

ADMINISTRATION, FISCAL AND INTERNAL SERVICES

ADMINISTRATION, FISCAL AND INTERNAL SERVICES

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**BOARD OF SUPERVISORS
BUDGET 0110
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,009,719	\$ 1,153,618	\$ 1,177,979	\$ 24,361	2%
Services & Supplies	<u>168,082</u>	<u>189,582</u>	<u>178,256</u>	<u>(11,326)</u>	<u>-6%</u>
Total Appropriations	\$ 1,177,801	\$ 1,343,200	\$ 1,356,235	\$ 13,035	1%
<u>Revenues</u>					
Development Serv. Fees	\$ 2,558	\$ 4,500	\$ 3,500	\$ (1,000)	-22%
Charges for Services	31,156	33,000	25,000	(8,000)	-24%
Misc. Revenues	2,938	1,600	2,000	400	25%
Intrafund Revenues	<u>0</u>	<u>500</u>	<u>0</u>	<u>(500)</u>	<u>-100%</u>
Total Revenues	\$ 36,652	\$ 39,600	\$ 30,500	\$ (9,100)	-23%
<u>Net County Cost</u>	\$ 1,141,149	\$ 1,303,600	\$ 1,325,735	\$ 22,135	2%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	15	15	14	(1)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 42,466
Services & Supplies	<u>31,832</u>
Total Appropriations	\$ 74,298
<u>Net County Cost</u>	\$ 74,298
	<u>2004-05</u>
Restored Positions	1

BOARD OF SUPERVISORS – 0110

FUNCTION

The five members of the Board of Supervisors are elected to serve as the legislative, policymaking body of the County. The Board is empowered by the State Constitution, the laws of California, and the Fresno County Charter to enact ordinances and establish policies that provide for the health, safety, and welfare of County residents. The Board is accountable for the appropriation of public funds under their jurisdiction and appoints the County Administrative Officer who is responsible to supervise and manage County operations necessary to meet State mandates and carry out local service priorities. Board Member Assistants are responsible for assisting Board Members in a confidential capacity by performing research, constituent liaison work, and providing secretarial services. The Clerk to the Board's Office is responsible for a variety of ministerial duties in support of the Board. The Clerk also administers the property assessment equalization program, serves as filing officer for Statements of Economic Interests, and is responsible for certifications of tract and parcel maps for recordation.

OVERVIEW

The 2004-05 Recommended Budget of \$1,356,235 represents a Target Budget. In order to meet the Target Budget for 2004-05, one vacant position is recommended for deletion, which will result in significant impacts to the operation of the Clerk to the Board's Office and does not allow the department to maintain current service level. The Department Request Above Recommended Budget section addresses those issues. Staffing is recommended at 14 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a net increase of 2% over the prior year. Recommended funding includes the increases in workers' compensation, health insurance contribution and retirement rates; negotiated benefit adjustments; and normal step advances which are offset by the reduction in staffing.

SERVICES AND SUPPLIES

- Services and Supplies represent a net decrease of 6% from the prior year. Recommended funding reflects an increase in Special Departmental Expenses (\$500) and Commissions/Advisory Boards (\$1,000) based on actual costs in the prior year. In order to make Target Budget funding has been eliminated for the maintenance and support for Questys, the Clerk's new imaging system (\$15,500). A substantial decrease was also made in Office Expenses (\$16,332). Those issues are addressed in the Department Request Above Recommended Budget section.

SUMMARY OF REVENUES

- Revenues are recommended at a decreased level from 2003-04.
 - Development Services Fees (\$3,500). Represent a decrease based on actual recovery of costs in 2003-04 from the Public Works and Planning Department budget (4360) for processing of land use applications.

BOARD OF SUPERVISORS - 0110

- Charges for Services (\$25,000). Represent a decrease based on actual recovery of costs for services provided to other County departments and agencies in the prior year.
- Miscellaneous Revenues (\$2,000). Represent an increase based on actual receipts in the prior year. Includes monies received for making copies, recording cassette tapes for clients, and the sale of ordinance codes.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The department has requested funding above the recommended Target Budget for the restoration of one staff position, including associated operational costs, at a cost of \$42,466. Filling this position is critical in order for the department to maintain the current service level. This position is utilized to input agenda items to create the Board of Supervisors' agenda, develop the action summary minutes, process agenda items for signature and distribution, assign file numbers agreement and resolution numbers, maintain tape-recording systems, and numerous other tasks.

PRIORITY ONE – RESTORE FUNDING FOR ONE STAFF POSITION

- One Office Assistant III – Conf. 42,466

TOTAL NET COUNTY COST OF PRIORITY ONE **\$42,466**

The department has requested funding above the recommended Target Budget for the restoration of maintenance and support of the Clerk's new imaging program, Questys, at a cost of \$15,500. This software program was purchased in the prior year and is scheduled to become operational Countywide within the next few months. The maintenance and support of this program is critical as departments begin the transition to the new program.

PRIORITY TWO – RESTORE FUNDING FOR MAINTENANCE & SUPPORT FOR QUESTYS

- Maintenance & Support of Questys 15,500

TOTAL NET COUNTY COST OF PRIORITY TWO **\$15,500**

The department has requested funding above the recommended Target Budget for the restoration of Office Expenses at a cost of \$16,332. Based on prior year's actual costs, the department will not be able to continue to have Graphic Communication Services print the agenda or agenda packets if this is eliminated.

PRIORITY THREE – RESTORE FUNDING FOR OFFICE EXPENSE

- Office Expense 16,332

TOTAL NET COUNTY COST OF PRIORITY THREE **\$16,332**

TOTAL DEPARTMENT REQUEST ABOVE TARGET **\$74,298**

BOARD OF SUPERVISORS - 0110

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0415	Chairman, Board of Supervisors	Elected	1	1	\$ 91,313
0410	Member, Board of Supervisors	Elected	4	4	342,092
0420	Board Member Assistants	1301	5	5	216,820
3025	Clerk to Board of Supervisors	G	1	1	65,798
3026	Assistant Clerk, Board of Supervisors	H	1	1	46,954
3623	Program Technician II-C	1218	2	2	71,468
3081	Office Assistant III-C	844	<u>1</u>	<u>0</u>	<u>0</u>
Subtotal			15	14	\$ 834,445
Remuneration					10,571
Auto Allowance					<u>18,539</u>
TOTAL REGULAR SALARIES					\$ 863,555

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
3081	Office Assistant III-Conf.	Vacant	844	<u>-1</u>	<u>\$ 42,466</u>
	Cost of Restoring Vacant Position			-1	\$ 42,466

**COUNTY ADMINISTRATIVE OFFICE
BUDGET 0120
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,377,422	\$ 1,220,707	\$ 1,202,282	\$ (18,425)	-2%
Services & Supplies	<u>98,461</u>	<u>141,051</u>	<u>153,165</u>	<u>12,114</u>	<u>9%</u>
Total Appropriations	\$ 1,475,883	\$ 1,361,758	\$ 1,355,447	\$ (6,311)	0%
<u>Revenues</u>					
Operating Transfers In	\$ 19,483	\$ 0	\$ 0	\$ 0	0%
Fines, Forf. & Penalties	80,000	80,000	80,000	0	0%
Charges for Services	31,754	30,245	30,245	0	0%
Intrafund Revenues	<u>204,590</u>	<u>247,500</u>	<u>247,500</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 335,827	\$ 357,745	\$ 357,745	\$ 0	0%
<u>Net County Cost</u>	\$ 1,140,056	\$ 1,004,013	\$ 997,702	\$ (6,311)	-1%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	17	15	13	(2)	

Department Requests Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Salaries & Benefits	<u>\$ 80,000</u>
Total Appropriations	\$ 80,000
<u>Net County Cost</u>	\$ 80,000
Additional Positions	1

COUNTY ADMINISTRATIVE OFFICE – 0120

FUNCTION

The County Administrative Office (CAO) is responsible for administering the affairs of County government. As such, the office works with various local, State, and Federal entities to address community concerns and overall issues in the operation of the County. This office conducts continuous research in administrative policies and practices with special emphasis being placed on the review of interdepartmental coordination and management to ensure that service to the public is provided in the most efficient manner possible. This office develops the annual recommended budget for the Board of Supervisors' consideration and exercises budgetary control over departmental expenditure of funds and use of personnel. The County Administrative Office also provides liaison and coordination activities for the budgeting, financing, and management of capital improvement projects; acts as negotiator in County litigation matters; and is responsible for all emergency-related activities.

OVERVIEW

The 2004-05 Recommended Budget represents a Target Budget. The budget includes the deletion of two vacant Principal Administrative Analyst and one vacant Administrative Secretary positions. Staffing is recommended at 13 positions, a net decrease of 2 from the prior year level.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- To meet Target Budget, the following actions are recommended:
 - The deletion of two vacant Principal Administrative Analyst positions.
 - The deletion of one vacant Administrative Secretary position. This action is consistent with Personnel Services' review in the prior year of the clerical and administrative support classifications of the department. The position will be filled at a lower level classification.

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year as a result of filling the vacant positions at a lower level classification.

Recommended funding includes:

- Fire Warden, Extra-Help (\$32,370).
- Staffing is recommended at 13 positions, a decrease from the 2003-04 level.

SERVICES AND SUPPLIES

- Services and Supplies recommended at the prior year level based on actual costs.

UCOUNTY ADMINISTRATIVE OFFICE – 0120

SUMMARY OF REVENUES

- Revenues are recommended at prior year level based on actual receipts.
 - Fines, Forfeitures and Penalties (\$80,000). Criminal Justice Temporary Construction Fund monies are estimated at the prior year level to offset a portion of costs related to staff support provided to justice activities.
 - Charges for Services (\$30,245). Recommended at prior year level based on actual receipts for staff support provided on various Capital Projects.
 - Intrafund Revenues (\$247,500). Recommended at prior year level based on actual receipts for staff support.

DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

The County Administrative Office has requested funding above the recommended Target Budget for the position of Public Information Officer (PIO). This position provides media support to the Board of Supervisors, as well as County departments.

PRIORITY ONE – FUNDING FOR PUBLIC INFORMATION OFFICER POSITION

- | | |
|-----------------------|--------|
| • Salaries & Benefits | 80,000 |
|-----------------------|--------|

TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

\$80,000

COUNTY ADMINISTRATIVE OFFICE - 0120

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8020	County Administrative Officer	FLAT	1	1	\$ 142,558
8225	Deputy County Administrative Officer	C	2	2	190,738
2247	Principal Administrative Analyst	E	4	2	130,866
2270	Senior Administrative Analyst	F	3	3	175,548
3170	Administrative Assistant to CAO	H	1	1	43,926
3166	Administrative Secretary - Conf.	1211	2	1	39,933
2206	Administrative Analyst II	1581	1	2	82,528
3161	Secretary IV-Conf.	1135	<u>1</u>	<u>1</u>	<u>29,624</u>
Subtotal			15	13	\$ 835,721
Voluntary Furlough					(3,498)
Steno Allowance					1,566
Auto Allowance					<u>6,156</u>
TOTAL REGULAR SALARIES					\$ 839,945

VACANT POSITIONS RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2247	Principal Administrative Analyst	Vacant	E	-2	\$ 180,549
3166	Administrative Secretary - Conf.	Vacant	1259	<u>-1</u>	<u>56,326</u>
Cost of Restoring Vacant Positions				-3	\$ 236,875

COUNTY ADMINISTRATIVE OFFICE - GRANTS
BUDGET 0122
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 98,515	\$ 126,276	\$ 133,336	\$ 7,060	6%
Services & Supplies	<u>37,998</u>	<u>19,694</u>	<u>110,080</u>	<u>90,386</u>	<u>459%</u>
Total Appropriations	\$ 136,513	\$ 145,970	\$ 243,416	\$ 97,446	67%
<u>Revenues</u>					
Intrafund Revenues	\$ 23,343	\$ 23,493	\$ 139,787	\$ 116,294	495%
Realignment	23,343	23,493	23,230	(263)	-1%
Other Financing	<u>89,827</u>	<u>98,984</u>	<u>80,399</u>	<u>(18,585)</u>	<u>-19%</u>
Total Revenues	\$ 136,513	\$ 145,970	\$ 243,416	\$ 97,446	67%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	2	2	2	0	

COUNTY ADMINISTRATIVE OFFICE – GRANTS – 0122

FUNCTION

The County Administrative Office-Grants budget provides funding and accounts for revenue received to fund staff support services to the Interagency Council for Children and Families. The Board of Supervisors created the Council in March 1994 under the auspices of the Presley-Brown Interagency Children's Services Act (Senate Bill 997). In addition to providing staff support to the Interagency Council, County grants development functions are funded in this budget.

OVERVIEW

The 2004-05 Recommended Budget of \$243,416 reflects an increase in appropriations and revenues over the 2003-04 Adopted Budget. Fresno County's share of (cash) cost for this budget reflects an increase over the prior year due to staff in this budget also providing grants development and other support functions for the County Administrative Office. The County cost is funded through Intrafund Revenues from the Human Services Finance budget (5600), CAO Administrative Office Budget (0120) and the State/Local Program Health Realignment funds. In addition, Fresno County will be credited for an in-kind contribution of \$14,605 composed of space and utilities, telephone charges, and County overhead costs. Staffing is recommended at the prior year level of two positions.

DEPARTMENT COMMENTS

The Interagency Council has become an integral part of county government, performing oversight or policy committee functions for County of Fresno Department of Children and Family Services initiatives. This is a significant contribution in that it reduces the need for the duplication of establishing and staffing those committees required by State and Federal Agencies. The community wide report card developed by the Interagency is now in its third year of production. The report has become a tool used throughout the County in grant writing and as a tool for identifying priorities in funding and program development. Neighborhood Resource Centers, the centerpiece of the Interagency Council work, are being coordinated with the implementation of Family-to-Family the County adopted Department of Children and Family Services initiative.

The grants development portion of this budget which was established in November of 2003 has surveyed County Departments to identify needs in the area of grant writing. In response to the survey, capacity building workshops to develop grant-writing skills among department staff are being planned. Coordination among County departments and other sectors of the community has also begun in response to specific requests for support identified in the survey.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, reflect an increase over the 2003-04 Adopted Budget due to an increase in Retirement contributions based on higher rates and negotiated benefit adjustments and normal step advances. Staffing is recommended at the prior year level of two positions.

UCOUNTY ADMINISTRATIVE OFFICE – GRANTS – 0122

SERVICES AND SUPPLIES

- Services and Supplies reflects an increase over the prior year level due primarily to an increase in Professional and Specialized Services to finance the cost of developing a grant program for child welfare related projects. Collecting data for the continuation of producing a community-wide report card, estimated at the prior year level.

SUMMARY OF REVENUES

- Revenues are recommended at \$243,416, an increase over the prior year based on projected program costs for 2004-05.
- Intrafund Revenues estimated at an increase over the prior year represents revenue from Human Services Finance (5600), and the County Administrative Office (0120) to partially fund the County's share-of-cost for this budget. Intrafund revenues from the Department of Children and Family Services (5640) will be used to develop a grant program for child welfare related projects.
- State/Local Program Health Realignment Trust Fund estimated at a decrease over the prior year, is utilized to partially fund the County's share-of-cost for this budget.
- Other financing estimated at a decrease over the prior year, represents a reduction of one sponsoring member contribution as a result of the United Way not participating in this capacity for this year. Sponsoring members contributing to the 2004-05 budget are the Fresno Unified School District, County Department of Education, City of Fresno, Workforce Development Board, Clovis Unified School District, and Fresno County Economic Opportunities Commission.

COUNTY ADMINISTRATIVE OFFICE - GRANTS - 0122

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2247	Principal Administrative Analyst	E	1	1	\$ 62,271
3142	Secretary III - Conf.	881	<u>1</u>	<u>1</u>	<u>33,070</u>
Subtotal			2	2	\$ 95,341
	Steno Allowance				<u>520</u>
TOTAL REGULAR SALARIES					\$ 95,861

**COUNTY ADMINISTRATIVE OFFICE
ECONOMIC DEVELOPMENT
BUDGET 0123
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 354,128	\$ 360,821	\$ 379,867	\$ 19,046	5%
Services & Supplies	<u>29,731</u>	<u>25,801</u>	<u>23,830</u>	<u>(1,971)</u>	<u>-8%</u>
Total Appropriations	\$ 383,859	\$ 386,622	\$ 403,697	\$ 17,075	4%
<u>Revenues</u>					
Charges for Services	\$ 0	\$ 10,000	\$ 20,000	\$ 10,000	100%
Intrafund Revenues	<u>0</u>	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>100%</u>
Total Revenues	\$ 0	\$ 10,000	\$ 26,000	\$ 16,000	160%
<u>Net County Cost</u>	\$ 383,859	\$ 376,622	\$ 377,697	\$ 1,075	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	3	3	3	0	

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT - 0123

FUNCTION

The Board of Supervisors established the County Administrative Office - Economic Development unit on April 23, 2002, to intensify efforts to stimulate job creation, diversify the economic base, and improve labor force preparedness in Fresno County. The unit will coordinate with local and regional representatives to develop and implement economic strategies and assists businesses that are going through the development process. It will also assume a coordinating role in the County's tourism activities.

OVERVIEW

The 2004-05 Recommended Budget represents an increase in net County cost as compared to the 2003-04 Adopted Budget. Cost increases in Salaries and Benefits are being offset by an increase in revenues and recommended reductions in Services and Supplies.

The Fresno County Board of Supervisors has taken numerous positive steps that advantageously position the County to face the economic challenges of the 21st Century. Working together with the County's 15 cities, the business sector, non-profit organizations, County residents, the Board of Supervisors is promoting the creation of two regional vocational training facilities to improve the skills of the workforce in Fresno County and improve the earning potential of residents. The Board has also modified the County Zoning Ordinance to facilitate the creation of agricultural value added processes and the marketing of agricultural products through tourism retail outlets.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The County of Fresno will be an important partner in the implementation of the Regional Jobs Initiative and work towards achieving the objectives of this major economic development effort in collaboration with several private and public organizations.
- In the western region of Fresno County, implementation of an economic development action plan designed to improve economic conditions on the West Side, address strategic transportation corridors planning, and promote the creation of jobs will be initiated. In the eastern region of Fresno County, the County of Fresno will continue to collaborate with the Five Cities Economic Development Authority and the Golden State Corridor Project to implement new economic development strategies for the region.

SALARIES AND BENEFITS

- Recommended funding for Salaries and Benefits represents a 5% increase over the prior year. This includes increases in employee benefit costs.

SERVICES AND SUPPLIES

- Recommended appropriation for Services and Supplies represents an 8% decrease as compared to the prior year due to recommended reductions in the Membership and Travel and Education accounts.

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT -
0123

SUMMARY OF REVENUES

- Revenues are recommended at \$26,000, which represents a \$16,000 increase from the prior year.
 - Charges for Services (\$20,000). Estimated revenue for reimbursable staff activities including \$15,000 from the Public Works and Planning - Roads budget (4510) and \$5,000 from American Avenue Disposal Site budget (9026). These charges are associated with the implementation of the West Side Economic Development Action Plan which contains infrastructure-related projects on transportation corridors, flooding and solid waste components.
 - Intrafund Revenues (\$6,000). Estimated revenues to finance efforts directed to the creation of vocational training facilities to benefit individuals receiving public assistance and social services.

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT - 0123

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8211	Assistant County Administrative Officer - Econ. Dev.	B	1	1	\$ 141,804
2247	Principal Administrative Analyst	E	1	1	87,828
3166	Administrative Secretary - Conf.	1211	<u>1</u>	<u>1</u>	<u>39,780</u>
Subtotal			3	3	\$ 269,412
	Steno Allowance				712
	Auto Allowance				<u>6,156</u>
TOTAL REGULAR SALARIES					\$ 276,280

ADVERTISING COUNTY RESOURCES

BUDGET 1930

General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 171,510	\$ 242,208	\$ 242,208	\$ 0	0%
Services and Supplies	<u>0</u>	<u>0</u>	<u>220</u>	<u>220</u>	<u>100%</u>
Total Appropriations	\$ 171,510	\$ 242,208	\$ 242,428	\$ 220	0%
<u>Revenues</u>					
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 171,510	\$ 242,208	\$ 242,428	\$ 220	0%

Department Request Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Other Charges	<u>\$ 132,708</u>
Total Appropriations	\$ 132,708
<u>Net County Cost</u>	\$ 132,708
Additional Positions	0

ADVERTISING COUNTY RESOURCES – 1930

FUNCTION

The Advertising County Resources budget funds service contracts developed for the purpose of promoting the trade and commerce of Fresno County. This budget is used to appropriate Fresno County's contributions to the Economic Development Corporation Serving Fresno County (EDC) and the Fresno City and County Convention and Visitors' Bureau.

OVERVIEW

The 2004-05 Recommended Budget represents a target budget. The recommended funding includes the allocation of \$117,000 to promote countywide tourism activities and the continued implementation of Fresno County's Tourism Master Plan. In FY 2003-04 additional funds had been available as a carryover to fund tourism at the level of \$181,000.

Also recommended in this budget is the allocation of \$125,208 to the Economic Development Corporation Serving Fresno County (EDC) for the continued implementation of economic development marketing programs and the promotion of job creation in Fresno County, consistent with the economic element of the General Plan. The EDC plays a very important role in the implementation of the Fresno Regional Jobs Initiative (RJI). The RJI is targeting the creation of 30,000 net new jobs in the next five years. The Board of Supervisors is a strong supporter of this regional economic development effort along with other cities and the private sector. Other important strategic economic development efforts continue to be implemented in 2004-05 including the West Side Economic Action Plan, the Five Cities Authority and the Golden State Business Development Corridor business development initiatives.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The (EDC) will continue its marketing efforts to expand and create jobs in Fresno County with an emphasis on the new economic development strategies being implemented on the East and West side regions of Fresno County.
- The County of Fresno's Director of Tourism will continue the implementation of the Fresno County's Tourism Master Plan. The primary goal of this program is to expand and increase the number of jobs in the hospitality industry. Continued funding for the position of Director of Tourism is recommended. Tourism-related projects to be targeted in Fiscal Year 2004-05 include the continued coordination of conventioners and marketing programs designed to encourage them to stay longer in Fresno County. An example of those programs includes implementation of Golf Package Marketing Program and providing visitors with information about other attractions in Fresno County such as the new Fresh Fruit Trail.
- The Director of Tourism is also responsible for coordinating the Fresno County Film Commission activities.

OTHER CHARGES

- Other Charges, recommended at \$242,208, reflect the same level of funding as the prior year.

Recommended funding includes:

UADVERTISING COUNTY RESOURCES – 1930

- A base allocation of \$125,208 for the EDC. This represents the same level of funding as the prior year. The EDC estimates that approximately 2,000 new jobs a year are created by firms relocating to Fresno County and an estimated 716 new jobs are created by existing firms expanding operations.
- An allocation in the amount of \$117,000 for the continued implementation of the Fresno County Tourism Master Plan. The amount of \$96,000 will be allocated to finance the cost of the Director of Tourism; the remaining amount of \$21,000 will be used to pay for services and supplies expenses associated with the Tourism Program. In FY 2003-04 budget a carryover of \$64,000 was included to fund the full year level of \$181,000. To meet target budget constraints \$117,000 is the full amount that is available for FY 2004-05. Tourism projects that promote private-public financial partnerships in advertising will continue to be encouraged.

SERVICES AND SUPPLIES

- Services and Supplies shows an increase of \$220 to finance the cost of PeopleSoft charges not previously included in this budget unit.

PENDING FACTORS

- In 2003-04, the work of the Director of Tourism was performed under a contract with the Fresno Convention and Visitors Bureau that will expire on June 30, 2004. It is not known if a new agreement with the Visitors Bureau will be in place after June 30, 2004, because alternatives to the current arrangement are also being considered. The County Administrative Office will prepare a recommendation as to how these funds will be ultimately allocated.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The County Administrative Office has requested funding above the recommended budget for the additional allocation of \$7,500 as a membership contribution to the Five Cities Economic Development Authority and the allocation of \$125,208 to the EDC.

Priority One – Membership in the Five Cities Economic Development Authority

The County of Fresno is currently an ex-officio member of the Five Cities Economic Development Authority. The Authority has extended an invitation to the County of Fresno to become a full-voting member with the same rights and duties as the other members. Current membership of the Authority includes the cities of Fowler, Selma, Sanger, Parlier and Reedley.

Total Net County Cost of Priority One

\$7,500

Priority Two – Provide additional base allocation to EDC

The request to double the allocation to the EDC would increase the investment of the County of Fresno in the retention and expansion of businesses including the marketing of new businesses in Fresno County. This investment can expand the economic base in the community, increase the number of individuals employed and improve revenues generated from the business community.

Total Net County Cost of Priority Two

\$125,208

Total Department Requests above Recommended Budget

\$132,708

COUNTY CLERK - ELECTIONS
BUDGET 2850
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,470,561	\$ 1,669,778	\$ 2,360,424	\$ 690,646	41%
Services & Supplies	1,477,825	2,266,807	2,231,101	(35,706)	-2%
Administrative Overhead	<u> </u>	<u> 0</u>	<u> 49,204</u>	<u> 49,204</u>	<u> 100%</u>
Total Appropriations	\$ 2,948,386	\$ 3,936,585	\$ 4,640,729	\$ 704,144	18%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 110,882	\$ 105,000	\$ 105,000	\$ 0	0%
State Aid	0	0	0	0	0%
Charges for Services	875,118	540,000	744,000	204,000	38%
Misc. Revenues	17,740	22,760	22,260	(500)	-2%
Intrafund Revenues	<u> 32,054</u>	<u> 30,000</u>	<u> 938,904</u>	<u> 908,904</u>	<u> 3030%</u>
Total Revenues	\$ 1,035,794	\$ 697,760	\$ 1,810,164	\$ 1,112,404	159%
<u>Net County Cost</u>	\$ 1,912,592	\$ 3,238,825	\$ 2,830,565	\$ (408,260)	-13%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	27	28	39	11	

COUNTY CLERK-ELECTIONS – 2850

FUNCTION

The County Clerk - Elections Division is responsible for registering voters; maintaining voter records; verifying petitions; and conducting Federal, State, and County elections. The division also conducts elections for special districts, school districts, and all cities, except the City of Clovis. The County Clerk provides support services to the City of Clovis when conducting its own elections.

The County Clerk issues marriage licenses, conducts civil marriage ceremonies, processes passport applications, and serves as the filing officer for Fictitious Business Name Statements, Notary Bonds, Environmental Impact Reports, Coroner's Reports, and other miscellaneous documents.

The County Clerk is responsible for the County's Records Management program for inactive records. This program works with all county departments to establish the legal retention timeframe for proper storage of paper records. The County Clerk Department incorporates the boxed paper records into storage at the Central Warehouse. Each department will be notified when their records reach the appropriate legal deadline to enable a reduction of unnecessary paper storage.

OVERVIEW

The 2004-05 Recommended Budget of \$4,640,729 reflects a 13% decrease in net County cost from the 2003-04 Adopted Budget primarily due to the Presidential General election in November 2004 and the increase of Records Management services provided to county departments. The department will conduct two elections in 2004-05: the November 2004 Presidential General Election which will require approximately 75% County funding and the December 2004 Retirement Board election which is 100% revenue offset. On April 13, 2004, your Board approved the transfer of full responsibility for the Human Services warehousing function from the former Human Services System (HSS) Administration (5600) to the County Clerk, in conjunction with the Records Management program. Staffing is recommended at a level of 39 positions, which includes 11 warehouse-related positions transferred in the prior year from the former HSS Administration budget (5600). Funding for the Human Services Archives warehouse function is 100% offset with State and Federal Social Services allocations.

DEPARTMENT COMMENTS

The 2004 Presidential Election will place significant demands on the County Clerk's office. Given the budgetary reductions from prior years and this year's 13% reduction, our department is at the minimum level of staffing and resources required to conduct successful elections. The County Clerk's Department has continuously improved on efficiencies within all of its divisions; however, any additional reduction would threaten our ability to conduct fair and efficient elections as well as fulfill the statutory mandates placed on our department.

UCOUNTY CLERK-ELECTIONS – 2850

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- To minimize cost increases in this budget, the following changes are being implemented:
- A decrease (5.5 man-months) in required data processing services from the Information Technology Services Department due to the transfer of one (1) Information Technology Analyst from the Information Technology Systems Department to the County Clerk Department in 2003-04.
- The incorporation of the Human Services Archives warehouse function into the County Clerk's Department is expected to reduce ongoing Human Services Archive storage costs through a consistent purge process and the implementation of imaging.
- The consolidation into one building of the warehouse functions provided an opportunity to share "like" equipment. The County Clerk's Department returned equipment to Fleet Services, thereby creating a savings in County expenses.

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended, represent an increase over the 2003-04 adopted budget due primarily to the prior year transfer of 11 positions from the former HSS Administration (5600).

SERVICES AND SUPPLIES

- Services and Supplies, as recommended, reflect a slight decrease from the prior year primarily due to a decrease in election-related costs.

SUMMARY OF REVENUES

- Revenues are recommended at a 159% increase from the prior year due primarily to the recovery of costs associated with the transfer of the Human Services warehousing function to the County Clerk.
 - Licenses, Permits, and Franchises. Revenue from marriage licenses is estimated to remain the same as the prior year.
 - State Aid (\$0). State mandated reimbursement revenues for absentee ballot costs are not included due to the deferral of all state mandated payments.
 - Charges for Services. Projected at an increase based on an estimated 25% revenue offset for the November 2004 Presidential General Election. The December 2004 Retirement Board election is 100% revenue offset.
 - Miscellaneous Revenues. Estimated at a slight decrease based on prior year actual receipts. This account includes reimbursement of ½ a Program Technician position, which is shared with LAFCo (\$20,520).
 - Intrafund Revenues. Projected at a significant increase based on growth of the Records Management program including additional County departments and the new Human Services warehousing function.

UCOUNTY CLERK-ELECTIONS – 2850

PENDING FACTORS

- The 2004-05 Proposed State Budget includes deferring all mandate reimbursements to counties. This budget does not include State Mandate reimbursement revenues related to absentee ballot costs, estimated to be \$150,000.
- Proposition 41, the Voting Modernization Bond Act of 2002, was passed by the voters in March 2002. The proposition backdates the eligibility of voting system purchases to January 1, 1999. However, Fresno County is not eligible for reimbursement of its existing optical scan voting system (purchased in May 1999) because the proposition requires that the County be making payments on the date the article became effective.
- The County Clerk/Registrar of Voters is reviewing the use of Proposition 41 funds for the purchase of touchscreen voting devices that would increase the ability to address legal requirements including disabled assistance, if necessary.
- Currently, Fresno County may be eligible for \$4,266,077.65 under Proposition 41 for the purchase of a touchscreen voting system. Potential funding related to these measures is not included in the recommended budget.
- The Federal Help America Vote Act of 2002 became law on October 29, 2002. This Federal bill includes funding for improving or obtaining voting systems; improving accessibility or number of polling places; educating voters/training poll workers; improving verification of voters and investigating fraud; and improving administration of elections. This bill includes a mandate that every polling location be equipped with an accessible voting device that allows disabled individuals to vote unassisted. The formula for the distribution of these funds has yet to be determined, but the Fresno County Clerk/Registrar of Voters proposes to use its allocation as an offset for the County match required for Proposition 41 funds (\$1 for every \$3 in grant funds) to upgrade to touchscreen voting machines.

COUNTY CLERK - ELECTIONS - 2850

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0030	County Clerk/Registrar of Voters	Elected	1	1	\$ 96,064
2205	Assistant Registrar of Voters	F	1	1	58,986
3029	County Clerk Program Coordinator	1631	3	3	153,977
3166	Administrative Secretary - Conf.	1211	1	1	39,933
2297	Principal Staff Analyst	E	1	1	62,744
2240	Senior Systems and Procedures Analyst	2078	1	1	68,539
3707	Information Technology Analyst IV	2114	1	1	67,088
2213	Systems and Procedures Analyst I	1247	1	1	42,778
3620	Program Technician I	1046	4	4	133,168
3621	Program Technician II	1171	4	4	153,395
3070	Supervising Office Assistant II	1222	0	1	38,610
3080	Office Assistant III	880	4	14	412,562
3110	Office Assistant II	790	3	3	73,792
3440	Stock Clerk II	795	2	2	48,313
3260	Account Clerk III	827	1	1	30,668
Subtotal			28	39	\$ 1,480,617
Remuneration					2,106
Auto Allowance					6,156
Bilingual Pay					6,600
Less Salary Savings					(12,386)
TOTAL REGULAR SALARIES					\$ 1,483,093

**CENTRAL WAREHOUSE
BUDGET 8915
Internal Service Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 304,213	\$ 317,566	\$ 299,526	\$ (18,040)	-6%
Services & Supplies	10,360,431	8,040,405	5,219,013	(2,821,392)	-35%
Other Charges	30,073	30,761	32,627	1,866	6%
Fixed Assets	64,435	0	0	0	0%
Total Appropriations	\$ 10,759,152	\$ 8,388,732	\$ 5,551,166	\$ (2,837,566)	-34%
<u>Revenues</u>					
Charges for Services	\$ 10,614,162	\$ 8,268,949	\$ 5,459,513	\$ (2,809,436)	-34%
Use of Money & Property	74,968	40,200	40,000	(200)	0%
Misc. Revenues	70,022	79,583	51,653	(27,930)	-35%
Total Revenues	\$ 10,759,152	\$ 8,388,732	\$ 5,551,166	\$ (2,837,566)	-34%
<u>Net Income / (Loss)</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	7	7	6	(1)	

CENTRAL WAREHOUSE - INTERNAL SERVICE FUND – 8915

FUNCTION

The Central Warehouse is a branch of the County Clerk/Registrar of Voters Department. It provides centralized storage space to permit the purchase of large quantities of materials at substantial discounts, and also serves as a secure storage facility for the County's Records Management Program. The County benefits from the centralized storage, discounted purchases, and other storage savings associated with centralized purchasing, distribution and storage of commonly used goods and supplies.

OVERVIEW

The 2004-05 Recommended Budget of \$5,551,166 reflects a decrease in appropriations and revenues from the 2003-04 Adopted Budget primarily due to a reduction in countywide purchases. Staffing is recommended at six positions, which is a reduction of one position from the prior year.

DEPARTMENT COMMENTS

The Central Warehouse centralizes billings for the purchase of office supplies, furniture, janitorial supplies, typewriter and copier maintenance, and document shredding services. Invoices for these various processes are consolidated, thereby reducing the number of payments issued to vendors. Additional records storage racks were installed which will expand the records storage capability within the Central Warehouse.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended, represent a decrease from the prior year due to the elimination of one Stock Clerk position.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$5,219,013, represent a decrease from the prior year due primarily to lower projected inventory sales.

OTHER CHARGES

- Other Charges of \$32,627 for furniture, equipment, and structure depreciation reflect an increase for additional depreciation for new storage containers.

SUMMARY OF REVENUES

- Revenues, as recommended, reflect a decrease from the prior year. The Central Warehouse recovers its costs through a surcharge to County departments and other governmental agencies making purchases.
 - Charges for Services decreased from the prior year due to reduced utilization of warehouse inventory by County Departments.
 - Miscellaneous Revenues have decreased primarily due to the loss of revenue from Graphic Communications following the relocation of that Division out of the Central Warehouse.

CENTRAL WAREHOUSE - INTERNAL SERVICE FUND - 8915

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2216	Warehouse Manager	G	1	1	\$ 58,281
3432	Supervising Stock Clerk	1138	1	1	36,149
3440	Stock Clerk II	828	3	2	52,169
3080	Office Assistant III	915	1	1	28,541
3110	Office Assistant II	822	<u>1</u>	<u>1</u>	<u>23,809</u>
TOTAL REGULAR SALARIES			7	6	\$ 198,949

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3440	Stock Clerk II	Vacant	828	<u>-1</u>	<u>\$ 38,639</u>
	Cost of Restoring Vacant Position			-1	\$ 38,639

**VETERANS' SERVICE OFFICE
BUDGET 7110
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 190,478	\$ 206,449	\$ 209,219	\$ 2,770	1%
Services & Supplies	<u>24,703</u>	<u>16,972</u>	<u>22,836</u>	<u>5,864</u>	<u>35%</u>
Total Appropriations	\$ 215,181	\$ 223,421	\$ 232,055	\$ 8,634	4%
<u>Revenues</u>					
State Aid	\$ 60,000	\$ 65,500	\$ 74,210	\$ 8,710	13%
Misc. Revenues	<u>1,250</u>	<u>750</u>	<u>750</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 61,250	\$ 66,250	\$ 74,960	\$ 8,710	13%
<u>Net County Cost</u>	\$ 153,931	\$ 157,171	\$ 157,095	\$ (76)	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	4	4	4	0	

VETERANS' SERVICE OFFICE – 7110

FUNCTION

The Veterans' Service Office assists veterans, their spouses, widows, and dependents in applying for Federal and State veterans' benefits. This Office also provides assistance and counseling in preparing applications to Military Discharge Review Boards and Boards for Correction of Military Records. The Service Officer makes field visits to nursing homes and hospitals and approves burials at the Fresno County Veterans' Liberty Cemetery.

OVERVIEW

The 2004-05 Recommended Budget of \$232,055 reflects a decrease in net County cost from the 2003-04 Adopted Budget. Recommended funding will maintain three full-time positions and one part-time position. The part-time position will be funded at a 32-hour workweek.

DEPARTMENT COMMENTS

All of the Veterans' Service Office staff sincerely appreciates the support that your Board has given us over the years. We will continue to provide the best services that we can to the veteran community.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$209,219 reflect an increase over the prior year level due primarily to an increase in Retirement and Health Insurance contributions.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$22,836 represents an increase from the prior year level due primarily to an increase in Data Processing charges and the need to purchase a replacement copy machine.

SUMMARY OF REVENUES

- Revenues are recommended at \$74,960 and represent an increase in State Aid over the prior year requested level based on State estimates.

VETERANS' SERVICE OFFICE - 7110

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDI SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2233	Veterans' Service Officer	G	1	1	\$ 62,646
3080	Office Assistant III	880	<u>3</u>	<u>3</u>	<u>80,312</u>
TOTAL REGULAR SALARIES			4	4	\$ 142,958

**COUNTY COUNSEL
BUDGET 0710
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 3,464,709	\$ 3,594,554	\$ 3,774,653	\$ 180,099	5%
Services & Supplies	<u>525,652</u>	<u>322,121</u>	<u>312,945</u>	<u>(9,176)</u>	<u>-3%</u>
Total Appropriations	\$ 3,990,361	\$ 3,916,675	\$ 4,087,598	\$ 170,923	4%
<u>Revenues</u>					
Charges for Services	\$ 522,983	\$ 622,492	\$ 682,000	\$ 59,508	10%
Misc. Revenues	618	250	250	0	0%
Intrafund Revenues	<u>1,309,359</u>	<u>1,369,055</u>	<u>1,472,539</u>	<u>103,484</u>	<u>8%</u>
Total Revenues	\$ 1,832,960	\$ 1,991,797	\$ 2,154,789	\$ 162,992	8%
<u>Net County Cost</u>	\$ 2,157,401	\$ 1,924,878	\$ 1,932,809	\$ 7,931	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	42	38	38	0	

COUNTY COUNSEL – 0710

FUNCTION

The County Counsel represents the County and its officials in civil litigation, defends the County in administrative law proceedings, provides written and oral legal opinions to County staff, and acts as legal advisor to County boards, commissions, committees, school districts, and special districts upon request.

OVERVIEW

The 2004-05 Recommended Budget of \$4,087,598 represents a \$7,931 increase in net County cost over the 2003-04 Adopted Budget. Reductions were taken in services and supplies to minimize cost increases in this budget. Total revenues represent an 8% increase over the 2003-04 Adopted Budget due primarily to proposed increase in fees charged for legal services and billing on an hourly rate rather than a “cost applied” rate.

DEPARTMENT COMMENTS

Despite continued staffing reductions, County Counsel remains committed to providing the highest quality legal services possible with available resources to the Board of Supervisors, County staff and County boards, commissions, and special districts.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a net 5% increase over the prior year. This includes increases in employee benefits and normal step advances.

SERVICES AND SUPPLIES

- Services and Supplies represent a 3% decrease from the prior year primarily due to a reduction in Transportation, Travel and Education relating to seminars and continuing education and a reduction in Information Technology costs.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,154,789 an 8% (\$162,992) increase over the prior year due to an increase in fees for legal services and billing on an hourly rate rather than a “cost applied” rate.
 - Charges for Services (\$682,000). Represents a 10% (\$59,508) increase over the 2003-04 level based primarily on an increase of County Counsel fees for legal services for Risk Management (\$225,000), Public Administrator/Public Guardian (\$210,000), Retirement (\$70,000) and an increase in projected services provided to Special Districts (\$45,000).
 - Miscellaneous Revenues (\$250). Revenues received from copy and facsimile fees are recommended at the prior year level.

UCOUNTY COUNSEL – 0710

- Intrafund Revenues (\$1,472,539). Reflects a \$103,484 increase primarily due to the increase of County Counsel fees for legal services for LAFCo (\$24,000) and Revenue Reimbursement (\$24,000) and billing on an hourly rate rather than a “cost applied” rate for recovery of allowable costs related to Human Services and Community Redevelopment.

PENDING FACTORS

- On July 13, 2004, the County Counsel’s Office will present to your Board a recommendation to increase its legal fees from \$79.00 per-hour to \$93.50 per-hour for legal services provided to County departments, school districts, all other public agencies and State and Federal agencies. If approved, it is estimated the increased fees would generate \$135,000 in revenue, which is reflected in the recommended budget. If the fee increase is not approved, a budget amendment reducing appropriations and estimated revenue would be required.

COUNTY COUNSEL - 0710

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8035	County Counsel	Flat	1	1	\$ 141,384
0240	Assistant County Counsel	C	1	1	127,446
1207	Chief Deputy County Counsel	C	2	2	219,110
1235	Senior Deputy County Counsel	D	8	8	773,500
1234	Deputy County Counsel IV	2829	11	11	984,369
1232	Deputy County Counsel II	1971	1	1	53,048
1202	Legal Assistant III	1327	5	5	189,433
2209	Administrative Services Assistant	H	1	1	49,564
3161	Secretary IV - Conf.	1135	4	4	144,777
3081	Office Assistant III - Conf.	919	4	4	111,447
Subtotal			38	38	\$ 2,794,078
Auto Allowance					6,156
Less Salary Savings					(10,295)
TOTAL REGULAR SALARIES					\$ 2,789,939

INTEREST AND MISCELLANEOUS EXPENDITURES
BUDGET 2540
General Fund

	<u>Actual</u> 2002-03	<u>Adopted</u> 2003-04	<u>Recommended</u> 2004-05	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 898,612	\$ 1,160,834	\$ 968,688	\$ (192,146)	-17%
Other Charges	2,021,543	1,924,913	4,376,675	2,451,762	127%
Other Financing Uses	922,531	922,531	0	(922,531)	-100%
Residual Equity Transfers	<u>44,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 3,887,285	\$ 4,008,278	\$ 5,345,363	\$ 1,337,085	33%
<u>Revenues</u>					
Misc. Revenues	\$ 4,712	\$ 4,712	\$ 4,712	\$ 0	0%
Intrafund Revenues	<u>34,847</u>	<u>35,634</u>	<u>35,634</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 39,559	\$ 40,346	\$ 40,346	\$ 0	0%
<u>Net County Cost</u>	\$ 3,847,726	\$ 3,967,932	\$ 5,305,017	\$ 1,337,085	34%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Other Charges	<u>\$ 15,517</u>
Total Appropriations	\$ 15,517
<u>Net County Cost</u>	\$ 15,517

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

FUNCTION

This budget provides financing for expenditures that are general in nature and not attributable to the operation of any specific department. Appropriations primarily finance the County's short-term borrowing program, the Countywide audit and contributions to fire services.

OVERVIEW

The 2004-05 Recommended Budget of \$5,345,363 reflects a 34% (\$1,337,085) increase in net County cost over the 2003-04 Adopted Budget. The increase is primarily due to the first time contribution of Proposition 172 funds to Fresno County and Fig Garden Fire Districts (\$1,100,000). **In 2004-05, the County's Tax and Revenue Anticipation Notes (TRANS) borrowing is estimated at \$80,000,000 at a 3.0% coupon rate. Interest costs of \$2,400,000 associated with the TRANS are included in this budget. In addition, the recommended budget provides financing for five outside agencies, Countywide audit services, and the Amador Plan fire services. Funding for the Legion of Valor Museum, Historical Society, and Volunteer Bureau are recommended at the prior year level. To minimize cost increases in this budget; no General Fund contribution to the Road Fund is recommended.**

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$968,688, reflect a 17% decrease from 2003-04 due to reductions in Professional and Specialized services.

Recommended Funding includes:

- Estimated underwriter and bond counsel fees (\$50,000) which will finance costs for the 2004-05 Tax and Revenue Anticipation Notes. Each year the County issues Tax and Revenue Anticipation Notes to provide money to meet the General Fund's current year expenditures and to discharge its obligations and indebtedness. The principal of the notes and the interest thereon are paid from pledged property taxes and revenues the County anticipates to receive during the fiscal year.
- Countywide audit services (\$200,000). Funding will finance the annual independent audits required for the County's financial statement, Federal Single Audit Act, the Local Transportation Authority, Treasury Oversight Committee, Office of Criminal Justice Planning, American Avenue Disposal Site, the Special Report on the Blue Hills Disposal Site, and the Fresno County Employees Retirement Association.
- Federal Advocate Contract (\$79,176). Funding will finance the contract services with a Federal Legislative Advocate to more effectively represent the needs of the County of Fresno at the Federal level.

OTHER CHARGES

- Other Charges, recommended at \$4,376,675, represent a 127% net increase over the prior year primarily due to \$1.1 million being appropriated for Proposition 172-Fire District contributions and State Maintenance-Of-Effort rate increases related to the Amador Plan. Funding for the \$1.5 million State Child Support Penalty is not included in this budget due to the required payment being postponed to October 2005.

UNINTEREST & MISCELLANEOUS EXPENDITURES – 2540

Recommended Funding includes:

- Interest costs for the Tax and Revenue Anticipation Notes (TRANs). Interest related to the TRANs has been calculated by the Auditor-Controller/Treasurer-Tax Collector's Office at \$2,400,000, a \$1,260,000 increase over the prior year based on the size of anticipated borrowing and interest rate trend.
- Legion of Valor Museum (\$10,000). Funding for the Legion of Valor Museum is recommended at the prior year level. The Legion's requested funding for 2004-05 was \$19,000 to fund maintenance and expansion of museum displays. The Legion of Valor Museum expends the County's contribution for the promotion, improvement, operation, and maintenance of the Legion of Valor National Museum located in Fresno, with the continued recognition of veterans of all wars with special emphasis on those that have either joined the service from Fresno County or presently reside here.
- Fresno City/County Historical Society (\$12,500). Funding for the Historical Society is recommended at the 2003-04 level. Funding is used to finance operational costs of the Kearney Mansion Museum, Miller Blockhouse, and archives of local history. Continued funding in the amount of \$19,000 is also recommended for maintenance and repairs to the exterior of the Kearney Mansion Museum for which the County is responsible under agreement with the Historical Society. These funds are included in the Parks and Grounds budget (7910).
- Amador Plan Fire Services (\$761,355). The Amador Plan provides for an agreement with the California Department of Forestry for off-season fire protection services, which are operated from facilities located at Hurley, Blasingame, Piedra, Shaver Lake, and Squaw Valley. Recommended funding represents a 37% (\$205,762) increase over the prior year and continues to provide two firefighters at each facility to help mitigate Cal-OSHA safety regulations. Payments under this agreement are based on the actual cost of services rendered. The agreement with the State is operative during the months of November through May and is presented for the Board of Supervisors' approval in the fall of each year.
- Proposition 172 Share to Fire Protection Districts (\$1,100,000). The Board of Supervisors approved sharing a portion of the actual growth in Proposition 172 (Public Safety Sales Tax) with all fire districts that suffer a net loss due to the Educational Revenue Augmentation Fund (ERAF) shift to the State. Two fire protection districts (Fresno County and Fig Garden) currently meet these criteria and will receive a share of the actual growth in Proposition 172 funds. The share for each fire protection district is proportional to their respective net ERAF loss.
- Fresno-Madera Area Agency on Aging (\$33,589). Recommended funding includes Fresno County's financial share of a Joint Powers Agreement (JPA) between the County, City of Fresno, and the County of Madera. These funds provide the required match which allows the Area Agency on Aging to receive Federal and State funding for the provision of senior services.
- Volunteer Bureau Crossing Guard Program (\$14,231). Funding for the Crossing Guard program is recommended at the prior year level. The Volunteer Bureau's requested funding for 2004-05 was \$20,748. Funding is used for administrative costs and stipends to reimburse guards for gasoline expenses. Stipends are paid only for sites where volunteers cannot be recruited and are warranted as extremely dangerous. The Crossing Guard program recruits and coordinates the work of about 200 volunteer crossing guards which supervise over 5,000 school children daily. In addition to County funding, the Bureau has requested \$34,600 from the

UNINTEREST & MISCELLANEOUS EXPENDITURES – 2540

City of Fresno and \$42,150 from the Fresno Unified School District. Additional monies are accumulated through fundraising efforts.

- Commission on Status of Women (\$4,000). Fresno County has participated for many years in financing the Commission on Status of Women through a JPA with the City of Fresno. Under the JPA, the City and County share equally in the cost. Funding for the Commission on Status of Women is recommended at the prior year level of \$4,000, the same amount included in the City of Fresno 2004-05 Recommended Budget. The Commission's requested funding for 2004-05 was \$4,000.

OTHER FINANCING USES

- In order to reduce costs in this budget, no General Fund contribution to the Road Fund is recommended for 2004-05. Impacts related to this recommendation are described in the Road Fund Budget (4510).

SUMMARY OF REVENUES

- Revenues are recommended at the prior year level of \$40,346.
- Miscellaneous Revenues (\$4,712). Charges to user departments outside the General Fund for the cost of armored transport services are recommended at the 2003-04 level.
- Intrafund Revenues (\$35,634). Charges to user departments within the General Fund for the cost of armored transport services are estimated at the prior year level.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Volunteer Center of Fresno County and the Legion of Valor Museum have requested funding above the recommended budget for the Adult Crossing Guard Program and for the Legion of Valor Museum display and maintenance. Both agencies have found it increasingly more difficult to operate under the funds currently provided. The following is being requested:

<u>PRIORITY ONE - VOLUNTEER CENTER OF FRESNO COUNTY</u>	<u>\$ 6,517</u>
<u>PRIORITY ONE - LEGION OF VALOR MUSEUM</u>	<u>9,000</u>
<u>TOTAL REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$15,517</u>

CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS
BUDGET 8210
General Fund

CONTINGENCIES

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Contingencies	\$ 0	\$ 1,000,000	\$ 1,000,000	\$ 0	0%
Total Contingencies	\$ 0	\$ 1,000,000	\$ 1,000,000	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 1,000,000	\$ 1,000,000	\$ 0	0%

GENERAL RESERVES/DESIGNATIONS

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Increase in General Reserves	\$ 0	\$ 0	\$ 0	\$ 0	0%
Increase in Above Target Designation	0	0	5,604,235	5,604,235	100%
Inc. in State Budget Mitigation	0	2,000,000	0	(2,000,000)	-100%
Total Appropriations	\$ 0	\$ 2,000,000	\$ 5,604,235	\$ 3,604,235	180%
<u>Revenues</u>					
Ent. Fund Retained Earn.	\$ 0	\$ 0	\$ 0	\$ 0	0%
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 2,000,000	\$ 5,604,235	\$ 3,604,235	180%

CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS – 8210

FUNCTION

The Contingencies, General Reserves, and Designations budget is used to provide for unforeseen or emergency expenditures during the course of the fiscal year and to accumulate funds in the General Fund for a designated use. General Fund contingencies and designations differ from the general reserves in that the Board of Supervisors can transfer contingencies and designations during the year to finance unanticipated expenses. The General Reserves, however, is a portion of the fund balance that is not available to finance current year expenses except in cases where the Board declares an emergency as defined by Government Code 29127.

OVERVIEW

The 2004-05 Recommended Budget of \$6,604,235 reflects a 230% (\$3,604,235) increase over the 2003-04 Adopted Budget.

SUMMARY OF CAO RECOMMENDATIONS

CONTINGENCIES

- Contingencies are recommended at \$1,000,000, which maintains the prior year funding level.

GENERAL RESERVES

- No contribution to the General Reserves is recommended for 2004-05. The General Reserves balance will remain at \$6,000,000.

DESIGNATION

ABOVE TARGET DESIGNATION

- At total of \$5,604,235 is available to fund Requests Above Recommended (Target) Budget submitted by departments and mitigate potential funding reductions included in the 2004-05 Proposed State Budget based on the priorities of the Board of Supervisors.

COUNTYWIDE REVENUES

General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Revenues</u>					
Taxes	\$ 73,321,906	\$ 71,240,000	\$ 68,226,389	\$ (3,013,611)	-4%
Lic., Permits, & Fran.	3,919,788	3,000,000	3,700,000	700,000	23%
Use of Money & Property	7,118,632	7,453,414	4,887,985	(2,565,429)	-34%
State Aid	104,516,298	99,700,000	107,200,000	7,500,000	8%
Federal Aid	2,358,839	1,010,000	1,010,000	0	0%
Charges for Services	3,983,320	2,837,000	2,669,000	(168,000)	-6%
Tobacco Settlement Funds	9,904,064	2,225,000	2,120,760	(104,240)	-5%
Other Miscellaneous	25,943	0	0	0	0%
Welfare Trust Recon. Funds	0	2,057,418	0	(2,057,418)	-100%
IT Depreciation Funds	0	1,500,000	0	(1,500,000)	-100%
Federal Medi-Cal Lawsuit	0	2,259,000	0	(2,259,000)	-100%
Subtotal Revenues	\$ 205,148,790	\$ 193,281,832	\$ 189,814,134	\$ (3,467,698)	-2%
Stabilization Realignment	\$ 2,837,000	\$ 2,837,000	\$ 2,837,000	\$ 0	0%
State H & W Realignment	41,240,539	36,095,473	39,798,934	3,703,461	10%
Total Revenues	\$ 249,226,329	\$ 232,214,305	\$ 232,450,068	\$ 235,763	0%

COUNTYWIDE REVENUES

FUNCTION

Countywide Revenues are not related to the revenue generating activities of any particular County department and include property taxes, sales tax, motor vehicle in-lieu, interest, and other miscellaneous revenues. This revenue is used to fund the net County cost of General Fund County departments. Also included are State Health and Welfare Realignment revenues derived from Vehicle License Fees that are passed through the General Fund as required by statute to finance match requirements for the receipt of Realignment sales tax revenues.

OVERVIEW

The 2004-05 recommended Countywide Revenues which support General Fund costs are recommended at \$232,450,068, a \$235,763 increase over the prior year. The recommended budget reflects the loss of \$7,778,611 in property tax revenue that will be shifted to the Educational Revenue Augmentation Fund as proposed in the Governor's 2004-05 State Budget. In addition, the budget includes restoration of full-year vehicle license fee backfill revenue from the State.

SUMMARY OF REVENUES

- Taxes (\$68,226,389). Property taxes are estimated at a 10% decrease based on prior year actual receipts and the loss of \$7,778,611 in property taxes that will be shifted to the Educational Revenue Augmentation Fund in accordance with the Governor's Proposed 2004-05 State Budget. Sales Tax and Property Transfer Fees are estimated to increase by 17% based on actual revenues received in the prior year.
- Licenses, Permits, and Franchises (\$3,700,000). Represents a 23% increase over the prior year due to increased franchise revenues based on actual receipts in 2003-04.
- Use of Money and Property (\$4,887,985). Interest earnings projected by the Auditor-Controller/Treasurer-Tax Collector based on current interest rate trends are estimated at \$2,262,982. Rental revenue of \$2,625,003 is also included for the lease of the University Medical Center (UMC) facility to Community Medical Centers and the lease of agricultural property at the Elkhorn site.
- State Aid (\$107,200,000). Total State revenues are estimated at a 8% increase primarily due to the increase in Proposition 172 sales tax based on prior year actual collections. The recommended budget includes \$56,000,000 in State Motor Vehicle In-Lieu revenue, which reflects restoration of full-year vehicle license fee backfill from the State. In addition, a total of \$44,500,000 in Proposition 172 sales tax for local public safety and \$5,600,000 in State Williamson Act revenue are included in this budget.
- Federal Aid (\$1,010,000). Projected at the prior year level based on actual receipts of Federal In-Lieu Taxes in 2003-04.
- Charges for Services (\$2,669,000). Estimated at a 6% decrease from the prior year based on the Auditor-Controller/Treasurer-Tax Collector's calculation of the countywide cost allocation charges.

UCOUNTYWIDE REVENUES

- Tobacco Settlement Funds (\$2,120,760). Recommended revenues represent a 5% decrease in Tobacco Settlement funds based on actual receipts from 2003-04. Tobacco Settlement revenues are used to partially finance the General Fund match required to receive Health and Mental Health Realignment revenues.
- State Health and Welfare Realignment (\$42,635,934). As allowed by statute, State Stabilization Realignment funds of \$2,837,000 are used to support County General Fund costs. These revenues are capped at the \$2,837,000 level. State Health and Welfare Realignment revenues derived from Vehicle License Fees are recommended at a 10% increase from 2003-04 as estimated by the State Department of Finance. As required by statute, these revenues are deposited into the County's General Fund, but must be used to finance match requirements for the receipt of State Health and Welfare Realignment sales tax revenues. As a result, they are transferred to the Local Health and Welfare Trust Fund and are not available to finance General Fund costs which fall outside the identified health, mental health, and social services program areas.

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR
BUDGET 0410
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,431,564	\$ 6,029,821	\$ 6,784,462	\$ 754,641	13%
Services & Supplies	3,953,194	4,534,491	2,472,904	(2,061,587)	-45%
Fixed Assets	16,187	4,000	30,000	26,000	650%
Residual Equity Transfer		90,000		(90,000)	-100%
Total Appropriations	\$ 9,400,945	\$ 10,658,312	\$ 9,287,366	\$ (1,370,946)	-13%
<u>Revenues</u>					
Lic., Permits, & Fran.	\$ 8,074	\$ 7,700	\$ 7,700	\$ 0	0%
Use of Money	150,999	95,000	97,000	2,000	2%
State Aid	48,416	57,548	52,000	(5,548)	-10%
Charges for Services	3,843,858	3,254,702	3,279,375	24,673	1%
Misc. Revenues	150,354	787,397	224,550	(562,847)	-71%
Ent. Fund Retained Earn.	0	0	0	0	0%
Intrafund Revenues	603,426	498,319	683,972	185,653	37%
Welfare Trust Reconciliation	0	107,682	0	(107,682)	-100%
Total Revenues	\$ 4,805,127	\$ 4,808,348	\$ 4,344,597	\$ (463,751)	-10%
<u>Net County Cost</u>	\$ 4,595,818	\$ 5,849,964	\$ 4,942,769	\$ (907,195)	-16%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	113	112	118	6	

Department Requests Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 155,979
Services & Supplies	<u>10,000</u>
Total Appropriations	\$ 165,979
<u>Net County Cost</u>	\$ 165,979
	<u>2004-05</u>
Additional Positions	3

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

FUNCTION

The Auditor-Controller/Treasurer-Tax Collector is composed of two major departments with two divisions in each department. The Auditor-Controller branch, which includes the Special Accounting/Audits and General Accounting divisions, is responsible for all central accounting functions. The Special Accounting/Audit division performs property tax allocation services, cost accounting, financial statement preparation, state report preparation and auditing services to all County departments and special districts under the jurisdiction of the Board of Supervisors. The General Accounting Division is responsible for accounts payable, payroll, general ledger and budget maintenance services.

The Treasurer-Tax Collector functions as the central finance and revenue collections department to the County. The Treasury division collects and deposits cash receipts, manages debt financing and provides banking and portfolio management services to the County and other Countywide depositors. The Revenue and Tax Collection Unit issues and maintains property tax billings and accounts receivable. Additionally, they function as the County's centralized revenue collection.

OVERVIEW

The 2004-05 Recommended Budget of \$ 9,287,366 reflects a 16% (\$907,195) decrease from the 2003-04 Adopted Budget. The decrease is primarily the result of the removal of all-central costs associated with the PeopleSoft financial and human resource software. In 2004-05, these charges will be included in a new internal service fund and costs recovered through rates to user departments. Additionally, with the decentralization of Information Technology Services Department, this department has assumed the management of Information Technology Analyst staff associated with the Revenue and Property Tax Collection Division. Staffing is recommended at 118 positions, an increase of 6 positions over the 2003-04 level.

DEPARTMENT COMMENTS

The department has implemented organizational changes consistent with prior year's budget proposal. The fiscal year 2004-05 budget for the Auditor-Controller/Treasurer-Tax Collector's office will not require the elimination of permanent positions. However, past vacancies have diminished efficient operations by delaying departmental audits. The department has realized efficiencies in the payroll system by implementing on-line time entry.

To minimize cost increases in this budget, requested services and supplies have been reduced by 45%. The primary reduction is in data processing costs associated with the PeopleSoft charges. The Auditor/Controller-Treasurer/Tax Collector has historically paid for PeopleSoft costs. The PeopleSoft costs have increased since implementation, disproportionately reducing this department's discretionary appropriations. The software provides accounting and payroll functions to all County departments, consequently the cost should be borne by all County departments. PeopleSoft software will be budgeted separately and billed to all County departments. The change in budgeting has reduced our data processing costs by approximately \$869,473. Additionally, the transfer of property tax and collections IT analysts have resulted in saving data processing overhead charges. As a result of this transfer, our salaries and benefits increased, while data processing costs have decreased. Other costs saving efforts include the elimination of a treasury portfolio money manager.

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

Other minor savings are the result of a concerted effort to reduce costs through improved processes and deferring purchases. There is a slight increase in Trans, Travel & Education. Training for professional staff is essential to maintaining professional standards in the accounting industry and is a priority for this department.

The following illustrates divisional accomplishments and budgetary goals:

TREASURY

This division reorganized in the current year, creating an investment officer position. The investment officer assumed the management of the majority of the portfolio. The elimination of the outside investment manager reduced Treasury costs by \$100,000.

We have internally developed and implemented an automated cashiering system (Microsoft Access database program) which has allowed greater efficiency in the cash collection reconciliation process. Additionally, we transferred a cash collection task from the Revenue Reimbursement Unit to the Treasury in an effort to consolidate cashiering functions.

During the fiscal year the Board approved a change in the investment policy to extend the weighted-average-maturity from 365 days to 550 days. The change allowed the investment officer to invest in more long-term investments, increasing the interest earned on the portfolio.

The Treasury has the responsibility of managing debt financing. During this fiscal year, the County successfully issued pension obligation bonds with both fixed and variable interest rates issues. Also, Fresno County issued lease revenue bonds for the first time in Fresno County history. The Treasury staff participated in these issues and has drafted a debt management policy.

The primary goal during the fiscal year 2004-2005 is to implement true direct deposit of payroll. The current method is a manual direct deposit, not a true ACH (automated clearinghouse) method. While the transition costs are estimated to be \$100,000, future banking costs will be reduced and convenience to the employees will be enhanced.

REVENUE AND TAX COLLECTIONS

The Revenue Reimbursement unit has eliminated all but one extra-help employee, who is currently filling in for an employee who is on a long-term medical leave. This is the only extra-help position in the department, except for seasonal hiring during tax season.

Collections have increased over \$700,000 from the prior year, due in large part to the low interest rate environment. The low interest rates spawned a flurry of mortgage refinancings, allowing the County to collect unpaid property taxes.

The Revenue Reimbursement unit implemented automatic posting of payments, which eliminated the need to manually enter payment information. This automation has assisted staff in bringing current a backlog of accounts to be entered.

The Tax Collection unit conducted its first Internet auction on delinquent properties. Fresno County acted as the lead agency of a coalition of five counties. Fresno County contracted with the internet auction vendor, allowing the smaller counties to piggyback off Fresno County's contract. Over 95% of all delinquent properties were sold, while reducing required staff time and effort. Prior public auctions required a full day of five property tax staff members, with approximately 70% of the properties being sold.

The division has begun the process of issuing an RFP for an IVR (interactive voice response) system. This will provide an increased convenience to taxpayers, who can inquire about their property tax via an automated telephone system and reduce necessary staff time in answering routine questions, telephone calls and faxes. This will allow

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

employees to focus on specialized inquiries, processing tax payments and other property tax paperwork (bankruptcies, liens, etc.).

The property tax system is a 30-year-old legacy system, requiring a significant amount of maintenance. While there currently is not sufficient resources to replace the system, it is a priority in the next fiscal year to implement technology to streamline the process, such as Internet inquiry. Short-term improvements will be accomplished by combining resources with the Assessor's office. The transfer of the IT analysts involved in the property tax system, for both the Tax Collector and the Assessor, is the first step in this combined effort to improve service.

GENERAL ACCOUNTING

The General Accounting division has implemented on-line payroll time entry for approximately 80% of the County employees. This has resulted in staff time savings and all but eliminated the need for overtime to meet biweekly payroll deadlines.

The division is responsible for signing all checks for the County as well as other depositing entities, e.g., Fresno County Office of Education. We have entered into a contract with the Office of Education allowing them to sign their own checks. This change has eliminated a time-consuming task for staff and improved customer relations with the Fresno County Office of Education.

The focus for improvement in the next fiscal year is to design and implement a PC database system that will streamline the travel claim processing and tracking of payments made against contracts.

SPECIAL ACCOUNTING/AUDITS

The property tax extension and allocation functions are manually intensive. Little or no update and automation have occurred in this area over the years. It is our goal to implement PC based database programs that significantly improve these tasks. Our long-term goal is to replace the property tax system, as a whole. This goal will benefit the tax collection operations and is supported by the Assessor.

During this fiscal year, the auditing unit has conducted its first departmental audit in over four years. Resources from the unit were previously directed on other tasks. Internal audit is now a priority of this department.

Accordingly, we have established a very aggressive in-house training program that is designed to meet the Board of Accountancy's continuing education requirements, as well as the requirements of the external auditor. Additionally, to strengthen the financial and accounting oversight of departments, we have established a fraud hotline. An accountant on staff has been designated as a fraud auditor and special training is being pursued.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

In order to meet the required Target Budget, the following actions are recommended:

- This budget reflects the removal all centralized PeopleSoft financial and human resource costs from the Auditor/Controller's office. A new Internal Service Fund is recommended to be created and these charges be recovered through rates to user departments. This will allocate the cost for this system to the user budget based on their use of the system. This will eliminate the increased and disproportionate use of the Auditor/Controller's budget for a Countywide enterprise system.

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

- Transfer Information Technology (IT) staff from Information Technology Services Department (ITSD) to the Auditor-Controller for systems specific to the tax and revenue collections division. This transfer allows the Auditor-Controller to prioritize and direct the tasks of these staff members, while eliminating some of the Information Technology Services Department overhead.

SALARIES AND BENEFITS

- Salaries and Benefits represent a net 13% increase from the prior year. This includes increases in employee benefits and the transfer of six IT analysts from ITSD

SERVICES AND SUPPLIES

- Services and Supplies represent a 45% decrease from the prior year primarily due to the change in budget methodology of the PeopleSoft software and the reduction in IT overhead costs associated with the property tax system.

FIXED ASSETS

- **Fixed Assets \$30,000:**

Scanner.....\$30,000..... New

SUMMARY OF REVENUES

- Revenues are recommended at \$4,344,597, a 10% (\$463,751) decrease from prior year due to the elimination of funding from the Property and Delinquent Tax Fund available last year.
 - Licenses and Permits (\$7,700). Recommended at the 2003-04 level. Revenues are derived from the sale of Business Licenses.
 - Use of Money and Property (\$97,000). Recommended at a \$2,000 increase over the prior year.
 - State Aid (\$52,000). Recommended at a 10% (\$5,548) decrease due the State's deferral of Local Mandate (prison claims) reimbursement funds.
 - Charges for Services (\$3,279,375). Recommended at a 1% (\$24,673) increase over last year due to an increase in charges.
 - Miscellaneous Revenues (\$224,550). Represents a 71% (\$562,847) decrease from the 2003-04 level due primarily to the elimination of the Tax Collector Delinquent Cost Fund.
 - Intrafund Revenues (\$683,972). Represents a 37% (\$185,653) increase over prior year due primarily to an increase in charges for processing managed care claims for Human Services.
 - Welfare Trust Reconciliation Funds (\$0). No funds recommended for 2004-05. Last year one-time funding in the amount of \$107,682 was provided to offset the cost of hiring three accountants to work on the installation of the PeopleSoft Financial System upgrade scheduled to be completed in 2003-04. This upgrade was postponed, while the upgrade of the PeopleSoft Human Resource system was started during the fiscal year. Only one position has been filled during the fiscal year.

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Auditor-Controller/Treasurer-Tax Collector has requested funding above the recommended Target Budget for the addition of three accountant positions, including \$10,000 of associated operational costs.

The department has requested the addition of three internal auditors. Over the last four years, budget reductions have directly resulted in the loss of three accountant positions. As demand for services in other divisions have increased and available funding resources have diminished, accounting staff has been transferred out of the audit division to other positions in the department. As a result, this department has conducted no departmental audits since 1998, with the exception of two audits that were begun in the current fiscal year. Limited resources and the increasing demand in other divisions will continue to limit the available resources devoted to internal audit.

Internal audit's mission is to safeguard County assets; promote an ethical, economical, and efficient business environment; and implement sound internal controls. The audit process is designed to add value and improve the organizations operations through compliance audits, review of business processes, and financial oversight. During this fiscal year, the audit division has established a fraud hotline and implemented an aggressive training program for fraud investigations. The funding of three accountant positions will be rewarded through fewer financial reporting errors, improved contractual compliance, enhanced business processes, and independent oversight of the departmental accounting procedures.

PRIORITY ONE – RESTORE FUNDING FOR STAFF AND OPERATIONAL COSTS

- | | |
|--------------------------------|---------------|
| • Three Accountant I Positions | \$ 155,979 |
| • Office Expenses | <u>10,000</u> |

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$ 165,979</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$165,979</u>
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AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR - 0410**REGULAR SALARIES****BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0010	Auditor-Controller/Treasurer-Tax Collector	ELECTED	1	1	\$ 124,393
1777	Collections Representative III	1161	8	8	296,230
1779	Collections Representative II	1033	1	1	29,903
1780	Collections Representative I	909	0	0	0
1782	Collections Representative Supervisor	1601	1	1	51,393
2212	Systems and Procedures Analyst III	1930	1	1	51,637
2302	Deputy Auditor-Controller	D	1	1	80,077
2303	Deputy Treasurer-Tax Collector	D	1	1	87,751
2307	Investment Officer	F	1	1	61,674
3080	Office Assistant III	915	2	2	56,468
3110	Office Assistant II	822	2	2	43,984
3127	Payroll Technician I - Conf.	1017	4	4	122,908
3128	Payroll Technician II - Conf.	1216	2	2	70,891
3131	Supervising Payroll Technician - Conf.	1396	1	1	37,350
3166	Administrative Secretary - Conf.	1259	1	1	39,933
3205	Account Clerk II	860	16	16	402,423
3206	Account Clerk II - Conf.	865	0	0	0
3210	Accountant I	1370	7	3	275,560
3215	Accountant II	1585	6	7	289,609
3224	Chief Accountant	E	4	4	278,320
3235	Supervising Account Clerk I	1106	1	1	34,502
3240	Supervising Account Clerk II	1237	4	4	157,036
3245	Accounting Technician	1237	2	2	72,975
3255	Senior Accountant	1851	13	15	742,247
3260	Account Clerk III	967	27	27	808,401
3261	Account Clerk III - Conf.	969	2	2	56,922
3265	Principal Accountant	F	3	4	181,887
3706	Information Technology Analyst III	1775	0	2	168,972
3707	Information Technology Analyst IV	2114	0	3	134,154
3708	Senior Information Technology Analyst	2408	0	1	62,849
Subtotal			112	118	\$ 4,820,449
Auto Allowance					6,156
Remuneration					2,106
Less Salary Savings					(168,932)
TOTAL REGULAR SALARIES					\$ 4,659,779

**ASSESSOR - RECORDER
BUDGET 0420
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 8,452,756	\$ 9,433,003	\$ 9,951,108	\$ 518,105	5%
Services & Supplies	3,084,544	1,797,323	1,644,199	(153,124)	-9%
Fixed Assets	<u>112,584</u>	<u>0</u>	<u>400,000</u>	<u>400,000</u>	<u>100%</u>
Total Appropriations	\$ 11,649,884	\$ 11,230,326	\$ 11,995,307	\$ 764,981	7%
<u>Revenues</u>					
Lic., Permits, & Franchises	\$ 4,945	\$ 3,000	\$ 3,000	\$ 0	0%
Charges for Services	6,291,904	6,088,000	6,233,362	145,362	2%
Trust Fund	1,206,409	1,132,864	1,737,769	604,905	53%
Misc. Revenues	72,565	66,480	69,750	3,270	5%
Intrafund Revenues	<u>16,533</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 7,592,356	\$ 7,300,344	\$ 8,053,881	\$ 753,537	10%
<u>Net County Cost</u>	\$ 4,057,528	\$ 3,929,982	\$ 3,941,426	\$ (21,648)	-1%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	166	166	166	0	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 90,362
Total Appropriations	<u>\$ 90,362</u>
<u>Net County Cost</u>	\$ 90,362
	<u>2004-05</u>
Additional Positions	2

ASSESSOR – RECORDER – 0420

FUNCTION

The Assessor's Division of the Assessor-Recorder's Office is responsible for the annual assessment of all taxable property in the County, with the exception of State assessed property. This office certifies an annual assessment roll upon which all local governmental units rely for property taxes. The Assessor also determines eligibility for certain classes of exemptions permitted by State law. Since 1983, the Assessor has been responsible for supplemental assessments of properties as prescribed by Senate Bill 813.

The function of the Recorder's Office is to record legal documents related primarily to real property and vital statistic records. Documents are filmed and film is displayed for public use, along with an index of all documents on record. The index is created by the data entry section through the on-line system. This office assists the public in the use of film and indexes, provides copies of same as requested, and instructs the public in the use of various pieces of retrieval equipment and Assessor's maps. All major functions of this office are mandated.

OVERVIEW

The 2004-05 Recommended Budget of \$11,995,307 includes \$1,013,468 of Assembly Bill 818 monies which will continue to provide funding for ten positions (\$436,968), fund a Petroleum Consultant contract (\$135,500), fund the purchase and installation of an Electronic Document Management and Workflow System (\$400,000), and fund other miscellaneous costs (\$41,000) necessary to meet the requirements of the Assembly Bill 818 contract with the State. Staffing is recommended at 166 positions. This reflects a reduction of two positions to the Recorder staff and the addition of two positions transferred to the Assessor staff due to the decentralization of application support within the Information Technologies Services Department (ITSD).

Under requirements of Assembly Bill 818, which provides Property Tax Administration Program (PTAP) funds to counties to enhance property systems and reduce backlogs, the Assessor's Office must maintain a base staffing level of 128 permanent positions, 8 temporary positions used during peak workload demands, and one contract position. Since the implementation of Assembly Bill 818 in 1994-95, the Assessor's Division has added ten permanent positions, which are fully offset with PTAP funds. With the transfer of application support personnel from the ITSD, we have added an additional two Information Technology Analyst IV positions, for a total of 140 permanent positions. Should the Assessor's Division fall below the base staffing level, excluding those offset with PTAP funds, the Assessor would not be eligible to receive an annual allocation of \$1.2 million in PTAP revenues. The Recorder's Division has 26 permanent positions to serve the public related to real property and vital statistic information. This represents a reduction of one filled Office Assistant III and one vacant Office Assistant III positions. The total cost of the Recorder's Division is 100% offset with fees and trust fund revenues.

DEPARTMENT COMMENTS

The offices of Assessor and Recorder generate substantial revenue for local government. Unfortunately, both offices are strained because of increased workloads and staffing is below the minimum needed to provide desired levels of public service. The Assessor has been able to fund additional positions and needed support equipment using funding

UASSESSOR – RECORDER – 0420

provided through the Property Tax Administration Grant program. Any reduction in current staff levels would make us ineligible to participate in this program and result in the loss of approximately \$1,200,000 in funding. The resulting loss of staff and resources would cripple office operations, endangering subvention funding and our ability to acquire a needed property tax system.

While the increased volume of recordings has greatly increased general fund revenues, it has created serious backlogs and overtime. With the additional staffing recently authorized by the Board, we are hopeful that the current mailing and indexing backlogs in the Recorder's Office can be eliminated and overtime can be reduced. In addition, we continue to use trust fund monies, where appropriate, to seek greater efficiencies and better service. These funds are limited in use by statute, and should not be used to balance the general fund.

Net County Cost has been met, despite large increases in worker's compensation and retirement contributions, primarily through reduced costs and a less conservative revenue estimate than in prior years. The past two years, actual recording fee revenues have exceeded conservative revenue estimates.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- To minimize cost increases in this budget, the following actions are recommended:
 - Government Code Section 27361(b) requires \$1.00 in revenue from each additional page of a recorded document to be deposited into the County General Fund. In the past, this revenue was deposited into a trust fund. This is the last year of a three-year period where the remaining \$300,000 of these trust funds will be transferred into the General Fund. This will defer General Fund expense in meeting the mandated staffing and funding level for the Assessor's Office that is required to receive the \$1.2 million Property Tax Administration Grant.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 5% increase over the prior year. This includes increases in worker's compensation, health insurance contributions and retirement contributions.
- Staffing is recommended at 166 positions, which includes two permanent positions transferred from the ITSD and the elimination of one filled Office Assistant III and one vacant Office Assistant III positions from the Recorder's office.

SERVICES AND SUPPLIES

- Services and Supplies represent a 9% decrease from the prior year. This is primarily due to a reduction in Data Processing Charges related to the transfer of application support personnel.

FIXED ASSETS

- Electronic Document Management and Workflow System (\$400,000). This is a system to transfer documents into electronic format and index them for storage, retrieval and association with other related documents. This will be implemented with workflow system software so that business processes may be more efficient by the elimination of paper documents.

UASSESSOR – RECORDER – 0420

SUMMARY OF REVENUES

- Revenues are recommended at \$8,053,881, a 10% (\$753,537) increase over the prior year primarily due to increases in estimated recording fee and trust fund revenues.
 - Licenses, Permits and Franchises (\$3,000). Revenues received from the sale of marriage license copies are estimated at the prior year level.
 - Charges for Services (\$6,233,362). Estimated at a 2% (\$145,362) increase, which represents State Property Tax Administration program, Supplemental Roll reimbursement, document recording, and copier services revenues.
 - Trust Fund (\$1,737,769). Represents a 53% (\$604,905) increase over the prior year. Revenues include Property Tax Administration Grant funds (\$1,013,468); Record Document Trust Fund revenue to offset the cost of personnel, transportation and travel, data processing, and equipment purchases (\$678,081); Vital Record Trust Fund revenue (\$15,000) and Micrographics Trust Fund revenue to offset personnel, equipment acquisition, and maintenance costs (\$31,220).
 - Miscellaneous Revenues (\$69,750). Estimated at a 5% (\$3,270) increase over the prior year based on the actual number of over-the-counter sales of maps and other information to the public.
 - Intrafund Revenues (\$10,000). Charges to other County departments for maps and other information is estimated to remain unchanged from the prior year.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Assessor-Recorder Department has requested funding above the recommended budget.

PRIORITY ONE - RESTORATION OF TWO OFFICE ASSISTANT POSITIONS

The department requests the restoration of the two permanent positions that were eliminated from the Recorder's Office in order to achieve the net County cost required for this budget. Due to the dramatic increase in the number of recorded documents, two positions were approved and added only a year ago. Without these positions we will be unable to maintain our current service level. The department will likely lose funding of \$250,000 that is directly tied to the timely updating of the Recorder Indexes and endanger the General Fund revenue source from recorded document fees that has averaged, after Recorder's Office expenses, a net of more than \$2,000,000 per-year over the last three years.

- Salaries and Benefits \$90,362

Total Net County Cost of Priority One **90,362**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$90,362**

ASSESSOR - RECORDER - 0420**REGULAR SALARIES****BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0015	Assessor-Recorder	ELECTED	1	1	\$ 116,956
0217	Assistant Assessor-Recorder	D	1	1	88,114
0275	Assistant Recorder	F	1	1	63,867
1017	Chief Appraiser	E	1	1	80,101
1038	Chief Auditor-Appraiser	E	1	1	78,770
1035	Supervising Appraiser	E	3	3	217,962
1039	Assessment Standards Supervisor	E	1	1	72,193
1037	Supervising Auditor-Appraiser	E	1	1	72,193
1156	Assessment Services Supervisor	1860	1	1	59,038
2212	Systems & Procedures Analyst III	1930	1	1	55,500
2213	Systems & Procedures Analyst I	1349	1	1	34,711
1025	Senior Appraiser	2090	7	7	440,822
1030	Senior Auditor-Appraiser	2090	2	2	132,640
1016	Appraiser III	1759	19	19	1,033,647
1005	Appraiser II	1492	10	10	436,479
1010	Appraiser I	1292	7	7	248,780
1013	Auditor-Appraiser III	1759	10	10	513,247
1007	Auditor-Appraiser I	1292	1	1	33,721
1103	Supervising Cadastral Technician	1673	1	1	53,087
1126	Cadastral Technician III	1405	2	2	91,120
1157	Cadastral Technician II	1299	5	5	201,118
1124	Cadastral Technician I	1144	1	1	30,753
1021	Supervising Assessment Technician	1237	1	1	35,119
1020	Assessment Technician II	1064	5	5	166,168
1003	Petroleum Appraiser Aide	1018	1	1	32,286
3010	Chief Office Assistant	1371	3	3	124,049
3070	Supervising Office Assistant II	1222	8	8	304,003
3078	Supervising Office Assistant I	1039	1	1	34,295
3080	Office Assistant III	915	45	43	1,247,959
3110	Office Assistant II	822	14	14	334,878
3099	Property Record Clerk	981	7	7	226,730
3166	Administrative Secretary - Conf.	1259	1	1	42,241
3160	Secretary IV	1128	1	1	31,770
3140	Secretary III	1022	1	1	32,416
3707	Information Technology Analyst IV	2114	0	2	134,154
Subtotal			166	166	\$ 6,900,887
Bilingual Skill Pay					1,080
Auto Allowance					6,156
Remuneration					2,106
Steno Allowance					0
Less Salary Savings					(138,018)
TOTAL REGULAR SALARIES					\$ 6,772,211

FILLED POSITION RECOMMENDED FOR DELETION

(August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3080	Office Assistant III	Filled	924	-1	\$ 45,181
Cost of Restoring Filled Position				-1	\$ 45,181

VACANT POSITION RECOMMENDED FOR DELETION

(July 1, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3080	Office Assistant III	Vacant	924	-1	\$ 45,181

GENERAL SERVICES ADMINISTRATION/SECURITY
BUDGET 0130
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 3,103,869	\$ 3,082,128	\$ 4,070,631	\$ 988,503	32%
Services & Supplies	548,837	434,144	522,935	88,791	20%
Residual Equity Transfer	100,000	0	0	0	0%
Fixed Assets	<u>1,759</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 3,754,465	\$ 3,525,272	\$ 4,602,566	\$ 1,077,294	31%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 384,089	\$ 375,000	\$ 475,000	\$ 100,000	27%
Use of Money & Property	542,097	594,800	687,600	92,800	16%
Charges for Services	336,187	259,000	256,298	(2,702)	-1%
Misc. Revenues	2,779	0	0	0	0%
Intrafund Revenues	<u>1,662,332</u>	<u>2,109,343</u>	<u>2,556,851</u>	<u>447,508</u>	<u>21%</u>
Total Revenues	\$ 2,927,484	\$ 3,338,143	\$ 3,975,749	\$ 637,606	19%
<u>Net County Cost</u>	\$ 826,981	\$ 187,129	\$ 626,817	\$ 439,688	235%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	202	77	77	0	

GENERAL SERVICES ADMINISTRATION/SECURITY – 0130

FUNCTION

The General Services Department, previously a division of the County Administrative Office, was reorganized as a department in March 2004. The department provides internal support services for the County. Operations included within this budget are administration and security. Administration includes administrative and business office operations for the department, as well as the administration of all County leases. Security is responsible for the physical security of County facilities and employees and parking enforcement. Other General Services operational units, which include Facility Services and Purchasing, Fleet Services, and Graphic Communication Services, are included in separate budget units.

OVERVIEW

The 2004-05 Recommended Budget of \$4,602,566 reflects an increase in net County cost over the 2003-04 Adopted Budget primarily due to transferring six positions from Facility Services and Fleet Services to General Services Administration, transferring two positions from the Information Technology Services Department (ITSD) in the prior year, and increased revenues for security services. Staffing is recommended at the prior year level of 77 positions.

DEPARTMENT COMMENTS

The Department of General Services continues to identify areas for streamlining operations and enhancing services Countywide. During its reorganization, the Business Office was centralized within General Services Administration. The transfer of all Business Office staff under Administration allows for more appropriate tracking of Business Office functions to the various divisions within the department. Other efficiencies were gained by consolidating Security services from the Library to General Services - Security. Security continues to increase its staffing (both permanent and extra-help) and its services to accommodate the needs of County departments and agencies. Also transferred last year were two Information Technology Analysts from the ITSD, resulting in efficiencies and savings of approximately \$50,000. General Services continues to provide support on a Countywide level through projects, including assisting with the planning for the Juvenile Justice Campus and the Coroner's facility, a performance contract for implementing various energy savings measures, oversight of approximately 200 leases for facilities and property used in County operations, and development of the County's facilities database.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- As a result of the centralization of the Business Office, six positions were transferred to General Services Administration in the prior year. Also in the prior year, two positions were transferred from the ITSD and Security increased its staff to provide additional services as requested by County departments.

UGENERAL SERVICES ADMINISTRATION/SECURITY – 0130

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year. This includes an increase in salaries due to the transfer of six positions from Facility Services and Fleet Services to General Services Administration and two positions from the ITSD midyear 2003-04; increases in retirement and health insurance contributions; and an increase in extra-help funding due to extra-help Security Officers added midyear for increased security services to County departments.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year due to increases in liability insurance charges; County garage charges for vehicles added midyear 2003-04 to support increased security services; and equipment maintenance costs due to an increase in the fire alarm maintenance and repair contract.

FIXED ASSETS

- **Fixed Assets (\$9,000):**

Fire Department Equipment.....\$9,000..... New/Replacement – Volunteer Fire Departments. Funds for Auberry, Big Creek, Huntington Lake, and Mountain Valley Volunteer Fire Departments to purchase equipment. Recommended at the prior year level.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,975,749, an increase over the prior year.
 - Fines, Forfeitures, and Penalties – Represent an increase based on implementation of a new parking enforcement program.
 - Use of Money and Property – Reflect an increase based on estimated revenues from parking permits.
 - Charges for Services – Represent a decrease primarily due to elimination of security services provided to the Fresno County Superior Court and charges to General Services divisions for Business Office support.
 - Intrafund Revenues – Reflect an increase primarily based on the recovery of costs for security services.

GENERAL SERVICES ADMINISTRATION/SECURITY-0130

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8140	Director of General Services	B	1	1	\$ 107,428
2247	Principal Administrative Analyst	E	1	1	70,105
2270	Senior Administrative Analyst	F	1	1	60,813
2207	Administrative Analyst III	1826	1	1	51,289
3707	Information Technology Analyst IV	2114	2	2	134,154
3166	Administrative Secretary - Conf.	1259	1	1	39,933
3161	Secretary IV - Conf.	1135	1	1	16,572
3081	Office Assistant III - Conf.	919	1	1	27,559
3265	Principal Accountant	F	1	1	58,125
3215	Accountant II	1585	1	1	48,152
3260	Account Clerk III	967	4	4	122,672
3080	Office Assistant III	915	1	1	26,335
5206	Chief of Security	F	1	1	57,864
3080	Office Assistant III	915	1	1	26,895
5236	Supervising Security Officer	1232	2	2	88,296
5239	Senior Security Officer	970	7	7	203,593
5237	Security Officer II	866	28	28	744,879
5238	Security Officer I	770	<u>22</u>	<u>22</u>	<u>486,474</u>
Subtotal			77	77	\$ 2,371,138
Bilingual Skill Pay					4,800
Auto Allowance					6,156
Steno Allowance					760
Less Salary Savings					<u>0</u>
TOTAL REGULAR SALARIES					\$ 2,382,854

**FACILITY SERVICES
BUDGET 0135
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 6,470,721	\$ 7,122,334	\$ 7,433,798	\$ 311,464	4%
Services & Supplies	<u>9,668,403</u>	<u>10,094,662</u>	<u>9,970,063</u>	<u>(124,599)</u>	<u>-1%</u>
Total Appropriations	\$ 16,139,124	\$ 17,216,996	\$ 17,403,861	\$ 186,865	1%
<u>Revenues</u>					
Use of Money & Property	\$ 24,513	\$ 108,406	\$ 108,406	\$ 0	0%
Charges for Services	2,561,439	2,685,813	2,888,861	203,048	8%
Misc. Revenues	19,077	6,108	6,108	0	0%
Intrafund Revenues	<u>5,641,087</u>	<u>5,498,309</u>	<u>5,742,384</u>	<u>244,075</u>	<u>4%</u>
Total Revenues	\$ 8,246,116	\$ 8,298,636	\$ 8,745,759	\$ 447,123	5%
<u>Net County Cost</u>	\$ 7,893,008	\$ 8,918,360	\$ 8,658,102	\$ (260,258)	-3%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	138	132	132	0	

FACILITY SERVICES – 0135

FUNCTION

This budget funds the operations of Facility Services, which was reorganized as a unit of the Facility Services and Purchasing Division of the Department of General Services in March 2004. Facility Services is responsible for the mechanical, electrical, structural and custodial maintenance of County-owned buildings. In addition to routine and preventive maintenance and remodeling and modifications to County facilities, Facility Services provides computer cabling for the Information Technology Services Department and furniture moves as requested by County departments.

OVERVIEW

The 2004-05 Recommended Budget of \$17,403,861 reflects a decrease in net County cost from the 2003-04 Adopted Budget primarily due to the transfer of two positions as a result of the reorganization of the Department of General Services and increased revenues from utilities costs recovered from departments. Staffing is recommended at the prior year level of 132 positions.

DEPARTMENT COMMENTS

Facility Services continues to provide quality services to County departments, while increasing efficiencies. In the prior year, Facility Services implemented a preventive maintenance program for heating and air conditioning equipment. This results in more reliable and efficient equipment, reducing untimely breakdowns. The North Annex Jail was brought on line through the efforts of Facility Services by correcting a number of design and construction deficiencies. Also implemented in the prior year was the process of requesting minor maintenance work orders on-line. Facility Services continues to work cooperatively with departments to improve communication through customer feedback forms and more detailed invoices.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- As part of the reorganization of the Department of General Services, the Facility Services Supervisor position was established in this organization to oversee the day-to-day operations of the unit. Also, two positions were transferred from Facility Services to General Services Administration in the prior year to support Administration and the Business Office.

SALARIES AND BENEFITS

- Salaries and Benefits represent a slight increase over the prior year. This includes increases in retirement and health insurance contributions; an increase in workers' compensation costs; a decrease in salaries primarily due to transferring one Administrative Analyst position and one Business Office position to General Services Administration in the prior year; and a decrease in extra-help funding to minimize cost increases in this budget.

UFACILITY SERVICES – 0135

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year primarily due to a decrease in projected utilities costs as a result of an electric rate decrease effective March 1, 2004.

SUMMARY OF REVENUES

- Revenues are recommended at \$8,745,759, an increase over the prior year.
 - Use of Money and Property – Represents revenue from the rental of County property.
 - Charges for Services – Reflect an increase primarily due to the adjustment of utilities costs recovered from departments to more accurately reflect actual revenues.
 - Miscellaneous Revenues – Represent revenues collected for recycling ink cartridges and paper.
 - Intrafund Revenues – Reflect an increase primarily due to the adjustment of utilities costs recovered from departments to more accurately reflect actual revenues.

FACILITY SERVICES - 0135

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2313	Facility Services and Purchasing Manager	E	1	1	\$ 82,293
2207	Administrative Analyst III	1826	1	1	57,942
5201	Maintenance Services Supervisor	1779	3	3	169,284
5375	Building Maintenance Specialist	1577	2	2	100,068
5327	Maintenance Electrician	1430	10	10	457,780
5326	Maintenance Plumber	1489	7	7	332,455
5315	Maintenance Carpenter	1430	4	4	183,502
5325	Maintenance Painter	1331	5	5	212,450
5202	Building Maintenance Engineer	1385	10	10	437,172
5330	Air Conditioning Mechanic	1489	9	9	426,885
5328	Locksmith	1430	3	3	136,164
5303	Floor Installer	1170	1	1	38,440
5231	Facility Services Supervisor	2456	1	1	65,713
5061	Supervising Janitor	894	4	4	111,627
5050	Maintenance Janitor	772	9	9	218,389
5055	Janitor	749	58	58	1,353,523
3140	Secretary III	1022	1	1	32,416
3110	Office Assistant II	822	2	2	47,546
3420	Stock Clerk II	827	1	1	25,655
Subtotal			132	132	\$ 4,489,304
Jail Premium					26,000
Bilingual Skill Pay					600
Less Salary Savings					(94,834)
					<u>4,421,070</u>
TOTAL REGULAR SALARIES					\$ 4,421,070

PURCHASING BUDGET 0440 General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 575,544	\$ 699,257	\$ 616,294	\$ (82,963)	-12%
Services & Supplies	209,901	94,648	63,008	(31,640)	-33%
Residual Equity Transfer	<u>1,721</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 787,166	\$ 793,905	\$ 679,302	\$ (114,603)	-14%
<u>Revenues</u>					
Charges for Services	\$ 12,000	\$ 12,000	\$ 0	\$ (12,000)	-100%
Misc. Revenues	59,699	27,500	50,000	22,500	82%
Intrafund Revenues	<u>125,300</u>	<u>125,300</u>	<u>125,300</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 196,999	\$ 164,800	\$ 175,300	\$ 10,500	6%
<u>Net County Cost</u>	\$ 590,167	\$ 629,105	\$ 504,002	\$ (125,103)	-20%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	11	11	11	0	

PURCHASING – 0440

FUNCTION

Purchasing, reorganized in March 2004 as a unit of the Facility Services and Purchasing Division of the Department of General Services, is responsible for the acquisition of all supplies and equipment used by County departments. As the County's contracting agency, the division also assists in securing outside services required by County operations. Purchasing obtains quality goods and services through the competitive process, and is also responsible for the sale and/or disposal of surplus County equipment.

OVERVIEW

The 2004-05 Recommended Budget of \$679,302 reflects a decrease in net County cost from the 2003-04 Adopted Budget primarily due to the deletion of the Purchasing Manager position in prior year and a decrease in data processing charges. Staffing is recommended at the prior year level of 11 positions.

DEPARTMENT COMMENTS

Purchasing continues to implement measures to streamline processes to benefit County departments. In the prior year, the Purchasing and Contracts Procedures Manual was revised, resulting in a more efficient acquisition process. Purchasing implemented on-line requisitioning, allowing departments to purchase items and services electronically. Also implemented in the prior year was the procurement (credit) card program, which streamlines a segment of the acquisition process. Countywide savings and efficiencies are anticipated with these programs through reduced paperwork, staff time and workload.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Extra-help funding was eliminated due to the addition of a permanent Buyer position to support the surplus property program. Costs of the position are offset by revenues generated from the program.

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year primarily due to a decrease in salaries as a result of the deletion of the Purchasing Manager position in the prior year and elimination of extra-help funding as a result of adding a permanent position in the prior year for the surplus property program.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year primarily due to a decrease in data processing charges.

SUMMARY OF REVENUES

- Revenues are recommended at \$175,300, an increase over the prior year.
 - Charges for Services - Represent a reduced level of procurement services provided to the Information Technology Services Department.

UPURCHASING – 0440

- Miscellaneous Revenues - Reflects an increase based on anticipated revenues from the sale/disposal of surplus property.
- Intrafund Revenues - Represents reimbursement for procurement services provided to Human Services Departments at the 2003-04 level.

PURCHASING - 0440**REGULAR SALARIES****BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2314	Purchasing Supervisor	1848	1	1	\$ 60,204
2229	Senior Buyer	1627	1	1	51,600
2231	Buyer III	1467	2	2	93,072
2232	Buyer II	1332	3	3	124,309
3161	Secretary IV - Conf.	1135	1	1	16,572
3080	Office Assistant III	915	<u>3</u>	<u>3</u>	<u>86,327</u>
TOTAL REGULAR SALARIES			11	11	\$ 432,084

**FLEET SERVICES
BUDGETS 8910-8911
Internal Service and Equipment Funds**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 3,091,325	\$ 3,212,692	\$ 3,068,504	\$ (144,188)	-4%
Services & Supplies	6,177,054	5,999,177	6,330,326	331,149	6%
Residual Equity Transfer Out	1,357,801				0%
Other Charges	3,968,870	3,553,148	3,181,672	(371,476)	-10%
Fixed Assets	3,906,758	3,575,551	3,648,833	73,282	2%
Total Appropriations	\$ 18,501,808	\$ 16,340,568	\$ 16,229,335	\$ (111,233)	-1%
<u>Revenues</u>					
Charges for Services	\$ 9,736,239	\$ 9,325,409	\$ 9,292,370	\$ (33,039)	0%
Use of Money & Property	4,658,862	3,584,459	2,968,132	(616,327)	-17%
Sale of Fixed Assets	204,634	150,000	150,000	0	0%
Residual Equity Transfers In	991,833	0	94,500	94,500	100%
Misc. Revenues	315,328	230,700	250,700	20,000	9%
Depreciation Carryover	2,859,055	3,050,000	3,473,633	423,633	14%
Total Revenues	\$ 18,765,951	\$ 16,340,568	\$ 16,229,335	\$ (111,233)	-1%
<u>Net Income / (Loss)</u>	\$ 264,143	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	57	46	46	0	

FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS

8910-8911

FUNCTION

This budget funds the operations of Fleet Services, which was reorganized as a division of the Department of General Services in March 2004. Fleet Services is responsible for the management of the County's vehicle and heavy equipment fleet, including fleet planning, acquisition, maintenance, fueling operations, and sale of surplus equipment; and radio and pager communications for law enforcement and other departments with field operations. Transportation services are provided through central and departmental motor pools.

OVERVIEW

The 2004-05 Recommended Budget of \$16,229,335 represents a decrease in appropriations and revenues from the 2003-04 Adopted Budget primarily due to the reduction in depreciation expense and the transfer of four positions as a result of the reorganization of the Department of General Services. Staffing is recommended at the prior year level of 46 positions.

DEPARTMENT COMMENTS

Customer service continues to be the first priority to user departments. Recent surveys indicate that Fleet Services customers are satisfied with the types of vehicles available and the maintenance programs. Special customer needs are accommodated by leasing equipment on a short-term basis for a one-time need. With recent changes in federal and state regulations that impose stringent penalties for air quality violations, Fleet Services is implementing a program to improve monitoring of the County fueling sites and disposal of waste oil and other pollutants. In addition, some vehicles are being replaced with compressed natural gas, hybrid and electric vehicles to determine operating efficiencies and maintenance costs. Efforts continue to implement the multi-year project upgrading the County telecommunication radio system that provides radio communications for mobile and portable radios and pagers used throughout the County. Improvements to the communication network are also being made in cooperative arrangements with the City of Fresno, Civil Air Patrol, Metropolitan Flood Control District and other agencies to utilize existing antennas, sites to locate equipment and communication channels. These will result in savings by eliminating duplicate network systems, as well as improve communications for both the County and other agencies.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- A number of programs are being implemented to increase efficiencies and reduce costs, including increasing the number of alternate-fuel vehicles, upgrading the County radio communication network, and developing cooperative agreements for use of the network. In the prior year, a compliance specialist position was added to ensure County compliance with federal and state regulations, and four positions were transferred from Fleet Services to General Services Administration to support Administration and the Business Office.

UFLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT

FUNDS 8910-8911

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year. This includes a decrease in salaries as a result of transferring four Business Office positions to General Services Administration in the prior year; elimination of extra-help funding that was budgeted in 2003-04 for Sheriff vehicle transfers; and an increase in retirement contributions.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year. This includes an increase in fuel costs for unleaded fuel, pollution-reduced diesel fuel and compressed natural gas for alternate fuel-powered vehicles; an increase in equipment maintenance costs; and a decrease in data processing charges.

OTHER CHARGES

- Other Charges represent a decrease from the prior year for depreciation of vehicles and equipment.

FIXED ASSETS/ASSETS REPLACEMENT

- Fixed Assets reflect an increase from the prior year due to the purchase of new equipment.
 - **FIXED ASSETS (\$3,648,833):**

Replacement Equipment from Depreciation Funds (\$2,950,000)

Light Duty Vehicles	\$500,000.....	User Departments
Hybrid Vehicles	1,000,000.....	User Departments
Trucks & Buses	500,000.....	User Departments
Radio Equipment.....	350,000.....	User Departments
Shop Equipment.....	100,000.....	Fleet Operation
Microwave Relocation	500,000.....	Radio System Operations

Replacement Equipment from Other Funds (\$604,333)

Totally Damaged Vehicles	\$110,000.....	Risk Funds – Vehicle Replacement
Auto/Physical Damage	80,700.....	Risk Funds – Vehicle Repair
Inflation Surcharge Fund.....	413,633.....	Offset for Equipment Purchases

New Equipment (\$94,500)

Crew Cab PU with Dump Bed.....	\$45,000.....	Public Works and Planning
Pick Up Truck – 1/2 Ton	15,500.....	Public Works and Planning
Mini Van – 7 Passenger.....	25,500.....	Public Works and Planning
Trailer Mounted Portable Toilet.....	8,500.....	Public Works and Planning

UFLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT **FUNDS 8910-8911**

SUMMARY OF REVENUES

The Fleet Services Internal Service and Equipment Funds receive the majority of their revenues from charges to user departments. In addition, some revenue is received from the sale of surplus property that has no remaining useful life and from interest earnings. Rates to user departments are based on overall operating costs, which include consideration of vehicle/equipment use and depreciation charges for equipment replacement. An inflation surcharge per mile supplements the replacement of vehicles and equipment. Revenues are recommended at \$16,229,335, a decrease from the prior year.

- Charges for Services – Represent recovery of costs for services provided to user departments.
- Use of Money and Property – Reflects a decrease due to lower interest earnings and a reduction in depreciation to replace fixed assets.
- Sale of Fixed Assets — Estimated to remain at the 2003-04 level.
- Residual Equity Transfers In – Represent revenue from user departments to purchase new equipment.
- Miscellaneous Revenues – Reflect an increase from Risk Management for the Totally Damaged Vehicle and Auto/Physical Damage programs.
- Depreciation Carryover – Represents an increase to develop a pool of hybrid (electric-gasoline powered) vehicles that can be rented to user departments that do not have the ability to purchase replacement vehicles.

FLEET SERVICES - INTERNAL SERVICE AND EQUIPMENT FUNDS - 8910-8911**REGULAR SALARIES****BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
5365	Fleet Services Manager	E	1	1	\$ 66,973
1114	Telecommunications Systems Engineer	F	1	1	63,397
5309	Fleet Services Supervisor	1779	2	2	112,856
5332	Master Heavy Duty Mechanic	1572	3	3	149,709
5331	Master Automotive Mechanic	1572	1	1	49,903
5347	Installer	996	1	1	29,763
5348	Telecommunications Technician	1430	4	4	181,552
5370	Welder	1371	3	3	130,527
5313	Heavy Duty Mechanic	1371	11	11	478,599
5307	Automotive Mechanic	1371	11	11	463,690
3410	Fleet Services Parts Specialist	1040	2	2	65,980
5040	Fleet Services Maintenance Custodian	821	1	1	26,048
3140	Secretary III	1022	1	1	32,416
3080	Office Assistant III	915	2	2	57,781
3440	Stock Clerk II	827	1	1	26,231
TBD	Environmental Compliance Specialist (Proposed)		1	1	58,418
TOTAL REGULAR SALARIES			46	46	\$ 1,993,843

GRAPHIC COMMUNICATION SERVICES
BUDGET 8920
Internal Service Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 473,575	\$ 516,067	\$ 1,023,571	\$ 507,504	98%
Services & Supplies	1,393,253	1,639,997	3,028,862	1,388,865	100%
Other Charges	22,151	27,507	12,300	(15,207)	-55%
Fixed Assets	45,955	0	0	0	0%
Total Appropriations	\$ 1,934,934	\$ 2,183,571	\$ 4,064,733	\$ 1,881,162	86%
<u>Revenues</u>					
Charges for Services	\$ 1,941,506	\$ 2,175,571	\$ 4,062,733	\$ 1,887,162	87%
Use of Money & Property	6,833	8,000	2,000	(6,000)	2,000
Ent. Fund Retained Earnings	109,845	0	0	0	0
Total Revenues	\$ 2,058,184	\$ 2,183,571	\$ 4,064,733	\$ 1,881,162	2,001
<u>Net Income/(Loss)</u>	\$ 123,250	\$ 0		\$ 0	(1,879,161)
<u>Net County Cost</u>	\$ 0	\$ 0		\$ 0	(1,879,161)
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	12	25	25	0	

GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE

FUND – 8920

FUNCTION

Graphic Communication Services was reorganized as a division of the Department of General Services in March 2004. The unit provides graphic design services, offset printing, copy service, poster printing services, and the interoffice messenger service for the County. Graphic Communication Services performs the majority of the County's graphic communication requirements in-house; specialized services and projects produced more cost effectively by private companies are contracted out.

OVERVIEW

The 2004-05 Recommended Budget of \$4,064,733 reflects an increase in appropriations and revenues over the 2003-04 Adopted Budget primarily due to the consolidation of services from the Human Services System (HSS). Staffing is recommended at the prior year level of 25 positions.

DEPARTMENT COMMENTS

Graphic Communication Services continues to enhance its services to user departments while increasing efficiencies and reducing costs Countywide. In order to provide better customer service to its user departments, Graphic Communication Services is consolidating its operations from its shops on Hamilton and at the Hall of Records to the former Maria's Furniture building on Van Ness Avenue. This provides a more centralized location to many of the County departments, resulting in efficiencies and a more effective delivery system. A major component of the consolidation was the transfer of services, including mailroom, high volume copy, and delivery services, from HSS to Graphic Communication Services. This resulted in substantial savings and enhanced services Countywide.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- As a result of the consolidation of services from the former HSS, 13 positions were transferred to Graphic Communication Services in the prior year. In addition, operations were moved to a more centralized location in downtown.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year which reflects full-year funding for 13 positions added midyear 2003-04 and increases in retirement and health insurance contributions.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year primarily due to an increase in postage costs due to consolidation of mail services from HSS.

OTHER CHARGES

- Other Charges represent a decrease from the prior year due to fully depreciating some equipment.

UGRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE
FUND – 8920

SUMMARY OF REVENUES

- Revenues are recommended at \$4,064,733, an increase over the prior year.
 - Charges for Services – Represent the recovery of costs from County departments and other governmental agencies requesting services.
 - Use of Money and Property – Reflects estimated interest earnings based on actual revenues received in 2003-04.

GRAPHIC COMMUNICATION SERVICES - INTERNAL SERVICE FUND - 8920

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2217	Graphic Communication Services Manager	H	1	1	\$ 51,887
1151	Graphic Arts Technician I	1030	2	2	63,153
3542	Senior Offset Equipment Operator	1004	1	1	31,670
3535	Offset Equipment Operator II	888	5	5	140,810
3070	Supervising Office Assistant II	1222	1	1	31,398
3080	Office Assistant III	915	3	3	83,902
3125	Office Assistant I	732	2	2	39,902
3037	Driver	784	<u>10</u>	<u>10</u>	<u>241,512</u>
Subtotal			25	25	\$ 684,234
TOTAL REGULAR SALARIES					\$ 684,234

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT
BUDGETS 8905-8908
Internal Service and Equipment Funds**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 14,402,123	\$ 13,983,518	\$ 10,676,406	\$ (3,307,112)	-24%
Services & Supplies	18,690,561	25,389,056	10,782,193	(14,606,863)	-58%
Other Charges	2,836,573	1,523,056	407,976	(1,115,080)	-73%
Other Financing Uses	0	1,500,000	0	(1,500,000)	-100%
Fixed Assets	1,336,626	174,200	0	(174,200)	-100%
Fixed Assets Replacement	805,565	856,596	0	(856,596)	-100%
Total Appropriations	\$ 38,071,448	\$ 43,426,426	\$ 21,866,575	\$ (21,559,851)	-50%
<u>Revenues</u>					
Charges for Services	\$ 36,858,971	\$ 35,535,788	\$ 21,417,277	\$ (14,118,511)	-40%
Use of Money & Property	246,136	250,000	25,000	(225,000)	-90%
Retained Earnings	3,135,511	4,300,000	0	(4,300,000)	-100%
Residual Equity Transfers In	1,381,009	174,200	0	(174,200)	-100%
Misc. Revenues	81,539	809,842	424,298	(385,544)	-48%
Depreciation Carryover	0	2,356,596	0	(2,356,596)	-100%
Total Revenues	\$ 41,703,166	\$ 43,426,426	\$ 21,866,575	\$ (21,559,851)	-50%
Revenues in Excess of Approp.	\$ (3,631,718)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ (3,631,718)	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	200	156	125	(31)	

Department Requests Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 209,104
Other Charges	<u>1,079,631</u>
Total Appropriations	\$ 1,288,735
Net County Cost	0
	<u>2004-05</u>
Restored Positions	4

INFORMATION TECHNOLOGY SERVICES DEPARTMENT - 8905-8908

FUNCTION

The Information Technology Services Department (ITSD) provides information technology and related services to Fresno County Departments and other agencies. Services provided by ITSD include user requirement definitions; system acquisition and integration; and systems operation, maintenance, and enhancements. ITSD is responsible for the implementation, maintenance, and operation of the voice and data Institutional Network ("I-Net") and a suite of enterprise applications that operate securely over the network. In addition, the department provides core Information Technology (IT) services and facilities including document imaging; work flow processing solutions; and desktop hardware and software including training and support. It is recommended the department be divided into four Internal Service Funds enabling ITSD to recover its costs for services provided to County departments.

OVERVIEW

The 2004-05 Recommended Budget of \$21,866,575 reflects a 50% (\$21,559,851) decrease in appropriations and revenues from the 2003-04 Adopted Budget. The decrease is due to three major factors. The first is the decentralization of application support including transferring the cost of labor, software, and services to the user departments, which accounts for approximately \$9.1 million of the reduction. The second is the creation of three new Internal Service Funds (ISFs) including e-Government, PeopleSoft Operations, and Telecommunications for accounting purposes. These functions were included in the prior year ITSD budget. Transferring the costs of these functions from the ITSD budget to the new ISFs resulted in a decrease of approximately \$9.8 million. The third is the downsizing of ITSD and reorganization of the core services within this budget. This activity accounts for the remainder of the decrease, which is approximately \$2.7 million.

DEPARTMENT COMMENTS

ITSD is still in transition as a result of decentralization and downsizing. A number of issues are yet to be determined. It is still unclear as to the adequacy of the remaining core staff of 125 allocated positions. Further the impact of layoffs with regard to the effect on required skill sets is undetermined. The adequacy of service levels from the user department's perspective is unknown. These and many other questions and issues will surface and need to be clarified in the next 6-12 months. As the impact of decentralization and downsizing is better understood, there will undoubtedly be recommendations for midyear adjustments in staffing mix, transition to selective outsourcing, and other such policy level recommendations.

The requirement to remain current with core enterprise level software releases is of paramount importance. With a smaller support staff, staying current with software releases becomes an issue of labor. The older the release, the more labor intensive is the support effort. The challenge to meet security demands grows daily and older versions of the Microsoft desktop software and in particular Office is of great concern from both a security perspective and a maintenance perspective. As the department reviews its software portfolio, there will be a significant effort to re-examine our enterprise software choices with an eye to further cost reduction. There is however, no viable option to our current choice of Microsoft Office. The County is currently on Office 97 which is unsupported and vulnerable to security breach and functional inadequacies.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT –
8905-8908

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- There are significant program changes in ITSD including the following:
 - In accordance with the recommendations of the audit conducted by KMPG and direction of the Board of Supervisors, the 2004-05 ITSD Budget reflects the decentralization of application support including transferring the cost of labor (IT analysts), software, and services to user departments. This provides a cost-effective approach to providing the user department with more control of their department-specific IT systems. A total of 17 positions, as part of the decentralization, were transferred to user departments in 2003-04.
 - Beginning in 2004-05, it is recommended ITSD be downsized to provide primarily central core services including, in part, network and hosting support, e-mail and internet access, PeopleSoft technical support, and Countywide data storage. These services will be provided and monitored through Service Level Agreements with each user department. In addition, ITSD will continue to provide application support to departments where this service was not decentralized. It is recommended a total of 21 positions (13 filled, 8 vacant) related to the downsizing be eliminated.
 - In 2004-05, it is recommended ITSD be divided into four ISFs for accounting purposes. They will include this budget (8905-8908), PeopleSoft (8903), e-Government (8904) and Telecommunications (8930-8931). A total of ten positions are recommended to be transferred to the new Telecommunications budget.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 24% decrease from the prior year Adopted Budget. This reflects the recommended staffing level for 2004-05 of 125 positions, a reduction of 31 positions from the prior year. Salaries and Benefits also include the increases in employee benefits for the remaining positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 58% decrease from the prior year due to the program changes as identified in the Significant Program Changes section.

OTHER CHARGES

- Other Charges reflect a 73% decrease from the prior year due to a significant reduction in depreciation charges as a result of the continuation of the equipment leasing program. This amount was further reduced due to the decentralization of direct software charges. In the prior year, depreciation relating to these software charges was included in this object level.

OTHER FINANCING USES

- No appropriations are recommended in Other Financing Uses. An Operating Transfer Out, totaling \$1,500,000 was included in the prior year budget and represented depreciation funds transferred to the General Fund. Due to the implementation of the leasing program, depreciation funds that were collected from General Fund departments were not needed and were utilized for other General Fund purposes. No depreciation funds are recommended to be transferred in 2004-05.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905-8908

FIXED ASSETS

- No Fixed Assets are recommended to be purchased in 2004-05.

SUMMARY OF REVENUES

- Revenues are recommended at \$21,886,575, a 50% (\$21,559,851) decrease from the prior year. As an Internal Services Fund, ITSD is financed through charges to user departments for services rendered.
 - Charges for Service - Reflects a 40% decrease from the prior year. Represents the recovery of costs for services provided to user departments.
 - Use of Money and Property - Reflects a 90% decrease from the prior year based on estimated cash balances in 2004-05.
 - Retained Earnings – No retained earnings are available for 2004-05. A total of \$4,300,000 in retained earnings were budgeted in 2003-04.
 - Residual Equity Transfers In – Reflects the recovery of costs for equipment purchases by user departments. No equipment is recommended to be purchased in 2004-05 due to the continuation of the leasing program.
 - Miscellaneous Revenues – Represents funding available from the lease/rental program. Reflects a 48% decrease from the prior year due to the transfer of CalWIN project charges from ITSD to the Department of Employment and Temporary Assistance.
 - Depreciation Carryover – No Depreciation Carryover funds are budgeted for 2004-05.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The following is being requested by the Department in priority order:

PRIORITY ONE – EXECUTE AN ENTERPRISE AGREEMENT WITH MICROSOFT

Microsoft no longer supports Windows 97. It is requested the County enter into a Enterprise Agreement with Microsoft to maintain current release levels for all Microsoft desktop software. The cost for the Enterprise Agreement is \$171.37 per personal computer per-year. This equates to \$1,079,631 per-year for an average of 6,300 personal computers. It is estimated approximately 35%, or \$377,871, of this amount will be paid for by user departments with net County cost.

Over a five-year period, the cost for the Enterprise Agreement would be \$5,398,155. In lieu of an Enterprise Agreement, it is anticipated the County will spend approximately \$6,403,320 in Microsoft upgrades and other desktop software packages over the same five-year period. When you add the costs to upgrade enterprise applications such as exchange e-mail, it is less expensive to buy the enterprise license.

There are other advantages to having an Enterprise Agreement. Microsoft would give the County 75 training vouchers (75 days @ \$425/day), based on an average of 6,300 personal computers, that would help keep technical support staff trained. In addition, all employees under the Enterprise Agreement would have the right to take the software home to be used on their home systems.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT –
8905-8908

The Microsoft Enterprise agreement was negotiated by the California County and City IT organizations and almost all major Counties and Cities have agreed to this method of licensing Microsoft Software.

Total Net County Cost of Priority One **\$1,079,631**

PRIORITY TWO – RESTORE 4 OF THE 13 POSITIONS SLATED FOR LAYOFF

The department requests that four Network Systems Engineer positions be restored at a cost of \$209,104. This request is based on the need to maintain trained personnel in the technical positions. Based on anticipated attrition rates, the County will be well served to maintain these positions, rather than layoff, re-hire and re-train in a matter of months.

- Four Network Systems Engineer Positions 209,104

Total Net County Cost of Priority Two **\$ 209,104**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$1,288,735**

INFORMATION TECHNOLOGY SERVICES DEPARTMENT - 8905-8908**REGULAR SALARIES**
BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2234	Information Technology Manager	E	8	5	\$ 463,292
2243	IT Business Manager	F	1	1	77,215
2243	Information Technology Division Manager	D	3	3	266,857
2257	Staff Analyst III-A	1756	1	1	53,774
3080	Office Assistant III	915	4	2	58,040
3110	Office Assistant II	822	3	1	25,172
3138	Telecommunications Services	1196	3	0	0
3161	Secretary IV - Conf.	1085	2	1	59,317
3166	Administrative Secretary - Conf.	1211	1	1	37,084
3215	Accountant II	1585	1	0	0
3255	Senior Accountant	1851	1	1	61,518
3260	Account Clerk III	967	6	4	123,450
3701	Information Technology Support Technician II	930	7	4	113,917
3702	Information Technology Support Technician III	1085	7	5	132,904
3703	Senior Information Technology Support Technician	1368	5	5	184,457
3705	Information Technology Analyst II	1505	1	1	46,088
3706	Information Technology Analyst III	1775	7	7	380,645
3707	Information Technology Analyst IV	2114	22	22	1,388,488
3708	Senior Information Technology Analyst	2408	15	15	897,398
3710	Network Systems Engineer II	1505	3	3	143,380
3711	Network Systems Engineer III	1759	18	12	606,612
3712	Network Systems Engineer IV	2114	15	10	696,203
3713	Senior Network Systems Engineer	2408	16	16	1,185,762
3747	Senior Information Technology Analyst - Conf.	2408	1	1	73,741
3746	Information Technology Analyst IV - Conf.	2114	2	2	129,474
3745	Information Technology Analyst III - Conf.	1775	1	1	55,517
0220	Deputy Chief Information Officer	C	1	0	0
8045	Chief Information Officer	B	1	1	132,247
Subtotal			156	125	\$ 7,856,279
Salary Savings					(469,886)
Auto Allowance					6,156
TOTAL REGULAR SALARIES					\$ 7,392,549

VACANT POSITIONS RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
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INFORMATION TECHNOLOGY SERVICES DEPARTMENT - 8905-8908

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2234	Information Technology Manager	Filled	E	-1	\$ 83,077
3080	Office Assistant III	Filled	915	-1	30,838
3161	Secretary IV - Conf.	Filled	1085	-1	35,354
3215	Accountant II	Filled	1585	-1	58,001
3260	Account Clerk III	Filled	967	-1	30,327
3701	Information Technology Support Technician II	Filled	930	-1	32,499
3711	Network Systems Engineer III	Filled	1759	-5	291,115
3712	Network Systems Engineer IV	Filled	2114	-2	138,477
				<hr/>	<hr/>
	Cost of Restoring Filled Positions			-13	\$ 616,612

**PEOPLESOFT OPERATIONS
BUDGET 8903
Internal Service and Equipment Funds**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>0</u>	<u>0</u>	<u>\$ 2,345,323</u>	<u>\$ 2,345,323</u>	100%
Total Appropriations	\$ 0	\$ 0	\$ 2,345,323	\$ 2,345,323	100%
<u>Revenues</u>					
Charges for Services	\$ <u>0</u>	\$ <u>0</u>	<u>\$ 2,345,323</u>	<u>\$ 2,345,323</u>	100%
Total Revenues	\$ 0	\$ 0	\$ 2,345,323	\$ 2,345,323	100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

PEOPLESOFT OPERATIONS – 8903

FUNCTION

PeopleSoft Operations provides for the maintenance and operation of the enterprise-wide Financial and Human Resources (H/R) Information System. This packaged software system provided by the PeopleSoft Corporation is used to produce the County's biweekly payroll, maintain the employee personnel records, and provide on-line access to employee benefits and personnel information. In addition, the system provides automated financial record keeping including accounts payable, accounts receivable, and general ledger. This budget unit was created to more fairly allocate expenses to user departments. An Internal Service Fund (ISF) will recover costs associated with the operation and maintenance of the PeopleSoft system for the Auditor-Controller/Treasurer-Tax Collector (A-C/T-TC), the Personnel Department, and Information Technology Services Department (ITSD).

OVERVIEW

The 2004-05 Recommended Budget is \$2,345,323. The combined costs associated with this new budget were previously included as net County cost in the A-C/T-TC and Personnel budgets or included in the ITSD billing rate.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- This new budget unit represents a change from prior year billing for PeopleSoft charges. Historically, ITSD billed approximately 60% of actual costs associated with PeopleSoft to the A-T/T-TC and the Personnel Department. The remainder of this cost was carried in the ITSD Overhead and billed out through the ITSD billing rates. Beginning with the 2004-05 Fiscal Year, these charges will be billed directly to user departments. The allocation of costs to user departments, in general, will be based on the number of personnel for H/R and budget size for Financial Management.

SERVICES AND SUPPLIES

- Services and Supplies are comprised of billable labor from ITSD, A-T/T-TC, and the Personnel Department and ITSD Equipment Charges, Software, and Professional Services associated with the PeopleSoft system.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,345,323.
 - Charges for Services – Reflects the recovery of costs for services provided to user departments.

**e-GOVERNMENT
BUDGET 8904
Internal Service and Equipment Funds**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>0</u>	<u>0</u>	<u>907,890</u>	<u>907,890</u>	100%
Total Appropriations	\$ 0	\$ 0	\$ 907,890	\$ 907,890	100%
<u>Revenues</u>					
Charges for Services	\$ 0	\$ 0	\$ 327,890	\$ 327,890	100%
Misc. Revenues	<u>0</u>	<u>0</u>	<u>580,000</u>	<u>580,000</u>	100%
Total Revenues	\$ 0	\$ 0	\$ 907,890	\$ 907,890	100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

E-GOVERNMENT – 8904

FUNCTION

This new Internal Services Fund (ISF) has been established to provide funding for the regional e-Government initiative. This organizational unit is administered by the Information Technology Services Department (ITSD). The recommended appropriations will provide the necessary funding to continue support and administration of the multi-agency institutional network (I-Net) for transmitting electronic data more efficiently between governmental agencies. The initiative also calls for the County to provide and support a regional e-Government computer-processing platform that will enable constituency access to any and all local governments in the Fresno Region via a single “smart” common portal.

OVERVIEW

The 2004-05 recommended budget is \$907,890. The first year e-Government financial plan is dependent upon the award of a \$200,000 Regional Jobs Initiative Grant and the implementation of a surcharge on County issued building permits resulting in the collection of \$15,275.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The e-Government initiative has been underway for the past two years. Significant progress has been made in the area of I-net connections between the Cities and the County. In addition, important objectives with regard to sharing resources and multi-agency governance are being formed with the signing of the Memorandum of Understanding between the County, City of Fresno, and the City of Clovis. The next main objective is the implementation of the common portal and initiation of the first shared application.

SERVICES AND SUPPLIES

- Services and Supplies include the cost for e-Permitting such as common portal software and associated implementation services; ITSD labor, equipment hosting, and line charges; e-Government coordination; and portal administration.

SUMMARY OF REVENUES

- Revenues are recommended at \$907,890.
 - Charges for Services – Represents the collection of fees for service from constituent cities and regional subscribers and the collection of a surcharge, if approved, added to the issuance of County building permits.
 - Miscellaneous Revenues – Represents the award of a \$380,000 REMOVE grant from the San Joaquin Valley Unified Air Pollution Control District and a pending \$200,000 grant sponsored by the Regional Jobs Initiative.

E-GOVERNMENT – 8904

PENDING FACTORS

- A portion of the funding (\$200,000) for the e-Government initiative is dependent on the award of a Regional Jobs Initiative Grant. Award for this grant will not be known until January 2005. The project for the implementation of the Portal must begin immediately to meet the schedule for the e-Permitting system. Should the grant not be awarded the Software Agreements and payment schedule may be adjusted to spread the payments for software over a longer period of time at the cost of interest. Approval of this budget at \$907,890 is recommended with the stipulation that a midyear adjustment may be necessary to reduce the 2004-05 appropriations to reflect revenues unless additional revenues are identified prior to January 2005.

In addition, this budget includes revenue (\$15,275) generated from a proposed surcharge (convenience fee) on building permits issued through e-Permitting. The surcharge is proposed to go into effect at the time e-Permitting is available in late 2004.

**TELECOMMUNICATIONS
INFORMATION TECHNOLOGY SERVICES DEPARTMENT
BUDGETS 8930-8931
Internal Service and Equipment Funds**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 0	\$ 0	\$ 480,604	\$ 480,604	100%
Services & Supplies	0	0	4,710,800	4,710,800	100%
Other Charges	0	0	817,183	817,183	100%
Fixed Assets Replacement	<u>0</u>	<u>0</u>	<u>427,779</u>	<u>427,779</u>	<u>100%</u>
Total Appropriations	\$ 0	\$ 0	\$ 6,436,366	\$ 6,436,366	100%
<u>Revenues</u>					
Charges for Services	\$ 0	\$ 0	\$ 5,708,587	\$ 5,708,587	100%
Retained Earnings	0	0	300,000	300,000	100%
Depreciation Carryover	<u>0</u>	<u>0</u>	<u>427,779</u>	<u>427,779</u>	<u>100%</u>
Total Revenues	\$ 0	\$ 0	\$ 6,436,366	\$ 6,436,366	100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>
Position Summary	0	0	7	7

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries and Benefits	\$ 124,185
Services and Supplies	<u>48,500</u>
Total Appropriations	\$ 172,685
<u>Net County Cost</u>	\$ 172,685
	<u>2004-05</u>
Additional Positions (restored)	3

TELECOMMUNICATIONS – 8930-8931

FUNCTION

The Telecommunications Internal Services Fund (ISF) is a division of the Information Technology Services Department (ITSD). This ISF finances the operation and maintenance of the County's extensive telephone system including all leased lines, NORTEL switches, in-building cabling, and desk-set telephone equipment. This ISF also collects the raw billing data necessary for pass through billings for long distance and cellular telephone charges. The employees in this budget work in conjunction with the remainder of the ITSD staff to integrate voice and data communications and better coordinate the desktop support function. Telecommunications rates are based upon the number and type of communication devices plus direct phone bill charges.

OVERVIEW

The 2004-05 Recommended Budget is \$6,436,366. The costs for Telecommunications were included in the prior year ITSD Budget (8905) and were part of the ITSD rates charged to user departments. A new ISF is being created for Telecommunications for accounting purposes and a total of ten positions are recommended to be transferred to this budget from the ITSD budget. In order to reduce costs in this budget, a total of three of the ten positions are recommended to be deleted.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Telecommunications Division continues to operate and maintain the County's telecommunications network of over 12,000 devices. Because of the merger with ITSD, the division also coordinates departmental requests for moves, adds and changes with regard to all desktop equipment including phones and personal computers. The division is working with all of the voice service providers to eliminate paper billing and provide the County with electronic bills. With only a few exceptions, this objective will be achieved by June 2005. Thus most billing data, both cellular and long distance will be available for departmental access and review on-line.
- The Telecommunications Division has historically provided a telephone operator service that responds to approximately 60,000 1-800 calls per-year. This service enables constituents in outlying areas of the County to reach county services and departments via a toll free number. In addition, it provides a means for employees to use a toll-free number to call in when working in outlying areas. In order to reduce costs in this budget, it is recommended this service be eliminated including three filled telephone operator positions.

SALARIES AND BENEFITS

- Salaries and Benefits include the costs for seven positions and reflect the reduction of three telephone operator positions (office assistants) as discussed in the Significant Program Impacts section.

SERVICES AND SUPPLIES

- Services and Supplies include costs for leased lines and contracted maintenance of equipment.

UTELECOMMUNICATIONS – 8930-8931

OTHER CHARGES

- Other Charges represent the amount of depreciation recovered through the rates for 2004-05.

FIXED ASSETS REPLACEMENT

- Fixed Assets include replacement equipment financed with depreciation funds.

SUMMARY OF REVENUES

- Revenues are recommended at \$6,436,366.
- Charge for Services – Reflects the recovery of costs for services to user departments.
- Retained Earnings – Retained earnings are being used to reduce communications rates in this year's budget.
- Depreciation Carryover – Represents funding available to finance fully depreciated equipment in County departments.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department has submitted the restoration of the 1-800 telephone operator service as an above target request. The costs to restore this function are provided below:

SALARIES AND BENEFITS

- | | |
|------------------------------------|-----------|
| • Three Office Assistant positions | \$124,185 |
|------------------------------------|-----------|

SERVICES AND SUPPLIES

- | | |
|---------------------|--------------|
| • Telephone charges | 47,500 |
| • Office Expense | <u>1,000</u> |

TOTAL OPERATING PLAN

\$172,685

TELECOMMUNICATIONS - 8930-8931**REGULAR SALARIES****BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>TRANSFERRED</u>	<u>RECOMMENDED</u>	
3080	Office Assistant III	915	1	0	\$ 0
3110	Office Assistant II	822	2	0	0
3138	Telecommunications Services	1196	3	3	101,932
3701	Information Technology Support Technician II	930	1	1	29,451
3707	Information Technology Analyst IV	2114	1	1	66,946
3708	Senior Information Technology Analyst	2408	1	1	76,257
3711	Network Systems Engineer III	1759	<u>1</u>	<u>1</u>	<u>55,704</u>
Subtotal			10	7	\$ 330,290
TOTAL REGULAR SALARIES					\$ 330,290

FILLED POSITIONS RECOMMENDED FOR DELETION**(September 13, 2004)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3080	Office Assistant III	Filled	915	-1	\$ 56,504
3110	Office Assistant II	Filled	822	<u>-2</u>	<u>67,681</u>
	Cost of Restoring Filled Positions			-3	\$ 124,185

**PERSONNEL SERVICES DEPARTMENT
BUDGET 1010
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,693,407	\$ 1,842,467	\$ 2,213,976	\$ 371,509	20%
Services & Supplies	<u>1,144,996</u>	<u>1,042,284</u>	<u>1,165,708</u>	<u>123,424</u>	<u>12%</u>
Total Appropriations	\$ 2,838,403	\$ 2,884,751	\$ 3,379,684	\$ 494,933	17%
<u>Revenues</u>					
Charges for Services	\$ 227,276	\$ 311,071	\$ 357,227	\$ 46,156	15%
Welfare Trust Reconciliation	0	34,900	0	(34,900)	-100%
Miscellaneous Revenues	32,942	0	0	0	0%
Intrafund Revenues	<u>838,316</u>	<u>956,969</u>	<u>1,820,373</u>	<u>863,404</u>	<u>90%</u>
Total Revenues	\$ 1,098,534	\$ 1,302,940	\$ 2,177,600	\$ 874,660	67%
<u>Net County Cost</u>	\$ 1,739,869	\$ 1,581,811	\$ 1,202,084	\$ (379,727)	-24%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	28	34	33	(1)	

PERSONNEL SERVICES DEPARTMENT - 1010

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8063	Director of Personnel Services	B	1	1	\$ 111,734
2330	Personnel Services Manager	E	3	3	235,970
2250	Principal Personnel Analyst	E	3	3	206,373
2251	Senior Personnel Analyst	F	1	1	61,857
2249	Personnel Analyst III	1826	8	8	443,714
2253	Personnel Analyst I	1424	3	2	85,863
3161	Secretary IV - Conf.	1135	1	1	36,044
3141	Secretary III - Conf.	1031	1	1	29,073
3143	Secretary II - Conf.	919	1	1	29,154
2235	Personnel Technician III - Conf.	1216	2	2	76,863
3081	Office Assistant III - Conf.	919	4	4	113,567
3111	Office Assistant II - Conf.	829	3	3	69,280
3111	Office Assistant II - Conf. (1/2 Time)	829	1	1	11,359
3082	Supervising Office Assistant II - Conf.	1222	1	1	38,759
2209	Administrative Services Assistant	H	1	1	47,267
Subtotal			34	33	\$ 1,596,877
Auto Allowance					6,156
Bilingual Skill Pay					2,400
Less Salary Savings					(31,937)
TOTAL REGULAR SALARIES					\$ 1,573,496

VACANT POSITION RECOMMENDED FOR DELETION

(August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2253	Personnel Analyst I	Vacant	1424	-1	\$ 56,807
	Cost of Restoring Vacant Position			-1	\$ 56,807

PERSONNEL SERVICES DEPARTMENT – 1010

FUNCTION

The Personnel Services Department provides Countywide centralized management and administrative oversight for activities associated with personnel, labor relations, employee benefits, staff development and training, and risk management services. Organizationally, the Department is divided into five divisions with one administrative unit responsible for department administrative functions, strategic planning, research and development, classification and compensation analysis, budgeting and finance and legislative analysis. Employment Services is responsible for work force reduction processes, recruitment and examination activities, and retention analysis; as well as providing funding and support to the Civil Service Commission. Labor Relations is responsible for labor contract negotiations, contract administration, employee grievance resolution, employment discrimination complaints, bargaining unit determination, and unfair labor practice charges. Staff Development and Training coordinates, tracks, and evaluates all Countywide staff development and training. The Risk Management and Employee Benefits Divisions are accounted for in the Risk Management budget (8925).

OVERVIEW

The 2004-05 Recommended Budget of \$3,379,684 reflects a 24% (\$379,727) decrease in net County cost from the 2003-04 Adopted Budget. To minimize cost increases in this budget, the deletion of one position and a decrease in non-reimbursable services and supplies is recommended. The recommended budget also includes the 6.5 positions transferred in the prior year from the former Human Services System Administration budget (5600) to the Department of Personnel Services as approved by the Board of Supervisors on December 16, 2003. Staffing is recommended at 33 positions, a decrease of one position from the 2003-04 level.

DEPARTMENT COMMENTS

The Personnel Services Department continues to evolve as we provide oversight for many new programs such as the Employee Recognition Program, Personal and Professional Development Academy, establishment of a Countywide learning management system and serve as the repository for employee suggestions on Countywide cost saving measures (PROFITS Program). In addition to a number of high-level recruitment efforts, we continue to provide critical support to the County Administrative Office and to that department's facing organizational issues as they also struggle with dwindling resources. In that regard, the department spent a significant amount of time with the represented employee organizations in Memorandum of Understanding negotiations and in identifying potential cost saving ideas and measures to help mitigate workforce reductions in the current year. Although, at this time, extensive workforce reductions have been avoided for the 2003-04 Fiscal Year, we are anticipating more difficulty in 2004-05 with the transition of employees impacted by budget reductions.

The Risk Management component of the department's efforts continue to be focused on reducing the County's exposure to loss through the expansion of the General Liability Program to include mandatory employee and departmental safety and liability training programs, and the implementation of an aggressive Return-to-Work Program to help mitigate increasing Workers' Compensation costs. At the same time, extensive efforts begin on a health and wellness education campaign coupled with efforts to establish a stable, self-funded health insurance program to gain control over escalating health care

UPERSONNEL SERVICES DEPARTMENT – 1010

costs. These major undertakings will be incorporated into an already maximized workload that will include work force reductions, health insurance agreements, and negotiations with employee organizations which will continue to make demands on staff and limited fiscal resources.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Recommendations for 2004-05 include:
 - Full-year costs associated with the prior year transfer of 6.5 positions from the former Human Service System Administration budget (5600) to the Department of Personnel Services as approved by the Board of Supervisors on December 16, 2003. These positions will continue to provide classification reviews and staff development functions for the Human Services Departments. All costs associated with these positions are recovered through charges to these departments.
 - The elimination of one vacant Personnel Analyst (\$56,807) will impact the day-to-day employment services, labor relations, and administrative activities currently required. In light of the significant research and verification involved in preparing for potential layoffs, any loss of staffing is magnified in terms of the additional workload imposed on remaining staff.
 - Recovery of allowable costs from the Risk Management ISF related to the addition of one Personnel Services Manager approved by the Board in the 2003-04 Adopted Budget. This position, approved in the prior year, provides budgetary, business and administrative oversight of the Personnel Services Department encompassing both Personnel (1010) and Risk Management (8925) funding components and program issues. These revenues were not included in the 2003-04 Adopted Budget.
 - During the first part of 2004-05, a significant amount of staff time will be devoted to meeting with represented labor organizations to identify and mitigate work-force reductions included in the recommended budget. The department will work closely with the Administrative Office and all County departments to identify individuals affected by the reduction; serve layoff notices, where necessary; meet individually with employees who are served with a layoff notice; and manage a service center devoted to ensuring that impacted employees are provided with information regarding options and benefits associated with layoffs in a single location. This effort will focus on placing those individuals in other funded County positions, with an attempt to minimize layoffs wherever possible.

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$2,213,976, represent a 20% (\$371,509) increase over the prior year primarily due to the transfer of 6.5 positions from the former HSS Administration (5600) to the Department of Personnel and increases in employer Retirement Contribution rates.

UPERSONNEL SERVICES DEPARTMENT – 1010

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$1,165,708, represent a 12% (\$123,424) increase over the prior year primarily due to costs associated with the transfer of 6.5 positions from the former HSS Administration to the Personnel Services Department as approved by the Board of Supervisors on December 16, 2003. The increase is partially offset by the transfer of PeopleSoft Human Resource System costs from the Personnel Budget (1010) to the PeopleSoft Budget (8903). These costs are now recovered by charges to all user departments.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,177,600, a 67% (\$874,660) increase over the prior year based on the projected level of services that will be provided to County departments in 2004-05 and the recovery of costs related to the transfer of 6.5 positions from the former HSS Administration to the Personnel Services Department.
 - Charges for Services (\$357,227). Reflects an increase of 15% (\$46,156) primarily attributed to the recovery of allowable costs from the Risk Management ISF. These costs are related to the addition of one Personnel Services Manager approved by the Board in the 2003-04 Adopted Budget to provide budgetary, business and administrative oversight of the Personnel Services Department encompassing both Personnel (1010) and Risk Management (8925) funding components and program issues. These revenues were not included in the 2003-04 Adopted Budget.
 - Welfare Trust Reconciliation Funds (\$0). No funds are included in the 2004-05 Recommended Budget.
 - Intrafund Revenues (\$1,820,373). Reflects an increase of 90% (\$863,404) due primarily to the recovery of costs associated with the transfer of classification review and staff development services from Human Services departments to the Department of Personnel Services.

**RISK MANAGEMENT
BUDGET 8925
Internal Service Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,152,099	\$ 1,543,866	\$ 1,583,144	\$ 39,278	3%
Services & Supplies	58,287,920	72,084,524	78,173,744	6,089,220	8%
Other Charges	8,500	8,500	8,500	0	0%
Fixed Assets	<u>0</u>	<u>45,349</u>	<u>0</u>	<u>(45,349)</u>	<u>-100%</u>
Total Appropriations	\$ 59,448,519	\$ 73,682,239	\$ 79,765,388	\$ 6,083,149	8%
<u>Revenues</u>					
Charges for Services	\$ 57,563,216	\$ 71,376,282	\$ 78,414,449	\$ 7,038,167	10%
Use of Money & Property	1,393,591	1,475,000	951,346	(523,654)	-36%
Misc. Revenues	536,752	399,593	399,593	0	0%
Retained Earnings	<u>0</u>	<u>431,364</u>	<u>0</u>	<u>(431,364)</u>	<u>-100%</u>
Total Revenues	\$ 59,493,559	\$ 73,682,239	\$ 79,765,388	\$ 6,083,149	8%
<u>Net Income/(Loss)</u>	\$ 45,040	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	19	23	23	0	

Department Requests Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 186,331
Services & Supplies	<u>4,962</u>
Total Appropriations	\$ 191,293
<u>Net County Cost</u>	\$ 0
	<u>2004-05</u>
Additional Positions	3

RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

FUNCTION

This Risk Management Internal Service Fund (ISF) finances the County's Risk Management and Employee Benefits programs. Administratively, these programs are managed through the Personnel Services Department (PSD), Risk Management and Employee Benefits Divisions. The ISF is the financial mechanism through which the County's self-insurance programs are funded, and commercial insurance and employee benefits are purchased. The ISF is financed by charges made to County departments for insurance coverage, contributions made by employees and retirees for their health coverage, and interest earned on self-insurance reserve funds. The Risk Management Division administers the self-insurance programs, directs the County's safety program, recovers damages due the County from third parties, provides risk management advice to County departments, (including loss prevention management), and controls mandated programs affecting employee safety. The Employee Benefits Division administers the group health, group life, and group disability programs, and the deferred compensation program, as well as maintains the PeopleSoft Human Resources Management System database and related system tables that support the employee benefits programs.

OVERVIEW

The 2004-05 Recommended Budget reflects an 8% increase in appropriations and revenues over the 2003-04 Adopted Budget due primarily to higher health care costs and increases in Workers' Compensation and General Liability insurance costs. Staffing is recommended at the prior year level of 23 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$1,583,144, represent a 3% (\$39,278) increase over the prior year due primarily to an increase in the County retirement contribution rate.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$78,173,744, represent an 8% (\$6,089,220) increase over the prior year due primarily to the higher cost of health insurance premiums, pursuant to the terms and conditions of the contractual agreements with health plan providers, and the projection of costs for workers' compensation and general liability programs.

Recommended appropriations will provide funding for the following:

- **Employee Benefits**

Health insurance benefits related to health coverage for employees, retirees, and their dependents. It should be noted that premium increases for Plan Year 2005 have not been determined; this budget includes an estimated increase of 15%.

- **Workers' Compensation**

The Self-insured Workers' Compensation program costs based on the cash basis funding method as approved by your Board on May 18, 2004.

URISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

- **General Liability**

The General Liability program costs based on the cash basis funding method as approved by your Board on May 18, 2004.

- **Medical Malpractice**

The recommended appropriation maintains sufficient funding for 2004-05. Loss experience from Human Services System public health and mental health activities has been traditionally low.

- **Unemployment Insurance**

The 2004-05 Unemployment Insurance costs based on the prior year spending levels.

- **Insurance - Other**

The Insurance Other costs which covers losses resulting from property and vehicle damages.

OTHER CHARGES

- Recommended funding of \$8,500 represents depreciation expenses for equipment purchased in 1998-99 and 1999-00.

SUMMARY OF REVENUES

- Revenues are recommended at \$79,765,388, an 8% (\$6,083,149) increase over the prior year due primarily to charges for employee benefits, workers compensation and general liability.
 - Charges for Services (\$78,414,449). Recommended at a 10% (\$7,038,167) increase due primarily to higher charges for health insurance, workers' compensation and general liability costs.
 - Use of Money and Property (\$951,346). Interest earnings are recommended at a 36% reduction based on actual prior year earnings and current pool interest rates.
 - Miscellaneous Revenues (\$399,593). Estimated at the 2003-04 level.

URISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department of Personnel Services is requesting the following:

PRIORITY ONE – ADDITION OF ONE NURSE PRACTITIONER/PHYSICIANS ASSISTANT POSITION

This position will provide necessary services in the workers' compensation and general liability areas. Duties would include immediate response to accidents at the work place. They will assist the employee in getting the medical care they need and will also work with the employee in returning them to work, ultimately reducing workers compensation costs. This position will also provide first aid treatment to employees that are injured on the job in an effort to mitigate the need to visit a workers compensation physician. Additionally, the position will perform utilization review and quality assurance functions, working with physicians to assure only proper and necessary treatment is provided through the workers' compensation program.

- One Nurse Practitioner/Physicians Assistant position 98,469

Total Net County Cost of Priority One **\$ 98,469**

PRIORITY TWO – ADDITION OF ONE PERSONNEL ANALYST POSITION

The addition of one Personnel Analyst will provide the necessary skills to review, analyze and investigate workers' compensation claims and work with the District Attorney's Office and the State Department of Insurance in their investigation of those claims that appear to be irregular. This position will increase the County's efforts on workers' compensation fraud and minimize the potential of fraudulent claims resulting in overall savings to the workers' compensation program.

- One Personnel Analyst position 55,153

Total Net County Cost of Priority Two **\$ 55,153**

PRIORITY THREE – ADDITION OF ONE OFFICE ASSISTANT POSITION

The addition of one Office Assistant position will provide essential support for the Nurse Practitioner and Analyst positions as well as provide necessary support for existing programs within the Risk Management division.

- One Office Assistant position 32,709

Total Net County Cost of Priority Three **\$ 32,709**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$186,331**

RISK MANAGEMENT - INTERNAL SERVICE FUND - 8925

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2330	Personnel Services Manager	E	3	3	\$ 224,250
2250	Principal Personnel Analyst	E	1	1	69,217
2251	Senior Personnel Anaylst	F	2	2	122,513
2249	Personnel Analyst III	1826	5	5	280,912
2252	Personnel Analyst II	1581	2	2	95,308
2253	Personnel Analyst I	1424	1	1	39,025
2235	Personnel Technician III - Conf.	1216	2	2	76,866
2237	Personnel Technician I - Conf.	983	3	3	90,371
3161	Secretary IV - Conf.	1135	2	2	72,088
3081	Office Assistant III - Conf.	919	1	1	29,880
3111	Office Assistant II - Conf.	829	1	1	22,719
Subtotal			23	23	\$ 1,123,149
Less Salary Savings					(22,462)
TOTAL REGULAR SALARIES					\$ 1,100,687