

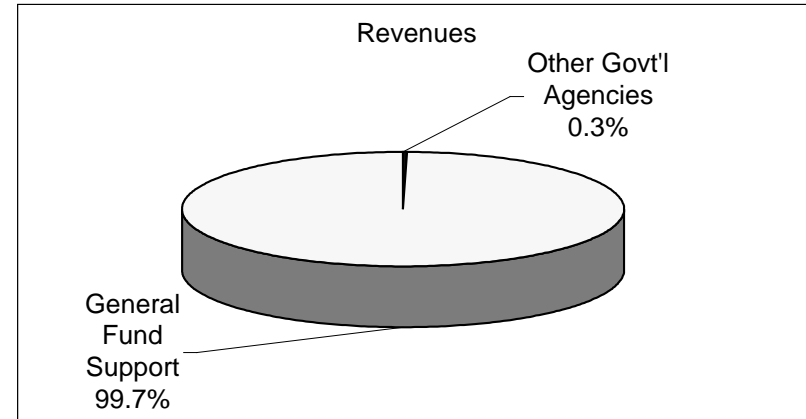
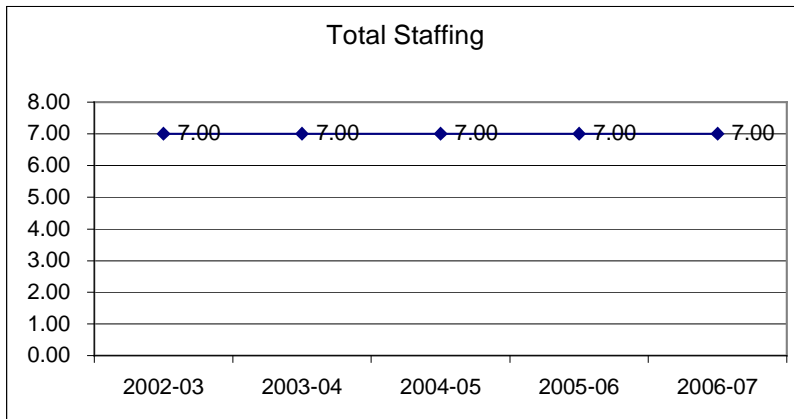
<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Other Govt'l Agencies	\$0	\$16,836	\$0	\$8,401	\$2,000	\$2,000	(\$6,401)
<b>General Fund Support</b>	<b>617,886</b>	<b>572,597</b>	<b>603,721</b>	<b>690,524</b>	<b>759,314</b>	<b>759,314</b>	<b>68,790</b>
Total Revenues	\$617,886	\$589,433	\$603,721	\$698,925	\$761,314	\$761,314	\$62,389
<b>Expenditures</b>							
Salaries & Benefits	\$493,270	\$459,608	\$497,481	\$582,596	\$628,458	\$628,458	\$45,862
Supplies & Services	116,338	124,005	100,047	101,654	122,437	122,437	20,783
Other Charges	8,278	5,821	6,193	5,386	10,419	10,419	5,033
Fixed Assets	0	0	0	9,289	0	0	(9,289)
Total Expenditures	\$617,886	\$589,433	\$603,721	\$698,925	\$761,314	\$761,314	\$62,389
<b>Staffing</b>							
Allocated Positions	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>

**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.



**Major Budget Changes**

**Salaries & Employee Benefits**

- \$110,734 General salary and benefit adjustment.

**Services & Supplies**

- \$14,000 Increase in Board member travel. This partially restores cuts made in these line items in previous years.

**Program Discussion**

This budget provides salary and office expenditures for Humboldt County’s five-member elected legislative body and two support staff. The only major changes to this budget from

FY 2005-06 to FY 2006-07 are negotiated salary and benefit increases and an increase in travel to support Board member attendance and participation in meetings, conferences, legislative activities, etc., that are of value to the overall welfare of the County.

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

### **2005-06 Accomplishments**

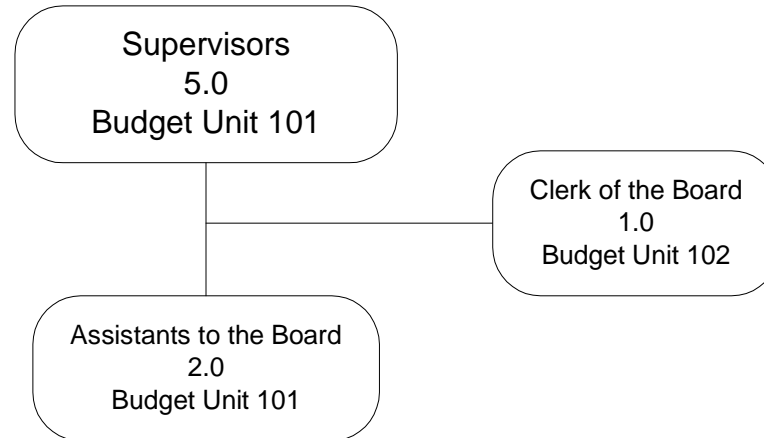
1. Led a seven county infrastructure and watershed planning effort that was accepted by the State as a model.
2. Hired a Public Works Director.
3. Provided coverage for Fire Districts through the County's workers' compensation plan.

4. Negotiated a franchise agreement with Cox Cable.
5. Advocated successfully for infrastructure improvements on Highways 101 and 299.
6. Negotiated Memorandum of Understanding with every "County" bargaining unit.
7. Completed performance reviews for all County department heads.

### **2006-07 Objectives**

1. To continue the process of updating Humboldt County's General Plan.
2. To continue to improve the Planning Department's customer service and reduce permit processing time.
3. To ensure Humboldt County's legislative delegates are informed and understand the County's issues and needs.

**Organizational Chart:**

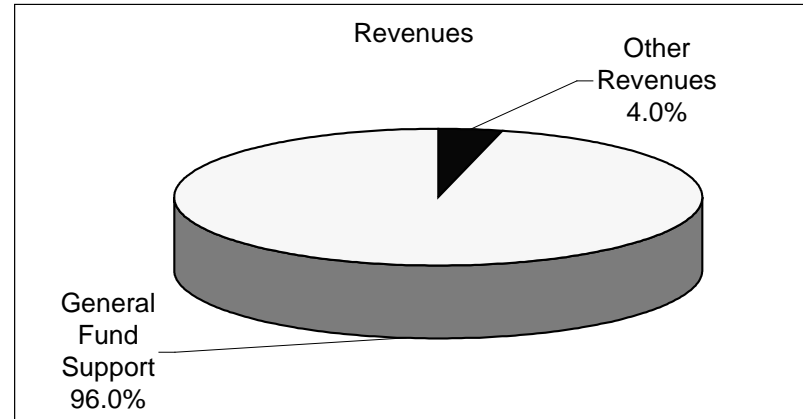


<b>1100 - General Fund</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>Increase/ (Decrease)</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Request</b>	<b>Adopted</b>	
<b>Revenues</b>							
Other Revenues	\$3,598	\$3,375	\$4,349	\$4,775	\$3,250	\$3,250	(\$1,525)
<b>General Fund Support</b>	<u>73,550</u>	<u>57,173</u>	<u>58,854</u>	<u>79,562</u>	<u>81,470</u>	<u>77,970</u>	<u>(1,592)</u>
Total Revenues	\$77,149	\$60,547	\$63,203	\$84,337	\$84,720	\$81,220	(\$3,117)
<b>Expenditures</b>							
Salaries & Benefits	\$49,836	\$51,491	\$52,708	\$70,366	\$67,244	\$67,244	(\$3,122)
Supplies & Services	12,013	6,375	7,820	10,792	13,256	9,756	(1,036)
Other Charges	15,300	2,681	2,675	3,179	4,220	4,220	1,041
Total Expenditures	<u>\$77,149</u>	<u>\$60,547</u>	<u>\$63,203</u>	<u>\$84,337</u>	<u>\$84,720</u>	<u>\$81,220</u>	<u>(\$3,117)</u>
<hr/>							
Allocated Positions	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Temporary (FTE)	<u>N/A</u>	<u>N/A</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Staffing</b>	1.00	1.00	1.00	1.00	1.00	1.00	0.00

**Purpose**

The office of Clerk of the Board is authorized by California Government Code Section 25101 *et seq.* and Humboldt County Ordinance No. 1510.

At its briefest, the one-person Clerk of the Board Division is responsible for the agenda process from drafting through permanent document archiving for the meetings of the Board of Supervisors and the Assessment Appeals Board. The Division also maintains the County’s Committee Book pursuant to the requirements of the Maddy Act. Compliance with the California Public Records Act, the Ralph M. Brown Act (open meetings law), and numerous provisions of the Revenue and Taxation, Public Contract, and Streets and Highways Codes are an integral part of the responsibilities of this Division.



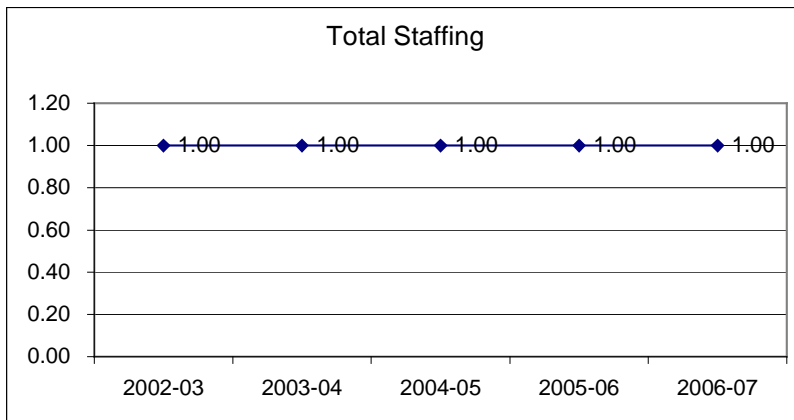
**Major Budget Changes**

**Salaries & Employee Benefits**

- \$10,923 General salary and benefit adjustment.

