

1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Other Govt'l Agencies	\$16,836	\$0	\$0	\$2,000	\$2,000	\$2,000
General Fund Support	572,597	563,499	603,721	631,395	631,395	67,896
Total Revenues	\$589,433	\$563,499	\$603,721	\$633,395	\$633,395	\$69,896
Expenditures						
Salaries & Benefits	\$459,608	\$451,770	\$497,481	\$517,724	\$517,724	\$65,954
Supplies & Services	124,005	105,708	100,047	110,285	110,285	4,577
Other Charges	5,821	6,021	6,193	5,386	5,386	(635)
Total Expenditures	\$589,433	\$563,499	\$603,721	\$633,395	\$633,395	\$69,896
Staffing						
Allocated Positions	7.00	7.00	7.00	7.00	7.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	7.00	7.00	7.00	7.00	7.00	0.00

Purpose

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

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

Major Budget Changes

Salaries & Employee Benefits

- \$65,954 General salary and benefit adjustment, including reversal of voluntary work furloughs for all five Board members.

Services & Supplies

- \$4,000 Increase in professional fees for audit anticipated based on recent cost history and plan to seek competitive bids.

Revenues

- \$2,000 New revenue for administration of County's Indian Gaming Local Community Benefit Committee.

Program Discussion

The FY 2005-06 Board of Supervisors budget totals \$633,395, and reflects revenues in the amount of \$2,000.00 for the administration of the Humboldt County Indian Gaming Local Community Benefit Committee.

The Board will continue to work with County Departments and Federal and State Representatives to ensure ongoing responsiveness to the constituency of Humboldt County. It will remain focused on long-term goals of planning for optimal organizational structure and infrastructure needs.

2004-05 Accomplishments

Highlights for FY 2004-05 include, but are not exclusive to, the following:

1. Adopted a balanced budget without major layoffs.
2. Opened the Animal Shelter.
3. Approved the Housing Element.
4. Assisted the City of Eureka with the completion of the Multiple Assistance Center.
5. Evaluated performance of Department Heads, and hired an Agriculture Commissioner.

2005-06 Objectives

1. To continue the process of updating Humboldt County's General Plan.
2. To hire a Public Works Director.
3. To continue to research and develop effective and efficient means to provide services to the populace of Humboldt County.
4. To ensure Humboldt County's legislative delegates are informed and understand the County's issues and needs.

1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Other Revenues	\$3,375	\$3,250	\$4,349	\$3,250	\$3,250	\$0
General Fund Support	57,173	60,802	58,854	65,260	65,260	4,458
Total Revenues	\$60,547	\$64,052	\$63,203	\$68,510	\$68,510	\$4,458
Expenditures						
Salaries & Benefits	\$51,491	\$52,865	\$52,708	\$57,332	\$57,332	\$4,467
Supplies & Services	6,375	8,525	7,820	7,999	7,999	(526)
Other Charges	2,681	2,662	2,675	3,179	3,179	517
Total Expenditures	\$60,547	\$64,052	\$63,203	\$68,510	\$68,510	\$4,458
Staffing						
Allocated Positions	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	1.00	1.00	1.00	1.00	1.00	0.00

Purpose

The Clerk of the Board is responsible for the agenda process -- from drafting through indexing -- for the Board of Supervisors and the Assessment Appeals Board. The Clerk of the Board maintains the County's committee book and archives the records of the Board of Supervisors. Also, compliance with the California Public Records Act and the Ralph M. Brown Act (open meetings laws) is an integral part of the responsibilities of the Clerk of the Board.

Major Budget Changes

Salaries & Employee Benefits

- \$4,467 General salary and benefit adjustment.

Program Discussion

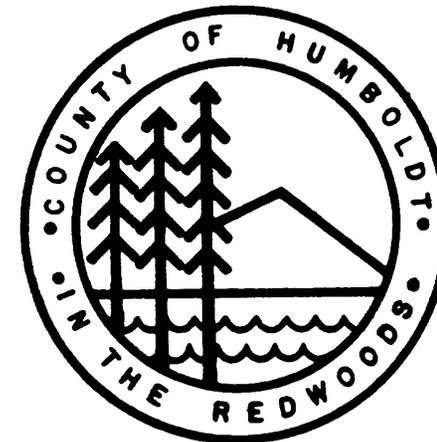
There are no major changes in funding, programs or legislation anticipated for this budget in FY 2005-06.

2004-05 Accomplishments

1. Complied with various sections of the California Government Code where it pertains to responsibilities of the Clerk of the Board, particularly the Maddy Act and the Brown Act.
2. Complied with various sections of the California Revenue and Tax Code where it pertains to responsibilities of the Clerk of the Board in the area of assessment appeals.
3. Continued the process of indexing and archiving the paper records of the proceedings of the meetings of the Board of Supervisors from 1992 to the present.

2005-06 Objectives

1. To continue to comply with various sections of the California Government Code where it pertains to responsibilities of the Clerk of the Board, particularly the Maddy Act and the Brown Act.
2. To continue to comply with various sections of the California Revenue and Tax Code where it pertains to responsibilities of the Clerk of the Board in the area of assessment appeals.
3. To continue the process of indexing and archiving the paper records of the proceedings of the meetings of the Board of Supervisors from 1992 to the present.

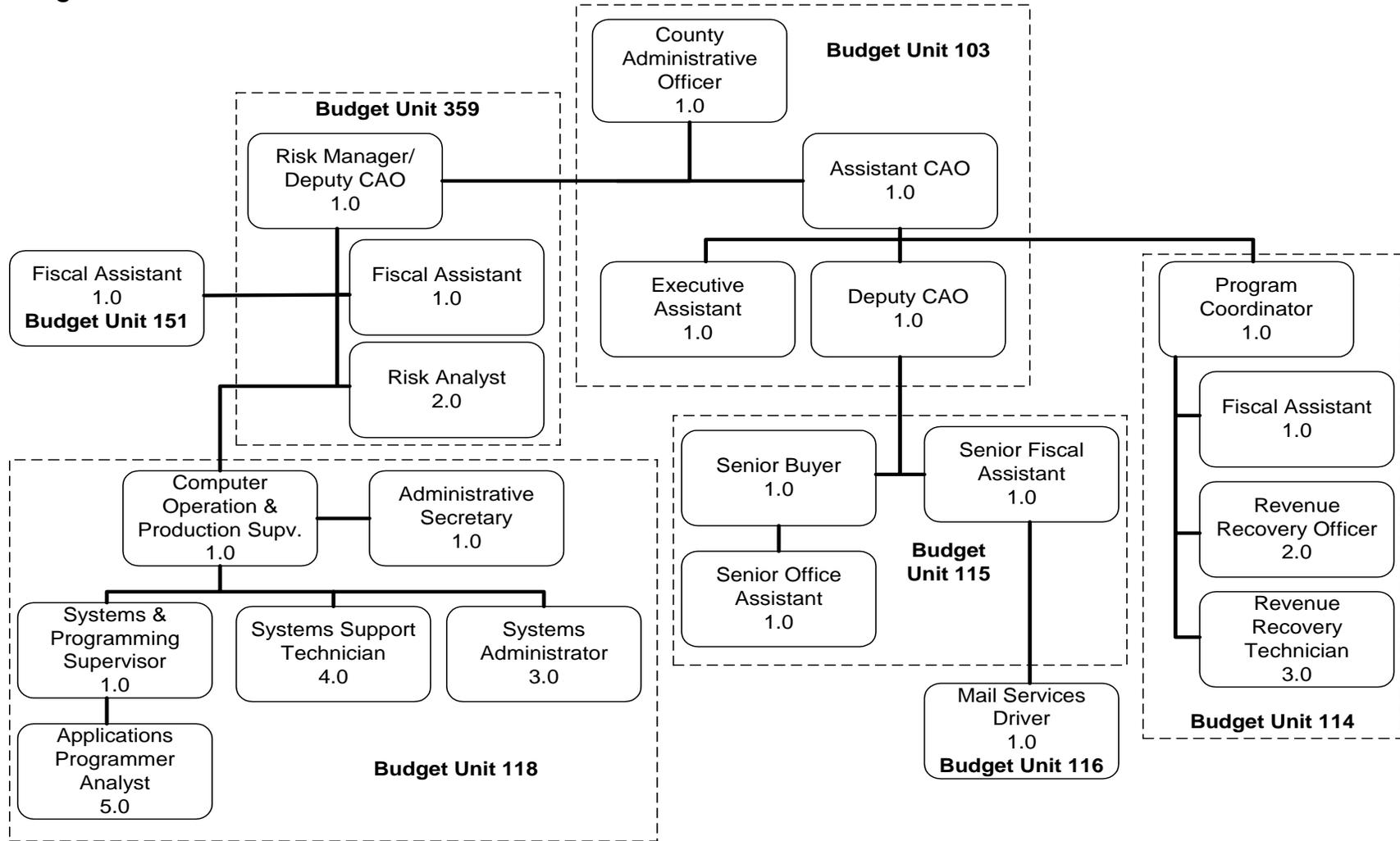


	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Departmental Summary						
Departmental Revenues						
Attributable to Department	\$1,140,122	\$1,203,805	\$1,172,758	\$1,232,977	\$1,232,977	\$29,172
General Fund Contribution	4,827,148	7,375,116	7,532,230	8,098,873	8,098,873	723,757
Grand Total Revenues	\$5,967,270	\$8,578,921	\$8,704,988	\$9,331,850	\$9,331,850	\$752,929
Departmental Expenditures						
Salaries & Benefits	\$1,112,027	\$1,956,906	\$2,073,104	\$915,629	\$915,629	(\$1,041,277)
Supplies & Services	429,828	1,661,197	1,678,807	1,690,997	1,690,997	29,800
Other Charges	4,443,279	4,969,201	4,997,641	6,723,024	6,723,024	1,753,823
Fixed Assets	14,056	46,832	41,188	7,200	7,200	(39,632)
Expense Transfer	(31,920)	(55,215)	(85,752)	(5,000)	(5,000)	50,215
Grand Total Expenditures	\$5,967,270	\$8,578,921	\$8,704,988	\$9,331,850	\$9,331,850	\$752,929
Departmental Staffing	19.00	47.00	47.00	17.00	17.00	(30.00)

