

**TRINITY COUNTY
BOARD OF SUPERVISORS**
Trinity County Library
Conference Room
351 Main Street
Weaverville, CA

**BUDGET HEARINGS MINUTES
2016-09-07**

Chairman
Supervisor Karl Fisher – District 3

Vice Chairman
Supervisor John Fenley – District 5

Supervisor Keith Groves – District 1
Supervisor Judy Morris – District 2
Supervisor Bill Burton – District 4

Margaret E. Long – Clerk of the Board
Naomi Goulette – Deputy Clerk of the Board
Angie Bickle – Auditor/Controller

September 2, 2015

Meeting called to order in open session at 9:00 AM.
Pledge of Allegiance – Supervisor Morris

BUDGET OVERVIEW PRESENTATION – Craig Goodman, CPA

Received comments from County Counsel Margaret Long, Craig Goodman, CPA, Auditor/Controller Angie Bickle (Attachment A), Bobbi Chadwick, Dero Forslund and Director of Transportation Rick Tippett (Attachment B).

Board deliberated and directed County Counsel to bring back, at the September 20, 2016 Board meeting, a Final Budget Resolution based on the Proposed Budget presented during budget hearings.

ADJOURN

TRINITY COUNTY BOARD OF SUPERVISORS



L. KARL FISHER, CHAIRMAN
Board of Supervisors,
County of Trinity,
State of California

Attest:

MARGARET E. LONG
Clerk of the Board of Supervisors

By: *Nauri Goulette*
Deputy

9/7/16
 budget hearings
 omitted backup

Trinity County
 Budget Worksheets

For Fiscal Year 7/1/2016 - 6/30/2017

Function: 01 - General Government

Fund: 101 - GENERAL FUND

Activity: 01 - LEGISLATIVE AND ADMINISTRATIVE

Budget Officer: CAO - COUNTY ADMINISTRATIVE OFFIC

Budget Unit: 1100 - BOARD OF SUPERVISORS

Classification	Actuals 2014/15	Actuals 2015/16	Requested Budget 2016/17	Recommended Budget 2016/17
Revenues/Financing Sources				
9590 - REIMBURSABLES		881		
<i>Miscellaneous Revenues</i>		<i>881</i>		
Revenues/Financing Sources	0	881	0	0
Expenditures/Financing Uses				
1010 - REGULAR SALARY	128,159	127,500	127,500	127,500
1100 - SOCIAL SECURITY	9,782	9,777	9,754	9,754
1200 - PERS RETIREMENT	36,407	38,740	41,588	41,588
1300 - BENEFITS	55,752	56,273	72,233	72,233
1301 - GROUP INSURANCE RETIRE	40,784	44,897	49,704	49,704
1500 - WORKERS COMPENSATION	2,960	3,184	3,499	3,499
<i>Salaries and Benefits</i>	<i>273,846</i>	<i>280,374</i>	<i>304,278</i>	<i>304,278</i>
1299 - INTERFUND EXPENSE UAL	22,262	22,696	22,961	22,961
<i>Interfund UAL</i>	<i>22,262</i>	<i>22,696</i>	<i>22,961</i>	<i>22,961</i>
2000 - CREDIT CARD REVOLVING		2,174		
2060 - COMMUNICATIONS	2,863	3,484	3,600	3,600
2240 - MEMBERSHIPS	11,470	8,953	11,470	11,470
2260 - OFFICE EXPENSES	2,540	2,227	2,500	2,500
2300 - PROFESSIONAL & SPECIAL			1,000	1,000
2500 - PUBLICATIONS & NOTICES	800	102	700	700
2600 - RENTS AND LEASES-EQUIPM		200		
2700 - SPECIAL DEPARTMENTAL EX		148	40	40
2750 - TRAVEL	24,751	26,224	30,000	30,000
2756 - TRAINING	3,092	2,212	4,000	4,000
2800 - BUDGET IMPOSED REDUCTIO				(11,882)
2850 - UTILITIES	5,000	5,000	5,000	5,000
<i>Services and Supplies</i>	<i>50,519</i>	<i>50,729</i>	<i>58,310</i>	<i>46,428</i>
2399 - PROF SVCS - INTERFUND		21,507		
<i>Interfund Expenses</i>		<i>21,507</i>		
2101 - INTRA-FUND INSURANCE EX	3,340	2,795	2,821	2,821
3291 - INTRA-FUND INDIRECT COS	64,655	68,314	89,841	89,841
<i>Intra-Fund Expenses</i>	<i>67,995</i>	<i>71,109</i>	<i>92,662</i>	<i>92,662</i>
3200 - CONTRIBUTIONS TO OTHERS	1,728	2,313	2,313	2,313
<i>Other Charges</i>	<i>1,728</i>	<i>2,313</i>	<i>2,313</i>	<i>2,313</i>
Expenditures/Financing Uses	416,351	448,729	480,524	468,642

