

Departmental Summary  
FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Taxes	5,499,185	5,285,378	5,655,982	5,568,052	5,568,052	(87,930)
Operating Revenue & Contribution	3,230,489	4,754,902	3,675,186	3,364,772	3,364,772	(310,414)
Licenses and Permits	93,349	78,453	59,150	52,150	52,150	(7,000)
Use of Money and Property	95,843	26,766	14,350	32,200	32,200	17,850
Other Governmental Agencies	17,652,123	19,298,093	47,208,649	45,581,062	45,581,062	(1,627,587)
Charges for Current Services	6,656,490	7,770,110	9,235,529	7,671,643	7,671,643	(1,563,886)
Other Revenues	2,882,465	2,224,349	5,486,220	5,938,328	3,313,328	(2,172,892)
<b>Total Revenues</b>	<b>36,109,944</b>	<b>39,438,051</b>	<b>71,335,066</b>	<b>68,208,207</b>	<b>65,583,207</b>	<b>(5,751,859)</b>
<b>Expenditures</b>						
Capital Contracts	7,287,907	5,387,219	9,427,985	283,174	283,174	(9,144,811)
Salaries & Employee Benefits	13,011,680	12,261,322	13,164,511	13,527,369	13,454,412	289,901
Services and Supplies	12,213,846	12,574,802	18,307,429	28,034,329	26,180,286	7,872,857
Other Charges	10,728,544	9,298,410	18,660,077	18,638,930	18,638,930	(21,147)
Fixed Assets	5,560,345	1,702,604	16,842,280	14,747,446	13,922,446	(2,919,834)
Intrafund Transfers	(641,961)	(832,900)	(713,498)	(517,578)	(517,578)	195,920
<b>Total Expenditures</b>	<b>48,160,361</b>	<b>40,391,457</b>	<b>75,688,784</b>	<b>74,713,670</b>	<b>71,961,670</b>	<b>(3,727,114)</b>
<b>Net Revenue (Expenditures)</b>	<b>(12,050,411)</b>	<b>(953,409)</b>	<b>(4,353,718)</b>	<b>(6,505,463)</b>	<b>(6,378,463)</b>	<b>(2,024,744)</b>
<b>Additional Funding Support</b>						
1100 General Fund	2,268,023	1,732,885	2,360,279	2,529,371	2,402,371	42,092
1150 General E-Transportation Serv	(397,230)	24,133	431,000	417,094	417,094	(13,906)
1200 Roads	8,211,583	(1,645,900)	1,745,271	3,229,338	3,229,338	1,484,067
3500 IGS-Motor Pool	306,052	(153,990)	29,735	0	0	(29,735)
3530 IGS-Airport Enterprise Fund	1,377,401	1,010,245	(88,981)	(22,139)	(22,139)	66,842
3539 Aviation Capital Projects	(286,292)	306,524	188	42	42	(146)
3540 Roads Heavy Equipment ISF	570,880	(320,491)	(123,774)	351,757	351,757	475,531
<b>Total Additional Funding Support</b>	<b>12,050,411</b>	<b>953,409</b>	<b>4,353,718</b>	<b>6,505,463</b>	<b>6,378,463</b>	<b>2,024,745</b>
<b>Staffing Positions</b>						
Allocated Positions	214.00	216.00	216.75	215.75	215.75	(1.00)
Temporary (FTE)	10.50	19.28	9.50	6.40	6.40	(3.10)
<b>Total Staffing</b>	<b>224.50</b>	<b>235.28</b>	<b>226.25</b>	<b>222.15</b>	<b>222.15</b>	<b>(4.10)</b>

The Public Works Department consists of the following budget groups:

Aviation

- 3530 381 California Redwood Coast Humboldt County Airport
- 3530 372 Murray Field Airport
- 3530 373 Rohnerville Airport
- 3530 374 Garberville Airport
- 3530 375 Dinsmore Airport
- 3530 376 Kneeland Airport
- 3539 170 Capital Projects

Facility Management

- 1100 162 Building Maintenance
- 1100 170 Capital Projects

Fleet Services

- 3500 350 Motor Pool
- 3500 351 Motor Pool Reserve
- 3540 330 Equipment Maintenance

# Public Works Summary

## Land Use

- 1100 166 Public Works Land Use
- 1100 168 County Surveyor
- 1200 322 Roads-Right of Way

## Natural Resources – Planning

- 1100 289 Natural Resources

## Parks and Trails

- 1100 713 Parks & Recreation
- 1150 715 Bicycle & Trailways Program

## Roads

- 1200 320 Roads Administration
- 1200 321 Roads Engineering
- 1200 325 Roads Maintenance
- 1200 331 Roads Natural Resources
- 1200 888 Roads General Purpose

