disposition Team

Mission:

Support the needs of our community through:
Unparalleled service,
Participatory leadership,
Professional growth,
Optimal management of resources,
Responsible policies and procedures and
Teamwork

Organizational Chart:



**3552 -- ADA Compliance
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Operating Revenue & Contributn	0	0	238,002	0	0	(238,002)
Charges for Current Services	0	0	0	3,468,910	3,468,910	3,468,910
Other Revenues	0	0	2,811,199	2,304,837	2,304,837	(506,362)
Total Revenues	0	0	3,049,201	5,773,747	5,773,747	2,724,546
Expenditures						
Salaries & Employee Benefits	0	0	347,118	501,223	501,223	154,105
Services and Supplies	0	0	1,576,302	1,755,791	1,755,791	179,489
Other Charges	0	0	46,057	100,013	100,013	53,956
Fixed Assets	0	0	(10,579)	3,416,720	3,416,720	3,427,299
Total Expenditures	0	0	1,958,898	5,773,747	5,773,747	3,814,849
Net Revenues (Expenditures)	0	0	1,090,304	0	0	(1,090,304)
Staffing Positions						
Allocated Positions	0.00	0.00	4.00	5.00	5.00	1.00

Purpose

In the summer of 2016, the Board of Supervisors entered into a consent decree with the Department of Justice (DOJ). The DOJ brought this action forward in order to enforce the county’s compliance with Title II of the American’s with Disability Act (ADA) of 1990. The consent decree contains many elements including accessibility for services, programs and activities that require modifications to facilities and roadways. The ADA Compliance budget unit is used to manage mandated improvements required in accordance with the 2016 Consent Decree that the county entered into with the DOJ.

Proposed Budget

The proposed budget for ADA Compliance for FY 2018-19 is \$5,773,747. An increase of \$2,423,969 or 42 percent from the prior year. This budget has increased as additional ADA projects have been identified and prepared for construction. Fixed asset funding of \$3,416,720 is proposed for needs associated with ADA projects and barrier removal; additional detail on the proposed projects are available in the Capital Expenditure table.

Proposed Personnel Allocation

The proposed personnel allocation for ADA Compliance for FY 2018-19 is 5.0 FTE, an increase of 1.0 FTE over the prior year.

Additions:

2.0 FTE Carpenter

Deletions:

1.0 FTE ADA Coordinator

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The ADA Compliance program investigates all ADA-related complaints, works with an Independent Licensed Architect (ILA), coordinates with outside vendors on capital improvement projects, provides required reporting and administration to confirm ADA compliance, and reviews facilities, programs, services and activities to ensure their compliance with ADA.

The ADA Compliance budget supports the Board’s Strategic Framework by creating opportunities for improved safety and health, protecting vulnerable populations and maintaining infrastructure.



CAO Management & Budget Team (1100 103) Amy S. Nilsen, County Administrative Officer

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	50,000	50,000	37,500	50,000	50,000	12,500
Licenses and Permits	65	520	0	0	0	0
Other Governmental Agencies	0	19,000	20,000	15,000	15,000	(5,000)
Other Revenues	5,234	150,025	12,212	100	100	(12,112)
Total Revenues	55,299	219,545	69,712	65,100	65,100	(4,612)
Expenditures						
Salaries & Employee Benefits	763,700	814,197	740,627	939,206	848,373	107,746
Services and Supplies	256,032	478,555	348,281	296,422	376,522	28,241
Other Charges	64,794	84,098	72,833	52,888	52,888	(19,945)
Fixed Assets	11,500	0	0	0	0	0
Total Expenditures	1,096,026	1,376,850	1,161,741	1,288,516	1,277,783	116,042
Net Revenues (Expenditures)	(1,040,728)	(1,157,304)	(1,092,030)	(1,223,416)	(1,212,683)	(120,652)
Additional Funding Support						
1100 General Fund	1,040,727	1,157,305	1,092,029	1,223,416	1,212,683	120,654
Total Additional Funding Support	1,040,727	1,157,305	1,092,029	1,223,416	1,212,683	120,654
Staffing Positions						
Allocated Positions	6.00	6.00	6.00	6.00	5.00	(1.00)

Purpose

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

Proposed Budget

The proposed budget for the CAO-MBT for FY 2018-19 is \$1,187,683 a decrease of \$144,563, or 14 percent from the previous year. The decrease is primarily due to a reduction in consulting services expense. Consulting services were utilized in FY 2017-18 to prepare for the renewal of Measure Z, the local half-cent sales tax put in effect on April 1, 2015, which is set to sunset in 2020 and to conduct a management and accounting review of the Auditor-Controller's office. In addition, expense transfers have been reduced as staff transition from performing CAO-MBT administrative functions to focusing on Americans with Disability Act (ADA) mandates. The function of providing county staff with training and development opportunities is also shifting from the CAO to Human Resources (HR). Accordingly, \$25,000 of the CAO-MBT's General Fund contribution is shifting to HR to allow for the allocation of a HR Project Manager. The General Fund contribution is \$1,122,583, a decrease of \$127,413 over the prior year.

Additional Funding Request

The CAO-MBT submitted one additional funding request totaling \$100,833 to fund 1.0 FTE CAO Accountant.

The addition of a CAO Accountant will provide the CAO's office with additional governmental accounting compliance and best practices. In addition, the position will provide a bridge between local government finance practices and fund accounting interaction as budgetary responsibility lies within the CAO's office. Finally, the addition of a CAO Accountant will assist with the development of internal service charges and the development of the cost allocation plan.

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

Proposed Personnel Allocation

The proposed personnel allocation for CAO-MBT for FY 2018-19 is 5.0 FTE, a reduction of 1.0 FTE due to the elimination of a frozen and unfunded position.

Deletions:

1.0 FTE Public Information Specialist (Frozen)

Board Adopted

The Board adopted this budget as recommended with one amendment. The Board approved an additional \$90,100 to contract with Lew Edwards to place the Measure Z renewal on the November ballot and to conduct community outreach; \$38,300 of this funding is carry-forward from FY 2017-18 to FY 2018-19.

Program Discussion

CAO-MBT works to fulfill mandated functions through supportive collaboration between departments, the Board of Supervisors and external stakeholders.

Recently the Law Library indicated an inability to pay for telephone and custodial services, citing Business and Professions Code Section 6361 which imposes a mandatory duty on the Board of Supervisors to provide quarters for the county Law Library. Such provisions may include suitable furniture, window shades, floor coverings, lighting, heat and telephone and janitorial services. Accordingly, the Law Library telephone charges are now being paid through budget unit 103.

The CAO-MBT continues to work on compliance with the Department of Justice's (DOJ) 2016 ADA Consent Decree and the CAO-MBT coordinated and delivered the Community Budget Roadshow. In addition, county policies related to General Reserves, Contingencies and Travel were updated to reflect financial sustainability and best practices.

The FY 2018-19 goals and efforts include:

- Continue complying with the DOJ's 2016 ADA Consent Decree to obtain compliance by the mandated deadline of September 2019 for all barriers identified by the DOJ.
- Implement a new budgeting software solution to improve transparency and efficiency of budgetary

information and submit the county budget for consideration of the Government Financial Officers Association (GFOA) Budget Award in FY 2018-19.

- Provide the MBT team with professional development opportunities to enhance public service, communication, leadership and team building skills necessary to seek out the opportunities and meet the challenges facing the community and County of Humboldt.
- Create a high-performing organization by encouraging leadership at all levels, fostering intra- and inter-agency collaboration and ensuring a responsive organization by promoting a solution oriented and a technologically adaptive environment.
- Promote fiscal responsibility and long-term planning efforts by establishing guidelines to address capital improvement costs, short-term and long-term cash management and to create policies and procedures that minimize the county's debt service and issuance cost with an overall objective of ensuring prudent debt management practices in order to maintain financial stability, preserve public trust and minimize costs to taxpayers.

This budget unit supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



**3521 -- Communications
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Charges for Current Services	104,291	122,758	121,374	125,669	125,669	4,295
Other Revenues	219,144	182,705	45,314	161,141	161,141	115,827
General Fund Contribution	17,219	17,219	17,219	17,321	17,321	102
Total Revenues	340,654	322,682	183,907	304,131	304,131	120,224
Expenditures						
Salaries & Employee Benefits	20,714	76,661	62,849	79,228	79,228	16,379
Services and Supplies	45,927	64,557	58,758	66,881	66,881	8,123
Other Charges	112,683	81,240	93,283	30,443	30,443	(62,840)
Fixed Assets	182,934	(19,170)	919	127,579	127,579	126,660
Total Expenditures	362,258	203,288	215,809	304,131	304,131	88,322
Net Revenues (Expenditures)	(21,603)	119,393	(31,904)	0	0	31,904
Additional Funding Support						
3521 Communications	21,604	(119,394)	31,902	0	0	(31,902)
Total Additional Funding Support	21,604	(119,394)	31,902	0	0	(31,902)
Staffing Positions						
Allocated Positions	0.00	1.00	1.00	1.00	1.00	0.00

Purpose

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

Proposed Budget

The proposed budget for Communications for FY 2018-19 is \$304,131, an increase of \$6,301 or 2 percent from the prior year. Fixed asset funding of \$127,579 is proposed for upgrades to telephone and radio systems; additional detail on the equipment is available in the Capital Expenditure table.

Proposed Personnel Allocation

The proposed personnel allocation for Communications for FY 2018-19 is 1.0 FTE, there is no change from the prior year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

**1120 -- Economic Development
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Licenses and Permits	0	0	325	0	0	(325)
Other Governmental Agencies	1,908,054	1,483,153	2,153,344	2,500,703	2,500,703	347,359
Charges for Current Services	7,000	6,671	4,500	6,000	6,000	1,500
Other Revenues	167,183	608,177	370,142	522	522	(369,620)
Other Financing Sources	0	0	181,163	470,505	470,505	289,342
General Fund Contribution	0	0	0	214,822	214,822	214,822
Total Revenues	2,082,237	2,098,001	2,709,474	3,192,552	3,192,552	483,078
Expenditures						
Salaries & Employee Benefits	87,689	50,640	34,760	133,086	133,086	98,326
Services and Supplies	57,033	41,128	70,332	141,236	147,261	76,929
Other Charges	2,244,345	2,187,906	2,279,287	2,945,290	2,939,265	659,978
Intrafund Transfers	(122,106)	(19,210)	(18,532)	(27,060)	(27,060)	(8,528)
Total Expenditures	2,266,961	2,260,464	2,365,847	3,192,552	3,192,552	826,705
Net Revenues (Expenditures)	(184,729)	(162,462)	343,625	0	0	(343,625)
Additional Funding Support						
1120 Economic Development	184,724	162,463	(343,627)	0	0	343,627
Total Additional Funding Support	184,724	162,463	(343,627)	0	0	343,627
Staffing Positions						
Allocated Positions	6.00	6.00	6.00	5.00	5.00	(1.00)

Purpose

The Economic Development Team works to strengthen the economy of Humboldt County by securing and distributing funding for projects and programs that support workforce development and other economic development projects in the community.

The Economic Development budget grouping is made up of the following budget units: Economic Development (275); Headwaters Fund (286); and Workforce Investment (287).

Proposed Budget

The proposed budget for Economic Development for FY 2018-19 is \$3,043,565, a decrease of \$150,104 or 5 percent from the previous year. The decrease is due to limited funding for grants through the Headwaters budget 286, spend down on grants and available funding from the set-aside trust in budget 275.