THIS PAGE WAS INTENTIONALLY LEFT BLANK

9/7/16
Budget Hearings
Rick Tuppert, DOT

DEPARTMENT OF TRANSPORTATION
FISCAL YEAR 2016/17

OVERVIEW OF SERVICES

The Department of Transportation operates programs and services to oversee planning, design, construction and maintenance of public works facilities such as roads, bridges, airports, bikeways and flood control facilities. The department is also responsible for operating and maintaining the County's transit system which provides daily direct connection to the communities of Lewiston, Redding, Willow Creek (Eureka) and Hayfork.

We maintain 697 centerline miles of roads; 478 are paved miles and the remainder are dirt. The current countywide Pavement Condition Index is 62, where the statewide average is 66 (fair condition). We currently maintain 3 Primary and 4 Satellite Corporation Yards dispersed throughout the County.

HIGHLIGHTS FOR FISCAL YEAR 2015/2016

Lance Gulch Road Project, the largest County Public Works undertaking in recent times, was opened to traffic on Columbus Day 2015. Other than erosion control and intersection consideration (Roundabout or Signal), all construction is complete. A Roundabout will be considered by the end of 2016, and if selected, construction will take place in 2017 or 2018, depending on resolution of right of way. Otherwise a signal will be installed prior to the end of the fiscal year. This would bring the project to conclusion - a project spanning over 20+ years.



Lance Gulch Road behind the Mill looking South, April 2015

The project overall was constructed within the 5% contingency for a total construction cost (contract work only) to date of \$11,111,056.

Further, the Columbus Day 2015 opening represented an early completion of the project, originally planned for opening summer 2016. With around 2,400 vehicle per day, use of

the new road has been slightly higher than expected. Use of the new sidewalk is much higher than expected.



Lance Gulch Road behind the Mill looking south just prior to opening, October 2015

Another Department of Transportation ongoing construction project is the replacement of the single lane bridge over Hayfork Creek on Wildwood Road with a two lane bridge.



New Hayfork Creek Bridge on Wildwood Road looking east, July 2016



New Hayfork Creek Bridge on Wildwood Road—June 2016

The Hayfork Creek Bridge Project included realignment of about half a mile of Wildwood Road near the bridge along with aesthetic features such as a more decorative

bridge rail. The road and bridge are now open, with the project scheduled for completion by this fall.



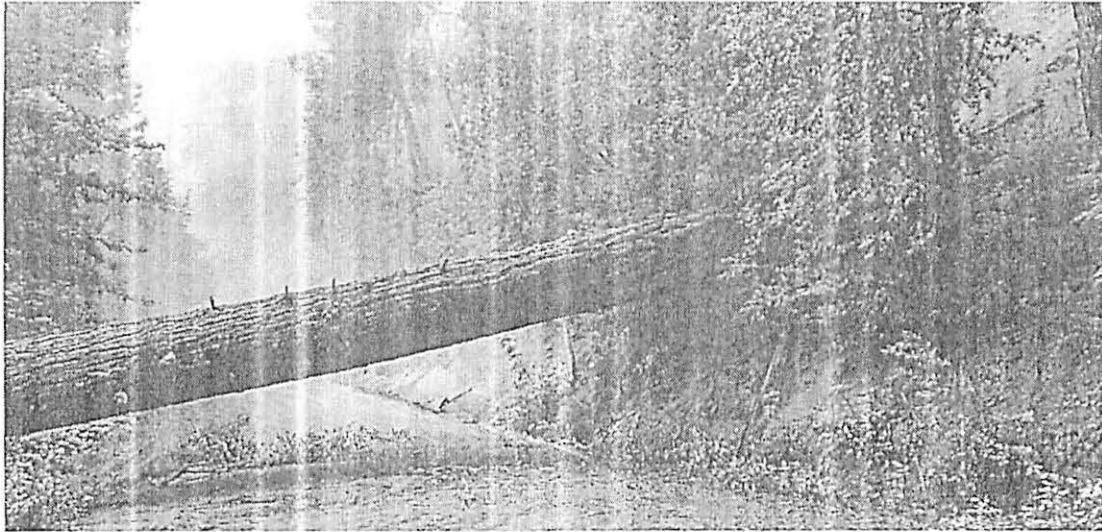
New Hayfork Creek Bridge on Wildwood Road looking west, August 2016