**Program Discussion**

The Clerk of the Board is under the supervision of the Board of Supervisors, but operates as a separate Division. The Clerk provides services which include preparing agendas, recording meetings of the Assessment Appeals Board (AAB) and the Board of Supervisors (BOS) and processing actions resulting from those meetings, preparing the administrative record for litigation involving the County, presiding over bid openings, responding to requests for records pursuant to the California Public Records Act, and maintaining the County Committee



Book. The only significant budgetary change from FY 2005-06 to FY 2006-07 is the negotiated increase in salaries and benefits.

## **Unfunded Supplemental/Restoration Funding Requests**

The Clerk of the Board requested \$3,500 for out-of-County travel to attend two statewide meetings of Clerk associations. The current Clerk has been historically involved in these associations, serving as a Past President. This request is not recommended for funding; due to the wide range of travel and training needs throughout the County, funding is instead recommended for the Centers for Advancement. The type of professional development travel sought by the Clerk of the Board is ideally suited to be a request to the Center for Employee Advancement.

## **2005-06 Accomplishments**

1. Continued to convert hard copy archives to electronic format.
2. Responded to requests for archives almost instantaneously due to electronic conversion format.
3. Continued involvement of the Clerk of the Board in the State-wide professional association (Past President and Chair of the Bylaws Standing Committee)

## **2006-07 Objectives**

1. To acquire a conversion of microfilm to an electronic/digital format.
2. To webcast audio and/or video recordings of the meetings of the Board of Supervisors.
3. To have all fully-executed documentation from the Board of Supervisors' regular meetings posted to the internet within 48 hours after the meeting adjourns.
4. To have all fully-executed documents from the Assessment Appeal Board's regular meetings processed within three working days after the meeting adjourns.
5. To develop a standard process for recruitments to fill unanticipated vacancies on boards, committees, and commissions.

## **Organizational Chart:**

See Board of Supervisors (1100 101).

<b>Departmental Summary</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Departmental Revenues</b>							
Attributable to Department	\$725,198	\$630,311	\$910,395	\$1,108,149	\$1,371,857	\$1,371,857	\$263,708
General Fund Support	1,075,646	1,173,634	2,903,451	1,750,888	2,004,450	2,004,450	253,562
(To)/From Non-GF Fund							
Balance	(471,862)	(1,080,760)	(17,808)	(658,354)	867,909	867,909	1,526,263
<b>Grand Total Revenues</b>	<b>\$1,328,981</b>	<b>\$723,185</b>	<b>\$3,796,038</b>	<b>\$2,200,682</b>	<b>\$4,244,216</b>	<b>\$4,244,216</b>	<b>\$2,043,534</b>
<b>Expenditures</b>							
Salaries & Benefits	\$1,176,043	\$2,260,947	\$2,956,091	\$2,090,474	\$2,651,375	\$2,651,375	\$560,901
Supplies & Services	442,107	853,927	2,002,342	2,084,928	2,554,838	2,554,838	469,910
Other Charges	353,930	347,446	401,186	548,353	403,977	403,977	(144,376)
Fixed Assets	103,769	14,056	62,591	32,138	116,441	116,441	84,303
Expense Transfers	(91,981)	(21,358)	(97,932)	(40,258)	0	0	40,258
Purchased Insurance Premiums	752,257	741,721	696,050	670,024	862,800	862,800	192,776
Self-Insurance Expenses	14,782,329	18,189,195	19,077,825	19,337,638	20,941,571	20,941,571	1,603,933
Operating Rev & Contribution	(16,189,474)	(21,662,750)	(21,302,115)	(22,522,616)	(23,286,786)	(23,286,786)	(764,170)
<b>Total Expenditures</b>	<b>\$1,328,981</b>	<b>\$723,185</b>	<b>\$3,796,038</b>	<b>\$2,200,682</b>	<b>\$4,244,216</b>	<b>\$4,244,216</b>	<b>\$2,043,534</b>
<hr/>							
<b>Departmental Staffing</b>	24.00	39.00	64.27	37.66	39.16	39.16	1.50

The County Administrative Office includes the following budget groupings:

Communications

- 1100 151      Communications

County Administrative Office

- 1100 103      County Administrative Office

Economic Development Promotional Agencies

- 1100 181      Economic Development Promotional Agencies

Forester & Warden

- 1100 281      Forester & Warden

Information Technology

- 3550 118      Information Technology

Mailroom

- 3555 116      Mailroom

Purchasing

- 1100 115      Purchasing

Revenue Recovery

- 1100 114      Revenue Recovery

Risk Management

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

In addition, the following budget units which are no longer in use are included in the summary table for past years:

- 1100 118      Information Services, through FY 2003-04
- 1100 119      General Services, through FY 2004-05

Performance Measures

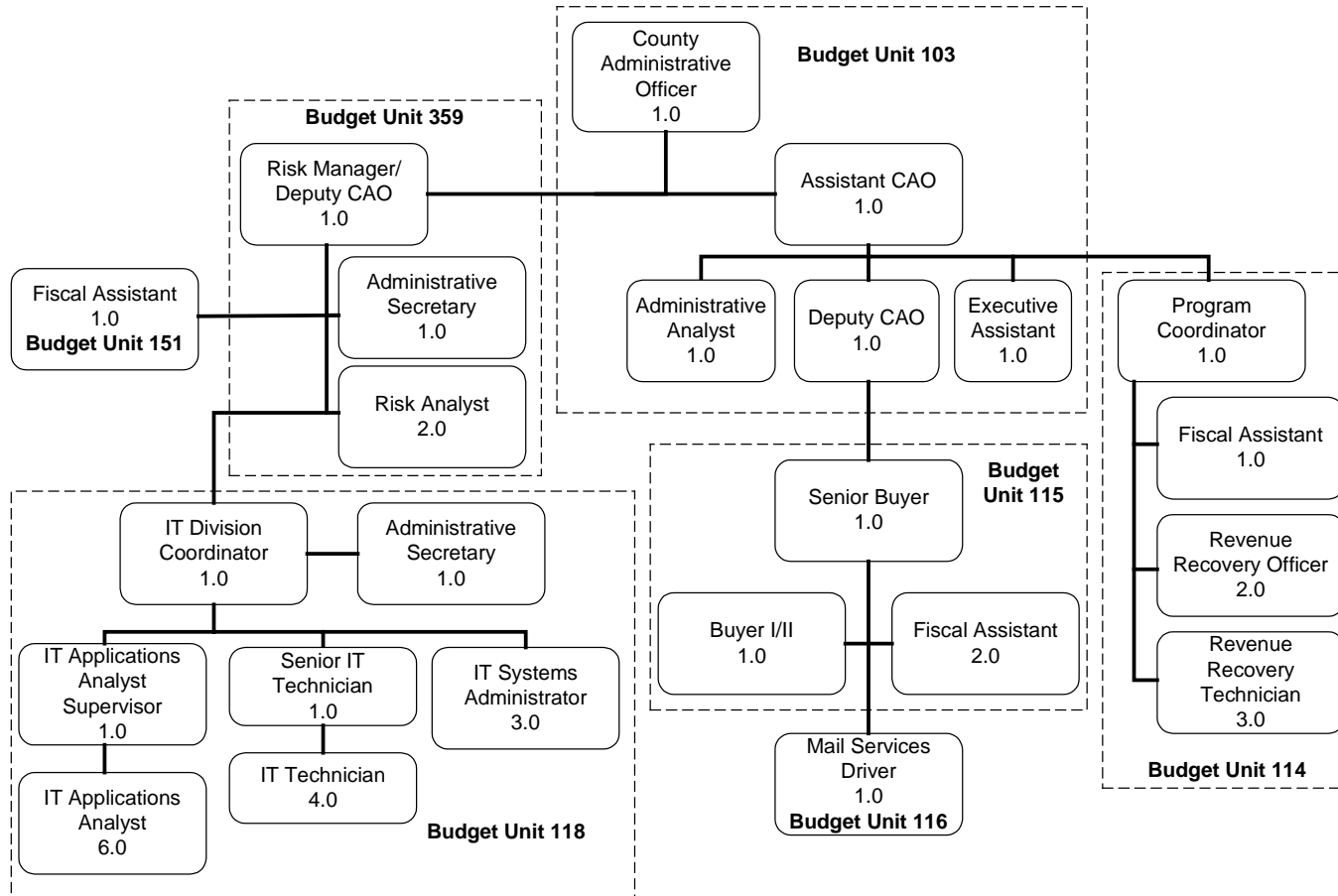
1. <i>Description of Performance Measure:</i> Total Annual Revenue Recovery Collections		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
\$3,866,811	\$4,138,228	\$4,200,000
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> This measurement is the ultimate indicator for the performance of Revenue Recovery.		
2. <i>Description of Performance Measure:</i> Percent of Collections/New Accounts		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
56%	60%	65%
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> This is a standard accounts receivable performance indicator.		
3. <i>Description of Performance Measure:</i> Workers' compensation restricted days of work for County employees, volunteers, and others covered by County workers' compensation policy		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
1,271	1,100	1,000
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Reducing restricted days of work reflects the severity of workers compensation claims.		
4. <i>Description of Performance Measure:</i> Days off for employees due to work-related injuries		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
979	800	700

<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Reduces temporary disability payments and workers' compensation premiums in future years.		
<b>5. Description of Performance Measure:</b> Number of over-age dependents in the County's dental program		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
30	700	500
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Increases the potential for eligible dependents to participate in dental program through COBRA and cleans up the database for eligible beneficiaries.		
<b>6. Description of Performance Measure:</b> Number of liability claims filed		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
84	80	75
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> A reduction in filed claims reduces the County's exposure for liability.		
<b>7. Description of Performance Measure:</b> Process vision claims in a timely manner		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
1,159	NA	
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Timely processing of claims reduces the number of contacts with providers and employees on vision claims.		
<b>8. Description of Performance Measure:</b> Improve radio system performance by reducing inability to communicate with staff in incorporated areas when the repeaters have no power		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
Unk	4	0

<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Public safety requires that the County is able to communicate with law enforcement and public works staff during day-to-day activities and emergency.		
<b>9. Description of Performance Measure:</b> Efficiently process service requests for telephone systems, which include installations, purchases, and repairs		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
Unk	300	250
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> All departments submit requests to repair, purchase or install telephone systems and we need to reduce the time from the request to completion.		
<b>10. Description of Performance Measure:</b> Process all requests for radio system purchases and repairs in a timely manner		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
Unk	20	40
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Departments that rely on the radio system to communicate with staff needs to know that all purchases and repairs are completed in a timely manner.		
<b>11. Description of Performance Measure:</b> Decrease the backlog of calls for Information Technology services		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
175	235	125
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Backlogged service requests can result in loss of productivity for the department reporting the problem to Information Technology. Reducing the backlog will also lessen the potential of the problem escalating while waiting for I.T. staff availability. When call loads can be leveled across the various divisions by cross-training and better documentation at the First Level Support used by the Help Desk itself, response time improves to provide the customer more immediate action on service requests.		

