

# County of Fresno



## **2007-2008 PROPOSED BUDGET**

(REVISED 7/12/2007)

**COUNTY OF FRESNO**  
**2007-08 PROPOSED BUDGET**

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# County of Fresno

ADMINISTRATIVE OFFICE  
**BART BOHN**  
COUNTY ADMINISTRATIVE OFFICER

July 16, 2007

Board of Supervisors  
County of Fresno  
Hall of Records  
Fresno, CA 93721

Dear Board of Supervisors Members:

The 2007-08 Recommended Budget for the County of Fresno is presented to you as a balanced fiscal document that stretches resources to the greatest extent possible to meet the extensive operational needs of the County. At a total of \$1.74 billion this record budget represents growth of about \$72.5 million or a little over 4%. The most discretionary revenues grew by \$12.4 million, also a little over 4%.

While this recommended budget is based on prudent projections of Countywide, departmental, and special revenues, there is some uncertainty related to the incomplete State of California budget process. A \$5.2 million State subvention to reimburse Fresno County for lost property taxes associated with the protection of agricultural lands is at great risk. If the subvention is ultimately eliminated by the State, the County will have to amend its Adopted Budget during the fiscal year to replace this lost discretionary revenue.

In accordance with County budget procedures, the full allocation of all available discretionary revenue to departments was made at the time of preparation of the Recommended Budget. That full allocation includes a proportional allocation to departments based on the previous fiscal year budget, specific departmental allocations to support Board approved initiatives, and additional departmental augmentation to mitigate critical, documented shortfalls. An additional \$2.4 million is expected to be available during Budget Hearings for remaining unmet needs.

Despite the modest growth of discretionary revenues mentioned above, expenses calculated to maintain current service level (termed net County cost or NCC) across all departments have grown much more rapidly. The shortfall, as calculated by the 24 departments, approaches \$50 million on an annual basis. While the impact of this shortfall is minimal to a few departments which enjoy secure funding streams, the vast majority will sustain significant reductions in current service level because they are dependent upon discretionary revenues to cover their NCC. The 4% growth of discretionary revenues would have to be around 19% to eliminate the calculated shortfall. Operational cost growth has been driven by escalated costs of contracts, high fuel bills, and the cost of the workforce. The single most significant cost increase across all functional areas has been in the County's required contribution to the retirement system. That amount has increased in the Recommended Budget by \$30 million to over \$122 million annually. The projected retirement cost growth makes it unlikely the County will be able to return to a current service level budget in the short-term.

Even though the County struggles to support ongoing operations, bond ratings for short-term and long-term borrowing have been maintained at the highest level and improved, respectively. Rating agency comments cite growth of reserves, an adopted debt policy, sound management practices, accurate cash flow projections, underlying regional economic growth, a contracted county hospital function, and no OPEB (other post employment benefits) liability. Over the past year, several highly successful bond transactions have been completed by the County with the assistance of our financial advisor, KNN Public Finance. They include a \$75 million conversion of variable rate Pension Obligation Bonds to fixed rate after achieving substantial savings, the issuance of \$55 million in Lease Revenue Bonds for a new Juvenile Court in a unique partnership with the State, and the issuance of \$60 million in short-term Taxation and Revenue Anticipation Notes to support cash flow.

To maintain our standing in the bond market and to improve our ability to fund ongoing County operations, an extensive set of strategic financial principles is being developed. These principles will address appropriations, fund balance, reserves, fee recovery, grants, debt, multi-year budgeting, revenue projections, encumbrances, accruals, and workforce costs. Once studied and refined, they will be presented to the Board of Supervisors for adoption. Hopefully, these principles can help restore the ability to fund new initiatives without current service level reductions in the out-years.

Respectfully submitted,

A handwritten signature in black ink that reads "Bart Bohn". The signature is written in a cursive, flowing style.