In 2002, a lump sum of \$1.8 million dollars was established as a set-aside trust fund in budget 275, to cover annual administrative costs for the department. It is estimated these funds will be fully expended as of June 30, 2018. Annually approximately \$66,000 of Redevelopment Dissolution funds will replenish the set-aside fund but this amount is not enough to cover administrative costs for the department. In FY 2018-19 administrative costs are estimated to be \$143,357 and after applying \$66,000 there is a remaining balance of \$65,835 that is being requested of the General Fund.

Grant revenues received by budget 287 and 275 allow for 10 percent administrative spending on salaries and administrative costs. Budget 286 contributes a portion of administrative costs to support one .50 FTE. These funds cannot absorb all administrative costs.

Additional Funding Requests

Economic Development has submitted the following two additional funding requests:

1. \$65,835 for department administrative costs that exceed the allowable 10 percent grant administration amounts and the contribution from 286 and 275.
2. \$148,987 for 1.0 FTE Economic Development Director to focus on the retention and expansion of existing companies, attracting new businesses, and the continuous development, refinement and strengthening of successful economic development strategies.

The additional funding request of \$65,835 for administrative costs that exceed available revenues is recommended at this time. The remaining funding request is not recommended at this time. Although the request has merit it did not achieve a priority level that allowed it to be funded based on available financial resources.

Proposed Personnel Allocation

The proposed personnel allocation for Economic Development for FY 2018-19 are 4.0, a reduction of 2.0 FTE due to the elimination of frozen and unfunded positions. Position changes are detailed in the budget unit sections and in the Position Allocation table.

Board Adopted

The Board adopted this budget as recommended with one amendment. The Board approved an additional \$148,987 to fund 1.0 FTE Economic Development Director to support business and workforce development.

Program Discussion

The majority of work occurring in the department is workforce development as outlined in the Workforce Investment budget. It is anticipated that additional workforce dollars will be received however due to changes at the Federal level, the amounts are unknown. Headwaters continues to fund economic development projects in the community through grants, community investment fund and revolving loan funds.

This budget group supports the Board’s Strategic Framework by supporting business, workforce development and the creation of private-sector jobs.

1120 275 Economic Development

The proposed budget for Economic Development for FY 2018-19 is \$143,357, a decrease of \$271,890 or 65 percent from the previous year. The Economic Development budget is funded primarily by grant funds and

set-aside. The budget's decrease is due to spend down on the Assembly Bill (AB) 2060 Supervised Population grant, Economic Development Administration grant and the Economic Development set-aside trust fund. The proposed personnel allocation for Economic Development for FY 2018-19 is 4.0 FTE, a decrease of 1.0 FTE due to the elimination of a frozen and unfunded position.

Deletions:

1.0 FTE Economic Dev. Specialist (Frozen)

1120 286 Headwaters Fund

The proposed budget for the Headwaters Fund for FY 2018-19 is \$470,505 a decrease of \$52,075 or 11 percent from the prior year. This change is due to a decrease in the transfer from the Community Investment Fund over the prior year as a lump sum payment made to the Redwood Regional Economic Development Commission for a Minimum Revenue Guarantee in FY 2017-18. These funds were used to recruit airline service that will provide reliable twice daily service from the California Redwood Coast – Humboldt County Airport.

The proposed personnel allocation for the Headwaters Fund for FY 2018-19 is 0.00 FTE, a decrease of 1.0 FTE due to the elimination of a frozen and unfunded position.

Deletions:

1.0 FTE Economic Dev. Coordinator (Frozen)

In 1999, the state and federal governments purchased the 3,000-acre old-growth Headwaters Grove. While this landmark acquisition preserved internationally noteworthy forest habitat, it also removed significant timber resources from Humboldt County's economy. A local effort resulted in a combined \$22 million state and federal appropriation to the county.

On October 19, 1999, the Board of Supervisors voted to reserve the bulk of the funds for the "economic prosperity and quality of life for all Humboldt County residents." In December 2002, the Board proposed a final Headwaters Fund Charter that outlines the purpose and structure of the fund.

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

- Revolving Loan Fund
- Community Investment Fund
- Grant Fund.

1120 287 Workforce Investment

The proposed budget for Workforce Investment's for FY 2018-19 is \$2,429,703, an increase of \$177,961 or 7 percent from the previous year. The increase in the budget can be attributed to new grants and one-time grant funding initiatives received to expand the workforce, education and economic development partnerships,

engage employers as full partners in the workforce system, support Regional Plan Implementation activities, and coordinate training for The Job Market staff and Youth Program Operators.

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

The Job Market includes services to support: employers, job seekers, dislocated workers, long-term unemployed and at-risk youth.



Economic Development Promotion (1100 181)

Amy S. Nilsen, County Administrative Officer

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Total Revenues	0	0	0	0	0	0
Expenditures						
Services and Supplies	0	1,500	1,500	1,500	1,500	0
Other Charges	304,056	333,508	385,286	470,045	470,045	84,759
Total Expenditures	304,056	335,008	386,786	471,545	471,545	84,759
Net Revenues (Expenditures)	(304,056)	(335,008)	(386,786)	(471,545)	(471,545)	(84,759)
Additional Funding Support						
1100 General Fund	304,056	335,008	386,786	471,545	471,545	84,759
Total Additional Funding Support	304,056	335,008	386,786	471,545	471,545	84,759
Staffing Positions						
Total Staffing	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 and attract businesses to Humboldt County, and to the Redwood Region Entertainment and Education Liaisons, Inc. (RREEL), doing business as the Humboldt Del Norte Film Commission, to promote Humboldt County as a location for film and digital media production work.

Proposed Budget

The total proposed budget and General Fund contribution for Economic Development Promotion for FY 2018-19 is \$471,545, an increase of \$84,759 or 18 percent from the previous year. This increase is due to additional funding provided for the Humboldt-Del Norte Film Commission and the Southern Humboldt Visitor’s Bureau. The FY 2018-19 budget is based on actual TOT received in FY 2016-17 which was \$1,869,070. The allocations to RREEL and the HCCVB in FY 2018-19 are \$117,836 and \$352,209, respectively.

Additional Funding Requests

Economic Development & Promotion submitted the following two additional funding request totaling \$59,134:

1. \$20,000 of ongoing funding to the Humboldt-Del Norte Film Commission for participation in film conferences to educate industry leaders on Humboldt County, improved employee retention by increasing benefits and offering competitive wages, and an increased marketing budget.
2. \$39,134 of ongoing funding equal to 2 percent of total Transient Occupancy Tax for Southern Humboldt Visitor’s Bureau to promote tourism and the cannabis industry.

These additional funding requests are recommended at this time.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The goal of the contracts with TOT funds is to invest in the county's tourism economy, as identified in the county's Comprehensive Economic Development Strategy (CEDS) and the regional Prosperity! strategy. In July 2005, the county entered into an agreement to dedicate 20 percent of the prior year's annual TOT revenue to the HCCVB.

In addition, in 2016 the agreement with HCCVB was updated to reflect a reimbursement to the HCCVB up to \$62,500 per year, and not to exceed \$125,000 over the entire two year period, for a Minimum Revenue Guarantee (MRG). MRG expenditures are paid to an airline under a MRG agreement to encourage new airline services in a small rural airport. Reimbursement will be based on the annual increase in TOT revenue above the base year (base year is the last full year prior to additional destinations being added).

In FY 2007-08, the Humboldt Film & Digital Media Commission (HFDMC), formerly a part of HCCVB, was split off into a separate organization. In 2010 HFDMC became RREEL. The 20 percent TOT allocation was divided between the agencies 16 percent to HCCVB and 4 percent to RREEL. In FY 2013-14, the allocation to RREEL was increased to 5 percent resulting in a total TOT allocation of 21 percent.

This budget unit supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



Fish & Game

Advisory Commission (1700 290)

Amy S. Nilsen, County Administrative Officer

1700 -- Fish & Game
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	14,697	9,994	5,951	10,500	10,500	4,549
Use of Money and Property	357	470	529	300	300	(229)
Total Revenues	15,054	10,464	6,480	10,800	10,800	4,320
Expenditures						
Services and Supplies	11,785	12,375	16,139	15,000	15,000	(1,139)
Total Expenditures	11,785	12,375	16,139	15,000	15,000	(1,139)
Net Revenues (Expenditures)	3,269	(1,910)	(9,658)	(4,200)	(4,200)	5,458
Additional Funding Support						
1700 Fish & Game	(3,269)	1,911	9,659	4,200	4,200	(5,459)
Total Additional Funding Support	(3,269)	1,911	9,659	4,200	4,200	(5,459)
Staffing Positions						
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Proposed Budget

The proposed budget for Fish & Game Advisory Commission for FY 2018-19 is \$15,000, a decrease of \$3,000 due to declining revenues. The budget for FY 2018-19 draws \$4,200 from the fund balance, leaving an estimated year-end fund balance of \$27,627. While this does not deplete the balance, the commission is seeking a balance between granting the maximum amount each year, and reserving a fund balance to sustain grants through low revenue years.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Grants are awarded to groups and individuals who submit proposals to the Fish & Game Advisory Commission for projects with the purpose of protection, conservation, propagation or preservation of fish and wildlife.

The awards are made after recommendation of the Commission and approval of the Board of Supervisors.

This budget unit supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Revenues	165,293	171,851	176,724	167,220	167,220	(9,504)
Total Revenues	165,293	171,851	176,724	167,220	167,220	(9,504)
Expenditures						
Other Charges	236,278	179,857	223,692	368,360	368,360	144,668
Total Expenditures	236,278	179,857	223,692	368,360	368,360	144,668
Net Revenues (Expenditures)	(70,984)	(8,006)	(46,967)	(201,140)	(201,140)	(154,172)
Additional Funding Support						
1100 General Fund	70,985	8,006	46,968	201,140	201,140	154,172
Total Additional Funding Support	70,985	8,006	46,968	201,140	201,140	154,172
Staffing Positions						
Total Staffing	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.

Proposed Budget

The proposed budget for Forester and Warden for FY 2018-19 is \$368,360, a decrease of \$16,645 or 5 percent from the previous year. This decrease is because the Fire Chief's portion of the Cooperative Dispatch is now paid through Measure Z. This budget includes \$107,389 for Cooperative Dispatch expense and \$260,671 for contract services provided by Cal FIRE to respond to CSA #4. The General Fund contribution is \$201,140, an increase of \$15,552. The disparity between revenues and expenses is of concern. The proposed budget does not anticipate that costs for CSA #4 fire services will be fully reimbursed from fire assessments.

In FY 2011-12 the state increased the California Department of Forestry and Fire Protection (Cal FIRE, formerly CDF) billing in an effort to fully recoup the cost of providing the service. The assessments have a cap that cannot exceed the increase in the Consumer Price Index (CPI). These two factors have resulted in the potential for costs for service exceeding assessment revenue.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

difference between the assessments and the fire service costs.

In addition, this budget unit also provides a 75 percent share of the Co-op Fire Dispatch. Fire dispatch services are provided by Cal FIRE to the county's local fire districts. The cost of fire dispatch services is partially offset by the Dispatch Co-op (cities of Trinidad, Ferndale, Rio Dell, and 25 fire protection districts). The Dispatch Co-op has received Measure Z funding to pay for their 25 percent share.

This budget unit supports the Board's Strategic Framework by creating opportunities for improved safety and health.



