

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$643,124	\$680,438	\$720,719	\$659,153	\$668,923	\$668,923	\$9,770
Other Revenues	36,403	34,608	37,307	50,894	35,000	35,000	(15,894)
General Fund Support	1,491,726	1,702,075	1,522,386	1,470,439	1,394,631	1,394,631	(75,808)
Total Revenues	\$2,171,253	\$2,417,121	\$2,280,412	\$2,180,486	\$2,098,554	\$2,098,554	(\$81,932)
Expenditures							
Salaries & Benefits	\$1,844,234	\$2,071,505	\$1,885,073	\$1,897,503	\$1,838,693	\$1,838,693	(\$58,810)
Supplies & Services	174,162	169,937	176,420	127,639	107,991	107,991	(19,648)
Other Charges	152,857	175,679	163,224	156,452	151,870	151,870	(4,582)
Fixed Assets	0		55,695	0	0	0	0
Intrafund Transfers	0		0	(1,108)	0	0	1,108
Total Expenditures	\$2,171,253	\$2,417,121	\$2,280,412	\$2,180,486	\$2,098,554	\$2,098,554	(\$81,932)
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Allocated Positions	32.00	32.00	32.00	32.00	32.00	32.00	0.00
Temporary (FTE)	0.45	1.00	1.00	0.00	0.00	0.00	0.00
Total Staffing	32.45	33.00	33.00	32.00	32.00	32.00	0.00

Purpose

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

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

Mission

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

Recommended Budget

The recommended reduction in the Assessor's General Fund contribution is 8% or \$121,272. In order to meet the recommended budget reductions for FY 2011-12, the Assessor's Office will hold seven positions frozen and unfunded. The positions are 3.0 FTE Assessment Techs, 1.0 FTE Appraisal Tech, 2.0 FTE Appraiser and 1.0 FTE Senior Appraiser. Additionally the budget includes reductions to maintenance, equipment, and travel expenses.

The reductions will impact staff and fixed asset purchases. Staff vacancies will result in increased workloads and some delays in the assessment of property, which may impact the collection of taxes. The reduced budget will eliminate computer upgrades needed to keep the tax system software running efficiently and impact other technological advancements that could improve overall efficiency within the office.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

supplemental roll billings for costs of administering the supplemental program.

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

According to the California State Auditor’s study of the property tax loan/grant program, for every dollar invested in additional field staff work, an additional \$11 in tax revenue is generated. Based upon this information, the staffing level of the Assessor’s office directly impacts additional property tax revenue. The County retains a portion of additional revenue and the Property Tax Administration Fee revenues increase.

2010-11 Accomplishments

1. Completed timely assessments of all taxable property in Humboldt County to assure the appropriate tax roll value, which held the tax roll value steady at \$11.4 billion from FY 2009-10 to FY 2010-11.
2. Continued to seek ways to improve efficiency and productivity in a cost-effective manner. This allows the Department to maximize County resources.
3. Continued to work with County Counsel and the Community Development Services Department on

Williamson Act compliance review and Timber Production Zone parcel splits. This enables staff to apply accurate assessments to these parcels.

4. Expanded the preservation and storage of historical documents by electronic media. This enables the Department to adequately preserve records and information.
5. Expanded the number of property statements that are available for e-Filing and the number of property statements being e-Filed. This increases efficiency.

2011-12 Objectives

1. To complete timely assessment of all taxable property in Humboldt County. This assures the enrollment of an appropriate tax roll value.
2. To continue to seek ways to improve efficiency and productivity in a cost-effective manner. This allows the Department to maximize County resources.
3. To continue to work with County Counsel and Community Development Services Department on Williamson Act compliance review and Timber Production Zone parcel splits. This enables staff to apply accurate assessments to these parcels.

4. To expand the preservation and storage of historical documents by electronic media. This helps preserve Humboldt County history.
5. To expand the number of property statements that are available for e-Filing and the number of property statements being e-Filed. This increases efficiency.

Goals

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

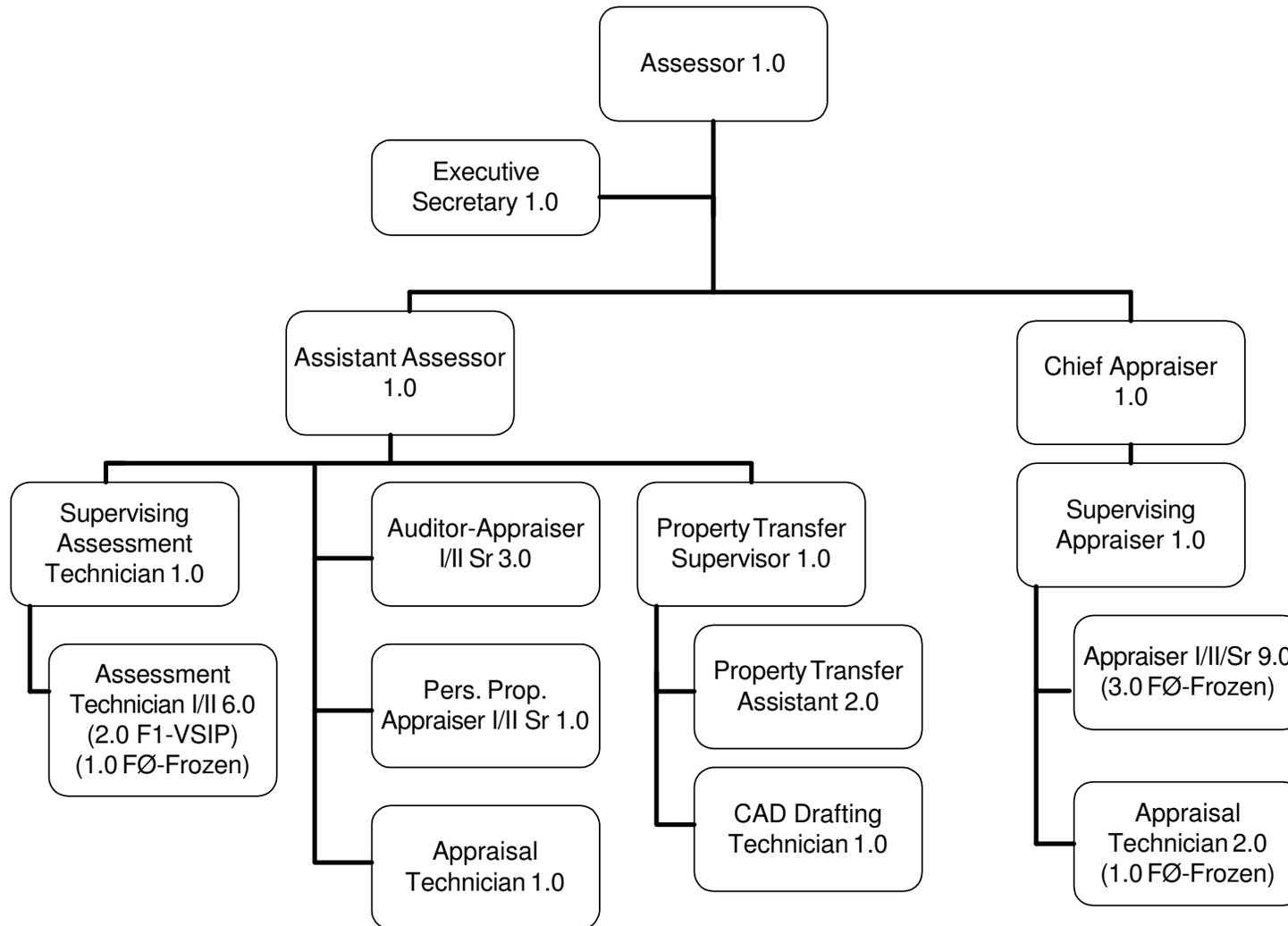


Performance Measures

1. <i>Description of Performance Measure:</i> Total Secured Assessment Units				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
75,040	75,183	75,325	75,342	75,500
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Under Proposition 13 guidelines, property is reappraised to market value at the change of ownership and completion of new construction. As these reappraisals occur, the new values increase at a rate far exceeding Proposition 13 standards, which are no more than 2% annual inflation. This increases the number of total secured assessment units and increases the appraisal workload. It is crucial to have the appraisal and support staff to value and process changes in ownership and new construction timely for each roll year. These reappraisals also generate supplemental assessments.</p>				
2. <i>Description of Performance Measure:</i> Assessments Valued Under Proposition 8				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
136	623	1,100	1,179	3,000
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Properties valued under Proposition 8 are reviewed annually to determine the lesser of the Proposition 13 value or current market value. With the changes in economic conditions more properties are qualifying for Proposition 8 values. This means an increase to the appraisal time spent doing yearly reviews.</p>				
3. <i>Description of Performance Measure:</i> Parcel Splits and New Subdivision Lots				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
272	1,184	375	331	450
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Parcel splits and new subdivision lots create additional assessment units. This creates a constant increase in workload for record retention, updating, and valuation.</p>				

4. Description of Performance Measure: Business/Personal Property Assessments				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
10,589	9,488	9,500	9,924	10,000
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> All business/personal property assessments are appraised annually and valued at current market value as of the lien date (January 1) each year. Business/Personal Property consists of business equipment and fixtures, aircraft, vessels, and unlicensed motor vehicles.</p>				
5. Description of Performance Measure: Property Statements e-Filed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
212	328	400	406	500
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> The electronic filing of Agricultural and Business Property Statements is beneficial to both taxpayers and the Assessor. The electronic filing is automatically integrated into the property tax system. An electronic image of the statement is automatically generated and stored for preservation.</p>				

Organization Chart:





1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$145,012	\$165,746	\$72,479	\$92,508	\$181,900	\$181,900	\$89,392
Other Revenues	16	265	58,127	282	25	25	(257)
General Fund Support	907,939	1,002,303	1,028,788	933,626	960,391	926,664	(6,962)
Total Revenues	\$1,052,967	\$1,168,314	\$1,159,394	\$1,026,416	\$1,142,316	\$1,108,589	\$82,173
Expenditures							
Salaries & Benefits	\$883,603	\$996,158	\$1,022,435	\$914,638	\$1,007,964	\$974,237	59,599
Supplies & Services	94,588	79,289	73,955	51,442	77,086	77,086	25,644
Other Charges	69,556	92,867	63,004	60,336	57,266	57,266	(3,070)
Fixed Assets	5,220	0	0	0	0	0	0
Total Expenditures	\$1,052,967	\$1,168,314	\$1,159,394	\$1,026,416	\$1,142,316	\$1,108,589	\$82,173
Staffing							
Allocated Positions	14.50	14.10	14.10	14.10	14.10	14.10	0.00
Temporary (FTE)	0.00	0.40	0.40	0.50	0.00	0.00	(0.50)
Total Staffing	14.50	14.50	14.50	14.60	14.10	14.10	(0.50)

Purpose

The authority for existence of the Auditor-Controller’s office is California Government Code Sections 24000 and 26880. The Auditor-Controller is the chief financial officer for the County. Government Code Section 26881 provides that the County Auditor-Controller, upon order of the Board of Supervisors, shall prescribe and shall exercise a general supervision, including the ability to review departmental and countywide internal controls, over the accounting forms and the method of keeping the accounts of all departments under the control of the Board of Supervisors and of all districts whose funds are kept in the County treasury.

Mission

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

Recommended Budget

The recommended reduction in the Auditor’s General Fund contribution is 8% or \$80,580. In order to meet the recommended budget reductions for FY 2011-12, the Auditor will hold 2.1 positions frozen and unfunded and eliminate extra-help. The unfilled positions include 1.0 FTE Deputy Auditor-Controller, 0.5 FTE Senior Fiscal Assistant M&C, and 0.6 FTE Senior Fiscal Assistant 40 hour. The impacts of the reductions will be delay in updating procedures and less

guidance to departments on accounting policies. Work flow will also be impacted and processing times may increase.

Funding for the extra-help staff member who has been working the tax desk for the past several years is proposed to be eliminated. A supplemental request for \$33,727 would restore funding for a 0.6 FTE Senior Fiscal Assistant 40 hour. This position would assume the primary responsibilities of the tax desk, provide assistance with a variety of daily tasks, and free up other staff members to perform the more complex and technical aspects of their responsibilities. Without approval of the supplemental request, the responsibilities of the tax desk will be assumed by other existing staff members. This supplemental request was not recommended for funding. Although it met the Board priority of providing community-appropriate levels of service it did not achieve a priority level that allowed it to be funded based on the limited available financial resources.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Services provided by the Auditor-Controller’s office include, but are not limited to, auditing and processing claims for payment; recording revenue received; processing payroll and related reports and records; accounting for property tax monies and updating and making changes to the property tax rolls;

maintaining the County's official accounting records and financial system; compiling and monitoring the budget; providing accurate and timely financial reports to County staff and the public; complying with State and federal reporting requirements and generally accepted accounting principles; working with the County's external auditors to complete the several annual audits and to receive the several audit reports in a timely manner.

In FY 2010-11, the Auditor-Controller of eight years (total of thirty-seven years with the office) retired and the former Deputy Auditor-Controller was elected as Auditor-Controller. Additionally, through retirement, separation, and promotion, three key positions in the office were vacant between six and eleven months of the fiscal year. This shortage of staff adversely affected the ability of the office to complete both daily and annual tasks.

2010-11 Accomplishments

1. Cross-trained office staff members and focused on increased efficiency. This increased our provision of core services in ways that invest in County employees.
2. Developed policies and procedures and documented current practices. This increased the provision of core services in ways that monitor revenues and expenditures regularly.
3. Trained in and provided technical requirements for the implementation of the Human Resource/Payroll

software module. This increased the provision of core services in ways that monitor revenues and expenditures regularly.

4. Worked with County departments to increase compliance with sound internal control practices. This increased the provision of core services in ways that monitor revenues and expenditures regularly.

2011-12 Objectives

1. To work with the County's external auditors on a schedule that will allow the annual audits to be completed in a timely manner. This will allow the Department to better provide core services in ways that monitor revenues and expenditures regularly.
2. To complete the implementation of the Human Resources/Payroll software module. This will allow the Department to better provide core services in ways that monitor revenues and expenditures regularly.
3. To continue a program of cross-training staff members and maintaining documentation of job duties. This will allow the Department to better provide core services by investing in County employees.
4. To adjust staff work flow so important projects maintain high priority. This will allow the Department to better provide core services in ways that monitor revenues and expenditures regularly.

