

2012-2013 BUDGET FORM B-1 – AG. DISTRICT #3

<u>TOTAL REQUESTED BUDGET</u>	<u>PRIOR YEAR'S BUDGET</u>	<u>PERCENT & DOLLAR INCREASE (DECREASE)+</u>
\$581,711	\$509,040	14% Increase +\$72,671
Capital Items <u>\$75,200</u>	<u>\$57,500</u>	31% Increase <u>+\$17,700</u>
TOTAL \$656,911	\$566,540	16% Increase +\$90,371

EMPLOYEES:

Number of current employees (including budgeted but not filled): **5**
 Kim Petersen-75% of ½ , Sheree Tibbals-75%, Ramon Vaca-75%, Juan Acevedo 75%, Darrel Field-100% of ½

Number of employees included in requested budget: **6**
Increase (Decrease) 1

Explanation of increase (decrease) in number of employees:

For the past several years, staff has struggled to adequately and safely facilitate the extensive workload created by a substantial increase in facility usage. With multiple events occurring week after week there is just not enough time in the day for our two permanent facility attendants to tear down from one event, set up for the next, maintain the facilities during the event and also take the required time off. By attempting to do so, safety has become an issue on several fronts. First of all, this rigorous on-going work schedule is extremely demanding, both fiscally and mentally on staff and when tired, creates the increased potential of self or customer injury and property damage. Secondly, to get the work done we utilize the use of temporary employees, those serving community service, and the Honor Camp. By using temporary and community service help productivity and safety are compromised as they require constant supervision and for the most part are unfamiliar with the operation of our equipment. The need to add additional permanent staff should not come as a surprise as it was anticipated in the original proposal to the Commission when they approved the construction of the Event Center back in 1999. We realized at the time that as new big events were added to the schedule, additional staff would be required to adequately maintain the facilities and equipment and to facilitate the needs of each activity.

We are asking to add an additional full-time permanent facilities attendant. The annual cost for this position is approximately \$36,000 plus benefits. When adding a new permanent position, we cannot totally eliminate the existing budget line item for temporary labor and overtime as there are a number of large events that will still require additional temporary laborers to facilitate those events. I feel that if a permanent employee is approved we can realistically reduce the proposed line items by the itemized amount below. Reducing our line items by more than this will put our budget at risk if new events are added or the Honor Camp crews are unavailable for whatever reason.

We have increased the budget by the following amounts to accommodate costs related to a new fairgrounds attendant position (20-1)
 070 – Salaries: \$32,902 (60%) and 073 – Salaries: \$21,936 (40%).

We have decreased the expenses by the following amounts in the following categories to help offset the increased cost of the new employee:
 070 – 51002 Temporary Employees: asking \$46,000 to \$36,000 <\$10,000>
 073 – 51002 Temporary Employees: asking \$8,000 to \$2,000 <\$6,000>
 070 – 51003 Overtime: asking \$8,000 to \$2,000 <\$6,000>

If we are not successful in obtaining approval for a new employee, then the above amounts will be needed to be added back in to the FY 2012/2013.

I know that during the discussions, one of the primary purposes the WCVA and the City agreed to divert 2% of the Lodging Tax Revenue to the Events Complex was to assist in offsetting the increased cost of labor and equipment created by an increased number of events held on the Complex which have and continue to be beneficial for the local economy. During 2010/2011, Humboldt County received over \$371,370 in Room Tax.

2012-13 BUDGET JUSTIFICATION:

There is no doubt that the Events Complex plays a key role in the economic well-being and quality of life for the citizens of Humboldt County. We continue to facilitate a large number of events throughout the year, which creates a strain on staff and facilities.

As you review our requested budget, you will find that, as requested by the Commissioners, any increases (other than capital outlay projects) are based strictly on an anticipated increase in the basic cost of doing business. We have been very conservative with revenue projections due to very uncertain economic times.

PROPOSED MAJOR UNDERTAKINGS:

CAPITAL OUTLAY PROJECTS – DESCRIPTION & JUSTIFICATION

NOTE: AS YOU LOOK AT OUR MUCH NEEDED CAPITAL OUTLAY REQUESTS, PLEASE KEEP IN MIND THAT THE COUNTY NOW RECEIVES 2% OF THE ROOM TAX REVENUE GENERATED WITHIN THE CITY OF WINNEMUCCA AND HUMBOLDT COUNTY. DURING FY 2010/2011, HUMBOLDT COUNTY RECEIVED OVER \$371,300 IN ROOM TAX REVENUE ALONE. BECAUSE OF THE ADDITION OF ROOM TAX REVENUE, THE EVENTS COMPLEX COMBINED REVENUE EXCEEDED TOTAL EXPENSES BY APPROXIMATELY \$377,370. WE ARE HOPEFUL THAT YOU WILL AUTHORIZE A PORTION OF THESE TOURIST GENERATED FUNDS TO BE USED TO PROVIDE STAFF WITH THE TOOLS NEEDED TO SERVICE THE MANY EVENTS WE FACILITATE AND TO MAINTAIN THE FACILITIES AND EQUIPMENT IN A SAFE AND FUNCTIONAL CONDITION. THE NEED FOR FUNCTIONAL AND DEPENDABLE EQUIPMENT IS MORE IMPORTANT AS WE STRUGGLE TO MEET THE MASSIVE SET-UPS AND TEAR-DOWNS IN A VERY SHORT PERIOD OF TIME.

