



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

H-2

For the meeting of: November 4, 2014

Date: October 22, 2014
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer ASH
Subject: First Quarter Fiscal Year 2014-15 Budget Update

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Receive a review of the Fiscal Year (FY) 2013-14 ending balances, first quarter budget results for FY 2014-15, and an initial projection of the County's budget condition for FY 2015-16;
2. Authorize the County Administrative Officer to discontinue his voluntary unpaid furlough effective the pay period beginning November 9, 2014;
3. Approve the list of budget adjustments shown on Attachment 1 (4/5 vote required);
4. Approve corrections to the position allocation table as shown on Attachment 2;
5. Direct the County Administrative Officer to pursue a community partnership related to the provision of economic development services; and
6. Provide additional direction to staff as appropriate.

Prepared by Amy S. Nilsen

CAO Approval Cheryl Dillingham

REVIEW:

Auditor County Counsel Human Resources Other

TYPE OF ITEM:

- Consent
X Departmental
Public Hearing
Other

PREVIOUS ACTION/REFERRAL:

Board Order No.

Meeting of:

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Bass

- Ayes Sundberg, Lovelace, Bohn, Fennell, Bass
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: Nov. 4, 2014

By: Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: All County Funds

DISCUSSION:

The County Administrative Office (CAO) provides quarterly budget reports to keep the Board and the public informed on the status of the County's finances and outside factors that may influence that status going forward.

Fund Balance Higher but Below Policy Levels

1100 – General Fund

The fund containing the majority of County programs is known as the General Fund. This fund is the source of discretionary money derived from local revenue sources such as property tax and available to be spent on local needs.

For the General Fund, at the end of FY 2013-14 revenues received were \$91.2 million which was 10 percent below budget or \$12.7 million. Actual expenditures were \$92 million which was 10 percent below budget or \$14.9 million. *Actual General Fund expenses exceeded revenues by \$794,034 in FY 2013-14.* While this was less of a deficit than projected, it means they County did not live within current resources in FY 2013-14. The variances between FY 2013-14 adopted and actual budget are largely the result of unrealized revenues and corresponding expenditures related to Proposition 50 funding in Public Works' Natural Resources Division. The remaining differences are discussed below.

At the time of the FY 2013-14 Third Quarter report the year-end fund balance was projected to be \$4.5 million. The FY 2013-14 fund balance was actually \$2.3 million higher and the General Fund ended last fiscal year with a balance of \$6.8 million. This positive financial news is the result of an additional \$1.86 million in discretionary revenue including: \$118,000 in A-87 (cost-allocation charges to departments); \$209,000 in redevelopment agency dissolution (RDA); \$428,000 in sales, transient occupancy and timber yield taxes; \$683,000 in property tax and \$185,000 in tax penalties; \$187,000 in federal Payments In Lieu of Taxes (PILT); and \$56,000 in interest and miscellaneous revenue; and \$511,000 in non-discretionary revenue to County Counsel for billable services.

Additional revenues realized in FY 2013-14 were a mixture of one-time and on-going sources. One-time funding includes \$452,000 in RDA, PILT, and interest and miscellaneous revenue. One-time funding sources should not be counted on in future fiscal years. There is additional revenue such as \$111,000 in timber yield tax, \$185,000 in tax penalties, \$161,000 in transient occupancy tax (TOT) and \$118,000 in A-87 revenue that may be ongoing. However, timber yield and tax penalties are a more volatile income source. A portion of revenue increases in TOT are absorbed by the County's contracts with the Humboldt County Convention and Visitors Bureau and Redwood Region Entertainment and Education Liaisons, and A-87 revenue has fluctuated significantly over past years, leaving these sources of revenue as unreliable for on-going expenses but sufficient for one-time appropriation.

Based on actual revenue received in FY 2013-14, staff now estimates there is \$750,000 in potential on-going revenue not included in revenue estimates for FY 2014-15. This \$750,000 is not enough to cover the current year's \$1.2 million structural deficit contained within the FY 2014-15 budget. The County is seeing increased on-going revenue of \$565,000 in two areas: property taxes due to small incremental growth and the dissolution of RDA, and sales tax. These more stable, and somewhat predictable, revenue sources can be counted in future fiscal years, assuming the economy remains in an upward

trajectory. An additional \$185,000 in revenue from tax penalties and timber yield is also available but is considered a less reliable source of funding. However, \$750,000 in additional revenue still only reduces the \$1.2 million structural deficit to \$450,000.

This positive financial performance can be attributed to conservative revenue estimates and efforts by departments to seek reimbursement for services performed. *It is important to note, however, that the ending fund balance is still only 2 percent of the FY 2014-15 adopted budget and the target by policy is between 8 percent and 10 percent.*

Sliding Balances in Other Funds Pose Risks to General Fund

Health & Human Services Funds

The Department of Health and Human Services (DHHS) administers six budgeted funds. Actual revenues were \$125.6 million and actual expenditures were \$128.6 million, for a difference of \$3 million. This resulted in an overall ending departmental fund balance of \$5.27 million. The reduction in fund balance is due to the department's implementation of electronic health records. This has resulted in a delay in billing for Medi-Cal reimbursement. It is anticipated that this will be corrected in the current fiscal year. The ending balance for the DHHS funds is 3 percent of the FY 2014-15 budget which is less than the target by policy of 8 percent to 10 percent.

1120 – Economic Development Fund

The Economic Development Fund (EDF) ended FY 2013-14 with a negative fund balance of (\$164,048). The negative fund balance improved by \$9,080 from the June 30, 2013 balance. The EDF is primarily funded through State grant programs. This negative fund balance is due to prior years' expenditures that have not been reimbursed and will most likely need to come from Economic Set-Aside funds.

1200 – Roads Fund

The Roads Fund ended last fiscal year with a fund balance of \$5.4 million, an increase of \$153,180 from the previous year. It was anticipated that there would be \$1.1 million decrease in fund balance during FY 2013-14, however, due to unanticipated gas tax revenue of \$1.5 million the year-end fund balance actually increased. The majority of the fund balance is reserved for construction projects and not available for routine maintenance.

1500 – Library Fund

The Library ended FY 2013-14 with a fund balance of \$642,208, an increase of \$16,588 from June 30, 2013. This increase in fund balance is due to one-time funding resulting from the dissolution of redevelopment agencies in the amount of \$10,519 and property tax. The ending fund balance represents 19% of the total Library budget for FY 2014-15. However, a large portion of the fund balance is being reserved to cover accrued leave balances. The Library's adopted budget for FY 2014-15 projects expenses to exceed revenues by \$155,234 and the Library continues to work on ways to bring operating costs in line with available financing.