12. <i>Description of Performance Measure:</i> Decrease the backlog of Information Technology project requests		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
61	75	50
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> Projects are requested by departments in order to fulfill a need for new or improved technological solutions. The workload measure regarding these project requests will indicate the timeliness of the implementation of these solutions.		
13. <i>Description of Performance Measure:</i> Average time between delivery of equipment for staging at Information Technology and delivery to the ordering department		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
n/a	2 weeks	1 week
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> 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 arrives out at the department. Improved procedures and the addition of staff should allow a turnaround time of 1 week without compromising the thoroughness and security of the staging of equipment.		

Organizational Chart:



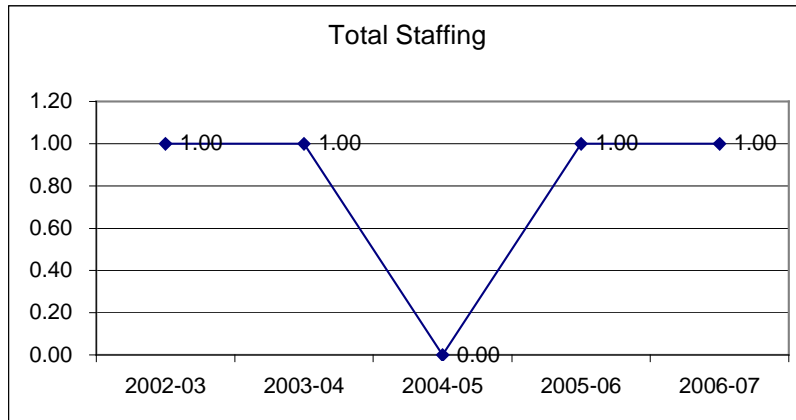
<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Other Revenues	\$140,918	\$27,463	\$53,887	\$134,156	\$140,198	\$140,198	\$6,042
<b>General Fund Support</b>	<u>65,984</u>	<u>99,033</u>	<u>35,613</u>	<u>(16,836)</u>	<u>0</u>	<u>0</u>	<u>16,836</u>
Total Revenues	\$206,902	\$126,496	\$89,500	\$117,321	\$140,198	\$140,198	\$22,877
<b>Expenditures</b>							
Salaries & Benefits	\$38,660	\$40,466	\$0	\$30,749	\$34,589	\$34,589	\$3,840
Supplies & Services	69,447	70,677	62,671	66,946	69,108	69,108	2,162
Other Charges	3,196	1,297	11,899	1,569	1,501	1,501	(68)
Fixed Assets	<u>95,598</u>	<u>14,056</u>	<u>14,930</u>	<u>18,057</u>	<u>35,000</u>	<u>35,000</u>	<u>16,943</u>
Total Expenditures	\$206,902	\$126,496	\$89,500	\$117,321	\$140,198	\$140,198	\$22,877
<hr/>							
Allocated Positions	1.00	1.00	0.00	1.00	1.00	1.00	0.00
Temporary (FTE)	<u>N/A</u>	<u>N/A</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Staffing</b>	1.00	1.00	0.00	1.00	1.00	1.00	0.00

## Communications (1100 151)

Loretta Nickolaus, County Administrative Officer

### Purpose

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



### Major Budget Changes

#### Salaries & Employee Benefits

- (\$1,984) Decrease in salary and benefit costs due to employee insurance selection.

#### Services & Supplies

- \$5,500 Increase in utilities due to increased cost of fuel for back-up generators at repeater sites.

- \$5,000 Increase in equipment repair costs.

#### Fixed Assets

- \$20,000 Replacement of 15 vehicle and handheld radios.
- \$15,000 Replacement of one repeater.

### Program Discussion

The telephone system consists of all County-owned telephone equipment and services provided through the Eureka SBC central office Centrex switch. The primary functions in both the radio and telephone programs consist of maintenance contract administration, system design and equipment specification, capitalization fund management and monthly bill auditing, and payment and cost distribution to departments.

Cable television franchise administration consists of record keeping and contract negotiation with the cable companies. Revenues are not credited to this department, but to the General Fund.

### 2005-06 Accomplishments

1. Finalized franchise negotiation with Cox Communications.

## ***Communications (1100 151)***

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**Loretta Nickolaus, County Administrative Officer**

2. Implemented service request software at no cost to track all requests for telephones and radios.
3. Implemented process for purchasing radios through a competitive bid process for all radio systems purchased by the County in conjunction with the Purchasing Division.

### **2006-07 Objectives**

1. To complete an inventory of radios and telephones in preparation for a cost plan.

2. To improve usage of wireless technology (including cellular telephones) by ensuring that the County is able to capitalize on its size to benefit all of the County departments.
3. To improve backup power sources for all County repeaters and Emergency Medical System repeaters.
4. To participate in a Communications Study initiated by the Humboldt County Office of Emergency Services for all County radio systems.

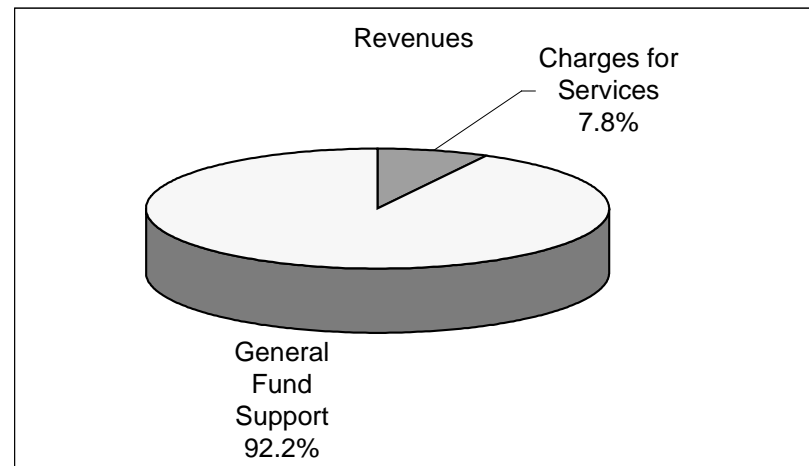
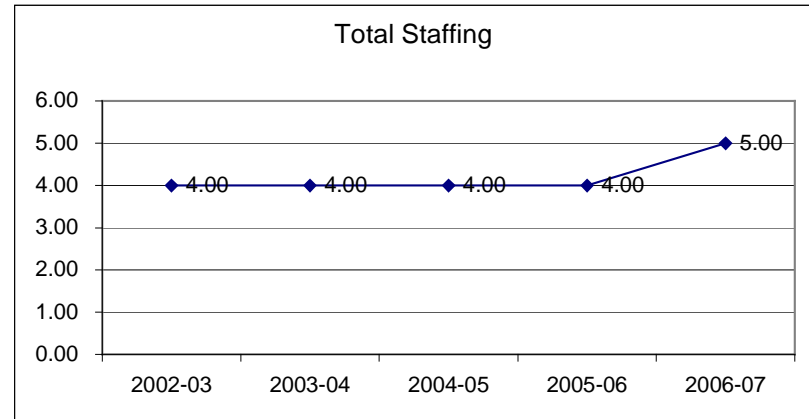


<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Charges for Services	\$0	\$0	\$0	\$78,169	\$138,000	\$138,000	\$59,831
Other Revenues	643	264	12	53,993	0	0	(53,993)
<b>General Fund Support</b>	<b>568,278</b>	<b>491,626</b>	<b>468,016</b>	<b>1,461,317</b>	<b>1,623,702</b>	<b>1,623,702</b>	<b>162,385</b>
Total Revenues	\$568,921	\$491,890	\$468,027	\$1,593,478	\$1,761,702	\$1,761,702	\$168,224
<b>Expenditures</b>							
Salaries & Benefits	\$399,357	\$394,800	\$400,730	\$448,846	\$546,689	\$546,689	\$97,843
Supplies & Services	150,529	90,453	60,484	1,136,342	1,198,489	1,198,489	62,147
Other Charges	19,034	6,637	6,813	6,639	8,724	8,724	2,085
Fixed Assets	0	0	0	1,652	7,800	7,800	6,149
Total Expenditures	\$568,921	\$491,890	\$468,027	\$1,593,478	\$1,761,702	\$1,761,702	\$168,224
<hr/>							
Allocated Positions	4.00	4.00	4.00	4.00	5.00	5.00	1.00
Temporary (FTE)	N/A	N/A	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>1.00</b>

**Purpose**

The County Administrative Office (CAO) is the administrative arm of the Board of Supervisors. The CAO provides leadership and guidance in the implementation of the policies of the Board of Supervisors. The CAO analyzes issues and makes recommendations to the Board regarding the administration and operation of County departments and programs. The CAO coordinates and oversees the County budget and monitors the use of financial and human resources. Other divisions of the CAO's Office include Revenue Recovery (#114), Purchasing (#115), Communications (#151), Information Technology (#118), the Mailroom (#116), and Risk Management (#352-#359).