The County Administrative Office General Fund summary includes the following budget units:

- 1100 103 County Administrative Office
- 1100 114 Revenue Recovery
- 1100 115 Purchasing Agent
- 1100 116 Mailroom
- 1100 118 Information Technology
- 1100 119 General Services
- 1100 151 Communications
- 1100 181 Economic Development Promotional Agencies
- 1100 190 COP Payments
- 1100 199 Other Contributions
- 1100 281 Forester & Warden

Organizational Chart:



	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
1100 - General Fund						
Revenues						
Other Revenues	\$264	\$0	\$12	\$60,000	\$60,000	\$60,000
General Fund Support	491,626	406,746	468,016	1,648,372	1,648,372	1,241,626
Total Revenues	\$491,890	\$406,746	\$468,027	\$1,708,372	\$1,708,372	\$1,301,626
Expenditures						
Salaries & Benefits	\$394,800	\$355,833	\$400,730	\$429,840	\$429,840	\$74,007
Supplies & Services	90,453	44,202	60,484	1,270,093	1,270,093	1,225,891
Other Charges	6,637	6,711	6,813	6,639	6,639	(72)
Fixed Assets	0	0	0	1,800	1,800	1,800
Total Expenditures	\$491,890	\$406,746	\$468,027	\$1,708,372	\$1,708,372	\$1,301,626
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	4.00	4.00	4.00	4.00	4.00	0.00

Purpose

The County Administrative Office (CAO) is the administrative arm of the Board of Supervisors. The CAO provides leadership and guidance in the implementation of the policies of the Board of Supervisors. The CAO analyzes issues and makes recommendations to the Board regarding the

administration and operation of County departments and programs. The CAO coordinates and oversees the County budget and monitors the use of financial and human resources. Other divisions of the CAO's Office include Revenue Recovery (#114), Purchasing (#115), Communications (#151), Information Technology (#118), the Mailroom (#116), and Risk Management (#352-#359).

The CAO also administers the budgets for Economic Development Promotional Agencies (#181), Certificate of Participation long-term debt payments (#190), the Grand Jury (#217), Courthouse Construction (#242), Courts – County-Funded Portion (#250), Forester & Warden (#281), and general County budget units such as General Fund Contributions to Other Funds (#199), General Purpose Revenue (#888), and Contingency Reserve (#990).

Major Budget Changes

Salaries & Employee Benefits

- \$74,007 General salary and benefit increases, including reversal of unpaid work-furloughs for two staff members.

Services & Supplies

- \$1,200,000 Transfer of utilities expenses from the former General Services Department to the County Administrative Office.
- \$26,000 Increase in professional and specialized services, primarily due to consultant expenses for Cox Cable franchise negotiations.

Fixed Assets

- \$1,800 Replacement laptop computer.

Program Discussion

The adopted FY 2005-06 budget for the County Administrative Office totals \$1,708,372. This represents an increase of \$1,301,626, primarily due to staffing changes, consultant fees, and the transfer of utility costs from General Services to the County Administrative Office.

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

- Protect local sources of revenue and develop a strategy for long-term fiscal stability.
- Encourage implementation of accounting controls and continue to improve procedures to stabilize and enhance the budget process.
- Implement systems and procedures to assure active and aggressive debt management and recovery efforts on all accounts turned over to County collections.
- Initiate aesthetic and security enhancements to the Courthouse and effect internal modifications to facilitate the needs of various departments as well as the proper utilization of space.
- Continue to foster and promote teamwork within the County.

The adopted budget includes funding for state legislative advocacy services at \$17,100, the cable franchise agreement consultant at \$25,000, and sales tax audit services at \$7,000.

In April 2005, the Board of Supervisors approved the consolidation of the former General Services functions of Purchasing, Communications, Information Technology, the Mailroom, and Risk Management into the County Administrative Office. The budgets for these functions will be shown separately for FY 2005-06. Discussions are underway regarding space planning needs to co-locate the risk management, purchasing, and communications divisions with the County Administrative Office.

Because of the merger, the payment of utility bills for all County buildings, formerly performed by General Services, will now become one of the duties of the County Administrative Office. Therefore, a total of \$1,200,000 has been included in the FY 2005-06 budget for utility payments.

2004-05 Accomplishments

1. Successfully recruited and hired an Assistant County Administrative Officer and Deputy County Administrative Officer.
2. Balanced the County's FY 2005-06 proposed budget without any additional service reductions or employee lay-offs. Developed a new budget book format that describes County programs, provides explanatory text regarding budget changes and departmental issues, and allows for better year-to-year tracking of budget changes.
3. Completed construction and opened the County's new animal shelter in McKinleyville. In addition, negotiated animal shelter agreements with the cities of Eureka, Arcata, Blue Lake, and Trinidad.
4. Developed a plan to consolidate the General Services Department with the County Administrative Office.

5. Coordinated performance reviews for all appointed department heads.

2005-06 Objectives

1. To complete negotiations regarding the renewal of the County's cable franchise agreement with Cox Communications, and to negotiate a franchise agreement for cable services in eastern Humboldt County.
2. To complete consolidation of the former General Services functions of purchasing, information technology, risk management, mail room services, and communications with the County Administrative Office, and streamline their processes and procedures.
3. To submit the County's 2006-07 Proposed Budget book to the Government Finance Officers Association to be considered for its Distinguished Budget Presentation award.
4. To improve the County's space planning process.
5. To identify additional funding that can be used to assist with the abandoned vehicle problem.
6. To relocate the County's sign shop, which has been in a unsuitable temporary location since its original building burned down over a year ago, to a permanent location.
7. To resolve the issue of outstanding Superior Court debt owed to the County.
8. To re-open the County Administrative Office for public hours on Friday afternoons.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Fines, Forfeits & Penalties	\$46,027	\$40,000	\$80,587	\$79,200	\$79,200	\$39,200
Other Gov't'l Agencies	11,187	16,000	39,247	20,000	20,000	4,000
Charges for Services	251,833	322,551	353,124	397,712	397,712	75,161
Other Revenues	2,189	2,440	7,632	6,790	6,790	4,350
General Fund Support	(46,526)	(6,813)	(72,168)	(95,174)	(95,174)	(88,361)
Total Revenues	\$264,710	\$374,178	\$408,422	\$408,528	\$408,528	\$34,350
Expenditures						
Salaries & Benefits	\$173,109	\$219,000	\$242,847	\$273,751	\$273,751	\$54,751
Supplies & Services	76,092	113,824	106,702	118,908	118,908	5,084
Other Charges	15,509	9,906	32,615	14,969	14,969	5,063
Fixed Assets	0	31,448	26,258	900	900	(30,548)
Total Expenditures	\$264,710	\$374,178	\$408,422	\$408,528	\$408,528	\$34,350
Staffing						
Allocated Positions	6.00	7.00	7.00	7.00	7.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	6.00	7.00	7.00	7.00	7.00	0.00

Purpose

The Revenue Recovery Division of the County Administrative Office is the collection agent for County departments and Humboldt County Superior Court. Revenue Recovery's primary function is collection of delinquent fines and fees for

the Court (approximately 90% of revenue collected) and delinquent funds due to other County departments (approximately 10% of revenue collected).

Major Budget Changes

Salaries & Employee Benefits

- \$54,751 General salary and benefits increases.

Services & Supplies

- \$15,705 Increase in professional and specialized services due to increased collection activities.
- \$6,764 Increase in postage costs.
- (\$16,570) Decrease in software expenses.

Other Charges

- \$5,063 Increase in information services charges

Fixed Assets

- \$900 Replacement laser printer.

Revenues

- \$66,034 Increase in collection cost offset fees.
- \$39,200 Increase in installment payment plan fees.
- \$4,000 Increase in restitution rebate collections.
- \$9,000 Increase in Revenue Recovery service charge fees.

- \$4,350 Increase in collection of garnishment fees.

Program Discussion

The adopted budget for Revenue Recovery for FY 2005-06 totals \$408,530, an increase of \$34,532 over FY 2004-05. Revenue Recovery projects an operating income increase of approximately \$122,000 over FY 2004-05. Expenditure increases are directly related to continued increases in collection of delinquent debts, resulting in a steady decrease in Revenue Recovery’s General Fund allocation. Revenue Recovery expects to make a positive contribution to the General Fund in FY 2005-06. Revenue Recovery meets the criteria of a comprehensive collection program as detailed in Penal Code 1463.007. This allows a cost of collection offset, which is the primary means of funding the efforts of the Revenue Recovery Division.

Revenue Recovery attempts first to obtain payment in full or through a payment plan on the accounts submitted for collection. When necessary, enhanced collection procedures, including wage garnishment and abstract filings are implemented. Revenue Recovery uses resources such as the California State Employment Development Department (EDD) for employment information and the Franchise Board Tax Intercept Program to intercept state tax refunds.