3530 – Aviation Enterprise Fund

The Aviation Enterprise Fund ended FY 2013-14 with a negative fund balance of (\$525,519), which represents a change in the negative fund balance of (\$211,880). The department stated in the budget submission for FY 2014-15 an estimated year-end fund balance for FY 2013-14 of (\$303,024). This is a difference of (\$222,895). The department states in the adopted budget for FY 2014-15 that the negative fund balance will be reduced by \$22,139, leaving a fund balance of (\$503,780).

While the County has a practice of allowing individual funds within its governmental fund series to remain in a negative balance position for short periods of time, a negative cash balance in the Aviation Enterprise Fund raises concern. This is because enterprise funds are classified by accounting standards as “business-type activities” and are supposed to stand on their own without the sort of short-term borrowing typical of the County’s governmental funds. Currently there are sufficient monies in the Aviation Jet Fuel and Hangar trust funds, which are considered part of the Aviation Enterprise system, to cover the short term cash needs. If these funds were not available proper procedure would call for another fund to loan money to Aviation pursuant to a written repayment schedule.

As this fund continues to decline, the need for a loan does become more pressing. The fund that would make a loan available is the General Fund. The consequence of the General Fund loaning the Aviation Enterprise Fund money is that one-time costs in the General Fund would go unfunded. As a reminder to your Board, the CAO received \$5.1 million in additional General Fund appropriation requests for FY 2014-15.

Internal Service Funds

The County has 13 Internal Service funds that provide for services to other County departments including: Motor Pool; Heavy Equipment; Risk Management; Communication; Purchasing; and Information Technology. These funds ended FY 2013-14 with a combined fund balance of \$15.3 million which was an increase of \$2.6 million from the previous year. The increase was primarily due to the following: a \$768,499 increase in the Roads Heavy Equipment Fund; \$584,761 increase in the Workers Compensation Fund; \$592,091 increase in the Motor Pool Fund; a reduction in the Dental Fund’s negative fund balance of \$473,986; a \$367,703 reduction in the Unemployment Insurance Fund’s negative balance; the Purchased Insurance Fund increased by \$83,366; the County Insurance Fund increased positively by \$77,782; and the Information Technology Fund increased by \$51,607.

The Liability Fund had a negative fund balance of (\$904,695) at the end of FY 2012-13. The fund balance at the end of FY 2013-14 is (\$1,155,222). The Liability Fund went further into the negative by (\$250,527) due to an adjustment for outstanding liability claims based on the 2013-14 liability actuarial report. Based on actions taken by your Board on February 11, 2014 to reduce the county’s deductible for liability insurance from \$500,000 to \$100,000, the County may see a decrease in outstanding liability claims once the actuarial report for 2014-15 is finalized. If not, the Liability Fund may require a budget supplement from the County General Fund. Like a potential loan to the Aviation Fund, dedication of funding to the Liability Fund would hamper the ability of your Board to dedicate needed resources to the General Fund operating departments.

In addition, the Medical Fund had a negative fund balance of (\$285,510) at the end of FY 2012-13. The fund balance at the end of FY 2013-14 is (\$411,103), an increase of (\$125,593). This is due to the significant rate increase that took place in calendar year 2014. This will likely result in increased medical insurance costs to County departments for FY 2015-16.

Structural Deficit Narrows but Gaps Still Exits

The County’s FY 2014-15 budget was adopted on July 1, 2014. The County continues to budget for mild revenue growth in the General Fund and no significant revenue deviations from the budget were projected as of September 30, 2014.

County Budget

The FY 2014-15 budget was developed with an estimated 6% increase in health insurance rates. Health insurance rates from California Public Employees Retirement System (CalPERS) have now been finalized for calendar year 2015. The County's share of health insurance for miscellaneous employees will increase from \$550.20 to \$579.19, or 5%, well within budget estimates.

Based on discretionary tax revenue received in FY 2013-14, the CAO now estimates that there is roughly \$750,000 in new on-going revenue, due to the dissolution of RDA and incremental property and sales tax growth. The FY 2014-15 budget was adopted with a deficit of \$2.7 million. Of this \$2.7 million, \$1.2 million is a structural deficit, and \$1.5 million is budgeted for contingencies. Due to the addition of \$750,000 in on-going revenue, it is relatively safe to say that the current year's structural deficit is now \$450,000.

As a result of union negotiations and tentative agreements, each County employee in a paid status as of July 1, 2014 will likely receive or has received a \$704 one-time payment for an equipment allowance (Humboldt Deputy Sheriff's Organization) or education allowance (for remaining bargaining units). The estimated cost for this employee negotiated allowance is \$500,000 to the General Fund. The CAO recommends supplementing General Fund departmental budgets, after these costs have been incurred, utilizing the General Fund's fund balance. All remaining funds will need to identify funding for these employee-negotiated, one-time allowances.

The Sheriff's Office is reporting the Animal Shelter is experiencing an increase in its animal population. If this trend continues the Sheriff's Office maybe requesting additional funds for extra-help to deal with this increase.

During the first quarter of FY 2014-15, the General Fund will receive additional revenue in the amount of \$123,607 from the federal PILT. The PILT program seeks to compensate local jurisdictions for non-taxable Federal lands, and payments may be used for any governmental purpose. On July 22, 2014 and September 2, 2014 your Board allocated \$80,500 of this \$123,607 to fund tax measure outreach.

Motor Pool operating rates for the last few years have been challenging to calculate because of the uncertainty and large fluctuation in fuel costs and miles driven. As of June 30, 2014 there was \$823,000 included in the Motor Pool fund balance as a result of operating revenues exceeding costs. The general rule is that internal service funds should not accumulate more than two months of operating costs which would be about \$400,000. On November 5, 2013 your Board directed staff to refund excess accumulated funds back to County funds in proportion to actual amounts paid in for services. Based on the ending balance for last fiscal year \$500,000 will be refunded to departmental funds, leaving a balance of \$323,000 which should provide adequate cushion for possible changes up or down in fuel or other operating costs. Of this \$500,000 the General Fund will receive \$241,241. A supplemental budget for these funds can be found on page 12 in this report.

The County has been running a structural deficit since the Board approved a 2 percent raise in July 2013. This deficit is also due to significant increases in health insurance and CalPERS retirement. Despite these ongoing revenue increases, mentioned earlier in this report, a structural deficit still remains and does not allow for increases in ongoing services.