**3550 -- Information Technology
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Operating Revenue & Contributn	3,108,347	3,258,134	3,424,790	3,740,264	3,740,264	315,474
Other Governmental Agencies	0	0	0	750,000	750,000	750,000
Charges for Current Services	0	177	0	0	0	0
Other Revenues	19,855	18,251	10,419	7,645	7,645	(2,774)
General Fund Contribution	10,668	11,300	0	0	0	0
Total Revenues	3,138,870	3,287,862	3,435,209	4,497,909	4,497,909	1,062,700
Expenditures						
Salaries & Employee Benefits	1,462,949	1,488,853	1,511,447	1,895,805	1,895,805	384,358
Services and Supplies	1,220,800	1,358,497	1,477,596	1,514,966	1,514,966	37,370
Other Charges	280,985	231,755	238,783	22,657	22,657	(216,126)
Fixed Assets	128,482	99,374	341,322	1,445,653	1,445,653	1,104,331
Total Expenditures	3,093,216	3,178,479	3,569,148	4,879,081	4,879,081	1,309,933
Net Revenues (Expenditures)	45,658	109,383	(133,938)	(381,172)	(381,172)	(247,233)
Staffing Positions						
Allocated Positions	17.00	18.00	18.00	19.00	19.00	1.00

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.

Proposed Budget

The proposed budget for IT for FY 2018-19 is \$4,879,081, a decrease of \$24,086 or less than 1 percent from the prior year. Funding of \$1,445,653 is proposed for fixed assets, of which \$903,765 is carry forward from various IT projects with \$750,000 of that being for a radio infrastructure project. Additional detail on the equipment is available in the Capital Expenditures table.

Projects for FY 2018-19 include Time & Attendance and Workforce Scheduling software, offsite data replication, computer aided dispatch (CAD) software, records management system (RMS) migration, phone upgrades and migration to Office 365.

Proposed Personnel Allocation

The proposed personnel allocation for IT for FY 2018-19 is 19.0 FTE, an increase of 1.0 FTE from the prior fiscal year.

Additions:

1.0 FTE IT Security Analyst I/II/III

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

IT is a division of the County Administrative Office. IT is responsible for the operation and integrity of the county's overall information infrastructure, which includes core telephony, primary internet/cloud access, security, the network, the virtual environment, servers, databases, desktop computers, phones, and business applications. IT provides overarching IT services for all departments, some of which also support a portion of their own departmental infrastructure. In total, the county has over 2,200 personal computers, plus printers, communicating with 100 servers over a high-speed network connecting 57 county service locations.

This budget group supports the Board's Strategic Framework, Core Roles by providing for and maintaining infrastructure.



**3555 -- Central Services
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Charges for Current Services	325,786	287,661	301,897	284,614	284,614	(17,283)
Other Revenues	37,658	33,030	40,999	28,389	28,389	(12,610)
Total Revenues	363,444	320,691	342,896	313,003	313,003	(29,893)
Expenditures						
Salaries & Employee Benefits	219,430	248,219	253,195	304,695	304,695	51,500
Services and Supplies	110,338	58,733	32,709	38,856	38,856	6,147
Other Charges	67,449	42,503	36,132	35,038	35,038	(1,094)
Fixed Assets	21,260	(1,479)	0	0	0	0
Intrafund Transfers	0	(737)	0	0	0	0
Total Expenditures	418,477	347,239	322,036	378,589	378,589	56,553
Net Revenues (Expenditures)	(55,030)	(26,549)	20,859	(65,586)	(65,586)	(86,445)
Additional Funding Support						
3555 Central Services ISF	55,030	26,549	(20,859)	65,586	65,586	86,445
Total Additional Funding Support	55,030	26,549	(20,859)	65,586	65,586	86,445
Staffing Positions						
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00

Purpose

The Purchasing and Disposition Team purchases, rents and leases goods and equipment as needed by departments, provides standardization of goods and services, and provides mail service which includes mail sorting and shipping. Other services include purchase practices training, contract management, and vendor management including compliance and account consolidation.

Proposed Budget

The proposed budget for the Purchasing & Disposition Team's for FY 2018-19 is \$378,589, an increase of \$37,535 or 11 percent from the previous year. This increase is primarily due to salary and benefit increases as well as a departmental reorganization to provide for continuity of services and succession planning. The proposed budget supports the shared purchase of additional ONESolution modules for continued process improvement and management of county contracts.

Proposed Personnel Allocation

The proposed personnel allocation for Purchasing & Disposition Team for FY 2018-19 is 4.0 FTE, there is no change from the prior year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Pursuant to Section 245-1 et seq. of the Humboldt County Code, the Purchasing and Disposition Team purchases, rents and/or leases goods and equipment as needed by departments. As a central service department, Purchasing provides mail service which includes mail sorting and shipping; standardization of goods and services, purchase practices training to departments; contract management, and vendor management including compliance and account consolidation. Purchasing administers the county travel and CalCard programs. Purchasing is committed to meeting the public's expectations to obtain the maximum value for every dollar spent and to provide reliable service.

This budget unit supports the Board's Strategic Framework, Core Roles by providing for and maintaining infrastructure.



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Charges for Current Services	82,981	217,704	57,622	47,000	47,000	(10,622)
Other Revenues	7	0	452	0	0	(452)
Total Revenues	82,988	217,704	58,074	47,000	47,000	(11,074)
Expenditures						
Salaries & Employee Benefits	2,146,655	2,279,380	2,386,154	2,417,755	2,417,755	31,601
Services and Supplies	149,701	179,608	167,892	165,329	165,329	(2,563)
Other Charges	43,666	44,960	47,426	62,856	62,856	15,430
Intrafund Transfers	(1,127,972)	(1,115,280)	(963,044)	(1,045,549)	(1,045,549)	(82,505)
Total Expenditures	1,212,050	1,388,668	1,638,428	1,600,391	1,600,391	(38,037)
Net Revenues (Expenditures)	(1,129,063)	(1,170,967)	(1,580,352)	(1,553,391)	(1,553,391)	26,961
Additional Funding Support						
1100 General Fund	1,129,063	1,170,967	1,580,352	1,553,391	1,553,391	(26,961)
Total Additional Funding Support	1,129,063	1,170,967	1,580,352	1,553,391	1,553,391	(26,961)
Staffing Positions						
Allocated Positions	22.50	21.50	19.00	19.00	19.00	0.00

Purpose

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

Mission

The Office of County Counsel is committed to providing the highest quality of legal advice, representation and services, in a timely and responsive manner, to assist the county, its governing Board of Supervisors and other clients, to promote the public interest and to aid the county in carrying out its mandatory and discretionary functions relating to the health, safety and welfare of county residents. The office is committed to providing sound legal assistance to the Board and county officers to enable them to carry out their policy goals, and to provide assertive representation of the county in civil litigation and administrative hearings.

Proposed Budget

The proposed budget for County Counsel for FY 2018-19 is \$1,600,391 an increase of \$14,023 or less than 1 percent from the previous year. The General Fund contribution is \$1,553,391, an increase of \$109,769 or 7 percent from the previous year. In FY 2017-18 County Counsel did not budget their entire General Fund allocation as it was anticipated that additional revenue would be received for processing of cannabis permits. That revenue is not anticipated for FY 2018-19 causing County Counsel to resume the use of their General Fund allocation. Code Enforcement activities, including the County Counsel Measure Z budget unit

renamed as Code Enforcement Measure Z, have been moved to the Planning and Building Department per Board direction on August 15, 2017.

Proposed Personnel Allocation

The proposed personnel allocation for County Counsel for FY 2018-19 is 19.0 FTE with 3.0 FTE frozen and unfunded. There is no change over the previous year. Due to Code Enforcement moving to Planning and Building, 4.0 FTE Investigator-Code Enforcement positions were moved to budget unit 277 in FY 2017-18. In addition, 1.0 FTE Code Compliance Officer and 0.5 FTE Legal Office Assistant funded by Measure Z were transferred to Planning and Building in FY 2017-18.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

General Services Unit: 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.

Child Welfare Services Unit: Legal services to Child Welfare Services from the trial court to the appellate court level.

This budget group supports the Board's Strategic Framework, Core Roles, by enforcing laws and regulations.

Departmental Summary FY 2018-19 Adopted Budget						
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Operating Revenue & Contributn	30,657,630	32,319,509	31,226,379	32,503,348	32,503,348	1,276,969
Use of Money and Property	60,564	97,401	112,190	0	0	(112,190)
Charges for Current Services	733,662	654,107	748,920	740,320	740,320	(8,600)
Other Revenues	515,564	282,772	11,825	0	0	(11,825)
General Fund Contribution	352,587	0	0	0	0	0
Total Revenues	32,320,007	33,353,789	32,099,314	33,243,668	33,243,668	1,144,354
Expenditures						
Salaries & Employee Benefits	1,167,752	1,213,999	1,110,513	1,358,334	1,358,334	247,821
Services and Supplies	97,029	148,381	232,490	188,579	188,579	(43,911)
Other Charges	213,839	277,310	(148,094)	139,741	139,741	287,835
Purchased Insurance Premiums	572,922	658,778	646,729	732,900	732,900	86,171
Self-Insurance Expenses	29,540,335	30,377,274	31,327,489	32,315,782	32,315,782	988,293
Total Expenditures	31,591,877	32,675,742	33,169,127	34,735,336	34,735,336	1,566,209
Net Revenues (Expenditures)	728,133	678,046	(1,069,814)	(1,491,668)	(1,491,668)	(421,853)
Additional Funding Support						
1100 General Fund	718,527	757,361	793,577	951,918	951,918	158,341
3520 IGS-County Insurance	31,523	(7,759)	(194,356)	18,750	18,750	213,106
3522 Employee Benefits Fund	(50,766)	18,843	(17,474)	0	0	17,474
3523 Workers Compensation	(157,130)	(334,056)	407,431	500,000	500,000	92,569
3524 Liability Insurance	(693,872)	(728,859)	482,763	0	0	(482,763)
3525 Medical Plan	59,897	(323,070)	(233,561)	0	0	233,561
3526 Dental Plan	(297,575)	(133,137)	(22,811)	0	0	22,811
3527 Unemployment Insurance	(569,570)	(276,117)	(65,349)	0	0	65,349
3528 Purchased Insurance Premiums	230,836	348,747	(80,407)	21,000	21,000	101,407
Total Additional Funding Support	(728,130)	(678,047)	1,069,813	1,491,668	1,491,668	421,855
Staffing Positions						
Allocated Positions	10.00	10.00	11.00	12.00	12.00	1.00

The Human Resources Department includes the following budget groupings:

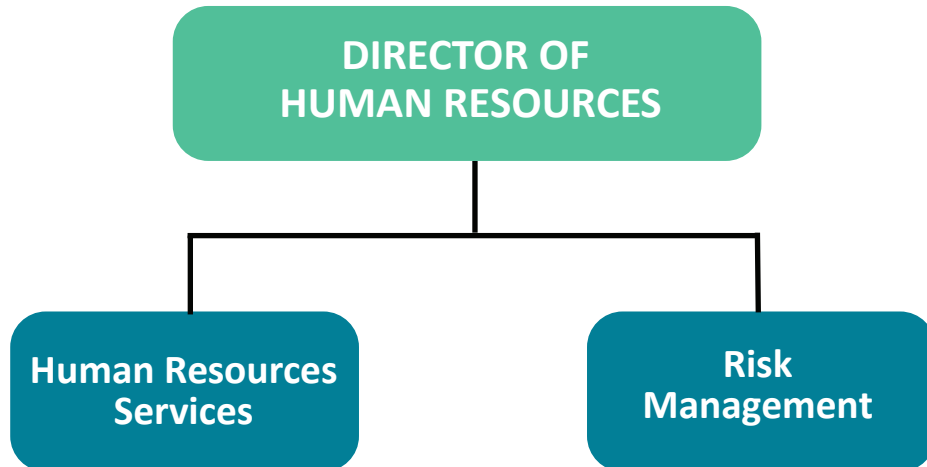
Risk Management Services

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

Human Resources Services

- 1100 130 Human Resources Services

Organizational Chart:



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Revenues	2,000	2,000	2,000	0	0	(2,000)
Total Revenues	2,000	2,000	2,000	0	0	(2,000)
Expenditures						
Salaries & Employee Benefits	666,054	678,505	592,998	826,345	826,345	233,347
Services and Supplies	39,741	65,445	185,875	103,990	103,990	(81,885)
Other Charges	14,732	15,411	16,704	21,583	21,583	4,879
Total Expenditures	720,527	759,361	795,577	951,918	951,918	156,341
Net Revenues (Expenditures)	(718,525)	(757,361)	(793,576)	(951,918)	(951,918)	(158,341)
Additional Funding Support						
1100 General Fund	718,527	757,361	793,577	951,918	951,918	158,341
Total Additional Funding Support	718,527	757,361	793,577	951,918	951,918	158,341
Staffing Positions						
Allocated Positions	7.00	6.00	5.00	6.00	6.00	1.00

Purpose

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

Proposed Budget

The proposed budget for Human Resources Services (Personnel) for FY 2018-19 is \$951,918, an increase of \$110,453 or 13 percent from the previous year due to the addition of 1.0 FTE Human Resources Project Manager. The General Fund contribution is \$951,918. The function of providing county staff with training and development opportunities has shifted from the CAO to HR. Accordingly, \$25,000 of the CAO’s General Fund contribution is shifting to HR to allow for the allocation of a HR Project Manager. HR has also received a one-time increase in their General Fund contribution of \$54,436, as approved by the Board of Supervisors on April 10, 2018, to allow for the allocation of an additional Human Resources Analyst as the department works through a departmental reorganization. The overall increase in the General Fund allocation in FY 2018-19 is partially offset by one-time funding allocations provided in FY 2017-18 for department head recruitments.

Due to the sustained and increased volume of recruitments and services provided as a result of Measure Z funding, the Sheriff’s Department will continue to fund a 1.0 FTE Human Resources Secretary position.

Proposed Personnel Allocation

The proposed personnel allocation for Human Resources Services for FY 2018-19 is 6.0 FTE, an increase of 1.0 FTE from the prior year. In FY 2017-18 the HR Director and Assistant HR Director positions were moved to Risk Management budget unit 359. In addition, 1.0 FTE HR Analyst position was allocated.

Additions:

1.0 FTE Human Resources Project Manager

Additional Funding Requests

HR has submitted one additional funding request totaling \$90,300 for a 1.0 FTE Human Resources Project Manager position, which is the direct result of the goals established for the Human Resources Department by the Board of Supervisors and will result in savings from a reduction in costs associated with currently outsourced services.

This additional funding request is recommended at this time.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

As administrators of the county’s centralized human resources system, the department provides services that include: county-wide compliance with legal and regulatory requirements, employee and leadership development, recruitment and selection processes, performance management, administration of personnel transactions, coordination of equal employment opportunity, administration of the deferred compensation programs, employer-employee relations, labor relations and negotiations, compliance with the Americans with Disabilities Act employment section, and maintenance of employee medical leaves and other employee actions. In addition, the department coordinates the grievance and appeals process for all county departments. HR also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

It is the goal of HR to develop staff into cross-trained and well-rounded professional human resources generalists in the effort to provide the county with the highest quality human resource services.

This budget group supports the Board’s Strategic Framework, Core Roles by providing for and maintaining infrastructure and investing in county employees.



**Risk Management Summary
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Operating Revenue & Contributn	30,657,630	32,319,509	31,226,379	32,503,348	32,503,348	1,276,969
Use of Money and Property	60,564	97,401	112,190	0	0	(112,190)
Charges for Current Services	733,662	654,107	748,920	740,320	740,320	(8,600)
Other Revenues	513,564	280,772	9,825	0	0	(9,825)
General Fund Contribution	352,587	0	0	0	0	0
Total Revenues	32,318,007	33,351,789	32,097,314	33,243,668	33,243,668	1,146,354
Expenditures						
Salaries & Employee Benefits	501,698	535,494	517,515	531,989	531,989	14,474
Services and Supplies	57,288	82,936	46,615	84,589	84,589	37,974
Other Charges	199,107	261,899	(164,798)	118,158	118,158	282,956
Purchased Insurance Premiums	572,922	658,778	646,729	732,900	732,900	86,171
Self-Insurance Expenses	29,540,335	30,377,274	31,327,489	32,315,782	32,315,782	988,293
Total Expenditures	30,871,350	31,916,381	32,373,550	33,783,418	33,783,418	1,409,868
Net Revenues (Expenditures)	1,446,658	1,435,407	(276,237)	(539,750)	(539,750)	(263,512)
Additional Funding Support						
3520 IGS-County Insurance	31,523	(7,759)	(194,356)	18,750	18,750	213,106
3522 Employee Benefits Fund	(50,766)	18,843	(17,474)	0	0	17,474
3523 Workers Compensation	(157,130)	(334,056)	407,431	500,000	500,000	92,569
3524 Liability Insurance	(693,872)	(728,859)	482,763	0	0	(482,763)
3525 Medical Plan	59,897	(323,070)	(233,561)	0	0	233,561
3526 Dental Plan	(297,575)	(133,137)	(22,811)	0	0	22,811
3527 Unemployment Insurance	(569,570)	(276,117)	(65,349)	0	0	65,349
3528 Purchased Insurance Premiums	230,836	348,747	(80,407)	21,000	21,000	101,407
Total Additional Funding Support	(1,446,657)	(1,435,408)	276,236	539,750	539,750	263,514
Staffing Positions						
Allocated Positions	5.00	5.00	6.00	6.00	6.00	0.00

Purpose

The Human Resource Department’s Risk Management (RM) services include identification, analysis and treatment of the county’s exposures to loss; safety and loss-control programs; administration of all employee benefit programs, both self-insured and premium-based; claims administration of the self-insured liability programs and supervising the county’s third-party administrator for primary workers’ compensation.

RM is also 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. RM also coordinates claims involving the airports, medical malpractice, faithful performance and crime bond, watercraft, boiler and machinery, and special insurance programs. RM subrogates to recover the costs for damage to county vehicles, equipment, and property caused by a third party. RM is responsible for the county’s Health Insurance Portability and Accountability Act (HIPAA) and California Occupational Safety and Health Administration (Cal-OSHA) compliance. Additionally, RM provides, develops and monitors state and federal required training programs and skill level improvement workshops.

Proposed Budget

The proposed budget for Risk Management for FY 2018-19 is \$33,783,418, a decrease of \$619,911 or 2 percent from the previous year. The changes to individual programs are explained below.

Proposed Personnel Allocation

The proposed personnel allocation for Risk Management for FY 2018-19 is 6.0 FTE, there is no change from the prior year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

This budget group supports the Board's Strategic Framework, Core Roles by creating opportunities for improved safety and health.

3520 359 Risk Management Administration

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

The proposed budget for Risk Management Administration for FY 2018-19 is \$734,736, an increase of \$152,821 or 21 percent from the prior year. The increase is due to the changes in overhead expense associated with cost allocation charges estimated to increase by \$100,000 in FY 2018-19.

The proposed personnel allocation for Risk Management is 6.0 FTE, there is no change from the prior year.

3522 352 Employee Benefits

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

The proposed budget for Employee Benefits for FY 2018-19 is \$444,181; an increase of \$30,704 or 7 percent from the prior year. The increase is primarily due to increased vision claims.

3523 353 Workers' Compensation

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

The proposed budget for Workers' Compensation for FY 2018-19 is \$5,710,026, a decrease of \$676,107 or 11 percent from the prior year. The decrease is primarily due to the refund provided in the previous fiscal year of \$1,000,000. A refund of \$500,000 has been budgeted for FY 2018-19. The remainder of the decrease is due to reductions in the estimated premium for primary workers compensation insurance.

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 proposed budget for Liability for FY 2018-19 is \$3,500,774, an increase of \$296,408 or 8 percent from the prior year. This increase is primarily the result of increased legal expenses and estimated premiums for general liability insurance.

3525 355 Medical Plan

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

The proposed budget for Medical Plan for FY 2018-19 is \$20,919,748, a decrease of \$538,874 or 3 percent from the prior year. This decrease is due to a reduction in the monthly premium costs for health insurance plans.

3526 356 Dental Plan

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

The proposed budget for Dental Plan for FY 2018-19 is \$1,496,929, an increase of \$29,961 or 2 percent from the prior year.

3527 357 Unemployment

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

The proposed budget for Unemployment for FY 2018-19 is \$208,829, a decrease of \$3,408 or 2 percent from the prior year.

3528 358 Purchased Insurance Premiums

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

The proposed budget for Purchased Insurance Premiums for FY 2018-19 is \$768,195, an increase of \$91,584 or 14 percent from the prior year. The increase is primarily the result of premium increases.

Measure Z

Amy S. Nilsen, County Administrative Officer

1100 -- General Fund FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	0	11,166,990	11,358,650	11,578,000	11,578,000	219,350
Charges for Current Services	0	0	1,370	0	0	(1,370)
Other Revenues	0	0	374	0	0	(374)
Total Revenues	0	11,166,990	11,360,394	11,578,000	11,578,000	217,606
Expenditures						
Salaries & Employee Benefits	2,654,766	5,251,220	5,790,814	7,119,807	6,859,156	1,068,342
Services and Supplies	1,505,345	2,564,804	2,549,419	4,089,428	1,771,969	(777,450)
Other Charges	3,462,597	4,064,406	2,359,370	9,022,476	4,237,382	1,878,012
Fixed Assets	172,905	54,213	385,292	0	25,076	(360,216)
Intrafund Transfers	(6,615)	0	0	0	0	0
Total Expenditures	7,788,998	11,934,643	11,084,895	20,231,711	12,893,583	1,808,688
Net Revenues (Expenditures)	(7,788,998)	(767,653)	275,499	(8,653,711)	(1,315,583)	(1,591,082)
Additional Funding Support						
1100 General Fund	7,788,998	767,653	(275,499)	8,653,711	1,315,583	1,591,082
Total Additional Funding Support	7,788,998	767,653	(275,499)	8,653,711	1,315,583	1,591,082
Staffing Positions						
Allocated Positions	0.00	64.00	68.00	70.50	68.50	0.50

Purpose

This section is a comprehensive collection of all Measure Z revenue and expenditures to ensure a high level of transparency.

Proposed Budget

The proposed budget for Measure Z for FY 2018-19 is \$12,784,507, a decrease of \$639,469 or 5 percent from the previous year. This decrease is due to savings from FY 2016-17 that was allocated in FY 2017-18, increasing funding capabilities. A total of \$4,452,737 is proposed for new applications in FY 2018-19, plus \$1,187,910 in funding that is being carried forward into FY 2018-19. In addition, \$7,143,860 is proposed for ongoing expenses from the previous year's allocations to the Auditor, Sheriff, Probation, Health and Human Services, District Attorney, and Public Defender. Code Enforcement, who received an allocation in previous years, is no longer in need of Measure Z funding as they are able to finance all departmental activities through revenues generated by those activities.

Proposed Personnel Allocation

The proposed personnel allocation for Measure Z for FY 2018-19 is 68.5 FTE, a net increase of 0.5 FTE over the prior year. Position changes are detailed in the budget unit sections and in the Position Allocation table.

Board Adopted

The Board adopted this budget as recommended with four amendments. The Board approved funding for the following:

- \$48,300 in budget unit 197 (Measure Z - Other) to conduct a comprehensive audit of Measure Z funds.

