

Public Works Summary

Thomas K. Mattson
Public Works Director

Departmental Summary FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Taxes	5,285,378	5,706,603	5,573,061	5,677,898	5,677,898	104,837
Operating Revenue & Contribution	5,940,778	4,177,275	4,129,772	3,414,932	3,489,842	(639,930)
Licenses and Permits	78,453	56,722	52,150	60,150	60,150	8,000
Use of Money and Property	44,776	56,247	52,200	45,020	45,020	(7,180)
Other Governmental Agencies	19,298,093	26,167,779	46,573,676	37,216,821	37,216,821	(9,356,855)
Charges for Current Services	7,823,810	8,610,943	8,258,654	7,329,127	7,329,127	(929,527)
Other Revenues	2,224,350	2,360,269	6,280,752	3,015,144	3,992,844	(2,287,908)
General Fund Contribution	0	0	0	1,322,736	0	0
Not Applicable	0	5,051	0	0	0	0
Total Revenues	40,695,638	47,140,889	70,920,265	58,081,828	57,811,702	(13,108,563)
Expenditures						
Capital Contracts	5,387,219	5,301,844	6,274,809	2,088,801	2,088,801	(4,186,008)
Salaries & Employee Benefits	12,261,322	12,517,584	13,562,051	13,716,039	13,497,189	(64,862)
Services and Supplies	12,574,802	11,976,576	20,193,826	23,058,781	22,273,826	2,080,000
Other Charges	10,041,039	14,641,604	19,275,533	17,520,984	18,020,984	(1,254,549)
Fixed Assets	296,214	7,895,478	18,448,355	12,876,683	9,952,383	(8,495,972)
Intrafund Transfers	(832,900)	(789,281)	(529,837)	(626,400)	(626,400)	(96,563)
Total Expenditures	39,727,696	51,543,805	77,224,737	68,634,888	65,206,783	(12,017,954)
Net Revenue (Expenditures)	967,938	(4,402,909)	(6,304,472)	(10,553,060)	(7,395,081)	(1,090,609)
Additional Funding Support						
1100 General Fund	1,732,885	2,276,239	2,707,371	6,167,410	2,509,431	(197,940)
1150 General E-Transportation Serv	24,133	48,314	417,094	0	0	(417,094)
1200 Roads	(1,645,900)	(834,012)	3,229,338	4,081,289	4,081,289	851,951
1710 Forest Resources and Recreation	0	0	0	0	0	0
3500 IGS-Motor Pool	77,470	486,456	(378,991)	(54,824)	445,176	824,167
3530 IGS-Airport Enterprise Fund	1,010,245	1,765,184	(22,139)	0	0	22,139
3539 Aviation Capital Projects	306,524	125,280	42	0	0	(42)
3540 Roads Heavy Equipment ISF	(2,473,299)	535,455	351,757	359,185	359,185	7,428
Total Additional Funding Support	(967,942)	4,402,916	6,304,472	10,553,060	7,395,081	1,090,609
Staffing Positions						
Allocated Positions	216.00	216.75	216.75	217.75	217.75	1.00
Temporary (FTE)	19.28	9.50	6.40	10.10	9.10	2.70
Total Staffing	235.28	226.25	223.15	227.85	226.85	3.70

The Public Works Department consists of the following budget groups:

Aviation

- 3530 381 California Redwood Coast Humboldt County Airport
- 3530 372 Murray Field Airport
- 3530 373 Rohnerville Airport

- 3530 374 Garberville Airport
- 3530 375 Dinsmore Airport
- 3530 376 Kneeland Airport
- 3539 170 Capital Projects

Facility Management

- 1100 162 Building Maintenance
- 1100 170 Capital Projects

Public Works Summary

Thomas K. Mattson
Public Works Director

Fleet Services

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

Land Use

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

Natural Resources – Planning

- 1100 289 Natural Resources

Parks and Trails

- 1100 713 Parks & Recreation
- 1710 715 Bicycle & Trailways Program
- 1710 716 Forest Resources & Recreation – McKay Community Forest

Roads

- 1200 320 Roads Administration
- 1200 321 Roads Engineering
- 1200 325 Roads Maintenance
- 1200 331 Roads Natural Resources
- 1200 888 Roads General Purpose Revenue
- 1200 990 Roads Contingencies