The project overall was constructed within the contingency and on time for a total construction cost (contract work only) to date of \$2,893,282.

Unfortunately, the County experienced extensive fires in the summer of 2015, as well as storms during the winter of 2016, which were very hard on the State and County Road System.



Denny Road PM 21, 2016 Winter Storm Damage



Denny Road PM 10, 2015 Summer Fire Damage

Overall impacts to the road systems are still being evaluated, but are extensive due to heavy loads (fire equipment), impact damage, and landslides. Current estimates for repair will likely approach \$4M, with matching funds of \$1M likely be required. Funding will be from Emergency Relief (ER) and California Disaster Assistance Act (CDAA) accounts. In addition, DOT still is working towards fund recovery for assistance provided during the Hwy 3 Slate Creek Slide in which the County assisted in opening alternative routes.



State Highway 3 at Slate Creek, March 2016

WORK PLAN FOR FISCAL YEAR 2016/17

Major Improvement Projects to be Completed and Accepted into the County Road System

- Lance Gulch Road Phase 1 and 2.
- Wildwood Road Bridge over Hayfork Creek

Major Improvement Projects Planned Construction to Begin

- Highway Safety Improvement Program Grant (Highway Striping)
- FHWA Design/Build Five Bridges Project
- Ruth Airport Runway Reconstruction (Airports)
- Trinity Center Slurry Seal (Airports)

Major Improvement Projects under Design

- Lance Gulch @ SR299 Intersection Control
- Corral Bottom Bridge
- Ruth Zenia Road Improvements (FLAP)
- Ruth Zenia Road MBGR CDAA Project (Storm Damage)
- Complete update of 2016 Regional Transportation Plan

Major Improvement Projects initiated for Design Oversight

- Hyampom ER Repair Project (Fire Damage)
- Wildwood Road ER Repair Project (Fire Damage)
- Denny Road CDAA Repair Project (Storm Damage)
- Bridge Approach Rail Reconstruction HSIP Project (If funded)
- North State Rail Connect Feasibility Study (Transportation Commission)
- Fawn Lodge & Lorenz Road Bridge Replacements

Street Maintenance Program

- *Due to funding shortfall, street maintenance, outside of select crackseal projects, is suspended for this fiscal year.*

KEY ISSUES

Two issues have a profound effect on transportation funding for this fiscal year:

1. A 40% reduction in Highway Users Tax
2. Secure Rural Schools being discontinued

Together, both issues create a perfect funding storm with negative results for Trinity County.

Without the Secure Rural Schools Funds (SRS) program, fund allocations revert back to the Forest Reserve fund, which was approximately \$100,000 last year. Unfortunately, coupled with the reduction of the Highway Users Tax (HUTA) Program, Department funds have decrease by 55% from FY 10/11; approximately a \$2.8M reduction.

For the last couple of years, the Department has maintained a reserve of \$5.2 million to take us through a transition period if we were to lose Secure Rural Schools Funds (SRS). Because of the expected reductions, 10% (\$520,000) was utilized to offset personnel cost for this fiscal year. Further, with the hope that new revenue sources are identified and implement prior to next FY, no allocations were made to Fixed Assets and road materials in order to preserve positions until the allocation is made. *It is very important to understand that this budget is making a short term investment on personnel to bridge the time until hoped for funding is restored. If funding is not restored and continues to remain the same or reduced further, next year's budget will be based on having enough funds to construct \$375,000 worth of road maintenance and other additional cost for Fixed Assets and Materials, which will ultimately result in further reductions of staffing and the subsequent reduction of overall production.*

As mentioned in last year's budget highlights, Lance Gulch Road and Hayfork Creek Bridge on Wildwood Road are soon to be completed, signifying the end of a long busy construction period for the department. From this point, we will be moving to projects that are scheduled for construction 5 to 10 years out, thus transitioning from the majority of work being construction oversight to now directing and overseeing design consultants.