## Solid Waste

- 1100 438 Solid Waste

## Transportation Services

- 1150 910 Transportation Services

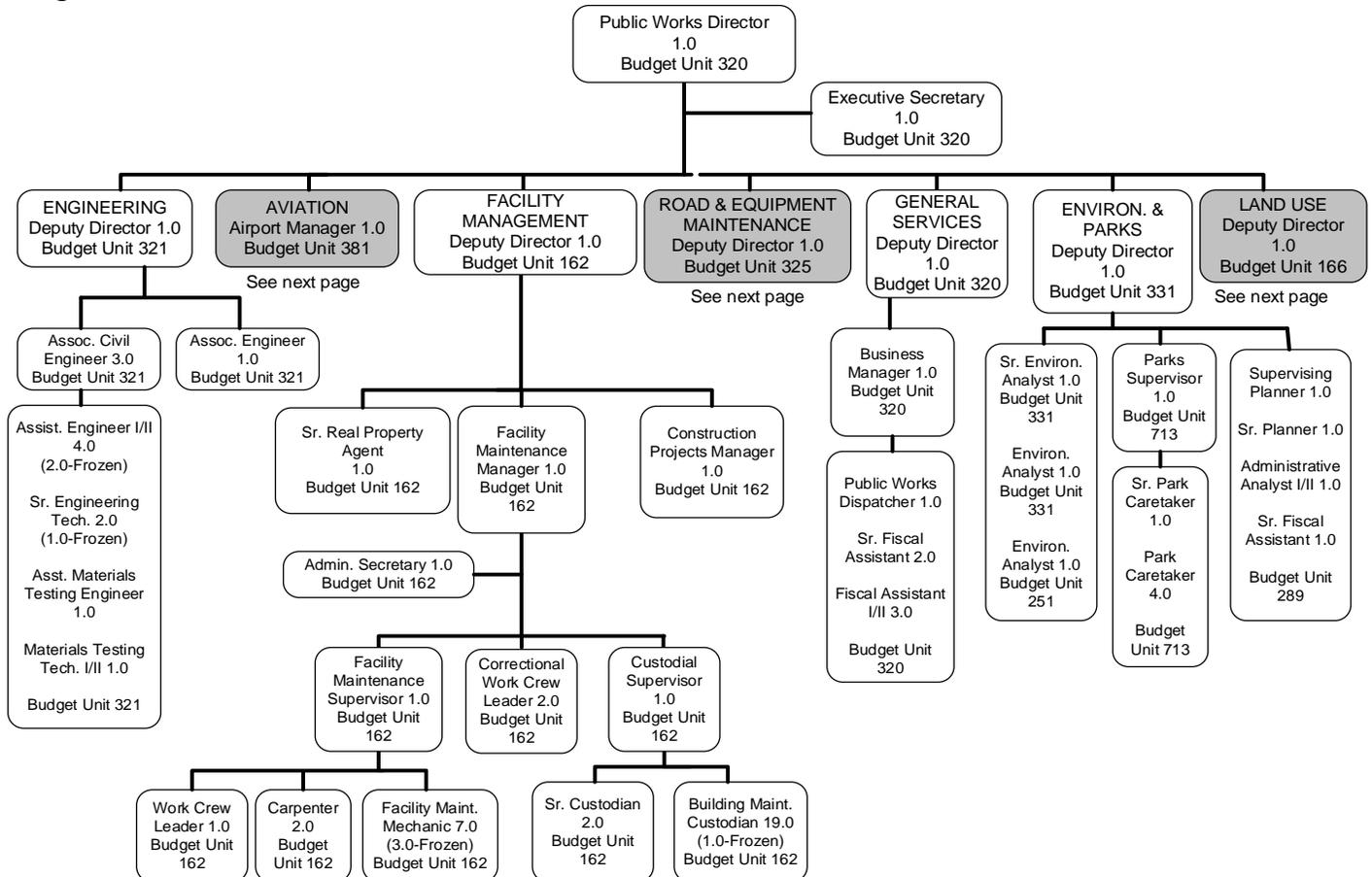
## Water Management

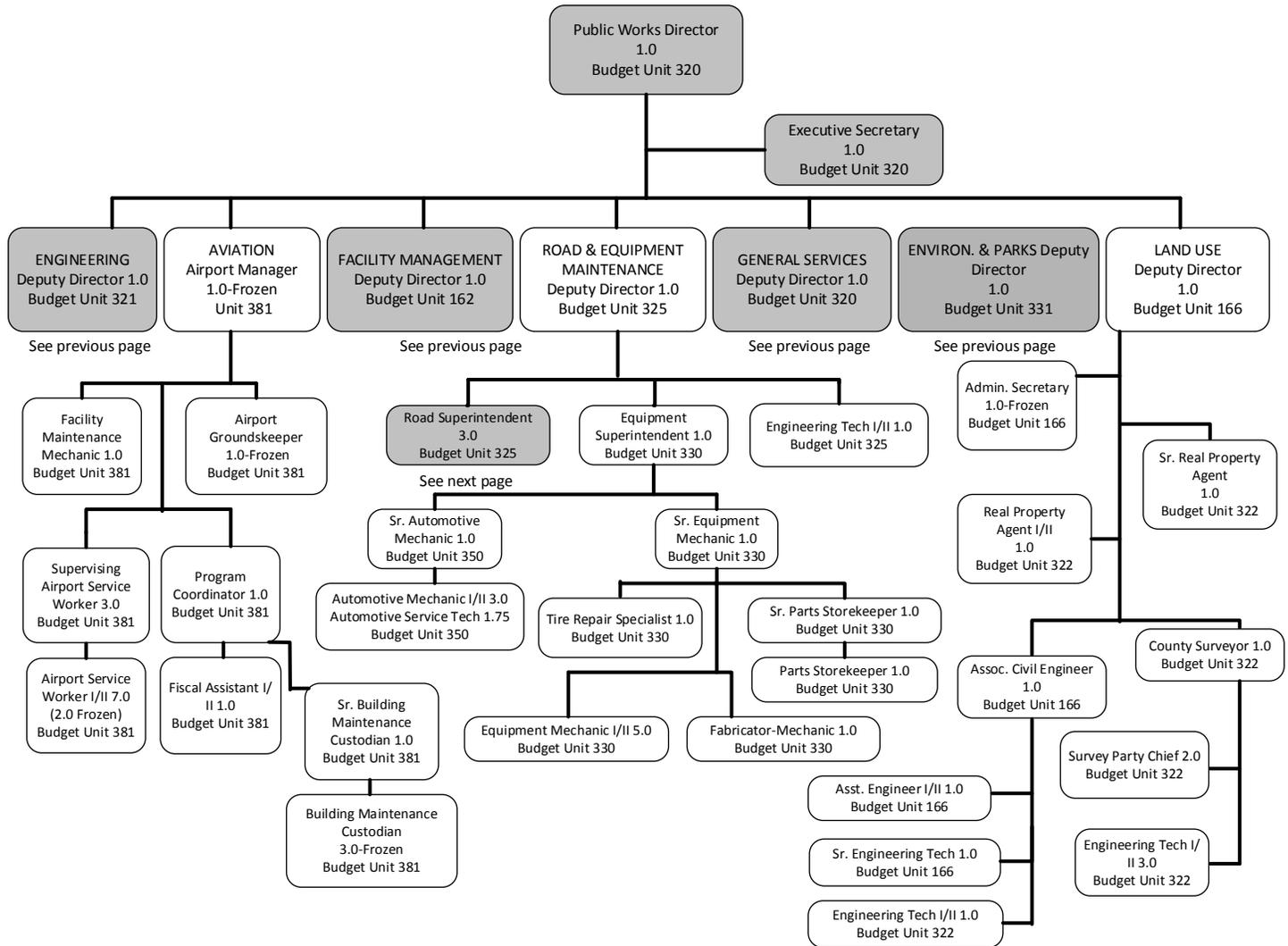
- 1100 251 Water Management

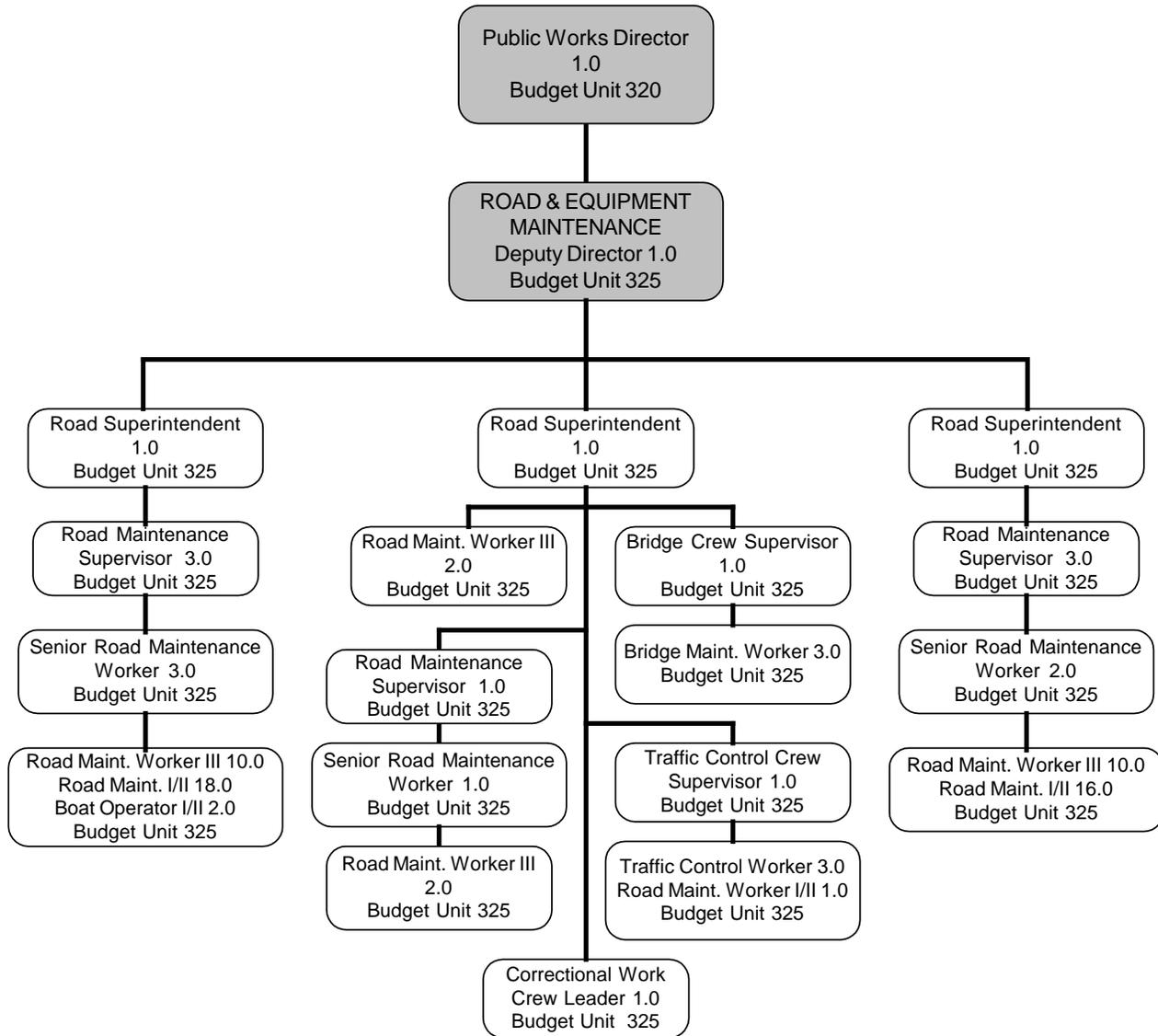
## Mission

To provide services to the citizens of Humboldt County in a cooperative and responsive method within our available resources.

## Organizational Chart:







**Aviation Summary  
FY 2014-15 Proposed Budget**

	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Adjusted</b>	<b>2014-15 Request</b>	<b>2014-15 Proposed</b>	<b>Increase (Decrease)</b>
<b>Revenues</b>						
Operating Revenue & Contributions	2,989,622	3,052,446	3,211,486	2,989,772	2,989,772	(221,714)
Use of Money and Property	344	685	0	0	0	0
Other Governmental Agencies	2,951,358	160,155	4,404,000	2,606,500	2,606,500	(1,797,500)
Charges for Current Services	1,831	1,425	13,427	0	0	(13,427)
Other Revenues	41,540	158,251	741,749	0	0	(741,749)
<b>Total Revenues</b>	<b>5,984,695</b>	<b>3,372,962</b>	<b>8,370,662</b>	<b>5,596,272</b>	<b>5,596,272</b>	<b>(2,774,390)</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	1,166,847	1,136,327	870,868	889,886	889,886	19,018
Services and Supplies	1,691,332	1,570,265	1,717,808	1,676,183	1,676,183	(41,625)
Other Charges	1,141,248	1,404,930	1,126,466	1,199,003	1,199,003	72,537
Fixed Assets	3,076,377	699,025	4,729,994	1,912,225	1,912,225	(2,817,769)
Intrafund Transfers	0	(120,816)	(163,267)	(103,122)	(103,122)	60,145
<b>Total Expenditures</b>	<b>7,075,804</b>	<b>4,689,731</b>	<b>8,281,869</b>	<b>5,574,175</b>	<b>5,574,175</b>	<b>(2,707,694)</b>
<b>Net Revenue (Expenditures)</b>	<b>(1,091,109)</b>	<b>(1,316,769)</b>	<b>88,793</b>	<b>22,097</b>	<b>22,097</b>	<b>(66,695)</b>
<b>Additional Funding Support</b>						
3530 IGS-Airport Enterprise Fund	1,377,401	1,010,245	(88,981)	(22,139)	(22,139)	66,842
3539 Aviation Capital Projects	(286,292)	306,524	188	42	42	(146)
<b>Total Additional Funding Support</b>	<b>1,091,109</b>	<b>1,316,769</b>	<b>(88,793)</b>	<b>(22,097)</b>	<b>(22,097)</b>	<b>66,696</b>
<b>Staffing Positions</b>						
Allocated Positions	19.00	19.00	19.00	19.00	19.00	0.00
Temporary (FTE)	0.77	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	<b>19.77</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>0.00</b>

**Purpose**

The Aviation Division is responsible for managing six County airports in a manner that ensures aeronautical safety, safety of the traveling public, continued air service, and complies with federal, State and/or local aviation rules, regulations and advisories.

This budget grouping includes seven individual budget units: The California Redwood Coast Humboldt County (CRCHC) Airport operating budget (381), Murray Field Airport (372), Rohnerville Airport (373), Garberville Airport (374), Dinsmore Airport (375), Kneeland Airport (376), and Aviation Capital Projects (170).