Solid Waste

- 1100 438 Solid Waste

Transportation Services

- 1150 910 Transportation Services

Water Management

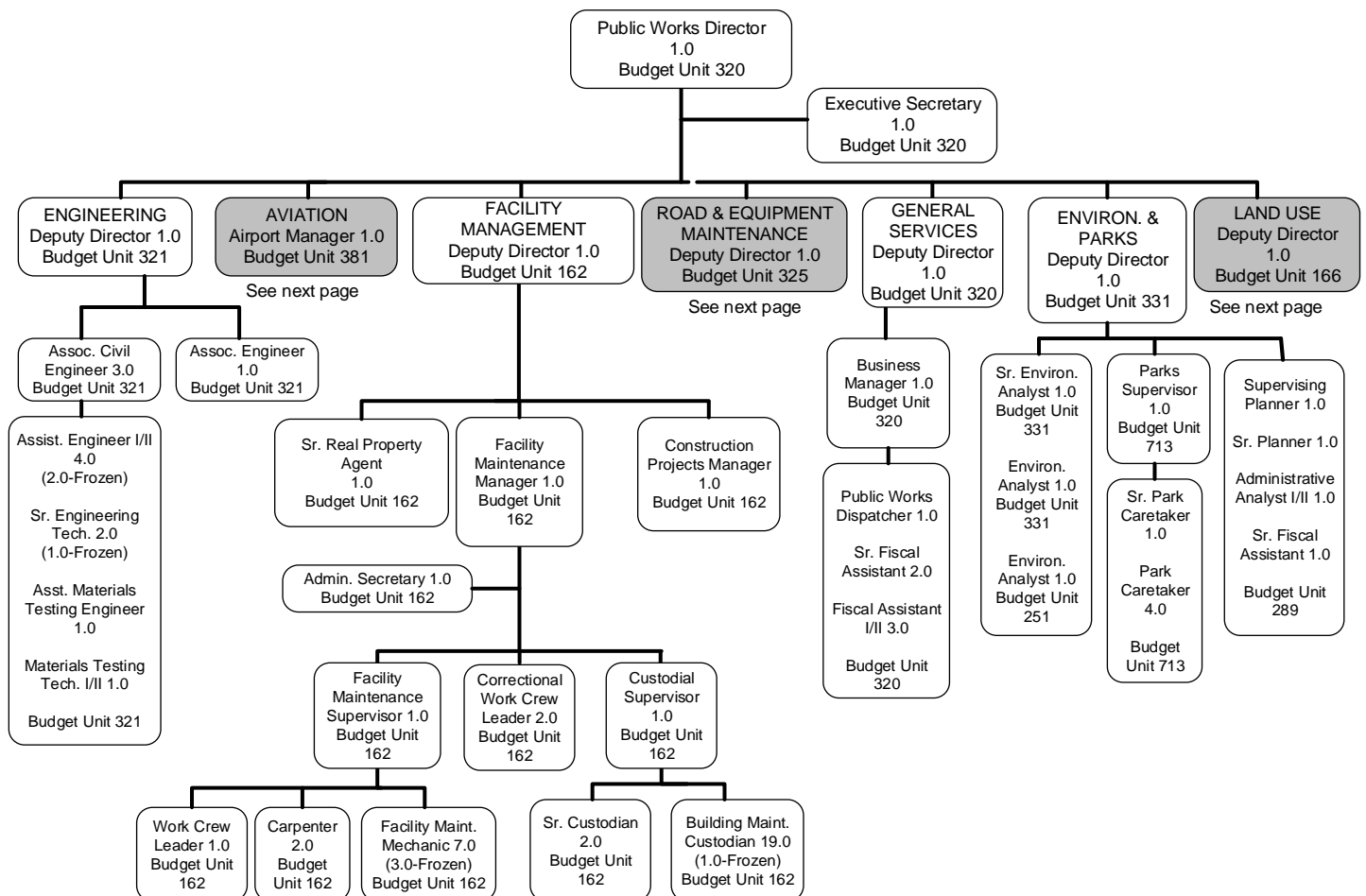
- 1100 251 Water Management

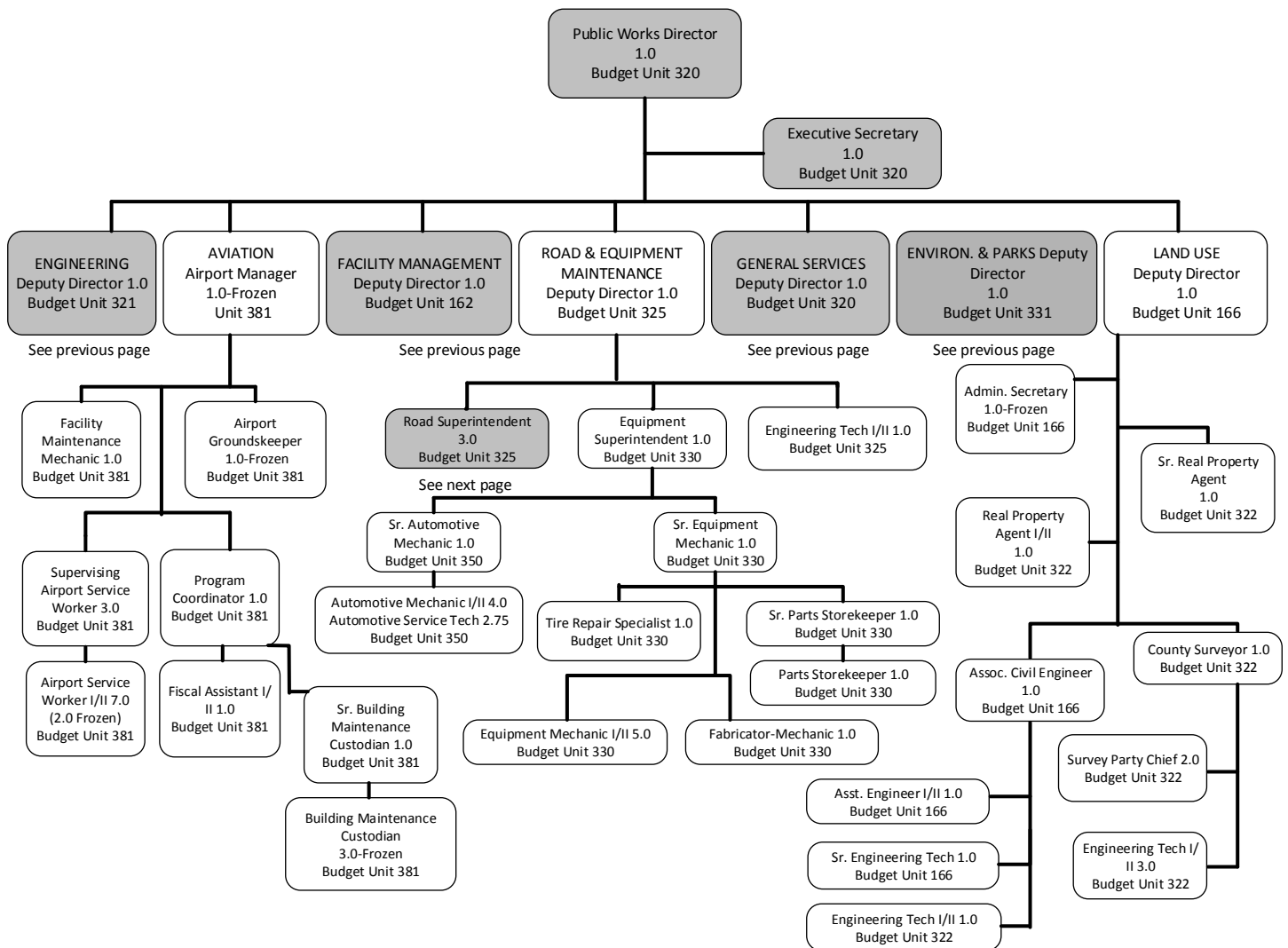
Mission

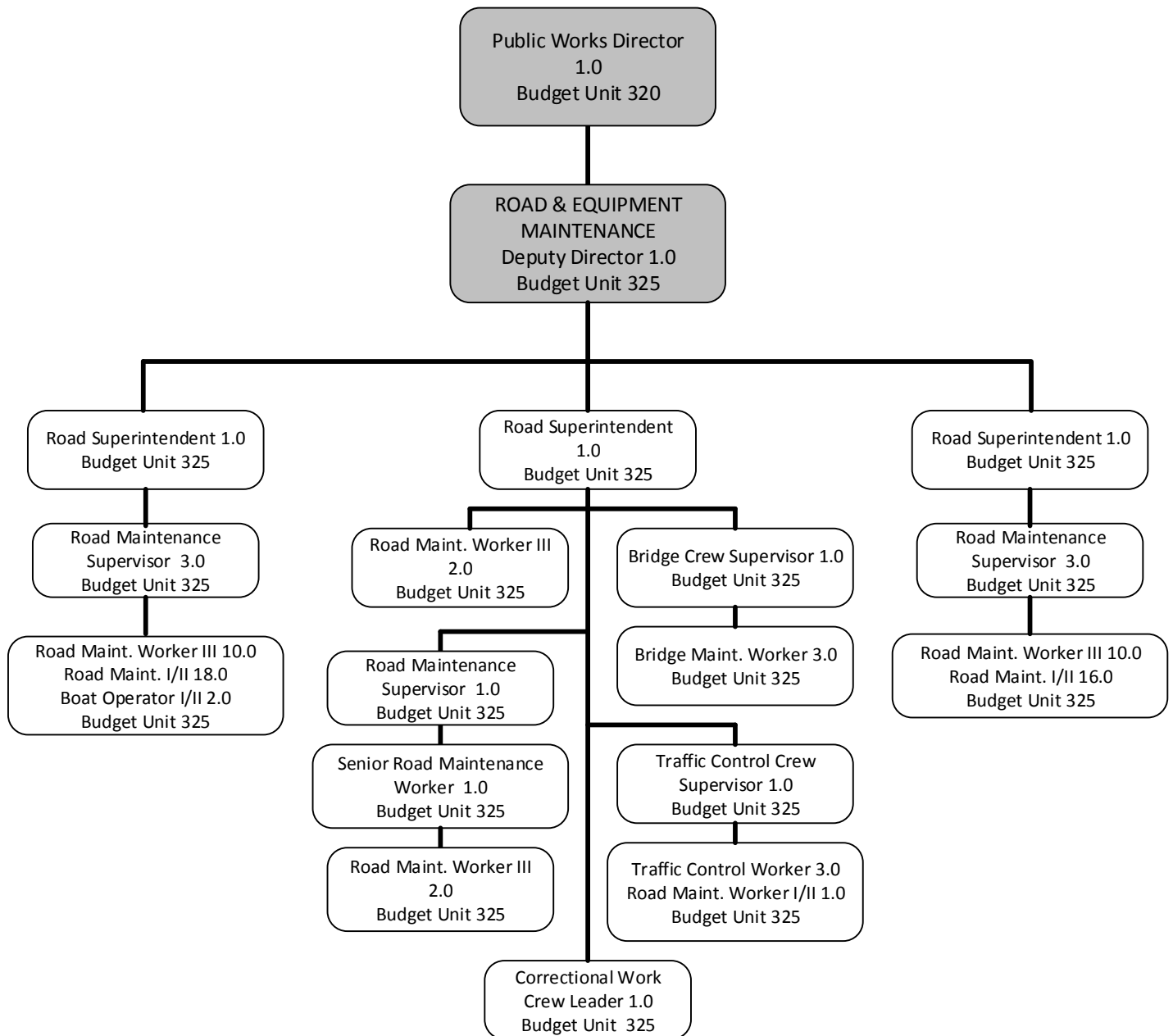
The Humboldt County Department of Public Works exists to supply the infrastructure needs that allow our county to thrive as an economically and socially cohesive community.

Our long term strategic goals are to improve and maintain the transportation, recreational, and facility structures Humboldt County citizens use and enjoy in their daily lives. We strive to do this in a fiscally and environmentally responsible manner taking into account the diverse characteristics of our population, exquisite natural environment and relative geographic isolation

Organizational Chart:







Aviation

Thomas K. Mattson
Public Works Director

Aviation Summary FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	3,052,446	2,589,385	2,604,772	1,839,932	1,849,452	(733,320)
Use of Money and Property	685	272	0	20	20	20
Other Governmental Agencies	160,155	2,521,773	2,917,896	3,272,830	3,272,830	354,934
Charges for Current Services	1,425	16,528	0	0	0	0
Other Revenues	158,251	759,642	100,000	62,939	62,939	(37,061)
General Fund Contribution	0	0	0	661,368	0	0
Loan	0	0	0	0	500,000	500,000
Total Revenues	3,372,962	5,887,600	5,622,668	5,837,089	5,685,241	62,573
Expenditures						
Salaries & Employee Benefits	1,136,327	895,667	889,886	897,311	897,311	7,425
Services and Supplies	1,570,265	1,480,609	1,486,063	1,324,157	1,122,699	(363,004)
Other Charges	1,404,930	1,947,205	1,199,003	1,530,244	1,530,244	330,881
Fixed Assets	699,025	3,562,282	2,128,741	2,198,777	2,198,277	69,536
Intrafund Transfers	(120,816)	(107,699)	(103,122)	(113,400)	(113,400)	(10,278)
Total Expenditures	4,689,731	7,778,064	5,600,571	5,837,089	5,635,131	34,560
Net Revenue (Expenditures)	(1,316,769)	(1,890,460)	22,097	0	50,110	28,013
Additional Funding Support						
3530 IGS-Airport Enterprise Fund	1,010,245	1,765,184	(22,139)	0	(50,110)	(27,971)
3539 Aviation Capital Projects	306,524	125,280	42	0	0	(42)
Total Additional Funding Support	1,316,769	1,890,464	(22,097)	0	(50,110)	(28,013)
Staffing Positions						
Allocated Positions	19.00	19.00	19.00	19.00	19.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	19.00	0.00	19.00	19.00	19.00	0.00

Purpose

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

This budget grouping includes seven individual budget units: The California Redwood Coast Humboldt County (CRCHC) Airport (ACV) operating budget (381), Murray Field Airport (372), Rohnerville Airport (373), Garberville Airport (374), Dinsmore Airport (375), Kneeland Airport (376), and Aviation Capital Projects (3539 170).

