

**Summary
Public Works**

Allen Campbell, Public Works Director

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
Departmental Summary	Actual	Adjusted	Actual	Request	Adopted	
Departmental Revenues						
Attributable to Department	\$37,094,074	\$21,971,819	\$18,449,890	\$20,449,172	\$20,449,172	(\$1,522,647)
General Fund Contribution	3,115,654	183,134	(92,918)	1,845,381	1,773,381	1,590,247
(To)/From Non-GF Fund Balance	(16,772,637)	1,432,195	(788,527)	2,742,215	2,742,215	1,310,020
Grand Total Revenues	\$23,437,091	\$23,587,148	\$17,568,445	\$25,036,768	\$24,964,768	\$1,377,620
Departmental Expenditures						
Contracts	\$5,721,601	\$3,023,452	\$2,627,330	\$160,340	\$160,340	(\$2,863,112)
Salaries & Benefits	\$7,943,912	\$7,705,973	\$6,766,741	\$9,533,747	\$9,533,747	1,827,774
Supplies & Services	9,600,073	8,663,262	7,914,463	12,251,448	12,179,448	3,516,186
Other Charges	3,219,119	3,049,534	2,011,574	3,284,709	3,284,709	235,175
Fixed Assets	2,187,728	5,969,177	3,379,032	4,998,297	4,998,297	(970,880)
Expense Transfer	(21,017)	(43,400)	(2,550)	(34,000)	(34,000)	9,400
Operating Rev & Contribution	(5,214,324)	(4,780,850)	(5,128,145)	(5,157,773)	(5,157,773)	(\$376,923)
Grand Total Expenditures	\$23,437,091	\$23,587,148	\$17,568,445	\$25,036,768	\$24,964,768	\$4,617,655
Departmental Staffing	190.00	168.96	168.96	197.07	197.07	28.11

The Public Works Department includes the following budget units:

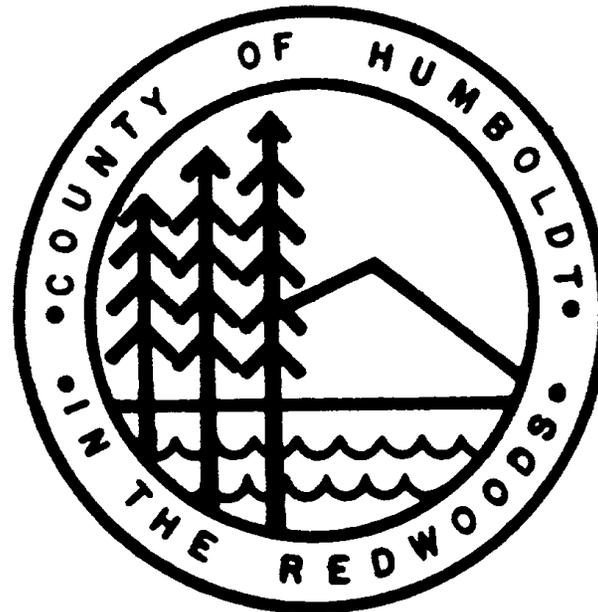
- 1100 162 Facility Management
- 1100 164 Public Works Business
- 1100 166 Public Woks Land Use
- Capital Projects
- 1100 171 Architect-Capital Projects
- 1100 251 Water Management
- 1100 438 Solid Waste
- 1100 713 Parks & Recreation

Summary

Public Works

Allen Campbell, Public Works Director

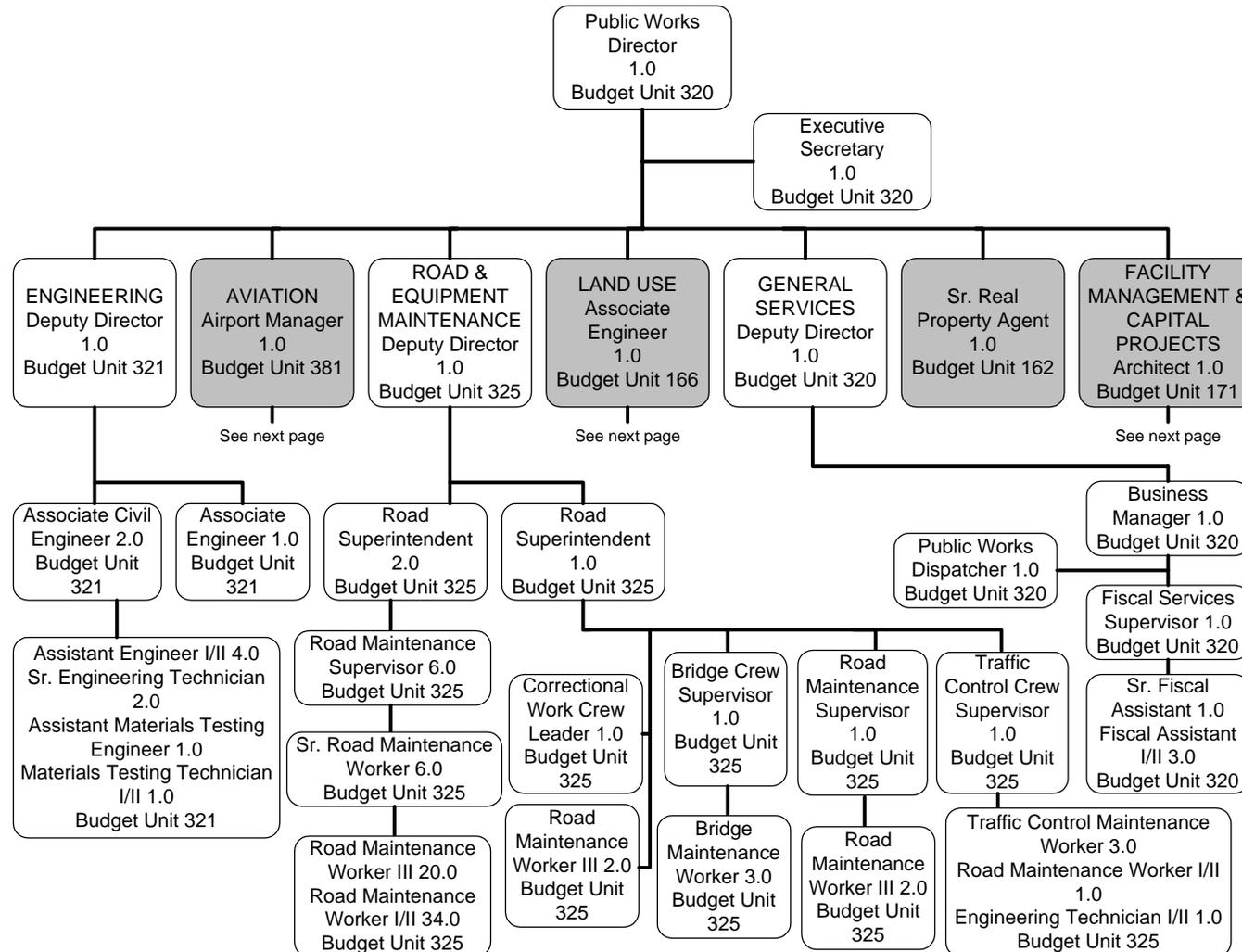
- General E Transportation Services Fund
 - 1150 715 Bicycle & Trailways Program
 - 1150 910 Transportation Services
- 1700 290 Fish & Game Advisory Committee
- Motor Pool Fund
 - 3500 350 Motor Pool
 - 3500 351 Motor Pool Reserve
- 3530 381 Aviation
- 3540 330 Equipment Maintenance
- Roads Fund
 - 1200 320 Roads Administration
 - 1200 321 Roads Engineering
 - 1200 322 Roads Land Use
 - 1200 325 Roads Maintenance
 - 1200 331 Roads Natural Resources



Summary Public Works

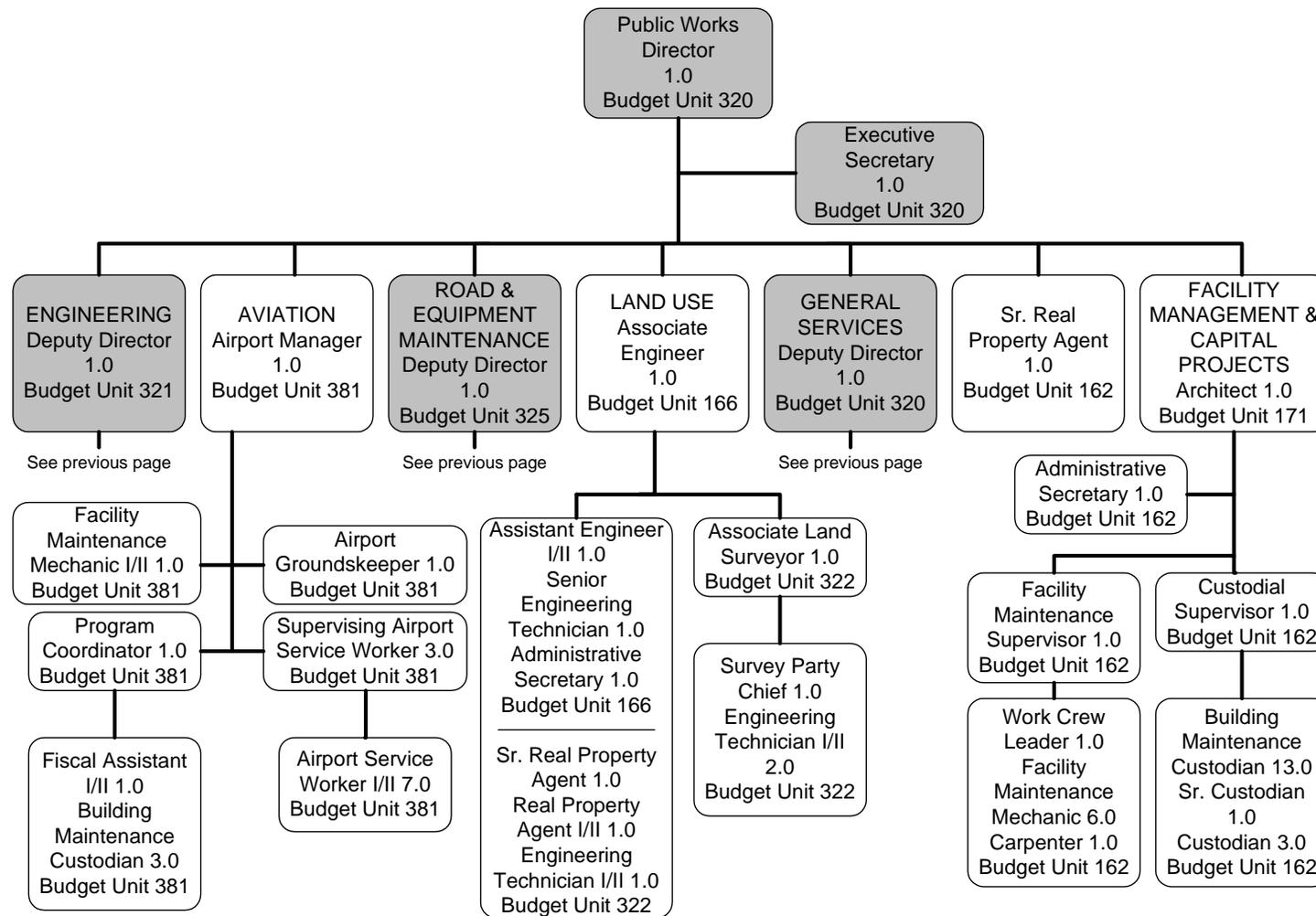
Allen Campbell, Public Works Director

Organizational Chart:



**Summary
Public Works**

Allen Campbell, Public Works Director



1100 - General Fund	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Use of Money & Property	\$160	\$0	\$0	\$0	\$0	\$0
Charges for Services	98,848	0	0	99,400	99,400	99,400
Other Revenues	1,798	0	0	100	100	100
General Fund Support	2,197,099	0	0	1,530,756	1,530,756	1,530,756
Total Revenues	\$2,297,904	\$0	\$0	\$1,630,256	\$1,630,256	\$1,630,256
Expenditures						
Salaries & Benefits	\$1,172,442	\$0	\$0	\$1,285,715	\$1,285,715	\$1,285,715
Supplies & Services	1,117,241	0	0	319,605	319,605	319,605
Other Charges	8,221	0	0	14,936	14,936	14,936
Fixed Assets	0	0	0	10,000	10,000	10,000
Total Expenditures	\$2,297,904	\$0	\$0	\$1,630,256	\$1,630,256	\$1,630,256
Staffing						
Allocated Positions	31.00	0.00	0.00	29.00	29.00	29.00
Temporary (FTE)	N/A	0.00	0.00	0.36	0.36	0.36
Total Staffing	31.00	0.00	0.00	29.36	29.36	29.36

Purpose

This Division provides services to all County departments and is responsible for Real Property Management and Building Maintenance. Building Maintenance provides mechanical, plumbing, heating, electrical, carpentry remodeling, landscape maintenance, and custodial services to facilities owned or leased by the County. Real Property Management negotiates and maintains records of County lease agreements and provides for repairs and maintenance of leased properties.

Major Budget Changes

This budget unit, formerly known as County Buildings, was combined into the General Services budget (1100 119) for FY 2004-05. Reorganization of General Services functions resulted in transfer of building maintenance and real property management functions to the Public Works Department. The budget unit is being reactivated as Facility Management to reflect its current functions.

Program Discussion

Facility Management was moved to the Public Works Department from General Services effective FY 2005-06. This merger will enable the County Architect, Building Maintenance and Real Property staff to work more closely together.

The proposed budget will allow routine maintenance to continue for facilities with only limited major capital projects as needed to protect and mitigate further damage to County facilities and personal property. Janitorial services and supplies will continue at status quo levels.

2004-05 Accomplishments

1. Provided building maintenance and custodial services to over 60 County facilities.
2. Upgraded existing lighting systems to more efficient fixtures and/or components in the Courthouse and Juvenile Hall.
3. Managed upkeep, maintenance and correspondence with landlords for 53 leased locations.
4. Facilitated 14 leasing contracts, the vacation and movement of personnel from three leased locations and completed the purchase of two properties.

2005-06 Objectives

1. To set up and implement the Facility Management module in the Public Works Cost Accounting Management System (CAMS) to provide computerized work orders and the ability to track and run reports on costs by building.
2. To develop a mid range needs analysis for achievable improvements on existing County facilities.
3. To determine training needs and certification requirements for services provided by or of Building Maintenance staff and implement tailgate safety training program.
4. To help facilitate Health and Human Services with numerous proposed leased building modifications.
5. To continue to provide and manage building maintenance and custodial services to County owned and leased facilities.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	(Decrease)
Revenues						
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0
General Fund Support	16,729	14,308	15,694	14,658	14,658	350
Total Revenues	\$16,729	\$14,308	\$15,694	\$14,658	\$14,658	\$350
Expenditures						
Supplies & Services	\$6,594	\$4,295	\$4,940	\$4,658	\$4,658	\$363
Other Charges	10,135	10,013	10,754	10,000	10,000	(13)
Total Expenditures	\$16,729	\$14,308	\$15,694	\$14,658	\$14,658	\$350
Staffing						
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

The function of the Public Works Business and Administration program is to fund and pay the expenditures for the non-road activities of the Director and the Business, Engineering, and Natural Resources Divisions that cannot be charged to a specific project. These functions are primarily related to countywide weed and beach management, activities involved with underground utilities, and general assistance on non-road issues and projects.

This program also provides funding for the Natural Resources Division to assist the Planning Department with archaeological and historical resources studies, and funds the taking and filing of various aerial photographs for historic and legal defense purposes.

Major Budget Changes

Other Charges

- (\$1,013) Transfer of information services charges to budget unit 171.
- \$1,000 Increase in expense transfers due to increased benefit costs and State Controller audit finding.

Program Discussion

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

2004-05 Accomplishments

1. Attended Weed Management meetings and assisted in removal of noxious weeds on Titlow Hill Road.

2. Completed approximately 50 historical and archeological reviews for Planning.
3. Provided the public, other County departments and the Board general assistance and engineering services on non-road issues.

2005-06 Objectives

1. To remove noxious weeds at Big Lagoon and continue staff attendance at Weed Management meetings.
2. To continue to provide approximately 50 historical and archeological reviews for Planning.
3. To administer utility under grounding projects.
4. To provide ongoing general assistance and engineering services to the public, other County departments and the Board on non-road issues.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$299,956	\$310,920	\$303,610	\$307,000	\$307,000	(\$3,920)
Other Revenues	7	0	75	0	0	0
General Fund Support	9,031	24,645	24,482	33,675	33,675	9,030
Total Revenues	\$308,993	\$335,565	\$328,166	\$340,675	\$340,675	\$5,110
Expenditures						
Salaries & Benefits	\$200,334	\$235,697	\$223,529	\$227,584	\$227,584	(\$8,113)
Supplies & Services	11,224	10,348	9,105	12,091	12,091	1,743
Other Charges	97,435	89,520	95,532	101,000	101,000	11,480
Total Expenditures	\$308,993	\$335,565	\$328,166	\$340,675	\$340,675	\$5,110
Staffing						
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	N/A	0.72	0.72	0.28	0.28	(0.44)
Total Staffing	4.00	4.72	4.72	4.28	4.28	(0.44)

Purpose

The Land Use Division of the Public Works Department processes maps and legal descriptions for subdivisions, annexations, and County acquisitions and abandonments. The Land Use Division also ensures that mandates functions, such as review of final maps, parcel maps, records of survey, corner records, certificates of correction, and legal descriptions are in conformance with state and local ordinances. The review of

final maps includes those prepared for all of the seven cities in Humboldt County.

Major Budget Changes

Salaries & Employee Benefits

- (\$16,000) Decrease in extra help. Services will be provided by Road Fund staff.

- \$7,887 General salary and benefit adjustment.

- (\$3,520) Elimination of permanent road division administration fee. Any fees received will be added by supplemental budget.

Services & Supplies

- \$1,500 Increase in travel and transportation expense due to rising fuel costs.

Other Charges

- \$15,000 Increase in expense transfers. This is to reimburse Road Fund staff for performing work formerly done by extra help staffing.
- (\$3,520) Elimination of permanent road division formation costs. Any formation costs will be added by supplemental budget.

Revenues

- (\$18,000) Decrease in subdivision inspection deposits to accurately reflect typical revenues.
- \$15,000 Increase in road labor based on current year estimated actual revenues.
- (\$11,400) Decrease in map checking fees based on current year estimated actual revenues.
- \$10,000 Increase in land use project fees based on current year estimated actual revenues.
- \$4,000 Increase in map check record of survey revenue based on current year estimated actual revenues.

Program Discussion

A licensed person is required to administer the County Surveyor function, as indicated in the Business and Professions Code of the State of California. The majority of the staff time required for providing this mandated function will be paid by fees. Any additional time spent on road-related projects is funded from the Road Fund.

Referrals are sent from the Community Development Department to the Department of Public Works pertaining to land use. These referrals generally result in development projects, such as residential subdivision, apartment complexes, and shopping centers with roads, drainage and associated improvements. This budget unit is responsible for review, administration and inspection of improvements required for these land use projects. Fees collected from the applicant fund a large portion of this unit.

Referrals are sent from the Planning and Building Department to the Department of Public Works pertaining to projects within the boundaries of the Airport Land Use Compatibility Plans of the County Airports. These referrals are reviewed for conformance with Airport Land Use Commission policies and standards.

2004-05 Accomplishments

1. Processed 22 final maps, 34 parcel maps, 28 conditional use permits, 89 coastal development permits, 91 special permits, 35 subdivision inspections, eleven time extensions and modifications to projects, 42 lot line adjustments, two

166 - Public Works Land Use

Allen Campbell, Public Works Director

planned unit developments, and three preliminary site reviews.

2005-06 Objectives

1. To begin the process of reviewing and updating office standards and policies.
2. To continue ongoing efforts to expedite land use referrals, construction plan reviews and permit applications. We are still in the process of computerization to reduce the staff time required to process paperwork and in time will provide a documented history of specific permit compliance.
3. To continue working with Aviation on updating of Airport Land Use Compatibility Plans.

170 - Capital Projects

Allen Campbell, Public Works Director

	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	\$19,527	\$0	\$0	\$0	\$0	\$0
Charges for Services	0	0	0	20,000	20,000	20,000
Other Revenues	968,197	2,629,723	2,584,162	50,000	50,000	(2,579,723)
General Fund Support	754,985	67,370	(297,168)	66,459	66,459	(911)
Total Revenues	\$1,742,709	\$2,697,093	\$2,286,994	\$136,459	\$136,459	(\$2,560,634)
Expenditures						
Fixed Assets	\$1,742,709	\$2,697,093	\$2,286,994	\$136,459	\$136,459	(\$2,560,634)
Total Expenditures	\$1,742,709	\$2,697,093	\$2,286,994	\$136,459	\$136,459	(\$2,560,634)
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 was established to fund capital projects within the County, overseen by the Department of Public Works.

Program Discussion

The Community Development Department will be transferring \$50,000 from the Building Trust Fund and \$20,000 from the Current Planning Trust Fund to Capital Improvements to remodel Community Development's office space to create additional staff work space, create room for a scanning station and a conference room, and to allow wheelchair accessibility within the building. Public Works will coordinate with Community Development, the District Attorney, and the County Administrative Office/Risk Manager to carry out the project.

There are currently no other capital improvements budgeted for FY 2005-06. Included in this budget unit are capital projects that affect deferred building maintenance. The proposed budget will allow routine maintenance to continue for facilities with only limited major capital projects as needed to protect and mitigate further damage to County facilities and personal property.

2004-05 Accomplishments

1. Completed the County Animal Shelter in McKinleyville.
2. Completed the remodel of County Counsel offices (interior remodel of facilities).
3. Continued capital projects that affect deferred building maintenance.