- \$17,850 in budget unit 297 (Sheriff Measure Z) for the implementation, repair and replacement of the county's radio infrastructure.
- \$25,076 in budget unit 297 (Sheriff Measure Z) to carry forward funding allocated in FY 2017-18 for sales tax on the purchase of the Lenco Bearcat.
- \$17,850 in budget unit 298 (Public Works Measure Z) to improve road surfaces, reducing response time for law enforcement, fire protection and emergency services.

Program Discussion

Measure Z, a half-cent sales tax set to sunset in 2020, was voted on by the citizens of Humboldt County on November 4, 2014. With an approving vote, Measure Z was put into effect on April 1, 2015. The intent for Measure Z funding is to maintain and improve essential services such as 24-hour patrols, 9-1-1 emergency response, crime investigation and prosecution, drug enforcement and prevention, services for abused children and the mentally ill, rural fire protection, road repairs and other county services.

The Citizens' Advisory Committee was established to make recommendations to the Board of Supervisors on the expenditure of these funds. A total of 40 agencies submitted 48 applications for funding in FY 2018-19. Of those applications, eight were submitted by county agencies and 32 by non-county agencies totaling \$13,087,400 in funding requests. The requests are outlined as follows:

1. \$55,000 for 2-1-1 Humboldt to continue operating as Volunteer Organizations Active in Disaster (VOAD).
2. \$87,718 for Affordable Homeless Housing Alternatives, Inc. to develop and supervise a safe and legal transitional sanctuary camp.
3. \$100,349 for AJ's Transitional Living to provide a safe/sober house in McKinleyville, including a Housing Project Manager to develop a fundraising program and to supplement facility expenses.
4. \$69,166 for Area 1 Agency on Aging for the Long Term Care Ombudsman program. This program advocates for residents in long-term care settings and investigates allegations of elder abuse and neglect.
5. \$20,000 for California State Parks and Recreation to purchase a Wing Inflatable rescue/patrol boat and trailer for law enforcement patrol/response and search/rescue in lagoons, rivers and coastal areas.
6. \$35,000 for City of Arcata to replace/improve lighting on the 17th Street walking path to Humboldt State University.
7. \$350,000 for City of Arcata to purchase road grinding equipment for in-house road repairs.
8. \$360,107 for City of Arcata Police Department for continued/expanded funding for one School Resource Officer (SRO) and two Juvenile Diversion Counselors (JDC) to serve K-12 students, families for Humboldt County's 3rd District and western 5th District.
9. \$75,317 for City of Blue Lake for one half-time Deputy Sheriff.

10. \$623,815 for Eureka Police Department for continued funding for 2 FTE positions - Police officer and Homeless Services Program Manager to work with DHHS and the MIST Team, implement Focus Strategies' Plan, etc.; funding for Parks-Waterfront Ranger to patrol city's recreational open space areas where majority of homeless-related problems occur; funding for non-sworn civilian Parks-Waterfront Ranger to augment sworn Parks Ranger and ensure consistent EPD presence; funding for DHHS for housing, detox, residential treatment and other services to serve/house the high needs homeless population; and to purchase a John Deere Gator off-road vehicle for officers to patrol expanded waterfront trail and other greenbelts.
11. \$183,439 for City of Ferndale Police Department to fund a new Record Management System (RMS) to allow for integration with other Humboldt County law enforcement agencies.
12. \$174,174 for City of Fortuna Police Department for salary, benefits, and equipment for Fortuna Police Officer assigned as a School Resource Officer to the Eel River Valley (High School and Elementary).
13. \$171,174 for City of Fortuna Police Department for salary and benefits for Drug Task Force Officer.
14. \$13,801 for City of Fortuna Police Department to purchase two Surface Remote Dispatch Positions and accessories for mobile dispatching.
15. \$35,126 for City of Rio Dell Police Department for maintaining the current Measure Z funding for a part-time clerical position in the city's police department to support law enforcement, nuisance abatement and code enforcement.
16. \$162,685 for City of Trinidad for one full-time Deputy Sheriff position to provide a dedicated peace officer in the Trinidad area seven days a week.
17. \$268,800 for the College of the Redwoods to fund a Sheriff's Deputy/School Resource Officer for the safety of students, faculty and staff, and to improve emergency response times.
18. \$12,000 for Community Help in Living Locally (CHILL) for a day center for the provision of human resources, healing and the arts to aid at risk and vulnerable people.
19. \$108,000 for Garberville Sanitary District to replace six fire hydrants.
20. \$100,000 for the Humboldt County Administrative Office to Audit Measure Z expenditures to ensure expenditures were consistent with recipient's application and/or Board allocation.
21. \$148,110 for the Department of Health and Human Services and District Attorney to develop an interagency Elder and Vulnerable Adult Services Team (EVASt) to address cases of elder and vulnerable adult abuse with comprehensive approach and improved systematic response.
22. \$83,433 for the Department of Health and Human Services to fund a Hepatitis C (HCV) Health Services Navigator to provide comprehensive non-medical case management.
23. \$15,000 for the Humboldt County Fire Arson Investigation Unit for training of more certified fire investigators for timely responses to rural areas, and replace antiquated specialized investigation equipment that would be challenged in court due to age and condition.

24. \$3,583,769 for the Fire Chiefs' Association for Purchase equipment to bring firefighters to minimum level safety, three multi-use regional training facilities and upgrades to a current training facility, and continuation of support funding for dispatch fees.
25. \$25,652 for the Humboldt County Library to fund a part-time security guard at Eureka Main Library and funding for installation of side locking gates to protect from thoroughfare/vandalism.
26. \$155,069 for the Humboldt County Public Defender to hire one full-time attorney at Conflict Counsel.
27. \$3,000,000 for Public Works for chip sealing and slurry sealing of county roads to prevent pavement failures and to insure safer driving surfaces.
28. \$50,000 for Public Works identification and removal of non-hazardous/hazardous illegal dumping sites, equipment and dumping fees.
29. \$35,000 for Public Works to attend annual Aircraft Rescue and Firefighting Training to assist the Arcata-Eureka Airport base firefighters and staff.
30. \$291,000 for Public Works for gap funding for salaries and benefits for Airport Services Workers who provide aircraft rescue/firefighting services during carrier operations.
31. \$188,000 for Public Works to provide security services at the Arcata-Eureka Airport.
32. \$234,998 for the Sheriff to staff one Sheriff's Sergeant assigned to Drug Task Force (DTF) and one Sheriff's Deputy School Resource Officer for Northern Humboldt School District in McKinleyville.
33. \$600,000 for the Sheriff for the implementation, repair and replacement of the county's radio infrastructure.
34. \$135,000 for Humboldt Recovery Center Incorporated to fund 90-day substance abuse treatment and 270-day continuing care for five people monthly.
35. \$137,601 for Humboldt Senior Resource Center to purchase safety equipment and generators for two buildings to continue services in the event of a disaster.
36. \$272,000 for Hydesville County Water District to replace 14 Hydesville area fire hydrants and main line feeding hydrants.
37. \$310,113 for K'ima:w Medical Center for the continuation of ambulance service in the Willow Creek Service area.
38. \$10,586 for KMUD Redwood Community Radio to fund emergency services communications system improvements including replace/upgrade of a generator, electrical upgrades, satellite telephone and service minutes.
39. \$120,250 for Mattole Restoration Council for Petrolia Pathways Project to promote safe access for pedestrians/cyclists with a 5,000 foot pedestrian pathway from residential to public use areas on Mattole Road.
40. \$80,000 for Mid Klamath Watershed Council to identify/remediate sites damaged from illegal cannabis

cultivation in Orleans area.

41. \$64,000 for Miranda Community Services District to remove and replace eight aging and failing fire hydrants within the district.
42. \$35,000 for Mountain Community and Culture for new crosswalks, painted intersections, lighting, asphalt walking paths and improved parking lot.
43. \$75,950 for North Coast Substance Abuse Council, Inc. to fund residential drug treatment beds.
44. \$46,318 for Pay It Forward Humboldt to fund a cargo van for efficient transportation of emergency supplies.
45. \$125,826 for Project Inspire to improve perceptions of health-related behaviors to reduce rates of addiction/addiction-related deaths and additional work with children in schools through group therapy.
46. \$88,122 for Redway Community Services District to replace Redway area fire hydrants and mainline extensions.
47. \$80,448 for Southern Trinity Area Rescue to provide ambulance services to the Eastern Humboldt/Southern Trinity County area of Highway 36.
48. \$90,484 for the Yurok Tribe to clean up environmentally damaging, abandoned illegal marijuana grows/dumping.

In order to provide funding to the most applicants as possible, partial funding is recommended for items 8, 9, 10, 12, 13, 15, 16, 21, 24, 25, 27, 32, 33, 37, and 47. More detail on the amounts recommended for funding can be found in the appendices beginning on page J-33.

In addition, the Boys & Girls Club of the Redwoods submitted a late application for funding totaling \$50,000 to allow for expanded space and capabilities to serve youth grades kindergarten to sixth grade in the Eureka Area. Partial funding of \$40,000 is recommended.

Finally, it is recommended to allocate \$35,000 to Public Works to address walkability needs in Willow Creek, the City of Arcata, and Petrolia.

The remaining Measure Z requests are not recommended because they did not receive a priority ranking that allowed them to be funded based on available Measure Z revenue. All Measure Z requests, with the exception of late applications, were reviewed and prioritized by the Citizens' Advisory Committee and the Board of Supervisors.

The Measure Z budget units support the Board's Strategic Framework by creating opportunities for improved health and safety.

1100 197 Measure Z Contribution Other

The proposed budget for Measure Z Contribution for FY 2018-19 is \$3,998,326, a decrease of \$491,426 or 12 percent, from the previous year. This decrease is primarily due to one-time projects that were funded in

the prior year.

This budget unit contains the allocations for all non-county agencies who have been allocated Measure Z funding. For FY 2018-19, 32 agencies submitted a total of 36 applications totaling \$8,176,138. A total of 10 agencies are recommended for funding totaling \$3,222,019. Funding totaling \$21,307 for the Humboldt County Library to increase security services at the Eureka Main Library is also contained in this budget unit.

In addition, \$755,000 in funding is requested to be carried forward as follows: \$680,000 for the Humboldt County Fire Chief's Association for the construction of fire station facilities and \$75,000 for the cities of Trinidad and Blue Lake to continue funding a patrol services through December, 2018.

1100 889 General Purpose Revenue Measure Z

The proposed budget for General Purpose Revenue Measure Z for FY 2018-19 is \$11,578,000, an increase of \$172,404 or 1 percent from the prior year.

1100 292 Public Defender Measure Z

The proposed budget for Public Defender Measure Z for FY 2018-19 is \$216,657, there is no change from the prior year.

The proposed personnel allocation for the Public Defender Measure Z for FY 2018-19 is 2.0 FTE, there are no changes from the prior year.

1100 293 DHHS Measure Z

The proposed budget for DHHS Measure Z for FY 2018-19 is \$1,029,778, an increase of \$384,156 or 37 percent from the prior year. This change is primarily due to funding carried forward to complete a remodel at Hoopa High School to accommodate a medical center and additional funding allocated to address elder and vulnerable adult abuse.

The proposed personnel allocation for DHHS Measure Z for FY 2018-19 is 8.0 FTE, there are no changes from the prior year.

1100 295 District Attorney Measure Z

The proposed budget for District Attorney Measure Z for FY 2018-19 is \$1,243,962, an increase of \$47,845 or 4 percent from the prior year.