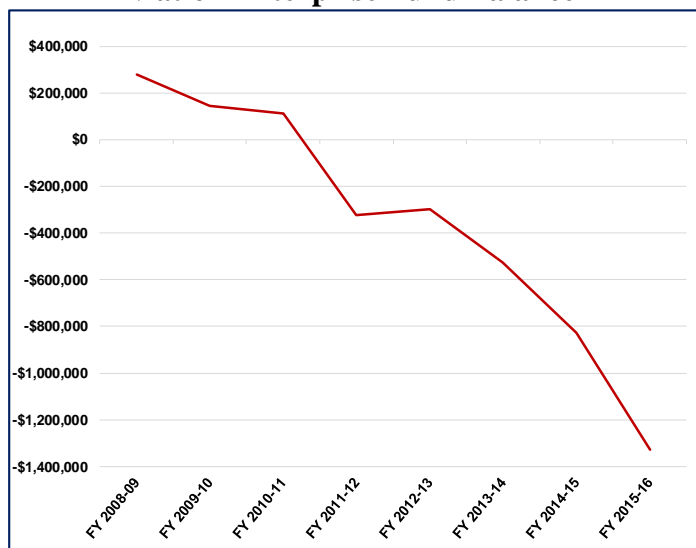
Recommended Budget

The recommended budget for Aviation is \$5,685,241, an increase of \$62,573 from FY 2014-15. This change is primarily due to grant funded projects which include offsetting revenues. Services and supplies are lower due to decreased fuel purchases and maintenance expenditures. Other charges are higher due to planning projects to update airport layout plans. The recommended budget for FY 2015-16 includes a structural gap of \$500,000 which is being covered with a one-time internal loan from Motor Pool.

Aviation operating costs have exceeded income for the last seven fiscal years. From FY 2008-09 to 2013-14 the Aviation fund balance has gone from

positive \$280,752 to negative (\$525,519). The estimated fund balance at the end of FY 2014-15 is negative (\$826,468). The negative balance combined with the loan will result in an estimated deficit of \$1.3 million in the Aviation Enterprise Fund at the end of FY 2015-16. The graph below shows the decline in fund balance over the eight year period.

Aviation Enterprise Fund Balance



The continued negative cash balance and structural deficit 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. Aviation needs to increase revenues or reduce expenditures to eliminate the structural deficit. If this is not accomplished over the next year the deficit will continue to increase and repayment of the loan will become challenging. This growing liability could have the potential to become the responsibility of the General Fund.

Funding of \$2,198,277 is recommended for fixed assets; additional detail on the projects is available in the Capital Expenditures table. Funding for these projects is provided by grants with the local match coming from passenger facility charges (PFC).

Additional Funding Requests

Aviation submitted eight additional funding requests to the General Fund totaling \$661,368. Requests are prioritized and outlined as follows:

1. A request for \$290,700 to help fund Federal Aviation Administration (FAA) mandated Aircraft Rescue and Fire Fighting (ARFF) services required for commercial service at ACV.
2. A request for \$125,000 for upgrades to the jet fuel truck in order to comply with California Air Resources Board emissions requirements.
3. A request for \$85,000 to help fund mandated law enforcement at ACV, which is only partially funded by the Department of Homeland Security.
4. A request for \$37,292 to help fund a 9.34 percent match for a federal grant for construction of a new ARFF building at ACV.
5. A request for \$84,060 to help fund a 9.34 percent match for a federal grant to study and remove obstructions and hazards to navigable airspace per FAA regulations.
6. A request for \$7,783 to help fund a 9.34 percent match for a federal grant to update the ACV Airport Layout Plan as required by FAA.
7. A request for \$23,200 to replace ARFF personal protective equipment that is nearing the end of its useful life.
8. A request for \$8,333 to help fund a 9.34 percent match for a federal grant to update the Murray Field Airport Layout Plan as required by FAA.

All of the requests conform to the Board of Supervisors' Core Roles of providing and maintaining county infrastructure and creating opportunities for improved safety and health.

The eight additional funding requests are not recommended for funding at this time. Although the requests have merit they are not recommended for funding because they would require a General Fund subsidy to a standalone enterprise. Adjustments to the law enforcement schedule at the airport are being proposed to help offset the costs associated with request number 3.

Measure Z Funding Requests

Aviation submitted eight Measure Z funding requests totaling \$661,368. These requests are also discussed in Contributions to Other Funds starting on page B-49. The requests are outlined as follows:

1. A request for \$290,700 to help fund FAA mandated ARFF services required for commercial service at ACV.
2. A request for \$85,000 to help fund mandated law enforcement at ACV, which is only partially funded by the Department of Homeland Security.
3. A request for \$37,292 to help fund a 9.34 percent match for a federal grant for construction of a new ARFF building at ACV.
4. A request for \$84,060 to help fund a 9.34 percent match for a federal grant to study and remove obstructions and hazards to navigable airspace per FAA regulations.
5. A request for \$7,783 to help fund a 9.34 percent match for a federal grant to update the ACV Airport Layout Plan as required by FAA.
6. A request for \$8,333 to help fund a 9.34 percent match for a federal grant to update the Murray Field Airport Layout Plan as required by FAA.
7. A request for \$23,200 to replace ARFF personal protective equipment that is nearing the end of its useful life.
8. A request for \$125,000 for upgrades to the jet fuel truck in order to comply with California Air Resources Board emissions requirements.

The Measure Z Advisory Committee did not recommend funding for any of the requests.

Recommended Personnel Allocation

The recommended personnel allocation for Aviation is 19.00 FTEs; of these 7.00 FTEs are proposed to be unfunded and frozen. The airport manager position which was vacated in October 2013 will remain frozen and unfunded in FY 2015-16. This is the third year that the following positions will be unfunded: One groundskeeper, two airport service workers and three building maintenance custodians.

Program Discussion

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

Transportation Division of Aeronautics with oversight by the FAA.

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

3530 381 California Redwood Coast Humboldt County Airport

This budget unit represents the main operating funding for the Aviation Division and operation of the CRCHC Airport. The division plans future airport needs and projects, provides fueling at three airports, and facility maintenance services at all airports. Aircraft rescue and fire fighting services and certified weather observers to augment the automated surface observation system are provided by staff at the CRCHC Airport. Federal Airport Improvement Program (AIP) grants, Passenger Facility Charges (PFC), and California Aid to Airport Program (CAAP) projects are initiated and regulated by the Aviation Division.

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

The Aviation Division is mandated by the Transportation Security Administration (TSA) to provide security services at the CRCHC Airport. While it costs \$33 per hour to provide security services through the Sheriff's Office, TSA only reimburses \$20 per hour. This partially-funded mandate creates a hardship in the Aviation budget. In an effort to reduce costs the security services are

proposed to be reduced to one shift per day in FY 2015-16. This change is expected to cut expenses to Aviation from \$85,000 to \$45,000.

The recommended budget for the CRCHC Airport is \$2,811,671, a \$235,741 reduction from last fiscal year. Most of this is due to reduced fuel purchases. Revenues are also estimated to decrease from FY 2014-15 levels mainly due to a reduction in sales of fuel. All personnel costs are contained in this budget unit and reimbursed from the other airport operating budgets based on actual work performed at those sites.

3530 372 Murray Field Airport

Murray Field Airport is the busiest general aviation airport. It is the preferred airport for package carriers and flight instruction. Murray Field is surrounded by wetlands which attract wildlife. Aviation constructed a wildlife exclusion fence around the airfield to protect pilots and wildlife in FY 2013-14. This budget unit includes all revenues and expenses associated with operation and maintenance of the Murray Field Airport. Fixed asset funding of \$99,000 is included for replacement of navigational aid equipment that was damaged and is being reimbursed by insurance. The recommended budget for the Murray Field Airport is \$183,678.

3530 373 Rohnerville Airport

Rohnerville Airport is home to many local general aviation pilots and a California Department of Forestry and Fire Protection (Cal-FIRE) base. Rohnerville is crucial during the fire season and to the economy of the southern area of the county. Rohnerville is due for a runway and taxiway improvement project and Aviation will need to secure a grant from the FAA. This will improve access and safety. This budget unit includes all revenues and expenses associated with operation and maintenance of the Rohnerville Airport, including fuel purchases and sales. The recommended budget for FY 2015-16 is \$106,113.

3530 374 Garberville Airport

Garberville Airport is also a crucial entry and exit way for the southern county and is in need of runway and taxiway rehabilitation, another project that will require securing grant funding from the FAA. Garberville Airport is home to many general aviation pilots who commute to more urban areas for work, but choose to live in rural Humboldt County. This budget unit includes all revenues and expenses associated with operation and maintenance of the Garberville Airport, including fuel purchases and sales. The recommended budget for the Garberville Airport is \$70,661.