2005-06 Objectives

1. To conduct routine maintenance capital projects for deferred building maintenance.

170 - Capital Projects

Allen Campbell, Public Works Director

1490 - Aviation Capital Projects	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$3,672	\$2,507	\$2,507	\$58,441	\$58,441	\$55,935
Revenues						
Use of Money & Property	\$56	\$0	\$0	\$0	\$0	\$0
Other Govt'l Agencies	194,194	2,621,030	705,848	3,999,000	3,999,000	1,377,970
General Fund Support	0	0	0	0	0	0
Total Revenues	\$194,250	\$2,621,030	\$705,848	\$3,999,000	\$3,999,000	\$1,377,970
Expenditures						
Other Charges	\$0	\$274,550	\$992	\$290,000	\$290,000	\$15,450
Fixed Assets	195,415	2,346,480	648,921	3,709,000	3,709,000	1,362,520
Total Expenditures	\$195,415	\$2,621,030	\$649,913	\$3,999,000	\$3,999,000	\$1,377,970
Ending Fund Balance	\$2,507	\$2,507	\$58,441	\$58,441	\$58,441	\$55,935

1820 - Special Aviation Murray Field	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$23,081	\$725	\$725	\$5,450	\$5,450	\$4,725
Revenues						
Use of Money & Property	\$47	\$0	\$46	\$0	\$0	\$0
Other Govt'l Agencies	10,000	10,000	10,000	10,000	10,000	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$10,047	\$10,000	\$10,046	\$10,000	\$10,000	\$0
Expenditures						
Fixed Assets	\$32,403	\$10,000	\$5,321	\$15,725	\$15,725	\$5,725
Total Expenditures	\$32,403	\$10,000	\$5,321	\$15,725	\$15,725	\$5,725
Ending Fund Balance	\$725	\$725	\$5,450	(\$275)	(\$275)	(\$1,000)

1830 - Special Aviation Rohnerville	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$21,288	\$20,774	\$20,774	\$12,266	\$12,266	(\$8,508)
Revenues						
Use of Money & Property	\$333	\$0	\$319	\$150	\$150	\$150
Other Govt'l Agencies	10,000	10,000	10,000	10,000	10,000	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$10,333	\$10,000	\$10,319	\$10,150	\$10,150	\$150
Expenditures						
Fixed Assets	\$10,847	\$16,300	\$18,828	\$20,914	\$20,914	\$4,614
Total Expenditures	\$10,847	\$16,300	\$18,828	\$20,914	\$20,914	\$4,614
Ending Fund Balance	\$20,774	\$14,474	\$12,266	\$1,502	\$1,502	(\$12,972)

1840 - Special Aviation Garberville	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$39,398	\$911	\$911	\$7,172	\$7,172	\$6,261
Revenues						
Use of Money & Property	\$509	\$0	\$44	\$300	\$300	\$300
Other Govt'l Agencies	10,000	10,000	10,000	10,000	10,000	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$10,509	\$10,000	\$10,044	\$10,300	\$10,300	\$300
Expenditures						
Fixed Assets	\$48,996	\$10,000	\$3,783	\$14,911	\$14,911	\$4,911
Total Expenditures	\$48,996	\$10,000	\$3,783	\$14,911	\$14,911	\$4,911
Ending Fund Balance	\$911	\$911	\$7,172	\$2,561	\$2,561	\$1,650

1860 - Special Aviation Dinsmore	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$48,624	\$45,363	\$45,363	\$52,798	\$52,798	\$7,436
Revenues						
Use of Money & Property	\$1,149	\$500	\$812	\$500	\$500	\$0
Other Gov't'l Agencies	10,000	10,000	10,000	10,000	10,000	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$11,149	\$10,500	\$10,812	\$10,500	\$10,500	\$0
Expenditures						
Fixed Assets	\$14,411	\$50,630	\$3,377	\$45,663	\$45,663	(\$4,967)
Total Expenditures	\$14,411	\$50,630	\$3,377	\$45,663	\$45,663	(\$4,967)
Ending Fund Balance	\$45,363	\$5,233	\$52,798	\$17,635	\$17,635	\$12,403

1870 - Special Aviation Kneeland	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$55,901	\$63,852	\$63,852	\$74,579	\$74,579	\$10,727
Revenues						
Use of Money & Property	\$1,824	\$500	\$1,086	\$800	\$800	\$300
Other Gov't Agencies	10,000	10,000	10,000	10,000	10,000	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$11,824	\$10,500	\$11,086	\$10,800	\$10,800	\$300
Expenditures						
Fixed Assets	\$3,873	\$55,900	\$359	\$64,752	\$64,752	\$8,852
Total Expenditures	\$3,873	\$55,900	\$359	\$64,752	\$64,752	\$8,852
Ending Fund Balance	\$63,852	\$18,452	\$74,579	\$20,627	\$20,627	\$2,175

1880 - Special Aviation Hoopa	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$15,131	\$15,517	\$15,517	\$15,852	\$15,852	\$335
Revenues						
Use of Money & Property	\$386	\$100	\$335	\$200	\$200	\$100
General Fund Support	0	0	0	0	0	0
Total Revenues	\$386	\$100	\$335	\$200	\$200	\$100
Expenditures						
Fixed Assets	\$0	\$15,231	\$0	\$15,717	\$15,717	\$486
Total Expenditures	\$0	\$15,231	\$0	\$15,717	\$15,717	\$486
Ending Fund Balance	\$15,517	\$386	\$15,852	\$335	\$335	(\$51)

Program Discussion

Aviation Capital Projects - 1490

This budget funds various Aviation Capital Projects as recommended by the Aviation Division and approved by the Board of Supervisors and/or Federal Aviation Administration (FAA). These projects are under the supervision of the Public Works Department and are primarily funded by the FAA through Airport Improvement Program (AIP) grants and Passenger Facility Charges (PFCs).

The Aviation Division currently is eligible for over \$2 million annually in AIP funding for the Commercial and General

Aviation Airports. Annual PFC collections are estimated to be over \$370,000 and are deposited into a trust account.

California Aid to Airports Program (CAAP) - 1820-1880

CAAP grants apply to each of the five eligible Humboldt County airports. The \$177,681 requested for FY 2005-06 was based on the amounts estimated to be available in each airport fund on June 30, 2005, plus the expected draw down on CAAP funds on deposit with the State. These funds are utilized to offset operational and maintenance costs of the respective airports, such as mowing, paving, fencing and lighting. Annual amounts are \$10,000 at all airports except at air carrier facilities (Arcata).

2004-05 Accomplishments

Aviation - 1490, 1820-1880

- Ten AIP Grants were awarded to the County Aviation Division for 1.2 million dollars with the \$134,000 sponsor's match, provided by two PFC programs.
- Application to the FAA for PFC 7 was submitted with collections start date estimated to be approved for July 1, 2005.
- Replaced two failing fuel tanks with one 20,000 gallon above ground fuel tank utilizing monies from the existing airport fuel tank trust fund.
- Completed four design and engineer AIP projects utilizing the County work force with FAA's approval.

2005-06 Objectives

Aviation - 1490, 1820-1880

- Construct Kneeland Runway Overlay improvements and Dinsmore Drainage improvements.
- Construct Murray Field and Rohnerville fence upgrades and security improvements.
- Complete the design and construct the Arcata/Eureka Airport Terminal and General Aviation Ramp.
- Design runway and taxiway lighting project for Rohnerville, complete environmental assessment for Murray Field's fencing and environmental assessment for various projects at the Garberville Airport
- Complete the Arcata-Eureka Master Plan and the Master Plans for Garberville, Rohnerville, Murray Field and Garberville.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$74,890	\$68,000	\$87,076	\$78,000	\$78,000	\$10,000
General Fund Support	(4,811)	14,687	6,600	22,769	22,769	8,082
Total Revenues	\$70,079	\$82,687	\$93,676	\$100,769	\$100,769	\$18,082
Expenditures						
Salaries & Benefits	\$87,122	\$90,225	\$90,419	\$94,304	\$94,304	\$4,079
Supplies & Services	1,229	2,362	2,356	5,602	5,602	3,240
Other Charges	2,745	3,500	3,452	4,863	4,863	1,363
Expense Transfer	(21,017)	(13,400)	(2,550)	(4,000)	(4,000)	9,400
Total Expenditures	\$70,079	\$82,687	\$93,676	\$100,769	\$100,769	\$18,082
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 County Architect confers with County staff to determine requirements related to construction and/or modifications of County buildings and structures. Conducts feasibility and cost estimate studies for proposed building projects, and prepares reports and recommendations. Prepares and/or coordinates the preparation of design work, which may include developing program requirements, master plans, plan layouts, schematics,

preliminary plans, complete working drawings, specifications, management of consultants, construction administration, and cost estimates. Prepares documents requesting Board authorization to advertise for bids, receives bids, evaluates bids and recommends award of contracts. Responsibilities include ensuring project conformance to health safety and welfare issues, and compliance with local, state and federal regulations.

Major Budget Changes

Salaries & Employee Benefits

- \$4,168 General salary and benefit adjustment.

Services & Supplies

- \$3,115 Increase in insurance costs.

Other Charges

- \$1,363 Transfer of information services charges from budget unit 164.

Expense Transfers

- (\$9,400) Decrease in cost applied due to anticipation of less time spent on General Fund projects and more time spent on other funds.

Revenues

- \$10,000 Increase in labor to other County funds due to anticipation of less time spent on General Fund projects and more time spent on other funds.

Program Discussion

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

2004-05 Accomplishments

1. Completed construction on the Courthouse Remodel Project, which was the largest aggregate project for the year.
2. Completed installation of new HVAC systems for the Sheriff's marijuana and evidence storage areas.
3. Initiated planning, programming and design of the Arcata/Eureka Airport Terminal Expansion and Project.
4. Awarded modular component on the Bio-Safe Laboratory Project, and site work construction document preparation under way.
5. Began user program and performance specification for Child Welfare Services in order to make capital improvements on leasehold property.

2005-06 Objectives

1. To upgrade and refine agreements to allow for easier use by County staff and public sector.
2. To prepare bid documents to construct the Terminal Remodel and Expansion Project at the Arcata/Eureka Airport.
3. To prepare construction documents and bid work for repairing fire damage at the main library resulting from arson.

171 - Architect-Capital Projects

Allen Campbell, Public Works Director

4. To continue with all work necessary for the complete installation of the Bio-Safe Lab adjacent to the Public Health Building.

5. To prepare Request for Proposals (RFP) for the Health Education Division (Public Health Branch) to lease space.

251 - Water Management

Allen Campbell, Public Works Director

	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	\$23,417	\$0	\$0	\$0	\$0	\$0
Other Revenues	0	49,000	48,915	50,000	50,000	1,000
General Fund Support	18,036	0	(600)	72,000	0	0
Total Revenues	\$41,453	\$49,000	\$48,315	\$122,000	\$50,000	\$1,000
Expenditures						
Supplies & Services	\$19,728	\$16,900	\$7,216	\$85,500	\$13,500	(\$3,400)
Other Charges	21,725	32,100	41,098	36,500	36,500	4,400
Total Expenditures	\$41,453	\$49,000	\$48,315	\$122,000	\$50,000	\$1,000
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

The Water Management Divisions purpose is control of flood and storm water to protect private investment and public structures from flood damages. Historically, the main method

utilized in controlling floodwater was constructing levees, under agreements between the County and the U.S. Army Corps of Engineers (COE). Following construction, the County guaranteed the maintenance of these levees. If maintained to COE specifications, the COE will repair any

major damage to levees occurring during a declared disaster. If not maintained as agreed upon, the County may be held liable for failures that occur and damage to private property.