County Administrative Officer

# SUMMARY OF FUNDS

<b>REQUIREMENTS</b>	<b>2006-07 Adopted</b>	<b>2007-08 Recommended</b>	<b>Increase/ Decrease</b>
<b><u>General Fund</u></b>			
Administration and Fiscal	\$ 59,277,484	\$ 60,074,698	\$ 797,214
Contingencies/Resv./Designations	2,000,000	3,000,000	1,000,000
Justice Services	290,396,870	310,551,257	20,154,387
Land Use and Development	66,430,725	68,342,764	1,912,039
Human Services	758,101,201	802,481,708	44,380,507
Internal Services	30,490,656	31,231,866	741,210
Designation	603,570	636,162	32,592
<b>TOTAL GENERAL FUND</b>	<b>\$ 1,207,300,506</b>	<b>\$ 1,276,318,455</b>	<b>\$ 69,017,949</b>
<b><u>Other Funds</u></b>			
Road	\$ 88,653,562	\$ 67,381,887	\$ (21,271,675)
Community Redevelopment	58,932	51,670	(7,262)
Designation	165,557	145,130	(20,427)
Emergency Medical Services	2,108,052	2,008,219	(99,833)
CHIP	862,991	360,216	(502,775)
Library Funds	33,245,271	51,675,771	18,430,500
Internal Service Funds	152,589,160	158,639,233	6,050,073
Health & Welfare Trust	146,845,095	154,676,319	7,831,224
Debt Service	7,826,751	7,154,961	(671,790)
Enterprise Funds	25,358,850	19,660,610	(5,698,240)
Other Miscellaneous	695,399	163,850	(531,549)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 458,409,620</b>	<b>\$ 461,917,866</b>	<b>\$ 3,508,246</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,665,710,126</b>	<b>\$ 1,738,236,321</b>	<b>\$ 72,526,195</b>
<b><u>AVAILABLE FINANCING</u></b>			
<b><u>Revenues</u></b>			
Taxes	\$ 201,707,187	\$ 225,731,922	\$ 24,024,735
Licenses, Permits, and Franchises	10,501,510	11,038,995	537,485
Fines, Forfeitures, and Penalties	9,618,694	10,353,870	735,176
Use of Money and Property	9,060,698	11,995,393	2,934,695
State Aid	408,509,989	430,266,101	21,756,112
Federal Aid	294,601,123	311,900,196	17,299,073
Other Gov't'l Aid	5,199,831	7,882,619	2,682,788
Charges for Services	151,586,272	136,674,455	(14,911,817)
Miscellaneous Revenues	14,244,871	13,614,797	(630,074)
Other Financing Sources	150,727,382	164,913,904	14,186,522
Intrafund Revenues	43,729,709	44,218,792	489,083
Designation Draw	1,000,000	0	(1,000,000)
Blues Hills Designation	17,000	0	(17,000)
Annual Leave Designation	3,900,000	0	(3,900,000)
Realignment Trust Funds	146,845,095	154,676,319	7,831,224
Enterprise Revenues	13,445,688	14,415,798	970,110
Internal Service Fund Revenues	147,513,991	153,628,956	6,114,965
<b>TOTAL REVENUES</b>	<b>\$ 1,612,209,040</b>	<b>\$ 1,691,312,117</b>	<b>\$ 79,103,077</b>
<b><u>Fund Balance</u></b>			
General Fund	\$ 18,200,000	\$ 14,682,867	\$ (3,517,133)
Other Funds	35,301,086	32,241,337	(3,059,749)
<b>TOTAL FUND BALANCE</b>	<b>\$ 53,501,086</b>	<b>\$ 46,924,204</b>	<b>\$ (6,576,882)</b>
<b>TOTAL FINANCING</b>	<b>\$ 1,665,710,126</b>	<b>\$ 1,738,236,321</b>	<b>\$ 72,526,195</b>

## RECOMMENDED PERMANENT STAFFING

	<u>CURRENT 2006-07</u>	<u>RECOMMENDED 2007-08</u>	<u>INCREASE/ (DECREASE)</u>	
<b><u>GENERAL FUND</u></b>				
Administration & Fiscal Services	418	402	(16)	(4%)
Justice Services	2,629	2,566 *	(63)	(2%)
Land Use & Development Services	324	319	(5)	(2%)
Human Services	3,540	3,344	(196)	(6%)
Internal Services	<u>264</u>	<u>251</u>	<u>(13)</u>	<u>(5%)</u>
<b>TOTAL GENERAL FUND</b>	<b>7,175</b>	<b>6,882</b>	<b>(293)</b>	<b>(4%)</b>
<b><u>OTHER FUNDS</u></b>				
Road/Disposal Funds	250	250	0	0%
Library Funds	330	337	7	2%
Internal Services Funds	<u>229</u>	<u>226</u>	<u>(3)</u>	<u>(1%)</u>
<b>TOTAL OTHER FUNDS</b>	<b>809</b>	<b>813</b>	<b>4</b>	<b>0%</b>
<b><u>TOTAL ALL FUNDS</u></b>	<b><u>7,984</u></b>	<b><u>7,695</u></b>	<b><u>(289)</u></b>	<b><u>(4%)</u></b>

\* This number does not reflect a reduction in positions to balance the budgets for the Sheriff and District Attorney.

# FINANCING OF NET COUNTY COST (NCC)

## BY SYSTEM IN MILLIONS

	2006-07 ADOPTED NCC	2007-08 RECOMMENDED NCC	INCREASE/ (DECREASE)	
<b><u>SOURCES</u></b>				
<b><u>COUNTYWIDE REVENUES</u></b>				
COUNTYWIDE REVENUE	\$262.4	\$285.1	\$22.7	9%
REALIGNMENT VLF	49.3	47.4	(1.9)	(4%)
<b>TOTAL COUNTYWIDE REVENUES</b>	<b>\$311.7</b>	<b>\$332.5</b>	<b>\$20.8</b>	<b>7%</b>
<b><u>FUND BALANCE/RESERVES/DESIGNATIONS</u></b>				
FUND BALANCE	\$18.2	\$14.7	\$(3.5)	(19%)
USE OF DESIG. DRAW	1.0	0.0	(1.0)	(100%)
ANNUAL LEAVE DESIG. DRAW	3.9	0.0	(3.9)	(100%)
<b>TOTAL FUND BALANCE/RESERVE/DESIGNATIONS</b>	<b>\$23.1</b>	<b>\$14.7</b>	<b>\$(8.4)</b>	<b>(36%)</b>
<b>TOTAL GENERAL FUND SOURCES TO FINANCE NET COUNTY COST</b>	<b>\$334.8</b>	<b>\$347.2</b>	<b>\$12.4</b>	<b>4%</b>
<b><u>DISTRIBUTION</u></b>				
ADMINISTRATION & FISCAL	\$30.7	\$35.4	\$4.7	15%
CONTINGENCIES/RESV./DESIGNATIONS	2.6	3.6	1.0	40%
JUSTICE SERVICES	183.4	203.0	19.7	11%
LAND USE & DEVELOPMENT	14.5	14.6	0.1	0%
HUMAN SERVICES SYSTEM	88.5	75.5	(12.9)	(15%)
INTERNAL SERVICES	15.1	15.0	(0.1)	(0%)
<b>TOTAL DISTRIBUTION OF NET COUNTY COST</b>	<b>\$334.8</b>	<b>\$347.2</b>	<b>\$12.4</b>	<b>4%</b>

**FISCAL EXPLANATION**  
**2007-08 PROPOSED BUDGET**

**Explanation Regarding Appropriations Data Included in the Actual  
2005-06 Columns in the FISCAL SUMMARY Reports**

2005-06 Actuals – Includes expenditures against FY 2005-06 appropriations as of June 30, 2006. It does not include expenditures against any prior year encumbrances.