**Recommended Budget**

The recommended budget for Aviation is \$5,574,175, a decrease of \$2,707,694 from FY 2013-14. This change is primarily due to completion of construction projects; off-setting revenues are also reduced. Services and supplies are slightly lower due to decreased fuel purchases and maintenance expenditures.

Aviation operating costs exceeded income from FY 2009-10 through 2012-13, resulting in a negative fund balance. The recommended budget will contribute \$22,097 to the fund balance. The estimated fund balance at the end of FY 2013-14 is negative (\$303,024). Revenues will need to exceed

## Aviation

expenditures until the negative fund balance is eliminated and sufficient reserves are built up.

Funding of \$1,912,225 is recommended for fixed assets; additional detail on the projects is available in the Capital Expenditures table. Funding for these projects is primarily provided by grants.

### Recommended Personnel Allocation

The recommended personnel allocation for Aviation is 19.00 FTEs; of these 7.00 FTEs are proposed to be unfunded and frozen. This is an increase of one frozen position from FY 2013-14, due to the Airport Manager position becoming vacant and being unfunded. This is the second year that the following positions will be unfunded: One Groundskeeper, two Airport Service Workers and three Building Maintenance Custodians.

### Program Discussion

The Aviation Division provides for the Humboldt County regional air transportation system. The Aviation Division administers and maintains one commercial service airport and five general aviation airports. CRCHC Airport (ACV), the regional commercial service airport, is certified by Federal Aviation Administration (FAA) Federal Aviation Regulation (FAR) Part 139 for operations and the Transportation Security Administration's Code of Federal Regulations (CFR) 1542 for security. The five general aviation airports are certified and permitted by the State of California Department of Transportation Division of Aeronautics with oversight by the FAA.

The Division's purpose conforms to the Strategic Framework by providing and maintaining infrastructure, encouraging new local enterprise and ensuring proper operation of markets, supporting business and workforce development, and providing community-appropriate levels of service.

### 3530 381 California Redwood Coast Humboldt County Airport

This budget unit represents the main operating funding for the Aviation Division. The Division plans future airport needs and projects, provides fueling at three airports, and facility maintenance services at all airports. Aircraft Rescue and Fire Fighting services and certified weather observers to augment the Automated Surface Observation System are provided by staff at the CRCHC Airport. Federal Airport Improvement Program (AIP) grants, Passenger Facility Charges (PFC), and California Aid to Airport Program (CAAP) projects are initiated and regulated by the Aviation Division.

The Aviation Division is, and has been, focused on CRCHC Airport air service development since the loss of Horizon Airlines in April 2011. Connection to an alternate major hub is important to the community based on delays associated with inclement weather, missed flight connections, and runway construction at the San Francisco Airport. Regaining a route to the Los Angeles hub is the number one priority. Additionally a direct route to Denver would further improve global access.

The Aviation Division is mandated by the Transportation Security Administration (TSA) to provide security services at the Arcata-Eureka Airport. While it costs \$32 per hour to provide security services through the Sheriff's Department, TSA only reimburses \$20 per hour. The Aviation Division is subsidizing the variance at a cost of approximately \$84,220 for FY 2014-15. This partially-funded mandate creates a hardship in the Aviation budget. There is potential that funding levels for security from TSA could be reduced which would further negatively impact the budget.

As a result of Horizon Airlines ceasing ACV air service in April 2011, enplanements have decreased by 39%, thereby decreasing fuel, landing fee, parking and rental car revenues.

The recommended budget for the CRCHC Airport is \$3,347,412, a \$787,334 reduction from last fiscal

## Aviation

year. Most of this is due to the completion of the seventeen T-Hangar construction project. Salary and benefit costs were reduced by about \$88,500 by leaving the Airport Manager position unfunded. Revenues are estimated to remain at the same levels as FY 2013-14.

### 3530 372 Murray Field Airport

Murray Field Airport is the busiest general aviation airport. It is the preferred airport for package carriers and flight instruction. Murray Field is surrounded by wetlands which attract wildlife. Aviation constructed a wildlife exclusion fence around the airfield to protect pilots and wildlife in FY 2013-14. The recommended budget for the Murray Field Airport is \$128,376.

### 3530 373 Rohnerville Airport

Rohnerville Airport is home to many local general aviation pilots and a California Department of Forestry and Fire Protection (CAL FIRE) base. Rohnerville is crucial during the fire season and to the economy of the southern area of the County. Rohnerville is due for a runway and taxiway improvement project and Aviation will need to secure a grant from the FAA. This will improve access and safety. The recommended budget for the Rohnerville Airport is \$108,226.

### 3530 374 Garberville Airport

Garberville Airport is also a crucial entry and exit way for the southern County and is in need of runway and taxiway rehabilitation, another project that will require securing grant funding from the FAA. Garberville Airport is home to many general aviation pilots who commute to more urban areas for work, but choose to live in rural Humboldt County. The recommended budget for the Garberville Airport is \$92,632.

### 3530 375 Dinsmore Airport

Dinsmore Airport is tucked into a very rural valley

in Humboldt County. For this reason Dinsmore Airport is crucial for transporting citizens in and out of the area during an emergency. Air access to the community in Dinsmore has saved many lives in emergency situations. The recommended budget for the Dinsmore Airport is \$4,597.

### 3530 376 Kneeland Airport

Kneeland Airport is home to the CAL FIRE Helitech Base, an important asset during the fire season. Kneeland Airport is located at 2,737 feet above sea level, which allows fire personnel to see smoke rising from wildfires from the greatest vantage point available. The elevation also allows Kneeland Airport to serve as an emergency airport for aircraft that cannot land in the fog when all other County airports are socked in. Another benefit to the elevation and surrounding beauty is the draw for the film industry. Many commercials and movie scenes are filmed at this airport bringing revenue into the County. The recommended budget for the Kneeland Airport is \$6,390.

### 3539 170 Aviation Capital Projects

This budget unit funds various capital projects as recommended by the Aviation Division, approved by the Board of Supervisors and the FAA. These projects are primarily funded by the FAA AIP grant and PFC program. The following projects are included in the FY 2014-15 budget:

- CRCHC complete Wetlands Mitigation
- CRCHC design Aircraft Rescue and Fire Fighting Building
- All Airports Airport Layout Plan Updates

The recommended budget for Aviation Capital Projects is \$1,886,542, a decrease of \$1,778,000 from the FY 2013-14 budget. This decrease is due to completion of the Murray Wildlife Exclusion Fence and transition from design to construction phases for and the Aircraft Rescue & Fire Fighting Building.

**1100 – General Fund**  
**FY 2014-15 Proposed Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Other Governmental Agencies	0	172,399	7,502,519	6,068,738	6,068,738	(1,433,781)
Charges for Current Services	221,806	74,160	242,859	129,068	129,068	(113,791)
Other Revenues	326,160	100,729	3,293,471	3,855,415	3,030,415	(263,056)
<b>Total Revenues</b>	<b>547,966</b>	<b>347,288</b>	<b>11,038,849</b>	<b>10,053,221</b>	<b>9,228,221</b>	<b>(1,810,628)</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	1,515,904	1,301,066	1,509,371	1,582,589	1,509,632	261
Services and Supplies	275,438	313,914	445,708	569,236	515,193	69,485
Other Charges	79,815	66,110	78,820	70,966	70,987	(7,833)
Fixed Assets	636,382	295,669	10,963,815	9,976,221	9,151,221	(1,850,594)
Intrafund Transfers	(61,292)	(395,832)	(233,994)	(254,000)	(254,000)	(20,006)
<b>Total Expenditures</b>	<b>2,446,247</b>	<b>1,580,927</b>	<b>12,763,720</b>	<b>11,945,033</b>	<b>10,993,033</b>	<b>(1,808,687)</b>
<b>Net Revenue (Expenditures)</b>	<b>(1,898,280)</b>	<b>(1,233,637)</b>	<b>(1,724,871)</b>	<b>(1,891,812)</b>	<b>(1,764,812)</b>	<b>(1,941)</b>
<b>Additional Funding Support</b>						
1100 General Fund	1,898,280	1,233,637	1,724,871	1,891,812	1,764,812	1,941
<b>Total Additional Funding Support</b>	<b>1,898,280</b>	<b>1,233,637</b>	<b>1,724,871</b>	<b>1,891,812</b>	<b>1,764,812</b>	<b>1,941</b>
<b>Staffing Positions</b>						
Allocated Positions	44.00	44.00	44.00	44.00	44.00	0.00
Temporary (FTE)	0.98	0.37	0.10	0.10	0.10	0.00
<b>Total Staffing</b>	<b>44.98</b>	<b>44.37</b>	<b>44.10</b>	<b>44.10</b>	<b>44.10</b>	<b>0.00</b>

## Purpose

The Facility Management Division is responsible for planning, designing, constructing and maintaining County facilities in a manner that affords the public, staff and clients a safe, healthy and pleasing environment in a sensible, cost effective manner.

This budget grouping includes two budget units: Facility Management (162) and Capital Projects (170).

## Recommended Budget

The recommended Facility Maintenance budget for FY 2013-14 is \$10,993,033, a decrease of \$1,808,687 or 15% from the previous year. The

decrease is due to less being budgeted for capital projects based on work completed in FY 2013-14. The General Fund contribution is \$1,764,812, which represents a \$1,941 increase from FY 2013-14. This increase is primarily due to changes in insurance costs. Service and Supplies are increased by \$69,485 or 16% due to more funds being allocated for supplies and maintenance. Funding of \$9,151,221 is recommended for fixed assets. Additional detail on the projects is available in the Capital Expenditures table.