Major Budget Changes

Other Charges

- \$4,400 Increase in expense transfers due to increased County staff time spent on projects.

Revenues

- \$1,000 Increase in transfer from trust.

Program Discussion

In accordance with the State Water Resources Control Board Water Quality Order 2003-0005-DWQ for Phase II of the National Pollutant Discharge Elimination System (NPDES) the Division prepared and submitted a Storm Water Management Program (SWMP) for the unincorporated community of McKinleyville. The Storm Water Phase II Final Rule requires the operator of a regulated small municipal separate storm sewer system (MS4), to obtain NPDES permit coverage. The draft SWMP was submitted to the State Water Resources Control Board in October 2003. When the program is approved implementation of the SWMP will be an additional expense to the Water Management budget. Funds were not included in the FY 2005-06 budget for the SWMP.

Supplies & Services

- (\$3,700) Decrease in professional services expense due to decreased use of consultant time.

The budget also provides funds for attending Eel-Russian River Commission meetings with the two County Supervisors who sit on the Commission.

Unfunded Supplemental/Restoration Funding Request

The Water Management budget unit requested supplemental funding totaling \$72,000, for two projects. \$50,000 was requested to provide for gravel removal in the Redwood Creek Flood Control Project. The base funding amount will not support contracted sediment removal services at a market rate. An additional \$22,000 was requested to provide vegetation removal and related maintenance services for the Blue Lake and Sandy Prairie levee systems.

2004-05 Accomplishments

1. Obtained necessary permits to perform maintenance activities within the Redwood Creek Flood Control Project.
2. Removed approximately 36,000 cubic yards of sediment from the Redwood Creek Flood Control Project.

3. Conducted all monitoring activities associated with the conditions of permits obtained for the Redwood Creek Flood Control Project.
4. Conducted vegetation management activities within the Redwood Creek Flood Control Project.
5. Attempted to obtain Coastal Development Permit for maintenance within the Redwood Creek Flood Control Project.

2005-06 Objectives

1. To remove some volume of sediment from the Redwood Creek Flood Control Project. The amount that the County will be able to remove will depend on the interest of local contractors to remove the material at discounted rates, as the Water Management Budget does not contain sufficient funds to pay regular contractor rates.

2. To conduct all monitoring activities associated with the conditions of permits obtained for the Redwood Creek Flood Control Project.
3. To conduct vegetation management activities within the Redwood Creek Flood Control Project.
4. To obtain Coastal Development Permit for maintenance within the Redwood Creek Flood Control Project.
5. To conduct rudimentary maintenance activities at the Blue Lake and Sandy Prairie Levee Systems if funding permits.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Taxes	\$99,073	\$100,000	\$134,032	\$185,000	\$185,000	\$85,000
Charges for Services	209,879	130,000	131,064	130,000	130,000	0
Other Revenues	100	0	6,156	0	0	0
General Fund Support	42,887	62,124	14,765	0	0	(62,124)
Total Revenues	\$351,939	\$292,124	\$286,017	\$315,000	\$315,000	\$22,876
Expenditures						
Supplies & Services	\$261,289	\$276,760	\$260,743	\$282,275	\$282,275	\$5,515
Other Charges	32,490	15,364	25,274	32,725	32,725	17,361
Fixed Assets	58,160	0	0	0	0	0
Total Expenditures	\$351,939	\$292,124	\$286,017	\$315,000	\$315,000	\$22,876
Staffing						
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

Provide for franchise contracts and container site contracts with private companies to perform solid waste and recycling collection services in the unincorporated area of the County. Provide for continued maintenance and testing of the Table Bluff Landfill.

Major Budget Changes

Services & Supplies

- \$5,500 Increase in professional and special services due to inflation factors built into contracts.

Other Charges

- \$9,430 Increase in expense transfers due to increased cost of staff providing services for this budget.
- \$8,269 Increase in A-87 overhead charges.

Revenues

- \$85,000 Increase in solid waste franchise revenue due to increased fee rate.

Program Discussion

California State law requires counties to provide for solid waste services as part of an integrated waste management plan which includes waste reduction and recycling as well as safe disposal of non-recyclable waste.

Contracting for waste collection through exclusive franchise agreement is authorized by the California Public Resources Code Sections 49200-49205.

State law also requires the County to continue monitoring its closed landfills, and to ensure the existence of a minimum of fifteen years of remaining capacity for waste disposal.

This budget unit provides funding for franchise contracts and container site contracts with private companies to perform solid waste and recycling collection services in the unincorporated area of the County. It also provides for continued maintenance and testing of the Table Bluff Landfill.

The County contracts with the Humboldt Waste Management Authority (HWMA) to provide administration of the rural container site system.

2004-05 Accomplishments

1. Updated County Ordinance to increase franchise fees from 2% to 5% and renegotiated contracts covering about half of the area to the higher rate.
2. Contributed funding to the Code Enforcement Unit.

2005-06 Objectives

1. To continue to work with the HWMA to transfer responsibility for franchise and container site contract management from the County to the HWMA.
2. To evaluate and monitor the various County container sites to ensure increased cost-effectiveness and opportunities for cost savings.
3. To update all franchise contracts to the new 5% rate and implement a standardized format that will provide for consistent management.
4. To obtain a tire-grinder and start a local recycled tire program.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/
1100 - General Fund	Actual	Adjusted	Actual	Request	Adopted	(Decrease)
Revenues						
Licenses & Permits	\$149	\$150	\$143	\$150	\$150	\$0
Other Gov't Agencies	65,871	30,498	7,754	34,500	34,500	4,002
Charges for Services	364,060	422,500	314,525	428,000	428,000	5,500
Other Revenues	44,106	131,800	140,195	8,500	8,500	(123,300)
General Fund Support	81,699	0	143,310	115,064	115,064	115,064
Total Revenues	\$555,885	\$584,948	\$605,928	\$586,214	\$586,214	\$1,266
Expenditures						
Salaries & Benefits	\$283,786	\$290,304	\$284,368	\$295,361	\$295,361	\$5,057
Supplies & Services	110,066	147,751	151,431	143,610	143,610	(4,141)
Other Charges	81,882	21,895	31,229	27,243	27,243	5,348
Fixed Assets	80,151	124,998	138,900	120,000	120,000	(4,998)
Total Expenditures	\$555,885	\$584,948	\$605,928	\$586,214	\$586,214	\$1,266
Staffing						
Allocated Positions	5.00	5.00	5.00	5.00	5.00	0.00
Temporary (FTE)	N/A	2.00	2.00	2.00	2.00	0.00
Total Staffing	5.00	7.00	7.00	7.00	7.00	0.00

Purpose

The Parks Division operates and maintains eleven full service parks that encompass beach, river, and forest environments. Overnight camping is allowed at five sites and restrooms and picnic facilities are available at all parks. Parks is also

responsible for maintenance of other recreational areas, which include Centerville Beach, Crab, Pedrazzini, and Lockwood parks, and five miles of the Hammond Trail.

Major Budget Changes

Salaries & Employee Benefits

- \$7,058 General salary and benefit adjustment.

Services & Supplies

- (\$3,513) Decrease in insurance costs.
- (\$3,200) Decrease in professional and special services for payments to camp hosts, based on increased budget in FY 2004-05 due to actual experience.
- (\$2,150) Decrease in special departmental expense for taxes and park signage. This line was adjusted in FY 2004-05 because of actual expenditure needs.
- \$1,786 Increase in structure maintenance to bring in line with actual expenditure history.
- \$1,500 Increase in travel and transportation costs due to rising fuel prices.
- \$1,000 Increase in utilities to bring in line with actual expenditure history.

Other Charges

- \$4,000 Increase in Coastal Conservancy grant expense related to Clam and Moonstone Beach Master Plan.

- \$1,000 Increase in expense transfers.

Fixed Assets

- \$100,000 Various improvements to park facilities, funded by Per Capita Grant Funds.
- \$20,000 Grant funded capital improvement project for bank stabilization project at Van Duzen County Park. Approved by Board 10/12/04, C-11, project was not started in FY2004-05 due to early rains, being rebudgeted into FY2005-06.

Revenues

- (\$117,000) Decrease in transfer from Parks trust account.
- (\$6,700) Decrease in miscellaneous revenue.
- \$6,500 Increase in Parks use fee revenue, based on anticipated increase in fee amounts.
- (\$5,000) Decrease in Park Bond Act funding.
- \$4,000 Increase in reimbursement for work done on roads and trails by Parks employees.
- \$4,000 Increase in Coastal Conservancy grant revenue for Clam and Moonstone Beach Master Plan.
- \$1,700 Increase in revenue from recycling.

Program Discussion

Five full time employees perform all duties necessary to maintain order, cleanliness and operation of these facilities. One extra help position is utilized year-round; this has been shown to result in increased coverage of park facilities and an increase in park use fees collected. During the summer an additional four seasonal workers are hired. Parks also utilizes the services of 12 camp hosts and work crews from the County Sheriff's S.W.A.P. program, Juvenile Hall J.A.W.S. program and the California Department of Corrections.

The continual series of budget reductions has put Parks in a situation in which it struggles to stay within budget. Reductions in facility maintenance, household supplies, and transportation have made it difficult to operate and maintain clean, orderly, safe parks. The Parks division is small, creative, and frugal and works hard to be as efficient as possible. Budget constraints have eliminated a preventative maintenance program and made routine maintenance and adequate patrol difficult. Increased costs related to actively managing and monitoring for the protection of the snowy plover in the Clam Beach area have further stretched the limitations of existing funding.

State Park Bond money has been received and is being used to replace aging park infrastructure. Worn out restrooms, campsites, and fencing are planned for replacement. The bond money cannot be used for on-going maintenance expenditures.

2004-05 Accomplishments

1. Increased park revenue collection for sixth consecutive year.

2. Transferred a non-County owned park facility (Tooby Park) to ownership and operation by a community park organization.
3. Completed a hot shower facility at Big Lagoon County Park, resulting in increased revenue.
4. Installed a new water distribution system, with grant funding, at A.W. Way County Park.
5. Contracted construction of a hot shower facility at Samoa Boat Ramp County Park.

2005-06 Objectives

1. To continue trend of increased Park revenue.
2. To complete Clam and Moonstone Beach Master Plan.
3. To complete projects listed on the 2000 Per Capita Parks Bond project list and develop a list of projects for the 2002 Per Capita Parks Bond.
4. To complete the riverbank stabilization project to protect old growth redwoods at Van Duzen County Park with funding from the National Soil Conservation Service.
5. To work to authorize enforcement of park ordinances by County Park Caretakers.