5. To complete mandated reports and filings within the deadlines. This will allow the Department to better provide core services in ways that monitor revenues and expenditures regularly.

Goals

1. Continuously seek opportunities to enhance process efficiency, accuracy and timeliness and improve customer service.

2. Maintain accurate, complete and timely financial records that meet the needs of County departments, agencies and the public.
3. Improve internal controls over financial functions and systems.
4. Improve budgetary controls over expenditures and revenues.

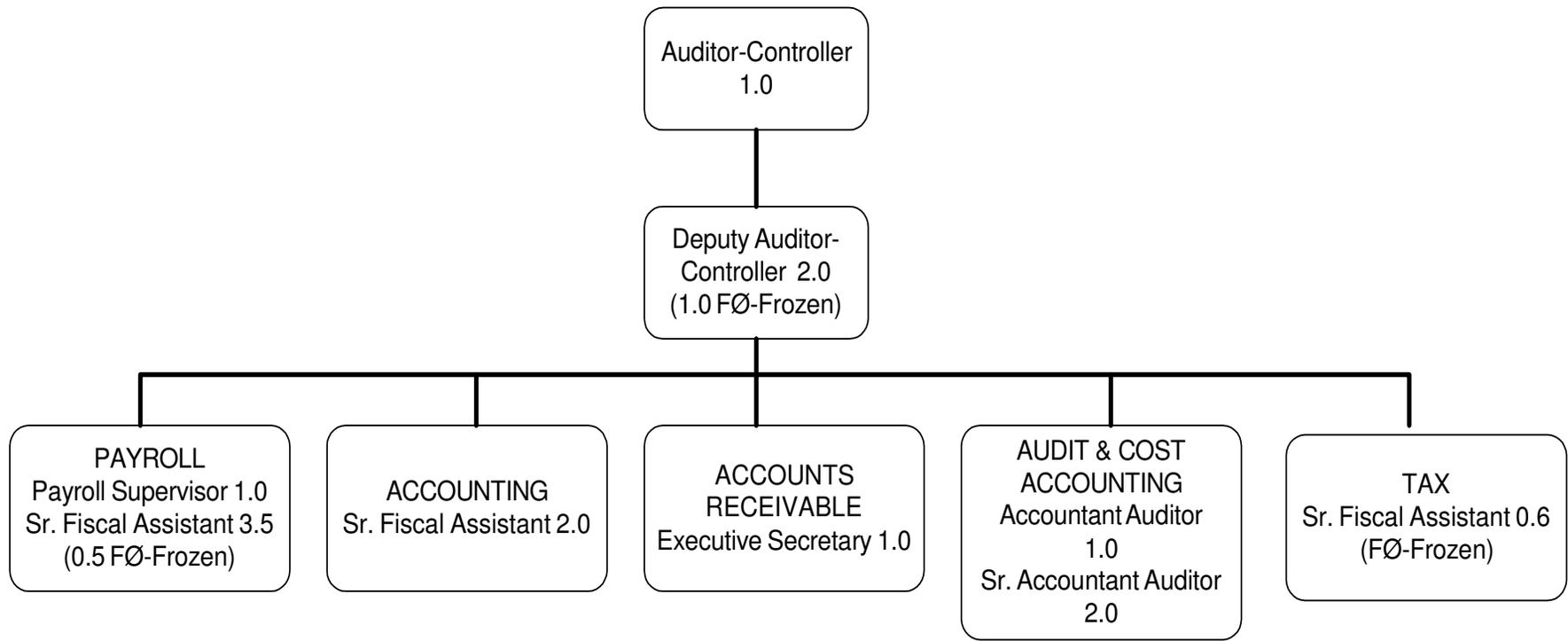


Performance Measures

1. Description of Performance Measure: Receipt transactions processed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
49,893	50,076	50,500	50,500	51,200
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of receipt transactions processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.</i>				
2. Description of Performance Measure: Journal entries processed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
2,800	2,900	2,900	2,900	3,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of journal entries processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.</i>				
3. Description of Performance Measure: Accounts payable checks				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
30,149	32,068	32,700	32,700	32,700
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of accounts payable checks issued represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.</i>				
4. Description of Performance Measure: Payroll checks/direct deposits				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
50,340	51,909	52,058	52,000	52,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of payroll checks issued and direct deposits processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.</i>				

5. <i>Description of Performance Measure: Expense transactions</i>				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
190,802	192,997	193,397	193,000	194,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: This measure is an indication of the Auditor's workload. The number of expense transactions processed represents a significant component of the office's daily activities. This allows staff to monitor revenues and expenditures regularly.</i>				

Organization Chart:



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Gov't Agencies	\$0	\$3,558	\$0	\$2,919	\$2,920	\$2,920	\$1
Other Revenues	4,233	9,871	4,337	1,478	7,646	7,646	6,168
General Fund Support	914,250	988,729	907,015	881,696	926,211	893,151	11,455
Total Revenues	\$918,483	\$1,002,158	\$911,352	\$883,174	\$933,857	\$900,797	\$17,623
Expenditures							
Salaries & Benefits	\$729,296	\$753,520	\$748,005	\$768,931	\$813,689	\$781,240	\$12,309
Supplies & Services	171,310	201,376	118,754	77,420	85,426	84,815	7,395
Other Charges	13,362	44,057	43,212	39,742	37,662	37,662	(2,080)
Fixed Assets	4,515	3,205	1,381	0	0	0	0
Total Expenditures	\$918,483	\$1,002,158	\$911,352	\$886,093	\$936,777	\$903,717	\$17,624
Staffing							
Allocated Positions	8.00	8.00	8.00	8.00	8.00	8.00	0.00
Temporary (FTE)	0.00	0.00	0.38	0.00	0.50	0.00	0.00
Total Staffing	8.00	8.00	8.38	8.00	8.50	8.00	0.00

Purpose

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

Mission

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

Recommended Budget

The recommended reduction for the General Fund contribution to the Board of Supervisors budget is 5% or \$44,848. The proposed budget includes a supplemental budget allocation of \$25,200 to restore funding for broadcasting Board meetings and Board member travel. The Board of Supervisors proposes to meet the decrease by holding frozen and unfunded the currently filled Administrative Assistant to the Board of

Supervisors position. The impact of the reductions will be limited staff support for the Board and Public.

A supplemental request for \$70,100 would restore the eliminated staff position and maintain the current level of support to the Board and service to the public. This supplemental request was not recommended for funding because it did not achieve a priority level that allowed it to be funded based on the limited available financial resources.

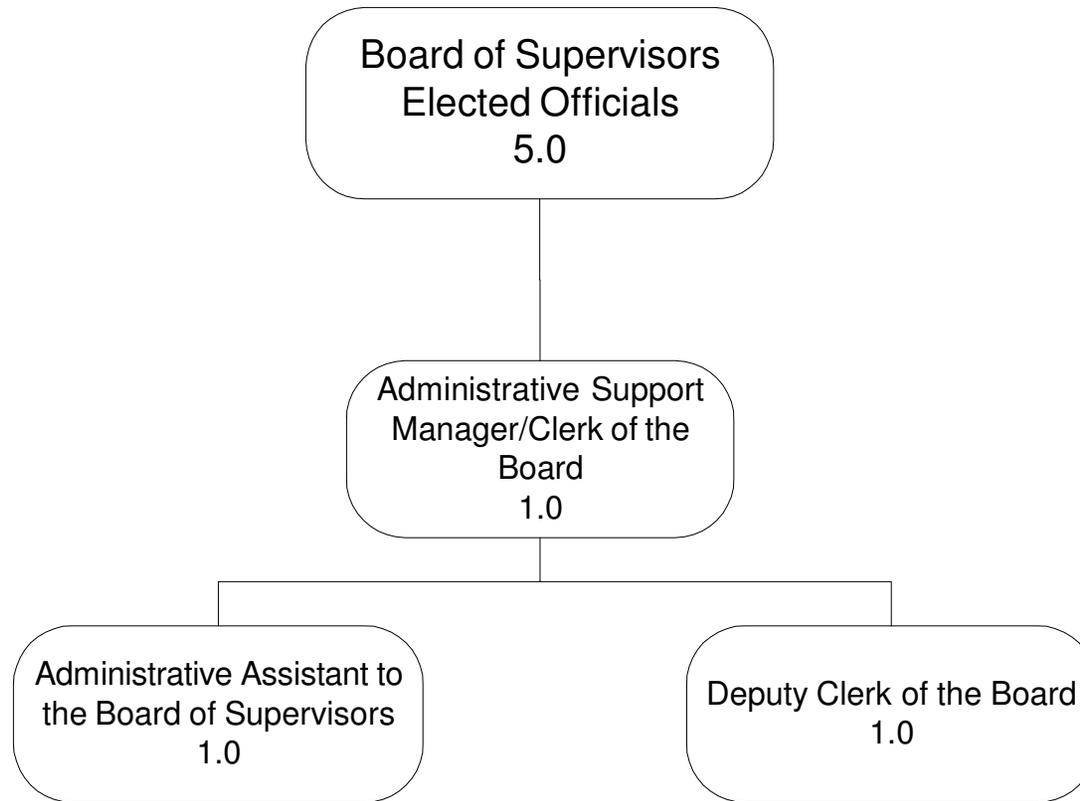
Board Adopted

The Board adopted this budget with an increase of \$62,394 from the recommended funding level to restore the Administrative Assistant to the Board position.

Program Discussion

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

Organization Chart:



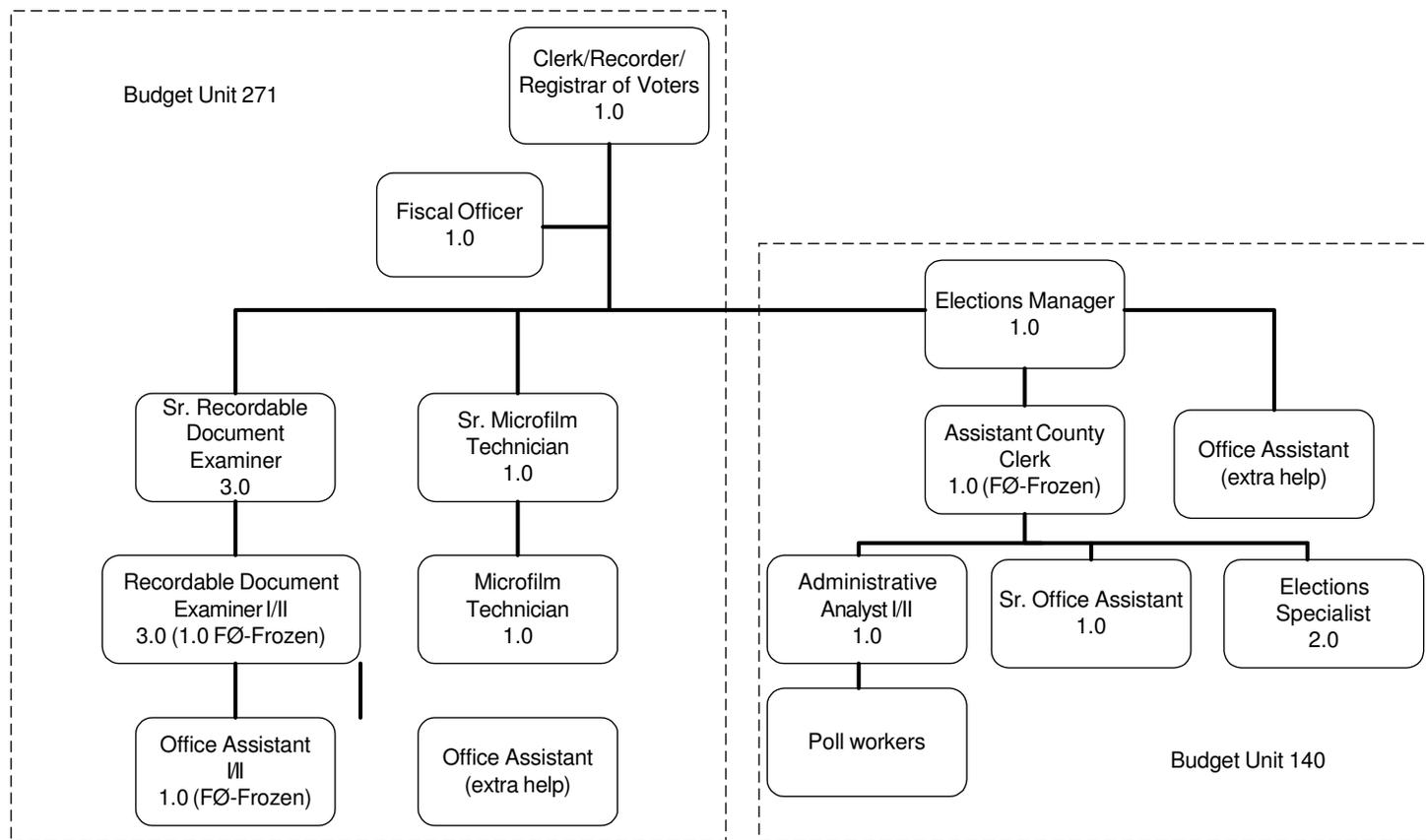


Departmental Summary Table	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Attributable to Department	\$1,091,418	\$1,191,629	\$1,168,158	\$1,867,244	\$1,253,000	\$1,253,000	(\$614,244)
General Fund Support	796,543	1,222,614	671,886	330,490	1,393,035	1,393,035	\$1,062,545
(To)/From Non GF Balance	(23,868)	816,577	311,821	(404,045)	(31,900)	(31,900)	372,145
Total Revenues	\$1,864,093	\$3,230,820	\$2,151,865	\$1,793,689	\$2,614,135	\$2,614,135	\$820,446
Expenditures							
Salaries & Benefits	\$868,873	\$987,408	\$1,018,073	\$1,078,227	\$1,080,615	\$1,080,615	\$2,388
Supplies & Services	915,331	1,467,960	1,079,836	609,216	1,250,185	1,250,185	640,969
Other Charges	54,209	71,374	53,956	54,996	89,085	89,085	34,089
Fixed Assets	25,680	704,078	0	51,250	194,250	194,250	143,000
Total Expenditures	\$1,864,093	\$3,230,820	\$2,151,865	\$1,793,689	\$2,614,135	\$2,614,135	\$820,446
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Allocated Positions	18.00	18.00	18.00	18.00	17.00	17.00	(1.00)
Temporary (FTE)	1.20	8.00	2.25	1.75	1.00	1.00	(0.75)
Total Staffing	19.20	26.00	20.25	19.75	18.00	18.00	(1.75)