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# DEPARTMENT OF COMMUNITY HEALTH

## BUDGET 5620

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$45,464,953	\$51,757,126	\$57,580,727	\$5,823,601	11%
Services and Supplies	21,168,514	21,056,632	21,012,199	(44,433)	0%
Other Charges	1,233,324	1,266,944	1,383,921	116,977	9%
General Fixed Assets	30,475	-	162,000	162,000	100%
Total Appropriations	<b>\$67,897,266</b>	<b>\$74,080,702</b>	<b>\$80,138,847</b>	<b>\$6,058,145</b>	<b>8%</b>
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$99,536	\$110,500	\$90,500	\$(20,000)	-18%
Intergovernment Revenues - State	8,653,701	7,915,003	10,330,359	2,415,356	31%
Intergovernment Revenues - Federal	12,578,429	13,780,783	13,627,041	(153,742)	-1%
Charges For Services	11,823,534	13,821,585	14,118,034	296,449	2%
Miscellaneous Revenues	551,750	755,423	990,825	235,402	31%
Other Financing Sources-Health Realignment	31,385,005	33,575,800	37,059,050	3,483,250	10%
Intrafund Revenue	1,399,110	1,641,563	1,713,583	72,020	4%
Total Revenues	<b>\$66,491,065</b>	<b>\$71,600,657</b>	<b>\$77,929,392</b>	<b>\$6,328,735</b>	<b>9%</b>
<b><u>Net County Cost</u></b>	<b>\$1,406,201</b>	<b>\$2,480,045</b>	<b>\$2,209,455</b>	<b>\$(270,590)</b>	<b>-11%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	714	701	650	(51)	

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

### **FUNCTION**

The Department of Community Health is responsible for providing essential public health, environmental health, health care and emergency preparedness and response services. The Department is organized into nine divisions, including California Children's Services (CCS), Communicable Disease, Education and Prevention Services, Emergency Medical Services (EMS), Environmental Health, Jail Medical Services, Maternal, Child and Adolescent Health (MCAH), Nursing Outreach Services, and the Public Health Laboratory. This budget also funds the County's Office of Emergency Services Administration and the County's share of a joint City/County program with the Central Valley Society for the Prevention of Cruelty to Animals (SPCA) to provide animal pound, quarantine services, and leash law enforcement.

### **OVERVIEW**

The 2007-08 Recommended Budget reflects an 11% (\$270,590) decrease in net County cost from the 2006-07 Adopted Budget. Due to this decrease, public health, health care and environmental health services that were primarily funded by the adopted 2006-07 net County cost allocation have been reduced or eliminated from this budget. The recommended net County cost reflects the annual inflationary adjustment for the County's contract with the SPCA for animal control services, as well as the unreimbursed cost of medical services provided to Federal and State inmates housed at the Jail. All other costs incurred in this budget are revenue and Realignment offset. Staffing is recommended at 650 positions, a decrease of 51 positions from the 2006-07 level.

By statute, a local Maintenance-of-Effort (MOE) requirement exists to ensure that sufficient State/Local Health Realignment funds and California Healthcare for Indigents Program (CHIP) funds are spent exclusively on health programs. In order to meet this MOE, the department must incur costs for services that equal the total of the Sales Tax Realignment, the County mandated match, and Vehicle License Fees that make up Health Realignment revenues. If MOE expenditure levels are not met, CHIP revenues must be returned to the State. The 2007-08 Recommended Budget provides services at a level that maximizes available resources and allows continued funding of remaining programs.

### **DEPARTMENT COMMENTS**

Community Health's mission is to promote, preserve and protect the health of the community. The department's public health nurses continue to provide essential services that increase immunization rates, improve infant birth outcomes and increase access to health and social services. Our California Children's Services program will again facilitate health care delivery for children with crippling and chronic diseases. Communicable Disease staff will work to preserve the health of County residents by identifying and treating patients infected or exposed to contagious diseases such as tuberculosis, hepatitis, whooping cough and meningitis. Jail Medical Services will continue to provide health care to patients in custody at the County's four adult facilities and two juvenile facilities including the new Juvenile Justice Campus. Environmental Health will address the needs of our growing county in the areas of consumer food protection, dairy inspection, water surveillance, animal and rabies control, solid waste and hazardous materials enforcement. Health Education and Disease Prevention programs will continue to partner with Council of

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

Governments, health agencies and community based organizations at local and regional levels to build environments that assure healthy nutrition and active living while preventing obesity, diabetes, cardiovascular disease, respiratory illness and premature death. Department administration will address the health care needs of our medically fragile populations by developing a regional model of managed care Medi-Cal and by closely monitoring the master agreement between the County and Community Medical Centers to provide health care to jail inmates and the medically indigent community.