3530 375 Dinsmore Airport

Dinsmore Airport is tucked into a very rural valley in Humboldt County. For this reason Dinsmore Airport is crucial for transporting citizens in and out of the area during an emergency. Air access to the community in Dinsmore has saved many lives in emergency situations. This budget unit includes expenses associated with operation and maintenance of the Dinsmore Airport. The recommended budget for FY 2015-16 is \$7,368.

3530 376 Kneeland Airport

Kneeland Airport is home to the Cal-FIRE Helitech Base, an important asset during the fire season. Kneeland Airport is located at 2,737 feet above sea level, which allows fire personnel to see smoke rising from wildfires from the greatest vantage point available. The elevation also allows Kneeland Airport to serve as an emergency airport for aircraft that cannot land in the fog when all other county airports are socked in. Another benefit to the

elevation and surrounding beauty is the draw for the film industry. Many commercials and movie scenes are filmed at this airport bringing revenue into the county. This budget unit includes all expenses associated with operation and maintenance of the Kneeland Airport. The recommended budget for FY 2015-16 is \$8,290.

3539 170 Aviation Capital Projects

This budget unit funds various capital projects as recommended by the Aviation Division, approved by the Board of Supervisors and the FAA. These projects are primarily funded by the FAA AIP grant and PFC program. The following projects are included in the FY 2015-16 budget:

- ACV: Phase 3 Aircraft Rescue and Fire Fighting ARFF Building Design
- ACV: Airport Layout Plan (ALP) Update
- ACV: Obstructions Removal Plan
- Murray Field: Airport Layout Plan (ALP) Update
- Murray Field: Obstructions Removal Plan
- Rohnerville: Construct Runway & Taxiway Rehabilitation
- Garberville: Design Runway 18/36 & Taxiway Rehabilitation
- Garberville: Construct Ramp Rehabilitation & Expansion
- Dinsmore: Obstruction Removal Plan
- Kneeland: Obstruction Removal Plan

The recommended budget for Aviation Capital Projects is \$2,562,850, an increase of \$676,308 from the FY 2014-15 budget. This increase is due to the addition of new projects.



Facility Management

Thomas K. Mattson
Public Works Director

1100-General Fund FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	172,399	1,649,642	6,393,881	1,691,250	1,691,250	(4,702,631)
Charges for Current Services	74,160	119,904	208,437	88,262	88,262	(120,175)
Other Revenues	100,729	439,144	5,781,339	2,518,750	2,996,450	(2,784,889)
Total Revenues	347,288	2,208,690	12,383,657	4,298,262	4,775,962	(7,607,695)
Expenditures						
Salaries & Employee Benefits	1,301,066	1,494,772	1,509,632	1,795,097	1,576,247	66,615
Services and Supplies	313,914	457,665	542,786	527,564	527,564	(15,222)
Other Charges	66,110	130,047	96,987	186,660	186,660	89,673
Fixed Assets	295,669	2,178,524	12,558,064	7,493,800	4,570,000	(7,988,064)
Intrafund Transfers	(395,832)	(383,286)	(254,000)	(241,000)	(241,000)	13,000
Total Expenditures	1,580,927	3,877,722	14,453,469	9,762,121	6,191,771	(7,833,998)
Net Revenue (Expenditures)	(1,233,637)	(1,669,031)	(2,069,812)	(5,463,859)	(1,843,509)	226,303
Additional Funding Support						
1100 General Fund	1,233,639	1,669,032	2,069,812	5,463,859	1,843,509	(226,303)
Total Additional Funding Support	1,233,639	1,669,032	2,069,812	5,463,859	1,843,509	(226,303)
Staffing Positions						
Allocated Positions	44.00	44.00	44.00	44.00	44.00	0.00
Temporary (FTE)	0.37	0.10	0.10	1.10	0.10	0.00
Total Staffing	44.37	44.10	44.10	45.10	44.10	0.00

Purpose

The Facility Management Division is responsible for maintenance and alterations to existing facilities, as well as planning, design, and construction of new facilities. The purpose of Facility Management is to provide the public, staff, and clients a safe, healthy and pleasing environment in a sensible and cost effective manner.

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

Recommended Budget

The recommended Facility Management budget for FY 2015-16 is \$6,191,771, a decrease of \$7,833,998 from the previous year. The decrease is due to less being budgeted for capital projects based on work completed in FY 2014-15. The General Fund contribution for Facility Management is \$1,843,509, which represents a \$226,303 decrease from FY 2014-15. This reduction is due to one-time funding allocated for deferred maintenance projects in FY 2014-15. Other charges increased due to additional maintenance projects that were not fixed assets. Funding of \$4,570,000 is recommended for fixed assets. Additional detail on the projects is available in the Capital Expenditures table.

Additional Funding Requests

Facility Management submitted twelve additional funding requests totaling \$3,620,350. Requests are prioritized and outlined as follows:

1. A request for \$250,000 would assess and delineate current state and federal Americans with Disabilities Act (ADA) improvement projects by reevaluating the county ADA compliance program lists and identifying the full scope of work for each location.
2. A request in the amount of \$250,000 for kitchen facility and ADA accessibility improvements at the five Veteran's Memorial Buildings owned by the county.
3. A request for \$1,250,000 for the replacement of the existing deteriorated Weights and Measures building.
4. A request for \$96,000 would fund the replacement of the failed backup cooling unit with a new cooling unit in the Information Technology server room.
5. A request for \$160,000 to provide for the installation of new heating, ventilation, and air conditioning (HVAC) equipment to service the heating and cooling needs of the Regional Facility.
6. An increase of \$39,500 would fund replacement for courthouse Office of Emergency Service (OES) HVAC equipment, much of which dates from the original 1959 construction.
7. A request for \$56,000 would allow the stand alone HVAC controls for courthouse third, fourth and fifth floors to be added to the Building Management System providing more oversight and energy saving options.
8. A request for \$1,200,000 would fund the planning and design work for the replacement of the existing building at 1001 Fourth Street. Additional funding of \$8.5 million would be needed for construction.
9. A request for \$100,000 would fund an update to the 2008 Facilities Master Plan and identify ways to take strategic action on various recommendations.
10. Funding of \$51,850 for an extra help maintenance mechanic to provide back up support for existing staff.
11. An additional on-going funding request for \$25,000 would provide funding to pay for facilities maintenance mechanics to be on-call weekdays after hours.
12. An on-going funding request for \$142,000 would fund and unfreeze two facility maintenance mechanics to address the daily maintenance needs and demands of aging county facilities.

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

None of the additional funding requests are recommended for funding at this time. Although the requests have merit they are not recommended for funding because they did not achieve a priority level that allowed them to be funded based on available financial resources. As approved by the Board of Supervisors on May 5, 2015, \$430,000 may be moved from 1100490 (Indigent Medical) to fund request priority one and additional ADA work if the County Medical Services Program waives participation fees for FY 2015-16.

Measure Z Funding Requests

Public Works submitted one Measure Z funding request for \$250,000 per year to provide kitchen facility and ADA accessibility improvements at the five Veteran's Memorial Buildings owned by the county through FY 2019-20. The Measure Z Citizens' Advisory Committee did not recommend funding for this request.

Recommended Personnel Allocation

The total recommended personnel allocation for FY 2015-16 is 44.0 FTE with four of those positions frozen and unfunded due to prior year budget reductions. In FY 2015-16 one previously frozen facility maintenance mechanic is being funded and one vacant building maintenance custodian is being frozen. There is no change in the total number of frozen positions.

Program Discussion

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

Facility Maintenance provides a variety of building services, which include heating, ventilation and air conditioning (HVAC), plumbing, electrical, carpentry remodeling, landscape maintenance, and custodial services for numerous county owned or leased facilities. Many county facilities operate 24 hours per day, seven days a week, while other facilities are typical five days per week operations. Facilities are located throughout the county in Eureka, Arcata, Fortuna, Garberville, and Willow Creek as well as other outlying areas. Funding reductions, retirements and turnover in maintenance

and custodial staff have challenged the division's ability to provide service to the county's facilities.

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

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

1100 162 Facility Management

The purpose of Facility Management is to provide and maintain a safe, healthy and comfortable work environment for county employees and persons transacting business with the county. Staff provides and manages planning, design and construction services for projects in county owned and leased facilities, while striving to meet the highest standards possible with the resources available. The goal of the real property agent is to research available properties for lease, negotiate lease contracts, and manage and maintain leased properties in a manner that is cost effective and meets the needs of all county departments.

The recommended budget for Facility Management is \$1,931,563, an increase of \$89,772 or five percent from FY 2014-15. This change represents the department's pro-rated share of the growth in discretionary General Fund revenue.