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

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

Organization Chart:



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$10,952	\$296,345	\$136,836	\$278,145	\$0	\$0	(\$278,145)
Charges for Services	29,696	13,612	63,103	27,908	100,500	100,500	72,592
Other Revenues	0	0	0	123,938	0	0	(123,938)
General Fund Support	1,089,621	1,292,288	713,831	514,225	1,484,911	1,484,911	970,686
Total Revenues	\$1,130,269	\$1,602,245	\$913,770	\$944,216	\$1,585,411	\$1,585,411	\$641,195
Expenditures							
Salaries & Benefits	\$257,795	\$316,505	\$316,514	\$369,246	\$402,810	\$402,810	\$33,564
Supplies & Services	825,943	555,176	562,425	538,859	1,150,540	1,150,540	611,681
Other Charges	20,851	31,540	34,831	36,111	32,061	32,061	(4,050)
Fixed Assets	25,680	699,024	0	0	0	0	0
Total Expenditures	\$1,130,269	\$1,602,245	\$913,770	\$944,216	\$1,585,411	\$1,585,411	\$641,195
Staffing							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	3.75	5.00	1.00	0.75	1.00	1.00	0.25
Total Staffing	9.75	11.00	7.00	6.75	7.00	7.00	0.25

Purpose

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

Recommended Budget

The recommended budget for Elections is \$1,585,411, an increase of \$817,701 or 123% from FY 2010-11. The General Fund contribution increased because there are three elections scheduled for FY 2011-12 compared to one in FY 2010-11. Also a one-time transfer of \$124,000 in trust funds was utilized last year which caused revenues to be reduced for FY 2011-12. To hold costs down 1.0 FTE Assistant County Clerk position will be held frozen and unfunded.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Humboldt County Elections Office strives to ensure that all Humboldt County residents are able to exercise their right to

vote; that elections are held in a fair, accurate, and efficient manner; and to provide reliable information and the best possible service to voters, media, and others interested in elections.

2010-11 Accomplishments

1. Trained poll workers on election processes and procedures.
2. Completed the required election successfully and provided accurate results in a transparent manor.
3. Continued to educate voters on the election process.

2011-12 Objectives

1. To continue improving the processes and procedures for training poll workers.
2. To continue to educate voters on the election process and inform them of available resources.
3. To expand the inventory of available polling places that are Americans with Disabilities Act compliant.
4. To actively pursue funding for reimbursement of election activities.

1310 - Record Conversion	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$13,405	\$11,470	\$2,982	\$76	\$5,000	\$5,000	\$4,924
Charges for Services	32,449	27,727	25,537	27,264	28,000	28,000	736
Other Revenues	0	203,664	114,497	377,258	0	0	(377,258)
(To)/From Non GF Balance	(23,868)	(1)	311,824	(404,045)	(31,900)	(31,900)	372,145
Total Revenues	\$21,986	\$242,860	\$454,840	\$553	\$1,100	\$1,100	\$547
Expenditures							
Supplies & Services	\$21,136	\$241,881	\$453,599	\$0	\$1,000	\$1,000	\$1,000
Other Charges	850	979	1,241	553	100	100	(453)
Total Expenditures	\$21,986	\$242,860	\$454,840	\$553	\$1,100	\$1,100	\$547
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

The recommended budget for Record Conversion is \$1,100, a decrease of \$23,900 from FY 2010-11. The reduction is due to no record conversion being planned for FY 2011-12.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

2010-11 Accomplishments

1. Continued to recondition and restore handwritten and typed Grantee and Grantor Indexes.

2011-12 Objectives

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

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$540,784	\$421,128	\$390,658	\$367,054	\$345,000	\$345,000	(\$22,054)
Licenses & Permits	46,855	54,882	46,425	47,063	47,000	47,000	(63)
Charges for Services	417,040	393,943	387,989	567,021	512,500	512,500	(54,521)
Other Revenues	237	249	222	51,517	215,000	215,000	163,483
General Fund Support	(293,078)	(69,673)	(42,035)	(183,735)	(91,876)	(91,876)	91,859
Total Revenues	\$711,838	\$800,529	\$783,259	\$848,920	\$1,027,624	\$1,027,624	\$178,704
Expenditures							
Salaries & Benefits	\$611,078	\$670,903	\$701,560	\$708,981	\$677,805	\$677,805	(\$31,176)
Supplies & Services	68,252	85,717	63,812	70,357	98,645	98,645	28,288
Other Charges	32,508	38,855	17,887	18,332	56,924	56,924	38,592
Fixed Assets	0	5,054	0	51,250	194,250	194,250	143,000
Total Expenditures	\$711,838	\$800,529	\$783,259	\$848,920	\$1,027,624	\$1,027,624	\$178,704
Staffing							
Allocated Positions	13.00	12.00	12.00	12.00	11.00	11.00	(1.00)
Temporary (FTE)	1.20	3.00	1.00	1.00	1.00	1.00	0.00
Total Staffing	14.20	15.00	13.00	13.00	12.00	12.00	(1.00)

Purpose

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

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

Recommended Budget

The recommended budget for Recorder is \$1,027,624, an increase of \$13,905, or 1% from FY 2010-11. This is the net result of a decrease in salaries and an increase in fixed assets. Two positions will be frozen and unfunded for FY 2011-12. The positions are 1.0 Office Assistant I/II and 1.0 FTE Recordable Documents Examiner. The Department Programmer Analyst position will be eliminated and the work will now be performed by County Information Technology. Due to decreased fee volume the Recorder will reduce its contribution to the General Fund by \$61,259.

The fixed asset appropriation of \$194,250 is for completion of a new electronic recording system and will be reimbursed from the Recorder Modernization trust fund. Funds are budgeted for both software and hardware upgrades.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

The County Recorder is the official repository for all documents and maps relating to land in Humboldt County as well as the official repository for vital records of events (birth, death, and marriage) that occur in Humboldt County. The recording of documents affecting land in Humboldt County accomplishes the mandate to “impart constructive notice” of any action effecting title to real property. Once a document is recorded it becomes a part of the official record of the County and is retrievable by examining the alphabetical and chronological indexes. Revenues are generated through the collection of recording fees (mandated by State law) and the sale of copies of documents. Additionally, the Recorder’s Office maintains the records of births, deaths, and marriages that occur within Humboldt County. Per Health and Safety Code, the Recorder’s Office sells copies of these records and

certifies their accuracy. In recent years, it has become increasingly difficult to make these records available to requesting parties while protecting the identities of the individuals from theft and/or fraud. State and federal laws determine who is eligible to request records.

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

2010-11 Accomplishments

1. Began acquisition of a new recording system that will meet current and future needs.

2. Improved access to records through user subscriptions to online indexes.

2011-12 Objectives

1. To continue to improve access to records through user subscriptions to online indexes.
2. To bring online a new recording system.
3. To complete the process of truncation of personal identifying information in the Official Records.
4. To continue to increase the efficiency of all operations within both the Recorder and County Clerk's Office.



Departmental Summary	2007-08 Actual	2008-09 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues						
Attributable to Department	\$1,657,479	\$22,961,600	\$26,475,176	\$27,631,504	\$27,631,504	\$1,156,328
General Fund Support	667,909	747,681	902,846	927,918	927,918	25,072
(To)/From Non-GF Fund Balance	2,553,918	(2,491,127)	1,902,815	(109,481)	(109,481)	(2,012,296)
Total Revenues	\$4,879,306	\$21,218,154	\$29,280,837	\$28,449,941	\$28,449,941	(\$830,896)
Expenditures						
Salaries & Benefits	\$2,663,386	\$2,993,415	\$3,278,278	\$3,015,210	\$3,015,210	(\$263,068)
Supplies & Services	1,211,796	1,421,083	1,387,281	1,480,930	1,480,930	93,649
Other Charges	497,074	788,154	902,384	788,187	788,187	(114,197)
Fixed Assets	143,540	93,725	57,108	119,033	119,033	61,925
Purchased Insurance Premiums	817,542	777,196	716,744	577,015	577,015	(139,729)
Self-Insurance Expenses	23,407,382	20,861,525	22,939,438	22,469,566	22,469,566	(469,872)
Operating Rev & Contribution	(23,861,414)	(3,099,054)	(396)	0	0	396
Total Expenditures	\$4,879,306	\$23,836,044	\$29,280,837	\$28,449,941	\$28,449,941	(\$830,896)
Total Staffing	42.17	42.09	44.84	45.25	45.25	0.41

The County Administrative Office includes the following budget groupings:

Communications

- 3521 151 Communications

County Administrative Office

- 1100 103 Management & Budget Team

Economic Development Promotional Agencies

- 1100 181 Economic Development Promotional Agencies

Forester & Warden

- 1100 281 Forester & Warden

Information Technology

- 3550 118 Information Technology Team

Purchasing

- 3555 115 Purchasing and Disposition Team

Revenue Recovery

- 1100 114 Revenue Recovery Team

Risk Management

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

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

- 3555 116 Mailroom, through FY 2008-09

Performance Measures

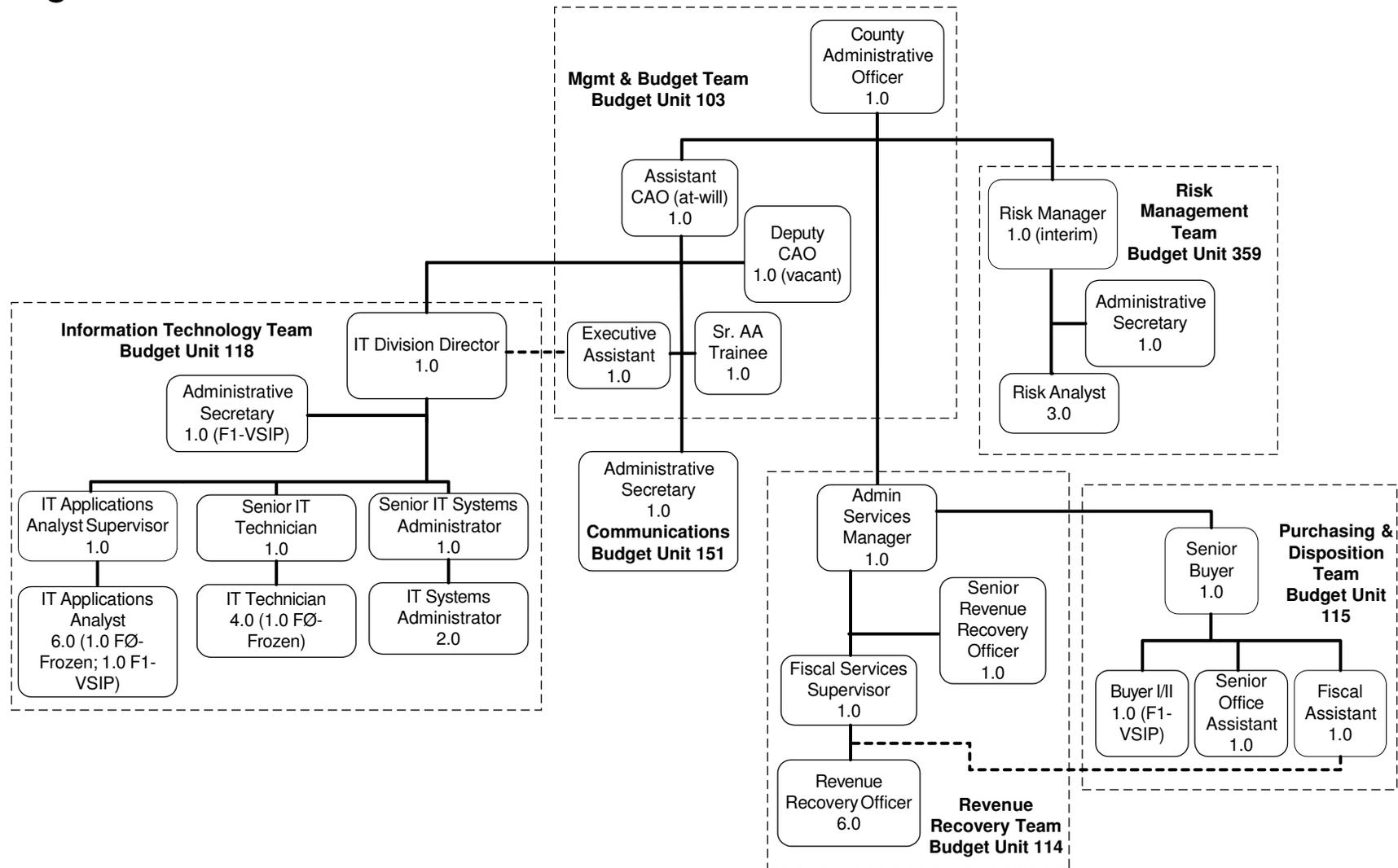
1. Description of Performance Measure: Total Annual Revenue Recovery Collections				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
\$4,640,100	\$4,850,993	\$4,780,820	\$4,800,000	\$4,900,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Collection of past-due accounts benefits the State, Superior Court, County departments, and crime victims. This allows us to enforce laws and regulations to protect residents in ways that manage our resources to maximize the availability of services.</i>				
2. Description of Performance Measure: Restricted days of work for County employees, volunteers, and others covered by the County's workers' compensation policy				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
376	1,504	1,492	1,500	1,500
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Reducing the number of restricted days of work reflects a decrease in the severity of workers' compensation claims. This allows us to create opportunities for increased safety, health and enterprise, in ways that manage our resources to maximize the availability of services.</i>				
3. Description of Performance Measure: Number of days off for employees due to work-related injuries				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
649	487	140	150	150
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Reducing the number of days off due to work-related injuries reduces the total amount of temporary disability payments made and also reduces workers' compensation premiums in future years. This allows us to create opportunities for increased safety, health and enterprise, by investing in County employees.</i>				