The department also leads the region in preparedness and response to natural disasters as well as biological, chemical and radiological terrorism. The Office of Emergency Services was instrumental in coordinating the local response to the 2006 Summer Valley Heat Emergency as well as the 2007 Winter Freeze Emergency. The Central California Emergency Medical Services Agency now provides regional dispatch services for all ambulance providers in Fresno, Kings and Madera Counties as well as fire dispatch to the city of Fresno and the North Central Fire Protection District. The Agency will soon provide fire dispatch to the City of Clovis. The Public Health Laboratory is a Level-B Regional Bioterrorism Laboratory and one of only four local Level II Chemical Terrorism Laboratories in the nation, making it a critical resource in our region for the detection of emerging diseases and chemical hazards. The department also co-chairs the Fresno County Emerging Infectious Disease Committee, which is tasked with coordinating community wide preparedness and response to new diseases such as West Nile Virus and Pandemic Influenza.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

In order to minimize cost increases and balance the budget, the following actions are recommended:

- The proposed elimination of the vacant and filled positions in various programs and services throughout the department is recommended in order to match expenditures with available revenues. In some instances, there will be no impact as positions were never filled or have been vacant for a considerable amount of time. Other reductions may result in delays in access to public health services.

#### **IMPACTS**

##### **CHILDREN'S MOBILE DENTAL PROGRAM**

- The deletion of one vacant Office Assistant, one vacant Driver, one filled Driver and one filled Supervising Office Assistant positions. These positions provide support to the Children's Mobile Dental program which offers extractions, fillings, sealants and cleanings to children from two to eight years of age who have limited or no access to dental care. The department plans to continue to provide sealants and cleanings by implementing a portable dental chair that can be transported to different sites by program staff. This chair would replace the mobile dental units and eliminate the need for Department of Motor Vehicles Class B licensed drivers. The duties of the Office Assistant and Supervising Office Assistant would be reassigned to existing clerical staff within the division. (Cost of Restoration: Salaries and Benefits \$201,249; Services and Supplies \$66,725; for a total cost of \$267,974)

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

### **HEALTH SCREENING AND PREVENTION PROGRAM (HSPP)**

- The elimination of the HSPP, which includes the deletion of one filled Nurse Practitioner, two filled and one vacant Office Assistant, and one filled Staff Nurse positions. The program screens clients for tuberculosis (TB) and offers treatment to clients with latent TB infection. In addition, the program treats clients exposed to the rabies virus. The program also provides evaluation, testing and prophylactic treatment to individuals that experience on-the-job exposure to blood and other bodily fluids. The HSPP sees an estimated 14,000 clients annually, primarily those with limited access to medical resources. Deletion of these positions will eliminate these services. In order to meet the demand for services, Clinic staff will refer clients to private physicians and workers compensation providers for treatment and care. (Cost of Restoration: Salaries and Benefits \$444,605; Services and Supplies \$146,321; for a total cost of \$590,926)

### **CHEST & SPECIALTY CLINIC SERVICES**

- The deletion of one vacant Medical Assistant, one vacant Staff Nurse, and one filled Health Center Manager positions assigned to the Communicable Disease Division's Chest Clinic. These positions provide clerical and medical support to nursing staff, testing of latent TB, and general oversight of the Chest and Specialty Services Clinics. The primary duties of these positions will be reassigned to existing staff within the division. In order to meet anticipated demand for services, Clinic staff may refer clients to private physicians for treatment and care. (Cost of Restoration: Salaries and Benefits \$256,041)
- The deletion of one vacant Licensed Vocational Nurse and one vacant Office Assistant positions assigned to the Communicable Disease Division's Specialty Services Clinic. These positions provide testing, treatment and support services to clients with sexually transmitted diseases. In addition, these positions provide family planning services. They also provide comprehensive medical care for HIV infected clients. These duties will be reassigned to existing staff within the division. In order to meet anticipated demand for services, Clinic staff may refer clients to private physicians for treatment and care. (Cost of Restoration: Salaries and Benefits \$103,234)

### **SHOT MOBILE PROGRAM AND SCREENING SERVICES**

- The deletion of one vacant Licensed Vocational Nurse, one filled Health Aide, one filled Nurse Practitioner, and one vacant Office Assistant positions assigned to the Nursing Outreach Services Division's Shot Mobile program and Screening Program. These positions provide outreach, screening and immunization services to children in rural areas of the County. Deletion of these positions will eliminate the Shot Mobile program and significantly reduce screening outreach. The department will provide minimal screening services by assigning one Public Health Physician a few hours a week to the Screening Program. (Cost of Restoration: Salaries and Benefits \$299,633)

### **FAMILY IMMUNIZATION CLINIC**

- The deletion of one filled Staff Nurse position assigned to the Nursing Outreach Services Division's Family Immunization Clinic. This position provides day-to-day supervision of the clinic. There would be no impact to this reduction as duties of this position will be reassigned to an existing Supervising Public Health Nurse within the division. (Cost of Restoration: Salaries and Benefits \$131,805)

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

### **DRUG & ALCOHOL PROGRAM**

- The deletion of two vacant Communicable Disease Specialist and one filled Office Assistant positions assigned to the Communicable Disease Division's Drug and Alcohol program. These positions provide HIV outreach, education and testing services to clients in drug treatment programs. There would be no impact to service delivery as duties of these positions will be reassigned to existing staff within the division. (Cost of Restoration: Salaries and Benefits \$168,724)