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



**Major Budget Changes**

**Salaries & Employee Benefits**

- \$48,786 General salary and benefit increases.
- \$68,063 Addition of an Administrative Analyst II.

**Services & Supplies**

- \$76,700 Increase in professional and specialized services for County Facilities Master Plan.
- (\$150,000) Decrease in countywide utilities expenses.

**Fixed Assets**

- \$1,800 Computer for new staff person.
- \$2,000 Modular workstation for new staff person.
- \$4,000 Office modifications.

**Revenue**

- \$78,000 Increase in estimated utility reimbursements from non-General Fund departments.

**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.
- Implement systems and procedures to assure active and aggressive debt management and recovery efforts on all accounts turned over to County collections.
- Engage in long-term planning and strategic efforts to improve County policies and procedures.
- Continue to foster and promote teamwork within the County.

As the County attempts to re-build from the worst of its budget cut years, attention needs to focus on the County's long-neglected buildings. During FY 2005-06, CAO and Public Works staff worked with County departments and identified more than \$10.0 million of deferred maintenance needs related to County buildings. A comprehensive approach to County building needs would prioritize deferred maintenance needs and look at long-term needs to fully utilize County-owned space, minimize the use of leased space, identify surplus or

underused County-owned properties that could be sold or leased out, plan for office space needs of the County's workforce over a 20-year period, and identify funding mechanisms that can be used to accomplish these goals. The FY 2006-07 budget includes \$75,000 to hire a space planning consultant to develop a County Facilities Master Plan.

In addition, the budget also includes a total of \$73,163 for a new Administrative Analyst II to assist with ongoing workload demands in the CAO office.

Since the merger of the General Services Department into the County Administrative Office in FY 2004-05, the CAO budget has become responsible for payment of utility bills for all County buildings. Utilities costs do not appear to be as high as originally budgeted, and reimbursements from non-General Fund departments are expected to be higher than budgeted in FY 2005-06. Therefore, the adopted budget for FY 2006-07 includes an increase of \$78,000 in estimated utility reimbursement revenue but a \$150,000 decrease in estimated utility expenses.

### **2005-06 Accomplishments**

1. Completed cable franchise negotiations with Cox Communications, which will include a new community access channel and improvements to the Board Chambers.

2. Worked with Superior Court officials and received payment on outstanding debt owed to the County.
3. Re-opened the County Administrative Office to the public on Friday afternoons.
4. Converted the mailroom and printshop functions into an Internal Service Fund.
5. Worked with local legislators to get legislation introduced which will increase funding for dealing with abandoned vehicles.
6. Successfully relocated the District Attorney's evidence storage room to a new permanent location, freeing up office space for Community Development.
7. Completed funding agreements with independent fire districts.
8. Provided insurance coverage to seven independent fire districts, lowering their costs by \$42,700 annually. Another two fire districts have applications pending.
9. Worked with the Auditor-Controller to hire a consultant and complete an operational audit of the Payroll Division.
10. Added an enhanced benefits plan for County employees at almost no cost to the County.

11. Worked with department heads and key staff to develop performance measurements for each department.

**2006-07 Objectives**

1. To convert the purchasing function into an Internal Service Fund for FY 2007-08.
2. To submit the County's 2006-07 Final Budget book to the Government Finance Officers Association to be considered for its Distinguished Budget Presentation award.
3. To improve the County's space planning process.
4. To relocate the County's sign shop, which has been in a unsuitable temporary location since its original building burned down over a year ago, to a permanent location.

5. To use modern technology and the benefits from the newly-renewed cable franchise agreement to modernize the Board Chambers.
6. To complete an updated Court-County Memorandum of Understanding.
7. To negotiate solid waste hauling agreements.
8. To work with the Auditor-Controller and the Personnel Department to modernize the payroll process.
9. To work with the Treasurer-Tax Collector to explore the feasibility and cost-effectiveness of utilizing credit card and on-line payments.

<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
<b>General Fund Support</b>	\$158,166	\$134,441	\$80,535	\$197,960	\$180,896	\$180,896	(\$17,064)
Total Revenues	\$158,166	\$134,441	\$80,535	\$197,960	\$180,896	\$180,896	(\$17,064)
<b>Expenditures</b>							
Other Charges	\$158,166	\$134,441	\$80,535	\$197,960	\$180,896	\$180,896	(\$17,064)
Total Expenditures	\$158,166	\$134,441	\$80,535	\$197,960	\$180,896	\$180,896	(\$17,064)
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Purpose**

The Board of Supervisors appropriates a portion of the County’s Transient Occupancy Tax (TOT) receipts to the Humboldt County Convention and Visitors Bureau (HCCVB) to promote tourism in and attract businesses to Humboldt County.

**Major Budget Changes**

**Revenues**

- (\$17,064) Decrease in TOT tax used to support tourism promotion agencies.

**Program Discussion**

In June 2005, the Board entered into an agreement to dedicate 20% of the prior year’s annual transient occupancy tax revenue to the HCCVB. In return, the HCCVB prepares a unified countywide marketing plan for promoting Humboldt County and subcontracts with the Film Commission and the other tourism promotion agencies as part of that overall marketing

effort. The goal is to invest increased support of the county tourism economy, as identified in the County’s “Prosperity” strategy, to generate an improved Countywide economy in the future.

The FY 2006-07 budget is based on 20% of actual TOT receipts in FY 2004-05, which were \$904,480. Therefore, HCCVB’s 20% allocation is \$180,896.



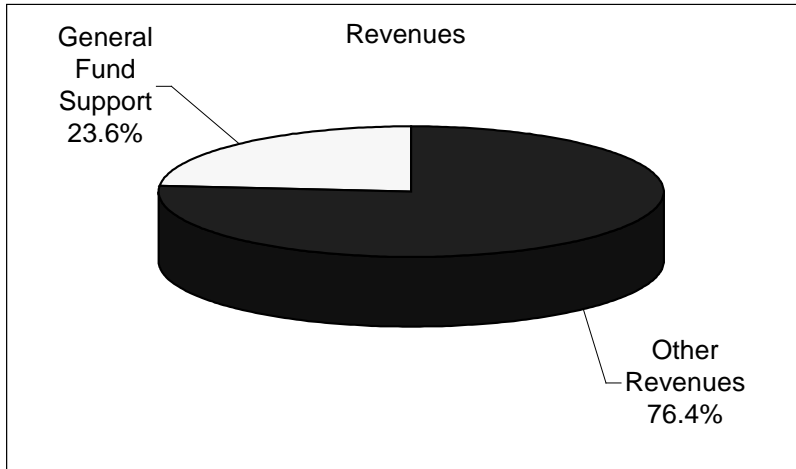
*Photo courtesy Humboldt County Convention & Visitors Bureau*

<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Other Revenues	\$27,995	\$54,918	\$63,866	\$124,570	\$133,222	\$133,222	\$8,652
<b>General Fund Support</b>	7,980	11,417	22,857	49,758	41,263	41,263	(8,495)
Total Revenues	\$35,975	\$66,334	\$86,723	\$174,328	\$174,485	\$174,485	\$157
<b>Expenditures</b>							
Supplies & Services	\$35,975	\$66,334	\$86,723	\$174,328	\$174,485	\$174,485	\$157
Total Expenditures	\$35,975	\$66,334	\$86,723	\$174,328	\$174,485	\$174,485	\$157
<hr/>							
Allocated Positions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	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. Expenditures for the Trinidad

area are offset by a special assessment district (CSA #4) for fire services.



**Program Discussion**

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

Several years ago, the citizens residing in CSA#4 voted to increase their fire assessments to pay for increasing CDF 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 CDF to decrease its costs of providing fire service.

CDF has made a proposal to the County that entails retaining fire assessments at their current levels and increasing the level of service to the Trinidad area. At the time the budget was adopted, this proposal was still under consideration. The adopted budget for FY 2006-07 is simply a "status quo" amount until a final decision is made on CDF's proposal.



**Information Technology (3550 118)**

Loretta Nickolaus, County Administrative Officer

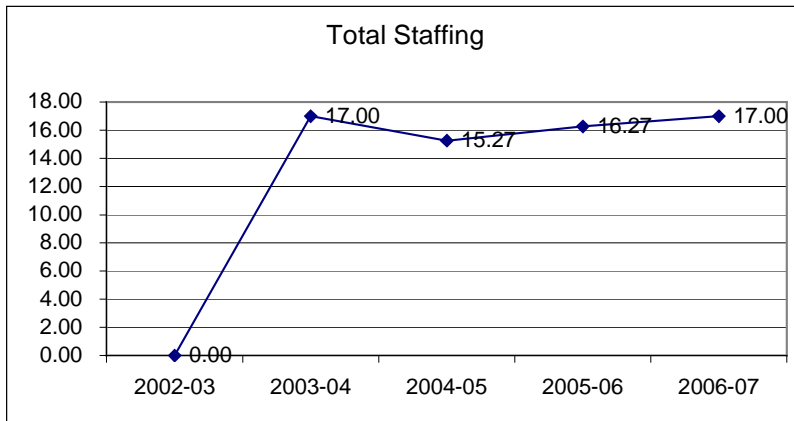
<b>3550 - Information Technology Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Charges for Services	\$654,650	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenues	0	0	6,340	91,817	0	0	(91,817)
<b>General Fund Support</b>	<b>(2,370)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total Revenues	\$652,280	\$0	\$6,340	\$91,817	\$0	\$0	(\$91,817)
<b>Expenditures</b>							
Operating Rev & Contribution	\$0	(\$1,381,426)	(\$1,497,030)	(\$1,484,271)	(\$1,943,225)	(\$1,943,225)	(\$458,954)
Salaries & Benefits	1,013,043	978,727	797,911	869,193	1,218,038	1,218,038	348,845
Supplies & Services	422,076	413,893	391,434	495,347	595,429	595,429	100,082
Other Charges	78,588	51,477	0	52,241	52,294	52,294	53
Fixed Assets	0	0	14,192	7,681	69,500	69,500	61,819
Expense Transfer	(861,428)	10,562	0	0	0	0	0
Total Expenditures	\$652,280	\$73,233	(\$293,493)	(\$59,808)	(\$7,964)	(\$7,964)	\$51,844
<b>Staffing</b>							
Allocated Positions	0.00	17.00	15.00	16.00	17.00	17.00	1.00
Temporary (FTE)	N/A	N/A	0.27	0.27	0.00	0.00	(0.27)
<b>Total Staffing</b>	<b>0.00</b>	<b>17.00</b>	<b>15.27</b>	<b>16.27</b>	<b>17.00</b>	<b>17.00</b>	<b>0.73</b>

# Information Technology (3550 118)

Loretta Nickolaus, County Administrative Officer

## Purpose

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



## Major Budget Changes

### Contracts

- \$176,691 Increase in revenue from General Fund departments.