General E Transportation Services Fund

Allen Campbell, Public Works Director

1150 - General E Transportation Services	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Beginning Fund Balance	\$94,549	\$52,580	\$52,580	\$37,674	\$37,674	(\$14,905)
Fund Revenues						
Program Revenues						
Bike & Trailways Program	57,307	71,000	13,982	74,500	74,500	\$3,500
Transportation Services	1,118,280	1,137,132	1,083,022	1,280,147	1,280,147	\$143,015
Total Revenues	\$1,175,587	\$1,208,132	\$1,097,004	\$1,354,647	\$1,354,647	\$146,515
Expenditures						
Bike & Trailways Program	\$29,277	\$71,000	\$58,888	\$74,500	\$74,500	\$3,500
Transportation Services	1,188,280	1,137,132	1,053,022	1,280,147	1,280,147	143,015
Total Expenditures	\$1,217,557	\$1,208,132	\$1,111,910	\$1,354,647	\$1,354,647	\$146,515
Ending Fund Balance	\$52,580	\$52,580	\$37,674	\$37,674	\$37,674	(\$14,905)

The General E Transportation Services Fund includes the following budget units:

- 1150 715 Bicycle & Trailways Program
- 1150 910 Transportation Services

1150 - General E Transportation Services	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Use of Money & Property	\$1,076	\$1,000	\$938	\$500	\$500	(\$500)
Other Gov't Agencies	56,231	0	0	0	0	0
Charges for Services	0	70,000	13,044	74,000	74,000	4,000
(To)/From Non-GF Fund Balance	(28,031)	0	44,905	0	0	0
Total Revenues	\$29,277	\$71,000	\$58,888	\$74,500	\$74,500	\$3,500
Expenditures						
Supplies & Services	\$7,411	\$9,500	\$5,750	\$9,500	\$9,500	\$0
Other Charges	21,865	61,500	53,138	55,000	55,000	(6,500)
Fixed Assets	0	0	0	10,000	10,000	10,000
Total Expenditures	\$29,277	\$71,000	\$58,888	\$74,500	\$74,500	\$3,500
<hr/>						
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 discretionary budget unit funds the operation and maintenance of the coastal Hammond Trail as well as planning for its eventual connection to Clam Beach County Park. The trail presently consists of a 2.4 mile hiking/biking/equestrian trail linking Arcata with McKinleyville from the Arcata

Bottoms to Murray Road in McKinleyville, plus a hiking/ equestrian loop north of Murray Road and the newest section which runs from just north of Vista Point on Highway 101 to Strawberry Creek.

Major Budget Changes

Other Charges

- \$3,500 Increase in expense transfers due to increased benefit costs for staff providing services to this budget unit.

Fixed Assets

- \$10,000 30-hp diesel tractor for mowing Hammond Trail

Revenues

- \$4,000 Increase in revenue for services to other government agencies.

Program Discussion

There are no significant program or policy changes for this budget unit.

2004-05 Accomplishments

1. Provided maintenance of the Hammond Trail, including mowing, brush cutting, tree limbing, signing, fencing and barrier placement.
2. Completed preliminary engineering design and applied for encroachment permit from Caltrans for the Widow White Creek section of the Hammond Trail.
3. Installed new composite material lateral decking on the Strawberry Creek Bridge to provide safer bicycle access.

2005-06 Objectives

1. To continue maintenance of the Hammond Trail, including mowing, brush cutting, tree limbing, signing, fencing and barrier placement.
2. To complete final engineering design and project permitting for the Widow White Creek section of the Hammond Trail.
3. To obtain funding for construction of the Widow White Creek section of the Hammond Trail.

1150 - General E Transportation Services	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
Revenues						
Taxes	\$1,118,280	\$1,137,132	\$1,083,022	\$1,280,147	\$1,280,147	\$143,015
(To)/From Non-GF Fund Balance	70,000	0	(30,000)	0	0	0
Total Revenues	\$1,188,280	\$1,137,132	\$1,053,022	\$1,280,147	\$1,280,147	\$143,015
Expenditures						
Other Charges	\$1,188,280	\$1,167,132	\$1,053,022	\$1,310,147	\$1,310,147	\$143,015
Expense Transfer	0	(30,000)	0	(30,000)	(30,000)	0
Total Expenditures	\$1,188,280	\$1,137,132	\$1,053,022	\$1,280,147	\$1,280,147	\$143,015
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

The Transportation Services budget was established to reflect the distribution of the County’s share of Transportation Development Act (TDA) Funds. These funds are derived from sales tax on retail sales collected statewide. One-quarter cent of this revenue is returned to the County by the State based on the amount of tax collected. The funds are then distributed to the local cities and counties based on population. Program distribution is subject to the approval of the local planning agency, the Humboldt County Association of Governments.

Major Budget Changes

Other Charges

- \$115,523 Increase in expense for Eureka Transit and Dial-a-Ride based on negotiated contracts.
- \$12,741 Increase in expense for Humboldt Transit Authority based on negotiated contracts.

Revenues

- \$143,015 Increase in transportation sales tax revenue.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	\$1,570,540	\$2,636,686	\$2,636,686	\$3,124,979	\$3,124,979	\$488,293
General Purpose Revenues						
Taxes	\$2,018,265	\$2,240,391	\$2,662,555	\$2,557,566	\$2,557,566	\$317,175
Other Gov't Agencies	5,648,085	5,652,671	6,474,309	5,951,703	5,951,703	299,032
Other Revenues	0	1,100	34	0	0	(1,100)
Program Revenues						
Administration	149,823	148,550	159,262	151,895	151,895	3,345
Engineering	8,832,634	5,064,554	3,030,260	4,519,136	4,519,136	(545,418)
Land Use	196,321	885,500	232,541	229,100	229,100	(656,400)
Maintenance	183,399	144,000	163,202	176,250	176,250	32,250
Equipment Maintenance	94	0	0	0	0	0
Natural Resources	32,020	42,000	35,543	32,675	32,675	(9,325)
Transportation Services	386,713	0	0	0	0	0
Total Revenues	\$17,447,355	\$14,178,766	\$12,757,706	\$13,618,325	\$13,618,325	(\$560,441)
Expenditures						
Administration	\$740,177	\$778,558	\$741,823	\$805,627	\$805,627	\$27,069
Engineering	8,039,643	5,194,114	3,991,554	5,324,074	5,324,074	129,960
Land Use	645,864	1,297,803	537,174	685,509	685,509	(612,294)
Maintenance	6,797,013	7,268,099	6,834,387	7,849,054	7,849,054	580,955
Natural Resources	158,513	181,346	164,475	222,843	222,843	41,497
Contingency	0	500,000	0	500,000	500,000	0
Total Expenditures	\$16,381,209	\$15,219,920	\$12,269,413	\$15,387,107	\$15,387,107	\$167,187
Ending Fund Balance	\$2,636,686	\$1,595,532	\$3,124,979	\$1,356,197	\$1,356,197	(\$239,335)

Roads Fund

Allen Campbell, Public Works Director

The Roads Fund includes the following budget units:

- 1200 320 Roads Administration
- 1200 321 Roads Engineering
- 1200 322 Roads Land Use
- 1200 325 Roads Maintenance
- 1200 331 Roads Natural Resources
- 1200 888 Roads General Purpose Revenue
- 1200 990 Roads Contingency

320 - Roads-Administration/Business

Allen Campbell, Public Works Director

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$147,817	\$147,950	\$152,263	\$147,395	\$147,395	(\$555)
Other Revenues	2,006	600	6,999	4,500	4,500	3,900
(To)/From Non-GF Fund Balance	590,353	627,008	582,560	653,732	653,732	26,724
Total Revenues	\$740,177	\$775,558	\$741,823	\$805,627	\$805,627	\$30,069
Expenditures						
Salaries & Benefits	\$463,400	\$536,781	\$516,449	\$578,257	\$578,257	\$41,476
Supplies & Services	94,941	72,008	64,542	76,102	76,102	4,094
Other Charges	181,835	156,769	151,122	149,268	149,268	(7,501)
Fixed Assets	0	10,000	9,710	2,000	2,000	(8,000)
Total Expenditures	\$740,177	\$775,558	\$741,823	\$805,627	\$805,627	\$30,069
Allocated Positions	11.00	10.00	10.00	10.00	10.00	0.00
Temporary (FTE)	N/A	0.36	0.36	0.48	0.48	0.12
Total Staffing	11.00	10.36	10.36	10.48	10.48	0.12

Purpose

This budget unit funds administrative and business functions of the Public Works Department.

Major Budget Changes

Salaries & Employee Benefits

- \$38,487 General salary and benefit adjustment.
- \$2,875 Increase in extra help expense due to anticipated staffing changes.

Services & Supplies

- \$5,000 Increase in computer software expense due to addition of Questys system.
- \$2,804 Increase in insurance costs.
- (\$2,150) Decrease in office supplies. These costs are being spread out to other operating budgets.
- \$2,031 Increase in transportation out of County due to increased cost of fuel and attendance at additional training seminars.
- (\$1,800) Decrease in communications expense due to reduced cellular telephone usage.

- (\$1,155) Decrease in special departmental expense.

Other Charges

- (\$10,862) Decrease in information services charges.

Fixed Assets

- \$2,000 One replacement computer for business office.

Revenues

- \$3,400 Increase in other revenues to reflect increased billings to outside agencies.

Program Discussion

There are no anticipated changes in legislation, programs, or funding for this budget unit.

2004-05 Accomplishments

1. Performed initial integration of Building Maintenance into the Cost Accounting Management System (CAMS).
2. Purchased and installed a new server, allowing for easier maintenance by County Information Technology.

3. Implemented interface between IFAS (County financial software) and CAMS (Public Works work management software).
4. Implemented procedures to track, report, and get reimbursement for Roads projects.
5. Implemented a cross-training program in which Deputy Directors switched assignments for six months to gain a better understanding of the needs in other divisions and two engineers rotated into new assignments to provide a different focus to their tasks.

2005-06 Objectives

1. To explore implementation of an interface between IFAS and CAMS for journals.
2. To purchase and implement an electronic document storage system.
3. To develop procedures for systematic upgrade/replacement of computer systems.
4. To continue to provide dispatch, clerical and accounting services in an accurate and timely manner to all divisions within Public Works.



	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Taxes	\$124	\$0	\$0	\$0	\$0	\$0
Other Gov't Agencies	8,674,248	4,620,554	2,602,250	4,365,511	4,365,511	(255,043)
Charges for Services	151,944	200,500	424,187	150,575	150,575	(49,925)
Other Revenues	6,318	243,500	3,823	3,050	3,050	(240,450)
(To)/From Non-GF Fund Balance	(792,991)	129,560	961,294	804,938	804,938	675,378
Total Revenues	\$8,039,643	\$5,194,114	\$3,991,554	\$5,324,074	\$5,324,074	\$129,960
Expenditures						
Contracts	\$5,721,601	\$3,023,452	\$2,627,330	\$160,340	\$160,340	(\$2,863,112)
Salaries & Benefits	716,092	789,221	654,868	798,814	798,814	9,593
Supplies & Services	1,601,076	1,372,941	698,077	4,357,420	4,357,420	2,984,479
Other Charges	874	5,000	8,021	5,000	5,000	0
Fixed Assets	0	3,500	3,259	2,500	2,500	(1,000)
Total Expenditures	\$8,039,643	\$5,194,114	\$3,991,554	\$5,324,074	\$5,324,074	\$129,960
Staffing						
Allocated Positions	12.00	12.00	12.00	12.00	12.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	12.00	12.00	12.00	12.00	12.00	0.00

Purpose

Each year the County receives funds from State and Federal sources that can be used only for the design and construction of roads, bridges, parks facilities and airport facilities. The Engineering Division of the Public Works Department designs these projects or oversees the design done by consulting engineers and inspects them during construction to assure compliance with the design plans and specifications, and good engineering practice. These functions are carried out by the design, construction inspection, materials laboratory and survey crew units of the Engineering Division.