1100 170 Capital Projects

The purpose of this budget unit is to provide funding for capital (construction) improvements to facilities within the county's buildings and facilities inventory that include leased facilities. Funds for

the budget unit are now primarily derived from transfers from the Deferred Maintenance trust fund pursuant to supplemental appropriations approved by the Board of Supervisors as projects are ready for construction. The earthquake 2010 seismic projects are funded by the Governor's Office of Emergency Services and through Certificates of Participation (COP) for the county's match. The Juvenile Hall construction is funded through the State Corrections Standards Authority, Criminal

Justice Construction Fund and through a COP for the county's match.

The recommended budget for FY 2015-16 is \$4,687,908 a \$4,663,334 decrease from FY 2014-15. The decrease is due to less being budgeted for capital projects based on work completed in FY 2014-15. The budget includes funding for finalizing the 2010 earthquake repairs and Juvenile Hall replacement project, additional detail is available in the Capital Expenditures Table.



Fleet Management Summary FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Operating Revenue & Contribution	1,575,401	1,587,890	1,525,000	1,575,000	1,575,000	50,000
Use of Money and Property	25,922	30,236	28,200	35,000	35,000	6,800
Charges for Current Services	4,924,815	4,927,403	4,474,732	4,144,102	4,144,102	(330,630)
Other Revenues	216	0	0	35,009	35,009	35,009
Total Revenues	6,526,354	6,545,529	6,027,932	5,789,111	5,789,111	(238,821)
Expenditures						
Salaries & Employee Benefits	1,134,773	1,118,388	1,359,371	1,539,821	1,539,821	180,450
Services and Supplies	3,027,825	2,978,686	2,923,345	2,986,195	2,986,195	62,850
Other Charges	1,583,169	1,654,757	313,982	403,456	903,456	589,474
Fixed Assets	1,147,492	1,544,442	1,439,000	1,349,000	1,349,000	(90,000)
Intrafund Transfers	(141,271)	(160,419)	(35,000)	(185,000)	(185,000)	(150,000)
Total Expenditures	6,751,988	7,135,854	6,000,698	6,093,472	6,593,472	592,774
Net Revenue (Expenditures)	(225,633)	(590,321)	27,234	(304,361)	(804,361)	(831,595)
Additional Funding Support						
3500 IGS-Motor Pool	77,470	486,456	(378,991)	(54,824)	445,176	824,167
3540 Roads Heavy Equipment ISF	148,164	103,869	351,757	359,185	359,185	7,428
Total Additional Funding Support	225,634	590,325	(27,234)	304,361	804,361	831,595
Staffing Positions						
Allocated Positions	17.00	17.75	17.75	18.75	18.75	1.00
Temporary (FTE)	0.46	1.50	0.50	0.50	0.50	0.00
Total Staffing	17.46	19.25	18.25	19.25	19.25	1.00

Purpose

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

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

Recommended Budget

For FY 2015-16, the total recommended budget is \$6,593,472, which represents an increase of \$592,774 or ten percent from FY 2014-15. The increase is primarily due to a \$500,000 loan to the Aviation fund and additional salary and benefit costs. Funding of \$1,349,000 is included for fixed assets; additional detail on the equipment purchases is available in the Capital Expenditures table.

Recommended Personnel Allocation

For Fleet Services the total positions recommended for FY 2015-16 are 18.75 FTE with no positions frozen. This is an increase of one position due to an automotive service technician position being added in FY 2015-16. The cost of this new position is being reimbursed by the Department of Health and Human Services.

Program Discussion

Fleet Services manages the rolling stock of the county: 409 fleet vehicles, 120 pieces of heavy equipment and 96 pieces of support equipment. The fleet serves all county departments and some outside governmental agencies with vehicles and repair and maintenance services.

The California Air Resources Board has mandated the “Diesel Particulate Matter Control Measure for On-Road Diesel-Fueled Fleet Vehicles Owned and Operated by Public Fleets and Utilities.” This regulation requires retrofits of some diesel trucks and the replacement of others. The requirement for 2015 will be the replacement of two trucks at a cost of \$370,000 and the retrofit of one truck at a cost of \$22,000. Estimates for calendar year 2016 are \$310,000, consisting of two truck replacements and one retrofit.

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

The volatility in the price of fuel continues to be a major budget item that is difficult to accurately estimate. The proposed fuel budget includes \$1,065,000 for the Motor Pool and \$520,000 for Heavy Equipment. These amounts remain at the same levels as FY 2014-15.

3540 330 Equipment Maintenance

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

The recommended budget for Equipment Maintenance is \$2,887,125, a decrease of \$72,832, or two percent from FY 2014-15. This is primarily due to spending less on equipment replacement. In Equipment Maintenance the total number of positions allocated is 11.00 FTE.

3500 350 Motor Pool Operating

The Motor Pool fleet currently contains 409 vehicles serving the transportation needs of approximately 40 departments and outside government agencies. The Motor Pool operates a repair facility and a daily rental fleet of 62 cars, trucks, and vans for the use of all county departments. The remainder of the vehicles in the fleet are assigned to specific departments for their exclusive use.

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

The recommended budget is \$2,288,874, an increase of \$64,142, or three percent from FY 2014-15. The change is due to an increase in support service charges for the department. In Motor Pool the total number of positions allocated is 7.75 FTE, an increase of one position. This is due to a

Memorandum of Understanding with the Department of Health and Human Services for funding of an automotive service technician position.

\$1,417,473, an increase of \$601,464 from FY 2014-15. This increase is due to a loan to the Aviation fund and a larger number of vehicles being included for replacement in FY 2015-16.

3500 351 Motor Pool Reserve

This budget unit collects annual depreciation which funds the purchase of new vehicles. Total expenditures for FY 2015-16 are recommended at



**Land Use Summary
FY 2015-16 Proposed Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Licenses and Permits	78,363	56,535	52,000	60,000	60,000	8,000
Charges for Current Services	540,523	584,866	742,096	649,263	649,263	(92,833)
Other Revenues	20,645	6,603	4,000	5,300	5,300	1,300
Total Revenues	639,531	648,004	798,096	714,563	714,563	(83,533)
Expenditures						
Salaries & Employee Benefits	1,054,619	1,172,888	1,215,003	1,204,263	1,204,263	(10,740)
Services and Supplies	87,854	75,778	104,168	92,898	92,898	(11,270)
Other Charges	290,290	384,785	638,267	540,667	540,667	(97,600)
Fixed Assets	57	34,148	0	0	0	0
Intrafund Transfers	(8,183)	(14,141)	(8,600)	(2,000)	(2,000)	6,600
Total Expenditures	1,424,637	1,653,458	1,948,838	1,835,828	1,835,828	(113,010)
Net Revenue (Expenditures)	(785,110)	(1,005,455)	(1,150,742)	(1,121,265)	(1,121,265)	29,477
Additional Funding Support						
1100 General Fund	174,334	209,783	129,259	135,009	135,009	5,750
1200 Roads	610,772	795,671	1,021,483	986,256	986,256	(35,227)
Total Additional Funding Support	785,106	1,005,454	1,150,742	1,121,265	1,121,265	(29,477)
Staffing Positions						
Allocated Positions	15.00	15.00	14.00	14.00	14.00	0.00
Temporary (FTE)	0.35	0.30	1.00	1.00	1.00	0.00
Total Staffing	15.35	15.30	10.00	15.00	15.00	0.00

Purpose

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

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

Land Use Division consists of three sections: Development Projects; Real Property & Right of Way; and Survey. The functions of the sections are diverse and very specialized. The division is currently staffed by 9 professionals. Licenses held by staff include 1 Registered Civil Engineer; 2 Registered Traffic Engineers; 2 Licensed Land Surveyors.

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

Recommended Budget

For FY 2015-16, the total recommended budget is \$1,835,828, which represents a decrease of \$113,010 from FY 2014-15. This change is mainly the result of freezing an additional position and decreasing the allocation for right of way acquisition in Other Charges. The General Fund portion of the Land Use budget is \$135,009, an increase of \$5,750 from the FY 2014-15 budget. This change represents the department's pro-rated share of the growth in discretionary revenue.

Recommended Personnel Allocation

For Land Use the total positions recommended for FY 2015-16 are 14.00 FTE. An additional engineering technician position is being unfunded increasing the frozen and unfunded positions by one to a total of 3.00 FTE for FY 2015-16.

Program Discussion

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

1100 166 General Fund Land Use

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

The recommended budget is \$555,952, an increase of \$978, or less than one percent from FY 2014-15. This change is due to a reduction in travel, office expense and support service charges for the department offsetting the increase in Workers Compensation Insurance. The General Fund contribution is \$119,939, an increase of \$5,108 from FY 2014-15. For this budget unit the total number of positions is 5.00 FTE; one of the positions will remain unfunded and frozen.

1100 168 County Surveyor

This budget unit funds the required County Surveyor duties. The County Surveyor provides for the review and approval of corner records; legal descriptions; subdivision maps within the unincorporated county; and record of survey maps. These functions are governed by the County Subdivision Ordinance; State Government Code; and the State Business & Professions Code. This budget unit has no positions allocated to it. The budget unit exists to address the General Fund duties of the County Surveyor (Government Code 27600).