- \$147,276 Increase in revenue from non-General Fund departments.
- \$94,001 Increase in charges to non-County agencies.

### Salaries & Employee Benefits

- \$117,826 Cost of two previously vacant and unfunded positions funded by Board action during FY 2005-06.
- \$65,083 General salary and benefit adjustment.
- \$63,082 Addition of one new IT Applications Analyst I/II position.
- \$40,123 Cost of position upgrades approved by Board of Supervisors on June 6, 2006.
- (\$13,000) Elimination of extra help.

### Services & Supplies

- \$33,700 Increase in staff training expenses related to new software deployments.
- \$30,000 Increase in professional and special services for contract work on Courts project.
- \$26,244 Increase in equipment maintenance due to new spam filter and Questys licenses.

## **Information Technology (3550 118)**

Loretta Nickolaus, County Administrative Officer

- \$22,070 Increase in communications cost due to upgrade of switches and routers as well as increased Internet access.
- \$10,877 Increase in cost for license renewals and equipment rental.

### **Program Discussion**

The Information Technology department is a division of the County Administrative Office. Information Technology 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 1,500 PC's plus printers communicating with 73 servers over a high-speed network connecting 57 County service locations.

### **2005-06 Accomplishments**

1. Provided Customer Service at a 12.5x5 weekday level with 24x on-call support for off hours.
2. Responded to approximately 3,200 calls and emails to the Customer Service desk.

3. Staged and installed five new servers and 94 personal computers, printers and scanners.
4. Implemented new spam filtering and additional web capabilities, as well as upgraded 6 existing software systems.
5. Provided project support to three major software implementations in progress, District Attorney Star, Administrative Office of the Court's Sustain and IFAS Financial System. Minor projects supported numbered 113 at the time of development of the budget.

### **2006-07 Objectives**

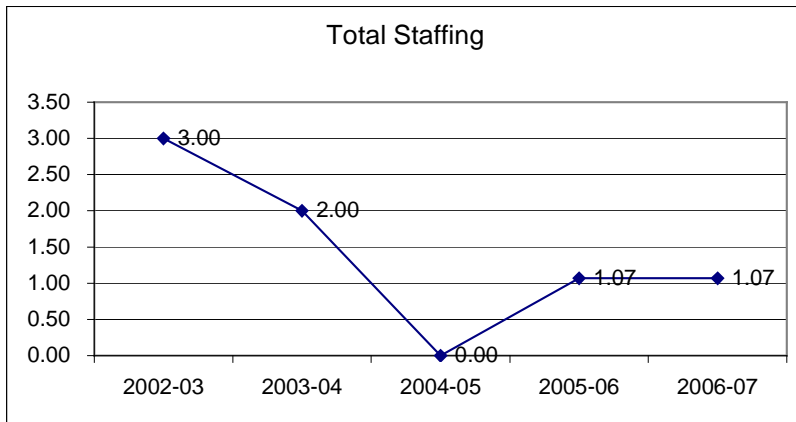
1. Increase the accuracy of the computer asset inventory program in order to facilitate software updates and equipment replacement decisions.
2. Improve the network infrastructure.
3. Implement and support document imaging for additional departments.
4. Provide upgrade support for those systems that require upgrades within the fiscal year.
5. Assist in the definition, evaluation and implementation of Correctional Facility Management and Probation Management systems.

<b>3555 - Central Services ISF</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Charges for Services	\$62,865	\$32,597	\$35,363	\$31,500	\$352,772	\$352,772	\$321,272
Other Revenues	0	0	945	143	0	0	(143)
<b>General Fund Support</b>	<b>(18,652)</b>	<b>82,392</b>	<b>(25,544)</b>	<b>(8,350)</b>	<b>0</b>	<b>0</b>	<b>8,350</b>
Total Revenues	\$44,212	\$114,989	\$10,764	\$23,293	\$352,772	\$352,772	\$329,479
<b>Expenditures</b>							
Salaries & Benefits	\$66,305	\$84,184	\$0	\$32,365	\$40,298	\$40,298	\$7,933
Supplies & Services	56,304	58,166	17,520	28,338	303,943	303,943	275,605
Other Charges	1,909	3,373	35,961	2,848	8,531	8,531	5,683
Expense Transfer	(80,305)	(30,734)	(42,717)	(40,258)	0	0	40,258
Total Expenditures	\$44,212	\$114,989	\$10,764	\$23,293	\$352,772	\$352,772	\$329,479
<hr/>							
Allocated Positions	3.00	2.00	0.00	1.00	1.00	1.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.07	0.07	0.07	0.00
<b>Total Staffing</b>	<b>3.00</b>	<b>2.00</b>	<b>0.00</b>	<b>1.07</b>	<b>1.07</b>	<b>1.07</b>	<b>0.00</b>

NOTE: The Mailroom budget was in the General Fund prior to FY 2006-07.

**Purpose**

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



Note: For FY 2004-05, staff was moved into the General Services budget.

**Major Budget Changes**

**Salaries & Employee Benefits**

- \$3,755 General salary and benefit increase.
- (\$1,055) Decrease in extra help expense.

**Services & Supplies**

- \$254,025 Postage being charged to Mailroom budget instead of directly to departments.

**Revenues**

- \$282,142 New internal service fund charges.

**Program Discussion**

Prior to 2004, a General Fund budget unit known as Central Services provided both mailroom and print shop services to other County departments. With staff reductions, print shop functions were outsourced and the Mail Services Driver position was absorbed into the General Services Department.

The budget unit was reorganized for FY 2005-06. As currently constituted, this budget unit provides delivery of incoming U.S. Postal Service mail and interoffice mail to County departments in Eureka and sorts and meters most of the County’s outgoing mail.

Because of the nature of this function, it is being turned into an Internal Service Fund for FY 2006-07. This self-supporting fund will charge departments based on their prior-year usage of mail services and will include the cost of postage (formerly billed separately to departments) as well as Mailroom operations.

## ***Mailroom (3555 116)***

Loretta Nickolaus, County Administrative Officer

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The Central Services Internal Service Fund will also provide for the operation of the central copier on the first floor of the Courthouse, which is used by multiple departments and agencies.

### **2005-06 Accomplishments**

1. Relocated the Mailroom from the Courthouse basement to the first floor in order to improve work environment and increase availability of coverage for excess workloads and absences.

### **2006-07 Objectives**

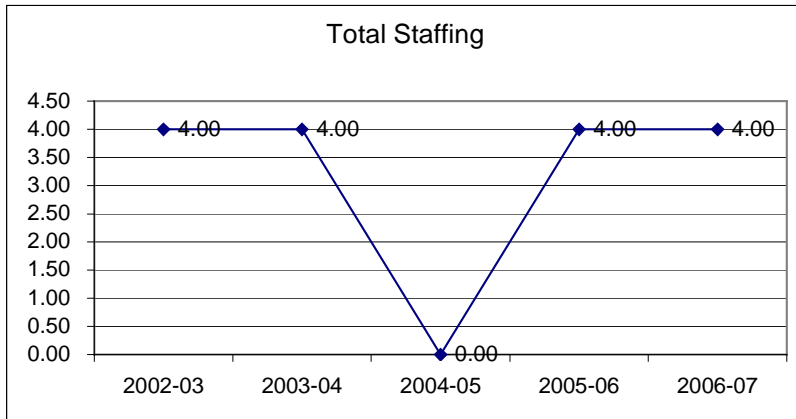
1. To adjust schedules based on anticipated changes in the relative volume of departments' use of mail services.
2. To increase the accuracy and reliability of Mailroom data by linking the postage meter directly to a spreadsheet program.
3. To begin providing delivery of materials from the Humboldt County Office of Education print shop directly to departments.