### **JAIL PSYCHIATRIC SERVICES**

- The deletion of one filled Mental Health Nurse, one filled Senior Licensed Psychologist, one vacant Community Mental Health Specialist, one filled Psychiatric Technician, one vacant Office Assistant, one vacant Unlicensed Mental Health Clinician and one vacant Senior Licensed Mental Health Clinician positions assigned to the department's Jail Psychiatric Services program. These positions provide essential mental health services to patients in custody and deleting these positions may result in failure to meet minimum mandated levels of care provision and could potentially put the inmates and, therefore, the County at risk of being out of compliance with the Eighth Amendment's rights to health care, and Title 15 regulations. (Cost of Restoration: Salaries and Benefits \$555,980)

### **WATER SURVEILLANCE**

- The deletion of two vacant Environmental Health Specialist and one vacant Office Assistant positions assigned to the Environmental Health Division's Water Surveillance program. This program regulates public water systems under its jurisdiction for compliance with State and Federal water quality and monitoring standards. Deleting these positions will place the program in violation of its Annual Work Plan Agreement, as staffing levels would fall below the minimum requirements of the Agreement. Therefore, the State Department of Health Services would be required to assume enforcement jurisdiction over all 313 active public water systems in Fresno County. (Cost of Restoration: Salaries and Benefits \$205,954; Services and Supplies \$51,768; for a total cost of \$257,722)

### **HAZARDOUS MATERIALS PROGRAM**

- The deletion of two vacant Environmental Health Specialist and one filled Geologist positions assigned to the Environmental Health Division's Hazardous Materials program. These positions provide County oversight of facilities that have had unauthorized release of hazardous substances. With the loss of these positions, oversight control will be returned to the State. (Cost of Restoration: Salaries and Benefits \$253,358)

### **EMPLOYEE HOUSING**

- The deletion of one vacant Environmental Health Specialist position from the Environmental Health Division's Employee Housing program. This position investigates and resolves complaints regarding unsanitary and unsafe employee housing facilities in Fresno County. The duties of this position will be returned to the State. (Cost of Restoration: Salaries and Benefits \$74,691)

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

### **HEALTH EDUCATION**

- The deletion of four vacant Health Education Specialist and two vacant Health Education Assistant positions assigned to the Maternal, Child and Adolescent Health and Nursing Outreach Services Divisions. These positions provide assistance in educating the public on health issues through various outreach efforts, as well as in developing and disseminating health marketing materials. There will be no impact to service delivery as the duties of these positions have been reassigned to existing staff within the divisions. (Cost of Restoration: Salaries and Benefits \$342,963)

### **MATERNAL, ADOLESCENT, AND CHILD HEALTH SERVICES**

- The deletion of four vacant Public Health Nurse positions assigned to the Maternal, Child and Adolescent Health and Nursing Outreach Services Divisions. These positions provide nurse home visitation and outreach to women with high-risk pregnancies and to families with medically fragile infants that require linkage to specialized health services. There would be minimal impact to client services as duties of these positions have been reassigned to existing public health nurses within the divisions. (Cost of Restoration: Salaries and Benefits \$313,601)
- The deletion of one vacant Licensed Mental Health Clinician position assigned to the Maternal, Child and Adolescent Health Division. This position receives mental health referrals from public health nurses caring for pregnant and parenting women. There is no impact to eliminating this position since public health nurses now refer mental health clients to the Department of Behavioral Health. (Cost of Restoration: Salaries and Benefits \$81,883)
- The deletion of one filled Supervising Office Assistant position assigned to the Maternal, Child and Adolescent Health Division. This position provides direct supervision of clerical staff and supports public health nursing staff. There is no impact to this reduction as duties of this position will be reassigned to existing Supervising Office Assistants within the MCAH Division. (Cost of Restoration: Salaries and Benefits \$65,960)

### **ADMINISTRATIVE SUPPORT**

- The deletion of one vacant Office Assistant position assigned to the Selma Regional Center and one filled Office Assistant assigned to the department's Public Health Laboratory Division would not impact client service delivery. The vacant Office Assistant position provided clerical support to public health nurses located at the Selma Regional Center. Nursing staff have shown that their workload does not require the need for an Office Assistant. The filled Office Assistant at the Public Health Laboratory registers lab specimens and assists with revenue reimbursements. The duties of this position will be reassigned to existing clerical staff within the division. (Cost of Restoration: Salaries and Benefits \$105,135)
- The deletion of one vacant Program Technician position assigned to the department's Administrative Support Unit. This position provided facilities management and purchasing oversight to the department. There would be no impact related to this reduction as duties of this position have been reassigned to existing administrative staff. (Cost of Restoration: Salaries and Benefits \$50,520)

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

The Department of Community Health's 2007-08 Recommended Budget does not diminish the County's ability to meet its obligation to provide medical services to medically indigent persons pursuant to the existing agreement with Community Medical Centers.

### **SALARIES AND BENEFITS**

- Salaries and Benefits are recommended at \$57,580,727 and reflect an 11% (\$5,823,601) increase over the 2006-07 level. The increase reflects negotiated salary and cost-of-living adjustments and normal step advances. Additionally, other increases include a 6.25% decrease in budgeted salary savings and increases to Retirement, Health Insurance, Unemployment Insurance, and Benefits Administration rates. These increases are partially offset by recommended position deletions. Of these positions recommended for deletion, 17 are currently filled, including one Geologist and one Health Center Manager. The department will absorb 15 of these filled positions with current vacancies; however, the aforementioned positions will not be retained. Staffing is recommended at 650 positions, a 51 position reduction from the prior year level.