The proposed personnel allocation for District Attorney Measure Z for FY 2018-19 is 12.0 FTE, there are no changes from the prior year.

1100 296 Probation Measure Z

The proposed budget for Probation Measure Z for FY 2018-19 is \$538,774, an increase of \$76,006 or 14 percent from the prior year. This change is due to a reduction in the FY 2017-18 budget for anticipated salary and benefit savings which allowed for additional projects to be funded at the mid-year. In addition, negotiated salary and benefit costs have added to the overall increases.

Measure Z

Amy S. Nilsen, County Administrative Officer

The proposed personnel allocation for Probation Measure Z for FY 2018-19 is 6.0 FTE. There will be no changes from the previous fiscal year.

1100 297 Sheriff Measure Z

The proposed budget for Sheriff Measure Z for FY 2018-19 is \$4,822,970, a decrease of \$56,386 or 1 percent, from the prior year. Funding of \$262,158 is being carried forward to complete dispatch and radio infrastructure projects. In FY 2017-18 the Sheriff Measure Z budget carried forward \$175,000 from the General Fund balance for the purchase of a rescue recovery vehicle. This was ordered in January 2018 through the California Office of Emergency Services to take advantage of a state discounted rate. Delivery is anticipated in summer 2018.

The proposed personnel allocation for Sheriff Measure Z for FY 2018-19 is 40.0 FTE. This is an increase of a 2.0 FTE from the previous year.

Additions:

- 1.0 FTE Sheriff's Sergeant
- 1.0 FTE Deputy Sheriff

1100 298 Public Works Measure Z

The proposed budget for Public Works Measure Z for FY 2018-19 is \$882,245, a decrease of \$1,452,766 or 62 percent from the prior year. This decrease is due to a reduction in the allocation for road improvements.

The Public Works Measure Z budget unit has no personnel allocations proposed for FY 2018-19.

1100 299 Code Enforcement Measure Z

In FY 2017-18, the Board of Supervisor's approved the transfer of Code Enforcement activities from County Counsel to Planning and Building. In doing so, the Measure Z budget unit was changed from County Counsel Measure Z to Code Enforcement Measure Z. The proposed budget for Code Enforcement Measure Z for FY 2018-19 is \$0, a decrease of \$132,216 or 100 percent from the prior year. Code Enforcement no longer needs Measure Z funding to enhance code enforcement activities as revenue generated through code enforcement activities are sufficient in covering those departmental expenses.

The proposed personnel allocation for Code Enforcement Measure Z for FY 2018-19 is 0.0 FTE positions as all Measure Z Code Enforcement position allocations have been moved to Code Enforcement budget unit 269

Deletions:

- 0.5 FTE Legal Office Assistant (Transfer to 269)
- 1.0 FTE Code Compliance Officer (Transfer to 269)

1100 300 Auditor-Controller Measure Z

The proposed budget for Auditor-Controller Measure Z for FY 2018-19 is \$51,795, an increase of \$2,466 or 5 percent from the prior year. This increase is due to negotiated salary and benefit cost increases.

The proposed personnel allocations for Auditor-Controller Measure Z for FY 2018-19 is 0.5 FTE, there is no change from the prior year.

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Governmental Agencies	354,027	370,346	399,531	370,346	370,346	(29,185)
Total Revenues	354,027	370,346	399,531	370,346	370,346	(29,185)
Expenditures						
Other Charges	1,389,348	1,394,329	1,430,125	1,506,691	1,506,691	76,566
Total Expenditures	1,389,348	1,394,329	1,430,125	1,506,691	1,506,691	76,566
Net Revenues (Expenditures)	(1,035,320)	(1,023,983)	(1,030,593)	(1,136,345)	(1,136,345)	(105,751)
Additional Funding Support						
1100 General Fund	1,035,321	1,023,983	1,030,594	1,136,345	1,136,345	105,751
Total Additional Funding Support	1,035,321	1,023,983	1,030,594	1,136,345	1,136,345	105,751
Staffing Positions						
Total Staffing	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, the Animal Shelter, Juvenile Hall, earthquake repairs and airport hangars.

Proposed Budget

The proposed budget for COP for FY 2018-19 is \$1,506,691, an increase of \$10,523 or 1 percent from the previous year. The General Fund contribution is \$1,136,345, an increase of \$5,796 from the prior year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

This budget funds long-term debt payments on the county's capital improvement projects. The budget of \$1,506,691 includes funding in the following amounts:

- \$65,526 1994 Library Project
 - \$259,353 1994 Jail Phase I Project
 - \$42,007 1996 Regional Juvenile Center Project
 - \$104,060 1996 Jail Phase I Project
 - \$126,877 1996 Jail Phase II Project
- \$172,516 1996 Jail Phase II Public Safety Project
 - \$287,251 2004 Animal Shelter Project
 - \$180,240 2012 Earthquake Repairs
 - \$168,861 2012 Juvenile Hall
 - \$100,000 2016 Financing

Certificates of Participation - Payments (1100 190)

Amy S. Nilsen, County Administrative Officer

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 \$53,517 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, \$370,346, is paid from sales taxes dedicated to public safety purposes.

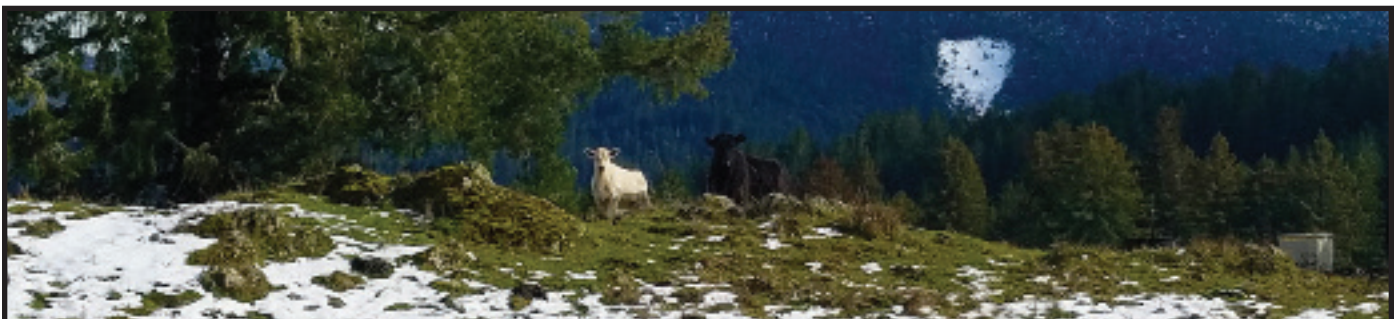
The 2004 COP financed construction of the Animal Care Shelter Facility in McKinleyville. This was a variable rate debt service.

In FY 2011-12 the Board authorized the Treasurer/Tax Collector to refinance the COP's into a single debt obligation. This has resulted in savings to the county as a result of the low interest rates available. The refinance did not increase the term of the debt.

In 2012, the Board also authorized the issuance of new debt to provide the financing needed for local matching funds for the January 9, 2010 earthquake damage repairs, building the new Juvenile Hall facility and for new hangars at the California Redwood Coast Humboldt County Airport. The hangars are financed from the Aviation budget.

On April 19, 2016, the Board authorized a plan to finance county office space and capital improvement projects in the amount of \$5.59 million. These projects were originally approved on January 19, 2016. The list of projects consists of: Juvenile Hall Replacement \$2.1 million; Weights and Measures Building \$1.14 million; 1001 4th Street for Architectural and Engineering Services \$1.2 million; Fifth-floor of Courthouse Remodel \$900,000; and the Arcata/Eureka Airport Restaurant \$250,000. In addition, on April 18, 2017, the Board approved an additional \$594,035 in matching funds to be included in the finance plan for the Eureka Veterans Memorial Building. The \$594,035 is in addition to the \$5.59 million for a total of \$6.18 million. As projects included in the 2016 COP get underway, the county will need to budget an allocation of approximately \$250,000 annually for a fixed period (30-years). For FY 2018-19 the proposed budget includes a payment of \$100,000 to begin repaying the 2016 financing.

This budget supports the Board's Strategic Framework, Core Roles by providing for and maintaining infrastructure.



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Total Revenues	0	0	0	0	0	0
Expenditures						
Services and Supplies	0	832	0	3,500,000	3,085,218	3,085,218
Total Expenditures	0	832	0	3,500,000	3,085,218	3,085,218
Net Revenues (Expenditures)	0	(832)	0	(3,500,000)	(3,085,218)	(3,085,218)
Additional Funding Support						
1100 General Fund	0	832	0	3,500,000	3,085,218	3,085,218
Total Additional Funding Support	0	832	0	3,500,000	3,085,218	3,085,218
Staffing Positions						
Total Staffing	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.

Proposed Budget

A proposed budget for Contingency Reserve for FY 2018-19 is \$3,500,000 based on other funding needs in the General Fund. This is an increase of \$1,580,000 from the FY 2017-18 adjusted Contingency budget due to significant expenditures anticipated in FY 2018-19. As negotiations are finalized with a number of bargaining groups, it is anticipated that there will be additional expenses to the General Fund. These expenses are unknown until negotiations are completed. In addition, the county has committed to providing 13.0 FTE, at an estimated cost of more than \$1,300,000, for the new jail facility being constructed through Senate Bill (SB) 863. Elections is also in need of updated election equipment, estimated to cost a minimum of \$800,000. County staff are working to identify funding support option for the purchase of this equipment, however there may be a need to draw on the General Fund to fund a portion of this acquisition. Finally, in 2016 the agreement with HCCVB was updated to reflect a reimbursement of up to \$62,500 per year for a Minimum Revenue Guarantee (MRG). MRG expenditures are paid to an airline under a MRG agreement to encourage new airline services in a small rural airport and are anticipated to be incurred in FY 2018-19.

During FY 2017-18 the Contingencies budget was increased to \$1,920,000 after budget adoption to allow for a contribution to Reserves in FY 2018-19 in the amount of \$500,000, with \$80,000 of contingencies being used to fund an Interim Airport Director at the direction of the Board of Supervisors.

Board Adopted

The Board adopted this budget as recommended with one amendment. The Board decreased Contingencies by \$414,782 to provide funding for additional budget allocations.

Program Discussion

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

While state statutes provide that up to 15 percent of the total of all other appropriations can be placed in reserve, the amount historically reserved for the county’s budget has been at a much lower level. In FY 2017-18 the Contingency policy was updated to reflect a contribution equal to 2 percent of General Fund revenues. The proposed contingency amount for FY 2018-19 meets the policy level established in Board policy on Contingencies and Reserves.

This budget unit supports the Board’s Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Governmental Agencies	192,420	201,226	217,152	201,226	201,226	(15,926)
Other Revenues	352,587	0	0	0	0	0
Total Revenues	545,007	201,226	217,152	201,226	201,226	(15,926)
Expenditures						
Other Charges	8,331,955	8,205,067	9,909,881	10,821,654	10,871,654	961,773
Total Expenditures	8,331,955	8,205,067	9,909,881	10,821,654	10,871,654	961,773
Net Revenues (Expenditures)	(7,786,946)	(8,003,841)	(9,692,727)	(10,620,428)	(10,670,428)	(977,700)
Additional Funding Support						
1100 General Fund	7,786,948	8,003,841	9,692,729	10,620,428	10,670,428	977,699
Total Additional Funding Support	7,786,948	8,003,841	9,692,729	10,620,428	10,670,428	977,699
Staffing Positions						
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget provides for various allocations and required contributions of General Fund money to support specific programs that operate out of other funds or outside agencies.

Proposed Budget

The proposed budget for FY 2018-19 is \$10,631,522, an increase of \$581,892 from the previous year. The General Fund contribution is \$10,430,296 for FY 2018-19.

The proposed budget includes a contribution to the General Reserve in the amount of \$1,787,600, an increase of \$1,287,600 from the prior year. Funding for this contribution to the General Reserve comes from available fund balance and is in accordance with the revised General Reserve policy that was approved by the Board of Supervisors on Feb. 6, 2018. This policy requires the General Reserve contribution to be equal to 10 percent of Cannabis Excise Tax revenues, or \$787,600. In addition, \$500,000 was allocated to Contingencies in FY 2017-18 for appropriation to General Reserves in FY 2018-19 and an additional contribution of \$500,000 is recommended.

Funding of \$100,000 allocated by the Board of Supervisors on January 23, 2018 as a Contribution to the City of Eureka to development affordable low-income housing is being carried forward into FY 2018-19 as that project has not yet been completed.

Additional Funding Requests

Various departments submitted additional funding requests that require a contribution from the General Fund to another fund. These requests totaled \$3,905,967. The requests are outlined as follows:

1. \$214,822 contribution to Economic Development for a position to support business, workforce development and creation of private sector jobs and operational costs that exceed available revenue sources.

2. \$1,250,000 contribution to the Public Agency Retirement Services (PARS) Post Employment Trust to address the county's mounting unfunded CalPERS liability.
3. \$1,000,000 contribution to ADA to complete mandated ADA compliance projects.
4. \$250,000 contribution to ADA to complete phase II of the Facility Master Plan.
5. \$500,000 contribution to Reserves to build the reserve level for times of financial difficulty.
6. \$250,000 contribution to Deferred Maintenance to address dilapidated county facilities.
7. \$400,000 contribution to Mental Health for early childhood mental health projects and support.
8. \$20,000 contribution to Natural Resources for operational costs that exceed available revenue sources.

Finally, one funding request was received from the Human Rights Commission to provide \$21,145 in funding to address human trafficking.

The County Administrative Office recommends the additional funding requests:

- \$65,835 contribution to Economic Development for operational costs that exceed available revenue sources.
- \$1,250,000 to fund an additional contribution to PARS.
- \$1,000,000 contribution to the ADA trust to complete mandated ADA compliance projects.
- \$250,000 contribution to ADA trust to complete phase II of the Facility Master Plan.
- \$500,000 contribution to Reserves to build the reserve level for times of financial difficulty.
- \$250,000 contribution to Deferred Maintenance to address dilapidated county facilities.
- \$400,000 contribution to Mental Health for early childhood mental health projects and support.

Although the remaining requests have merit they are not recommended because they did not achieve a priority level that allowed them to be funded based on available financial resources. As additional funding becomes available, unfunded requests will be considered during the First Quarter and/or Mid-year Budget Review process.

Board Adopted

The Board adopted this budget as recommended with four amendments. The Board approved funding the following:

- \$21,145 to support local organizations, groups, and/or individuals addressing human trafficking issues.
- \$148,987 for 1.0 full-time equivalent (FTE) Economic Development Director to support business and workforce development.
- \$50,000 contribution to Aviation for landscape reconstruction at the California Redwood Coast-Humboldt County Airport.
- \$20,000 contribution to Natural Resources for operational costs that exceed available grant revenues.

Program Discussion

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

The allocations are as follows:

- \$97,948 for a loan to the McKay Tract Community Forest (an increase of \$12,566).
- \$100,000 for the City of Eureka to develop affordable low-income housing.
- \$500 for special district benefit assessment on county owned property (no change from previous fiscal year).
- \$17,219 for communications expense for administering utilities for General Fund departments (no change from the previous fiscal year).
- \$33,891 for contributions to veterans' organizations located in Arcata, Eureka, Ferndale, Fortuna, Garberville, McKinleyville, and Rio Dell (no change from the previous fiscal year).
- \$40,685 for Local Agency Formation Commission (LAFCo).
- \$201,226 for contribution of Proposition 172 sales tax proceeds to independent fire protection districts (increase of \$8,806 from the previous fiscal year).
- \$1,787,600 for contribution to General Reserve (an increase of \$1,287,600 from the previous fiscal year).
- \$315,065 for county Library System, (includes base funding of \$153,000, \$8,000 for the Hoopa Library and the General Fund's obligation for the County Librarian position of \$154,065; an overall decrease of \$110,000 from the previous fiscal year due to a one-time allocation in FY 2017-18 to prevent service reductions).
- \$794,899 for Mental Health (includes funding for services to the Jail for Mental Health services and additional funding for early childhood mental health services; there is no change from the prior year).
- \$314,250 for the Deferred Maintenance Trust Fund.
- \$673,661 for Public Health (includes base funding of \$591,126 plus \$65,000 for tobacco education, no change from the previous fiscal year).
- \$3,320,349 for Social Services (no change from the previous fiscal year).
- \$1,250,000 for ADA Trust Fund mandated ADA projects and to complete phase II of the Facility Master Plan
- \$132,229 for Economic Development, an increase of \$71,735 due to a General Fund contribution for administrative costs that exceed the allowable amount to be recuperated through grant revenue. In addition, Economic Development receives 10 percent of the property tax increment received by the county from redevelopment dissolution.

Contributions to Other Funds (1100 199)

Amy S. Nilsen, County Administrative Officer

- \$1,250,000 for a contribution to PARS.
- \$300,000 contribution to Aviation for the development of an Aviation Department.
- \$2,000 contribution to special districts for the property tax exchange agreement with Fieldbrook-Glendale Community Services District approved by the Board of Supervisors on March 8, 2016.

This budget unit supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



**1420 -- Courthouse Construction
FY 2018-19 Adopted Budget**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	197,729	192,028	167,894	193,000	193,000	25,106
Other Revenues	6,625	0	0	0	0	0
Total Revenues	204,354	192,028	167,894	193,000	193,000	25,106
Expenditures						
Other Charges	309,720	322,171	171,806	10,000	10,000	(161,806)
Total Expenditures	309,720	322,171	171,806	10,000	10,000	(161,806)
Net Revenues (Expenditures)	(105,365)	(130,142)	(3,911)	183,000	183,000	186,911
Additional Funding Support						
1420 Courthouse Construction	105,366	130,143	3,912	(183,000)	(183,000)	(186,912)
Total Additional Funding Support	105,366	130,143	3,912	(183,000)	(183,000)	(186,912)
Staffing Positions						
Total Staffing	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.

Proposed Budget

The proposed budget for Courthouse Construction for FY 2018-19 is \$10,000, a decrease of \$299,720. The decrease is the result of paying off the Certificates of Participation (COP) long-term debt financing associated with the Courthouse Remodeling project.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

In 1982, pursuant to California Government Code Section 76100, the Board of Supervisors established the Courthouse Construction Fund. The revenues in the Courthouse Construction fund come from a portion of the \$2.50 surcharge that is added to every parking penalty imposed by the Superior Court for violations occurring within Humboldt County. This amount is in addition to the \$2.50 surcharge that is dedicated to the Criminal Justice Facilities Construction Fund.

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

This budget group supports the Board’s Strategic Framework, Core Roles by providing for and maintaining infrastructure.

Criminal Justice Construction

Amy S. Nilsen, County Administrative Officer

1410 -- Criminal Justice Construction FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Fines, Forfeits and Penalties	284,192	274,297	239,534	275,200	275,200	35,666
Use of Money and Property	12,781	29,437	37,955	19,500	19,500	(18,455)
Total Revenues	296,973	303,734	277,489	294,700	294,700	17,211
Expenditures						
Other Charges	165,379	126,159	201,021	900,979	900,979	699,958
Total Expenditures	165,379	126,159	201,021	900,979	900,979	699,958
Net Revenues (Expenditures)	131,594	177,575	76,467	(606,279)	(606,279)	(682,746)
Additional Funding Support						
1410 Criminal Justice Construction	(131,594)	(177,575)	(76,468)	606,279	606,279	682,747
Total Additional Funding Support	(131,594)	(177,575)	(76,468)	606,279	606,279	682,747
Staffing Positions						
Total Staffing	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.

Criminal Justice Construction has the following budget units:

- Criminal Justice COP (190)
- Criminal Justice Construction (242)

Proposed Budget

The proposed budget for FY 2018-19 is \$900,979, a decrease of \$127,411 from the previous year. The decrease is the result of paying off the Certificates of Participation (COP) long-term debt financing associated with the Courthouse Remodeling project. In addition, the contribution to the Juvenile Hall Construction project that has been carried forward, was reduced by \$84,387.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

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

1410 190 Criminal Justice COP

The expenditures of \$75,366 in this budget unit represent the Criminal Justice Facilities Construction Fund’s contribution to the COP payments associated with the Jail and Juvenile Regional Facility Construction projects (see COP Payments 1100 190 for more details).

1410 242 Criminal Justice Construction

Expenditures of \$825,613 in this budget unit are for the construction of a new Juvenile Hall facility. The funds will be transferred as expended with the remaining balance being rolled forward into the next budget year.

This budget group supports the Board’s Strategic Framework, Core Roles by providing for and maintaining infrastructure.



General Purpose Revenues (1100 888)

Amy S. Nilsen, County Administrative Officer

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	57,558,984	49,204,908	58,844,366	60,097,200	60,097,200	1,252,834
Licenses and Permits	4,068	4,254	1,447	2,000	2,000	553
Fines, Forfeits and Penalties	636,420	699,033	719,643	661,000	661,000	(58,643)
Use of Money and Property	352,550	528,578	535,056	277,412	277,412	(257,644)
Other Governmental Agencies	1,715,713	1,253,447	1,454,770	1,329,125	1,329,125	(125,645)
Charges for Current Services	975,442	1,292,048	439,221	439,221	439,221	0
Other Revenues	123,839	799,754	609,584	345,308	345,308	(264,276)
Total Revenues	61,367,016	53,782,022	62,604,087	63,151,266	63,151,266	547,179
Expenditures						
Intrafund Transfers	(3,129,842)	(3,704,705)	(3,010,814)	(3,193,651)	(3,144,542)	(133,728)
Total Expenditures	(3,129,842)	(3,704,705)	(3,010,814)	(3,193,651)	(3,144,542)	(133,728)
Net Revenues (Expenditures)	64,496,860	57,486,726	65,614,899	66,344,917	66,295,808	680,908
Additional Funding Support						
1100 General Fund	(64,496,860)	(57,486,726)	(65,614,899)	(66,344,917)	(66,295,808)	(680,908)
Total Additional Funding Support	(64,496,860)	(57,486,726)	(65,614,899)	(66,344,917)	(66,295,808)	(680,908)
Staffing Positions						
Total Staffing	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.

Proposed Budget

The proposed budget for General Purpose Revenues for FY 2018-19 is \$66,295,808 of discretionary revenue. This total represents an increase of \$2,364,733 or 4 percent from the previous year. This increase is due primarily to an anticipated increase in Cannabis Excise Tax revenue as cannabis permitting progresses forward. There have been adjustments totaling \$1,982,314 that took place throughout FY 2017-18 to allow for additional General Fund expenditures. These costs were primarily for one-time investments in contributions to capital projects for ADA mandates, deferred maintenance and a contribution to General Reserve for FY 2018-19.

Board Adopted

The Board adopted this budget as recommended.

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 that the

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

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

Cost allocation reimbursements are charged two years in arrears, which means FY 2018-19 revenues are based on actual expenditures in FY 2016-17.

This budget unit supports the Board’s Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services.



Departmental Summary FY 2018-19 Adopted Budget						
	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	225,922	246,644	225,086	205,166	205,166	(19,920)
Licenses and Permits	60,241	71,554	73,857	63,000	63,000	(10,857)
Other Governmental Agencies	9,210	20,015	33,590	22,121	22,121	(11,469)
Charges for Current Services	1,321,144	1,313,105	1,228,887	1,252,664	1,252,664	23,777
Other Revenues	358,594	330,867	357,434	375,700	375,700	18,266
Total Revenues	1,975,111	1,982,185	1,918,854	1,918,651	1,918,651	(203)
Expenditures						
Salaries & Employee Benefits	1,147,294	1,090,277	1,034,414	1,118,214	1,118,214	83,800
Services and Supplies	635,861	583,289	632,985	645,576	645,576	12,591
Other Charges	345,564	343,583	391,525	433,501	433,501	41,976
Fixed Assets	17,706	5,200	39,018	0	0	(39,018)
Intrafund Transfers	(5,064)	0	0	0	0	0
Total Expenditures	2,141,361	2,022,349	2,097,942	2,197,291	2,197,291	99,349
Net Revenues (Expenditures)	(166,245)	(40,165)	(179,092)	(278,640)	(278,640)	(99,547)
Additional Funding Support						
1100 General Fund	166,250	40,164	179,088	278,640	278,640	99,552
Total Additional Funding Support	166,250	40,164	179,088	278,640	278,640	99,552
Staffing Positions						
Allocated Positions	18.00	17.00	17.00	16.00	16.00	(1.00)

The Treasurer-Tax Collector’s Office includes the following budget units:

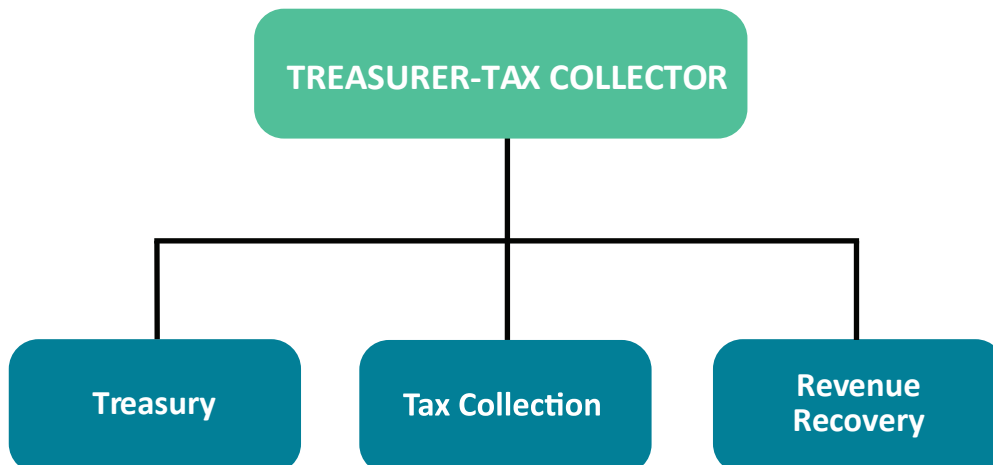
Treasurer-Tax Collector

- 1100 109 Treasury Expense
- 1100 112 Treasurer Tax Collector

Revenue Recovery

- 1100 114 Revenue Recovery

Organizational Chart:



1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Taxes	225,922	246,644	225,086	205,166	205,166	(19,920)
Licenses and Permits	60,241	71,554	73,857	63,000	63,000	(10,857)
Charges for Current Services	277,348	269,831	262,197	232,164	232,164	(30,033)
Other Revenues	358,479	330,867	357,434	374,700	374,700	17,266
Total Revenues	921,990	918,896	918,574	875,030	875,030	(43,544)
Expenditures						
Salaries & Employee Benefits	567,144	493,392	485,439	521,604	521,604	36,165
Services and Supplies	332,966	307,869	344,261	381,975	381,975	37,714
Other Charges	255,951	262,491	262,758	297,920	297,920	35,162
Fixed Assets	17,706	5,200	0	0	0	0
Intrafund Transfers	(5,064)	0	0	0	0	0
Total Expenditures	1,168,703	1,068,952	1,092,458	1,201,499	1,201,499	109,041
Net Revenues (Expenditures)	(246,708)	(150,057)	(173,887)	(326,469)	(326,469)	(152,581)
Additional Funding Support						
1100 General Fund	246,713	150,056	173,884	326,469	326,469	152,585
Total Additional Funding Support	246,713	150,056	173,884	326,469	326,469	152,585
Staffing Positions						
Allocated Positions	8.00	8.00	8.00	8.00	8.00	0.00

Purpose

The Treasurer-Tax Collector’s office is divided into three primary functions for budget purposes: Treasury, Tax Collecting and Revenue Recovery. The department provides county-wide services not only to other county departments but also to other local government agencies not under the control of the county Board of Supervisors.

The Treasury Expense budget (1100 109) represents costs related to all banking transactions and reconciliation services, and includes transaction and custodial service expenses for portfolio investments. This budget unit tracks and segregates all treasury costs. These costs are fully reimbursed to the General Fund.

The Tax Collector budget (1100 112) represents costs to perform collections for all taxing agencies including the county, cities, school districts and various special districts.

The Treasurer-Tax Collector also safeguards and invests the monies for the county, school districts and most of the special districts in the Humboldt County Pooled Investment Fund.

The Revenue Recovery budget (1100 114) represents costs to perform collections for delinquent court ordered debt, victim restitution and delinquent non-court ordered debt owed to county departments.

Proposed Budget

The proposed budget for the Treasury-Tax Collector for FY 2018-19 is \$1,201,499, an increase of \$15,318 or 1 percent from the previous year.

The General Fund contribution is \$326,469, which represents an increase of \$12,586 or 4 percent from the prior year.

Proposed Personnel Allocation

The proposed personnel allocation for the Treasurer-Tax Collector for FY 2018-19 is 8.0 FTE. There are no changes from the previous fiscal year.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Treasury-Tax Collection responsibilities include servicing taxpayers, title companies, and realtors, various governmental agencies including the State of California, the county, school districts, special districts, cities, commissions and other local government entities. Responsibilities also encompass county-wide banking operations and managing the pooled investment fund.

This budget group supports the Board's Strategic Framework, Priorities for New Initiatives, by providing community-appropriate levels of service and managing resources to ensure sustainability of services.

1100 109 Treasury Expense

Treasury staff receipt, deposit, disburse, and invest the funds of the county and most local government agencies in the county. The funds are deposited and invested with various financial institutions to accommodate the diversified investment holdings of the county while ensuring adequate liquidity to meet daily cash requirements. Staff transfers funds as necessary to facilitate money flow for the county and the agencies it serves; and calculates interest apportionment to all those agencies from funds in the county's portfolio as well as satisfying all reporting obligations as required by state law.

Receipts and disbursements now exceed \$1.5 billion each year with average daily transactions in excess of \$5 million; including over 150,000 checks processed annually. The Treasury portfolio and liquidity reserves vary between \$340 and \$450 million throughout the year.

The proposed budget for Treasury for FY 2018-19 is \$324,700, an increase of \$6,166 or 2 percent from the prior year. This Treasury Expense budget does not receive a General Fund appropriation. There are no staff allocated to this budget unit.

1100 112 Tax Collector

Tax collection staff are responsible for secured and unsecured property and Transient Occupancy Tax (TOT) collections, the Tourism Business Improvement District (TBID) assessments, the processing of all business license applications and renewals; and the collection of cannabis excise taxes.

State and local government entities, including the county, rely heavily on property tax revenue to finance their programs. To provide this tax revenue on a timely basis throughout the year the county has entered into agreements with taxing agencies to pay them 100 percent of the tax levy through the Teeter Plan, even though all taxes have not yet been collected. Per California Revenue and Taxation codes, the county then adds delinquent penalties and interest to the tax payment owed until it is received.

The county General Fund receives roughly 16 percent of every property tax dollar collected. Of the remaining 84 percent, the state receives 63 percent for education, leaving only 21 percent for all other local government entities; including county roads, county library, special districts, and cities in the county.

The proposed budget for Tax Collector for FY 2018-19 is \$876,799, an increase of \$9,152 or 1 percent from the prior year. The General Fund contribution is \$326,469 which represents a \$12,586 increase or 4 percent from the prior year.

The proposed personnel allocation for the Tax Collector for FY 2018-19 is 8.0 FTE, there are no changes from the prior year.



Revenue Recovery (1100 114)

John Bartholomew, Treasurer-Tax Collector

1100 -- General Fund
FY 2018-19 Adopted Budget

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Requested	2018-19 Adopted	Increase (Decrease)
Revenues						
Other Governmental Agencies	9,210	20,015	33,590	22,121	22,121	(11,469)
Charges for Current Services	1,043,796	1,043,274	966,690	1,020,500	1,020,500	53,810
Other Revenues	115	0	0	1,000	1,000	1,000
Total Revenues	1,053,121	1,063,289	1,000,280	1,043,621	1,043,621	43,341
Expenditures						
Salaries & Employee Benefits	580,150	596,885	548,975	596,610	596,610	47,635
Services and Supplies	302,895	275,420	288,724	263,601	263,601	(25,123)
Other Charges	89,613	81,092	128,767	135,581	135,581	6,814
Fixed Assets	0	0	39,018	0	0	(39,018)
Total Expenditures	972,658	953,397	1,005,484	995,792	995,792	(9,692)
Net Revenues (Expenditures)	80,463	109,891	(5,205)	47,829	47,829	53,034
Additional Funding Support						
1100 General Fund	(80,463)	(109,892)	5,204	(47,829)	(47,829)	(53,033)
Total Additional Funding Support	(80,463)	(109,892)	5,204	(47,829)	(47,829)	(53,033)
Staffing Positions						
Allocated Positions	9.00	9.00	9.00	8.00	8.00	(1.00)

Purpose

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

Proposed Budget

The proposed budget for Revenue Recovery for FY 2018-19 is \$995,792, a decrease of \$82,797 or 8 percent from the prior year. This decrease is due to a software upgrade that took place in FY 2017-18, which has also resulted in an anticipated savings in professional services expense in FY 2018-19 due to improved collections capabilities. Revenue Recovery has historically contributed more to the General Fund than is budgeted in FY 2018-19. The reduction is due to the significant delays in upgrading to the new software operating system that was completed in late May 2018.

As staff become proficient in the new system, it is believed that revenue collections will be improved and allow for increased contributions to the General Fund in the coming years.

Proposed Personnel Allocation

The proposed personnel allocation for Revenue Recovery for FY 2018-19 is 8.0 FTE, a reduction of 1.0 FTE from the prior year for a position that had previously been held vacant.

Deletions:

1.0 FTE Revenue Recovery Officer I/II

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Revenue Recovery budget unit is part of the Treasurer-Tax Collector’s department. Revenue Recovery’s primary function of collecting delinquent court-ordered fines, fees and victim restitution comprises approximately 84 percent of its business. The remaining 16 percent is the collection work done for other county departments such as Animal Control, the Sheriff, and the Library. Revenue Recovery always attempts to collect payment in full but 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 program, and also contracts with an outside collection agency as needed. 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 of various departments from debt collected on behalf of those departments for specific programs and providers of service. Revenue Recovery also remits collected victim restitution payments directly to the victims of crimes.

Revenue Recovery meets the requirements of a comprehensive court collection program as detailed in Penal Code Section 1463.007. This allows a cost of collection offset, which is the primary means of funding the efforts of the Revenue Recovery Team.

This budget unit supports the Board’s Strategic Framework, Core Roles, by enforcing laws and regulations.