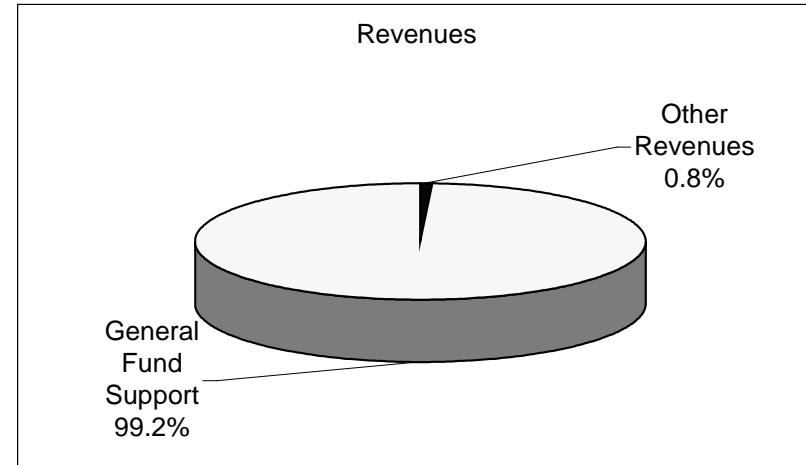
<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Charges for Services	\$14,485	\$2,013	\$0	\$0	\$0	\$0	\$0
Other Revenues	4,242	1,398	2	3,320	1,695	1,695	(1,625)
<b>General Fund Support</b>	<b>209,468</b>	<b>292,435</b>	<b>(2)</b>	<b>158,346</b>	<b>209,231</b>	<b>209,231</b>	<b>50,885</b>
Total Revenues	\$228,194	\$295,846	\$0	\$161,667	\$210,926	\$210,926	\$49,259
<b>Expenditures</b>							
Salaries & Benefits	\$190,239	\$252,386	\$0	\$120,163	\$173,589	\$173,589	\$53,426
Supplies & Services	43,901	41,154	0	38,343	33,874	33,874	(4,469)
Other Charges	5,730	3,492	0	3,161	3,463	3,463	302
Expense Transfer	(11,675)	(1,186)	0	0	0	0	0
Total Expenditures	\$228,194	\$295,846	\$0	\$161,667	\$210,926	\$210,926	\$49,259
<hr/>							
Allocated Positions	4.00	4.00	0.00	4.00	4.00	4.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.00	0.00	0.00	0.00
<b>Total Staffing</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**Purpose**

Pursuant to § 245-1 *et seq.* of the Humboldt County Code, Purchasing 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.



Note: Expenditure and staffing charts show zeroes in FY 2004-05 because the formerly separate Purchasing budget was folded into the General Services budget. With the merger of the General Services Department into the County Administrative Office, a separate budget unit for Purchasing was again established in FY 2005-06.



**Major Budget Changes**

**Salaries & Employee Benefits**

- \$35,723 Cost of staffing reorganization and general salary and benefit adjustments.

**Expense Transfers**

- (\$5,000) Elimination of cost applied to other departments.

**Program Discussion**

The Purchasing Division of the County Administrative Office provides internal services to County departments that include

## **Purchasing (1100 115)**

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Loretta Nickolaus, County Administrative Officer

procurement, processing of accounts payable, surplus property services, and support for the Mailroom.

A significant reorganization of staffing in the Division occurred during FY 2005-06. The vacant but frozen Purchasing Agent position was disallocated, two additional positions were reclassified, and the fourth allocated position was split into two positions. These changes will allow the Division to provide better overall service and support to customer departments in FY 2006-07. Plans call for the creation of two teams of one buyer and one accounts payable person each. Each team will provide primary services to a specified portfolio of customer departments.

The next stage in streamlining the County's purchasing process will be to develop comprehensive countywide policies for procurement.

### **2005-06 Accomplishments**

1. Established County eligibility for federal General Services Administration pricing, allowing greater discounts on selected items.

2. Worked with County's recycling provider to dispose of more than ten tons of unusable/broken metal furniture at no cost to County.

### **2006-07 Objectives**

1. To fully implement new staffing structure, providing increased coverage for departmental needs.
2. To implement additional policy and procedural changes that will create smoother ordering and receiving for departments.
3. To increase efficiency of information flow to the vendor community by posting bids on the County's website.
4. To make changes in procurement and disposal processes that maximize the County's ability to use recycled-content products as well as reuse or recycle products after County use.

<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Fines, Forfeits & Penalties	\$74,468	\$46,027	\$80,587	\$100,740	\$98,000	\$98,000	(\$2,740)
Other Govt'l Agencies	21,890	11,187	39,247	17,144	22,000	22,000	4,856
Charges for Services	251,105	251,833	353,124	415,141	462,000	462,000	46,859
Other Revenues	2,906	2,189	7,632	6,333	2,620	2,620	(3,713)
<b>General Fund Support</b>	<b>(91,365)</b>	<b>(46,526)</b>	<b>(72,168)</b>	<b>(91,308)</b>	<b>(50,642)</b>	<b>(50,642)</b>	<b>40,666</b>
<b>Total Revenues</b>	<b>\$259,003</b>	<b>\$264,710</b>	<b>\$408,422</b>	<b>\$448,049</b>	<b>\$533,978</b>	<b>\$533,978</b>	<b>\$85,929</b>
<b>Expenditures</b>							
Salaries & Benefits	\$154,110	\$173,109	\$242,847	\$273,862	\$310,748	\$310,748	\$36,886
Supplies & Services	71,052	76,092	106,702	124,486	166,069	166,069	41,583
Other Charges	25,670	15,509	32,615	49,701	53,020	53,020	3,319
Fixed Assets	8,171	0	26,258	0	4,141	4,141	4,141
<b>Total Expenditures</b>	<b>\$259,003</b>	<b>\$264,710</b>	<b>\$408,422</b>	<b>\$448,049</b>	<b>\$533,978</b>	<b>\$533,978</b>	<b>\$85,929</b>
<hr/>							
Allocated Positions	6.00	6.00	7.00	7.00	7.00	7.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.09	0.09	0.09	0.00
<b>Total Staffing</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.09</b>	<b>7.09</b>	<b>7.09</b>	<b>0.00</b>

# Revenue Recovery (1100 114)

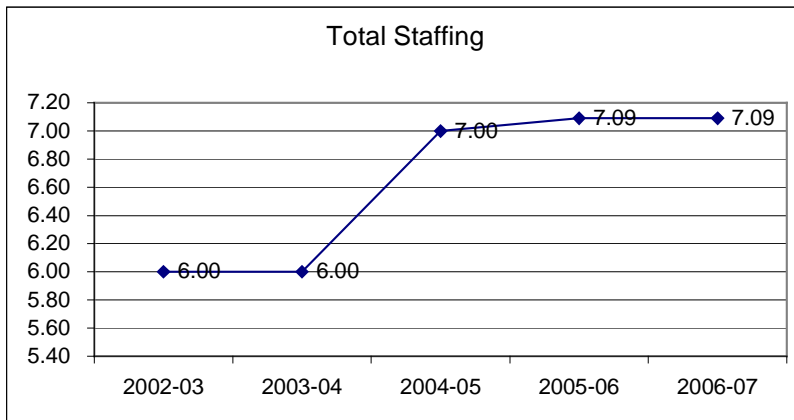
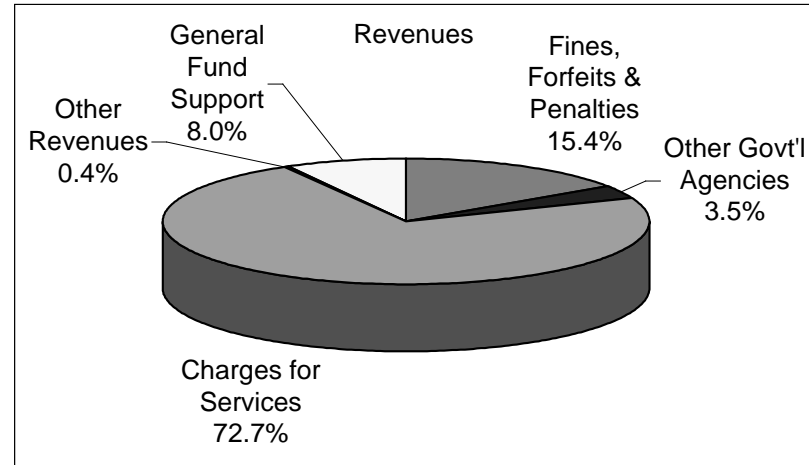
Loretta Nickolaus, County Administrative Officer

## Purpose

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

## Mission

Revenue Recovery strives to balance consistent and effective collection processes with quality service for the best outcome of all concerned.



## Major Budget Changes

### Salaries & Employee Benefits

- \$24,850 General salary and benefits increases.
- \$13,278 Conversion of six staff positions from 37.5-hour positions to regular 40.0 hour per week positions.

### Services & Supplies

- \$8,517 Net cost of new contract to have CUBS send out collections letters, after offset for decreased postage costs.

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- \$18,919 Purchase of CUBS victim restitution software module.
- \$17,540 Increase in professional and outside services due to increased collection activity.

### Fixed Assets

- \$1,366 New computer for document imaging system
- \$2,775 3 replacement printers

### Revenues

- \$18,800 Increase in installment payment plan fees.
- \$11,000 Increase in Revenue Recovery service charge fees.
- \$53,288 Increase in collection cost offset fees.

## Program Discussion

Revenue Recovery's primary function of collecting delinquent court ordered fines, fees and victim restitution comprises approximately 90% of its business. The remaining 10% is the collection work done for other County departments. Revenue Recovery attempts to collect payment in full, and many accounts are managed on monthly payment plans. When necessary, Revenue Recovery also utilizes resources such as

the State Employment Development Department for employment information, the California Franchise Tax Board's tax intercept program to intercept state income 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 garnishment, small claims court, and obtaining judgments through the Hoopa Valley Tribal 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 various laws. Revenue Recovery also remits collected restitution payments directly to crime victims.

Revenue Recovery anticipates an operating income increase of approximately \$80,000, which is due to increased collection fees and increased cost of collections. Major cost increases for FY 2006-07 include \$25,000 for increased commissions to FTB-COD and the outside collection agency. In addition, the recommended budget includes an increase of \$63,500 for Revenue Recovery's computer system license, support, equipment, and a new module for managing victim restitution accounts. However, Revenue Recovery's net budget will still continue to make a positive contribution to the General Fund.

Expenditure increases are directly related to continued increases in collection of delinquent debts, resulting in a steady decrease in Revenue Recovery's General Fund allocation. Revenue Recovery meets the criteria of a comprehensive collection program as detailed in Penal Code 1463.007. This

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allows a cost of collection offset, which is the primary means of funding the efforts of the Revenue Recovery Division.