## Additional Funding Requests

Public Works submitted eight additional funding requests totaling \$946,798. Requests are prioritized and outlined as follows:

## Facility Management

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1. An additional on-going funding request for \$20,000 would provide funding to pay for Facilities Maintenance Mechanics to be on-call weekdays after hours.
2. An on-going funding request for \$49,798 would fund a Correctional Facility Mechanic for the daily maintenance needs of the jail and allow the Facilities Mechanic time to devote to the larger infrastructure needs of the facility.
3. A request for \$52,000 would fund new up-to-date, energy efficient hardware and software for the Correctional Facility Building Management System.
4. This request for \$160,000 would provide for the installation of new heating, ventilation, and air conditioning (HVAC) equipment to service the heating and cooling needs of the Regional Facility, assuring the safety and comfort of residents and staff.
5. A supplemental request for \$250,000 would assess and delineate current State and Federal Americans with Disabilities Act (ADA) improvement projects by reevaluating the County ADA compliance program lists and identifying the full scope of work for each location.
6. A request for \$65,000 would fund the replacement of the failed backup cooling unit with a new cooling unit in the Information Technology building server room.
7. A request for \$250,000 would fund the planning and design work for the replacement of the existing deteriorated Weights and Measures building. Additional funding (\$1,000,000) would be needed for the construction.
8. A request for \$100,000 would fund an update to the 2008 Facilities Master Plan for

the County and examine opportunities to take strategic action on various recommendations.

All of the requests conform to the Board of Supervisors' Core Roles of providing and maintaining County infrastructure, creating opportunities for improved safety and health, and protecting vulnerable populations.

The supplemental requests are not recommended for funding at this time. Although the requests have merit they are not recommended for funding because they did not achieve a priority level that allowed them to be funded based on limited available financial resources.

## Recommended Personnel Allocation

The total recommended personnel allocation for FY 2013-14 is 44.0 FTE with four of those positions frozen and unfunded due to prior year budget reductions. There is no change in funded positions from the last year's adopted budget.

## Program Discussion

Services provided by Facility Management are essential to the functioning of the County. This budget grouping provides facility related services to all County departments and is responsible for real property management, building maintenance, custodial services and capital project design, construction and management.

Facility Maintenance provides a variety of building services, which include heating, ventilation and air conditioning (HVAC), plumbing, electrical, carpentry remodeling, landscape maintenance, and custodial services for numerous County owned or leased facilities. Many County facilities operate 24 hours per day, seven days a week, while other facilities are typical five days per week operations. Facilities are located throughout the County in

## ***Facility Management***

Eureka, Arcata, Fortuna, Garberville, and Willow Creek as well as other outlying areas. Funding reductions, retirements and turnover in the maintenance and custodial staff have challenged the Division's ability to provide sufficient service to the County's facilities.

Real Property Management negotiates and maintains records of County lease agreements and provides for repairs and maintenance of leased properties.

Capital Projects provides design, building construction contracting, management and inspection services. This work includes feasibility and cost estimate studies for adopted building projects, developing program requirements, preparing reports and recommendations, coordinating design work, preparing construction documents, managing consultants, receiving and evaluating bids, construction award, inspections and construction administration.

### **1100 162 Facility Management**

The purpose of Facility Management is to provide a safe, healthy and comfortable work environment for County employees, and to design, construct and maintain County facilities to the highest standards possible with the available resources. Staff provides oversight of planning and construction projects. The goal of the real property manager is to provide, manage and maintain lease arrangements that meet the needs of the County and are cost effective.

In February 2012, the Public Works Department entered into a Memorandum of Understanding with the Department of Health and Human Services for the latter's funding of seventeen positions including 1 Work Crew Leader, 2 Carpenters, 1 Facilities Maintenance Mechanic, 9 Building Maintenance Custodians and 4 Laborers to perform skilled maintenance, mechanical repair and custodial work as assigned in DHHS. This agreement is automatically renewed on July 1 for each subsequent year for an additional one year term unless terminated by either party.

The requested baseline budget for Facility Management is \$1,841,791, a decrease of \$51,989 or 3% from FY 2013-14. This is primarily due to increased offset of salary costs from other County departments.

### **1100 170 Capital Projects**

The purpose of this budget unit is to provide funding for capital (construction) improvements to facilities within the County's buildings and facilities inventory that include leased facilities. Funds for the budget unit are now primarily derived from transfers from the Deferred Maintenance trust fund pursuant to supplemental appropriations approved by the Board of Supervisors as projects are ready for construction. The earthquake 2010 seismic projects are funded by the California Emergency Management Authority (Cal-EMA) and through Certificates of Participation (COP) for the County's match. The Juvenile Hall construction is funded through the State Corrections Standards Authority, Criminal Justice Construction Fund and through a COP for the County's match.

The recommended budget for FY 2014-15 is \$9,151,242, a decrease of \$1,756,698 from FY 2013-14. The decrease is due to less being budgeted for capital projects based on work completed in FY 2013-14. The budget includes funding for the 2010 earthquake repairs and the Juvenile Hall renovation project, additional detail is available in the Capital Expenditures table.



## Fleet Services

### Fleet Management Summary FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Operating Revenue & Contributn	1,444,866	1,575,401	1,675,700	1,525,000	1,525,000	(150,700)
Use of Money and Property	35,343	25,922	29,350	28,200	28,200	(1,150)
Charges for Current Services	4,110,816	4,924,815	4,638,220	4,474,732	4,474,732	(163,488)
Other Revenues	0	216	0	0	0	0
<b>Total Revenues</b>	<b>5,591,025</b>	<b>6,526,354</b>	<b>6,343,270</b>	<b>6,027,932</b>	<b>6,027,932</b>	<b>(315,338)</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	1,151,939	1,134,773	1,356,479	1,359,371	1,359,371	2,892
Services and Supplies	2,914,927	3,027,825	2,912,634	2,943,345	2,943,345	30,711
Other Charges	1,222,942	1,583,169	356,231	313,982	313,982	(42,249)
Fixed Assets	1,397,703	1,147,492	1,828,262	1,419,000	1,419,000	(409,262)
Intrafund Transfers	(116,361)	(141,271)	(104,000)	(35,000)	(35,000)	69,000
<b>Total Expenditures</b>	<b>6,571,150</b>	<b>6,751,988</b>	<b>6,349,606</b>	<b>6,000,698</b>	<b>6,000,698</b>	<b>(348,908)</b>
<b>Net Revenue (Expenditures)</b>	<b>(980,125)</b>	<b>(225,634)</b>	<b>(6,336)</b>	<b>27,234</b>	<b>27,234</b>	<b>33,570</b>
<b>Additional Funding Support</b>						
3500 IGS-Motor Pool	426,691	77,470	130,110	(378,991)	(378,991)	(509,101)
3540 Roads Heavy Equipment ISF	553,434	148,164	(123,774)	351,757	351,757	475,531
<b>Total Additional Funding Support</b>	<b>980,125</b>	<b>225,634</b>	<b>6,336</b>	<b>(27,234)</b>	<b>(27,234)</b>	<b>(33,570)</b>
<b>Staffing Positions</b>						
Allocated Positions	16.00	17.00	17.75	17.75	17.75	0.00
Temporary (FTE)	2.80	0.46	1.50	0.50	0.50	(1.00)
<b>Total Staffing</b>	<b>18.80</b>	<b>17.46</b>	<b>19.25</b>	<b>18.25</b>	<b>18.25</b>	<b>(1.00)</b>

## Purpose

The purpose of Fleet Services is to provide competitive procurement, maintenance and disposal of fleet vehicles and road construction equipment to ensure safe operating equipment and customer satisfaction. The Division focuses on providing efficient service and innovative maintenance programs for Humboldt County. Fleet Services' goal is to provide safe, efficient, low cost transportation and construction equipment to all County departments enabling them to provide services to the public superior to those provided by the private sector.

This budget grouping includes three budget units: Motor Pool Operating (350), Motor Pool Reserve (351), and Equipment Maintenance (330).

## Recommended Budget

For FY 2014-15, the total recommended budget is \$6,000,698, which represents a decrease of \$348,908 or 6% from FY 2013-14. The decrease is primarily due to lower vehicle replacement in Motor Pool. Funding of \$1,419,000 is included for fixed assets; additional detail on the equipment purchases is available in the Capital Expenditures table.

## Recommended Personnel Allocation

For Fleet Services the total positions recommended for FY 2014-15 are 17.75 FTE with no positions frozen. No positions are being added or deleted.

## Fleet Services

Extra-help was reduced because an additional 0.75 FTE was added in FY 2013-14 which reduced the need for extra-help.

### Program Discussion

Fleet Services manages the rolling stock of the County: 406 fleet vehicles, 120 pieces of heavy equipment and 96 pieces of support equipment. The fleet serves all County departments and some outside governmental agencies with vehicles and repair and maintenance services.

The California Air Resources Board has mandated the “Diesel Particulate Matter Control Measure for On-Road Diesel-Fueled Fleet Vehicles Owned and Operated by Public Fleets and Utilities.” This regulation requires retrofits of some diesel trucks and the replacement of others. The requirement for 2014 will be the replacement of three trucks at a cost of \$540,000 and the retrofit of one truck at a cost of \$20,000. Estimates for calendar year 2015 are \$389,000, consisting of two truck replacements and one retrofit.

Emission regulations for portable equipment, stationary equipment, and off road equipment are in process and will add to future budget concerns, as these requirements are also unfunded.

The volatility in the price of fuel continues to be a major budget item that is difficult to accurately estimate. The proposed fuel budget includes \$1,065,000 for the Motor Pool and \$520,000 for Heavy Equipment. This compares to the current allocations in FY 2013-14 of \$1,130,000 and \$475,000, respectively.

#### 3540 330 Equipment Maintenance

Equipment Maintenance is an internal service fund that primarily serves the Road Division. It manages 120 pieces of heavy equipment and about 96 pieces of support equipment. A repair facility, fabrication shop, tire shop, parts department and on-site

equipment repair are some of the services provided by Equipment Maintenance.