### **SERVICES AND SUPPLIES**

- Services and Supplies are recommended at \$21,012,199 and represent a marginal decrease (\$44,433) from the prior year primarily due to the department's ability to preserve existing staff levels and maintain service levels through reductions in Publications & Legal Services; Professional and Specialized Services; Special Departmental Expense; Transportation, Travel and Education; and Equipment accounts, in an effort to match departmental revenues with projected costs. Additionally, the department's PeopleSoft Financials rate provided by the Information Technology Services Department decreased 20% from the 2006-07 level.

### **OTHER CHARGES**

- Other Charges are recommended at \$1,383,921 and reflect a 9% (\$116,977) increase in estimated costs from Human Services Finance charged to this budget as overhead.

### **FIXED ASSETS**

- Equipment is recommended at \$162,000 and will be used for the purchase of six Zetron Telephone Consoles for the Fresno County EMS Communications Center, which will increase the number of on-duty 9-1-1 dispatchers. This purchase is 100% offset with Health Resources Services Administration Grant funds provided through the State Department of Health Services.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$77,929,392, a 9% (\$6,328,735) increase over the 2006-07 Adopted Budget.

- Licenses, Permits and Franchises (\$90,500) - Reflects an 18% (\$20,000) decrease based on prior year actual revenues. These revenues are derived from animal and business license fees paid to Environmental Health, and burial and disinterment fees.

## **DEPARTMENT OF COMMUNITY HEALTH – 5620**

- Intergovernmental Revenues-State (\$10,330,359) - Represents a 31% (\$2,415,356) increase over the prior year due primarily to increased revenues for the California Children's Services, Immunization, and Child Health Disability Prevention programs, new revenues for the Nurse-Family Partnership and Pandemic Influenza programs, and increased pass through revenues from First 5 for the SMART (Screening, Decision Making, Assessment, Referral and Treatment) Model of Care.
- Intergovernmental Revenues - Federal (\$13,627,041) - Represents a 1% decrease primarily due to a reduction in Homeland Security revenue.
- Charges for Services (\$14,118,034) - Estimated at a 2% (\$296,449) increase based on a higher reimbursement forecast in the CCS Administration program due to an expected decrease in program vacancies. The recommended increase also reflects the adoption of Environmental Health fees at 100% cost recovery.
- Miscellaneous Revenues (\$990,825) - Represents a 31% (\$235,402) increase based on actual trust fund revenues used to finance services and track specific funding sources. These include Vital Statistics Trust Funds utilized to offset the cost of clerical support, Child Restraint Trust Funds utilized for the purchase of infant and toddler car seats, EMS Trust Funds utilized for Emergency Medical Services administration costs, and other miscellaneous trust funds that will be utilized to offset the increased costs of this budget.
- Other Financing Sources-Realignment (\$37,059,050), estimated at a 10% (\$3,483,250) increase over 2006-07 and recommended revenues includes:
  - State/Local Program Health Realignment (\$34,029,425) - Represents an 11% (\$3,192,778) increase over 2006-07 based on the Governor's January Budget estimates for 2007-08 and the utilization of one-time Realignment carryover to align revenues with anticipated program expenditures.
  - State/Local Program Social Services Realignment (\$1,173,088) - Estimated at a 39% (\$290,472) increase over 2006-07. The recommended increase reflects the mandatory Social Services Realignment match for provider costs in the California Children's Services Diagnosis, Treatment and Therapy program.
  - State/Local Mental Health Realignment (\$1,856,537) - Budgeted at the 2006-07 level and provides partial funding for Jail Psychiatric Services.

Intrafund Revenues (\$1,713,583) - Estimated at a 4% (\$72,020) increase over 2006-07. The increase in revenue primarily offsets increases to salaries and benefits within existing Inter-departmental Agreements.

## DEPARTMENT OF COMMUNITY HEALTH - 5620

### 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>	
0293	Assistant Director of Community Health	D	1	1	\$124,358
1129	Geologist II	1994	1	0	0
1303	Health Promotion Manager	E	1	1	86,008
1305	Director of Public Health Laboratory	F	1	1	97,604
1310	Division Manager - Community Health	E	6	6	637,364
1313	Division Manager - Environmental Health	E	1	1	97,604
1319	Health Education Assistant	1176	19	17	651,294
1320	Health Educator	1684	7	7	348,548
1321	Epidemiologist	2038	4	4	260,744
1322	Mental Health Nurse I	2160	1	0	0
1323	Mental Health Nurse II	2470	6	6	498,136
1324	Health Education Specialist	1447	24	20	895,440
1330	Senior Emergency Medical Services Specialist	1959	5	5	314,990
1331	Public Health Chemist I	1498	3	3	144,456
1332	Public Health Chemist II	1684	2	2	105,664
1334	Public Health Microbiologist II	1684	2	2	101,586
1340	Public Health Laboratory Assistant I	782	2	2	50,451
1341	Public Health Laboratory Assistant II	923	2	2	61,114
1345	Public Health Nurse I	2160	19	16	953,929
1345	Public Health Nurse I (1/2 T)	2160	2	1	34,648
1346	Public Health Nurse II	2470	62	62	5,192,319
1355	Senior Public Health Microbiologist	1925	1	1	56,160
1356	Senior Public Health Chemist	1866	1	1	60,034
1360	Supervising Public Health Nurse	2607	13	13	1,355,718
1365	Public Health Physician	B	9	9	1,114,412
1367	Psychiatrist	A	2	2	309,894
1370	Division Manager - Emergency Medical Services	E	1	1	97,604
1371	Dentist	B	1	1	131,612
1380	Emergency Medical Services Specialist	1817	10	10	575,068
1401	Communicable Disease Specialist I	1345	2	0	0
1402	Communicable Disease Specialist II	1437	19	19	916,678
1403	Supervising Communicable Disease Specialist	1565	3	3	151,008
1427	Dental Assistant II	936	4	4	124,200
1429	Medical Assistant II	916	16	15	447,284
1450	Licensed Vocational Nurse III	1354	32	30	1,354,890
1451	Head Nurse	2607	5	5	497,042
1454	Nursing Services Manager	E	1	1	92,664
1455	Health Aide II	825	10	9	248,875
1463	Psychiatric Technician II	1261	1	1	42,484
1465	Licensed Vocational Nurse I (Step 3)	1113	2	2	78,476
1467	Psychiatric Technician I	1135	2	2	70,126
1468	Psychiatric Technician III	1381	3	2	86,526
1493	Physician Assistant	3001	2	2	177,905