Based on an ending General Fund balance of \$6.8 million, and due to the receipt of one-time and ongoing revenues, the CAO believes there are funds available for one-time expenditures at first quarter. During the FY 2014-15 budget process, departments submitted \$5.1 million in additional General Fund

appropriation requests. The CAO recommends using \$1.3 million of the General Fund's balance for the following one-time expenses: \$150,000 to Contingencies for future appropriation to the General Reserve in the FY 2015-16 budget process; \$258,887 for a paperless case management system for the Public Defender's Office (requested during the FY 2014-15 budget process); reserving \$341,296 for the purchase and upgrade of technology systems including but not limited to the financial accounting and payroll system and paperless case management system for other public safety departments; \$500,000 for employee negotiated one-time allowances; and \$50,000 for courthouse deferred maintenance. More discussion on these items can be found beginning on page 10.

No New State Risks but Prior Takeaways Remain in Place

Governor Jerry Brown signed the State's FY 2014-15 budget on June 20, 2014. The foundation of the State's budget pays down budgetary debt from past years, saves for a rainy day, and shores up the teacher pension system. In addition, it increases spending for education, the environment, public safety, the judiciary, public works, health care, CalWORKs, In-Home Supportive Services and affordable housing. The State's FY 2014-15 budget will spend \$156 billion and provides a \$1.6 billion Rainy Day Fund. Items contained in the State's budget that will affect Humboldt County include:

- The budget reduces more than \$10 billion of the Wall of Debt by paying down the deferral of payments to schools by \$5 billion, paying off the Economic Recovery Bonds, repaying various special fund loans and funding \$100 million in mandate claims that have been owed to local governments since at least 2004. If State revenues rise higher than anticipated in the Budget, the first call on additional funds will be for further debt payments, eliminating the remaining school deferrals (\$1 billion from Proposition 98) and local government mandate claims (\$800 million). The CAO included these funds in the FY 2014-15 budget.
- Last year, the State's adoption of the optional expansion of Medi-Cal under the Affordable Care Act represented a major new spending commitment in providing Californians with affordable health care coverage. Medi-Cal enrollment is expected to rise from 7.9 million before implementation to 11.5 million in 2014-15, covering about 30 percent of the State's population. Although the federal government will pay the costs for the optional expansion for the next few years, approximately 800,000 individuals will receive Medi-Cal benefits under the mandatory expansion where the costs are shared on a 50/50 basis with the federal government. Therefore, the State's budget assumes General Fund Medi-Cal costs will rise by \$2.4 billion over 2012-13.
- The budget is heavily dependent on the performance of the stock market and the resulting capital gains. Capital gains alone will provide 9.8 percent of State General Fund revenues in 2014-15. In response to the volatility of these revenues and the resulting boom-and-bust budget cycles, the legislature placed a constitutional amendment on the November ballot for a Rainy Day Fund that requires both paying down liabilities and saving for a rainy day. Upon voter approval, the Constitutional amendment would:
 - Require deposits into the Rainy Day Fund whenever capital gains revenues rise to more than 8 percent of General Fund tax revenues. In addition, 1.5 percent of annual General Fund revenues will be set aside each year.
 - Set the maximum size of the Rainy Day Fund at 10 percent of General Fund revenues.
 - Require half of each year's deposit for the next 15 years be used for supplemental payments to the Wall of Debt or other long-term liabilities. After that time, at least half of each year's

deposit would be saved, with the remainder used for supplemental debt payments or savings.

- Allow the withdrawal of funds only for a disaster or if spending remains at or below the highest level of spending from the past three years. The maximum amount that could be withdrawn in the first year of a recession would be limited to half of the Fund's balance.

State Controller John Chiang's Cash Report for September 2014, which reports on California's cash balance, receipts and disbursements, stated that revenues for the month were \$6.7 billion, or \$370 million below Department of Finance projections made in conjunction with the 2014-15 Budget Act. However, a one-time transfer in August of \$343 million in sales taxes from the General Fund to local governments was equal to almost the entire shortfall. An audit revealed that more sales tax revenues should have previously been given to local governments for Proposition 172, 1991 realignment, and 2011 realignment. These are not discretionary revenue sources for the County's General Fund. This discrepancy was addressed by the August transfer. Personal income taxes for the month came in 1.1 percent above estimates at \$43.4 million. Sales tax receipts were down \$691.4 million. Corporate taxes were up for September, by coming in at \$216.8 million above projections.

Local Economy Shows Inconsistent Recovery

The Humboldt Economic Index is a report produced by the Economics Department at Humboldt State University. It measures changes in the local economy using data from local business and organizations. The report includes a Composite Index which is a weighted combination of six individual sectors of the local economy. The September 2014 reports the Composite Index decreased 0.3 points between July and August of this year, from 99.2 to the current value of 98.9. The Index of Home Sales fell 12.2 points, and is 15.1 points lower than this time last year. However, Median home prices in Humboldt County increased from \$240,000 to \$257,000. The unemployment rates are down across both the County and State. Humboldt County's rate dropped 0.1 points to 7.6 percent, while California's rate dropped 0.5 points to 7.4 percent.

Beacon Economics Summer 2014 report states the Great Recession is in the rear-view mirror and California's economy is well into recovery, while home prices in California are forecast to continue to increase in value over the next two years, growth will slow to the 4 percent to 6 percent range, a rate more in line with income growth. Home sales in California are forecast to rise by double-digit percentages in 2015. Visiting California is as popular as ever. Tourism continues to drive the State's economy forward with hotel occupancy at 73.4 percent statewide, 10 percentage points higher than the national average. According to Beacon Economics' analysis, California faces a number of major structural challenges that keep the state's economy from reaching its full potential. These include hyper-cyclical budgeting, failure to address the state's substantial long-term pension obligations, housing costs driven in significant part to the California Environmental Quality Act, and a widening education gap relative to other states. This is a mixed bag for Humboldt's economy. There is no easy revenue growth anticipated and pension obligations continue to haunt the County, as pension increases were included in the FY 2014-15 budget and CalPERS has already informed the County of even more increases in FY 2015-16 and FY 2016-17.

Initial Budget Outlook for FY 2015-16 - A Lot Riding on Measure Z

The General Fund ended FY 2013-14 with a \$6.8 million fund balance. The adopted budget for FY 2014-15 required the use of fund balance in the amount of \$2.7 million to balance the General Fund's budget. At the present time, the estimated shortfall for FY 2015-16, based on the 2014 Five Year Financial Forecast, is \$3.1 million. However, with increased on-going revenues this shortfall may reduce to \$2.35 million. The County Administrative Office will be bringing forward an updated financial forecast report in early 2015 that will further refine these estimates and help shape the financial outlook for FY 2015-16.

CalPERS, which administers public pension benefits for County employees, indicates that FY 2015-16 contribution rates will increase by 3.860 percent for miscellaneous employees (or from 22.747 percent of salary to 23.625 percent of salary) and 4.660 percent for safety employees (or from 29.097 percent of salary to 30.453 percent of salary). This represents an increase of approximately \$390,524 for the General Fund. It should be noted that CalPERS is projecting an increase in rates for FY 2016-17 of 6.243 percent for miscellaneous employees and 10.334 percent for safety. This percentage increase will cost the General Fund an estimated \$800,000 in FY 2016-17.