The recommended budget for Equipment Maintenance is \$2,939,957, an increase of \$329,381, or 13% from FY 2013-14. This is primarily due to additional spending on equipment replacement. In Equipment Maintenance the total number of positions allocated is 11.00 FTE.

#### 3500 350 Motor Pool Operating

The Motor Pool fleet currently contains 406 vehicles, an increase of 10 vehicles from FY 2013-14. The Motor Pool operates a repair facility and a daily rental fleet of 65 cars, trucks, and vans for the use of all County departments. The remainder of the vehicles in the fleet are assigned to specific departments for their own use.

Fleet size is always a concern as the cost of operating and maintaining these vehicles is substantial. Motor Pool fleet size has steadily increased due to approved additions and incorporating vehicles that previously were not included in Fleet Services. While some departments have been helpful in reducing the number of vehicles assigned to them, the number of additions by others has steadily increased the size of the fleet.

The recommended budget is \$2,224,732, a decrease of \$143,223, or 6% from FY 2013-14. The change is due to the completion of the roof replacement project and lower transfer for labor provided by other divisions. In Motor Pool the total number of positions allocated is 6.75 FTE.

#### 3500 351 Motor Pool Reserve

This budget unit collects annual depreciation which funds the purchase of new vehicles. Total expenditures for FY 2014-15 are recommended at \$816,009, a decrease of \$514,366 from FY 2013-14. This decrease is due to a smaller number of vehicles being included for replacement in FY 2014-15.

## Land Use

### Land Use Summary FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Licenses and Permits	93,234	78,363	59,000	52,000	52,000	(7,000)
Charges for Current Services	587,634	540,523	516,000	742,096	742,096	226,096
Other Revenues	73,894	20,645	12,500	4,000	4,000	(8,500)
<b>Total Revenues</b>	<b>754,762</b>	<b>639,531</b>	<b>587,500</b>	<b>798,096</b>	<b>798,096</b>	<b>210,596</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	1,153,054	1,054,619	1,253,893	1,215,003	1,215,003	(38,890)
Services and Supplies	75,054	87,854	99,916	104,168	104,168	4,252
Other Charges	340,354	290,290	438,998	638,267	638,267	199,269
Fixed Assets	2,582	57	39,000	0	0	(39,000)
Intrafund Transfers	(7,191)	(8,183)	(100,237)	(8,600)	(8,600)	91,637
<b>Total Expenditures</b>	<b>1,563,853</b>	<b>1,424,637</b>	<b>1,731,570</b>	<b>1,948,838</b>	<b>1,948,838</b>	<b>217,268</b>
<b>Net Revenue (Expenditures)</b>	<b>(809,091)</b>	<b>(785,106)</b>	<b>(1,144,070)</b>	<b>(1,150,742)</b>	<b>(1,150,742)</b>	<b>(6,672)</b>
<b>Additional Funding Support</b>						
1100 General Fund	126,266	174,334	180,170	129,259	129,259	(50,911)
1200 Roads	682,825	610,772	963,900	1,021,483	1,021,483	57,583
<b>Total Additional Funding Support</b>	<b>809,091</b>	<b>785,106</b>	<b>1,144,070</b>	<b>1,150,742</b>	<b>1,150,742</b>	<b>6,672</b>
<b>Staffing Positions</b>						
Allocated Positions	16.00	15.00	15.00	14.00	14.00	(1.00)
Temporary (FTE)	0.22	0.35	0.30	0.30	0.30	0.00
<b>Total Staffing</b>	<b>16.22</b>	<b>15.35</b>	<b>15.30</b>	<b>14.30</b>	<b>14.30</b>	<b>(0.00)</b>

## Purpose

The Land Use Division supports the Road Division by ensuring the protection of County roads; supports the Engineering Division by providing surveying and right of way services; and supports the Aviation Division by managing airport property.

To the extent that budget permits, the Division strives to enforce laws and regulations to protect residents; to provide for and maintain infrastructure; to create opportunities for improved safety and health; to encourage new local enterprise and ensuring proper operations of markets; and to support business and workforce development.

Land Use Division consists of three sections: Development Projects; Real Property & Right of

Way; and Survey. The functions of the sections are diverse and very specialized. The Division is currently staffed by 10 professionals. Licenses held by staff include 1 Registered Civil Engineer; 1 Registered Traffic Engineer; 2 Licensed Land Surveyors.

This budget grouping includes three budget units: General Fund Land Use (166), County Surveyor (168), and Roads-Right of Way (322).

## Recommended Budget

For FY 2014-15, the total recommended budget is \$1,948,838, which represents an increase of \$217,268 from FY 2013-14. This change is mainly the result of an increased allocation for right of way

## Land Use

acquisition in Other Charges. The General Fund portion of the Land Use budget is \$129,259; this is \$50,911 less than the FY 2013-14 budget. The decrease is primarily due to lower worker's compensation insurance. Intrafund transfers are lower due to decreased work for other divisions.

## Recommended Personnel Allocation

The Land Use recommended personnel allocation for FY 2014-15 is 14.00 FTE, a decrease of one position. This change is due to unfunded and frozen positions being decreased by one position to a total of 2.00 FTEs. A frozen Associate Land Surveyor position is being deleted because it has been replaced by a County Surveyor position. An Associate Engineer (MC) position has been eliminated and replaced with an Associate Civil Engineer position, this is part of a planned reorganization of the Division.

## Program Discussion

The Land Use Division is responsible for review, administration and inspection of improvements required for land use projects. This budget group provides right-of-way and land acquisition services for construction and maintenance projects, manages County-owned property, maintains records, acquires agreements for borrow sites, researches right-of-way records, investigates complaints, and assists other divisions as needed. This budget group is also responsible for management and issuance of permits for activities within the public maintained road system, such as encroachment permits for driveways, parades, special events, and transportation permits for oversize/overweight vehicles. This budget group provides land surveying services related to various projects and includes the County Surveyor.

### 1100 166 General Fund Land Use

This budget unit evaluates projects referred to the

Public Works Department from the Planning and Building Department for impacts to County maintained facilities. These referrals are typically for development projects, such as residential subdivisions, apartment complexes, and shopping centers with roads, drainage and associated improvements. The purpose of this budget unit is to ensure that subdivision roads, drainage and grading infrastructure are designed and built to meet applicable County policies and codes as well as State and federal requirements; to ensure that improvements to County maintained facilities are constructed to meet applicable County policies and codes as well as State and federal requirements; and that County maintained facilities are not adversely impacted by development.

The recommended budget is \$556,930, an increase of \$71,769, or 15% from FY 2013-14. This change is due to a reduction in the salary costs being offset by work for other divisions. The General Fund contribution is \$114,831 a reduction of \$30,330 from FY 2013-14 due to reduced worker's compensation insurance charges. For this budget unit the total number of positions is 5.00 FTE, one of the positions will remain unfunded and frozen.

### 1100 168 County Surveyor

This budget unit funds the required County Surveyor duties. The County Surveyor provides for the review and approval of Corner Records; legal descriptions; Subdivision Maps within the unincorporated County; and Record of Survey maps. These functions are governed by the County Subdivision Ordinance; State Government Code; and the State Business & Professions Code. The County Surveyor position has been moved from 1100 168 to 1200 322. This budget unit now has no positions allocated to it. The County Surveyor duties are evenly split between the General Fund and Roads projects. Transferring the position to the Roads-Right of Way division will reduce the overall expenses to this budget unit. The budget unit will still exist to address the General Fund duties of the County Surveyor (Government Code 27600).

## *Land Use*

The recommended budget is \$137,925, an increase of \$12,916, or 10% from FY 2013-14. The increase is due to changes in staffing costs which will now be provided by another budget unit and the cost of providing services that exceed the fee established by the State.

### **1200 322 Roads-Right of Way**

The purpose of the budget unit is to provide survey, right-of-way, and property management services that meet State and federal regulations. This unit

also insures that activities by non-County entities within the public maintained road system do not negatively impact infrastructure or the public.

The recommended budget is \$1,253,983, an increase of \$163,583, or 15% from FY 2013-14. This increase is due to an increased allocation for right of way acquisition and the addition of the County Surveyor position. For this budget unit 10.00 FTEs are recommended, two of the positions will be unfunded and frozen.



County Surveyor at work

# Natural Resources (1100 289)

Thomas K. Mattson  
Public Works Director

## 1100 – General Fund FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Other Governmental Agencies	5,693,999	4,049,670	13,922,538	14,448,061	14,448,061	525,523
Charges for Current Services	0	0	14,200	10,000	10,000	(4,200)
<b>Total Revenues</b>	<b>5,693,999</b>	<b>4,049,670</b>	<b>13,936,738</b>	<b>14,458,061</b>	<b>14,458,061</b>	<b>521,323</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	261,514	309,472	453,789	409,678	409,678	(44,111)
Services and Supplies	25,826	123,456	756,710	950,609	950,609	193,899
Other Charges	5,392,090	3,600,314	12,723,030	13,094,274	13,094,274	371,244
Fixed Assets	1,265	0	3,209	3,500	3,500	291
<b>Total Expenditures</b>	<b>5,680,695</b>	<b>4,033,242</b>	<b>13,936,738</b>	<b>14,458,061</b>	<b>14,458,061</b>	<b>521,323</b>
<b>Net Revenue (Expenditures)</b>	<b>13,304</b>	<b>16,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Additional Funding Support</b>						
1100 General Fund	(13,304)	(16,428)	0	0	0	0
<b>Total Additional Funding Support</b>	<b>(13,304)</b>	<b>(16,428)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Staffing Positions</b>						
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	0.00	0.95	2.00	1.00	1.00	(1.00)
<b>Total Staffing</b>	<b>4.00</b>	<b>4.95</b>	<b>0.00</b>	<b>5.00</b>	<b>5.00</b>	<b>(1.00)</b>

## Purpose

The purpose of the Natural Resources Planning Division is to develop and administer programs for water resources, environmental restoration, habitat conservation, natural hazard mitigation, and climate change adaptation projects to advance natural resource goals set by the Board of Supervisors. The Division's programs as described below support many of the Board's Strategic Framework Core Roles including: providing for and maintaining infrastructure, protecting vulnerable populations, and creating opportunities for improved safety and health.