After Revenue Recovery’s efforts have been exhausted, and as a last resort, uncollected accounts have been sent to a private collection agency, Outsourcing Solutions Inc. (OSI). It is estimated that OSI will contribute \$500,000, or 12.2%, toward total collections of approximately \$4,080,000 in FY 2005-06.

Beginning in FY 2005-06, Revenue Recovery will begin submitting uncollected court fines and fees to the Franchise Tax Board Court Ordered Debt Collections Department (FTBCOD). It is anticipated that FTBCOD will contribute \$90,000 to this year's collections. The costs from these outside collection agencies range from 9% to 22% of their monthly collections. Each month, the money collected for the County departments is distributed to their specific funds. The monthly collected fines and fees are distributed as required by various laws; a portion is remitted to the State of California and a portion is remitted to various programs and providers of service within the community.

2004-05 Accomplishments

1. Second placed aged accounts, opened between 1995 and 2001, with a private collection agency, resulting in average monthly collections of approximately \$47,000.
2. Coordinated efforts with the Probation Department to allow for a part-time Probation Revenue Recovery Officer to collect Probation accounts and involve the Probation Officers in the effort.

3. Enhanced collection procedures to include implementation of wage garnishments and abstract recordings.
4. Increased FY 2004-05 collections by an estimated \$600,000 over FY 2003-04, and an estimated \$1 million over FY 2002-03.

2005-06 Objectives

1. To primary place uncollected accounts, opened between 2002 and 2004, with the California Franchise Tax Board/Court Ordered Debt Collection Department for increased collections.
2. To develop and implement consistent procedures for wage and per-capita garnishments through the Hoopa Valley Tribal Court.
3. To continue to improve collection procedures and increase collections by approximately \$300,000 over FY 2004-05.

Revenue Recovery
Workload Data

	Actual			Estimated	
	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06

Collections

Total Collected	\$2,559,214	\$2,715,855	\$3,173,336	\$3,788,200	\$4,080,000
Average Collections per Month	213,268	226,321	264,445	315,000	\$340,000
New Accounts Received	N/A*	5,798,402	5,938,877	6,669,000	6,900,000
Annual Percent Collected	N/A*	46.8%	53.4%	57.6%	59.0%

*A private collections agency managed Revenue Recovery in FY 2001-02, and these statistics are not available.



1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Charges for Services	\$2,013	\$0	\$0	\$101	\$101	\$101
Other Revenues	1,398	0	2	1,900	1,900	1,900
General Fund Support	292,435	0	(2)	172,850	172,850	172,850
Total Revenues	\$295,846	\$0	\$0	\$174,851	\$174,851	\$174,851
Expenditures						
Salaries & Benefits	\$252,386	\$0	\$0	\$137,866	\$137,866	\$137,866
Supplies & Services	41,154	0	0	38,824	38,824	38,824
Other Charges	3,492	0	0	3,161	3,161	3,161
Expense Transfer	(1,186)	0	0	(5,000)	(5,000)	(5,000)
Total Expenditures	\$295,846	\$0	\$0	\$174,851	\$174,851	\$174,851
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Allocated Positions	4.00	0.00	0.00	4.00	4.00	4.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	4.00	0.00	0.00	4.00	4.00	4.00

Purpose

Purchasing procures, rents and/or leases materials, supplies, and equipment of a desired quality and quantity as needed by departments. Purchasing negotiates with contractors for limited services at the best possible price. Purchasing recycles office furniture and equipment before selling or disposing of surplus materials. Purchasing focuses on volume buying,

product standardization, creating vendor competition, evaluating vendor performance, and overall procurement coordination.

Program Discussion

In FY 2004-05, the Purchasing budget was folded into General Services' budget. With the consolidation of the General Services Department into the County Administrative Office, Purchasing once again has its own separate budget unit.

For FY 2005-06, the division is once again holding one position, the Purchasing Agent, vacant and frozen to meet budget targets.

2004-05 Accomplishments

1. Worked with Eel River Disposal to increase availability of recycling containers and facilitate higher recycling on behalf of the County.
2. Worked with departments to streamline purchasing activities and trained Health and Human Services staff on various aspects of the County's financial system (IFAS).

3. Worked with the County Library to hold an auction to obtain the best price on surplus property with the proceeds going to the Library.
4. Worked with Health and Human Services to purchase furniture for the Social Services Branch.
5. Worked with Horizon Air to obtain a contract rate on flights by County employees using Horizon Air flights.

2005-06 Objectives

1. To implement on-line requisition system within the County's financial system (IFAS) to increase efficiency in processing requisitions.
2. To work with departments to ensure the effective use of the State travel program that allows the County to obtain hotel rooms, rental cars, and air flights at the State contract rate.
3. To implement credit cards for departmental use in purchasing office supplies and other small items, to increase efficiency and reduce costs.

1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Charges for Services	\$32,597	\$68,285	\$35,363	\$70,630	\$70,630	\$2,345
Other Revenues	0	7,794	945	100	100	(7,694)
General Fund Support	82,392	0	(25,544)	0	0	0
Total Revenues	\$114,989	\$76,079	\$10,764	\$70,730	\$70,730	(\$5,349)
Expenditures						
Salaries & Benefits	\$84,184	\$0	\$0	\$37,599	\$37,599	\$37,599
Supplies & Services	58,166	40,250	17,520	30,283	30,283	(9,967)
Other Charges	3,373	35,829	35,961	2,848	2,848	(32,981)
Expense Transfer	(30,734)	0	(42,717)	0	0	0
Total Expenditures	\$114,989	\$76,079	\$10,764	\$70,730	\$70,730	(\$5,349)
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Allocated Positions	2.00	0.00	0.00	1.00	1.00	1.00
Temporary (FTE)	N/A	0.00	0.00	0.07	0.07	0.07
Total Staffing	2.00	0.00	0.00	1.07	1.07	1.07

Purpose

The Mailroom is the focal point for posting and distribution of all U.S. Postal mail and interoffice mail to and from departments located in the Courthouse, as well as various offices located within the city limits of Eureka.

Major Budget Changes

Salaries & Employee Benefits

For FY 2004-05, staff was moved into the General Services budget. The FY 2005-06 budget reflects the consolidation of the General Services Department and County Administrative Office and shows one staff person in this budget.

Services & Supplies

- (\$17,100) Decrease in office supply expenditures to better reflect actual needs of division.
- \$7,000 Increase in equipment rents and leases due to lease of new postage meter.
- \$2,210 Increase in insurance costs.

Other Charges

- (\$32,258) Elimination of expense transfer for staff time provided by General Services budget.

Revenues

- \$5,147 Increase in Mailroom charges.
- (\$2,802) Decrease in charges to non-County funds.

Program Discussion

This budget, formerly known as Central Services, provided both mailroom and print shop services to other County departments. With staff reductions, print shop functions have been largely outsourced.

2004-05 Accomplishments

1. Implemented a new postage meter to be in compliance with the new postal service rules for postage meters.
2. Worked with Treasurer-Tax Collector Office to ensure that the office receives mail in a timely manner to ensure timely deposit of tax payments.

2005-06 Objectives

1. To coordinate efforts to ensure that all County departments benefit from bulk mailing and presort rates, to ensure we get the best cost based on mail volume.
2. To review procedures to determine ways to improve services and reduce the costs for Mailroom for all County departments.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$51,000	\$203,606	\$201,503	\$0	\$0	(\$203,606)
Other Revenues	472	2,600	3,964	0	0	(2,600)
General Fund Support	119,812	2,394,144	2,539,980	0	0	(2,394,144)
Total Revenues	\$171,284	\$2,600,500	\$2,745,447	\$0	\$0	(\$2,600,350)
Expenditures						
Salaries & Benefits	\$167,082	\$1,382,073	\$1,429,527	\$0	\$0	(\$1,382,073)
Supplies & Services	3,229	1,260,046	1,344,707	0	0	(1,260,046)
Other Charges	973	13,596	14,247	0	0	(13,596)
Expense Transfer	0	(55,215)	(43,035)	0	0	55,215
Total Expenditures	\$171,284	\$2,600,500	\$2,745,447	\$0	\$0	(\$2,600,500)
Staffing						
Allocated Positions	2.00	36.00	36.00	0.00	0.00	(36.00)
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	2.00	36.00	36.00	0.00	0.00	(36.00)

Purpose

General Services was formerly a separate department that provided services to all County departments and was responsible for Real Property Management, Risk Management, Purchasing, Central Services, Information Services, Communications, Building Maintenance, and Deferred

Maintenance projects. These functions have been merged into the Public Works Department and the County Administrative Office for FY 2005-06.

	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
1100 - General Fund						
Revenues						
Other Revenues	\$27,463	\$100,840	\$53,887	\$101,046	\$101,046	\$206
General Fund Support	99,033	0	35,613	0	0	0
Total Revenues	\$126,496	\$100,840	\$89,500	\$101,046	\$101,046	\$206
Expenditures						
Salaries & Benefits	\$40,466	\$0	\$0	\$36,573	\$36,573	\$36,573
Supplies & Services	70,677	73,627	62,671	58,404	58,404	(15,223)
Other Charges	1,297	11,829	11,899	1,569	1,569	(10,260)
Fixed Assets	14,056	15,384	14,930	4,500	4,500	(10,884)
Total Expenditures	\$126,496	\$100,840	\$89,500	\$101,046	\$101,046	\$206
Allocated Positions	1.00	0.00	0.00	1.00	1.00	1.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	1.00	0.00	0.00	1.00	1.00	1.00

Purpose

The Communications Division manages the County’s radio and telephone systems, and negotiates and administers the cable television franchises.