The adopted budget for FY 2006-07 includes \$13,278 to convert six staff positions from 37.5-hour positions to regular 40 hours per week positions. The remaining position is already budgeted at 40 hours per week.

### **2005-06 Accomplishments**

1. Developed procedures and placed one- to three-year old uncollected accounts with the Franchise Tax Board Court Ordered Debt Program (FTB-COD). Established and implemented monthly placement procedures to FTB-COD. The result of both of these efforts is an average monthly collection of \$45,000. Second-placed aged accounts, opened between 1995 and 2001, with a private collection agency, resulting in average monthly collections of approximately \$47,000.
2. Developed and implemented a consistent procedure for wage and per-capita garnishments through the Hoopa Valley Tribal Court. However, the collection results of this effort have not been realized because the Hoopa Valley Tribal Council is evaluating the authority to garnish per-capita income.

3. Enhanced collection procedures to result in meeting the 2005-06 Objective of increasing annual collections by \$300,000 over the prior year. Enhanced collection procedures to include implementation of wage garnishments and abstract recordings.

### **2006-07 Objectives**

1. To implement outsourcing of collection letter printing and mailing to improve task-efficiency of letter management and mail returns. To primary place uncollected accounts, opened between 2002 and 2004, with the FTB-COD program for increased collections.
2. To purchase, install and implement the CUBS Victim Restitution Module for more effective management of victim restitution payment disbursement.
3. To develop and implement consistent procedures for wage and per-capita garnishments though the Hoopa Valley Tribal Court.
4. To work with the District Attorney's Office to develop a consistent process for Revenue Recovery to obtain victim information, which will allow victim restitution payment disbursement to occur in a timely manner.

	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	<b>Increase/ (Decrease)</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Request</b>	<b>Adopted</b>	
<b>Revenues</b>							
Use of Money & Property	\$121,742	\$113,745	\$63,012	\$33,287	\$21,000	\$21,000	(\$12,287)
Other Revenues	0	0	6,363	17,965	0	0	(17,965)
Trust Fund Revenue	1,139	487	0	(129)	350	350	479
(To)/From Non-GF Fund Balance	(471,862)	(1,153,993)	275,685	(506,729)	875,873	875,873	1,382,602
<b>Total Revenues</b>	<b>(\$348,982)</b>	<b>(\$1,039,761)</b>	<b>\$345,060</b>	<b>(\$455,605)</b>	<b>\$897,223</b>	<b>\$897,223</b>	<b>\$1,352,828</b>
<b>Expenditures</b>							
Salaries & Benefits	\$166,314	\$170,193	\$132,530	\$315,296	\$327,424	\$327,424	\$12,128
Supplies & Services	9,506	10,207	16,762	20,799	13,441	13,441	(7,358)
Other Charges	130,086	130,247	219,767	234,235	95,548	95,548	(138,687)
Fixed Assets	0	0	7,211	4,749	0	0	(4,749)
Purchased Insurance Premiums	752,257	741,721	696,050	670,024	862,800	862,800	192,776
Self-Insurance Expenses	14,782,329	18,189,195	19,077,825	19,337,638	20,941,571	20,941,571	1,603,933
Operating Rev & Contribution	(16,189,474)	(20,281,324)	(19,805,085)	(21,038,345)	(21,343,561)	(21,343,561)	(305,216)
<b>Total Expenditures</b>	<b>(\$348,982)</b>	<b>(\$1,039,761)</b>	<b>\$345,060</b>	<b>(\$455,605)</b>	<b>\$897,223</b>	<b>\$897,223</b>	<b>\$1,352,828</b>
<b>Staffing</b>							
Allocated Positions	4.00	3.00	2.00	4.00	4.00	4.00	0.00
Temporary (FTE)	N/A	N/A	0.00	0.23	0.00	0.00	(0.23)
<b>Total Staffing</b>	<b>4.00</b>	<b>3.00</b>	<b>2.00</b>	<b>4.23</b>	<b>4.00</b>	<b>4.00</b>	<b>(0.23)</b>

## Risk Management

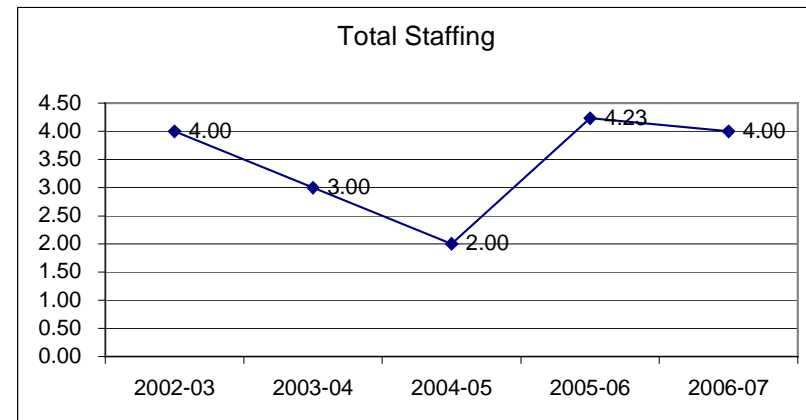
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The Risk Management program includes the following budget units:

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

## Purpose

Risk Management is a Division of the County Administrative Office. Its function includes identification, analysis and treatment of the County's exposures to loss; safety and loss control programs; and self-funded employee benefits programs. Risk Management is responsible for claims administration of the self-insured liability programs and supervising the County's third-party administrator for primary workers' compensation. 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 works with the Motor Pool to recover the costs for damage to County vehicles and equipment caused by a third party. Risk Management is responsible for the County's Health Insurance Portability and Accountability Act (HIPAA) and Cal-OSHA compliance, and also administers the County's vision and dental benefits and life insurance programs.



## Major Budget Changes

### Salaries & Employee Benefits

- \$43,678 General salary and benefit adjustment.
- (\$6,000) Elimination of extra help staffing due to hiring of full-time clerical support.

### **Other Charges**

- (\$74,000) Decrease in interest expense due to less-negative fund balance in various funds.

### **Purchased Insurance Premiums**

- \$165,082 Increase in property insurance premium costs.

### **Self-Insurance Expenses**

- \$1,790,000 Increase in payments to Public Employees Retirement System (PERS) for employee health insurance premiums.
- (\$475,000) Decrease in cost for primary workers' compensation coverage due to actuarial study.
- (\$250,000) Decrease in fire loss expenses due to change in expected completion date of Sign Shop rebuilding.

### **Operating Revenue & Contributions**

- (\$1,403,446) Decrease in charges to departments.
- \$612,404 Increases in charges for dependent coverage on health insurance.

## **Program Discussion**

Risk Management administers the County's self-insured vision, dental, and liability plans. Risk Management also works with the County's third-party administrator for the workers' compensation program. Risk Management provides training to County employees on safety, discrimination, defensive driving, and customer service.

For FY 2006-07, the County will realize a 10 percent reduction in our workers' compensation costs due to a reduction in claim frequency and severity and the implementation of reforms at the state level. The County is now extending workers' compensation coverage to various fire districts.

### **3520-359 Risk Management Administration**

The Risk Management Program (IGS Insurance) is a "closed-end" appropriation budget. All costs associated with Risk Management budgets are charged to appropriate County departments as an expense.

### **3523-353 Workers' Compensation**

This Fund is used to cover workers' compensation and employee safety expenses.

## **Risk Management**

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### **3524-354 Liability**

This Fund is used to cover claims and lawsuits filed against the County along with any investigative costs associated with potential claims.

### **3525-355 Medical Plan**

This Fund is used to cover PERS Health plan-related costs along with employee flu shots and the Employee Assistance Program.

### **3526-356 Dental Plan**

This Fund is used to cover self-insured dental expenses for County employees and their families.

### **3527-357 Unemployment**

This Fund is used to cover unemployment claims and claims administration costs. Direct charges to departments for the costs of this coverage are being reinstated in FY 2006-07 after two years of suspension.

### **3528-358 Purchased Insurance Premiums**

This Fund is used to procure property, medical malpractice, life insurance, airport, dishonesty and crime bond coverage along with miscellaneous coverage.

## **2005-06 Accomplishments**

1. Provided workers' compensation coverage to six independent fire districts.
2. Implemented a voluntary insurance and "Flex 125" benefit program for County employees.
3. Improved COBRA notifications for employees and dependents who are no longer eligible for dental or vision coverage through the County's plans.
4. Updated the resolution for the County Risk Manager's handling of liability claims.

## **2006-07 Objectives**

1. To implement return to work program for volunteers and non-employees covered by the County's workers' compensation program.
2. To improve information used for dental and vision claim processing to ensure that covered claims are processed in a timely manner.
3. To increase participation in the County's voluntary benefit programs.
4. To improve communications with departments on liability and workers' compensation claims.