Humboldt County participates in the North Coast Resource Partnership (NCRP) (formerly North Coast Integrated Regional Water Management Plan or IRWMP) which was initiated in 2004 in collaboration with the counties of Sonoma, Modoc,

Mendocino, Trinity, Del Norte, and Siskiyou. The NCRP coordinates the planning and implementation of projects throughout the seven-county region related to water supply and water quality, energy conservation and independence, and healthy watersheds and communities. Humboldt County serves as the regional administrating agency and manages the grants issued to the NCRP by State agencies with funding from Proposition 50, Proposition 84, and other sources. Grant administration work for the NCRP is performed by the Natural Resources Planning Division.

## Recommended Budget

The recommended budget is \$14,458,061, which represents a \$521,323 increase from FY 2013-14. While a number of projects are closing out, new funding awards have been obtained resulting in this

## Natural Resources (1100 289)

increase. Salaries expenditures are lower by \$44,111 due to reduced extra-help.

### Recommended Personnel Allocation

The number of positions recommended for FY 2014-15 is 4.0 FTE with no positions frozen and unfunded. There are no personnel allocation changes in this division.

### Program Discussion

The Natural Resources Planning Division plans and administers implementation projects as directed by the Board of Supervisors to address natural hazard mitigation, conservation and open space, water resources, energy independence and forestry and agricultural resources. The Division's projects include: administration of a variety of state and federal funds for projects that focus on water supply reliability; water quality; salmonid habitat; community wildfire protection and planning; Firewise activities, energy independence; multi-

hazard mitigation planning, planning services to the NCRP and local fire safe councils; expanding and supporting the Redwood Water Resources Network; and Labor Compliance services to NCRP projects. The Division administers funds for regional water resources and energy independence projects as defined by the NCRP.

The Board periodically authorizes county-wide planning efforts and implementation programs to address mitigation of natural hazards in collaboration with other public agencies and private sector participants. The Board appoints members to the Humboldt County Fire Safe Council (HFSC) to provide guidance for wildfire mitigation programs. The Natural Resources Planning Division provides staffing to administer and manage grant opportunities, lead the development of plans and plan updates, and support the activities of the HFSC. Funding for hazard mitigation programs has come from Title III of the Secure Rural Schools and Self Determination Act of 2000, the Federal Emergency Management Agency (FEMA), and the United States Department of Agriculture (USDA).



**Parks and Trails Summary  
FY 2014-15 Proposed Budget**

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Taxes	161,002	0	0	0	0	0
Licenses and Permits	115	90	150	150	150	0
Use of Money and Property	3,743	4,495	3,000	4,000	4,000	1,000
Other Governmental Agencies	8,549	88,992	266,200	1,531,200	1,531,200	1,265,000
Charges for Current Services	326,017	352,328	301,123	325,000	325,000	23,877
Other Revenues	42,456	22,200	175,977	87,048	87,048	(88,929)
<b>Total Revenues</b>	<b>541,882</b>	<b>468,105</b>	<b>746,450</b>	<b>1,947,398</b>	<b>1,947,398</b>	<b>1,200,948</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	524,099	358,158	350,311	441,276	441,276	90,965
Services and Supplies	208,381	224,518	240,694	281,344	281,344	40,650
Other Charges	102,217	194,172	411,261	211,506	211,506	(199,755)
Fixed Assets	212,273	112,675	465,000	1,798,000	1,798,000	1,333,000
Intrafund Transfers	(443,421)	(148,712)	(95,000)	(104,856)	(104,856)	(9,856)
<b>Total Expenditures</b>	<b>603,549</b>	<b>740,811</b>	<b>1,372,266</b>	<b>2,627,270</b>	<b>2,627,270</b>	<b>1,255,004</b>
<b>Net Revenue (Expenditures)</b>	<b>(61,667)</b>	<b>(272,706)</b>	<b>(625,816)</b>	<b>(679,872)</b>	<b>(679,872)</b>	<b>(54,056)</b>
<b>Additional Funding Support</b>						
1100 General Fund	458,897	248,573	194,816	262,778	262,778	67,962
1150 General E-Transportation Serv	(397,230)	24,133	431,000	417,094	417,094	(18,906)
<b>Total Additional Funding Support</b>	<b>61,667</b>	<b>272,706</b>	<b>625,816</b>	<b>679,872</b>	<b>679,872</b>	<b>49,056</b>
<b>Staffing Positions</b>						
Allocated Positions	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	1.50	1.92	1.10	1.50	1.50	0.40
<b>Total Staffing</b>	<b>7.50</b>	<b>7.92</b>	<b>7.10</b>	<b>6.50</b>	<b>6.50</b>	<b>0.40</b>

**Purpose**

The Parks and Trails budget grouping provides for operation, maintenance, management, and project development for the County park system which includes parks, trails, and recreational areas. With 17 park sites and a combined total acreage of nearly 950 acres, the County park system is comprised of a diverse set of public lands containing unique natural and cultural features. The mission of the Parks Division is to provide and adequately maintain recreation opportunities which are highly accessible and offer a high-quality outdoor experience in a safe environment; to protect park resources from

incompatible uses; and to plan park development in such a manner as to minimize environmental impacts.

This budget grouping contains two separate budget units: Parks & Recreation (713) and Bicycles & Trailways (715). The baseline budget for Parks & Recreation is funded primarily through fee revenue (camping and day-use fees) and the County General Fund. Four parks have day-use fees and five parks have campgrounds with associated fees. The baseline budget for Bicycles & Trailways is funded through the Transportation Development Act (TDA). Capital improvement and enhancement projects depend on funding through federal or State grants or Quimby Act fees.

## ***Parks & Trails***

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### **Recommended Budget**

For FY 2014-15, the total recommended budget is \$2,627,270, which represents an increase of \$1,255,004 from FY 2013-14. This increase is primarily due to new State funding for work on the proposed Humboldt Bay Trail. The recommended General Fund contribution for Parks is \$262,778, which represents an increase of \$67,962 from FY 2013-14. This is due to increases in benefit and insurance costs. Funding of \$1,798,000 is recommended for fixed assets; additional detail on the projects is included below and in the Capital Expenditures table.

### **Recommended Personnel Allocation**

For Parks & Trails the total recommended personnel allocation for FY 2013-14 is 6.0 FTE with no positions frozen. One previously frozen position is being funded. In past years this position has been held vacant and the funds have been used for Parks operational expenses and extra-help. For FY 2014-15 it is anticipated that there are sufficient on-going fee revenues to fund the position.

### **Program Discussion**

County parks and trails provide opportunities for a wide variety of recreational activities including camping, picnicking, swimming, fishing, boating, beachcombing, clamming, hiking, bicycling, and wildlife viewing. The County park system includes five campgrounds, five boat ramps, and over five miles of the California Coastal Trail. Park and trail system units are located at Big Lagoon, Centerville, Clam Beach, Eel River (Crab Park, Margarite Lockwood Park, and Pedrazzini Boat Ramp), Fairhaven (Fairhaven "T" and Power Pole Access Points), Fields Landing, Freshwater, Luffenholtz Beach, Mad River, McKinleyville (Hammond Trail), Moonstone Beach, Petrolia (A.W. Way Park), Samoa, Table Bluff, and the Van Duzen

River (Swimmers Delight and Pamplin Grove). The County park system is open year-round, and sees a substantial increase in usage between April and September.

The Parks Division is responsible for the ongoing operation and maintenance of the County park system. Parks staff administers fee collection at the campground and day-use areas and monitors for appropriate use. Maintenance duties include facility cleaning and repair, waste and wastewater services, stocking supplies, vegetation management, tree trimming, grounds keeping, and vandalism abatement. Facilities include buildings, campgrounds, parking areas, fences, boat ramps, play structures, utilities, picnic tables, signs, and a seasonal dam and fish ladder.

Parks staff interacts regularly with the public by providing information on park facilities and regulations, collecting fees, responding to ordinance infractions and other incidents, issuing tickets for vehicle-related infractions, and coordinating with law enforcement and other agencies. The Parks Division issues permits and administers special events held at park facilities (such as the Trinidad/Clam Beach Run, Roll on the Mattole, weddings, and commercial filming), and coordinates with federal and State agencies and local groups on resource management issues.

The Parks Division has focused on maintaining a minimum level of service at all units within the County park system. Due to staffing and budget constraints, the ability to implement facility enhancement projects, restoration activities, expansion, and preventative maintenance is limited.

On April 15, 2014, the Board of Supervisors approved accepting funds for the acquisition of the McKay Tract for the establishment of a community forest. The recommended budget does not address the proposed McKay Tract Community Forest. It is anticipated that a budget adjustment will be submitted by Public Works for the property purchase and operations at a later date.

## ***Parks & Trails***

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### **1100 713 Parks & Recreation**

This budget unit funds work on County parks and recreational areas. The recommended budget is \$756,176, an increase of \$32,910, or 4% from FY 2012-13, due to increased benefit and insurance costs.

### **1150 715 Bicycles & Trailways**

This budget unit funds work on County trails. The recommended budget is \$1,871,094, an increase of

\$1,222,094, or 188% from the adopted budget in FY 2013-14. This increase is due primarily to new State Transportation Improvement Program funding programmed through Humboldt County Association of Governments for engineering and permitting of the southern section of the Humboldt Bay Trail between Eureka and Arcata. Additional Transportation Development Act revenues have been incorporated to fund design and permitting work for the replacement of the Hammond Bridge.