The recommended budget is \$86,820, a decrease of \$51,105, or 37% from FY 2014-15. This is due to reductions in revenues for services based on current year estimates. Support costs from other divisions through expense transfers and costs for providing services that exceed the fee established by the state were decreased.

1200 322 Roads-Right of Way

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

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

The recommended budget is \$1,193,056, a decrease of \$60,927, or 5% from FY 2014-15. This decrease is due to a lower allocation for right of way acquisition and freezing an engineering technician position. For this budget unit 9.00 FTE are recommended; two positions will be unfunded and frozen.



Natural Resources (1100 289)

Thomas K. Mattson
Public Works Director

1100-General Fund FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	4,049,670	7,780,326	14,580,636	12,659,666	12,659,666	(1,920,970)
Charges for Current Services	0	2,721	10,000	20,000	20,000	10,000
Total Revenues	4,049,670	7,783,047	14,590,636	12,679,666	12,679,666	(1,910,970)
Expenditures						
Salaries & Employee Benefits	309,783	356,253	409,678	360,310	360,310	(49,368)
Services and Supplies	123,456	315,527	950,609	899,891	899,891	(50,718)
Other Charges	3,600,314	7,134,450	13,226,849	11,419,465	11,419,465	(1,807,384)
Fixed Assets	0	3,202	3,500	0	0	(3,500)
Intrafund Transfers	(311)	(1,034)	0	0	0	0
Total Expenditures	4,033,242	7,808,398	14,590,636	12,679,666	12,679,666	(1,910,970)
Net Revenue (Expenditures)	16,428	(25,353)	0	0	0	0
Additional Funding Support						
1100 General Fund	(16,428)	25,351	0	0	0	0
Total Additional Funding Support	(16,428)	25,351	0	0	0	0
Staffing Positions						
Allocated Positions	4.00	4.00	4.00	4.00	4.00	0.00
Temporary (FTE)	0.95	2.00	1.00	1.00	1.00	0.00
Total Staffing	4.95	6.00	5.00	1.00	1.00	0.00

Purpose

The purpose of the Natural Resources Planning Division is to implement programs for integrated water resource management and natural hazard mitigation. The division's programs as described below support many of the Board's Strategic Framework Core Roles including: providing for and maintaining infrastructure, protecting vulnerable populations, and creating opportunities for improved safety and health.

Humboldt County provides a leading role in the North Coast Resource Partnership which was initiated in 2004 in collaboration with the counties of Sonoma, Modoc, Mendocino, Trinity, Del Norte, and Siskiyou. Humboldt County serves as the regional administering agency and manages the grants issued to the partnership by state agencies with funding from Proposition 50, Proposition 84,

and other sources. In addition, the Natural Resources Planning Division provides support to the Humboldt County Fire Safe Council and implements programs to benefit fire safety and hazard mitigation.

Recommended Budget

The recommended budget is \$12,679,666, which represents a \$1,910,970 decrease from FY 2014-15. A number of projects are closing out and funding awards for new projects are at lower levels than in FY 2014-15. Salaries and benefits expenditures are lower by \$49,368 due to the reorganization of the division.

Recommended Personnel Allocation

The number of positions recommended for FY 2014-15 is 4.0 FTE. A supervising planner position has been eliminated and replaced with an environmental analyst as part of a planned reorganization of the division. This change results in the same number of FTE as FY 2014-15 but overall staffing costs will be reduced through the elimination of a supervisor position.

Program Discussion

The Natural Resources Planning Division administers state grants awarded to the seven-county North Coast Resource Partnership. The North Coast Resource Partnership coordinates planning and implementation of projects related to water supply and water quality, energy conservation and independence, and healthy watersheds and communities. The Natural Resources Planning Division administers the grants with the state funding agencies and administers sub-grantee agreements with the cities, districts, tribes, and non-profit organizations who directly implement the projects. In addition, staff lead or support various planning efforts.

The division completed two significant projects in FY 2014-15: Update of the North Coast Integrated Regional Water Management Plan and associated outreach and regional governance support and

stakeholder involvement; and completion of a pilot project to provide technical assistance for economically disadvantaged water and wastewater providers. In 2014, the state accelerated the next round of allocations for Proposition 84 funds in response to the drought. The budget for FY 2015-16 incorporates the addition of 11 projects to the division's portfolio of active projects.

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

The Title III payments which supported the County Firewise and Community Wildfire Protection Planning programs have come to the end of their term and new funding will not be available for FY 2015-16. This loss of funding significantly impacts wildfire mitigation programs, and additional grant funding will need to be sought.



**Parks and Trails Summary
FY 2015-16 Proposed Budget**

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Licenses and Permits	90	187	150	150	150	0
Use of Money and Property	4,495	4,382	4,000	0	0	(4,000)
Other Governmental Agencies	88,992	228,075	1,531,200	1,456,200	1,456,200	(75,000)
Charges for Current Services	352,328	381,983	346,950	360,000	360,000	13,050
Other Revenues	22,200	87,520	203,548	292,910	292,910	89,362
Total Revenues	468,105	702,147	2,085,848	2,109,260	2,109,260	23,412
Expenditures						
Salaries & Employee Benefits	358,158	408,215	441,276	464,939	464,939	23,663
Services and Supplies	224,518	209,582	352,344	298,586	260,957	(91,387)
Other Charges	194,172	362,512	227,206	175,346	175,346	(51,860)
Fixed Assets	112,675	64,211	1,849,750	1,532,486	1,532,486	(317,264)
Intrafund Transfers	(148,712)	(102,342)	(104,856)	(50,000)	(50,000)	54,856
Total Expenditures	740,811	942,178	2,765,720	2,421,357	2,383,728	(381,992)
Net Revenue (Expenditures)	(272,706)	(240,029)	(679,872)	(312,097)	(274,468)	405,404
Additional Funding Support						
1100 General Fund	248,573	191,717	262,778	312,097	274,468	11,690
1150 General E-Transportation Service	24,133	48,314	417,094	0	0	(417,094)
1710 Forest Resources and Recreation	0	0	0	0	0	0
Total Additional Funding Support	272,706	240,031	679,872	312,097	274,468	(405,404)
Staffing Positions						
Allocated Positions	6.00	6.00	6.00	6.00	6.00	0.00
Temporary (FTE)	1.92	1.10	1.50	1.50	1.50	0.00
Total Staffing	7.92	7.10	7.50	7.50	7.50	0.00

Purpose

The Parks and Trails budget grouping provides for operation, maintenance, and management of the county park and trail system. County Parks and Trails comprise a diverse set of public lands containing unique natural and cultural features, with 16 park sites, five miles of paved bike paths, and a combined total acreage of over 900 acres. The mission of the Parks Division is to provide high-quality outdoor recreational experiences in a safe environment. The Parks Division focuses on maintaining clean, safe, and accessible facilities and protecting the parks and park resources from incompatible uses.

This budget grouping contains three separate budget units: Parks & Recreation (713), Bicycles & Trailways (715) and McKay Community Forest (716). The baseline budget for Parks & Recreation is funded primarily through fee revenue (camping and day-use fees) and the county General Fund. Four parks have day-use fees and five parks have campgrounds with associated fees. The baseline budget for Bicycles & Trailways is funded through the Transportation Development Act (TDA). Capital improvement and enhancement projects depend on funding through federal or state grants or Quimby Act fees.

Recommended Budget

For FY 2015-16, the total recommended budget is \$2,383,728, which represents a decrease of \$381,992 from FY 2014-15. This decrease is primarily due to reduced funding for projects. The recommended General Fund contribution for Parks is \$274,468, which represents an increase of \$11,690 from FY 2014-15. This change represents the division's pro-rated share of the growth in discretionary revenue. Funding of \$1,532,486 is recommended for fixed assets; additional detail on the projects is included below and in the Capital Expenditures table.

Additional Funding Requests

Parks & Trails submitted one addition funding request totaling \$37,629, to offset the amount that insurance charges increased from the previous fiscal year, associated with a claim in 2013. The requested allocation would enable the division to maintain current service levels. This request was not recommended for funding at this time. Although the request has merit it is not recommended because it did not achieve a priority level that allowed it to be funded based on limited available financial resources.

Recommended Personnel Allocation

For Parks & Trails the total recommended personnel allocation for FY 2015-16 is 6.0 FTE with no positions frozen. This represents no change from the prior year.

Program Discussion

County parks and trails provide opportunities for a wide variety of recreational activities including camping, picnicking, swimming, fishing, boating, beachcombing, clamming, hiking, bicycling, and wildlife viewing. The county park system includes

five campgrounds, five boat ramps, and over five miles of the California Coastal Trail. Park and trail system units are located at Big Lagoon, Centerville, Clam Beach, Eel River (Crab Park, Margarite Lockwood Park, and Pedrazzini Boat Ramp), Fairhaven (Fairhaven "T" and Power Pole Access Points), Fields Landing, Freshwater, Luffenholtz Beach, Mad River, McKinleyville (Hammond Trail), Moonstone Beach, Petrolia (A.W. Way Park), Samoa, Table Bluff, and the Van Duzen River (Swimmers Delight and Pamplin Grove). The County park system is open year-round, and sees a substantial increase in usage between April and September.