There continue to be pressures on the General Fund, both internal and external, to outlay resources for services or employee benefits. Particularly, these external pressures from community organizations led to your Board exploring and then placing a tax measure on the November ballot.

On July 8, 2014 your Board approved a half-cent sales tax measure to be placed on the November 2014 ballot. This measure is now known as Measure Z and if it passes, is likely to generate \$6 million in new sales tax revenue annually for five years. Should the sales tax measure pass, the public has expressed a strong preference for funds to be spent for public safety needs such as the prosecution of crimes, monitoring probationers, rural fire, rural sheriff's patrol and ambulance service.

Should Measure Z pass, funds from this measure are subject to strict accountability provisions, including annual audits and an advisory committee which will be established by your Board to make recommendations to the Board as to the expenditure of funds derived from the tax imposed by this measure.

If Measure Z passes, this does not solve the County's on-going structural deficit, nor does it obviate the need for systems review that began this time last year. Measure Z will not address all of the County's service and funding needs. Measure Z will help alleviate some of the pressure for increased and enhanced services for public safety. However, the County does more than just public safety. Systems review began as a way to address the increased demand for services/resources from both County departments and residents, and the County's inability to fund such requests. Systems review focused on four areas: departmental integrations; non-mandatory services; process improvements; and community partnership development. More specifically, to date, these system review efforts include:

- Departmental integrations have taken shape in the form of departmental restructuring. Evaluating the efficacy of positions and their functions can be more feasible than integrating two departments (although potential for mergers will continue to be explored). Departments continue to look at positions and the respective duties to determine if they are suitable position classifications. In addition, the CAO and department heads have met to discuss options for

shared services, which also coincides with process improvements. This has resulted in a shared phone number for property tax questions.

- Exploration of process improvements has come about through a cross-departmental group which has identified two initial areas of interest: the internal accounting system upgrade and improvements to facilities. Both of these lend themselves well to process improvements. The group continues to explore system upgrades that will benefit payroll and human resources functions that are contained in the County's accounting system. In addition, a facilities group has begun to meet to help identify co-location opportunities for departments.
- Non-mandatory service review will begin this fall with County department heads taking a survey to help identify practices and processes that can be improved and/or eliminated.
- Community partnership development continues to be a focus as demonstrated through the community's initiative for a tax measure to improve public safety services.

In addition, the County Administrative Office is recommending that a community partnership be pursued in relation to the delivery of economic development services. There are several agencies across the County that provide economic development services such as Redwood Region Economic Development Commission, Small Business Development Centers of Northern California, the Humboldt County Administrative Office's Economic Development Team and local cities that have economic development staff. In concept, exploring shared economic development services has the potential to effectuate greater economic prosperity across the County. The County Administrative Officer recommends pursuing discussion with these agencies to potentially identify areas of opportunity for shared economic development services.

Systems review lends itself to creating a leaner, more efficient, more modern local government that is appropriate to the 21st Century and current management practices. Stationary businesses that are not constantly improving frequently go out of business. Local government has the same social responsibility to continually provide an improved government experience and not be paralyzed by the prospect of improvement.

Recommendations

One of the recommendations before your Board is to discontinue the furlough for the County Administrative Officer. In the FY 2014-15 budget the CAO reduced salaries by \$45,000 with staff furloughs with the knowledge that there would be a permanent salary savings in future fiscal years. Since this time there have been unanticipated salary savings due to a resignation in Economic Development (ED) and the transfer of a CAO staff member to ED. Therefore, there is sufficient salary savings to discontinue the furloughs for County Administrative Officer, and Assistant and Deputy County Administrative Officers the pay period beginning November 9, 2014.

During the first quarter review CAO staff and departments identified budget and operational adjustments that are needed to reflect current conditions. These adjustments are described in the following recommendations.

Approve Various Transfers

During quarterly reviews, the CAO brings forward budget adjustments on behalf of departments in order to decrease the number of individual items coming to the Board, and provide time savings to departments. A portion of the budget adjustments are proposed to be funded using the General Fund's fund balance which saw an influx of one-time revenue such as RDA. Most of the changes are related to increased expenditures that are offset by dedicated and one-time funding sources. The recommended budget adjustments requested are detailed in Attachment 1. These include:

- \$25,000 (Personnel 1100-130) – Human Resources is experiencing an increase in specialized recruitments for key personnel positions. Specialized recruitments are costly yet beneficial as they typically yield an excellent candidate pool. Therefore a supplemental budget in the amount of \$25,000 is recommended. This supplemental budget supports the Board's Strategic Framework Priorities for New Initiatives by providing community-appropriate levels of service and investing in County employees.
- \$3,500 (Agricultural Commissioner 1100-261) – the Agricultural Commissioner received \$3,500 from a settlement of an administrative action due to Weights and Measures violations. A supplemental budget is requested to purchase computer software and building maintenance for the Agricultural Center property. This supplemental budget supports the Board's Strategic Framework by managing resources to ensure sustainability of services.
- \$258,887 (Contributions to Other Funds 1100-199) – Three years have passed since criminal justice realignment (AB 109) occurred, shifting lower-level offenders from State prison to local county jails. Realignment has thus populated Humboldt County's justice system with an increased volume of offenders and has produced more responsibility to justice partners to provide in-depth data and statistics. Continued AB109 funding is strongly driven by statistical data and reports, which the County does not currently have ready access to at the Public Defender's Office.

The Public Defender's Office is requesting approval of a one-time cost for the New Dawn Technologies, Justware case management system, in the amount of \$258,887, in order to implement a paperless case management system, track statistical data and provide reports at a local and statewide level. Justware has the ability to remove the need for paper files and storage, retrieve statistical data and is compatible with other agencies and their software. The department anticipates tracking statistical data to share with justice partners locally and statewide to better understand the impact of the realignment shift on the jail, court, and supervision. This would assist all justice partners in providing core services in ways that provide community-appropriate levels of service, and manage resources to ensure sustainability of services. The request further makes a proactive decision to use technology as a way to preserve and maintain accurate records and gather any reporting information requested for the foreseeable future. Detailed costs include:

9 computers and software	\$10,659
Justware case management system	\$196,530
19 laptops for use in court rooms	\$17,254
Laptop software	\$4,660
4 desktop scanners	\$1,800
Adobe software for computers and laptops	\$15,972

AT&T one-time direct connection	\$6,600
12 months of on-going internet service	\$5,412
Total	\$258,887

This supplemental budget supports the Board's Strategic Framework, Core Roles by providing for and maintaining infrastructure, as well as Priorities for New Initiatives by providing community-appropriate levels of services.