4. Description of Performance Measure: Number of liability claims filed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
122	64	71	90	90
<i>Describe why this measure is important and/or what it tells us about the performance of this department: The number of claims filed indicates the County’s exposure for liability. This allows us to create opportunities for increased safety, health and enterprise, in ways that manage our resources to maximize the availability of services.</i>				
5. Description of Performance Measure: Number of vision claims processed in a timely manner				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
1,175	959	1,447	1,447	1,440
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Timely processing of claims (typically, within one week) reduces the number of contacts with providers and employees on vision claims. This allows us to create opportunities for increased safety, health and enterprise, by investing in County employees.</i>				
6. Description of Performance Measure: Number of telephone systems service requests (including installations, purchases, and repairs) processed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
181	143	124	110	105
<i>Describe why this measure is important and/or what it tells us about the performance of this department: All departments submit requests to repair, purchase or install telephone systems. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services.</i>				
7. Description of Performance Measure: Number of requests for radio system purchases and repairs				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
64	28	29	25	22
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Many departments rely on a radio system to communicate with staff. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services.</i>				

8. Description of Performance Measure: Number of completed calls for Information Technology services				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
2,924	3,603	3,709	3,300	3,300
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Backlogged service requests can result in loss of productivity for the department reporting the problem to Information Technology. Completed calls reduce the backlog and lessen the potential of problems escalating while waiting for I.T. staff availability. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services.</i>				
9. Description of Performance Measure: Number of completed Information Technology project requests				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
123	178	245	133	122
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Projects are requested by departments in order to fulfill a need for new or improved technological solutions. This performance measurement indicates the timeliness of the implementation of these solutions. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services.</i>				
10. Description of Performance Measure: Average time between delivery of equipment for staging at Information Technology and delivery to the ordering department				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
1 week	1 week	1 week	2 weeks	2 weeks
<i>Describe why this measure is important and/or what it tells us about the performance of this department: Equipment deliveries are often the cornerstone for a productivity improvement at the department that has ordered the equipment. The benefit cannot be realized until the equipment is delivered to the department. I.T. aims to reduce the turnaround time while still maintaining the thoroughness and security of the staging of equipment. Due to staff vacancies the turnaround time is projected to increase next FY. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services.</i>				

11. Description of Performance Measure: Number of days when one of the County’s four radio repeaters is inoperable				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
115	4	3	3	3
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Public safety requires that the County is able to communicate with law enforcement and public works staff during day-to-day activities and during emergencies. Reducing or eliminating the number of inoperable days improves departments’ ability to communicate with staff in unincorporated areas of the County. This allows us to provide all of our core services in ways that manage our resources to maximize the availability of services and improve safety.</p>				
12. Description of Performance Measure: Number of purchase orders processed				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
2,449	3,389	2,748	2,736	2,644
<p><i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> While purchase orders are the primary basis for purchases made through the County’s Purchasing & Disposition Team, other processes such as bids, requests for proposal, utilization of state contracts, management of the County credit card program, disposition of surplus property and coordination of recycling efforts are all essential to the overall Purchasing function. It is anticipated that the number of purchase orders will decrease as usage of the CAL Card credit card program increases, and Purchasing will continue to monitor and administer this critical program. This allows us to manage our resources to maximize the availability of services.</p>				

Organization Chart:



3521 - Communications	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$0	\$110,214	\$112,434	\$108,172	\$98,527	\$98,527	(\$9,645)
Other Revenues	225,081	85,122	59,213	21,185	65,587	65,587	44,402
General Fund Contribution	0	6,600	17,936	17,936	17,936	17,936	0
(To)/From Non-GF Fund Balance	(16,085)	0	(32,124)	1,381	0	0	(1,381)
Total Revenues	\$208,996	\$201,936	\$157,459	\$148,674	\$182,050	\$182,050	\$33,376
Expenditures							
Salaries & Benefits	\$44,025	\$71,212	\$70,216	\$73,029	\$83,983	\$83,983	\$10,954
Supplies & Services	126,046	93,617	62,191	55,397	43,330	43,330	(12,067)
Other Charges	1,983	3,984	4,143	20,248	17,737	17,737	(2,511)
Fixed Assets	36,942	33,123	20,909	0	37,000	37,000	37,000
Total Expenditures	\$208,996	\$201,936	\$157,459	\$148,674	\$182,050	\$182,050	\$33,376
Staffing							
Allocated Positions	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.00	0.00	0.75	0.75	0.75	0.75	0.00
Total Staffing	1.00	1.00	1.75	1.75	1.75	1.75	0.00

Purpose

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

Recommended Budget

The Communications budget proposal includes reductions in communications charges to departments for FY 2011-12 of 8%. Other revenues are recommended to be increased through a transfer from the Telephone Capitalization fund and cell tower lease revenues. The proposed \$37,000 in fixed assets is for the installation of safety railing around the perimeter of the courthouse roof.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The primary functions in both the radio and telephone programs consist of maintenance contract administration, system design and equipment specification, Capitalization fund management, and monthly bill auditing, payment and cost distribution to departments. Communications is an Internal Service Fund, and performs services for other County departments on a cost for service basis.

2010-11 Accomplishments

1. Established new radio repeater site on Trinidad Head in U.S. Coast Guard radio vault. It is referred to as F Repeater or E Repeater North, and aids in provision of community-appropriate levels of public safety communications service.
2. Began documentation of radio frequency infrastructure and inventory radio sites plus handheld and mobile radio devices. This increased our provision of core services in ways that monitor revenues and expenditures.
3. Received confirmation of third-party funding and made plans to have primary 2GHz microwave link between County Courthouse and Mt. Pierce replaced/moved. This demonstrates our ability to partner to promote quality services through public/private partnerships.
4. Developed enhanced call logging procedures for radio and telephone trouble calls. This increased our provision of core services in ways that maximize the availability of services.
5. Maintained and enhanced existing radio sites as appropriate. This increased our provision of core services in ways that maximize the availability of services.

2011-12 Objectives

1. To complete installation of new primary 2GHz microwave link between County courthouse and Mt. Pierce, through private funding. This will allow opportunity for improvement of health, safety, and welfare.
2. To develop mountaintop radio repeater telemetry for maintenance and troubleshooting access. This will increase our ability to create opportunities for improved safety, health and enterprise.
3. To develop enhanced wireless communications between the McKinleyville Sheriff's substation, Arcata-Eureka Airport, McKinleyville Public Works (Roads)

- maintenance yard, the airport firehall, County animal shelter, and the courthouse main site. This will aid in the provision of community-appropriate levels of communication services and create opportunities for improved health, safety, and enterprise.
4. To continue to document radio frequency infrastructure and inventory radio sites, plus handheld and mobile radio devices, in order to monitor our assets and determine outside source funding needs.

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$13,226	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Charges for Services	105,790	0	0	2,729	0	0	(2,729)
Other Revenues	570	8,950	593	0	0	0	0
General Fund Support	608,240	604,070	731,791	694,995	690,345	690,345	(4,650)
Total Revenues	\$727,826	\$663,020	\$782,384	\$747,724	\$740,345	\$740,345	(\$7,379)
Expenditures							
Salaries & Benefits	\$549,156	\$527,796	\$580,222	\$587,764	\$497,042	\$497,042	(\$90,722)
Supplies & Services	144,909	91,204	166,334	133,163	189,147	189,147	55,984
Other Charges	33,761	41,399	35,828	26,797	54,156	54,156	27,359
Fixed Assets	0	2,621	0	0	0	0	0
Total Expenditures	\$727,826	\$663,020	\$782,384	\$747,724	\$740,345	\$740,345	(\$7,379)
<hr/>							
Allocated Positions	5.00	6.00	6.00	6.00	5.00	5.00	(1.00)
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	5.00	6.00	6.00	6.00	5.00	5.00	(1.00)

Purpose

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

Recommended Budget

The recommended reduction for the General Fund contribution to the Management and Budget Team is 5% or \$38,726. This includes a supplemental budget allocation of \$38,000 for a federal lobbying contract. To accomplish budget reductions salaries are proposed to be reduced by \$88,754 or 15% and travel by 8%.

The impacts of the reductions will be delays in updating policies, contract negotiations and less staff time spent providing support and guidance to departments. Work flow and project deadlines will also be impacted.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

2010-11 Accomplishments

1. Provided training to County staff on agenda item preparation and budgeting revenues and expenditures. This helped ensure a well-trained workforce.
2. Held seven community outreach meetings on the budget. This managed resources to maximize the availability of services by educating the public about County government and its functions.
3. Prepared a balanced budget for FY 2011-12. This will allow the County to provide core services in ways that

monitor revenues and expenditures while providing community-appropriate levels of service.

4. Concluded a new contract for federal lobbying services. This ensures that the County remains engaged in being an effective voice for the community.

2011-12 Objectives

1. To work with departments to identify areas of consolidation, restructuring and other long-term budgetary solutions that will provide for the preparation of a balanced budget for FY 2012-13. This will improve

how resources are managed to maximize the availability of services.

2. To continue to provide budget and financial training to County staff. This will manage resources to maximize the availability of services and ensure a well-trained workforce.
3. To update the County Policy and Procedures manual. This will create opportunities for improved safety, health and enterprise.
4. To enhance the legislative platform for 2012. This will allow for increased effectiveness in being a voice for the community and County.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$191,090	\$240,210	\$203,552	\$192,964	\$204,462	\$204,462	\$11,498
Total Revenues	\$191,090	\$240,210	\$203,552	\$192,964	\$204,462	\$204,462	\$11,498
Expenditures							
Other Charges	\$191,090	\$240,210	\$203,552	\$192,964	\$204,462	\$204,462	\$11,498
Total Expenditures	\$191,090	\$240,210	\$203,552	\$192,964	\$204,462	\$204,462	\$11,498
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

The recommended reduction in the Economic Development Promotion General Fund allocation is 8% of the dedicated 16% for HCCVB or 14.7%. This represents 18.7% of the prior year's TOT revenue. RREEL did not receive a reduction based on contractual requirements.

Expenses in this budget unit are based on TOT receipts in FY 2009-10. TOT revenues decreased \$41,697 or 4% from FY 2008-09 to FY 2009-10.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

In FY 2007-08 the Humboldt Film & Digital Media Commission (HFDMC), formerly a part of HCCVB, was split off into a separate organization. In 2010 HFDMC became RREEL. Both RREEL and HCCVB receive a portion of the County's annual TOT. In FY 2010-11, due to budget reductions the allocation was 17% of the prior year's actual TOT revenue. The HCCVB received 13.6% of the TOT and HFDMC received 3.4%.

The FY 2011-12 budget is based on actual TOT received in FY 2009-10 which was \$1,093,382.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$111,134	\$120,722	\$237,021	\$158,811	\$206,757	\$206,757	\$47,946
General Fund Support	0	26,214	0	56,886	70,380	70,380	13,494
Total Revenues	\$111,134	\$146,936	\$237,021	\$215,697	\$277,137	\$277,137	\$61,440
Expenditures							
Other Charges	\$111,134	\$146,936	\$237,021	\$215,697	\$277,137	\$277,137	\$61,440
Total Expenditures	\$111,134	\$146,936	\$237,021	\$215,697	\$277,137	\$277,137	\$61,440
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Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget unit provides for support of fire suppression services in the Trinidad area and cooperative fire dispatch services for smaller fire districts throughout the County.

Expenditures for the Trinidad area are offset by a Special Assessment District, Community Service Area #4 (CSA #4), for fire services.

Recommended Budget

Cooperative dispatch services increased by 64% from FY 2010-11 primarily due to the State changing their billing process to better recoup the actual cost of providing the service. This resulted in an increase to the General Fund of \$27,369. The recommended budget provides funding for the maximum amount of the contract. Historically actual costs have been lower and it is hoped that the General Fund allocation will not be utilized.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

In addition, this budget unit also provides a 75 percent share of the Co-op Fire Dispatch. Fire dispatch services are provided by Cal FIRE. The cost of fire dispatch services is partially offset by the Dispatch Co-op (Cities of Trinidad, Ferndale, Rio Dell, and 25 fire protection districts), with the balance of the cost funded by the General Fund.

3550 - Information Technology	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$0	\$0	\$2,713,391	\$2,590,186	\$2,394,574	\$2,394,574	(\$195,612)
Other Revenues	23,840	60,443	2	101	0	0	(101)
(To)/From Non-GF Fund Balance	70,334	(22,781)	206,888	83,176	0	0	(83,176)
Total Revenues	\$94,174	\$37,662	\$2,920,281	\$2,673,463	\$2,394,574	\$2,394,574	(\$278,889)
Expenditures							
Operating Rev & Contribution	(\$1,863,589)	(\$2,617,890)	\$0	\$0	\$0	\$0	\$0
Salaries & Benefits	1,293,891	1,420,100	1,431,323	1,372,811	1,267,652	1,267,652	(105,159)
Supplies & Services	563,998	1,013,670	1,123,138	985,269	1,000,613	1,000,613	15,344
Other Charges	31,285	163,802	288,417	258,275	59,276	59,276	(198,999)
Fixed Assets	68,589	57,980	77,403	57,108	67,033	67,033	9,925
Total Expenditures	\$94,174	\$37,662	\$2,920,281	\$2,673,463	\$2,394,574	\$2,394,574	(\$278,889)
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Allocated Positions	18.00	18.00	18.00	18.00	18.00	18.00	0.00
Temporary (FTE)	0.10	0.00	0.25	1.00	2.00	2.00	1.00
Total Staffing	18.10	18.00	18.25	19.00	20.00	20.00	1.00

Purpose

Information Technology (IT) is responsible for assisting County departments and staff in improving work methods and productivity through the application and use of a variety of automated services, methodologies, and information technologies. IT also maintains the integrity and security of official County information.