## DEPARTMENT OF COMMUNITY HEALTH - 5620

### REGULAR SALARIES – BUDGETED POSITIONS (CONTINUED)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1494	Licensed Vocational Nurse II	1236	4	4	\$151,800
1496	Staff Nurse II	2132	10	10	599,768
1497	Staff Nurse III	2470	43	40	3,397,353
1501	Admitting Interviewer I	921	1	1	24,973
1514	Clinical Laboratory Technologist II	1833	3	3	167,583
1516	Clinical Laboratory Technologist III	2007	2	2	129,064
1555	Occupational Therapist I	2070	2	2	114,478
1557	Occupational Therapist III	2569	5	5	403,384
1564	Nurse Practitioner	3001	7	5	473,968
1580	Physical Therapist I (PT)	2070	1	1	44,902
1581	Physical Therapist II	2192	1	1	65,458
1583	Physical Therapist III	2569	10	10	852,004
1583	Physical Therapist III (PT)	2569	1	1	71,966
1610	Rehabilitative Therapy Manager	E	1	1	92,586
1635	Therapy Aide	817	3	3	81,448
1644	Radiologic Technologist II	1455	1	1	47,710
1670	Admitting Interviewer II	1081	17	17	585,463
1785	Environmental Health Specialist I	1594	8	8	370,955
1787	Environmental Health Specialist II	1788	39	27	1,527,885
1789	Environmental Health Specialist III	1972	13	20	1,234,862
1790	Environmental Health Specialist Trainee	1391	2	2	75,426
1791	Supervising Environmental Health Specialist	2315	9	9	704,304
1910	Senior Licensed Psychologist	2373	1	0	0
1917	Unlicensed Mental Health Clinician	1651	1	0	0
1919	Licensed Mental Health Clinician	1985	2	1	65,104
1920	Senior Licensed Mental Health Clinician	2132	2	1	73,450
1922	Medical Social Worker II	1814	3	3	180,066
1928	Community Health Specialist II	1320	2	1	43,316
1935	Social Worker III	1598	3	3	167,140
2212	Systems and Procedures Analyst III	2103	5	5	332,664
2240	Senior Systems and Procedures Analyst	2356	1	1	75,764
2291	Staff Analyst I	1553	2	2	84,214
2292	Staff Analyst II	1724	3	3	170,105
2293	Staff Analyst III	1990	8	8	509,314
2294	Senior Staff Analyst	F	3	3	198,692
2297	Principal Staff Analyst	E	2	2	146,536
3010	Chief Office Assistant	1495	1	1	48,074
3037	Driver	855	2	0	0
3070	Supervising Office Assistant II	1332	16	15	672,156
3076	Health Center Manager	1557	1	0	0
3078	Supervising Office Assistant I	1132	1	0	0
3080	Office Assistant III	998	107	98	3,280,833
3081	Office Assistant III - Confidential	1002	1	1	31,178
3110	Office Assistant II	914	18	17	483,981
3125	Office Assistant I	814	1	0	0
3140	Secretary III	1137	1	1	43,870
3160	Secretary IV	1255	9	9	367,948
3166	Administrative Secretary - Conf.	1371	1	1	44,096
3206	Account Clerk II	957	1	1	\$29,186

## DEPARTMENT OF COMMUNITY HEALTH - 5620

### REGULAR SALARIES - BUDGETED POSITIONS (CONTINUED)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
3240	Supervising Account Clerk II	1423	1	1	\$40,534
3260	Account Clerk III	1075	4	4	132,717
3520	Data Entry Operator II	900	1	1	31,364
3620	Program Technician I	1210	1	0	0
3621	Program Technician II	1354	1	1	47,670
8227	Director of Community Health	B	1	1	\$180,232
Subtotal			<b>701</b>	<b>650</b>	<b>\$37,342,461</b>
Auto Allowance					\$6,156
Less Salary Savings					(1,867,828)
<b>TOTAL REGULAR SALARIES</b>					<b>\$35,480,789</b>

#### FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1129	Geologist II	Filled	1994	-1	\$107,310
1322	Mental Health Nurse I	Filled	2160	-1	90,979
1455	Health Aide II	Filled	825	-1	45,929
1468	Psychiatric Technician III	Filled	1354	-1	69,160
1497	Staff Nurse III	Filled	2470	-2	259,058
1564	Nurse Practitioner	Filled	3001	-2	302,874
1910	Senior Licensed Psychologist	Filled	2373	-1	115,729
3037	Driver	Filled	855	-1	48,951
3070	Supervising Office Assistant II	Filled	1332	-1	65,960
3076	Health Center Manager	Filled	1557	-1	84,476
3078	Supervising Office Assistant I	Filled	1132	-1	62,259
3080	Office Assistant III	Filled	998	-4	215,628
Cost of Restoring Filled Positions				-17	\$1,468,313