- \$341,296 (Contributions to Other Funds 1100-199) – The recommendation before the Board is to set aside \$341,296 for the purchase and upgrade of technology systems including but not limited to the financial accounting and payroll system and paperless case management system for other public safety departments. This action supports the Board's Strategic Framework, Core Roles by providing for and maintaining infrastructure, as well as Priorities for New Initiatives by providing community-appropriate levels of services.
- \$10,000 (Economic Development Promotion 1100-181) – Your Board heard a presentation from the Humboldt Bay Harbor District and the City of Eureka on October 21 regarding utilizing Humboldt Bay as a port for cruise ships. A request was made from both agencies for the County to contribute \$10,000 to hire a cruise ship advocate who would approach Cruise the West, a consortium of west coast cities, to place Eureka on cruise ship itineraries. This supplemental budget supports the Board's Strategic Framework by encouraging new local enterprise and supporting business and workforce development.
- \$50,000 (Capital Projects 1100-170) – There are repairs occurring to the courthouse due to the January 2010 earthquake. As a result of these repairs, the contractors have identified deferred maintenance issues such as rust and eroded concrete, which did not occur as the result of the earthquake, and are therefore not eligible for California Office of Emergency Services funding. Funds are needed to repair these items in concert with earthquake repair work. This supplemental funding request supports the Board's Strategic Framework by providing for and maintaining infrastructure.
- \$500,000 (Contingency Reserve 1100-990) – Due to negotiated memorandums of understanding with the employee bargaining units, the General Fund must supplement General Fund departmental budgets to allow for the one-time payment of equipment and education allowances. This supplemental budget supports the Board's Strategic Framework by investing in County employees.
- \$150,000 (Contingency Reserve 1100-990) – Due to a higher-than-estimated General Fund balance, the CAO recommends transferring these funds to contingencies in order to appropriate these funds to the General Reserve in FY 2015-16. This will begin to bring the County more in-line with the General Reserve policy level of between 8 percent and 10 percent of total funds. This supplemental budget supports the Board's Strategic Framework, Five Key Goals by rebuilding Reserve and Contingency accounts.
- \$34,000 (Economic Development 1120-275) – Economic Development requested and received approval for grant extensions for Best Humboldt in the amount of \$8,000, which is funded through a Headwaters Fund grant. This grant provides communication of success stories of local businesses and engage residents in purposeful, ongoing efforts to grow the local economy. In

addition, Industry-Driven Tourism requested a grant extension in the amount of \$28,000. This grant is paid through the ED set-aside to Humboldt Made and provides for the development and delivery of industry-driven tourism services (i.e., developing tours and promotional campaigns that link tourists with Humboldt Made products). These grant extensions require the funds to be carried over from the previous fiscal year and therefore require a supplemental budget. This supplemental budget supports the Board's Strategic Framework, Priorities for New Initiatives by engaging in discussion of our regional economic future.

- \$180,000 (Workforce Investment 1120-287) – Economic Development has received an Additional Assistance grant, which is federal money that is provided under the Workforce Investment Act for local areas that need additional funding to address mass layoffs, plant closures or other events that precipitate a substantial increase in the number of unemployed individuals. Local companies that have been affected by lay-offs include California Redwood, Wayne Bare Trucking, Tomas Jewelry and Six Rivers Planned Parenthood. This supplemental budget supports the Board's Strategic Framework, Priorities for New Initiatives by engaging in discussion of our regional economic future and providing community appropriate levels of service.
- \$241,241 (1100-990 Contingencies) – On November 5, 2013 your Board directed staff to refund excess accumulated funds in Motor Pool back to County funds in proportion to actual amounts paid for services. Based on the ending balance for last fiscal year \$500,000 will be refunded leaving a balance of \$323,000 which should provide adequate cushion for possible changes up or down in fuel or other operating costs. It is recommended that the General Fund's share of these funds be placed in contingencies. This supplemental budget supports the Board's Strategic Framework, Priorities for New Initiatives by managing resources to ensure sustainability of services. The Motor Pool refund is as follows:

1100 General Fund	\$241,241
1120 Economic Development	\$171
1160 Social Services Fund	\$54,737
1170 Mental Health Fund	\$44,273
1175 Public Health Fund	\$29,637
1180 Alcohol and Other Drug	\$150
1190 Employment Training	\$438
1200 Roads Fund	\$112,396
1380 Child Support	\$735
1500 Library	\$4,753
3500 Motor Pool	\$553
3520 Risk Management	\$564
3521 Communications	\$17
3530 Airport Enterprise Fund	\$3,447
3540 Roads Heavy Equipment	\$6,627
3550 Information Technology	\$177
3555 Central Services	\$84

- \$4,306 (Information Technology 3550-118) - The County had the opportunity to receive additional Emergency Management Grant Program (EMPG) funds. EMPG provides 50 percent on State matching funds. Information Technology (IT) was able to provide the 50 percent

required match for training room equipment. IT's conference room is a secondary Joint Information Center (JIC) should the courthouse JIC be non-operational. This supplemental budget supports the Board's Strategic Framework, Core Roles and Priorities for New Initiatives by creating opportunities for improved safety and health, and seeking outside funding sources to benefit Humboldt County needs.

- (\$300,000) (Aviation 3530-381) – As mentioned earlier in this staff report, the Aviation Division is experiencing a negative fund balance due to the limited traffic and therefore declining revenue at the airport. Since the budget was submitted, an additional reduction in revenue has occurred due to the Coast Guard installing their own fuel tank, eliminating the need to purchase fuel from the Aviation Division. The recommended reverse supplemental budget will decrease revenue from fuel sales and expenditures for fuel purchases for resale and should not impact the operations of the airport. This reverse supplemental budget supports the Board's Strategic Framework by managing resources to ensure sustainability of services.

In addition, an appropriation transfer is necessary to more accurately reflect expenditures; this can also be found in Attachment 1.

- \$30,000 (Public Health Administration 1175-400) – The main Public Health office is currently undertaking a project involving mold abatement. The total cost for this project is estimated at \$60,000. This appropriation transfer supports the Board's Strategic Framework by providing for and maintaining infrastructure.