Recommended Budget

The recommended budget for Information Technology is \$2,394,574, a decrease of \$164,781 or 7% from FY 2010-11. The reduction will result in four positions being held frozen and unfunded as well as reductions in services and supplies. The positions are 1.0 FTE Administrative Secretary, 1.0 FTE IT Technician and 2.0 FTE IT Applications Analyst. These reductions will be passed on to County departments through decreased Information Technology service charges.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

2010-11 Accomplishments

1. Upgraded Integrated Financial Accounting System (IFAS) software platform to include the browser based Human Resource software module. This improved the management of resources maximizing the availability of services.
2. Implemented JAMS (Juvenile & Adult Management System) – adult side for Probation Department. This created opportunities for improved safety, health, and enterprise.
3. Developed a comprehensive security program for the County IT environment with new anti-virus software. This allowed IT to manage County resources to maximize the availability of services.

2011-12 Objectives

1. To determine and analyze opportunities for increased efficiencies for data entry and process flow within the

Information Technology (3550 118)

Phillip Smith-Hanes, County Administrative Officer

IFAS platform; and upgrade IFAS to include Position Budgeting and Employee online modules. This upgrade will allow the County to maximize the availability of services through an integrated budgeting software which allows for improved monitoring of County revenues and expenditures.

2. To automate and improve problem reporting mechanisms to mitigate effect of reduced staffing. This will allow IT to manage County resources to maximize the availability of services.
3. To migrate off decade-old Windows 2000 based platform and email environment to newer Windows

2008 and Exchange Server 2010 environments. This will increase the provision of core services in ways that invest in County employees.

4. To develop new website that is easy to use and maintain. This will allow the County to provide community-appropriate levels of service and promote technological autonomy of citizens.
5. To replace the jail's Correctional Management System with the Offender Management System. This will create opportunities for improved safety, health, and enterprise.



3555 - Central Service ISF	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$222,184	\$246,333	\$281,645	\$217,001	\$198,462	\$198,462	(\$18,539)
Other Revenues	8,201	6,231	29,054	1,786	5,500	5,500	3,714
(To)/From Non-GF Fund Balance	(29,348)	30,894	(54,877)	105,792	23,987	23,987	(81,805)
Total Revenues	\$201,037	\$283,458	\$255,822	\$324,579	\$227,949	\$227,949	(\$96,630)
Expenditures							
Salaries & Benefits	\$172,313	\$199,564	\$187,280	\$239,601	\$146,575	\$146,575	(\$93,026)
Supplies & Services	21,872	58,503	31,023	32,050	31,215	31,215	(835)
Other Charges	2,605	22,891	37,519	52,928	50,159	50,159	(2,769)
Fixed Assets	4,247	2,500	0	0	0	0	0
Total Expenditures	\$201,037	\$283,458	\$255,822	\$324,579	\$227,949	\$227,949	(\$96,630)
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Allocated Positions	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	4.00	4.00	4.00	4.00	4.00	4.00	0.00

Purpose

Pursuant to Section 245-1 *et seq.* of the Humboldt County Code, the Purchasing and Disposition Team procures, rents and/or leases materials, supplies, and equipment as needed by departments. Purchasing negotiates with contractors for limited services at the best possible price. Purchasing facilitates the reuse of office furniture and equipment before selling or disposing of unusable materials. Purchasing focuses on volume buying, product standardization, creating vendor competition, evaluating vendor performance, and overall procurement coordination.

Recommended Budget

The recommended budget for Purchasing is \$227,949, a decrease of \$93,301 or 29% from FY 2010-11. The decrease is the result of a reduction in the use of fund balance to finance operations and a cutback in revenues. Charges for services to County departments were set at 92% of FY 2010-11 levels. Reductions were achieved primarily through a restructuring of staff resulting in anticipated salary savings of \$72,023 for FY 2011-12. One Buyer I/II position will be held frozen and unfunded due to the VSIP program.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

2010-11 Accomplishments

1. Completed internal purchasing procedure, as well as streamlined accounts payable processing. This expedited payments to vendors resulting in greater vendor performance and an increased ability to negotiate vendor services, therefore managing resources to maximize the availability of services.
2. Increased the Team's knowledge of available commodity contracts through various State and federal buying groups and utilized contracts to reduce time spent on bidding routine commodities. This ensured a well-trained workforce to manage resources and maximize the availability of services.
3. Provided potential cardholders with comprehensive tools and training to properly and effectively use the CAL Card credit card program. This improved the management of resources maximizing the availability of services.
4. Monitored CAL Card credit card program to maximize benefits and mitigate any inappropriate usage. This

Purchasing & Disposition Team (3555 115)

Phillip Smith-Hanes, County Administrative Officer

improved the management of resources and availability of services by regularly monitoring expenditures.

5. Instituted Locally-Operated Business Preference Policy. This engaged new partners and encouraged new markets for local goods and services.

2011-12 Objectives

1. To develop a vendor registration component and post on Purchasing web page. This will allow Purchasing to engage new partners and encourage new markets.

2. To institute electronic payments to vendors. This will improve the management of County resources to maximize the availability of services.
3. To finalize County Purchasing policy and update County codes as related to Purchasing. This will manage County resources to maximize the availability of services.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Fines, Forfeits & Penalties	\$123,211	\$0	\$0	\$0	\$0	\$0	\$0
Other Gov't Agencies	36,677	28,644	25,733	30,411	27,000	27,000	(3,411)
Charges for Services	418,417	650,952	684,094	654,689	782,265	782,265	127,576
Other Revenues	1,963	3,963	5,669	6,667	7,000	7,000	333
General Fund Support	(131,421)	(122,811)	(111,653)	(41,999)	(37,269)	(37,269)	4,730
Total Revenues	\$448,847	\$560,748	\$603,843	\$649,768	\$778,996	\$778,996	\$129,228
Expenditures							
Salaries & Benefits	\$294,222	\$373,093	\$422,004	\$461,872	\$522,735	\$522,735	\$60,863
Supplies & Services	116,221	164,932	155,740	139,123	167,798	167,798	28,675
Other Charges	38,404	22,723	26,099	48,773	73,463	73,463	24,690
Fixed Assets	0	0	0	0	15,000	15,000	15,000
Total Expenditures	\$448,847	\$560,748	\$603,843	\$649,768	\$778,996	\$778,996	\$129,228
Staffing							
Allocated Positions	8.00	8.00	8.00	9.00	9.00	9.00	0.00
Temporary (FTE)	1.00	0.90	1.00	0.90	0.50	0.50	(0.40)
Total Staffing	9.00	8.90	9.00	9.90	9.50	9.50	(0.40)

Purpose

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

Recommended Budget

The recommended budget for Revenue Recovery will increase its contribution to the General Fund by \$3,526 or 10%.

The Court's transition from CRIMES to SUSTAIN has created a significant impact on the amount of time it takes to locate and enter new accounts. The Court will now send Revenue Recovery Failure to Appear accounts. This will increase new accounts during the transition by approximately 2,000 accounts per month. This is a significant increase from the three-year average of 957 accounts monthly.

Fixed asset funding is being allocated to provide for an expansion of the Revenue Recovery office space. The increase in accounts has resulted in a need for additional space. The cost of the remodel will be fully offset by revenues.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

2010-11 Accomplishments

1. Designed processes for the automated entry of Court ordered infraction cases. This increased the provision of core services by enforcing laws and regulations to protect residents.
2. Worked with Superior Court and other County agencies to streamline communication and simplify the exchange of necessary information. This increased the provision of core services in ways that ensures a well trained workforce.
3. Implemented a web-based locate tool to enhance Court ordered debt collection and the collection of County fees. This increased the provision of core services by enforcing laws and regulations to protect residents.
4. Worked cohesively with the Court in the pursuit of traffic infraction cases not previously assigned to the County for collection. This increased the provision of core services by enforcing laws and regulations to protect residents.

2011-12 Objectives

1. To implement the automated entry of Court ordered debt cases and County debt accounts in order to best use available staff and technology. The automated entry increases productivity and allows more time for cross functional training for employees to understand all functions within the team. This will allow for investment in County employees through well managed resources which maximize the availability of services.
2. To continue coordinated efforts to streamline and simplify the exchange of necessary information between the Superior Court, Humboldt County departments and the public. This will allow more transparent and accessible services to the public.
3. To increase outreach efforts to educate County departments about Revenue Recovery services. This will allow the facilitation of public partnerships to solve problems.
4. To investigate innovative collection tools for the continued enhancement of Court ordered debt collections and the collection of County debt. This will allow the enforcement of laws and regulations to protect residents.

Risk Management Summary

Phillip Smith-Hanes, County Administrative Officer

Risk Management Summary	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Use of Money & Property	\$146,191	\$116,012	\$98,045	\$42,841	\$10,000	\$10,000	(\$32,841)
Charges for Services	0	19,803,293	20,464,991	21,811,302	23,089,405	23,089,405	1,278,103
Other Revenues	37	1,289,841	311,559	757,645	678,491	678,491	(79,154)
Trust Fund Revenue	2,000	0	0	0	0	0	0
(To)/From Non-GF Fund Balance	(50,457)	(2,047,149)	499,403	1,716,180	(133,468)	(133,468)	(1,849,648)
Total Revenues	\$97,771	\$19,161,997	\$21,373,998	\$24,327,968	\$23,644,428	\$23,644,428	(\$683,540)
Expenditures							
Salaries & Benefits	\$328,118	\$427,823	\$460,202	\$543,201	\$497,223	\$497,223	(\$45,978)
Supplies & Services	38,989	30,983	29,570	42,279	48,827	48,827	6,548
Other Charges	84,892	163,524	27,147	86,702	51,797	51,797	(34,905)
Fixed Assets	68,721	0	0	0	0	0	0
Purchased Insurance Premiums	817,542	777,196	767,577	716,744	577,015	577,015	(139,729)
Self-Insurance Expenses	20,757,334	20,861,525	20,089,769	22,939,438	22,469,566	22,469,566	(469,872)
Operating Rev & Contribution	(21,997,825)	(3,099,054)	(267)	(396)	0	0	396
Total Expenditures	\$97,771	\$19,161,997	\$21,373,998	\$24,327,968	\$23,644,428	\$23,644,428	(\$683,540)
Staffing							
Allocated Positions	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	5.00	5.00	5.00	5.00	5.00	5.00	0.00

Purpose

Risk Management is a Team 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 administration of all employee benefit programs, self insured and premium based. Risk Management is responsible for claims administration of the self-insured liability programs and supervising the County’s third-party administrator for primary workers’ compensation.

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

The Risk Management program includes the following budget units:

- 3520 359 Risk Management Administration
- 3522 322 Employee Benefits
- 3523 353 Workers’ Compensation
- 3524 354 Liability
- 3525 355 Medical Plan
- 3526 356 Dental Plan
- 3527 357 Unemployment
- 3528 358 Purchased Insurance Premium

Recommended Budget

The budget for FY 2011-12 Risk Management budget grouping includes \$2,386,719 in reduced expenditures, which are in turn passed onto departments. These reductions were achieved on the successes of loss prevention programs and use of fund balance. The use fund balance in the Liability and Workers’ Compensation funds made it possible to reduce the insurance costs to most departments. The methodology of using fund balances to lower budget costs is not a sustainable technique to continue to lower costs to departments in future fiscal years.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

Risk Management administers the County’s self-insured and premium based benefits, vision, dental, life insurance,

voluntary insurance, health insurance, unemployment benefits and liability claims. Risk Management also works with the County’s third-party administrator for the workers’ compensation program. Risk Management provides training workshops to County employees on safety, discrimination, ethics, State and federally required training, defensive driving, and disaster compliance with National Incident Management Systems and Standardized Emergency Management Systems. Risk Management develops and provides academy training to enhance leadership skills for County managers and supervisors. Risk Management consults with departments in regards to safety and health issues, and assists in developing loss prevention programs and policies. Risk Management actively participates with the California State Association of Counties Excess Insurance Authority (CSAC-EIA) in Third Party Administrator contracts and insurance coverage renewals.

3520 359 Risk Management Administration

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

The adopted budget for FY 2011-12 is \$594,456, an increase of \$2,555, from FY 2010-11. This increase can be attributed to changes in A-87 charges.

3522 322 Employee Benefits

This budget is new for FY 2011-12 and provides funding for vision, life insurance, the employee assistance program, dental

insurance, as well as the insurance continuation mandate through the Federal Government enacted Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

The adopted budget for FY 2011-12 is \$324,165.

3523 353 Workers’ Compensation

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

The adopted budget for FY 2011-12 is \$3,561,778, a decrease of \$185,384, or 5%, from FY 2010-11. This is the result of decreased premiums.

3520 354 Liability

This budget provides funding for Claims for Damages and lawsuits filed against the County, and also funds any investigative costs or expenses associated with existing or potential claims.

The adopted budget for FY 2011-12 is \$1,236,513, a decrease of \$139,137, or 10%, from FY 2010-11.

3525 355 Medical Plan

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

The adopted budget for FY 2011-12 is \$14,737,871, a decrease of \$545,021, or 4%.

3526 356 Dental Plan

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

The adopted budget for FY 2011-12 is \$1,604,353, an increased of \$218,390, or 16%. This increase is due to a change in the way affiliates insurance was budgeted.

3527 357 Unemployment

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

The adopted budget for FY 2010-11 is \$480,000 an increase of \$135,986, or 40%, from FY 2010-11. This is due to increased unemployment claim costs.

3528 358 Purchased Insurance Premiums

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

The adopted budget for FY 2011-12 is \$1,105,292 a decrease of \$1,443,044, or 56%, from FY 2010-11. This decrease can be attributed to a reduction of the earthquake loss expense, elimination of the fire loss expense and moving life insurance costs to the new budget unit.

2010-11 Accomplishments

1. Worked with local fire districts to implement strong loss prevention programs as a result of insurers’ requirements. This created opportunities for improved safety, health and enterprise.
2. Re-established the Employee Benefits Committee to examine health care options for employees. This will allow for investment in County employees while managing resources.
3. Continued to monitor and evaluate County insurance coverage to assure appropriate coverage and continued to implement loss prevention programs to help reduce premiums. This increased the provision of core services in ways that monitor revenues and expenditures regularly.
4. Began the development of the county-wide Business Continuity Plan. This will ensure the County’s ability to provide services in the event of a disaster.