Major Budget Changes

Salaries & Employee Benefits

For FY 2004-05, staff was moved into the General Services budget. The FY 2005-06 budget reflects the consolidation of the General Services Department and County Administrative Office and shows one staff person in this budget.

Services & Supplies

- (\$16,050) Decrease in equipment maintenance expenditures.
- \$1,541 Increase in communications expense.

Other Charges

- (\$10,523) Elimination of expense transfer to General Services budget.

Fixed Assets

- \$4,500 Radios

Program Discussion

The telephone system consists of all County-owned telephone equipment and services provided through the Eureka SBC central office Centrex switch. 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, and payment and cost distribution to departments.

The cable television franchise administration consists of record keeping and contract negotiation with the cable companies. Revenues are not credited to this department, but to the general fund. Cox Communication is the largest cable provider in the County. Currently, the County Administrative Office is working with the cities on negotiating a new franchise agreement with Cox Cable. The County will also begin the

negotiations process with Almega Cable, which serves the eastern parts of the County.

Communications is working with Purchasing to develop a process for requests for telephones and radios to ensure that they are compatible with our current system and that new purchases are placed into the capitalization fund for replacement.

Additionally, we are updating the radio inventory to identify all radios located in each department and ensure that we have a replacement procedure along with new purchases of radios.

We are also working with departments regarding cellular telephone usage along with other devices that use wireless technology to ensure that the County is able to capitalize on its size to benefit all departments.

2005-06 Objectives

1. To improve the process of purchase for radios and telephones.
2. To complete an inventory of radios and telephones in preparation for a cost plan.
3. To improve usage of wireless technology (including cellular telephones) by ensuring that the County is able to capitalize on its size to benefit all of the County departments.

181 - Economic Development Promotional Agencies

Loretta Nickolaus, County Administrative Officer

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
General Fund Support	\$134,441	\$80,535	\$80,535	\$197,960	\$197,960	\$117,425
Total Revenues	\$134,441	\$80,535	\$80,535	\$197,960	\$197,960	\$117,425
Expenditures						
Other Charges	\$134,441	\$80,535	\$80,535	\$197,960	\$197,960	\$117,425
Total Expenditures	\$134,441	\$80,535	\$80,535	\$197,960	\$197,960	\$117,425

Purpose

The Board of Supervisors has traditionally appropriated discretionary funds to offset costs to local promotional agencies that support marketing businesses and tourism in Humboldt County. The promotional agencies are independent economic development groups established to increase patronage and interest in County businesses and communities.

Major Budget Changes

Other Charges

- \$117,425 Increase in support to tourism promotion agencies.

Program Discussion

This budget unit has traditionally been used to fund various visitors' bureaus and information centers throughout the County. In April 2005, the Humboldt County Convention and Visitors Bureau (HCCVB) approached the Board of Supervisors with a new proposal. The County would dedicate 20% of its annual transient occupancy tax revenue to the HCCVB. The HCCVB would prepare a unified countywide marketing plan for promoting Humboldt County, and would subcontract with the Film Commission and the other tourism promotion agencies as part of that overall marketing effort. The goal is to invest increased support of the county tourism economy, as identified in the County's "Prosperity" strategy, to generate an improved Countywide economy in the future.

The Board approved this plan in concept on April 26, 2005, and approved the legal agreement with the HCCVB on July 19, 2005. The FY 2005-06 budget allocates \$197,960 to the HCCVB, which is 20% of the transient occupancy taxes received by the County in FY 2003-04.

	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
1100 - General Fund						
Revenues						
Other Gov't Agencies	\$311,710	\$311,006	\$323,282	\$332,776	\$332,776	\$21,770
General Fund Support	897,711	937,801	952,341	1,046,185	1,046,185	108,384
Total Revenues	\$1,209,421	\$1,248,807	\$1,275,623	\$1,378,961	\$1,378,961	\$130,154
Expenditures						
Other Charges	\$1,209,421	\$1,248,807	\$1,275,623	\$1,378,961	\$1,378,961	\$130,154
Expense Transfer	0	0	0	0	0	0
Total Expenditures	\$1,209,421	\$1,248,807	\$1,275,623	\$1,378,961	\$1,378,961	\$130,154

Purpose

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

Revenues

- \$21,770 Growth in Proposition 172 public safety funding revenue dedicated to Jail and Regional Juvenile Center construction projects.

Major Budget Changes

Other Charges

- \$139,700 Increase in COP payments due to completion of the new animal shelter in McKinleyville.

Program Discussion

This budget funds long-term debt payments on the County's capital improvement projects. The adopted budget of \$1,378,961 includes funding in the following amounts:

190 - Certificates of Participation-Payments

Loretta Nickolaus, County Administrative Officer

- \$434,296 1994 Jail Phase I Project
- \$250,000 1996 Jail Phase II Public Safety Project
- \$192,900 2004 Animal Shelter Project
- \$181,104 1996 Jail Phase II Project
- \$149,844 1996 Jail Phase I Project
- 110,329 1994 Library Project
- \$60,488 1996 Regional Juvenile Center Project

The 1994 COP financed the new 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 \$86,451 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 itself, and the Regional Juvenile Facility. A portion of this debt service payment, \$332,776, is paid from sales taxes dedicated to public safety purposes.

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

The 2004 COP financed construction of the new Animal Care Shelter and Facility in McKinleyville.

1410 - Criminal Justice Construction Fund	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$249,009	\$312,825	\$458,939	\$457,126	\$457,126	(\$1,813)
Revenues						
<i>Dept. 170-Capital Projects</i>	\$0	\$358,859	\$0	\$0	\$0	\$0
<i>Dept. 190-COP Payments</i>	0	0	0	0	0	0
<i>Dept. 242-Courthouse Construct</i>	239,876	277,311	324,100	329,300	329,300	5,200
General Fund Support	0	0	0	0	0	0
Total Revenues	\$239,876	\$636,170	\$324,100	\$329,300	\$329,300	\$5,200
Expenditures						
<i>Dept. 170-Capital Projects</i>	\$68,829	\$260,075	\$106,384	\$0	\$0	(\$106,384)
<i>Dept. 190-COP Payments</i>	0	38,976	38,976	124,611	124,611	85,635
<i>Dept. 242-Courthouse Construct</i>	107,231	191,005	180,553	0	0	(180,553)
Total Expenditures	\$176,059	\$490,056	\$325,913	\$124,611	\$124,611	(\$201,302)
Ending Fund Balance	\$312,825	\$458,939	\$457,126	\$661,815	\$661,815	\$204,689

Purpose

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

Program Discussion

In 1982, pursuant to Government Code Section 76101, the Board of Supervisors established the Criminal Justice Facilities Construction Fund. The revenues in the Criminal Justice Facilities Construction fund come from a surcharge of \$2.50 that is added to every parking penalty imposed by Superior Court for violations occurring within Humboldt County.

Criminal Justice Construction

Loretta Nickolaus, County Administrative Officer

The Criminal Justice Facilities Construction Fund can be used for the construction, reconstruction, expansion, improvement, operation, or maintenance of county criminal justice and court facilities, and for improvement of criminal justice automated information systems.

Criminal justice facilities include buildings such as the County Jail, Juvenile Hall, the Juvenile Regional Facility, and courthouses. Any new jail, or additions to an existing jail that result in the provision of additional cells or beds, must be

constructed in compliance with the “Minimum Standards for Local Detention Facilities” regulations promulgated by the California Board of Corrections.

The expenditures in this budget unit represent the Criminal Justice Facilities Construction Fund’s contribution to the 1994 and 1996 COP payments associated with the Jail and Regional Juvenile Facility Construction projects (see COP Payments budget unit #190 for more details).



1420 - Courthouse Construction Fund	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$149,270	\$331,952	\$139,097	(\$308,831)	(\$308,831)	(\$447,927)
Revenues						
<i>Dept. 170-Capital Projects</i>	\$485,909	\$2,399,671	\$373,375	\$0	\$0	(\$373,375)
<i>Dept. 190-COP Payments</i>	0	0	0	0	0	0
<i>Dept. 242-Courthouse Construct</i>	240,520	206,648	226,815	228,600	228,600	1,785
General Fund Support	0	0	0	0	0	0
Total Revenues	\$726,429	\$2,606,319	\$600,191	\$228,600	\$228,600	(\$371,591)
Expenditures						
<i>Dept. 170-Capital Projects</i>	\$543,747	\$2,490,150	\$739,094	\$0	\$0	(\$739,094)
<i>Dept. 190-COP Payments</i>	0	309,024	309,024	311,945	311,945	2,921
<i>Dept. 242-Courthouse Construct</i>	0	0	0	0	0	0
Total Expenditures	\$543,747	\$2,799,174	\$1,048,118	\$311,945	\$311,945	(\$736,173)
Ending Fund Balance	\$331,952	\$139,097	(\$308,831)	(\$392,176)	(\$392,176)	(\$83,345)

Purpose

The Courthouse Construction Fund is used for the acquisition, rehabilitation, construction and financing of courtrooms or of a courtroom building containing facilities necessary or incidental to the operation of the justice system.