Approve Position Allocation Correction

In the Personnel Allocation Table submitted to the Board during the FY 2014-15 budget process, positions have been identified that were not recorded correctly. This correction (Attachment 2) includes the following:

- District Attorney's Office (1100-205) Agenda Item C-9 from April 19, 2011 approved the reallocation of the Legal Office Services Manager (salary range 409) to Legal Office Services Supervisor (salary range 358). The Legal Offices Services Manager was occupied at the time the Board approved this action. The reallocation would have resulted in lower pay for the employee. Per the County's Memorandum of Understanding, an employee's salary shall remain unchanged (Y-rated) until such time as general salary adjustments increase the salary of the reallocated position to be commiserate with the old position. Due to past salary increases approved by your Board, it is now appropriate to dis-allocate the Legal Office Services Manager position and transfer the employee to the Legal Office Services Supervisor position. The total position allocation remains unchanged.

Approve Position Allocation Modifications

From the Personnel Allocation Table submitted to the Board during the FY 2014-15 budget process, departments have identified position modifications. These modifications (Attachment 2) include the following:

- In Public Health Field Nursing (1175-416) a 1.0 Full-Time Equivalent (FTE) Registered Nurse was allocated during the FY 2014-15 budget process. This position is now requested to be dis-allocated. This dis-allocation will reduce the total positions for this budget unit from 72.40 to 71.40.

- In Social Services (1160-511) a 1.0 FTE Office Services Supervisor is allocated. This position is requested to be dis-allocated. In lieu of the Office Services Supervisor position the department is requesting a 1.0 FTE Staff Services Specialist be allocated. There is no net increase in FTEs for Social Services.

FINANCIAL IMPACT:

Acceptance of today's report has no direct financial impact. The recommended budget adjustments will increase the overall County budget by \$1,465,047. The recommended budget adjustments will reduce the \$6.8 million General Fund balance by \$1,300,000.

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve some or all of the budget adjustments and require individual departments to return to the Board with separate supplemental budgets.

ATTACHMENTS:

1. Recommended Budget Adjustments
2. Position Allocation Corrections

ATTACHMENT 1

RECOMMENDED BUDGET ADJUSTMENTS

Fund	Budget	Acct #	Budget Name	Account Name	Adjustment
Budget Adjustments					
Revenue					
1100	261	611050	Agricultural Commissioner	Weights and Measures Income	\$ 3,500 Adjust for actual revenue
1100	170	710050	Capital Projects	Fund Balance Transfer	\$ 50,000 Courthouse repairs
1100	190	710050	Contributions-Other	Fund Balance Transfer	\$ 650,000 Adjust for tentative one-time employee allowance and contribution to General Reserve
1100	199	710050	General Purpose Revenue	Fund Balance Transfer	\$ 600,000 Adjust for Public Defender electronic casemanagement system and other technology upgrades
1100	888	612007		Transfer from Motor Pool	\$ 241,241 Motor pool reimbursement
				Total General Fund	\$ 1,544,741
1120	275	590010	Economic Development	Economic Development set-aside	\$ 28,000 Adjust for extension of grant.
1120	275	590063	Economic Development	HWF Grants	\$ 8,000 Adjust for extension of grant.
1120	287	591108	Economic Development	WIA 25% Supplemental Dislocate	\$ 180,000 Adjust for grant.
				Total Economic Development	\$ 216,000
3530	381	682400	Arcata-Eureka Airport ACV	Sales - Fuel & Oil	\$ (400,000) Adjust for decreased revenue
3530	381	704016	Arcata-Eureka Airport ACV	Insurance Reimbursement	\$ 100,000 Adjust for actual revenue
				Total Aviation	\$ (300,000)
3550	118	546000	Information Technology	State Aid for Civil Defense	\$ 4,306 EMPG grant revenue
				Total Information Technology	\$ 4,306
				Total Revenue	\$ 1,465,047
Expenditures					
1100	130	2118	Personnel	Professional & Special Services	\$ 25,000 Professional recruitment services
1100	170	8967	Capital Projects	Courthouse	\$ 50,000 Courthouse repairs
1100	181	3262	Economic Development Promotio	Contribution to Other Funds	\$ 10,000 Contribution to the Humboldt Bay Harbor District
1100	199	3257	Contributions-Other	Software	\$ 600,000 Contribution to Information Technology for electronic case management system
1100	261	2148	Agricultural Commissioner	Professional & Special Services	\$ 350 Software purchase
1100	261	2118	Agricultural Commissioner	Contingencies Co General Fund	\$ 3,150 Property maintenance
1100	990	2010	Contingency Reserve	Contingencies Co General Fund	\$ 856,241 Increase contingencies for General Reserve and one-time employee allowance
				Total General Fund	\$ 1,544,741
1120	275	3717	Economic Development	HWF Best Humboldt Grant	\$ 8,000 Adjust for extension of grant
1120	275	3429	Economic Development	Industry Driven Tourism	\$ 28,000 Adjust for extension of grant
1120	287	3603	Economic Development	25% Supp Dislocated Worker	\$ 180,000 Adjust for grant
				Total Economic Development	\$ 216,000
3530	381	2651	Arcata-Eureka Airport ACV	Fuel Purchases for Resale	\$ (300,000) Adjust for decreased purchase of fuel for resale

ATTACHMENT 1

RECOMMENDED BUDGET ADJUSTMENTS

Fund	Budget	Acct #	Budget Name	Account Name	Adjustment
3550	118	2117	Information Technology	Total Aviation	\$ (300,000)
				Office Supplies	\$ 4,306
				Adjust for EMPG grant expenditures	\$ 4,306
				Total Information Technology	\$ 4,306
				Total Expenditures	\$ 1,465,047
Appropriation Transfers					
From:					
1175	400	1100	Public Health Administration	Salaries & Employee Benefits	\$ 30,000
				Total Public Health	\$ 30,000
				Mold abatement project	
To:					
1175	400	8998	Public Health Administration	Building Modification	\$ 30,000
				Total Public Health	\$ 30,000
				Mold abatement project	