2011-12 Objectives

1. To provide contract workshops to educate staff on contract structure and appropriate language and to provide a standardized contract format for all County contracts and agreements. This will ensure a well-trained workforce.

Risk Management Summary

Phillip Smith-Hanes, County Administrative Officer

2. To improve, simplify and update all Risk Management policies and install them online both on the Intranet and the loss prevention platform “Target Safety”. This will allow the County to manage our resources to maximize the availability of services.
3. To implement an insurance certificate tracking program to assure current certificates and bonds are in place for all County contracts.
4. To assist in the development of a long term plan to fulfill the goals and financial adjustments necessary to comply with the National Health Care Reform Act. This will create opportunities for improved safety, health and enterprise.
5. To continue to work with County departments in providing a safe and healthy workplace for County employees. This will increase the provision of core services in ways that invest in County employees.





1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$579,929	\$746,313	\$945,504	\$129,592	\$96,450	\$96,450	(\$33,142)
General Fund Support	1,551,527	1,427,078	1,269,421	1,189,048	1,464,289	1,464,289	275,241
Total Revenues	\$2,131,456	\$2,173,391	\$2,214,925	\$1,318,640	\$1,560,739	\$1,560,739	\$242,099
Expenditures							
Salaries & Benefits	\$1,911,113	\$1,992,672	\$1,983,702	\$2,113,679	\$2,146,874	\$2,146,874	\$33,195
Supplies & Services	149,958	139,645	190,690	168,242	162,123	162,123	(6,119)
Other Charges	25,217	41,074	40,533	38,260	35,380	35,380	(2,880)
Fixed Assets	45,168	0	0	0	0	0	0
Expense Transfer	0	0	0	(1,001,541)	(783,638)	(783,638)	217,903
Total Expenditures	\$2,131,456	\$2,173,391	\$2,214,925	\$1,318,640	\$1,560,739	\$1,560,739	\$242,099
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Allocated Positions	21.00	21.00	21.00	21.00	21.00	21.00	0.00
Temporary (FTE)	1.12	1.12	1.00	0.75	0.25	0.25	(0.50)
Total Staffing	22.12	22.12	22.00	21.75	21.25	21.25	(0.50)

Purpose

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

Mission

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

Recommended Budget

The recommended reduction in County Counsel’s General Fund contribution is 8% or \$107,330. In order to meet the recommended budget reductions for FY 2011-12, three positions in the office will be held frozen and unfunded. Those positions are 1.0 FTE Senior Legal Secretary, 1.0 FTE Code

Enforcement Investigator and 1.0 FTE Child Welfare Services Investigator. Voluntary furloughs were also used to achieve the reduction.

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

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

- The **General Services Unit** provides legal advice to all County departments and, when requested, provides legal advice to the Grand Jury, the Humboldt First 5 program for children’s welfare, and some special districts. The representation includes, but is not limited to, the trial of conservatorship cases, mental health writs, Riese hearings (determination of capacity of mental health patients to give or withhold informed consent for administration of antipsychotic medication), bail bond forfeitures, jail writs, weapons confiscation filings, pitchess motion defense,

personnel hearings, election issues, review of contracts/agreements, review of licenses, review of leases, review of Memoranda of Understanding, review of Joint Powers Agreements, review of agenda items, review of procedures and protocols, review of guidelines, review of Requests for Proposals, responses to subpoenas, Public Records Act requests, and other legal demands, including writs of mandate and other litigation. This office is in charge of keeping the County Code updated and maintaining it online.

- The **Child Welfare Services Unit** provides legal services to Child Welfare Services from the trial court to the appellate court level.
- The **Code Enforcement Unit** performs investigation, inspection, abatement and compliance work related to the uses, maintenance and safety of land and structures. This includes zoning, public nuisance, neighborhood preservation, hazardous materials, waste disposal, air pollution, Uniform Codes (Building, Housing, Abatement of Dangerous Buildings), public health and safety, and abatement of abandoned vehicles and related equipment. The Code Enforcement Unit's placement within the Office of the County Counsel gives it the ability to pursue administrative and/or civil remedies, which results in a much more effective compliance capability. The Unit has the ability to attend community meetings to assist the public in solving neighborhood issues.

2010-11 Accomplishments

1. Litigated successfully on behalf of the County in the California Court of Appeal, First Appellate District, which resulted in many favorable decisions in juvenile dependency cases. This allowed us to enforce laws and regulations to protect residents, including Humboldt County's children.
2. Participated in the local Annual Education Summit with attorney presentation. This increased the ability to facilitate public/private partnerships to solve problems.
3. Drafted and Board of Supervisors adopted the County Counsel Record Retention Policy. This policy allowed us to manage our resources and space to maximize the availability of services.
4. Conducted various trainings for County departments, including agenda items, contracts, and inspection warrants. This helped ensure a well-trained workforce.
5. Processed approximately 750 junk vehicles by the Code Enforcement Unit, and the Unit also completed a nuisance abatement in Fieldbrook which removed five junk cars, four junk RVs, three 40-yard dumpsters of solid waste and approximately 100 waste tires. This activity assisted in providing community-appropriate levels of service and enforced laws and regulations to protect residents.

2011-12 Objectives

1. To continue to expand training to our clients to keep them up-to-date on the current law. This will increase the ability to ensure a well-trained workforce.
2. To continue to update the Index to the County Code. This increases the ability to enforce laws and regulations to protect residents.
3. To update and modernize the office filing system. This increases our ability to manage our resources to maximize the availability of services.
4. To provide assertive representation in non-criminal litigation and administrative hearings. This increases our ability to enforce laws and regulations to protect citizens.

5. To continue to write procedure manuals for the secretarial and support staff. This allows us to manage our resources to maximize the availability of services.

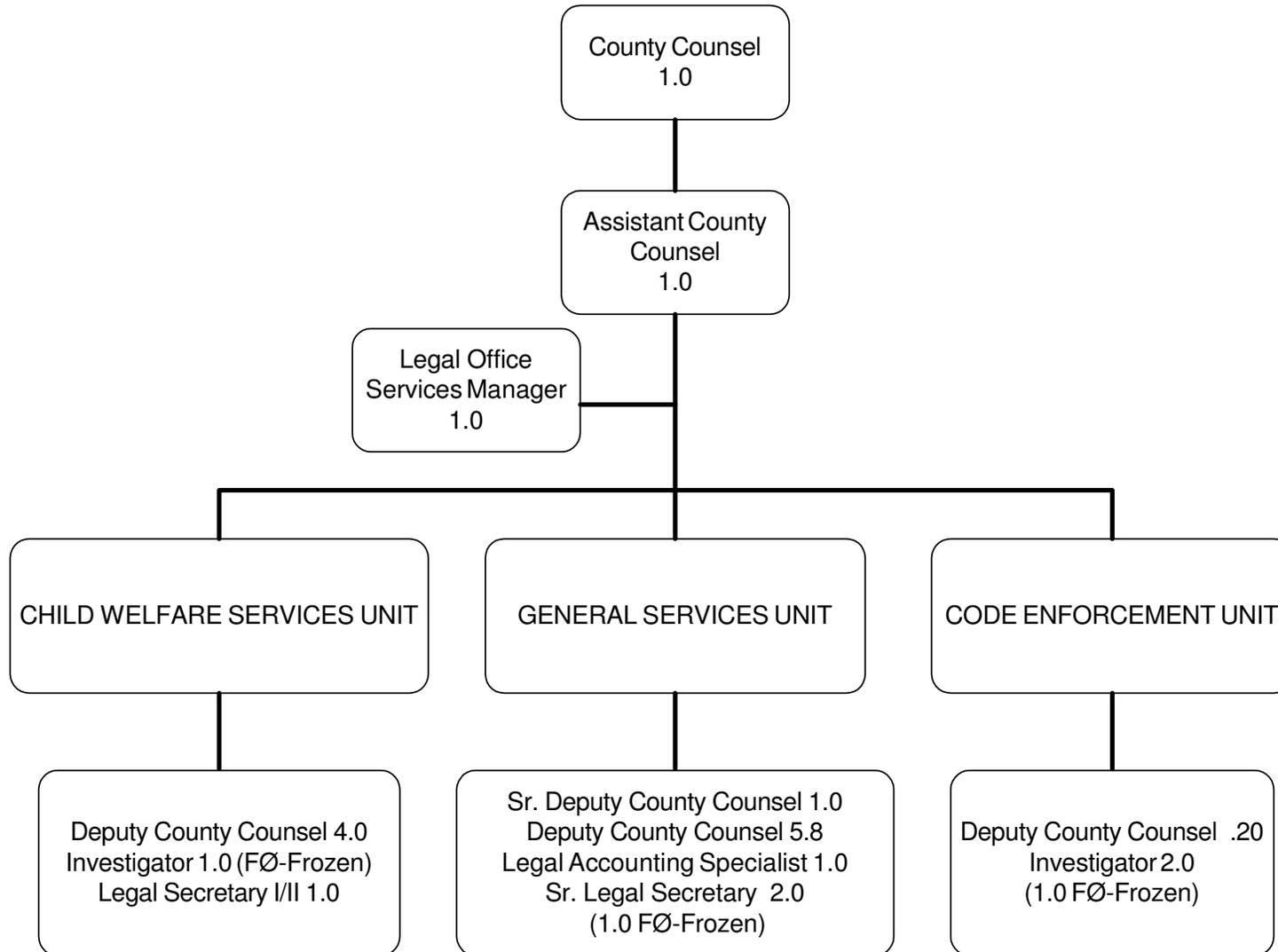
Goals

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

Performance Measures

1. <i>Description of Performance Measure: Percentage of matters and legal documents completed within the required time frames</i>				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
100%	100%	100%	100%	100%
<i>Describe why this measure is important and/or what it tells us about the performance of this department: The timeliness of the delivery of legal services is essential for success. This allows us to provide community-appropriate levels of service, by assisting County departments in ways that manage our resources to maximize the availability of services.</i>				
2. <i>Description of Performance Measure: Percentage of cases on appeal where County position was overturned</i>				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Projected</i>
0%	1%	0%	1%	0%
<i>Describe why this measure is important and/or what it tells us about the performance of this department: The County does not appeal cases frivolously and a loss at the appellate level will have an effect on the delivery of services at the County level. This allows us to enforce laws and regulations to protect residents.</i>				

Organization Chart:



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

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$268,183	\$277,005	\$270,758	\$302,551	\$283,976	\$283,976	(\$18,575)
General Fund Support	1,121,329	1,073,298	1,192,797	1,010,702	1,038,618	509,057	(501,645)
Total Revenues	\$1,389,512	\$1,350,303	\$1,463,555	\$1,313,253	\$1,322,594	\$793,033	(\$520,220)
Expenditures							
Other Charges	\$1,389,512	\$1,350,303	\$1,463,555	\$1,313,253	\$1,322,594	\$793,033	(\$520,220)
Total Expenditures	\$1,389,512	\$1,350,303	\$1,463,555	\$1,313,253	\$1,322,594	\$793,033	(\$520,220)
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

The proposed budget includes a small increase for Proposition 172 (public safety sales tax) revenues, which are used to pay a portion of the Jail COP. The General Fund support for this budget was recommended to be reduced by \$633,080 for FY 2011-12. This was achieved by shifting a portion of the COP

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

payments for the Jail and Regional Juvenile Facility to the Criminal Justice Construction fund for one year.

Board Adopted

The Board adopted this budget with an increase of \$104,934 to the General Fund support portion for FY 2011-12. The amount shifted to the Criminal Justice Construction Fund was reduced by a corresponding amount. This change was based on the final State budget.

Program Discussion

This budget funds long-term debt payments on the County's capital improvement projects. The adopted budget of \$793,033 includes funding in the following amounts:

- \$ 7,885 1994 Library Project
- \$204,048 1994 Jail Phase I Project
- \$ 33,049 1996 Regional Juvenile Center Project
- \$ 81,870 1996 Jail Phase I Project
- \$ 99,822 1996 Jail Phase II Project
- \$135,729 1996 Jail Phase II Public Safety Project
- \$230,630 2004 Animal Shelter Project

The 1994 COP financed the Eureka Library and Jail Phase I. It also included remodeling the ground floor of the Courthouse after the Eureka Police Department moved out. The Library budget includes an additional \$75,861 paid toward the Library debt service; the above amount represents that portion allocated to the General Fund.

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

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

The 2004 COP financed construction of the Animal Care Shelter Facility in McKinleyville. This is a variable rate debt service and staff is investigating the potential to refinance while interest rates are low to lock in a lower payment.

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
General Fund Support	\$0	\$0	\$0	\$0	\$1,000,000	\$850,000	\$850,000
Total Revenues	\$0	\$0	\$0	\$0	\$1,000,000	\$850,000	\$850,000
Expenditures							
Supplies & Services	\$0	\$0	\$0	\$0	\$1,000,000	\$850,000	\$850,000
Total Expenditures	\$0	\$0	\$0	\$0	\$1,000,000	\$850,000	\$850,000
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

A Contingency Reserve of \$1,108,842 is being recommended based on other funding needs in the General Fund. This is 24% increase from the previous year adopted budget. The proposed Contingency budget has been increased to include one-time funding from shifting COP payments.

Board Adopted

The Board adopted this budget with a reduction of \$258,842. The reduction was due to the final State budget and changes in the amount shifted from the COP payments.

