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## CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

### APPLICATION FOR FUNDING

Agency Name: County of Humboldt - Auditor/Controller Department

Mailing Address: 825 Fifth Street Rm 128

Contact Person: Katherine Oliveira

Title: Payroll/Position Control Manager

Telephone: 707-476-2464

E-mail address: klourenzo@co.humboldt.ca.us

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2016-17: \$ 48,940.00

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other

3. Please provide brief description of proposal for which you are seeking funding.

The Payroll Division of the Auditor's office manages position control and payroll services for all county departments (DHHS, Sheriff, Public Works, District Attorney and many more). The increase of approximately 50-65 new positions through Measure Z funds adds strain to a division that is already operating on a reduced staffing level, our previously filled half time position was frozen in approximately 2010.

Correctly paying county employees requires implementation of a complex series of tax, labor and employment laws and regulations, in compliance with six county contracts (MOUs). These county employees are eligible for a wide variety of benefits (paid leave balances, health and voluntary insurance benefits, several pension plans, varied taxation (e. g. safety versus miscellaneous), varied overtime rules, and several types of stipend or incentive pay) managed by the payroll office. The Payroll division utilizes a complex accounting system that assists in organizing and processing many of these benefits and rules, this system requires a considerable amount of analysis and manipulation to process the volume of changes the County experiences on a bi-weekly basis.

4. *Measure Z* funding is scheduled to “sunset” in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

If *Measure Z* sunsets in 2020, the associated additional accounting and reporting requirements would also cease and we would most likely downsize and reduce staffing to fit the workload at that time. If the need for such services continues, the Auditor's office will request funding through current available sources (general fund or charges to departments maintaining *Measure Z* staff beyond funding availability).

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

Currently payroll services are funded by the general fund and inter-department billing based on direct services. Requesting funds from Measure Z, to support the services provided as a result of Measure Z hiring, follows this model.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

The primary benefit of an award of Measure Z funding will be improved public confidence that the funds are being accounted for and utilized properly. Strain on accounting and Payroll staff creates an increased likelihood of errors resulting in overpayment or underpayment. The availability of other funding sources (such as grants) are either extremely limited or non-existent.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

The Payroll office works closely with the Human Resources department, which was awarded funds to allocate a full time position in the prior year request. It is expected that hiring activities will be absorbed by this allocation.

**ATTACHMENTS—Please include the following with your application**

**Proposal Narrative:** Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (*one page maximum*)

**Prior Year Results:** If your request is a continuation of a program funded with *Measure Z* in FY 15-16, please provide the results of implementation. (*one page maximum*)

**Program Budget:** Use budget form provided

***I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct***

DATE: 2/18/16

SIGNATURE: 

**SUBMIT THIS APPLICATION TO:**

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures  
c/o County Administrative Office  
825 Fifth Street, Suite 111  
Eureka, CA 95501-1153.

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Auditor-Controller  
County of Humboldt

Date: 2/11/16

Descriptions	Amounts	Approved Budget	Remaining Balance	
<b>A. Personnel Costs</b>				
Title: Senior Fiscal Assistant Salary and Benefits Calculation: \$42,640.00 annually 0.5 FTE allocation (dept total cost per fee schedule) Process complex payroll transactions using the established financial system (process new employee information, changes, separations), Duties Description: providing timely and accurate pay to County employees.	42,640.00		(42,640.00)	
Title: Payroll/Position Control Manager Salary and Benefits Calculation: 1500.00 annually Z allocations County wide, resolve pay and status change issues, manage additional pension contributions, personnel changes that result from Measure Z hiring.	1,500.00		(1500.00)	
Title: Salary and Benefits Calculation:			0	
Title: Salary and Benefits Calculation:			0	
<b>Total Personnel:</b>		<b>44,140.00</b>	<b>0.00</b>	<b>(44,140.00)</b>
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>				
Title:				
Description:				
Title:				
Description:				
Title:				
Description:				
Title:				
Description:				
<b>Total Operating Costs:</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>				
Title:				
Description:				
Title:				
Description:				
Title:				
Description:				
Title:				
Description:				

Auditor-Controller  
County of Humboldt

Date: 2/11/16

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Descriptions	Amounts	Approved Budget	Remaining Balance
<b>Total Consumable/Supplies:</b>	0	0	0
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Transportation/Travel Costs:</b>	0	0	0
<b>E. Fixed Assets</b>			
Title: Computer Monitor and Tower			
Description:	2400		
Title:			
Description:			
<b>Total Other Costs:</b>	2400	0	0
<b>Total:</b>	48,940.00		