Major Budget Changes

Contracts

- (\$2,863,112) Decrease in Public Works contracts. Funds are transferred to individual contract by Board action as contracts are awarded.

Salaries & Employee Benefits

- \$9,593 General salary and benefit adjustment.

Services & Supplies

- \$2,987,245 Increase in professional services. This is the “holding area” for funds that will later be transferred to individual contract accounts by Board action.

Fixed Assets

- \$2,500 1 replacement computer

Revenues

- (\$832,539) Decrease in road projects revenue.
- \$457,875 Increase in storm damage reimbursement from Office of Emergency Services.
- (\$243,705) Decrease in STIP and TEA-21 project revenue.
- (\$240,000) Elimination of transfer from trust.
- \$196,465 Increase in fish passage enhancement funding.
- \$189,190 Increase in Safe Routes to Schools grant funding.
- (\$182,813) Elimination of reimbursement for February 1998 storm damage.
- \$136,063 Increase in emergency relief funding.

Most of these revenues are project specific and thus vary annually.

Program Discussion

The objectives of this budget unit are to carry out the capital improvement program for roads and bridges (and other

programs) as adopted by the Board of Supervisors. There are an extensive number of projects under design and ready for construction. However, many large projects have had their funding withheld or reduced by the State due to budget problems. The Engineering Division provides technical support to the Airports, Parks, Roads, and Land Use Divisions of the Public Works Department. The Division also provides fee-based services for other divisions, such as the recent Animal Shelter construction.

The Division is very active in applying for grants to perform infrastructure work, and has been regularly successful under Safe Routes to School funding (primarily sidewalks in the vicinity of schools), Bicycle Transportation account projects, Fish Passage projects, Aviation projects, and Hazard Elimination projects. However, the FY 2005-06 budget does not afford funding for two vacant positions—an Assistant Engineer I and the Associate Engineer for Airport & Traffic Engineering.

State Transportation Improvement Program (STIP) monies that have been diverted from road purposes may be made available to the County. This would allow local STIP projects to proceed after being suspended for several years. Requests for funding for 15 projects will be submitted, along with a renewal of funding for the realignment and widening of Old Arcata Road.

Proposition 42 (gas tax) monies that have been diverted in prior years were not budgeted in FY 2005-06. When the funds become available, the County will receive approximately \$1,000,000 for road maintenance and repair. A supplemental budget will be submitted when the funding becomes available.

2004-05 Accomplishments

1. Completed construction of new County Animal Shelter.
2. Completed construction of Bear Gulch Bridge in Garberville.
3. Completed three fish migration barrier removal projects – Stansberry Creek, Gibson Creek, and Stanley Creek.
4. Completed one Safe Routes to School project (Railroad Ave.), one Transportation Enhancement Account project (Freshwater Rd. bike and pedestrian trail), one drainage project in McKinleyville (School Rd.), and paving, drainage, sidewalks and intersection modifications on Briceland Thorne Rd. in Redway.

2005-06 Objectives

1. To construct five airport projects, including security fencing in Murray Field and Rohnerville, a new General Aviation ramp in Arcata, drainage replacement in Dinsmore, and a runway overlay in Kneeland.
2. To construct four fish passage projects.
3. To construct three Parks projects.
4. To construct 10 roads/bridges projects, including seismic retrofits, storm damage repairs, Safe Routes to Schools, Bicycle Transportation projects, Transportation Enhancement Account project, and Hazard Elimination System projects.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Licenses & Permits	\$56,064	\$85,500	\$56,550	\$58,000	\$58,000	(\$27,500)
Other Gov't Agencies	0	700,000	0	0	0	(700,000)
Charges for Services	137,951	100,000	174,815	171,100	171,100	71,100
Other Revenues	2,306	0	1,177	0	0	0
(To)/From Non-GF Fund Balance	449,543	412,303	304,633	456,409	456,409	44,106
Total Revenues	\$645,864	\$1,297,803	\$537,174	\$685,509	\$685,509	(\$612,294)
Expenditures						
Salaries & Benefits	\$424,298	\$448,847	\$392,956	\$469,328	\$469,328	\$20,481
Supplies & Services	42,949	27,156	43,226	95,031	95,031	67,875
Other Charges	178,617	820,000	100,993	121,150	121,150	(698,850)
Fixed Assets	0	1,800	0	0	0	(1,800)
Total Expenditures	\$645,864	\$1,297,803	\$537,174	\$685,509	\$685,509	(\$612,294)
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

Provide right of way and land acquisition for construction and maintenance projects, manage County owned property, maintain records, acquire agreements for borrow sites, research

right of way records, investigate complaints, and assist other divisions as needed.

This unit is responsible for management and issuance of permits for activities by non-County entities within the public maintained road system, such as encroachment permits for private and public utility companies, parades and special events, and transportation permits for oversize and overweight vehicles.

Major Budget Changes

Salaries & Employee Benefits

- \$20,481 General salary and benefit adjustment.

Services & Supplies

- \$41,325 Increase in insurance costs.
- (\$25,050) Decrease in professional services in anticipation of expected workload for monument preservation. The FY 2004-05 budget amount includes an adjustment for work that will not be necessary in FY 2005-06.

Other Charges

- (\$645,000) Decrease in right-of-way charges. The FY2004-05 budget included funding for a major acquisition.

Revenues

- (\$700,000) Elimination of storm damage income.

- \$28,000 Increase in encroachment permit revenue.

Program Discussion

There are no significant policy or program changes in this budget for FY 2005-06.

2004-05 Accomplishments

1. Processed 522 building referrals, 126 transportation permits, 105 business licenses, 12 special event permits, 247 encroachment permits, 116 McKinleyville drainage fees, 38 county-wide encroachment permits, and 44 county-wide transportation permits.
2. Completed 25 right of way certifications, 20 acquisitions, 60 in-house research items, 70 research items for the public, and eight road vacations.
3. Conducted 14 construction staking surveys, 14 design surveys, seven gravel bar surveys, five miscellaneous surveys, six monument preservation surveys, and six right of way research projects.
4. Checked 71 records of surveys, 17 parcel maps, seven final maps, 11 corner records, one certificate of corrections, 18 lot line adjustments, 23 notices of development plan, six notices of geologic report, nine notices of merger, 15 certificates of compliance, 16 conveyances of development rights and agreements, and 13 boundary corrections.

5. Negotiated seven new leases and four lease renewals, maintained 100 lease files, concluded one surface mining agreement, and obtained five aviation easements and 12 over flight easements.

2005-06 Objectives

1. To acquire right of way for various projects within the time frame programmed by the Engineering and Maintenance divisions.

2. To continue updating right of way records.
3. To acquire license agreements for material sites and stockpiling sites.
4. To manage the public maintained road system to minimize the impacts from non-County entities.
5. To provide ongoing maintenance of road files.



	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$174,044	\$126,000	\$137,172	\$166,250	\$166,250	\$40,250
Other Revenues	9,356	18,000	26,030	10,000	10,000	(8,000)
(To)/From Non-GF Fund Balance	6,613,613	7,124,099	6,671,185	7,672,804	7,672,804	548,705
Total Revenues	\$6,797,013	\$7,268,099	\$6,834,387	\$7,849,054	\$7,849,054	\$580,955
Expenditures						
Salaries & Benefits	\$3,154,701	\$3,680,847	\$3,109,296	\$4,067,385	\$4,067,385	\$386,538
Supplies & Services	3,596,552	3,528,207	3,643,918	3,662,544	3,662,544	134,337
Other Charges	44,997	51,500	75,462	101,725	101,725	50,225
Fixed Assets	763	7,545	5,711	17,400	17,400	9,855
Total Expenditures	\$6,797,013	\$7,268,099	\$6,834,387	\$7,849,054	\$7,849,054	\$580,955
Staffing						
Allocated Positions	83.00	86.00	86.00	86.00	86.00	0.00
Temporary (FTE)	N/A	2.44	2.44	2.44	2.44	0.00
Total Staffing	83.00	88.44	88.44	88.44	88.44	0.00

Purpose

To maintain 1,200 miles of County roads including 167 bridges, 10,000+ drainage facilities, 5,000 traffic control devices, and 2,400 miles of roadside features (ditches, slopes, curbs, vegetation, fences, etc.); to protect the public's (County) investment in the above items and to provide a safe facility for the user.

Major Budget Changes

Salaries & Employee Benefits

- \$254,394 General salary and benefit adjustment.

- \$250,000 Apparent increase due to additional salary savings in FY 2004-05 that were transferred to service and supply line items on a one-time basis.
- \$79,414 Increase in salary and benefits due to funding of vacant positions. The FY 2005-06 budget provides funding for three Road Maintenance Worker positions that were held vacant and unfunded in FY 2004-05.
- \$52,730 Increase in salary and benefits to reflect addition of one position by Board action in March 2005.

Services & Supplies

- (\$87,800) Decrease in special departmental expense for road maintenance materials.
- \$83,546 Increase in insurance costs.
- (\$76,600) Decrease in drainage materials expense.
- (\$38,709) Decrease in heavy equipment use.
- \$38,700 Increase in travel and transportation expense due to increasing fuel costs.

Other Charges

- \$28,000 Increase in Roads contributions to heavy equipment purchases to pay for purchase of backhoe.

Fixed Assets

- \$4,100 1 generator-welder for Hoopa maintenance area
- \$4,000 1 snow plow blade for McKinleyville maintenance area
- \$3,800 1 hydraulic thumb for backhoe for McKinleyville maintenance area
- \$3,000 2 generators for Eureka maintenance area
- \$2,500 1 concrete and asphalt saw for Garberville maintenance area

Revenues

- \$40,250 Increase in reimbursement for work done for other County funds.

Program Discussion

The Road Division will be performing chip seal operations necessary to keep County roads from further deterioration, replacing worn out culverts with on-hand stock, clearing ditches and removing material from many pocket slides. The focus will be on maintenance activities which do not require the expenditure of funds for materials and on public/private projects to leverage additional funds.

Diversion of Proposition 42 gas tax funds, combined with the diversion of State Transportation Improvement Program (STIP) funds, at the state level have seriously hampered the County's ability to provide routine maintenance and repair of

County roads. County roads continue to degrade through normal wear and tear due to a lack of sufficient funding for proper maintenance. The Road Division needs a significant infusion of funds in order to reverse the decline of the County's road system; most of the Division's current and projected work is limited to critical routes. The Division is still unable to meet the public demand for paving, and many subdivision roads are rapidly deteriorating. The Governor's proposed restoration of STIP monies will enable the County to complete roads projects; the restoration of Proposition 42 funds will enhance the ability to perform routine road maintenance.

Management changes in six of the road crews were finalized in FY 2004-05. This involved removing a layer of reporting (Senior Road Maintenance Worker) and creating new Supervisor positions, along with restructuring some of the crew makeup and relationships. For FY 2005-06, the six Senior Road Maintenance Worker positions and a Bridge Maintenance Worker position are being held vacant and unfunded. The Division will continue streamlining its organization this year in order to meet budget constraints. The focus will be on developing a small, year-round, effective workforce which can be augmented with temporary help in healthy budget years. This will prevent hiring and firing of permanent employees with annual budget fluctuations.