Program Discussion

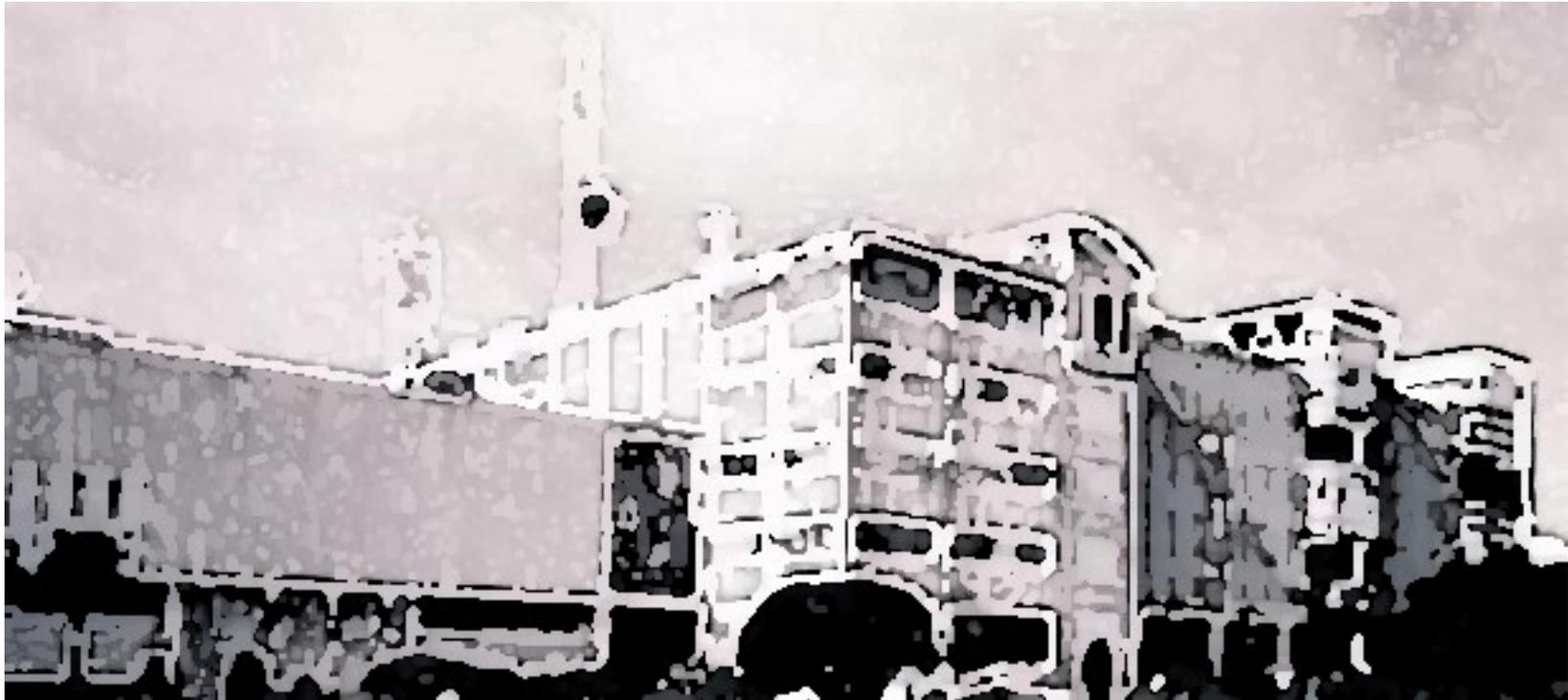
In 1982, pursuant to California Government Code Section 76100, the Board of Supervisors established the Courthouse Construction Fund. The revenues in the Courthouse Construction fund come from a surcharge of \$2.50 that is added to every parking penalty imposed by Superior Court for violations occurring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

Courthouse Construction

Loretta Nickolaus, County Administrative Officer

The Courthouse Construction Fund can be used for the acquisition, rehabilitation, construction, and financing of courtrooms or a courtroom building that contains facilities necessary or incidental to the operation of the justice system.

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



	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Other Gov't Agencies	\$171,785	\$0	\$0	\$0	\$0	\$0
Other Revenues	140,547	30,000	9,344	30,000	30,000	0
General Fund Support	2,755,804	3,531,988	3,530,604	5,086,917	5,086,917	1,554,929
Total Revenues	\$3,068,136	\$3,561,988	\$3,539,948	\$5,116,917	\$5,116,917	\$1,554,929
Expenditures						
Other Charges	\$3,068,136	\$3,561,988	\$3,539,948	\$5,116,917	\$5,116,917	\$1,554,929
Total Expenditures	\$3,068,136	\$3,561,988	\$3,539,948	\$5,116,917	\$5,116,917	\$1,554,929

Purpose

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

- \$900,000 Increase set-aside for County General Reserve.

Major Budget Changes

Other Charges

- \$664,585 Restoration of Social Services contribution to FY 2003-04 level.
- (\$10,000) Elimination of contribution to Youth Services Bureau.

Program Discussion

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

The allocations are as follows:

- \$32,987 Contributions to Veterans' organizations located in Arcata, Eureka, Ferndale,

Fortuna, Garberville, McKinleyville, Rio Dell, and Weott.

- \$43,803 Mental Health
- \$3,309,142 Social Services
- \$591,439 Public Health
- \$208,000 County Library System, including \$8,000 for the Hoopa Library.
- \$30,000 Child Abuse Prevention Coordinating Council
- \$1,544 Special District Benefit Assessment

With the exception of Social Services and the Youth Services Bureau, all General Fund contributions to other funds and organizations are being held at their FY 2004-05 levels.

Humboldt County's fiscal principles, in general, include that the County will provide the minimum local match required to provide the maximum benefits. Thus, the County's contributions to Public Health, Mental Health, and Social Services are generally at the minimum local match levels required by state and federal law.

To balance the FY 2004-05 budget, the Department of Health and Human Services voluntarily took a one-time 20% reduction in its Social Services funding. Since this reduction

was intended to be one-time in nature, the Social Services contribution has been restored to its FY 2003-04 level for FY 2005-06.

In FY 2004-05, the Board made a one-time appropriation of \$10,000 to the Youth Services Bureau, which was intended to be used as local match funding to leverage federal Title 19 funds. Because this was intended as one-time funding, it has been eliminated for FY 2005-06.

The \$30,000 contribution to the Child Abuse Prevention Coordinating Council is offset by an equal amount of birth certificate fee revenue that is dedicated by state statute for this purpose.

In FY 2004-05, the veterans' organizations took a 20% reduction to their annual stipends to be consistent with cuts imposed on all other County departments. Since the County is not in a position to restore the deep cuts made to County departments, restoration of the stipends to the veterans' organizations was not included in the FY 2005-06 budget. The total amount included in the adopted FY 2005-06 budget for all the veterans' organizations is \$32,987.

The County's General Reserve, which provides cash flow for the County between the beginning of the fiscal year and November, when property tax revenues begin to come in, was reduced to a dangerously low level of \$100,000 in FY 2004-05. For FY 2005-06, the adopted budget increases the General Reserve by \$900,000 to a more appropriate total of \$1,000,000.

	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
1100 - General Fund						
Revenues						
Other Revenues	\$54,918	\$98,683	\$63,866	\$133,222	\$133,222	\$34,539
General Fund Support	11,417	30,565	22,857	41,263	41,263	10,698
Total Revenues	\$66,334	\$129,248	\$86,723	\$174,485	\$174,485	\$45,237
Expenditures						
Supplies & Services	\$66,334	\$129,248	\$86,723	\$174,485	\$174,485	\$45,237
Total Expenditures	\$66,334	\$129,248	\$86,723	\$174,485	\$174,485	\$45,237
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
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. Expenditures for the Trinidad area are offset by a special assessment district (CSA #4) for fire services.

Program Discussion

Rates for providing cooperative fire dispatch services are calculated by the California Department of Fire Protection (CDF). Costs increased dramatically for FY 2004-05 due to changes in the Memorandum of Understanding between CDF and CDF firefighters. For FY 2005-06, an additional increase is anticipated.

Summary
Risk Management

Loretta Nickolaus, County Administrative Officer

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
Program Summary	Actual	Adjusted	Actual	Request	Adopted	
Program Revenues						
Attributable to Program	\$114,232	87,330	\$69,375	\$55,602	\$55,602	(\$13,773)
General Fund Contribution	0	0	0	0	0	0
(To)/From Non-GF Fund Balance	(1,153,993)	301,398	275,685	(1,633,139)	(1,633,139)	(1,908,824)
Grand Total Revenues	(\$1,039,761)	\$388,728	\$345,060	(\$1,577,537)	(\$1,577,537)	(\$1,922,597)
Program Expenditures						
Salaries & Benefits	\$170,193	\$134,190	\$132,530	\$289,746	\$289,746	\$157,216
Supplies & Services	10,207	18,891	16,762	12,286	12,286	(4,476)
Other Charges	130,247	236,875	219,767	243,612	243,612	23,845
Fixed Assets	0	7,355	7,211	2,000	2,000	(5,211)
Purchased Insurance Premiums	741,721	800,095	696,050	654,320	654,320	(41,730)
Self-Insurance Expenses	18,189,195	20,577,368	19,077,825	19,572,102	19,572,102	494,277
Operating Rev & Contributions	(20,281,324)	(21,386,046)	(19,805,085)	(22,351,603)	(22,351,603)	(2,546,518)
Grand Total Expenditures	(\$1,039,761)	\$388,728	\$345,060	(\$1,577,537)	(\$1,577,537)	(\$1,922,597)
Program Staffing	3.00	2.00	2.00	4.23	4.23	2.23

The Risk Management program includes the following budget units:

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

3520 - IGS County Insurance Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	(\$30,193)	(\$32,235)	(\$32,235)	(\$35,300)	(\$35,300)	(\$3,065)
Revenues						
Use of Money & Property	\$0	\$0	\$867	\$0	\$0	\$0
Other Revenues	0	14,230	6,363	500	500	(13,730)
Trust Fund Revenue	313	0	0	0	0	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$313	\$14,230	\$7,230	\$500	\$500	(\$13,730)
Expenditures						
Salaries & Benefits	\$170,193	\$134,190	\$132,530	\$289,746	\$289,746	\$155,556
Supplies & Services	10,207	18,891	16,762	12,286	12,286	(6,605)
Other Charges	65,341	163,567	163,565	161,632	161,632	(1,935)
Fixed Assets	0	7,355	7,211	2,000	2,000	(5,355)
Operating Rev & Contribution	(243,386)	(309,773)	(309,773)	(465,164)	(465,164)	(155,391)
Total Expenditures	\$2,355	\$14,230	\$10,295	\$500	\$500	(\$13,730)
Ending Fund Balance	(\$32,235)	(\$32,235)	(\$35,300)	(\$35,300)	(\$35,300)	(\$3,065)
Allocated Positions	3.00	2.00	2.00	4.00	4.00	2.00
Temporary (FTE)	N/A	0.00	0.00	0.23	0.23	0.23
Total Staffing	3.00	2.00	2.00	4.23	4.23	2.23

Purpose

Risk Management is a division of the County Administrative Office. Its function includes identification, analysis and treatment of the County's exposures to loss; safety and loss control programs; and self-funded employee benefits programs. Risk Management is responsible for claims administration of the self-insured liability programs and supervising the County's third-party administrator for primary workers' compensation. The Division administers the County's property insurance by filing any claims resulting in a property loss and recovering any loss from the County's insurer. Additionally, Risk Management coordinates claims involving the airports, medical malpractice, faithful performance and crime bond, watercraft, boiler and machinery, and special insurance programs. The staff works with departments to provide special insurance coverage to contractors or entities that are unable to secure the appropriate coverage or limits and with the Motor Pool to recover the costs for damage to County vehicles and equipment caused by a third party. Risk Management Division is responsible for the County's Health Insurance Portability and Accountability Act (HIPAA) compliance, and administers the vision and dental benefits and life insurance programs.

Major Budget Changes

Salaries & Employee Benefits

- \$139,610 Increase in salaries and benefits due to addition of two positions.
- \$6,259 General salary and benefit adjustment.

- \$5,999 Increase in extra help staffing to provide additional higher-level clerical support.

Other Charges

- (\$85,106) Elimination of expense transfers. This line was used to transfer costs within the former General Services Department.
- \$82,021 Increase in A-87 overhead charges.
- \$3,409 Increase in information services charges.

Fixed Assets

- \$2,000 Computer workstation

Operating Revenue & Contributions

- \$146,827 Increase in revenue from other Risk Management funds.

Program Discussion

The Risk Management Program (IGS Insurance) is a "closed-end" appropriation budget authorized by the Board of Supervisors. All costs associated with this budget unit are charged to appropriate County departments as an expense. The negative fund balances are due to unexpected budget adjustments or increased costs through the fiscal year. The negative fund balance is added to the cost allocation in the following fiscal year to the balance fund. For example, the medical plan fund is on a repayment plan over a period of years due the under funding in prior years.

Two new positions are added to the Risk Management budget for FY 2005-06. A new Administrative Secretary position was needed due to the increased demand to process vision, dental and life insurance enrollment and reimbursements along with supporting the Risk Management Division personnel in workers' compensation and general liability claims. This position replaces an Executive Secretary position disallocated in FY 2004-05. In addition, the Deputy CAO/Director of Risk Management position, formerly funded in the General Services Department, is being moved to this budget as part of the General Services reorganization.

2004-05 Accomplishments

1. Established an effective claim administration for vision claims.
2. Established system to enroll all participants in dental program; currently reviewing enrollees for eligibility.
3. Implemented a return to work program in Workers' Compensation that involves using "Bridge Assignments" to reduce temporary disability for injured employees.
4. Implemented Company Nurse program, which allows injured employees to call a nurse prior to seeking medical treatment in non-medical emergencies with the goal to reduce visits to health care providers.

5. Completed a Request for Proposals to provide life insurance to County employees, which resulted in lowering our life insurance costs approximately 33%.

2005-06 Objectives

1. To reduce the frequency of workers' compensation claims that have loss time (off-work days) and medical costs.
2. To implement a Medical Provider Network as required by the new workers' compensation laws to assist with controlling medical costs in workers' compensation.
3. To reduce the number of employees who have dental claims denied due to incorrect information for employees and their dependents.
4. To improve data available to assist departments with audits on self-insured plans, such as vision and dental.

353 - Workers Compensation

Loretta Nickolaus, County Administrative Officer

3523 - Workers Compensation Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	(\$428,008)	(\$789,933)	(\$789,933)	\$74,150	\$74,150	\$864,083
Revenues						
Use of Money & Property	\$6,222	\$12,000	\$0	\$1	\$1	(\$11,999)
General Fund Support	0	0	0	0	0	0
Total Revenues	\$6,222	\$12,000	\$0	\$1	\$1	(\$11,999)
Expenditures						
Other Charges	\$0	\$2,253	\$2,253	\$0	\$0	(\$2,253)
Self-Insurance Expenses	6,714,197	6,526,912	6,077,865	5,333,151	5,333,151	(1,193,761)
Operating Rev & Contribution	(6,346,049)	(6,953,456)	(6,944,201)	(6,874,142)	(6,874,142)	79,314
Total Expenditures	\$368,147	(\$424,291)	(\$864,083)	(\$1,540,991)	(\$1,540,991)	(\$1,116,700)
Ending Fund Balance	(\$789,933)	(\$353,642)	\$74,150	\$1,615,142	\$1,615,142	\$1,968,784
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

354 - Liability

Loretta Nickolaus, County Administrative Officer

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3524 - Liability Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	\$611,701	\$1,815,479	\$1,815,479	\$750,972	\$750,972	(\$1,064,507)
Revenues						
Use of Money & Property	\$72,044	\$40,000	\$34,857	\$40,000	\$40,000	\$0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$72,044	\$40,000	\$34,857	\$40,000	\$40,000	\$0
Expenditures						
Other Charges	\$1,971	\$1,980	\$985	\$1,980	\$1,980	\$0
Self-Insurance Expenses	592,829	1,272,977	1,272,794	928,650	928,650	(344,327)
Operating Rev & Contribution	(1,726,534)	(712,182)	(174,415)	(486,846)	(486,846)	225,336
Total Expenditures	(\$1,131,734)	\$562,775	\$1,099,364	\$443,784	\$443,784	(\$118,991)
Ending Fund Balance	\$1,815,479	\$1,292,704	\$750,972	\$347,188	\$347,188	(\$945,516)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3525 - Medical Plan Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	(\$3,030,228)	(\$2,696,498)	(\$2,696,498)	(\$2,461,437)	(\$2,461,437)	\$235,061
Revenues						
General Fund Support	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Expenditures						
Other Charges	\$62,935	\$65,000	\$46,636	\$69,000	\$69,000	\$4,000
Self-Insurance Expenses	9,535,654	11,295,571	10,257,915	11,453,490	11,453,490	157,919
Operating Rev & Contribution	(9,932,319)	(11,050,000)	(10,539,612)	(12,112,596)	(12,112,596)	(1,062,596)
Total Expenditures	(\$333,730)	\$310,571	(\$235,061)	(\$590,106)	(\$590,106)	(\$900,677)
Ending Fund Balance	(\$2,696,498)	(\$3,007,069)	(\$2,461,437)	(\$1,871,331)	(\$1,871,331)	\$1,135,738
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

356 - Dental Plan

Loretta Nickolaus, County Administrative Officer

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3526 - Dental Plan Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	\$74,346	(\$96,475)	(\$96,475)	(\$352,384)	(\$352,384)	(\$255,909)
Revenues						
Use of Money & Property	\$2,641	\$5,000	\$0	\$1	\$1	(\$4,999)
General Fund Support	0	0	0	0	0	0
Total Revenues	\$2,641	\$5,000	\$0	\$1	\$1	(\$4,999)
Expenditures						
Other Charges	\$0	\$1,476	\$1,476	\$1,000	\$1,000	(\$476)
Self-Insurance Expenses	1,033,805	1,011,711	1,011,710	915,660	915,660	(96,051)
Operating Rev & Contribution	(860,342)	(862,211)	(757,277)	(1,026,000)	(1,026,000)	(163,789)
Total Expenditures	\$173,463	\$150,976	\$255,909	(\$109,340)	(\$109,340)	(\$260,316)
Ending Fund Balance	(\$96,475)	(\$242,451)	(\$352,384)	(\$243,043)	(\$243,043)	(\$592)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

357 - Unemployment

Loretta Nickolaus, County Administrative Officer

3527 - Unemployment Insurance Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$1,023,619	\$1,158,182	\$1,158,182	\$880,245	\$880,245	(\$277,937)
Revenues						
Use of Money & Property	\$32,664	\$15,000	\$26,661	\$15,000	\$15,000	(\$11,661)
General Fund Support	0	0	0	0	0	0
Total Revenues	\$32,664	\$15,000	\$26,661	\$15,000	\$15,000	(\$11,661)
Expenditures						
Self-Insurance Expenses	\$245,562	\$306,883	\$304,598	\$328,529	\$328,529	\$23,931
Operating Rev & Contribution	(347,461)	0	0	0	0	0
Total Expenditures	(\$101,899)	\$306,883	\$304,598	\$328,529	\$328,529	\$23,931
Ending Fund Balance	\$1,158,182	\$866,299	\$880,245	\$566,716	\$566,716	(\$313,529)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