Our focus for road maintenance (very limited due to funding reductions) during this next fiscal year will be Denny, Hyampom, Trinity Pines, and Zenia - continuing the rotation.

More globally, the big issue continues to be maintaining funding for rural roads in California. With the passage of MAP-21 two years ago, and the FAST Act recently, the state continues to take a wholesale look at how things are funded. The Metropolitan Planning Organization (MPO's), Self Help Counties, and now special interest from the bike and pedestrian community, are all pushing for an even larger share. The amount that is allocated to the rural counties is always in jeopardy of being assigned to other expenditures that involve a higher amount of users. Working with Rural Counties Task Force (RCTF), North State Super Region (NSSR), and County Engineers Association of California (CEAC), we are always looking for ways to ensure that we continue to receive our sustainable share without losing further ground, which, for rural area road funding, means we have to have a funding component based on road miles. Fortunately we have had some limited success such as increasing our Regional Surface Transportation Program (RSTP) to be based on a formula considering road miles vs. just population.

All is not lost, Transportation Funding continues to be a critical item with the Legislature and Governor. To address this issue, last year the Governor called for a Special Legislative Session to discuss and approve additional funding for our roads both statewide and locally. Recently there have been many bills introduced (in which the Board has expressed support), which could potentially have a profound effect in raising additional funds for road rehabilitation.

Finally, our Snow Plow Policy dictates that we have, at minimum, 19 Road Crew Members available to plow our roads. Currently we have 13.5 members. This leaves us significantly short during snow storms, with no means to request additional assistance.

SUMMARY

The Department is ready to transition back to design after several years of constructing major projects in the County. Besides the FHWA Bridge Project, there will be limited construction over the next five years, which will provide time to address many other DOT responsibilities such as improvements at the airports.

The Department will continue to look for opportunities to procure funding for all divisions (road, transit, and airports), whenever the opportunity presents itself. Also, in the interest of maximizing the effectiveness of available funds, the department will utilize a new system that will outline high accident locations and direct effective pavement repairs with available resources.

Richard Tippet
Director of Transportation

**BUILDING AND DEVELOPMENT SERVICES
FISCAL YEAR 2016/17**

OVERVIEW OF SERVICES

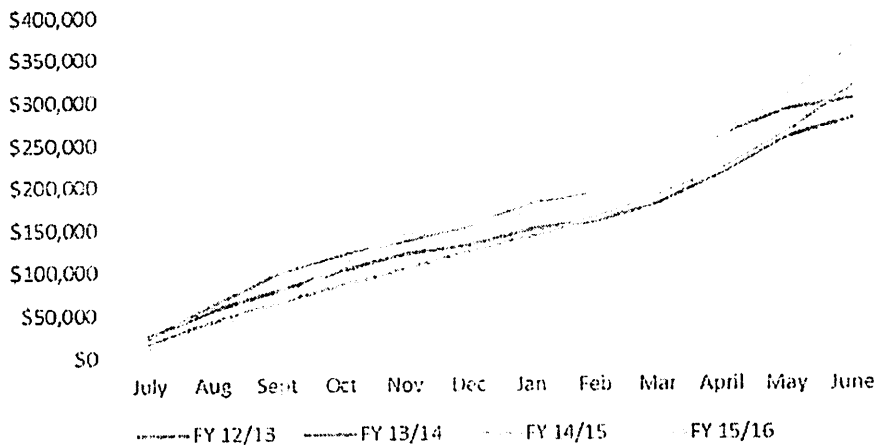
The Building and Development Services department provides technical assistance and professional guidance to the Board of Supervisors, Planning Commission, Subdivision Review Committee and the public regarding policies and plans that guide the physical development of the Community. Planning is responsible for updating and maintaining the County's General Plan, Zoning Ordinance, development related ordinances, Marijuana Grow Policy, mine inspections and development of code enforcement policies and procedures. The Building Section provides plan check, compliance with Building Code and construction services of land development and buildings. The third section, Environmental Health, provides inspections of food facilities, public pools, solid waste, sewer and water systems. The Department, with the assistance of the Department of Transportation and Trinity County Resource Conservation District creates and maintains computer generated mapping, GIS, addressing, permit tracking and provides information on development activities.