Additional work will be performed this year on the pavement management system to allow for scheduling and performing work in as efficient a manner as possible to reduce the rate of deterioration of the road system. The Division will also be working on implementing best management practices to reduce erosion and sedimentation from County roads, and reviewing work standards to determine changes necessary to reflect current operations.

2004-05 Accomplishments

1. Chip-sealed 30 miles of road.
2. Improved response and communication with citizens to reduce complaints and enhance time-of-delivery on service requests.
3. Finalized management changes to six road crews.
4. Developed relationships with watershed groups to bring additional funding into the Road department.
5. Developed cooperative relationship with Southern State Parks for mutual assistance.

2005-06 Objectives

1. To seal 30 miles of road (1/3 of needed sealing).
2. To enhance the department's presence on the County website.
3. To leverage at least \$100,000 in match funds for sedimentation reduction projects which enhance County roads.
4. To develop cooperative agreements to share resources with adjacent counties to enhance productivity.
5. To continue working with northern 20 rural counties to share ideas and adopt more efficient work methods and products.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1200 - Roads Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Charges for Services	\$30,089	\$40,000	\$32,070	\$30,675	\$30,675	(\$9,325)
Other Revenues	1,931	2,000	3,473	2,000	2,000	0
(To)/From Non-GF Fund Balance	126,493	139,346	128,932	190,168	190,168	50,822
Total Revenues	\$158,513	\$181,346	\$164,475	\$222,843	\$222,843	\$41,497
Expenditures						
Salaries & Benefits	\$132,098	\$142,769	\$127,662	\$184,822	\$184,822	\$42,053
Supplies & Services	26,415	37,427	35,789	38,021	38,021	594
Fixed Assets	0	1,150	1,025	0	0	(1,150)
Total Expenditures	\$158,513	\$181,346	\$164,475	\$222,843	\$222,843	\$41,497
Allocated Positions	3.00	3.00	3.00	3.00	3.00	0.00
Temporary (FTE)	N/A	0.55	0.55	0.00	0.00	(0.55)
Total Staffing	3.00	3.55	3.55	3.00	3.00	(0.55)

Purpose

The Natural Resources Division program includes the preparation of environmental documents for new road and bridge projects, maintenance projects, storm damage projects, gravel and rock quarries, road abandonment's, park projects and new trails. It also includes the preparation of applications for permits for these projects and attending permit coordination meetings with staff of the State and Federal agencies that have

jurisdiction by law.

The Division continues to be involved with the Five Counties effort to develop a conservation plan for the protection of fish habitat via best management practices for roads and proposed changes to existing land use regulations and ordinances.

Major Budget Changes

Salaries & Employee Benefits

- \$57,052 General salary and benefit adjustment.
- (\$14,999) Decrease in extra help due to anticipated filling of vacant position.

Services & Supplies

- \$1,000 Increase in special departmental expense for permits due to increased gravel mining activity.

Revenues

- (\$9,325) Decrease in reimbursement for work performed for other County funds.

Program Discussion

There are no significant policy or program changes in this budget for FY 2005-06.

2004-05 Accomplishments

1. Obtained necessary state, federal, and local environmental permits for numerous storm damage and other road projects.
2. Assisted Aviation Division with environmental compliance on numerous Airport projects and grant applications.
3. Obtained multi-year permits for gravel mining activities in the Larabee Valley.
4. Obtained necessary state, federal, and local environmental permits for four fish passage improvement projects. These projects remove barriers (e.g. culverts) and restored fish passage to approximately 3.4 miles of stream habitat.
5. Completed inventory of Natural Resources Library and created electronic index of literature.

2005-06 Objectives

1. To continue providing services to the County and Public Works Department in a timely manner.
2. To continue early environmental coordination with other divisions to increase project efficiency.

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
1700 - Fish & Game Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	\$7,909	\$3,770	\$3,770	\$1,588	\$1,588	(\$2,182)
Revenues						
Fines, Forfeits & Penalties	\$5,270	\$7,400	\$4,269	\$5,000	\$5,000	(\$2,400)
Use of Money & Property	199	100	91	100	100	0
Other Revenues	0	3,700	0	0	0	(3,700)
General Fund Support	0	0	0	0	0	0
Total Revenues	\$5,469	\$11,200	\$4,360	\$5,100	\$5,100	(\$6,100)
Expenditures						
Supplies & Services	\$9,609	\$11,200	\$6,542	\$3,000	\$3,000	(\$8,200)
Total Expenditures	\$9,609	\$11,200	\$6,542	\$3,000	\$3,000	(\$8,200)
Ending Fund Balance	\$3,770	\$3,770	\$1,588	\$3,688	\$3,688	(\$82)
Staffing						
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

The purpose of this budget unit is to function as both the support unit for the Fish and Game Advisory Committee and the funding source for its grant program. Grants are awarded

after recommendation of the Committee and approval by the Board of Supervisors.

Major Budget Changes

Services & Supplies

- (\$5,100) Decrease in professional and special services. The FY 2004-05 budget reflected a supplemental amount to cover outstanding grants from prior years.
- (\$3,100) Elimination of special departmental expense for local grant program.

Revenues

- (\$3,700) Elimination of transfer from fund balance.
- (\$2,400) Decrease in revenue from fines for Fish & Game violations.

Program Discussion

Funding is entirely offset by Fish and Game fines, forfeitures and penalties. These fines have been declining severely for the past four years. Estimated revenue for FY 2004-05 is only 52% of that collected in FY 2000-01. Additionally, there are grants outstanding from FY 2002-03 and 2003-04 totaling \$4,509.95. Considering the outstanding grants and the current revenue level, there will not be enough funding to support any grants in FY 2005-06.

2004-05 Accomplishments

1. Awarded one grant in the amount of \$1,000.

2005-06 Objectives

1. To resolve the status of the outstanding grants from FY 2002-03 and FY 2003-04.

Motor Pool Fund

Allen Campbell, Public Works Director

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/
3500 - Motor Pool Fund	Actual	Adjusted	Actual	Request	Adopted	(Decrease)
Beginning Fund Balance	\$3,146,841	\$6,873,021	\$6,873,021	\$6,697,251	\$6,697,251	(\$175,770)
Fund Revenues						
Other Revenues	\$3,767,066	\$0	\$0	\$0	\$0	\$0
Program Revenues						
Motor Pool	(\$153)	\$0	\$0	\$0	\$0	\$0
Motor Pool Reserve	61,702	25,000	39,814	25,000	25,000	0
Total Revenues	\$3,828,615	\$25,000	\$39,814	\$25,000	\$25,000	\$0
Expenditures						
Motor Pool	\$163,791	\$0	\$44,744	\$0	\$0	\$0
Motor Pool Reserve	(852,027)	373,900	170,839	1,078,506	1,078,506	704,606
Depreciation	790,672	0	0	0	0	0
Total Expenditures	\$102,436	\$373,900	\$215,584	\$1,078,506	\$1,078,506	\$704,606
Ending Fund Balance	\$6,873,021	\$6,524,121	\$6,697,251	\$5,643,745	\$5,643,745	(\$880,376)

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3500 - Motor Pool Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Working Capital	(\$153)	\$0	\$0	\$0	\$0	\$0
(To)/From Non-GF Fund Balance	163,944	0	44,744	0	0	0
Total Revenues	\$163,791	\$0	\$44,744	\$0	\$0	\$0
Expenditures						
Salaries & Benefits	\$238,229	\$248,402	\$238,806	\$263,369	\$263,369	\$14,967
Supplies & Services	836,702	785,473	856,458	906,471	906,471	120,998
Other Charges	121,909	142,770	123,518	140,919	140,919	(1,851)
Fixed Assets	0	0	0	16,750	16,750	16,750
Operating Rev & Contribution	(1,033,050)	(1,176,645)	(1,174,037)	(1,327,509)	(1,327,509)	(150,864)
Total Expenditures	\$163,791	\$0	\$44,744	\$0	\$0	\$0
Staffing						
Allocated Positions	5.00	5.00	5.00	5.00	5.00	0.00
Temporary (FTE)	N/A	0.86	0.86	0.00	0.00	(0.86)
Total Staffing	5.00	5.86	5.86	5.00	5.00	(0.86)

Purpose

The mission or purpose of the IGS Motor Pool is to provide professional and competitive procurement and maintenance of approximately 354 fleet vehicles. The Motor Pool also provides for marketing (sale or trade-in) of vehicles no longer cost effective to keep. There are approximately 40 departmental and outside governmental agency-owned vehicles which are maintained by the IGS Motor Pool.

Major Budget Changes

Salaries & Employee Benefits

- \$37,368 General salary and benefit adjustment.
- (\$22,401) Elimination of extra help due to filling of permanent position.

Services & Supplies

➤ \$9,688 Increase in reimbursables and contributions.

- \$120,000 Increase in anticipated fuel expenditures.
- (\$11,104) Decrease in professional and special services for cleanup of underground fuel tanks.
- \$9,500 Increase in equipment maintenance cost for repairs that cannot be performed in house.

Other Charges

- (\$8,038) Decrease in A-87 overhead charges.
- \$5,960 Increase in expense transfers due to increasing costs for Road Fund employees performing work on behalf of Motor Pool.

Fixed Assets

- \$7,100 1 brake lathe
- \$4,550 1 lift table
- \$2,700 1 Evaporative Emissions smoke machine
- \$2,400 1 puller set

Operating Revenue & Contributions

- \$141,176 Increase in charges for services based on increased rates to cover costs of fuel, parts and supplies.

Program Discussion

The IGS Motor Pool will continue to work toward minimizing “down-time” and maximizing utilization of the Motor Pool fleet by County departments in order to maintain or minimize expansion of the fleet.

Secure parking in the County Courthouse area, for both fleet vehicles and employees, has become an issue which will need to be addressed.

The volatility of the price of fuel continues to be a major budget item which is difficult to accurately estimate. This year’s estimate for fuel in this budget is \$550,000. Unforeseen changes in domestic and foreign production can substantially change this figure.

Rapid advancement in vehicle technology mandates that we continue our training program for the shop personnel. These changes in technology also require upgrading the shop’s capabilities through improving test and diagnostic equipment.

IGS Motor Pool is suspending the depreciation and replacement charges to departments for FY 2005-06. This will reduce the transportation costs to departments that use the IGS Motor Pool. The cost to the Motor Pool is estimated at about \$850,000.

2004-05 Accomplishments

1. Continued to meet the vehicle transportation demands for all County Departments with constantly shrinking resources.
2. Maintained training programs for employees including industry certification of the automotive technicians, tire specialist and parts personnel.
3. Provided our customers with clean, safe transportation to fit their needs at the lowest cost possible.

2005-06 Objectives

1. To continue our vehicle replacement program to insure that Motor Pool vehicles are replaced in a systematic method that maintains a safe vehicle fleet in a cost effective manner.
2. To provide employees with the tools and training they need to perform their jobs effectively.
3. To provide the best customer service possible and promote good customer relations.

351 - Motor Pool Reserve

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3500 - Motor Pool Fund	Actual	Adjusted	Actual	Request	Adopted	
Revenues						
Use of Money & Property	\$61,702	\$0	\$13,345	\$0	\$0	\$0
Interest Revenue	0	25,000	26,469	25,000	25,000	0
(To)/From Non-GF Fund Balance	(913,729)	348,900	131,025	1,053,506	1,053,506	704,606
Total Revenues	(\$852,027)	\$373,900	\$170,839	\$1,078,506	\$1,078,506	\$704,606
Expenditures						
Other Charges	\$0	\$0	\$0	\$635,274	\$635,274	\$635,274
Fixed Assets	0	410,500	172,024	458,232	458,232	47,732
Operating Rev & Contribution	(852,027)	(36,600)	(1,184)	(15,000)	(15,000)	21,600
Total Expenditures	(\$852,027)	\$373,900	\$170,839	\$1,078,506	\$1,078,506	\$704,606

	2003-04 Actual	2004-05 Adjusted	2004-05 Actual	2005-06 Request	2005-06 Adopted	Increase/ (Decrease)
3530 - Airport Enterprise Fund						
Beginning Fund Balance	\$30,403	\$10,539,741	\$10,539,741	\$10,641,486	\$10,641,486	\$101,746
Revenues						
Use of Money & Property	\$441	\$0	\$4,502	\$0	\$0	\$0
Other - Fixed Assets	11,269,653 *	0	0	0	0	0
Trust Fund Revenue	(782)	0	(123)	0	0	0
Airport Enterprise	(8,304)	0	21,703	0	0	0
General Fund Support	0	0	0	0	0	0
Total Revenues	\$11,261,008	\$0	\$26,082	\$0	\$0	\$0
Expenditures						
Salaries & Benefits	\$581,614	\$691,018	\$673,470	\$751,533	\$751,533	\$60,515
Supplies & Services	982,910	960,150	1,047,598	1,115,633	1,115,633	155,483
Other Charges	937,263	93,532	116,943	110,634	110,634	17,102
Fixed Assets	0	10,000	9,929	9,700	9,700	(300)
Operating Rev & Contribution	(1,750,116)	(1,754,700)	(1,923,603)	(1,987,500)	(1,987,500)	(232,800)
Total Expenditures	\$751,671	\$0	(\$75,664)	\$0	\$0	\$0
Ending Fund Balance	\$10,539,741	\$10,539,741	\$10,641,486	\$10,641,486	\$10,641,486	\$101,746
Allocated Positions	17.00	17.00	17.00	18.00	18.00	1.00
Temporary (FTE)	N/A	1.03	1.03	0.51	0.51	(0.52)
Total Staffing	17.00	18.03	18.03	18.51	18.51	0.48

* This is an accounting adjustment requested by outside auditors to indicate assets managed by this fund. It does not represent additional cash on hand for the Aviation Division.

Purpose

This program provides facilities for air transportation into and out of six separate County locations. The Aviation Division maintains and administers six public use airports including one certificated air carrier airport (Arcata). The Division is responsible for insuring compliance with all State and Federal regulations pertaining to airport operations.

- \$8,000 Increase in utilities.
- \$8,000 Increase in professional and special services due to increased use of consultants for airport services.
- \$5,000 Increase in aircraft rescue firefighting to provide fire training for new employees filling vacant positions.

Major Budget Changes

Salaries & Employee Benefits

- \$59,900 General salary and benefit adjustment.
- \$32,615 Increase in salaries and benefits due to addition of one Fiscal Assistant position.
- (\$17,000) Decrease in overtime expenditures. It is anticipated that filling of vacant positions will lessen the need for overtime usage.
- (\$15,000) Decrease in extra help. It is anticipated that filling of vacant positions will lessen the need to use extra help staffing.

Services & Supplies

- \$166,915 Increase in fuel purchases for resale due to increased fuel costs and increased volume of purchases for resale.
- (\$53,672) Decrease in insurance costs.

Other Charges

- \$18,126 Increase in A-87 overhead charges.
- (\$5,000) Decrease in expense transfers. Increased staffing at airport anticipated to reduce the need for Road fund staff to work for Aviation.

Fixed Assets

- \$8,400 Replacement carpet for airport restaurant, per lease requirements
- \$1,300 1 replacement computer

Operating Revenue & Contributions

- \$124,300 Increase in sales of fuel and oil due to increase in both prices and gallons pumped.
- \$70,000 Increase in terminal revenue due to increased passenger volume.

- \$32,000 Increase in miscellaneous general revenue.
- (\$23,500) Decrease in fund balance forward.
- \$20,000 Increase in rents and leases of other buildings due to increased lease charges.
- \$18,000 Increase in non-retail fuel flowage due to increasing gallons of fuel pumped.
- (\$15,000) Decrease in California Aid to Airports applied revenue.
- \$10,000 Increase in landing fees due to more planes landing.
- (\$10,000) Decrease in transfer from jet fuel trust.
- \$7,000 Increase in aircraft storage revenue due to increased fees.

Program Discussion

Commercial Air Service enplanements for 2004 were up almost 8% from the previous year and are just reaching pre-9/11 levels. A combined total of over 200,000 enplaned and deplaned passengers passed through the Arcata-Eureka Airport in 2004. Annual air cargo activity for the County airport system is over 1400 metric tons.

The operations of the County airport system are 100% funded by revenues collected at the airports. These revenues include fuel sales, landing fees, hangar rentals, tie downs, and rents and leases of terminal space. There are no major changes in

funding, programs or legislation anticipated in this budget for FY 2005-2006.

2004-05 Accomplishments

1. Upgraded Accounts Payable and Receivable from handwritten cards to a computer database. This helped identify all accounts and assisted in bringing each account current.
2. Installed point-of-sale credit card equipment at the Arcata/Eureka Airport ensuring aviation fuel revenue reimbursement sales to the airport in 72 hours rather than 2-3 months. This decreased the Division credit card processing fees.
3. Completed annual live fire training of all Airport Service Workers, participated in first responder training and FAR Part 139 emergency training, and met all the requirements for the annual FAA Airport Certification inspection at each airport with no discrepancies noted.
4. Improved the airfields by cleaning up abandon material and debris.
5. Launched new Horizon Airlines service to Los Angeles on April 25, 2005.

2005-06 Objectives

1. To provide airport facilities that meet the needs of the airlines, passengers, aircraft owners, tenants and the regional community.

2. To ensure that airport users pay equitably for use of county airport facilities in order to effectively keep revenues and operational costs balanced.
3. To provide staff training that meets FAA and Transportation Safety Administration requirements for Airport Rescue and Fire Fighting, Security Identification Display Area, and Fueling. Implement required annual emergency tabletop or live drills for FAR Part 139 Airport Operations Program and the TSA security program.
4. To utilize the various grants to enhance airport facilities and balance the associated sponsor match through the Passenger Facility Charge Program.
5. To plan addition of hangars to the airport system following the completion of the Airport Master Plan updates.
6. To continue exploration of alternate destinations with continued support of the Los Angeles flight connection.



330 - Equipment Maintenance

Allen Campbell, Public Works Director

	2003-04	2004-05	2004-05	2005-06	2005-06	Increase/ (Decrease)
3540 - Heavy Equipment Fund	Actual	Adjusted	Actual	Request	Adopted	
Beginning Fund Balance	\$137,185	\$917,545	\$917,545	\$1,231,981	\$1,231,981	\$314,436
Revenues						
Charges for Services	\$0	\$0	\$461	\$0	\$0	\$0
Other Revenues	852,182	0	0	0	0	0
Interest Revenue	5,323	4,000	8,265	4,500	4,500	500
General Fund Support	0	0	0	0	0	0
Total Revenues	\$857,506	\$4,000	\$8,726	\$4,500	\$4,500	\$500
Expenditures						
Salaries & Benefits	\$493,296	\$551,862	\$454,919	\$517,275	\$517,275	(\$34,587)
Supplies & Services	874,136	900,784	1,076,774	1,088,885	1,088,885	188,101
Other Charges	288,845	101,389	121,025	138,325	138,325	36,936
Fixed Assets	0	198,050	70,893	338,574	338,574	140,524
Operating Rev & Contribution	(1,579,132)	(1,812,905)	(2,029,321)	(1,827,764)	(1,827,764)	(14,859)
Total Expenditures	\$77,145	(\$60,820)	(\$305,710)	\$255,295	\$255,295	\$316,115
Ending Fund Balance	\$917,545	\$982,365	\$1,231,981	\$981,186	\$981,186	(\$1,179)
Allocated Positions	11.00	11.00	11.00	11.00	11.00	0.00
Temporary (FTE)	N/A	0.00	0.00	0.00	0.00	0.00
Total Staffing	11.00	11.00	11.00	11.00	11.00	0.00

Purpose

The Equipment Maintenance division is organizationally positioned in the Public Works Department and primarily serves the Road department. Equipment Maintenance manages 120 pieces of heavy equipment and about 100 pieces of support equipment.

Major Budget Changes

Salaries & Employee Benefits

- (\$34,587) General salary and benefit adjustment. Two Equipment Mechanic I positions are being held vacant and unfunded for FY 2005-06.

Services & Supplies

- (\$65,120) Decrease in professional and special service expense for cleanup of underground storage tanks at maintenance facilities.
- \$50,000 Increase in maintenance parts expense due to increasing parts cost.
- \$40,000 Increase in fuel expense.
- \$14,851 Increase in insurance costs.

Other Charges

- \$28,715 Increase in expense transfers to reimburse Road Fund employees for work performed for Heavy Equipment.

Fixed Assets

- \$275,334 2 three-axle trucks with dump bodies
- \$60,000 1 replacement backhoe
- \$2,500 1 hydraulic test kit
- \$740 1 break-out box used to access computer information on John Deere equipment

Operating Revenue & Contributions

- (\$163,757) Decrease in reimbursables and contributions due to projected decrease in state funding for tank cleanup.
- (\$70,000) Decrease in fund balance forward.
- (\$42,709) Decrease in charges for services based on assumption of fewer miles driven as fuel costs rise.

Program Discussion

The volatility of the price of fuel continues to be a major budget item which is difficult to accurately estimate. This year's budget estimate for fuel is \$400,000. Unforeseen changes in domestic and foreign production can substantially change this figure.

The California Air Resources Board is proposing a "Diesel Particulate Matter Control Measure for On-Road Diesel-Fueled Fleet Vehicles Owned and Operated by Public Fleets and Utilities." This measure is scheduled to take effect at the end of 2006. This regulation will require retrofits of some diesel trucks and the replacement of others. The use of more expensive ultra-low sulfur diesel will also be necessary. This will substantially raise the operating costs of road maintenance.

Rapid advancement in equipment technology mandates that we continue our training program for the shop personnel. These changes in technology also require upgrading the shop's capabilities through improving test and diagnostic equipment.

2004-05 Accomplishments

1. Continued to meet the equipment needs of the Road Department with constantly shrinking resources.
2. Maintained training programs for employees including industry certification of the equipment repair technicians, tire specialist and parts personnel.
3. Replaced two 10/12 yard dump trucks and one loader/backhoe.

2005-06 Objectives

1. To continue our equipment replacement program to insure that our construction equipment is replaced in a systematic method that maintains a safe equipment fleet in a cost effective manner.
2. To provide employees with the tools and training they need to perform their jobs effectively.
3. To provide the best customer service possible and promote good customer relations.