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

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

The Parks Division has focused on maintaining a minimum level of service at all units within the county park system. Due to staffing and budget constraints, the ability to implement facility

Parks & Trails

enhancement projects, restoration activities, expansion, and preventative maintenance is limited. On August 21, 2014, Humboldt County purchased 1,000 acres of forestland southeast of Eureka to establish a community forest. The property was acquired from Green Diamond Resource Company in collaboration with The Trust for Public Land, with funding from the California Natural Resources Agency, State Coastal Conservancy, and California Wildlife Conservation Board. The community forest will be managed for multiple purposes including public access and recreation, timber harvest, and watershed and resource conservation.

The community forest will be managed by the Humboldt County Public Works Department with support from the City of Eureka and the Volunteer Trail Stewards program of the Humboldt Trails Council. The community forest is not currently open to the public because appropriate access points and trails have not been developed. Planning for access points and trails is currently in progress. Key issues include compatibility with adjacent property and avoiding user conflicts.

Humboldt County is working with The Trust for Public Land and Green Diamond to consider a potential Phase II acquisition that would expand the southern portion of the McKay Community Forest. Depending on available funding, this Phase II expansion could occur within two to three years.

1100 713 Parks & Recreation

This budget unit funds work on county parks and recreational areas. The recommended budget is \$686,418, a decrease of \$69,758 or 9 percent from FY 2014-15, due to partial completion of the Fields Landing Boat Ramp project. Travel and

transportation costs were reduced to offset the increase in insurance costs and meet the General Fund allocation.

1710 715 Bicycles & Trailways

This budget unit funds work on existing and proposed county trails. Project development work for the Bay Trail South portion of the Humboldt Bay Trail, the proposed Annie & Mary Trail between Arcata and Blue Lake, and replacement of the Hammond Bridge are included in this budget unit. This budget unit is being moved from fund 1150-Transportation Services to 1710-Forest Resources and Recreation for FY 2015-16.

The recommended budget is \$1,603,310, a decrease of \$267,784, or 14 percent from the adopted budget in FY 2014-15. This decrease is due primarily to the expenditure of grant funds for project development and the loss of Transportation Development Act (TDA) funding which reduces the level of trail maintenance and development in FY 2015-16. This budget unit has no positions allocated to it.

1710 716 McKay Community Forest

This budget unit funds development and work on the McKay Community Forest. The recommended budget is \$94,000. The budget includes a \$50,000 loan from the General Fund. The long term financing plan for the McKay Community Forest is to use revenues from timber harvests to cover operating costs. Revenues will not cover expenditures for approximately the first thirty years of operation resulting in the need to borrow funds to cover costs. This budget unit was established in FY 2014-15 after the budget was adopted. This budget unit has no positions allocated to it.

1200-Roads Fund FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Taxes	2,599,333	3,066,858	2,499,144	2,611,400	2,611,400	112,256
Operating Revenue & Contribution	1,312,931	0	0	0	0	0
Use of Money and Property	13,674	21,357	20,000	10,000	10,000	(10,000)
Other Governmental Agencies	14,724,430	13,850,009	20,871,063	17,936,875	17,936,875	(2,934,188)
Charges for Current Services	1,715,223	2,365,372	2,182,136	1,774,500	1,774,500	(407,636)
Other Revenues	1,452,794	1,062,411	200	92,236	92,236	92,036
General Fund Contribution	0	0	0	1,575,112	0	0
Total Revenues	21,818,385	20,366,007	25,572,543	24,000,123	22,425,011	(3,147,532)
Expenditures						
Capital Contracts	5,387,219	5,301,844	6,274,809	2,088,801	2,088,801	(4,186,008)
Salaries & Employee Benefits	6,888,849	6,992,613	7,594,994	7,275,442	7,275,442	(319,552)
Services and Supplies	6,671,345	5,824,646	12,854,103	17,185,276	15,610,164	2,756,061
Other Charges	433,820	552,389	1,002,192	515,637	515,637	(486,555)
Fixed Assets	180,480	64,832	54,300	30,000	30,000	(24,300)
Total Expenditures	19,561,713	18,736,324	27,780,398	27,095,156	25,520,044	(2,260,354)
Net Revenue (Expenditures)	2,256,671	1,629,684	(2,207,855)	(3,095,033)	(3,095,033)	(887,178)
Additional Funding Support						
1200 Roads	(2,256,672)	(1,629,683)	2,207,855	3,095,033	3,095,033	887,178
Total Additional Funding Support	(2,256,672)	(1,629,683)	2,207,855	3,095,033	3,095,033	887,178
Staffing Positions						
Allocated Positions	109.00	110.00	110.00	110.00	110.00	(0.00)
Temporary (FTE)	15.23	4.50	3.00	5.00	5.00	2.00
Total Staffing	124.23	114.50	113.00	115.00	115.00	2.00

Purpose

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

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

Recommended Budget

For FY 2015-16, the total recommended budget is \$25,520,044, which represents a decrease of \$2,260,354 or nine percent from FY 2014-15. Funds for projects have been reduced due to projects

completed in FY 2014-15. Projects are budgeted in services and supplies and then moved to capital contracts when construction contracts are awarded. A projected reduction in Highway Users Tax revenues of about \$2.2 million (discussed in more detail in the 1200 888 section) is being offset by decreased expenditures and increased use of fund balance. The requested budget uses \$3,095,033 in fund balance, an increase of \$887,178 from FY 2014-15.

The Financial Forecast indicates that revenues will not keep up with operational expenses over the next five years for the Roads Fund. Based on current spending trends the Roads Fund will not have sufficient fund balance at the end of FY 2015-16 to maintain current expenditure levels. In an effort to cut down on operational expenses, the Public Works Department is proposing that additional positions be frozen in FY 2015-16 when these are vacated unless the position is absolutely essential to the operation of the division.

Measure Z Funding Requests

Roads submitted three Measure Z funding requests totaling \$1,575,112. These requests are also discussed in Contributions to Other Funds starting on page B-49. The requests are outlined as follows:

1. A request for \$820,000 to construct shoulder widening, ADA intersection improvements and paving of Central Avenue in McKinleyville.
2. A request for \$630,000 to provide funding for chip sealing and slurry sealing county roads to prevent pavement failures and insure safer driving surfaces.
3. A request for \$125,112 to install radar speed feedback signs in school zones and areas with high accident rates and pedestrian countdown signals at existing traffic signals.

The Citizens' Advisory Committee did not recommend funding for these requests.

Recommended Personnel Allocation

The total recommended allocation for FY 2015-16 is 110.0 FTE positions with 24.0 FTE positions frozen and unfunded. This is an increase of five frozen positions from last year. The additional positions became vacant in FY 2014-15 and are being unfunded in an effort to reduce operating costs and align expenditures with revenues. No positions are being added or deleted.

Program Discussion

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

1200 320 Roads Business

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

divisions not in the Roads Fund are included in revenues under charges for current services.

The recommended budget for FY 2015-16 is \$1,172,868, an increase of \$38,385 or four percent from FY 2014-15. This change is primarily due to salary adjustments and increases in other charges. A total of 11.0 FTE positions is recommended, with no frozen positions.

1200 321 Roads Engineering

The Engineering Division designs roads, bridges, parks and airport facilities, and oversees design work done by consulting engineers. Work performed by this unit which is not related to county-maintained roads is funded by outside revenue (e.g., airports and parks). The division is also responsible for inspecting projects during construction to assure compliance with the design plans and specifications, and good engineering practices.

The recommended budget is \$13,071,768, a decrease of \$1,537,882 or 11 percent from the FY 2014-15 budget. This decrease is due to fewer road construction projects. Funding of \$12,891,290 is included for road construction projects, additional detail is available in the Capital Expenditures table.

A total of 13.0 FTE positions is recommended for FY 2015-16. An Assistant Engineer I/II has been unfrozen and funded in FY 2015-16. Two positions remain frozen and unfunded.

1200 325 Roads Maintenance

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

Reduction in general purpose Road Fund revenues continues to be the trend into the future. The

division continues to partner with other private and public entities to assist in maintenance projects to augment maintenance resources. For FY 2015-16, three Permanent Road Division (PRD) roads in McKinleyville will be slurry sealed with funding set aside by a tax levied on the landowners living on the PRD roads.

The recommended budget is \$9,572,995, a decrease of \$358,226 or four percent from FY 2014-15. This decrease is due primarily to the reduction in the salaries and benefit category expenses from additional frozen positions. No fixed assets are being funded in FY 2015-16.

A total of 83.0 FTE positions is recommended for FY 2015-16 with 22 of those positions frozen and unfunded. This is an increase of six frozen position from last year's budget. This change is due to reduced funding being available for maintenance.

1200 331 Roads Natural Resources

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

The recommended budget is \$452,413, an increase of \$23,758 or six percent from FY 2014-15. This change is primarily due to higher A-87 charges and salary costs. The total recommended positions for FY 2015-16 are 3.0 FTE, with no frozen positions.