Personnel Allocation by Budget Unit for FY 2014-15

Attachment 2

BUDGET UNIT	TYPE	CLASSIFICATION NO./TITLE	SALARY RANGE	7/6/2013	BOARD ADOPTED	FISCAL YEAR 2013-14		DEPT. REQUEST	FISCAL YEAR 2014-15		MID-YEAR ADJUSTED	YEAR-END AUTHORIZED
						MID-YEAR ADJUSTED	YEAR-END AUTHORIZED		BOARD ADOPTED	Δ FROM FY2013-14		
205 DISTRICT ATTORNEY												
FT		100 DISTRICT ATTORNEY	*		1.00	0.00	1.00	1.00	1.00	0.00	0.00	1.00
FT		134 LEGAL OFFICE BUSINESS MANAGER	451		1.00	0.00	1.00	1.00	1.00	0.00	0.00	1.00
FT		143 LEGAL OFFICE SERVICES MANAGER	413		1.00	0.00	1.00	1.00	-1.00	0.00	0.00	0.00
FT		167 EXECUTIVE SECRETARY (MC)	368		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		178 LEGAL OFFICE ASSISTANT III	278/300		7.00	0.00	7.00	7.00	0.00	0.00	0.00	7.00
FT		179 OFFICE ASSISTANT III	254/285		2.00	0.00	2.00	2.00	0.00	0.00	0.00	2.00
FT		404 CHIEF INVESTIGATOR (DIST. ATTY.)	471		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		412 INVESTIGATOR (DISTRICT ATTORNEY)	429		7.00	-1.00	6.00	6.00	0.00	0.00	0.00	6.00
FT		415 COMMUNITY SERVICES OFFICER	336		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		602 DEPUTY DISTRICT ATTY. III/III/IV	408/443/474/507		9.00	1.00	10.00	12.00	2.00	0.00	0.00	12.00
FT		616 ASSISTANT DISTRICT ATTORNEY	540		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		762 DEPT. INFO. SYSTEMS ANALYST	400		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		1144 LEGAL SECRETARY III	302/323		2.00	0.00	2.00	2.00	0.00	0.00	0.00	2.00
FT		1150 LEGAL OFFICE SERVICES SUPV.	362		1.00	0.00	1.00	1.00	1.00	0.00	0.00	2.00
FUNDED POSITIONS					36.00	0.00	36.00	38.00	2.00	0.00	0.00	38.00
F1		179 OFFICE ASSISTANT III	254/285		1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00
F1		602 DEPUTY DISTRICT ATTY. III/III/IV	408/443/474/507		2.00	0.00	2.00	0.00	-2.00	0.00	0.00	0.00
POSITIONS FROZEN THROUGH 6/30/2014					3.00	0.00	3.00	0.00	-3.00	0.00	0.00	0.00
F0		168 SENIOR LEGAL OFFICE ASSISTANT	331		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
F0		178 LEGAL OFFICE ASSISTANT III	278/300		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
F0		179 OFFICE ASSISTANT III	254/285		0.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00
F0		412 INVESTIGATOR (DISTRICT ATTORNEY)	429		1.00	0.00	2.00	2.00	0.00	0.00	0.00	2.00
F0		602 DEPUTY DISTRICT ATTY. III/III/IV	408/443/474/507		3.00	-1.00	2.00	2.00	0.00	0.00	0.00	2.00
POSITIONS FROZEN INDEFINITELY					6.00	0.00	6.00	7.00	1.00	0.00	0.00	7.00
TOTAL POSITIONS ALLOCATED					45.00	0.00	45.00	45.00	0.00	0.00	0.00	45.00
416 PUBLIC HEALTH FIELD NURSING												
FT		179 OFFICE ASSISTANT III	254/285		1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00
FT		508 DIRECTOR OF PUBLIC HEALTH NURSING	493		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		511 COMMUNITY HEALTH OUTREACH WORKER III	320/348		10.60	0.00	10.60	10.60	0.00	0.00	0.00	10.60
FT		514 SUPERVISING PUBLIC HEALTH NURSE	470		5.00	0.00	5.00	6.00	1.00	0.00	0.00	6.00
FT		527 SENIOR PUBLIC HEALTH NURSE	461		7.00	0.00	7.00	8.00	1.00	0.00	0.00	8.00
FT		528 PUBLIC HEALTH NURSE	451		25.60	0.00	25.60	28.60	3.00	0.00	0.00	28.60
FT		547 ASSISTANT COUNTY PHYSICIAN (37.5 HR)	*		0.00	0.00	0.20	0.20	0.20	0.00	0.00	0.20
FT		556 REGISTERED NURSE (PUBLIC HEALTH)	443		2.00	0.00	2.00	3.00	1.00	-1.00	0.00	2.00
FT		567 LVN (PUBLIC HEALTH)	360		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		570 MEDICAL OFFICE ASSISTANT III (37.5 HR)	272/290		2.00	0.00	2.00	2.00	0.00	0.00	0.00	2.00
FT		572 SENIOR MEDICAL OFFICE ASSISTANT (37.5 HR)	318		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		574 MEDICAL OFFICE ASSISTANT III	285/303		7.00	0.00	7.00	7.00	0.00	0.00	0.00	7.00
FT		575 SENIOR MEDICAL OFFICE ASSISTANT	331		2.00	0.00	2.00	2.00	0.00	0.00	0.00	2.00
FT		587 FAMILY NURSE PRACTITIONER	501		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FT		626 ADMINISTRATIVE ANALYST III	365/398		1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00
FUNDED POSITIONS					67.20	0.00	67.20	72.40	5.20	-1.00	0.00	71.40
POSITIONS FROZEN THROUGH 6/30/2014					1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00
F0		514 SUPERVISING PUBLIC HEALTH NURSE	470		1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00
F0		527 SENIOR PUBLIC HEALTH NURSE	461		1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00
F0		528 PUBLIC HEALTH NURSE	451		1.00	0.00	1.00	0.00	-1.00	0.00	0.00	0.00