Program Discussion

The Reserve for Contingencies budget is for unanticipated requirements occurring in all County operations during the fiscal year. While State statutes provide that up to 15% of the total of all other appropriations can be placed in reserve, the

amount historically reserved for the County’s budget has been at a much lower level. The adopted contingency amount for FY 2011-12 represents 1.0% of the total General Fund revenues. The adopted \$850,000 contingency reserve is far less than the 6% recommended in the Board policy on Contingencies and Reserves. In order to compensate for the current economic downturn and resulting decreased revenues the contingency reserve cannot be maintained at previous levels. While 1.0% is a very low contingency percentage, past practice in Humboldt County has provided contingency amounts of less than \$1 million during periods of fiscal distress.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Govt'l Agencies	\$84,512	\$194,752	\$191,144	\$126,647	\$188,665	\$188,665	\$62,018
Other Revenues	33,928	0	0	0	0	0	0
General Fund Support	<u>6,141,772</u>	<u>6,349,764</u>	<u>4,981,116</u>	<u>4,783,357</u>	<u>4,325,888</u>	<u>4,453,377</u>	<u>(329,980)</u>
Total Revenues	\$6,260,212	\$6,544,516	\$5,172,260	\$4,910,004	\$4,514,553	\$4,642,042	(\$267,962)
Expenditures							
Other Charges	<u>\$6,260,212</u>	<u>\$6,544,516</u>	<u>\$5,172,260</u>	<u>\$4,910,004</u>	<u>\$4,514,553</u>	<u>\$4,642,042</u>	<u>(\$267,962)</u>
Total Expenditures	\$6,260,212	\$6,544,516	\$5,172,260	\$4,910,004	\$4,514,553	\$4,642,042	(\$267,962)

Purpose

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

Recommended Budget

The General Fund contribution is proposed to be reduced by \$348,079 from the previous year. The recommended budget for Contributions to Other funds reduces the Communications, Library, Public Health, Mental Health and the Social Services contributions to 92% of FY 2010-11 levels. The Deferred Maintenance contribution includes \$24,915 for replacing the ramp at the Coroner's building.

Contributions to Other Funds (1100 199)

Phillip Smith-Hanes, County Administrative Officer

Board Adopted

The Board adopted this budget with an increase of \$95,023 for Mental Health services to the Jail and an increase of \$8,985 for tobacco education.

Program Discussion

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

The allocations are as follows:

- \$1,544 Special district benefit assessment
- \$16,502 Communications expense for administering utilities for General Fund departments (reduced by 8%)
- \$32,646 Contributions to veterans' organizations located in Arcata, Eureka, Ferndale, Fortuna, Garberville, McKinleyville, and Rio Dell

- \$33,985 Local Agency Formation Commission (includes an increase of \$826 from the previous year)
- \$133,415 Independent fire protection districts
- \$276,708 County Library System, (includes reduced base funding of \$130,033 plus \$8,000 for the Hoopa Library and the General Fund's obligation for the County Librarian position)
- \$394,899 Mental Health (includes base funding of \$43,803 plus supplement of \$256,073 and \$95,023 for Jail Mental Health services)
- \$76,329 Deferred Maintenance Trust Fund transfer (includes \$24,915 for Coroner ramp project)
- \$594,954 Public Health (includes base funding of \$591,439 plus \$3,515 and \$8,985 for tobacco education)
- \$3,072,075 Social Services (including Public Guardian and Veterans Services)

1420 - Courthouse Construction Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
<i>Dept 242 - Courthouse Constr.</i>	\$294,809	\$273,227	\$252,781	\$250,695	\$248,000	\$248,000	(\$2,695)
(To)/From Non-GF Fund Balance	14,911	36,493	61,755	60,240	63,220	63,220	2,980
Total Revenues	\$309,720	\$309,720	\$314,536	\$310,935	\$311,220	\$311,220	\$285
Expenditures							
<i>Dept. 190 - COP Payments</i>	\$309,720	\$309,720	\$314,536	\$310,935	\$311,220	\$311,220	\$285
Total Expenditures	\$309,720	\$309,720	\$314,536	\$310,935	\$311,220	\$311,220	\$285
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

The revenues from parking fines for FY 2010-11 are coming in lower than budgeted. The FY 2011-12 revenue is being recommended at the lower level based on current estimates.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

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

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



1410 - Criminal Justice Construction Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
<i>Dept 242 - Courthouse Constr.</i>	\$429,945	\$561,007	\$389,052	\$381,762	\$388,000	\$388,000	\$6,238
(To)/From Non-GF Fund Balance	(258,118)	(448,342)	(275,792)	(269,097)	(275,335)	169,226	438,323
Total Revenues	\$171,827	\$112,665	\$113,260	\$112,665	\$112,665	\$557,226	\$444,561
Expenditures							
<i>Dept. 190 - COP Payments</i>	\$113,665	\$112,665	\$113,260	\$112,665	\$112,665	\$557,226	\$444,561
<i>Dept 242 - Courthouse Constr.</i>	58,162	0	0	0	0	0	0
Total Expenditures	\$171,827	\$112,665	\$113,260	\$112,665	\$112,665	\$557,226	\$444,561
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

Recommended Budget

The recommended budget is \$549,495 higher than FY 2010-11. This is because a portion of the Jail and Regional Juvenile Facility COP payments have been shifted to the Criminal Justice Facility Construction Fund. The interest earnings for FY 2010-11 are coming in lower than budgeted due to reduced

rates. The FY 2011-12 interest revenue is being recommended at a lower level based on current estimates.

Board Adopted

The Board adopted this budget with a reduction of \$104,934 from the recommend budget due to a smaller shift of the Jail and Regional Juvenile Facility COP payments for FY 2011-12.

Program Discussion

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

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

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

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

1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$38,878,515	\$39,814,553	\$41,510,398	\$40,569,290	\$40,222,680	\$40,272,680	(\$296,610)
Use of Money & Property	915,853	775,000	281,697	201,773	198,000	198,000	(3,773)
Other Gov't Agencies	728,938	751,006	599,377	796,570	504,270	604,270	(192,300)
Charges for Services	2,523,321	2,918,652	2,220,690	19,873	8,000	8,000	(11,873)
Other Revenues	366,962	237,700	2,128,851	841,485	84,900	229,355	(612,130)
Intrafund Transfers	0	0	0	2,724,353	2,860,570	2,860,570	136,217
General Fund Support	0	0	0	0	0	0	0
Total Revenues	\$43,413,589	\$44,496,911	\$46,741,013	\$45,153,344	\$43,878,420	\$44,172,875	(\$980,469)

Purpose

This budget unit is comprised of a variety of revenues that are deposited into the County's General Fund, the County's primary source of discretionary revenue.

transfer from the Timber Tax Loss Fund (3841) and a \$750,000 transfer from the General Reserve. A minimal increase of 1% is budgeted for property taxes and sales taxes are anticipated to increase by 2%. A-87 charges which are reimbursements to the General Fund for centralized services have been moved from Charges for Services to Intrafund Transfers.

Recommended Budget

The recommended net decrease in General Purpose Revenues for FY 2011-12 is \$358,587. This is primarily due to the elimination one time revenues utilized in FY 2010-11 which included a \$308,000

Board Adopted

The Board adopted this budget with an increase of \$279,455 due to revised projections for Timber Yield and In-Lieu taxes.

Program Discussion

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

The General Purpose Revenues budget unit collects revenues from a variety of sources, including property taxes, sales tax and transient occupancy (hotel/motel) tax; interest on investments; reimbursements from the State and federal governments; and A-87 charges to other County funds. A-87 charges are reimbursements to the General Fund for providing centralized services (such as accounting, building maintenance, and personnel services) to other funds. They are named after the number of the federal circular that regulates how the charges are computed. A-87 reimbursements are charged two years in arrears, so FY 2011-12 revenues are based on actual expenditures in FY 2009-10.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Charges for Services	\$20,137	\$34,000	\$68,144	\$0	\$0	\$0	\$0
Other Revenues	15	15	0	1,363	2,000	2,000	637
General Fund Support	644,048	673,711	728,931	715,544	565,761	560,351	(155,193)
Total Revenues	\$664,200	\$707,726	\$797,075	\$716,907	\$567,761	\$562,351	(\$154,556)
Expenditures							
Salaries & Benefits	\$591,526	\$635,140	\$742,250	\$687,712	\$537,371	\$531,961	(\$155,751)
Supplies & Services	54,183	48,601	42,366	19,882	19,107	19,107	(775)
Other Charges	14,920	23,985	12,459	12,717	11,283	11,283	(1,434)
Fixed Assets	3,571	0	0	0	0	0	0
Intrafund Transfer	0	0	0	(3,404)	0	0	3,404
Total Expenditures	\$664,200	\$707,726	\$797,075	\$716,907	\$567,761	\$562,351	(\$154,556)
<hr/>							
Allocated Positions	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	0.25	1.00	0.50	0.00	0.00	0.00	0.00
Total Staffing	6.25	7.00	6.50	6.00	6.00	6.00	0.00

Purpose

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

Recommended Budget

The recommended reduction in Personnel's General Fund contribution is 7% or \$43,291 and includes a supplemental budget allocation of \$5,000 for County employee educational reimbursement required by MOU. In order to meet the recommended budget reductions for FY 2011-12, Personnel will hold 1.0 FTE Personnel Technician position frozen and unfunded. Additionally services and supplies are proposed to be reduced.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

As administrators of the centralized personnel system, Personnel provides services which include: recruitment, administration of examinations, maintenance of employment eligibility lists, coordination of equal employment opportunity,

coordination of the deferred compensation programs, employer-employee relations, labor negotiations, compliance with the Americans with Disabilities Act employment section, and maintenance of employee medical leaves and other employee actions. In addition, the department coordinates the grievance and appeal process for all County departments.

The Personnel Department serves all County departments, including 2,013 current regular and extra-help employees (as of March 31, 2011). Personnel also serves the citizens of Humboldt County, whether it is those seeking employment, or those referring prospective employees.

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

2010-11 Accomplishments

1. Worked with Information Technology and County Payroll to install the first phase of the automated Human Resource (HR) module. Implementation of the HR module will allow Personnel to better manage resources and maximize services.
2. Worked with departments to improve the information collection and processing of employee requests for disability accommodation. This represents an investment in County employees and is intended to

facilitate a safe and healthy workplace, while complying with both federal and State disability laws.

3. Initiated review of internal procedures and forms for work such as classification requests, health history reviews and others to determine the best possible way to complete the work accurately with fewer resources. This has been done in an effort to effectively manage our resources and maximize services.
4. Continued the cross training of Personnel Department staff to enhance the ability of a 20% smaller staff to complete the work and meet department requests as quickly and accurately as possible. The intent is to develop, maintain and ensure a well-trained staff to deliver appropriate levels of service.
5. Assisted County departments in filling 355 vacant positions by March 31, 2011 of FY 2010-11 from 70 recruitments. This ensures that the County has staff capable of providing core services as effectively as possible.

2011-12 Objectives

1. To continue to work with Information Technology and Payroll staff to complete the implementation of the automated HR module. Implementation of the HR

module will allow Personnel and the County as a whole to better manage resources and maximize services.

2. To continue to work to improve upon the current online application system to create greater efficiencies, resulting in savings of both time and money related to the reduction of hard copy printing, postage and recordkeeping. This will maximize a critical resource and aid in providing appropriate service to the community and County.
3. To continue to evaluate and revise internal systems and procedures to enhance inter-departmental personnel services, emphasizing the use of technologies to gain efficiencies. This will be done in the effort to manage our resources to maximize the availability of services.
4. To recruit and replace essential staff due to retirements, cross-train and develop staff into well-rounded professional personnel generalists, and promote the basic principles of succession planning and management. This is an investment in County employees, ensuring a well-trained staff, capable of providing core services as effectively as possible.
5. To seek and obtain new revenue streams to supplement General Fund contributions. This will be done in an effort to benefit County needs and engage new public/private partnerships to solve problems.

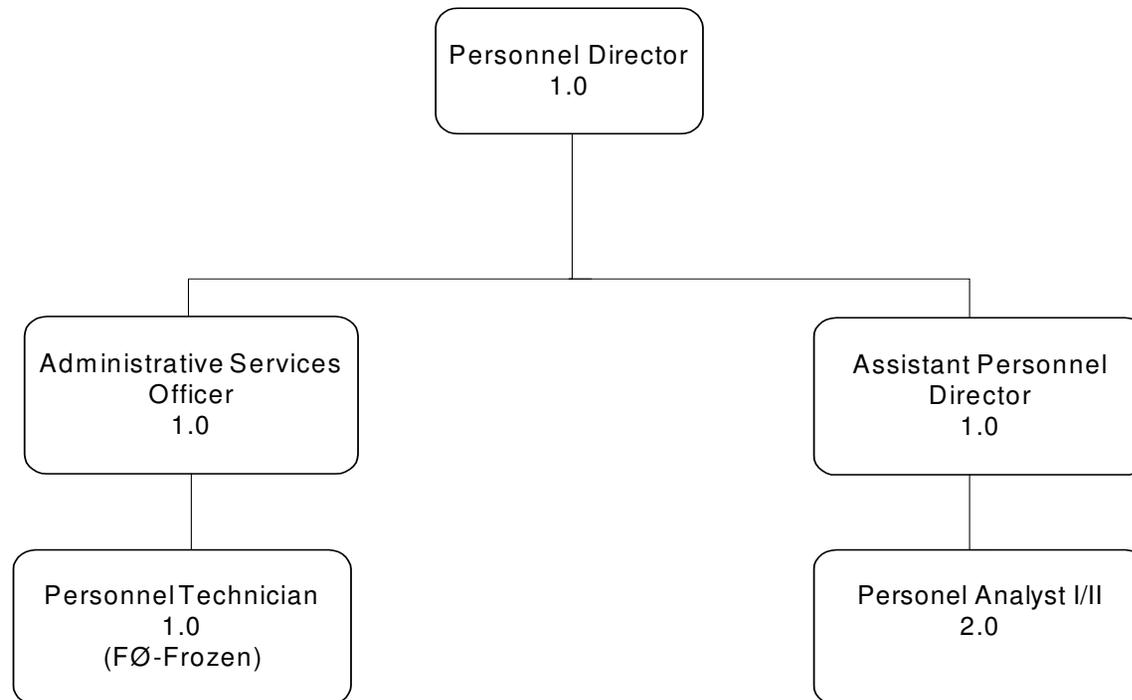
Performance Measures

1. <i>Description of Performance Measure:</i> Percentage of employment applicants received online				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Actual</i>	<i>FY 2011-12 Estimate</i>
71%	80%	92%	95%	96%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> As the workplace progresses technologically, it is important to provide a convenient method for potential applicants to file their applications. This is particularly important when an out of the area recruitment is conducted, and especially so with the professional recruitments. The online application system enhances the availability of service to the community in a user friendly structure and promotes self reliance. This maximizes critical resources and aids in providing appropriate service to the community and County.				
2. <i>Description of Performance Measure:</i> Percentage of time that a list is certified to the department within four working days of receipt of the approved requisition from Payroll, when the eligibility list is in place				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
96%	97%	98%	99%	99%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> When departments receive the certified requisition they can begin the interview process. The timely receipt of lists allows departments to fill positions more quickly. This is management of our resources to maximize the availability of services.				
3. <i>Description of Performance Measure:</i> Percentage of new employees who attend the monthly New Employee Orientation				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
90%	95%	98%	99%	99%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> When employees begin their County employment with accurate information, it reduces their chances of being confused by misinformation they may be given during their contact with other employees. The additional benefit is that employees become familiar with where to go for answers to their questions. This is a direct investment in County employees.				
4. <i>Description of Performance Measure:</i> Percentage of time that the requesting department is contacted within ten working days of receipt of the approved requisition from Payroll, when no eligibility list exists.				