1200 888 Roads General Purpose Revenues

The function of this budget unit is to collect Roads Fund revenue. Funding is from a variety of sources: property taxes, state highway users tax, vehicle license fees, and other state and federal funding.

Expenditures are made through the various Roads Fund budget units.

The state highway users tax or gas tax revenues are expected to decrease by \$2.2 million in FY 2015-16. It is expected that the gas tax revenues may continue to decrease in FY 2016-17 due to the overestimation by state sources on the cost of gasoline and the volume of sales in FY 2013-14 and 2014-15.

The recommended budget is \$8,936,985, a decrease of \$1,165,817 or 12 percent from FY 2014-15. This is due to the anticipated decrease in gas tax revenue and no Transportation Development Act funds being anticipated. However, the Secure Rural Schools Act was reauthorized and revenues of \$410,756 or five percent less than the FY 2013-14

level were included based on information from the US Forest Service.

1200 990 Roads Contingency

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

The proposed budget is \$1,250,000 which is the same amount set aside in FY 2014-15. This represents five percent of the Roads budget which is below the Board policy level of six percent. It is estimated that the Roads Fund balance will be \$429,888 at the end of FY 2015-16.



Solid Waste (1100 438)

Thomas K. Mattson
Public Works Director

1100-General Fund FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Taxes	539,976	540,426	740,000	730,000	730,000	(10,000)
Charges for Current Services	193,386	195,956	240,000	250,000	250,000	10,000
Other Revenues	860	0	185,665	0	0	(185,665)
Total Revenues	734,222	736,382	1,165,665	980,000	980,000	(185,665)
Expenditures						
Services and Supplies	483,455	536,879	607,400	718,400	568,400	(39,000)
Other Charges	169,212	187,250	143,265	138,980	138,980	(4,285)
Fixed Assets	13,624	12,251	415,000	272,620	272,620	(142,380)
Total Expenditures	666,291	736,380	1,165,665	1,130,000	980,000	(185,665)
Net Revenue (Expenditures)	67,929	2	0	(150,000)	0	0
Additional Funding Support						
1100 General Fund	(67,931)	(2)	0	150,000	0	0
Total Additional Funding Support	(67,931)	(2)	0	150,000	0	0
Staffing Positions						
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

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

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

Recommended Budget

The recommended Solid Waste budget for FY 2015-16 is \$980,000, a decrease of \$185,665 or 16

percent from the previous year. The decrease is primarily due to completion of the paving project at the Redway Transfer Station. The next phase of design for the building modification is funded in FY 2015-16.

Measure Z Funding Requests

Public Works submitted one Measure Z funding requests totaling \$150,000 to combat illegal dumping. This would fund identification and removal of non-hazardous and hazardous waste dumped on county property. A portion would also go to public outreach to garner community support and awareness while deterring illegal dumping activities. Illegal dumping is a serious problem that affects the health and safety of the community and environment.

The Citizens' Advisory Committee did not recommend funding for this request.

Program Discussion

Revenues for this division are generated primarily through solid waste franchise fees and fees collected by the Humboldt Waste Management Authority and passed through to the county.

The Solid Waste budget unit provides funding for administration of franchise contracts and container site contracts with private companies to perform solid waste and recycling collection services in the unincorporated areas of the county. It also provides for continued maintenance and testing of the closed Table Bluff Landfill, as well as maintenance of the Redway Transfer facilities. Any revenues in excess of expenses are transferred to a trust fund to support future road and bridge repair and maintenance at the Redway Transfer Station as required by the 20-year

Ground Lease Agreement with the State of California which terminates on March 31, 2030.

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

In 2015, Public Works rehabilitated the pavement and drainage facilities at the Redway Transfer Station. No major changes are anticipated for the Table Bluff closed landfill in Fiscal Year 2015-16, however, planning for rebuilding the Redway Transfer Station will start.



Transportation Services (1150 910)

Thomas K. Mattson
Public Works Director

1150-Transportation Services FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Taxes	2,146,069	2,099,319	2,333,917	2,336,498	2,336,498	2,581
Total Revenues	2,146,069	2,099,319	2,333,917	2,336,498	2,336,498	2,581
Expenditures						
Other Charges	2,146,069	2,099,319	2,333,917	2,336,498	2,336,498	2,581
Total Expenditures	2,146,069	2,099,319	2,333,917	2,336,498	2,336,498	2,581
Net Revenue (Expenditures)	0	0	0	0	0	0
Additional Funding Support						
1150 General E-Transportation Serv	0	0	0	0	0	0
Total Additional Funding Support	0	0	0	0	0	0
Staffing Positions						
Total Staffing	0.00	0.00	0.00	0.00	0.00	0.00

Purpose

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

The legislative reference for the Transportation Services program is contained in the Government Code, commencing with Section 29530, and the Public Utilities Code, commencing with Section 99200. Section 99222 states that the legislative intent for use of the funds is "that the funds available for transit development be fully expended to meet the transit needs that exist in California."

In addition, on August 26, 1985, the Board of Supervisors established a policy that the annual local non-grant requirements for the bicycle and trailways program for operations, maintenance and administration expense shall be included in the county's TDA program.

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

Recommended Budget

The recommended budget is \$2,336,498, an increase of \$2,581, or less than one percent from FY 2014-15. This represents the total estimated Humboldt County TDA allocation for FY 2015-16.

Program Discussion

This budget provides funding to transit service operators and for pedestrian and bicycle facilities within the unincorporated areas of the county. The Bicycle and Trailways Program and Roads are not expected to receive any TDA funding this year until HCAOG-identified unmet transit needs for

areas, namely, Tish Non Village and Old Arcata Road transit systems, are fulfilled. The Tish Non Village transit system is expected to start operations during the new fiscal year through HTA. The county has applied for funding through Federal Transit Act Section 5311, which provides capital and operating assistance for non-urbanized public transportation system projects, to partially fund this new route.



Water Management (1100 251)

Thomas K. Mattson
Public Works Director

1100-General Fund FY 2015-16 Proposed Budget

	2012-13 Actual	2013-14 Actual	2014-15 Adjusted	2015-16 Request	2015-16 Proposed	Increase (Decrease)
Revenues						
Other Governmental Agencies	102,447	137,954	279,000	200,000	200,000	(79,000)
Charges for Current Services	21,950	16,210	34,303	43,000	43,000	8,697
Other Revenues	0	10,000	6,000	8,000	8,000	2,000
Total Revenues	124,397	164,164	319,303	251,000	251,000	(68,303)
Expenditures						
Salaries & Employee Benefits	77,747	78,788	142,211	178,856	178,856	36,645
Services and Supplies	72,170	97,204	266,202	89,558	89,558	(176,644)
Other Charges	152,953	188,890	180,671	274,031	274,031	93,360
Intrafund Transfers	(17,775)	(20,360)	(24,259)	(35,000)	(35,000)	(10,741)
Total Expenditures	285,095	344,522	564,825	507,445	507,445	(57,380)
Net Revenue (Expenditures)	(160,697)	(180,356)	(245,522)	(256,445)	(256,445)	(10,923)
Additional Funding Support						
1100 General Fund	160,698	180,358	245,522	256,445	256,445	10,923
Total Additional Funding Support	160,698	180,358	245,522	256,445	256,445	10,923
Staffing Positions						
Allocated Positions	1.00	1.00	2.00	2.00	2.00	0.00
Temporary (FTE)	0.00	0.00	0.00	0.00	0.00	0.00
Total Staffing	1.00	1.00	1.00	2.00	2.00	0.00

Purpose

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

expended in FY 2014-15 for a detailed flood study of Humboldt Bay. The recommended General Fund contribution is \$256,445, which represents a \$10,923 increase from FY 2014-15.

Recommended Personnel Allocation

For Water Management the recommended personnel allocation for FY 2015-16 is 2.0 FTE, with no positions frozen. One senior environmental analyst positions was added in FY 2014-15.

Recommended Budget

The recommended budget for Water Management is \$507,445, a decrease of \$57,380, or 11 percent from FY 2014-15. This decrease is due to grant funding

Program Discussion

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

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

Water Management staff continues to focus on maintenance activities at the Redwood Creek levee system, which include gravel extraction, vegetation removal, inspections, and structural repairs. Due to a design deficiency, the Redwood Creek levee is impaired by large amounts of excess sediment which deposit annually and reduce levee capacity. Staff continues to work with stakeholders to pursue a long-term, permanent solution for the levee system and also restoration of the Redwood Creek estuary which was impacted by levee construction. Sediment removal to restore a portion of the lost levee capacity is an ongoing goal; however the work is subject to extensive permitting and environmental compliance requirements.

The Water Management Division interfaces with the Federal Emergency Management Agency, the

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

The Water Management Division implements the state-mandated municipal stormwater permit for McKinleyville, the unincorporated area around Eureka, and Shelter Cove. Additionally the division will be assisting with convening stakeholders to begin implementation of the Sustainable Groundwater Management Act.

The Water Management Division represents the county and provides technical support to the Board on water resource issues involving the Klamath River, Trinity River, Humboldt Bay, and other water bodies. Issues include dam removal, in-stream flows, water quality, restoration, sea level rise, and groundwater supply.