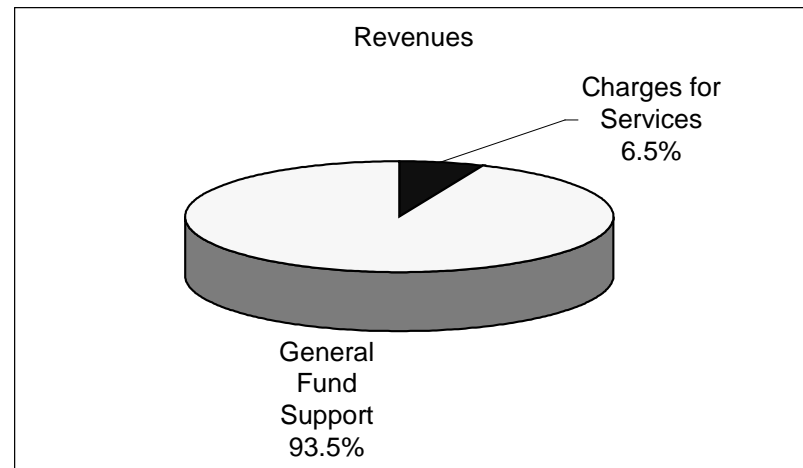
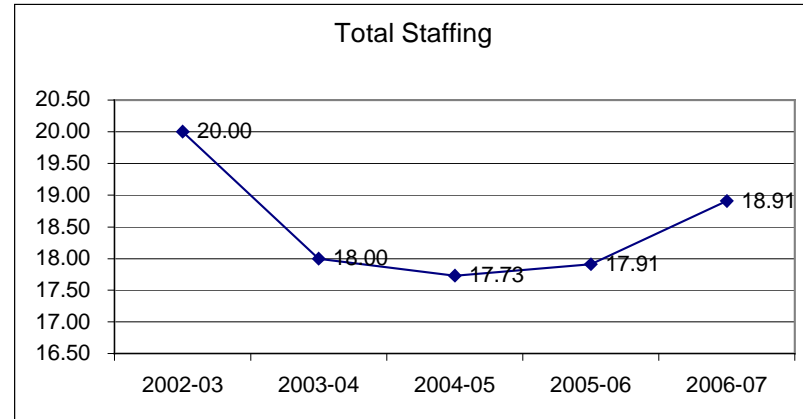
<b>1100 - General Fund</b>	<b>2002-03 Actual</b>	<b>2003-04 Actual</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Request</b>	<b>2006-07 Adopted</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>							
Taxes	\$0	\$0	\$49,774	\$0	\$0	\$0	\$0
Charges for Services	71,208	112,797	134,028	137,652	108,000	108,000	(29,652)
Other Revenues	0	0	1,989	0	0	0	0
<b>General Fund Support</b>	<b>1,196,923</b>	<b>1,192,905</b>	<b>999,530</b>	<b>1,384,277</b>	<b>1,656,277</b>	<b>1,563,833</b>	<b>179,556</b>
Total Revenues	\$1,268,130	\$1,305,701	\$1,185,321	\$1,521,930	\$1,764,277	\$1,671,833	\$149,904
<b>Expenditures</b>							
Salaries & Benefits	\$1,476,132	\$1,488,367	\$1,478,615	\$1,591,885	\$1,925,219	\$1,836,725	\$244,840
Supplies & Services	126,723	133,453	82,415	158,785	138,652	137,662	(21,123)
Other Charges	21,899	17,307	17,499	17,775	25,436	25,436	7,661
Fixed Assets	0	0	0	1,231	14,970	12,010	10,779
Expense Transfer	(356,624)	(333,426)	(393,208)	(247,747)	(340,000)	(340,000)	(92,253)
Total Expenditures	\$1,268,130	\$1,305,701	\$1,185,321	\$1,521,930	\$1,764,277	\$1,671,833	\$149,904
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Allocated Positions	20.00	18.00	17.00	17.00	20.00	18.00	1.00
Temporary (FTE)	N/A	N/A	0.73	0.91	0.91	0.91	0.00
<b>Total Staffing</b>	<b>20.00</b>	<b>18.00</b>	<b>17.73</b>	<b>17.91</b>	<b>20.91</b>	<b>18.91</b>	<b>1.00</b>

**Purpose**

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, the Consolidated Courts, and some Special Districts. Government Code §§ 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.

**Mission**

The mission of the Office of the County Counsel is to provide legal services 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.



**Major Budget Changes**

**Salaries & Employee Benefits**

- \$171,539 General salary and benefit adjustment.

- \$84,527 Restoration of one Investigator position for Code Enforcement Unit.

**Fixed Assets**

- \$7,400 Replacement of five computers.
- \$1,740 Purchase of one new color printer for Code Enforcement Unit.
- \$1,480 Purchase of one new computer for added Investigator position.
- \$1,390 Replacement of one printer.

**Revenues**

- \$31,000 Anticipated revenue from Humboldt Waste Management Authority to support Code Enforcement program.
- \$10,000 Increase in legal services revenue due to anticipated fee increase and recent revenue trends.

**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 asked, provides legal

advice to the Courts, the Grand Jury and some special districts. The representation includes, but is not limited to, the trial of conservatorship cases, mental health writs, Reese Hearings, 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 Record Act requests, and other legal demands, including writs of mandate. This Unit also took on the revision of the County Code that is still in progress.

- ❖ 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, civil and/or criminal remedies, which results in a much more effective compliance capability. The Williamson Act

Enforcement Program was added to the budget of the County Counsel because of substantial liability (including reimbursement for current and past subvention funds should this program not exist to ensure compliance with the Williamson Act).

Because of the nature of the work that the Office does, any County program change requires legal analysis and input to satisfy regulations, recoup matching funds, and avoid litigation. Litigation which may have been avoided with adequately funded legal counsel may be filed and other service areas will be further affected as allocated services are interrupted in order to handle the litigation matters. It is an inescapable fact that the legal services of the Office of the County Counsel are a necessary component of all service delivery by County departments, be it mandatory, discretionary, or otherwise. Additionally, the Office has undertaken the review and revision of the Humboldt County Code. Significant progress has been made this fiscal year and is expected to be completed as soon as necessary information has been received.

The Office of the County Counsel bills for service to non-General Fund accounts whenever possible. Unanticipated staff absences during FY 2005-06 by staff performing billable services have decreased the amount able to be billed to these sources. For FY 2006-07, however, the Office has been able to budget increased revenues for legal services and is therefore able to purchase five new computers, replacing close to one-third of the existing computer stock. The Office anticipates sustaining this new level of revenues over the next two to four years and is planning to buy about five or six replacement

computers each fiscal year to get the entire staff equipped with newer computers, which will result in greater efficiency.

Another change in FY 2006-07 is the addition of an Investigator position in the Code Enforcement Unit. The Code Enforcement Unit began with one Investigator in 1995. Due to the volume of cases and the ensuing back log, a second Code Enforcement Investigator was added in 2002. However, budget constraints forced the disallocation of both Investigator positions in FY 2004-05. One Investigator was subsequently added back to the Unit's staffing.

As a result of the Code Enforcement Unit only having one Investigator, and the huge case load, there continues to be a back log of cases, and there is a need to "triage" cases that are referred to the Unit. Adding this position back in will address this situation and provide readily available back up for the other Code Enforcement Investigator.

## **Unfunded Supplemental/Restoration Funding Requests**

The County Counsel's Office has requested two position restorations, totaling \$88,494, which are not recommended for funding at this time.

These two requests are for restoration of clerical support. In the Office of the County Counsel, the loss of significant staffing levels during the tough budget times between 2001 and 2005 has resulted in employees doing whatever needs to be

done, which creates inefficiencies. For example, the Legal Office Assistant was laid off, and while the Office has hired an extra help person to keep up with the volume of filing that is associated with the Child Welfare Services Unit, it leaves the remainder of the support staff to fulfill the reception duties, as well as other routine office support including document processing, typing, word processing, computer entry, record keeping and filing.

A Legal Secretary position for the Code Enforcement Unit was also lost. The lack of secretarial support for this Unit places a burden on the limited secretarial staff the Office has left, as well as the investigator and the attorney. The CEU secretary was responsible for generating many forms including notices of nuisance and abatement, administrative penalties, Board of Supervisors abatement agendas, junk vehicle paperwork, and liens, as well as being the front-line employee who answered the CEU telephone line.

## **2005-06 Accomplishments**

1. Completed the cleanup of a blighted property in McKinleyville by the Code Enforcement Unit. This cleanup started last fiscal year with the removal of approximately fifty junk vehicles and twenty-five tons of trash. This year the project was completed with the removal of the house, a shop, about 250 gallons of paint, 350 tires and 60 batteries. The property is set to be sold in the upcoming tax lien sale and the County should recoup the monies it has expended on this parcel cleanup.
2. Obtained a Board of Supervisors order for the cleanup of a property just outside the City of Blue Lake by the Code Enforcement Unit, after the Unit obtained a Board of Supervisors order that the property was found to be a nuisance. The Code Enforcement Unit is the lead agency in this nuisance abatement. The Division of Environmental Health immediately condemned the house due to the poor conditions of the inside of the house.
3. Progressed significantly with the nuisance abatement cleanup of blighted property on a bluff above the Eel River near Rio Dell, by the Code Enforcement Unit. Approximately 150 cars were removed and several hundred used tires were removed with the cars. The remaining violations on the property will be taken care of as the ground dries out.
4. Continued progress on working with all county departments on updating the County Code and moving forward on putting the Code on-line for public access.
5. Completed a year of successful in-house training for social workers and supervisors with the Child Welfare Services division of the Department of Health & Human Services. This training covers subjects from preparing court reports to testifying in court. Performing these in-house trainings by the County Counsel's office saves the County significant money by avoiding the need and expense of hiring outside experts for the trainings.

**2006-07 Objectives**

1. To provide prompt and effective assistance in negotiation and drafting of contracts and other legal documents.
2. To provide responsive legal advise and assistance to the Board of Supervisors.
3. To provide assertive representation in non-criminal litigation and administrative hearings.

**Goals**

1. To interpret the law fairly based on plain meaning of laws and the rule of reason.
2. To give legal advice, not policy advice to decision making clients.
3. To adhere to a high standard of professional competence and ethics.

**Performance Measures**

1. <i>Description of Performance Measure:</i> Percentage of matters and legal documents completed within the required time frames		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
95%	96%	97%
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> The time lines of the delivery of legal services are essential to the benefit to be derived from the provision of those services.		
2. <i>Description of Performance Measure:</i> Percentage of cases on appeal where County position was overturned		
<i>FY 2004-05 Actual</i>	<i>FY 2005-06 Estimate</i>	<i>FY 2006-07 Projected</i>
0%	0%	1%
<i>Describe why this measure is important and/or what it tells us about the performance of this budget unit:</i> 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.		

Organizational Chart:

