

Attachment III  
Additional Requests for General Fund Appropriation

**Master List of Departmental Additional General Fund Appropriation Requests  
for FY 2017-18**

Fund	Budget #	Department	Priority	Description	ONE TIME Net County Cost Requested	ON GOING Net County Cost Requested	ONGOING SAVINGS/Year	Detail	Recommended
1100	101	Board of Supervisors	1	1.0 FTE Admin Assistant/Deputy Clerk to be funded on an on-going basis to allow for the expansion of Granicus, improve Boards and Commissions process, as well as providing staffing support to assist Board Members with increased workloads.		\$62,770	unknown		\$62,770
<b>Total for Board of Supervisors</b>					<b>\$62,770</b>		<b>\$0</b>		
1100	103	County Administrative Office	1	Funding for costs associated with community budget roadshow workshops which provide the community an overall view of the state of the county and an opportunity for public input on priorities for spending to address local needs.	\$5,075		unknown	Invites civic engagement and establishment of local revenue sources.	\$5,075
<b>Total for County Administrative Office</b>					<b>\$5,075</b>				
1100	121	County Counsel	1	3.0 FTE Investigator-Code Enforcement plus two vehicles, and office supplies and equipment to allow for enhanced code enforcement due to increased case loads associated to cannabis cultivation and changes to the referral process.	\$385,131		unknown	Move to an effective case management process that is not based on triage.	\$385,131
<b>Total for County Counsel</b>					<b>\$385,131</b>				
1100	170	Capital Projects	1	Funding for the first three phases of a four phase project to upgrade the electrical system and replace the Courthouse transformers that have exceeded their useful life and are at risk of failure. A failure could take months to remedy and will increase the cost of replacement.	\$980,000		\$0		\$0
<b>Total for Capital Projects</b>					<b>\$980,000</b>		<b>\$0</b>		
1100	180	COP Payments	1	2016 Financing payment for loan to complete the Juvenile Hall, Weights and Measures, 1001 4th Street, Courthouse remodel, Arcata-Eureka Airport restaurant and Eureka Veteran's Building projects.		\$250,000		Obligated by the Board on January 19, 2016, agenda item H-3.	\$250,000
<b>Total for COP Payments</b>					<b>\$250,000</b>		<b>\$0</b>		
1100	199	Contribution to Economic Development	1	1.0 FTE Economic Development Specialist to support business, workforce development and the creation of private-sector jobs.		\$80,548			\$0
<b>Total for Economic Development</b>					<b>\$80,548</b>		<b>\$0</b>		
1100	199	Contribution to ADA	1	Extra help CAO Project Manager to coordinate and monitor ADA projects as they move forward to ensure the county is in compliance with the consent decree. Also included is expense associated to additional office supply needs and cubical space needed to accommodate the additional staff member.	\$150,000			Required to comply with the ADA consent decree.	\$100,000
1100	199	Contribution to ADA	1	Contribution to the contribution to Americans with Disabilities Act (ADA) trust fund (4491) for expenses associated to ADA projects mandated by the consent decree.	\$800,000			Required to comply with the ADA consent decree.	\$800,000
1100	199	Contribution to Reserves	1	Additional contribution to General Reserve in FY 2017-18. This will begin to bring the county more in-line with the General Reserve policy level of between eight and 10 percent of total budget.	\$150,000				\$150,000
<b>Total for ADA and Reserves</b>					<b>\$1,100,000</b>				
1100	199	Contribution to Mental Health	1	Funding for DHHS, in collaboration with First 5, will coordinate a response to Adverse Childhood Experiences (ACEs) throughout the county to protect vulnerable populations. Funding would provide for early childhood mental health consultation, parenting support, and projects developed by community based organizations that will help build the resilience, independence, diversity, growth, education and success of Humboldt County's youth.	\$400,000				\$200,000
1100	199	Contribution to Alcohol & Drug	1	Funding for services including detox with short term housing and supportive services, a sobering center and bridge funding to support the Multiple Assistance Center (MAC) operations and facilities for up to one year.	\$425,900				\$0
1100	199	Contribution to Public Health	1	Funding for Environmental Health to enforce and respond to cannabis related environmental violations such as threats to drinking water sources, hazardous waste, illegal structures and cleanup of contaminated sites.	\$163,302				\$0
<b>Total for DHHS</b>					<b>\$989,202</b>		<b>\$0</b>		