Hammond Trail Bridge over the Mad River

# Roads

## 1200 – Roads Fund FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Taxes	2,548,249	2,599,333	2,901,663	2,499,144	2,499,144	(402,519)
Operating Revenue & Contributn	0	1,312,931	0	0	0	0
Use of Money and Property	79,232	13,674	2,000	20,000	20,000	18,000
Other Governmental Agencies	8,831,907	14,724,430	20,890,200	20,871,063	20,871,063	(19,137)
Charges for Current Services	1,177,668	1,715,223	3,292,000	1,755,747	1,755,747	(1,536,253)
Other Revenues	2,396,294	1,452,794	1,011,990	1,800,200	200	(1,011,790)
<b>Total Revenues</b>	<b>15,033,350</b>	<b>21,818,385</b>	<b>28,097,853</b>	<b>26,946,154</b>	<b>25,146,154</b>	<b>(2,951,699)</b>
<b>Expenditures</b>						
Capital Contracts	7,287,907	5,387,219	9,427,985	283,174	283,174	(9,144,811)
Salaries & Employee Benefits	7,165,630	6,888,849	7,292,068	7,544,994	7,544,994	252,926
Services and Supplies	6,529,423	6,671,345	11,457,835	20,761,765	18,961,765	7,503,930
Other Charges	671,936	433,820	584,836	526,576	526,576	(58,260)
Fixed Assets	907,212	180,480	116,500	37,500	37,500	(79,000)
<b>Total Expenditures</b>	<b>22,562,108</b>	<b>19,561,713</b>	<b>28,879,224</b>	<b>29,154,009</b>	<b>27,354,009</b>	<b>(1,525,215)</b>
<b>Net Revenue (Expenditures)</b>	<b>(7,528,750)</b>	<b>2,256,671</b>	<b>(781,371)</b>	<b>(2,207,855)</b>	<b>(2,207,855)</b>	<b>(1,426,484)</b>
<b>Additional Funding Support</b>						
1200 Roads	7,528,750	(2,256,671)	781,371	2,207,855	2,207,855	1,426,484
<b>Total Additional Funding Support</b>	<b>7,528,750</b>	<b>(2,256,671)</b>	<b>781,371</b>	<b>2,207,855</b>	<b>2,207,855</b>	<b>1,426,484</b>
<b>Staffing Positions</b>						
Allocated Positions	108.00	109.00	110.00	110.00	110.00	0.00
Temporary (FTE)	3.98	15.23	4.50	3.00	3.00	(1.50)
<b>Total Staffing</b>	<b>111.98</b>	<b>124.23</b>	<b>114.50</b>	<b>113.00</b>	<b>113.00</b>	<b>(1.50)</b>

## Purpose

This budget grouping provides for the construction, maintenance, and administration of County roads. Functions related to the Director of Public Works are mandated by Government Code Section 24000. The construction and maintenance of County roads falls under the authority of the State of California Streets and Highways Code and Vehicle Code, the United States Surface Transportation Act (enforced by the Federal Highways Administration), and policies established by State and federal action to protect the health and safety of the motorist (liability standard). Numerous State and federal environmental laws require Public Works to prepare various environmental documents and obtain permits for a variety of projects that concern County roads.

This budget grouping includes four operating budgets that fund staff and programs: Roads Business (1200 320), Roads Engineering (1200 321), Roads Maintenance (1200 325) and Roads Natural Resources (1200 331). Additionally there are two budget units that are primarily “holding accounts” for general Road Fund purposes: Roads General Purpose Revenue (1200 888), which collects general purpose revenues for the Roads Fund, and Roads Contingency (1200 990), which contains appropriated but unspecified contingency funds.

## Recommended Budget

For FY 2014-15, the total recommended budget is \$27,354,009, which represents a decrease of \$1,525,215 or 6% from FY 2013-14. This change is

## Roads

mostly a result of the completion of Proposition 1B projects in 2014. In 2008, the Roads Fund received a large influx of revenue from Proposition 1B which has offset some of the impacts of the recession on other revenue sources. Funds for projects are budgeted in Services and Supplies and then moved to Capital Contracts when construction contracts are awarded.

The Financial Forecast indicates that revenues will not keep up with operational expenses over the next five years for the Roads Fund. In an effort to cut down on operational expenses, the Public Works Department is proposing that additional positions be frozen in FY 2014-15 when these are vacated unless the position is absolutely essential to the operation of the division.

The anticipated reduction in the State Highway Users Tax Section 2103 is discussed in detail in the 1200 888 section.

### Additional Funding Requests

A funding request for \$1.8 million from the General Fund was submitted for Roads to chip seal or micro surface approximately 60 miles of roadway. In order to maintain the current pavement condition index (PCI) an annual road maintenance budget of \$15 million is needed. The Roads budget lacks the funding to keep the County road system at its current PCI. This request would provide for and maintain infrastructure.

This additional funding request is not recommended for funding at this time. While the request has merit, it exceeds the funding available.

### Recommended Personnel Allocation

The total recommended allocation for FY 2014-15 is 110.0 FTE positions with 19.0 FTE positions frozen and unfunded. This is an increase of one frozen position from last year. The additional position became vacant in FY 2013-14 and is being

unfunded in an effort to reduce operating costs and align expenditures with revenues. No positions are being added or deleted.

### Program Discussion

The Roads budget group funds the following services for the Public Works Department: engineering for roads, road construction and maintenance, environmental oversight and planning of projects, departmental administration, and revenue collection and management.

#### 1200 320 Roads Business

The Business Division provides administrative, accounting, dispatch and clerical support for the Public Works Department. This includes tracking project costs, processing billings for reimbursement, managing the Department's cost accounting system, entering timecards for cost tracking, taking public requests through Roads dispatch, processing vendor invoices for payment, calculating equipment rates and indirect cost rates. The Division handles all solid waste agreements covering the unincorporated areas of the County. Business staff submits the annual Transportation Development Act claim to the Humboldt County Association of Governments for allocation of funds to transit operators as well as manages transit service agreements. The Division also handles all federal and State audit reviews for the Department.

The recommended budget for FY 2014-15 is \$1,134,483, a decrease of \$46,988 or 4% from FY 2013-14. This change is primarily due to a substantial decrease in A-87 charges. A total of 11.0 FTE positions are recommended, with no frozen positions.

#### 1200 321 Roads Engineering

The Engineering Division designs roads, bridges, parks and airport facilities, and oversees design work done by consulting engineers. Work performed by this unit which is not related to

## Roads

County-maintained roads is funded by outside revenue (e.g., airports and parks). The Division is also responsible for inspecting projects during construction to assure compliance with the design plans and specifications, and good engineering practices.

The recommended budget is \$14,889,183, a decrease of \$1,746,060, from the FY 2013-14 budget. This decrease is due to decreased road construction projects and the completion of Prop1B funded projects. Funding of \$13,278,855 is included for road construction projects, additional detail is available in the Capital Expenditures table.

A total of 13.0 FTE positions are recommended for FY 2014-15 with three of those positions frozen and unfunded.

### 1200 325 Roads Maintenance

The Road Maintenance Division performs routine maintenance for all County roads and bridges. The Division also provides disaster response during storms and other emergency events. This provides safe roads for the citizens of Humboldt County.

Reduction in general purpose Road Fund revenues continues to be the trend into the future. The Roads division continues to partner with other private and public entities to assist in maintenance projects to augment maintenance resources.

The recommended budget is \$9,878,862, a decrease of \$103,904, or 1% from FY 2013-14. This decrease is due primarily to the reduction in the service and supplies category expenses which is where funds for maintenance materials are budgeted. Funding of \$52,000 is recommended for fixed assets; additional detail on the proposed equipment is available in the Capital Expenditures table.

A total of 83.0 FTE positions are recommended for FY 2014-15 with 16 of those positions frozen and unfunded. This is an increase of one frozen position

from last year's budget. This change is due to reduced funding being available for maintenance.

### 1200 331 Roads Natural Resources

The Natural Resources Division performs environmental analysis and permitting for Public Works projects and operations. The Division manages environmental regulatory compliance and coordinates with Public Works management and staff on environmental practices and resource management.

The recommended budget is \$428,655, a decrease of \$2,097, or 0.5% from FY 2013-14. The total recommended positions for FY 2014-15 are 3.0 FTE.

### 1200 888 Roads General Purpose Revenues

The function of this budget unit is to collect Roads Fund revenue. Funding is from a variety of sources: property taxes, State highway users tax, vehicle license fees, and other State and federal funding. Expenditures are made through the various Roads Fund budget units.

The new State Highway Users Tax Section 2103 revenue is expected to decrease by \$758,454 in FY 2014-15 while the "old" State Highway Users Tax Sections 2104, 2105 & 2106 are expected to increase by about \$89,000. The net effect of the gas tax revenue fluctuation is an estimated negative \$670,000 reduction to the Roads-General Purpose Revenue.

It is expected that the gas tax revenues will continue to decrease drastically in FY 2015-16 due to the overestimation by State sources on the cost of gasoline and the volume of sales in FY 2013-14.

The recommended budget is \$10,102,802, a decrease of \$1,052,211, or 9% from FY 2013-14. This is due to the anticipated decrease in gas tax revenue and no Transportation Development Act funds being anticipated.

## Roads

### 1200 990 Roads Contingency

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

The proposed budget is \$1,250,000 which is the same amount set aside in FY 2013-14. This represents 4.5% of the Roads budget which is below the Board policy level of 6%.