We maintain an office at Airport Rd. with staff available to assist the public from 8:00 to 2:00, Monday to Thursday.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2015/16

Building: Sustained growth in the building industry has continued to pick up throughout the state, yet Trinity County still has yet to see indicators of this increase. Overall, Building Permit fees started flat and were trending similar to FY 2013/14, but a last minute surge brought the values of permit fees to a number within expectations. The spike was a result of a more aggressive code enforcement program. An increase in code enforcement has two primary effects; 1. Non-compliant properties get permits 2. The community has a better awareness that permits are required.

Building Permit Revenue



Planning: The highlight of the year was the completion of the Housing Element. Work also picked up in the department, especially during the spring when the Planning Commission discussions concerning the needs to review implementing programs that need to be established as a result of the new Medical Marijuana Regulation and Safety Act (MMRSA).

Environmental Health: The Environmental Health Officer working with CalRecycle cleaned over 53 properties needing mitigation due to the 2015 Summer Fire Season. Further, with full staffing, many deferred items, such as delayed inspections, were completed.

KEY ISSUES

Utilize current resources to effectively process applications while maintaining the best level of service. Without revenues and limited general fund contribution, the Department staffing continues to be below minimum standards in all sections. The outcome of this issue has been problematic follow through, reduced counter hours, and delays in permit processing, plan check and inspections. This will not be resolved until construction and planning activities and funding return to previous levels or alternative funding sources through the MMRSA are identified. Growth in any of the programs will have to be augmented to maintain an acceptable level of service, otherwise delivery of proficient services cannot be expected. For example in Planning, we are currently at 40% of what the discretionary planning activities were in 2007 but slightly increasing. The biggest result of this reduction is the difficulty in performing Code Enforcement Activities while still completing other tasks that all sections are responsible to complete. Implementation of a full MMRSA program will require the department to return to staffing levels that were seen back in 2007 to have an effective program.

Building Permit Tracking Program. Permits are currently tracked using a DOS based program. The database established for Code Enforcement using Access was found to be highly inefficient. Due to the age of this system, information entered is limited in nature, very hard to track, and has to be hand compiled for reporting of results. Further, full backup of the system is not possible, so information is at risk due to data corruption. At the earliest possible opportunity, the Permitting Program needs to be updated to collect, compile, and report information in the contemporary methods that are commonly used today by other jurisdictions. Further, new planning and code enforcement modules will be needed for full effectiveness.

The new program will be able to interface with Geographic Information System (GIS) to provide up to date information that allows for effective use of time considering distances traveled in Trinity County. Essentially, being able to interface live with the program will save travel by being able to get an answer on the spot rather than returning to the office to research information. This involves better communications and access to current tablet technologies.

Update the General Plan. With the completion of the Safety Element, and Housing Element, the Department will continue to also investigate and pursue means to fund a more comprehensive update of the General Plan.

Find ways to encourage property owners to get building permits. The Department remains committed to identifying and processing unpermitted structures, which is a long standing issue in the County. Working with the Assessor's Office and Code Enforcement, Staff can refine a program where unpermitted structures can be identified and brought into compliance. We also desire to create an amnesty program to encourage owners to be compliant. This will only be possible as time and resources allow.

Code Enforcement and MMRSA requires an identified funding source. Building only has one half time position for Code Enforcement as it pertains to Building and Environmental Health issues. This, along with community assistance, we hope to change from a reactive to a proactive approach to our process of permit compliance. This will only be possible as time, training and resources allow, but this has clearly been identified as a top priority, and more time has been dedicated to this effort.

Providing clear reports of efforts that have been made towards enforcement is needed to show current status, compliance, and where issues may be in the program. This will be a priority in this upcoming Fiscal Year, but as stated above, the proper tools are necessary.