Personnel Allocation by Budget Unit for FY 2014-15

Attachment 2

BUDGET UNIT	TYPE CLASSIFICATION NO./TITLE	SALARY RANGE	7/6/2013	FISCAL YEAR 2013-14		DEPT. REQUEST	FISCAL YEAR 2014-15		MID-YEAR ADJUSTED	YEAR-END AUTHORIZED
				BOARD ADOPTED	MID-YEAR ADJUSTED		BOARD ADOPTED	Δ FROM FY2013-14		
416	PUBLIC HEALTH FIELD NURSING			0.20	0.00	0.00	0.00	0.00	0.00	0.00
F0	547 ASSISTANT COUNTY PHYSICIAN (37.5 HR)			3.20	0.00	0.00	-3.20	0.00	0.00	0.00
	POSITIONS FROZEN INDEFINITELY			70.40	0.00	72.40	2.00	-1.00	0.00	71.40
	TOTAL POSITIONS ALLOCATED									
511	SOCIAL SERVICES			6.00	0.00	6.00	0.00	-1.00	0.00	5.00
FT	122 OFFICE SERVICES SUPERVISOR	356		5.00	0.00	5.00	0.00	0.00	0.00	5.00
FT	124 SENIOR FISCAL ASSISTANT	333		9.00	0.00	9.00	0.00	0.00	0.00	9.00
FT	135 SENIOR OFFICE ASSISTANT	320		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	167 EXECUTIVE SECRETARY (MC)	368		11.00	0.00	11.00	0.00	0.00	0.00	11.00
FT	177 FISCAL ASSISTANT I/II	283/309		29.60	0.00	29.60	0.00	0.00	0.00	29.60
FT	179 OFFICE ASSISTANT I/II	254/285		2.00	0.00	2.00	0.00	0.00	0.00	2.00
FT	182 SSB SECRETARY II	349		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	183 SSB SECRETARY I	305		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	186 OFFICE ASSISTANT III	320		2.00	0.00	2.00	0.00	0.00	0.00	2.00
FT	351 LEGAL CLERK I/II	278/301		0.00	0.00	0.00	0.00	0.00	0.00	0.00
FT	390 STAFF SERVICES SPECIALIST	362		40.00	0.00	40.00	0.00	0.00	0.00	40.00
FT	391 STAFF SERVICES ANALYST I/II	365/398		2.00	0.00	2.00	0.00	0.00	0.00	2.00
FT	393 SUPERVISING STAFF SERVICES ANALYST	426		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	395 STAFF SERVICES MANAGER (MC)	440		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	396 STAFF SERVICES ANALYST III (MC)	438		4.00	0.00	4.00	0.00	0.00	0.00	4.00
FT	605 ADMINISTRATIVE ANALYST I/II/SR (MC)	405/436/459		40.00	-4.00	36.00	0.00	0.00	0.00	36.00
FT	626 ADMINISTRATIVE ANALYST I/II	365/398		0.00	0.00	0.00	0.00	0.00	0.00	0.00
FT	691 SENIOR INFORMATION SYSTEMS ANALYST	420		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	706 SOCIAL WORKER IV - AB (37.5 HR)	379/393		70.00	0.00	70.00	0.00	0.00	0.00	70.00
FT	707 SOCIAL WORKER IV - AB/C/D	392/406/408/438		13.00	0.00	13.00	0.00	0.00	0.00	13.00
FT	708 SOCIAL SERVICE AIDE	287		14.00	1.00	15.00	0.00	0.00	0.00	15.00
FT	714 SOCIAL WORKER SUPERVISOR II	461		2.00	-2.00	0.00	0.00	0.00	0.00	0.00
FT	716 SR. STAFF SERVICES ANALYST	413		15.00	0.00	15.00	0.00	0.00	0.00	15.00
FT	719 INTEGRATED CASEWORKER I/II	324/346		4.00	0.00	4.00	0.00	0.00	0.00	4.00
FT	720 INTEGRATED CASEWORKER III	378		2.00	0.00	2.00	0.00	0.00	0.00	2.00
FT	721 SUPERVISING INTEGRATED CASEWORKER	414		15.00	0.00	15.00	0.00	0.00	0.00	15.00
FT	722 EMPLOYMENT & TRAINING WORKER I/II	319/361		6.00	0.00	6.00	0.00	0.00	0.00	6.00
FT	723 EMPLOYMENT & TRAINING WORKER III	375		3.00	0.00	3.00	0.00	0.00	0.00	3.00
FT	724 EMPLOYMENT & TRAINING SUPERVISOR	425		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	726 SOCIAL WORKER I/II/III (37.5 HR)	328/353/369		15.00	0.00	15.00	0.00	0.00	0.00	15.00
FT	727 SOCIAL WORKER I/II/III	341/366/382		2.00	-2.00	0.00	0.00	0.00	0.00	0.00
FT	728 SR. STAFF SERVICES ANALYST M/C	413		4.00	0.00	4.00	0.00	0.00	0.00	4.00
FT	729 STAFF SERVICES ANALYST I/II M/C	405/436		4.00	0.00	4.00	0.00	0.00	0.00	4.00
FT	730 SCREENER	296		7.00	0.00	7.00	0.00	0.00	0.00	7.00
FT	738 WELFARE INVESTIGATOR I/II	402/430		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	740 WELFARE INVESTIGATOR SUPERVISOR	449		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	741 SENIOR WELFARE INVESTIGATOR	439		38.00	0.00	38.00	0.00	0.00	0.00	38.00
FT	742 VOCATIONAL TRAINEE/ASSISTANT	252/266		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	747 PROGRAM MANAGER I	483		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	750 PROGRAM MANAGER II	483		10.00	0.00	10.00	0.00	0.00	0.00	10.00
FT	768 VOCATIONAL COUNSELOR I/II	331/354		2.00	0.00	2.00	0.00	0.00	0.00	2.00
FT	818 HHS-SOCIAL SERVICES BRANCH DIRECTOR	536		1.00	0.00	1.00	0.00	0.00	0.00	1.00
FT	931 DEPUTY BRANCH DIRECTOR	517		1.00	0.00	1.00	0.00	0.00	0.00	1.00

Personnel Allocation by Budget Unit for FY 2014-15

BUDGET UNIT	TYPE CLASSIFICATION NO./TITLE	SALARY RANGE 7/6/2013	FISCAL YEAR 2013-14		DEPT. REQUEST	FISCAL YEAR 2014-15		MID-YEAR ADJUSTED	YEAR-END AUTHORIZED	YEAR-END AUTHORIZED
			BOARD ADOPTED	MID-YEAR ADJUSTED		BOARD ADOPTED	Δ FROM FY2013-14			
511 SOCIAL SERVICES	FT 938 PAYROLL/PERSONNEL SPECIALIST	346	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00
	FT 1137 DATA ENTRY OPERATOR I/II	271/305	6.00	0.00	6.00	6.00	0.00	0.00	6.00	6.00
	FT 1149 FISCAL SERVICES SUPERVISOR	362	2.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00
	FT 1194 SENIOR DATA ENTRY OPERATOR	327	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00
	FT 1708 SOCIAL WORKER SUPERVISOR I	435	3.00	-1.00	2.00	2.00	0.00	0.00	2.00	2.00
	FT 1729 ELIGIBILITY SUPERVISOR	386	16.00	0.00	16.00	16.00	0.00	0.00	16.00	16.00
	FT 1731 ELIGIBILITY WORKER I/II/III	295/327/353	154.00	0.00	154.00	154.00	0.00	0.00	154.00	154.00
	FT 1733 STOCK CLERK	281	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00
	FT 1737 SSB-ACCOUNTANT/AUDITOR I/II	362/386	2.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00
	FT 1738 SSB-PROGRAMMER ANALYST	420	2.00	0.00	2.00	2.00	0.00	0.00	2.00	2.00
	FT 1739 SSB-SYSTEMS SUPPORT ANALYST	358	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00
	FT 1740 SSB-INFO SYSTEMS ANALYST I/II	370/400	9.00	-2.00	7.00	7.00	0.00	0.00	7.00	7.00
	FUNDED POSITIONS		538.60	6.00	546.60	546.60	2.00	0.00	546.60	546.60
	POSITIONS FROZEN THROUGH 6/30/2014									
	POSITIONS FROZEN INDEFINITELY									
	TOTAL POSITIONS ALLOCATED		538.60	6.00	546.60	546.60	2.00	0.00	546.60	546.60