358 - Purchased Insurance Premiums

Loretta Nickolaus, County Administrative Officer

3528 - Purchased Insurance Premiums	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	(\$151,093)	(\$134,382)	(\$134,382)	\$92,207	\$92,207	\$226,589
Revenues						
Use of Money & Property	\$174	\$800	\$627	\$0	\$0	(\$800)
Trust Fund Revenue	174	300	0	100	100	(200)
General Fund Support	0	0	0	0	0	0
Total Revenues	\$348	\$1,100	\$627	\$100	\$100	(\$1,000)
Expenditures						
Other Charges	\$0	\$4,852	\$4,852	\$10,000	\$10,000	\$5,148
Purchased Insurance Premiums	741,721	797,842	696,050	654,320	654,320	(143,522)
Self-Insurance Expenses	67,149	163,314	152,943	612,622	612,622	449,308
Operating Rev & Contribution	(825,233)	(1,498,424)	(1,079,807)	(1,386,855)	(1,386,855)	111,569
Total Expenditures	(\$16,363)	(\$532,416)	(\$225,962)	(\$109,913)	(\$109,913)	\$422,503
Ending Fund Balance	(\$134,382)	\$399,134	\$92,207	\$202,220	\$202,220	(\$196,914)
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

3550 - Information Technology Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	(\$588,398)	(\$661,631)	(\$661,631)	(\$368,138)	(\$368,138)	\$293,493
Revenues						
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Expenditures						
Contracts	(\$1,381,426)	(\$1,391,328)	(\$1,497,030)	(\$1,525,256)	(\$1,525,256)	(\$133,928)
Salaries & Benefits	978,727	858,515	797,911	944,924	944,924	86,409
Supplies & Services	413,893	448,634	391,434	468,302	468,302	19,668
Other Charges	51,477	0		52,241	52,241	52,241
Fixed Assets	0	18,200	14,192	0	0	(18,200)
Expense Transfer	10,562	0	0	0	0	0
Total Expenditures	\$73,233	(\$65,979)	(\$293,493)	(\$59,789)	(\$59,789)	\$6,190
Ending Fund Balance	(\$661,631)	(\$595,652)	(\$368,138)	(\$308,349)	(\$308,349)	\$287,303
Allocated Positions	17.00	15.00	15.00	16.00	16.00	1.00
Temporary (FTE)	N/A	0.27	0.27	0.27	0.27	0.00
Total Staffing	17.00	15.27	15.27	16.27	16.27	1.00

Purpose

Information Technology 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. Information Technology also maintains the integrity and security of official County information.

Major Budget Changes

Contracts

- \$93,672 Increase in revenue from non-General Fund departments.
- \$49,000 Increase in revenue from General Fund departments.
- (\$8,744) Decrease in charges to non-County agencies.

- \$8,400 Increase in communications expense due to the costs for moving from 3Mbps to 5Mbps for County internet access.
- \$6,151 Increase in equipment rental and leases associated with routers and other hardware items used to support the network.
- \$2,872 Increase in insurance costs.
- \$1,000 Increase in staff development and training costs.

Salaries & Employee Benefits

- \$54,226 Increase in salaries and benefits due to addition of one Systems Support Technician I/II position. This position is needed due to the increase demand in monitoring the network and providing support to County employees at their worksites.
- \$32,183 General salary and benefit adjustment.

Services & Supplies

- \$10,845 Increase in equipment maintenance expenditures for maintaining network hardware and replacing older servers and other network components.
- (\$9,600) Decrease in professional and special services due to completion of contracted projects.

Program Discussion

The Information Technology (IT) Division is part of the County Administrative Office. The IT Division is responsible for the operation and integrity of the County’s information infrastructure, which includes the network, servers and databases, desktop computers, and business applications. The IT Division shares this responsibility with some larger, non-General Fund departments that support a portion of their own departmental infrastructure. In total, the County has over 1,500 PCs plus printers communicating with 73 servers over a high-speed network connecting 57 County service locations.

The IT Division provides the breadth and depth of skills necessary to support the County’s information systems business. The staff is divided into three workgroups: systems administration, technical services, and applications and programming support. All the workgroups form a team to provide services to County departments. Customer Service is a primary focus for the staff at Information Technology. All County staff can call the Customer Service Help Desk for

assistance with a request, question, or problem. The systems administration staff takes the initial calls at the Help Desk and attempts to resolve inquiries immediately. If necessary, the calls are escalated to technical services or application and programming support for further work. The Help Desk staff track all the calls and keep in contact with the customer to insure that they have received the service that they requested. The County's network is the heart of the information infrastructure that supports County business. The IT Division is responsible for the countywide operation of the network. What used to be called the 'computer room' in the IT building is now called the Network Operations Center (NOC). The NOC is responsible for managing the overall County network, including the wide-area network, all networking services, routers, firewalls, virus protection, and internet portal. Information Technology is also responsible for network connections to non-County agencies, such as the local police departments, Department of Justice, DMV, and the California Health and Human Service Data Center.

In spite of staff reductions, Information Technology has managed to support and expand the computer and network systems vital to the County's day-to-day business. A new position is recommended due to the increased demand to monitor the network and provide support to County employees at their worksites. This position is a Technician who trouble shoots problems, installs new computers and software in departments, and monitors the network. There are numerous departments replacing computers during the current year and next fiscal year, which impacts the Technicians' ability to troubleshoot calls.

Information Technology Division is an internal service fund and the costs for the Division are charged out to departments and other entities that use the services; there is no direct

General Fund contribution. The increased costs were included in the FY 2005-06 Cost Plan to departments. There is a negative fund balance due to booked liabilities, which is being addressed in the cost plan over a five-year period.

2004-05 Accomplishments

1. Provided 24x7 on-call support to County systems and law enforcement users, staffed Customer Service desk for 12.5x5 weekday coverage, and responded to approximately 3,400 calls to Customer Service.
2. Staged and installed nine new servers and 78 personal computers, printers, and scanners.
3. Implemented the following new systems:
 - a. Animal Shelter
 - b. Job Application System
 - c. Child Support BFS Replacement System
 - d. Electronic Board agenda item submission
 - e. Community Development Permit Imaging (Questys)
 - f. Community Development Accounting (QuickBooks)
4. Upgraded the following systems:
 - g. McAfee Antivirus Protection (EPO)
 - h. Revenue Recovery Accounting (CUBS)
 - i. Sheriff Computer Aided Dispatch (CAD)
 - j. Sheriff Records Management System (RMS)
5. Provided project support to CRIMES replacement project.

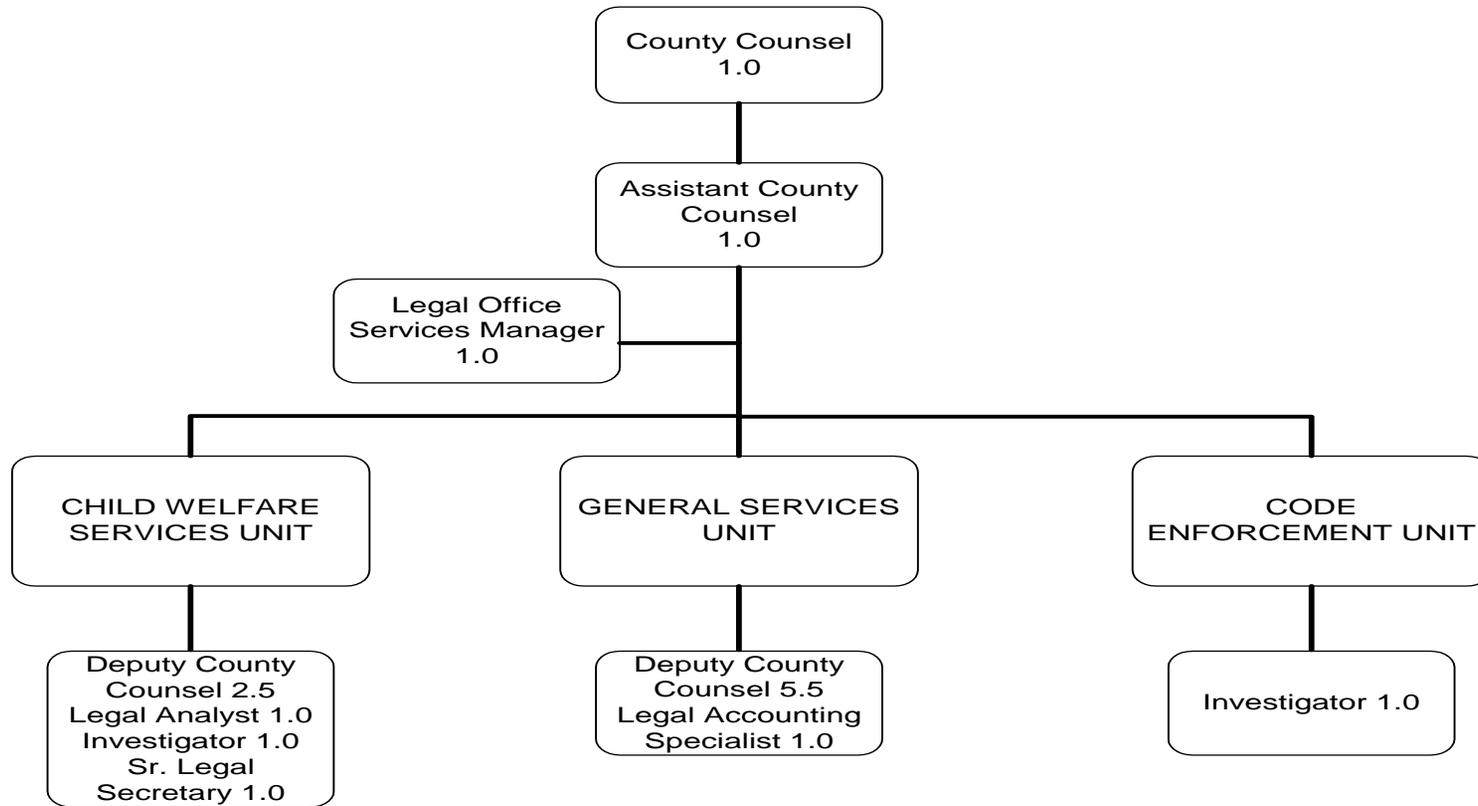
2005-06 Objectives

1. To continue to provide current level of Customer Service support.
2. To improve efficiencies throughout the County through modernization of hardware and software, particularly with regard to:
 - a. Network infrastructure
 - b. Ability to support and expand County website
3. To implement the following new systems:
 - a. District Attorney Case Management (Star)
 - b. Crystal Reports Enterprise Server
 - c. Sheriff Crime Analysis
4. To upgrade the following systems:
 - a. County Financial System (IFAS)
 - b. Imaging System (Questys)
 - c. Information Services Call Tracking (Heat)
5. To assist in:
 - c. Implementation of interfaces to new Court System (SJE)
 - d. Writing Request for Proposals for Jail Records Management replacement



1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Taxes	\$0	\$49,774	\$49,774	\$0	\$0	(\$49,774)
Charges for Services	112,797	91,500	134,028	67,000	67,000	(24,500)
Other Revenues	0	1,989	1,989	0	0	(1,989)
General Fund Support	1,192,905	1,121,056	999,530	1,548,201	1,327,443	206,387
Total Revenues	\$1,305,701	\$1,264,319	\$1,185,321	\$1,615,201	\$1,394,443	\$130,124
Expenditures						
Salaries & Benefits	\$1,488,367	\$1,472,591	\$1,478,615	\$1,799,123	\$1,578,365	\$105,774
Supplies & Services	133,453	100,814	82,415	138,303	138,303	37,489
Other Charges	17,307	17,286	17,499	17,775	17,775	489
Expense Transfer	(333,426)	(326,372)	(393,208)	(340,000)	(340,000)	(13,628)
Total Expenditures	\$1,305,701	\$1,264,319	\$1,185,321	\$1,615,201	\$1,394,443	\$130,124
Staffing						
Allocated Positions	18.00	17.00	17.00	20.00	17.00	0.00
Temporary (FTE)	N/A	0.73	0.73	0.91	0.91	0.18
Total Staffing	18.00	17.73	17.73	20.91	17.91	0.18

Organizational Chart:



Purpose

The County Counsel's office provides a variety of legal services to the Board of Supervisors, County departments, and numerous special districts within the County. The office also acts as legal advisor to various boards and commissions, and prosecutes or defends all court actions of a civil nature involving the County. County Counsel includes the Code

Enforcement Unit, whose function is to remediate public nuisances.

Major Budget Changes

Salaries & Employee Benefits

- \$81,432 General salary and benefit adjustment.

- (\$15,720) Decrease in salary savings due to reversal of voluntary furlough for one attorney.
- \$8,622 Increase in extra help expense due to anticipated need for additional service hours and increased cost for extra help attorney.

Services & Supplies

- \$20,000 Increase in litigation expense to cover anticipated cost of litigation in Williamson Act enforcement court cases.
- \$8,500 Increase in professional services to cover Williamson Act enforcement services.
- \$4,135 Increase in office equipment expense to cover cost of five ergonomic chairs for staff and to upgrade office from Word Perfect 6.1 to Word Perfect 12 to be compatible with County Counsel Assoc. and for e-filing in federal courts.
- (\$3,175) Elimination of structure rent due to consolidation of offices in Courthouse.
- \$3,000 Increase in office supplies due to pending publication of updated County Code.
- \$1,764 Increase in travel and transportation to restore previous mileage reimbursement for investigator.
- \$1,500 Increase in out-of-County travel due to anticipated travel for litigation.

- \$1,265 Increase in insurance costs.

Expense Transfer

- \$13,628 Increase in reimbursement for Child Welfare Services caseload through state adoptions.

Revenues

- (\$81,763) Elimination of one-time revenues for Code Enforcement which were budgeted in FY2004-05.
- \$5,500 Increase in legal services revenue due to anticipated fee increase and recent revenue trends.

Program Discussion

The Office of the County Counsel has reduced funding from the County’s General Fund since FY 1996-97. Through furlough and augmentation of non-General Fund revenues, the office was able to absorb these reductions in funding without laying off personnel, up until FY 2003-04 when two support staff positions and one attorney position were eliminated entirely from the budget. The layoff of the attorney position was avoided when the Board of Supervisors instituted a Williamson Act Enforcement Program to which this attorney position was transferred. In FY 2004-05 two more positions were lost, thereby totally eliminating the Code Enforcement Unit from the Office of the County Counsel. This loss of positions was reduced when one of the investigator positions

was added back with outside funding from the Humboldt Waste Management Authority.

The ultimate result of reductions to the budget of the Office of the County Counsel is a reduction in services to the clients, which most likely result in an increase in outside counsel cost and/or emerging problems for departments as time passes without the benefit of available legal advice.

Any County level program change, be it budget driven, or to enhance resource allocation or stream line service delivery, requires legal analysis and input to satisfy regulations, recoup matching funds, and avoid litigation. Litigation which may have been avoided with adequately funded legal counsel may be filed and other service areas will be further affected as allocated services are interrupted in order to handle the litigation matters. It is an inescapable fact that the legal services of the Office of the County Counsel are a necessary component of all service delivery by county departments, be it mandatory, discretionary, or otherwise.

The Williamson Act Enforcement Program was added to the budget of the County Counsel because of substantial liability (including reimbursement for current and past subvention funds should this program not exist to ensure compliance with the Williamson Act). The Williamson Act, or California Land Conservation Act of 1965, governs contracts between the County and private landowners restricting land to agricultural or open space uses. Keeping this program “in house” creates significant savings to the County's General Fund. The most conservative cost estimate for completing only the litigation of the first court case in the Williamson Act Enforcement Program was given as \$300,000.

An example of the cost containment realized by adequately funding legal counsel is the Child Welfare Services Unit. Although the legal climate within which this Unit functions is an extremely litigious one, the County's suits for money damages from the processing of these cases by Child Welfare Services has substantially decreased since the Board had the Child Welfare League of America study the issue which began a programmatic overhaul, including augmenting legal counsel involvement in the process.

Unfunded Supplemental/Restoration Funding Requests

The County Counsel's Office requested four position restorations, totaling \$220,758, which were not approved for funding at this time.

Two of the positions, in the amount of \$89,535, were for restoration of clerical support. In the Office of the County Counsel, the loss of significant staffing levels during these tough budget times has resulted in employees doing whatever needs to be done, which creates inefficiencies. For example, the Legal Office Assistant was laid off, and while the Office has hired an extra help person to keep up with the volume of filing that is associated with the Child Welfare Services Unit, it leaves the remainder of the support staff to fulfill the reception duties, as well as other routine office support, including document processing, typing, word processing, computer entry, record keeping and filing. Besides this Legal Office Assistant, the Office lost a Senior Legal Secretary. It was recommended that this position, if restored, be examined by the Personnel Department because the duties of the position may require a

specialist. The specialty of this position involves Probate/Mental Health issues.

The other two requests, in the amount of \$131,223, would have restored two of the three positions cut from the Code Enforcement Unit (CEU). One investigator, one attorney and one Legal Secretary II have been cut from the Unit, which has resulted in a backlog of cases and the need to “triage” cases that are referred to the Unit. The loss of the second Code Enforcement investigator is the most critical position in that without this position in the Unit the issue of safety for the Code Enforcement Investigator arises. Without the second investigator, there is no readily available back up for the sole Code Enforcement Investigator. The lack of secretarial support for this Unit places a burden on the limited secretarial staff the Office has left, as well as the investigator and the Williamson Act attorney that currently backfills the vacant CEU attorney position. The CEU secretary was responsible for generating many forms including notices of nuisance and abatement, administrative penalties, Board of Supervisors abatement agendas, junk vehicle paperwork, and liens, as well as being the front-line employee who answered the CEU telephone line.

2004-05 Accomplishments

1. Drafted and negotiated innovative agreement for cross-deputization with the Yurok Tribe. Humboldt County is one of two or three counties that have cross-deputization agreements with Federally Recognized Indian Tribes in California.
2. Assisted and guided revision of the entire body of juvenile dependency findings and orders to bring the

County in compliance with Title IV-E and the current law.

3. Abated the nuisances of improperly transported, stored or disposed hazardous waste; abandoned vehicles; improperly stored or buried solid waste; the construction and occupation of structures without building, electrical, or sewage permits; and the use of the properties inconsistent with zoning regulations in the Jacoby Creek area. Prosecuted an illegal grading activity in the coastal zone near Redwood Lagoon south of Orick. Abated property with approximately 50 abandoned vehicles which were removed using a crusher brought to the property, and three 40-yard dumpsters of trash, in McKinleyville. The Code Enforcement Unit also processed the paperwork for the abatement of about 550 abandoned cars including assisting two community sponsored car crushes.

2005-06 Objectives

1. To provide litigation support for the County, including the provision of legal advice which prevents liability for the County.
2. To work to provide prompt and effective assistance in negotiation and drafting of contracts and other legal documents.
3. To provide responsive legal advice and assistance to the Board of Supervisors and County officers.

4. To provide assertive representation in civil or administrative hearings.
5. To complete the revision of the Humboldt County Code and have it placed online by next fiscal year.