Succession Planning is required. It is expected that the Environmental Health Director will departing late Fall. Recruitment to maintain current levels of service will be required.

SUMMARY

Checking plans and proposals, inspecting buildings and health issues, and enforcing the code is, and will continue to be, a challenge as our department funding and resources continue to be limited. The Department will continue to look for opportunities to procure funding to assist in any of the responsibilities, whenever the opportunity presents itself. Also, in the interest of maximizing the effectiveness of available resources, the department will utilize GIS mapping for identifying zoning requirements and permitting issues.

Again, with a stagnant General Fund contribution and increasing costs, this Department will not have sufficient staffing to deliver all of the basic needs, and struggles to be able to sustain basic services.

Code Enforcement Program will continue to be the top priority. The inability to recover costs associated with zoning violations related to permit violations and the marijuana industry continues to be problematic and is a critical item to funding for enforcement and abatement.

Finally, with MMSRA, Code Enforcement, the General Plan Update, and the expected increase in work, overseeing the Building and Development Services Department is ineffective from the Department of Transportation. Strong considerations need to be given to finding a full time Director that can oversee this department to carry out the priorities of the Board, many which right now are the highest identified priorities in the County.

Richard Tippet
Director of Building and Developmental Services

TRINITY TRANSIT
FISCAL YEAR 2016/17

OVERVIEW OF SERVICES

The Department of Transportation/Transit Division operates four fixed routes between Hayfork, Lewiston, Redding, and Willow Creek. These "intercity routes" are funded through the Federal Transit Authority (FTA) 5311F program, Local Transportation Funds (LTF), and State Transit Assistance Funds (STA). Ridership for the 2015/16 FY was 16,787, which was a slight decrease from the previous year. Passengers primarily use this service for intercity travel, commuting to and from work, and/or for social and medical needs.

Trinity Transit operates Monday through Friday between the hours of 6:40AM and 6:40PM, and the first and third Saturday of each month from 6:40AM to 4:15PM.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016/17

The 5311F program covers up to 55.33% of operating costs, with a match of 44.67% which is typically covered with local funds (LTF and STA). For the last couple of years, the County was successful with obtaining toll credit to cover this 5311F match. However, due to an increased number of applications that Caltrans has received for this FY's program cycle, our toll credit will be reduced by approximately \$74,742. Furthermore, the cost to operate the Redding/Willow Creek route is \$88,000 above the maximum allowable amount of \$300,000. Combined, \$162,742 of additional funds will be funded from LTF and STA.

WORK PLAN FOR FISCAL YEAR 2016/17*Increased Service*

- An additional morning Hayfork route will be added on Monday, Wednesday, and Friday that will connect to the Redding bus at 12PM.
- Funding from the Low Carbon Transit Operators Program will be used to provide free bus passes for students traveling to/from school and/or ROP courses long-distance, and to generate more ridership on the low performing routes.

Operational Changes

- Add an Oak Bottom bus stop to the Redding route at Whiskeytown Lake when the Buckhorn Grade construction project is completed.

Transit Facility

- Complete the Environmental Process for the Transit Maintenance Facility and secure funding for design of the building.

Planning

- Continue coordination with Shasta Nutrition Center to transfer Trinity County seniors onto their system for medical and social service appointments in Redding.
- Continue recruitment of back-up drivers.
- Continue Safety and Security improvements.

Fare Box Recovery for FY 14/15 were as follow;

Lewiston	6.64%
Willow Creek	19.40%
Redding	18.97%
<u>Hayfork</u>	<u>10.842%</u>
OVERALL	13.96%



Trinity Transit bus purchased in 2016



Trinity Transit Coordinator Michael Coulter assists a cyclist touring the north state

KEY ISSUES

The biggest issue for this year and following years is to secure operation and capital funding in order to maintain public transportation service as it exists today, and to provide a secure location for storage during non-operating hours. If funding is further reduced in fiscal year 2017/18, a plan should be prepared and implemented that potentially reduces service. As a rural county, public transportation is extremely important for local residents and intercity travelers.

SUMMARY

Providing a safe, secure and efficient public transportation service is the goal of Trinity Transit.

Richard Tippett,
Director of Transportation