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1100	199	Contribution to Library	1	One-time funding for staffing cost increases to prevent fund balance spending. This funding will preserve current service levels and prevent the necessity to make cuts to staffing and/or layoffs.	\$173,135		unknown		\$110,000
<b>Total for Library</b>					<b>\$173,135</b>		<b>\$0</b>		
1100	170	Capital Projects	1	The Garberville Veteran's buildings, and other county facilities in the Garberville area, that are in need of replacement or repairs to meet current health, safety and ADA standards. This funding request would provide for facility improvement planning and programming to define the scope of work, acquire preliminary estimates and schedules to begin the process of moving the project forward.	\$50,000		unknown	Long-term savings will be achieved by limiting the County's liability.	\$50,000
1100	166	Land Use Division	2	Funding for an Administrative Secretary position to reduce turnover and improve efficiencies by minimizing training time by moving away from the use of extra help employees. In addition, there has been an influx of work associated to cannabis permitting yet Land Use has not added any additional staff to address this increase.		\$55,417	unknown		\$0
1100	166	Land Use Division	3	To cover increased expenses associated to a Workers Compensation Insurance claim. This increased expense is significant and can not be addressed without significant cuts. With the anticipated increases in cannabis permits, reducing staffing would adversely impact the departments ability to efficiently process required work.		\$54,000	unknown	Funding for 5 years	\$0
1100	162	Facilities	4	Two additional facility maintenance mechanic positions to maintain and service the county's facilities amounting to more than 2.2 million square feet of occupied building space. Currently there are five mechanics which is not sufficient to perform required preventative maintenance resulting in most work being done in an immediate need or emergency basis. This is not efficient or sustainable in the long run. In addition, funding for two additional work vehicles is requested	\$60,000	\$130,000	unknown	Maintain integrity of county buildings resulting in reduced maintenance costs.	\$95,000
1100	251	Water Management	5	This request will fund Trinity River Water Contract Legal Assistance to advance local interest in natural resource discussions and promote inter-jurisdictional and regional cooperation.	\$20,000		unknown		\$20,000
<b>Total for Public Works</b>					<b>\$369,417</b>		<b>\$0</b>		
1100	235	Probation	1	This request would provide funding for a currently frozen position of Assistant Chief Probation Officer to allow for better succession planning with the impending retirement of the Chief Probation Officer		\$149,194	unknown		\$0
<b>Total for Probation</b>					<b>\$149,194</b>		<b>\$0</b>		
1100	262	Building Inspector	1	Funding to allow a four month overlap in Building Official staff to prepare for the retirement of the Chief Building Official in FY 2017-18. This will allow the new Chief Building Official time to acquire training from experienced personnel on county policies and procedures, as well as gain a knowledge of the local environment and constraints.	\$52,026		unknown		\$0
1100	282	Advanced Planning	2	1.0 FTE Planner II to focus on affordable housing and infrastructure development by updating and implementing the General Plan, including the Housing Element, community plans, the local coastal plan and the zoning ordinance. This additional need is temporary while the Planning Department continues to complete the Cannabis EIR and Local Coastal Plan.	\$84,287		unknown		\$0
<b>Total for Planning and Building</b>					<b>\$136,313</b>		<b>\$0</b>		
1100	632	Cooperative Extension		This request is to provide funding to upgrade a budgeted vehicle purchase from a two-wheel drive vehicle to an all-wheel drive vehicle to allow staff access to remote locations in Humboldt County	\$2,500		unknown	Supports the self-reliance of citizens and allows the department to manage resources to ensure sustainability of services.	\$2,500
<b>Total for Cooperative Extension</b>					<b>\$2,500</b>		<b>\$0</b>		
<b>COUNTYWIDE TOTALS:</b>					<b>\$4,683,285</b>	<b>\$3,901,356</b>	<b>\$781,929</b>	<b>\$0</b>	<b>\$2,230,476</b>

Attachment IV  
Recommended Budget Adjustments

**ATTACHMENT IV**

**RECOMMENDED BUDGET ADJUSTMENTS**

<b>Fund</b>	<b>Budget</b>	<b>Acct #</b>	<b>Budget Name</b>	<b>Account Name</b>	<b>Adjustment</b>	<b>Reason</b>	
<b>Supplemental Budget Revenue</b>							
1100	162	706051	Facilities Maintenance	Transfer from ADA Trust	\$ 28,103	ADA Mandates	
1100	888	107000	General Purpose Revenue	Sales Tax	\$ 26,000	HR Director Recruitment	
1100	888	101100	General Purpose Revenue	Property Taxes	\$ 39,621	Redevelopment Dissolution	
1100	888	401000	General Purpose Revenue	Interest	\$ 65,282	Additional interest revenue	
1100	268	681201	Cannabis Planning	Other Funds (Technology Fee)	\$ 52,000	Additional cannabis excise tax	
					<b>Total General Fund</b>	<b>\$ 211,006</b>	

**Total Revenue \$ 211,006**

**Expenditures**

1100	130	2118	Human Resources	Professional & Special Services	\$ 26,000	HR Director Recruitment	
1100	162	1400	Facility Maintenance	Extra Help	\$ 28,103	ADA Mandates	
1100	199	3343	Contributions-Other	Contribution to Economic Development	\$ 39,621	Redevelopment Dissolution	
1100	199	3257	Contributions-Other	Contribution to other fund	\$ 65,282	Revenue Recovery Audit	
1100	268	2117	Cannabis Planning	Office Supplies	\$ 11,000	Cannabis permit processing expense	
1100	268	2118	Cannabis Planning	Professional & Special Services	\$ 40,000	Cannabis permit processing expense	
1100	268	2120	Cannabis Planning	Rents & Leases - Equipment	\$ 1,000	Cannabis permit processing expense	
					<b>Total General Fund</b>	<b>\$ 211,006</b>	

**Total Expenditures \$ 211,006**