Ag District #3 – 070

The Ag. District #3 Board and staff work with the facility and users on a day to day basis and are very much attuned to the cost of operations and the requirements necessary to accommodate the schedule of events. We continue to look at ways to reduce costs, increase revenues and maintain the infrastructure. Each year the Ag. Board brings only capital items/projects to your attention that they feel need to be addressed.

1. Telescopic Fork Lift (Telehandler) - \$30,000

As you know the Events Complex hosts numerous large livestock events throughout the year. Most of these events require feeding large amounts of hay which is usually shipped in on semi-trucks. The transition from small bales of hay to the large bales has also required a transition in the type of equipment necessary to handle it. While out of necessity, we have had to load and unload these large bales, stacked high on semi-trailers, with our little skid-steer tractor they are not rated for lifting this much weight from these heights. We feel doing so causes unnecessary stress on our equipment and is not safe for the operator. The short wheelbase of the skid-steer makes it extremely tipsy.

To handle these bales safely, we are requesting approval to purchase a used telescopic forklift. This type of equipment works well on rough terrain, able to handle up to 6000 pounds, and will easily reach the heights necessary to unload the bales. Additionally, this piece of equipment will be very valuable in our efforts to maintain the facilities. Because the telescopic forklift is able to reach heights of 41 feet it can be equipped with a working platform allowing us to work safely as we change light bulbs, banners or signs on the back walls of the Event Center, reach the eaves of various buildings for repairs or painting, easily move heavy equipment, and the list goes on. It could well be one of the most valuable pieces of equipment used on a facility like ours. If we purchase this forklift it would also be available for use by the County building maintenance and road departments as needed.

2. 500 Gallon Two-Compartment Double-Walled Fuel Tank & Pump Equipment - \$12,000

We are requesting approval to purchase a 500 gallon two-compartment double-walled fuel tank with two pumps and nozzles to be located on the Events Complex.

During the busy months the equipment on the Events Complex utilizes a substantial amount of fuel, both diesel and gas. Currently, Events Complex staff has to load a 50-80 gallon tank into the back of their pick-up and drive up to the road department and fill the tank from the County's supply (weekly during busy months). Then when they get back to the facilities they have to unload it. The fuel is pumped into the Complex tractors, trucks, miscellaneous small equipment and fuel cans using a hand pump. Handling large quantities of fuel this way is both extremely time consuming and unsafe. I also believe that due to all this handling some of the fuel is getting contaminated causing issues with vehicle operation.

The proposed storage tank meets all the environmental requirements and laws, will hold 250 gallons of diesel and 250 gallons of regular gas, has electrical operated pumps, easily assessable by Complex equipment, and having the fuel delivered and stored on site will save hours and hours of labor costs and valuable time traveling back and forth transporting the fuel. Additionally, having the fuel delivered will reduce the hazards possible when transporting quantities of fuel by county personnel in portable containers.

3. Priefert Roping Chute - \$2,200

A few years ago, we were successful in getting Priefert to donate a heavy duty roping chute to use for the numerous large roping events we host. We had an incident this last season when the chute broke and the event was held up for several hours until it was repaired. To avoid this delay in the future, we are requesting approval to purchase a second Priefert chute to have as backup that can be traded out very quickly.

4. Gates & Panels - \$15,000

On going repairs and replacement of gates and panels throughout the year.

5. Safety Lighting - \$10,000

Each year, we have made improvements (camp grounds) on the facility utilizing more and more space. As we expand, we need to address public safety by implementing a plan to begin adding safety night lights in strategic locations throughout the facility. We are requesting \$10,000 to begin this process. We will be utilizing 400 watt metal-halide fixtures mounted to recycled power poles in numerous locations. We preplanned, when running power for the RV pedestals and have conduit and a power source available.

6. Underground Irrigation Pipe to Scott Property - \$6,000

We are requesting \$6,000 to install an underground irrigation line to connect the main well feed to the Scott property purchased by Humboldt County. The project consists of trenching for and installing approximately 1,100 ft. of 8 in. pipe, three valves, and miscellaneous fittings. Currently, the temporary line runs above ground which has to be removed and reinstalled after various events as the area is used for parking. Moving this line is very time consuming during a very busy work schedule. It is imperative that we keep these parcels in irrigation as we are still proving our well.