<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
83%	89%	95%	97%	98%

Describe why this measure is important and/or what it tells us about the performance of this department: The goal of departments typically is to fill vacancies as quickly as possible. Lists are maintained for classifications in which Personnel anticipates vacancies. Often for a class with only one position or turnover every few years Personnel performs the recruitment upon request. The sooner the recruitment is conducted the sooner the requesting department can fill their vacancy. This will aid County Departments in managing staff resources to maximize the availability of core services for the community.

Organization Chart:





1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$151,725	\$174,085	\$125,221	\$149,644	\$164,000	\$164,000	\$14,356
Licenses & Permits	60,175	62,476	61,244	60,961	66,000	66,000	5,039
Charges for Services	241,067	353,711	323,361	312,164	297,374	297,374	(14,790)
Other Revenues	117,237	170,866	215,450	192,010	223,560	223,560	31,550
General Fund Support	357,810	300,392	383,775	285,692	330,918	330,918	45,226
Total Revenues	\$928,014	\$1,061,530	\$1,109,051	\$1,000,471	\$1,081,852	\$1,081,852	\$81,381
Expenditures							
Salaries & Benefits	\$662,271	\$661,866	\$704,104	\$616,640	\$666,718	\$666,718	\$50,078
Supplies & Services	107,968	152,120	284,041	262,890	312,790	312,790	49,900
Other Charges	117,086	140,018	101,943	102,140	99,344	99,344	(2,796)
Fixed Assets	40,689	107,526	18,963	25,648	3,000	3,000	(22,648)
Intrafund Transfer	0	0	0	(6,847)	0	0	6,847
Total Expenditures	\$928,014	\$1,061,530	\$1,109,051	\$1,000,471	\$1,081,852	\$1,081,852	\$81,381
Staffing							
Allocated Positions	10.00	9.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	0.40	1.43	1.70	1.70	1.00	1.00	(0.70)
Total Staffing	10.40	10.43	10.70	10.70	10.00	10.00	(0.70)

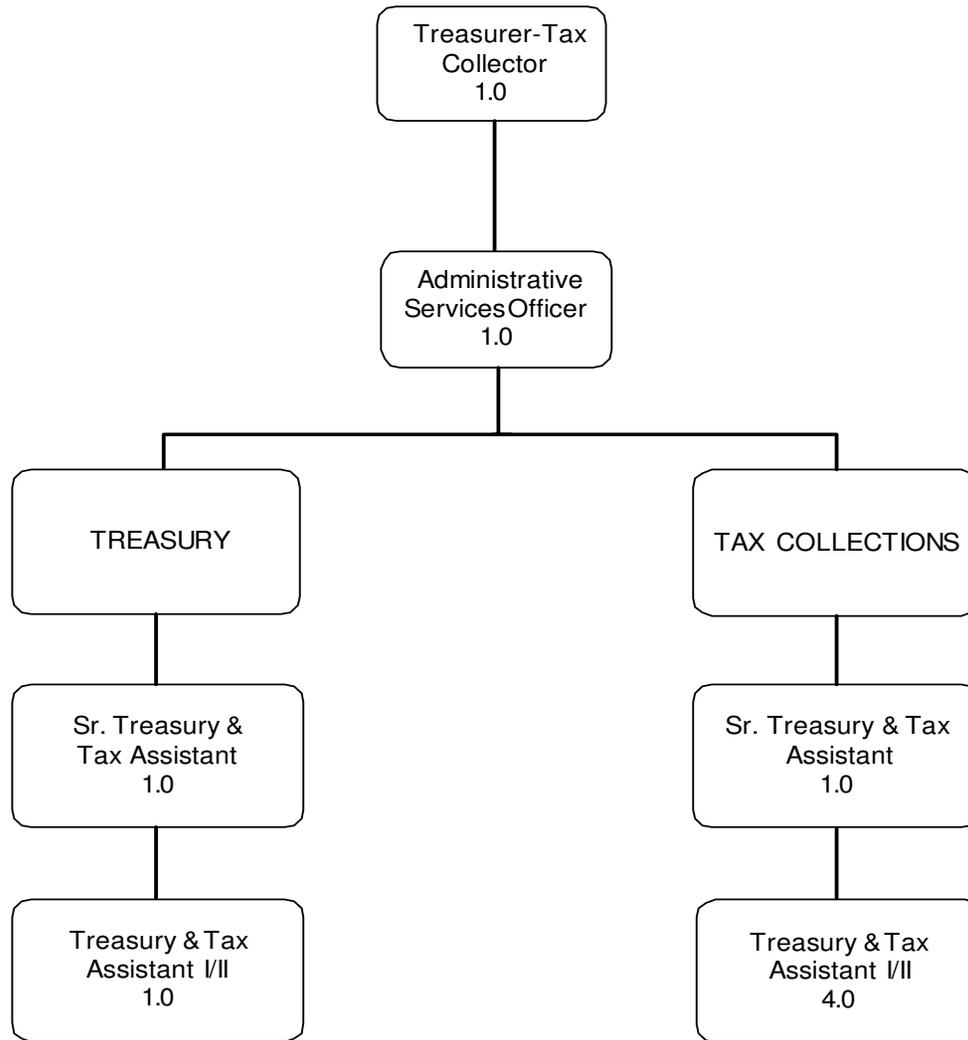
The Treasurer’s Office includes the following Budget units:

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

Performance Measures

1. <i>Description of Performance Measure:</i> Number of user hits on the web page				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
8,002	7,860	9,070	10,000	13,000
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> This reduces staff time on telephones and correspondence, and allows the department to focus more time toward tax collection efforts.				
2. <i>Description of Performance Measure:</i> Secured property tax collection percentage				
<i>FY 2007-08 Actual</i>	<i>FY 2008-09 Actual</i>	<i>FY 2009-10 Actual</i>	<i>FY 2010-11 Projected</i>	<i>FY 2011-12 Estimate</i>
96.6%	96.1%	94.5%	95.5%	95.5%
<i>Describe why this measure is important and/or what it tells us about the performance of this department:</i> Tax collection is essential for County general operations and the fulfillment of its core public responsibilities. The County disburses secured property taxes billed but not yet collected through the Teeter Plan, which means that any decrease in taxes collected adds to the workload of the department by increasing the amount of delinquent taxes it is still charged to collect. It is this department’s belief that the recent decline in percentage collected is a reflection of economic conditions and citizens ability to pay because departmental productivity has increased through the adoption of electronic payment processes and currency counting technologies. Because of these increases in productivity more staff time is now available and being expended on searching, tracking, and the collection of delinquent taxes.				

Organization Chart:



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Taxes	\$151,725	\$174,085	\$125,222	\$149,644	\$164,000	\$164,000	\$14,356
Licenses & Permits	60,175	62,476	61,244	60,961	66,000	66,000	5,039
Charges for Services	241,067	353,711	323,361	312,164	297,374	297,374	(14,790)
Other Revenues	117,237	170,866	46,253	38,174	46,000	46,000	7,826
General Fund Support	357,810	300,392	383,774	295,026	330,918	330,918	35,892
Total Revenues	\$928,014	\$1,061,530	\$939,854	\$855,969	\$904,292	\$904,292	\$48,323
Expenditures							
Salaries & Benefits	\$662,271	\$661,866	\$704,104	\$616,640	\$666,718	\$666,718	\$50,078
Supplies & Services	107,968	152,120	133,807	119,546	138,230	138,230	18,684
Other Charges	117,086	140,018	101,943	102,140	99,344	99,344	(2,796)
Fixed Assets	40,689	107,526	0	24,490	0	0	(24,490)
Intrafund Transfer	0	0	0	(6,847)	0	0	6,847
Total Expenditures	\$928,014	\$1,061,530	\$939,854	\$855,969	\$904,292	\$904,292	\$48,323
Staffing							
Allocated Positions	10.00	9.00	9.00	9.00	9.00	9.00	0.00
Temporary (FTE)	0.40	1.43	1.70	1.70	1.00	1.00	(0.70)
Total Staffing	10.40	10.43	10.70	10.70	10.00	10.00	(0.70)

Purpose

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

Recommended Budget

The recommended reduction for the General Fund contribution to the Treasurer-Tax Collector’s budget is 8% or \$28,776. Budget reductions were primarily achieved through salary savings due to reorganization of the department and retirements that reduced longevity pay. Additionally there are reductions in professional and special services, out-of-county travel, office supplies, and computer software upgrades. Revenue estimates have been reduce for FY 2011-12 based on actual revenues received in the current FY.

The major impact will be the use of some outdated equipment and software, which may increase maintenance costs and reduce personnel productivity, and potentially delay some revenue services.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

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

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

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

Taxation codes the County then adds delinquent penalties and interest to the tax payment owed until it is received. The County General Fund receives only 13% of every property tax dollar collected. Of the remaining 87%, the State receives 67% for education, leaving 20% for all other local government entities.

2010-11 Accomplishments

1. Re-aligned personnel chain of command:
 - Disallocated Assistant Treasurer-Tax Collector and Executive Secretary
 - Allocated Administrative Services Officer and Senior Treasury Tax Assistant

This realignment of personnel and many responsibilities has reduced overall salary costs and increased efficiencies for the execution of duties; thereby saving tax payers money.

2. Added a new tax payment station. This now puts the department in compliance with the Americans with Disabilities Act (ADA) and allows us to better serve all citizens that are welcomed into our office.
3. Reconfigured payment counter and personnel work stations to increase productivity and achieve ergonomic compliance. These changes have created more counter space for the public thereby enhancing private conversation with departmental cashiers, and added efficiencies so less time is spent looking up files away from personnel workstations.

4. Created “All About Your Property Taxes” brochure for use by the Public. This puts commonly asked property tax questions in an easy to read format and is an easy reference guide for the public.
5. Increased web page usage by approximately 30% through efforts directing the public’s attention to its use thereby freeing up staff time for other tax collection responsibilities. The web page is another resource of information for the public and also a way for the public to pay their taxes online.

2011-12 Objectives

1. To increase efficiencies and collections of business license applications and renewals utilizing new software along with linked data from the Bureau of Equalization. This software will provide a more streamlined process in the granting of business licenses.
2. To continue cross training of personnel across departmental operations. This ongoing process will enhance citizen’s experience for the services they receive in the department.
3. To reduce mailing costs by moving toward electronic communications with tax payers that prefer that type of communication.

4. To reduce certified mail costs through implementation of new certified mail electronic tracking and data transfer software program.



1100 - General Fund	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Request	2011-12 Adopted	Increase/ (Decrease)
Revenues							
Other Revenues	\$0	\$0	\$169,197	\$153,836	\$177,560	\$177,560	\$23,724
General Fund Support	0	0	0	(9,334)	0	0	9,334
Total Revenues	\$0	\$0	\$169,197	\$144,502	\$177,560	\$177,560	\$33,058
Expenditures							
Supplies & Services	\$0	\$0	\$150,234	\$143,344	\$174,560	\$174,560	\$31,216
Other Charges	0	0	0	0	0	0	0
Fixed Assets	0	0	18,963	1,158	3,000	3,000	1,842
Total Expenditures	\$0	\$0	\$169,197	\$144,502	\$177,560	\$177,560	\$33,058
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

This budget represents costs related to the depositing, investment and related duties of handling funds for the public agencies held by the County Treasurer. These costs are fully reimbursed to the General Fund.

Recommended Budget

The recommended budget for Treasury Expense is \$177,560, a decrease of \$15,440 or 8% from FY 2010-11. This budget unit does not receive a General Fund contribution; revenues come from investment activities.

Board Adopted

The Board adopted this budget as recommended.

Program Discussion

The Treasurer-Tax Collector's department receives, deposits, disburses, and invests the funds of most local agencies within Humboldt County. The funds are deposited and invested with various financial institutions to accommodate the diversified investment holdings of the County while at the same time ensuring adequate liquidity to meet daily cash requirements. The Treasurer's office receipts and disburses funds as necessary to facilitate money flow for the County and all the Agencies it serves.

Receipts and disbursements now exceed \$1 billion each year with average daily transactions in excess of \$4 million; including over 150,000 checks processed annually. The Treasury portfolio and liquidity reserves vary between \$210 and \$290 million throughout the year. In addition to the voluminous receipts and deposits reconciled with the bank each day, many other banking activities take place on a daily basis, including wire transfers, stop pays, currency and coin exchange, and ACH transactions.

2010-11 Accomplishments

1. Increased departmental productivity through the purchase and use of currency fraud protection and counting machines with up to date technology. These new currency machines reduce staff time for counting and verifying cash thereby reducing public wait time for any services requested.
2. Completed investment management software implementation for all County portfolio holdings and transactions.

2011-12 Objectives

1. To use newly adopted Transient Occupancy Tax (TOT) lien ordinance to increase delinquent TOT collections. This ordinance will increase TOT compliance thereby making more money available for the public good.

2. To increase efficiencies and collections of TOT utilizing new tracking software also being used for business licenses. The software will provide efficiencies in tracking and billing TOT operators and increase collections.
3. Continue cross training of personnel across departmental operations. This ongoing process will enhance citizen's experience for the services they receive from the department.