Public Work's fish-friendly culvert replacement project at Grassy Creek

# Solid Waste (1100 438)

Thomas K. Mattson  
Public Works Director

## 1100 – General Fund FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Taxes	643,676	539,976	655,000	740,000	740,000	85,000
Charges for Current Services	207,067	193,386	220,000	240,000	240,000	20,000
Other Revenues	77	860	238,533	185,665	185,665	(52,868)
<b>Total Revenues</b>	<b>850,820</b>	<b>734,222</b>	<b>1,113,533</b>	<b>1,165,665</b>	<b>1,165,665</b>	<b>52,132</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	787	0	0	0	0	0
Services and Supplies	442,657	483,455	548,755	607,400	607,400	58,645
Other Charges	184,484	169,212	549,778	143,265	143,265	(406,513)
Fixed Assets	0	13,624	15,000	415,000	415,000	400,000
<b>Total Expenditures</b>	<b>627,928</b>	<b>666,291</b>	<b>1,113,533</b>	<b>1,165,665</b>	<b>1,165,665</b>	<b>52,132</b>
<b>Net Revenue (Expenditures)</b>	<b>222,891</b>	<b>67,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Additional Funding Support</b>						
1100 General Fund	(222,891)	(67,929)	0	0	0	0
<b>Total Additional Funding Support</b>	<b>(222,891)</b>	<b>(67,929)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Staffing Positions</b>						
<b>Total Staffing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Purpose

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

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

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

## Recommended Budget

The recommended Solid Waste budget for FY 2014-15 is \$1,165,665, an increase of \$52,132 from

the previous year. The increase is primarily due to higher contracted container site operation costs. Taxes are \$85,000 higher due to anticipated increases in Franchise fee revenue. Costs for Redway were moved from Other Charges to Fixed Assets to correctly represent that they are capital improvements. There is no General Fund contribution to this budget unit.

## Program Discussion

Expenditures for this division are paid for primarily through Solid Waste Franchise fees and fees collected by the Humboldt Waste Management Authority and passed through to the County.

The Solid Waste budget unit provides funding for administration of franchise contracts and container site contracts with private companies to perform solid waste and recycling collection services in the unincorporated areas of the County. It also

## *Solid Waste (1100 438)*

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provides for continued maintenance and testing of the closed Table Bluff Landfill, as well as maintenance of the Redway Transfer facilities. Net revenues are transferred to a trust fund to support future road and bridge repair and maintenance at the Redway Transfer Station as required by the 20-year Ground Lease Agreement with the State of California which terminates on March 31, 2030.

Solid Waste provides for management of the Table Bluff Closed Landfill located near Loleta. The site was used for waste disposal starting in the 1930s and was formally closed in 1979. The site is equipped with a leachate collection and treatment system, and is regulated by state agencies and the County Environmental Health Division. The Table Bluff closed landfill is subject to operation and maintenance requirements in perpetuity.



Solid waste being loaded at a container site

## Transportation Services (1150 910)

### 1150 – Transportation Services FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Taxes	2,146,258	2,146,069	2,099,319	2,328,908	2,328,908	229,589
<b>Total Revenues</b>	<b>2,146,258</b>	<b>2,146,069</b>	<b>2,099,319</b>	<b>2,328,908</b>	<b>2,328,908</b>	<b>229,589</b>
<b>Expenditures</b>						
Other Charges	2,146,258	2,146,069	2,099,319	2,328,908	2,328,908	229,589
<b>Total Expenditures</b>	<b>2,146,258</b>	<b>2,146,069</b>	<b>2,099,319</b>	<b>2,328,908</b>	<b>2,328,908</b>	<b>229,589</b>
<b>Net Revenue (Expenditures)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Additional Funding Support</b>						
1150 Transportation Services	0	0	0	0	0	0
<b>Total Additional Funding Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Staffing Positions</b>						
<b>Total Staffing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Purpose

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

The legislative reference for the Transportation Services program is contained in the Government Code, commencing with Section 29530, and the Public Utilities Code, commencing with Section 99200. Section 99222 states that the legislative intent for use of the funds is "that the funds available for transit development be fully expended to meet the transit needs that exist in California." In addition, on August 26, 1985, the Board of Supervisors established a policy that the annual local non-grant requirements for the bicycle and

trailways program for operations, maintenance and administration expense shall be included in the County's TDA program.

The following transit systems receive TDA funding: Adult Day Health Care – Mad River, Eureka Transit System, Humboldt Transit Authority, Humboldt Senior Resource Center, K-T Net.

## Recommended Budget

The recommended budget is \$2,328,908, an increase of \$229,589 or 11% from FY 2013-14. This is primarily due to increases in the annual contract and operational costs for the transit systems.

## Program Discussion

This budget provides funding to transit service operators and for pedestrian and bicycle facilities within the unincorporated areas of the County.

## ***Transportation Services (1150 910)***

Thomas K. Mattson  
Public Works Director

Total TDA funding for Humboldt County in FY 2014-15 is estimated to be \$2,328,908, a decrease of \$190,189 or 8% from last year's FY 2013-14 total of \$2,517,097. The Roads fund portion of the

TDA funding is not included in this budget unit, and Roads is not expected to receive any TDA funding this year.



Road crew staff chip sealing a County road

## Water Management (1100 251)

### 1100 – General Fund FY 2014-15 Proposed Budget

	2011-12 Actual	2012-13 Actual	2013-14 Adjusted	2014-15 Request	2014-15 Proposed	Increase (Decrease)
<b>Revenues</b>						
Other Governmental Agencies	166,310	102,447	223,192	55,500	55,500	(167,692)
Charges for Current Services	41,097	21,950	22,700	20,000	20,000	(2,700)
Other Revenues	2,044	0	12,000	6,000	6,000	(6,000)
<b>Total Revenues</b>	<b>209,451</b>	<b>124,397</b>	<b>257,892</b>	<b>81,500</b>	<b>81,500</b>	<b>(176,392)</b>
<b>Expenditures</b>						
Salaries & Employee Benefits	71,906	77,747	77,732	84,572	84,572	6,840
Services and Supplies	50,808	72,170	127,369	140,279	140,279	12,910
Other Charges	121,208	152,953	292,213	114,171	114,171	(178,042)
Intrafund Transfers	(13,696)	(17,775)	(17,000)	(12,000)	(12,000)	5,000
<b>Total Expenditures</b>	<b>230,226</b>	<b>285,095</b>	<b>480,314</b>	<b>327,022</b>	<b>327,022</b>	<b>(153,292)</b>
<b>Net Revenue (Expenditures)</b>	<b>(20,778)</b>	<b>(160,697)</b>	<b>(222,422)</b>	<b>(245,522)</b>	<b>(245,522)</b>	<b>(23,100)</b>
<b>Additional Funding Support</b>						
1100 General Fund	20,778	160,697	222,422	245,522	245,522	23,100
<b>Total Additional Funding Support</b>	<b>20,778</b>	<b>160,697</b>	<b>222,422</b>	<b>245,522</b>	<b>245,522</b>	<b>23,100</b>
<b>Staffing Positions</b>						
Allocated Positions	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	0.25	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	<b>1.25</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

## Purpose

The purpose of the Water Management Division is to manage the County's three levee systems, implement State-mandated stormwater pollution prevention programs, and lead or provide technical assistance for various projects involving water resources. Levee system management and stormwater programs are continual responsibilities, while other projects are developed based on available funding, needs, and opportunities. Funding for Water Management comes from the County's General Fund and federal and State grants.

The Water Management Division oversees operation and maintenance of levee systems in Orick (Redwood Creek), Fortuna (Sandy Prairie), and Blue Lake (Mad River), all of which were

accepted by the County after being constructed by the U.S. Army Corps of Engineers in the 1950s and 1960s. The County is responsible for implementing long-term, ongoing maintenance programs at the three levee systems for public safety and protection of infrastructure.

The Water Management Division implements stormwater programs to reduce the discharge of pollutants to storm drainage systems and receiving waters for McKinleyville, which is considered an urbanized area, and Shelter Cove, which is adjacent to a State-designated Area of Special Biological Significance.

Other typical Water Management projects include habitat restoration, flood risk reduction, consultation on dam removal projects, and participation in regional planning initiatives involving water resources.

## ***Water Management (1100 251)***

### **Recommended Budget**

The recommended budget for Water Management is \$327,022, a decrease of \$153,292, or 32% from FY 2013-14. This decrease is due to completion of grant-funded technical studies related to analyzing flood risk, evaluating levee sufficiency, and mapping floodplains in Blue Lake and Orick. The recommended General Fund contribution is \$245,522, which represents a \$23,100 increase from FY 2013-14. This increase is primarily due to changes in benefit and insurance costs.

### **Recommended Personnel Allocation**

For Water Management the recommended personnel allocation for FY 2014-15 is 1.0 FTE, with no positions frozen. There are no changes from the previous fiscal year.

### **Program Discussion**

The Water Management Division continues to focus on maintenance activities at the Redwood Creek levee system, which include gravel extraction, vegetation removal, inspections, and structural repairs. Due to a design deficiency, the Redwood Creek levee is impaired by large amounts of excess

sediment which deposit annually and reduce levee capacity. Staff continues to work with stakeholders to pursue a long-term, permanent solution for the levee system and also restoration of the Redwood Creek estuary which was impacted by levee construction. Sediment removal to restore a portion of the lost levee capacity is an ongoing goal; however the work is subject to extensive permitting and environmental compliance requirements.

The Water Management Division provides technical support to the Board regarding water resource issues (dams, water flows, water quality, restoration, sea level rise) related to the Klamath River, Trinity River, Humboldt Bay, and other water bodies. The Division is also responsible for implementation of State-mandated stormwater management programs in McKinleyville, the Shelter Cove area, and the unincorporated area around Eureka.

The Water Management Division interfaces with the Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers, and California Department of Water Resources on levee and flooding issues and implements studies or projects based on available funding. The Division provides inspection and maintenance activities at the Sandy Prairie and Mad River levee systems. These systems require periodic structural repairs and vegetation removal but no sediment removal.