## **DEPARTMENT OF COMMUNITY HEALTH - 5620**

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u></b>					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
1319	Health Education Assistant	Vacant	1176	-2	\$100,323
1324	Health Education Specialist	Vacant	1447	-4	242,640
1345	Public Health Nurse I	Vacant	2160	-3	266,931
1345	Public Health Nurse I (1/2 T)	Vacant	2160	-1	46,670
1401	Communicable Disease Specialist I	Vacant	1345	-2	114,252
1429	Medical Assistant II	Vacant	916	-1	41,895
1450	Licensed Vocational Nurse III	Vacant	1354	-2	120,328
1497	Staff Nurse III	Vacant	2470	-1	129,528
1787	Environmental Health Specialist II	Vacant	1788	-5	370,121
1917	Unlicensed Mental Health Clinician	Vacant	1651	-1	70,706
1920	Senior Licensed Mental Health Clinician	Vacant	2132	-1	89,360
1919	Licensed Mental Health Clinician	Vacant	1985	-1	81,883
1928	Community Health Specialist II	Vacant	1320	-1	67,430
3037	Driver	Vacant	855	-1	39,878
3080	Office Assistant III	Vacant	998	-5	264,029
3110	Office Assistant II	Vacant	914	-1	40,368
3125	Office Assistant I	Vacant	814	-1	50,161
3620	Program Technician I	Vacant	1210	-1	50,520
Cost of Restoring Vacant Positions				-34	\$2,187,023

# CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM

## BUDGET 5242

### SPECIAL REVENUE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$502	\$719,201	\$330,360	\$(388,841)	-54%
Other Financing Uses-Operating					
Trans Out	-	143,790	29,856	(113,934)	-79%
Total Appropriations	\$502	\$862,991	\$360,216	\$(502,775)	-58%
<u>Revenues</u>					
Rev From Use of Money & Property	\$20	\$25,136	\$10,492	\$(14,644)	-58%
Intergovernment Revenues - State	-	837,855	349,724	(488,131)	-58%
Total Revenues	\$20	\$862,991	\$360,216	\$(502,775)	-58%
<b><u>Net County Cost</u></b>	<b>\$482</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM – 5242**

### **FUNCTION**

The California Healthcare for Indigents Program (CHIP) is financed by the Tobacco Surtax Fund established by Proposition 99 of 1988. As originally established under Chapter 1331, Statutes of 1989, funds from the Hospital Services Account, Physician Services Account (PSA), and Other Health Services Account are directed to counties for use in paying private and county providers for uncompensated health care to people who cannot afford to pay for those services, and for whom payment will not be made through any private coverage or by any program funded in whole or in part by the Federal government.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$360,216 represents a 58% (\$502,775) decrease in appropriations and revenues from the FY 2006-07 Adopted Budget based on preliminary funding allocations included in the FY 2007-08 Proposed State Budget. Recommended funding provides for the distribution of Proposition 99 CHIP funds to non-County hospitals and physicians for uncompensated care according to formulas established in State law. Fresno County does not receive a County Hospital sub-account allocation due to the contract with Community Medical Centers for indigent healthcare services.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Recommended Services and Supplies of \$330,360 provides for the following distributions of Proposition 99 CHIP funds:

	<b><u>ALLOCATION</u></b>	<b><u>INTEREST</u></b>	<b><u>TOTAL</u></b>
HOSPITAL SERVICES ACCOUNT	\$320,738	\$9,622	\$330,360

#### **OTHER FINANCING USES - OPERATING TRANSFERS OUT**

On February 13, 1990, the Board of Supervisors adopted a 1989-90 Health Services Plan Update and Budget Supplement which identified that one-half of the PSA be allocated to the Emergency Medical Services (EMS) Fund budget (5244) for distribution to community physicians for uncompensated care for emergency, pediatric, and obstetric services. The EMS PSA was established on February 28, 1989 by Board of Supervisors action as authorized by Senate Bills 12 and 612. Based upon the FY 2007-08 Proposed State Budget, Operating Transfers Out reflects an allocation of \$29,856, which includes CHIP PSA funds of \$28,986, with Interest estimated at \$870.

## **CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM – 5242**

### **SUMMARY OF REVENUES**

Revenues, recommended at \$360,216, reflect a 58% (\$502,775) decrease from the prior year based on preliminary funding allocations for FY 2007-08.

- Use of Money and Property – Reflects the FY 2007-08 estimated Proposition 99 CHIP fund interest earnings.
- Intergovernment Revenues-State – Represents the preliminary allocation of Proposition 99 CHIP funds for FY 2007-08 distributed among the following accounts:

Hospital Services Account.....	\$330,360
Physician Services Account - EMS	29,856

## **NOTES**

# EMERGENCY MEDICAL SERVICES

## BUDGET 5244

### SPECIAL REVENUE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$1,000,682	\$2,108,052	\$2,008,219	\$(99,833)	-5%
Total Appropriations	\$1,000,682	\$2,108,052	\$2,008,219	\$(99,833)	-5%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$1,640,823	\$1,325,000	\$1,338,901	\$13,901	1%
Rev From Use of Money & Property	73,718	39,750	39,959	209	1%
Intergovernment Revenues - State	711,457	599,512	599,503	(9)	0%
Miscellaneous Revenues	3,841	-	-	-	0%
Other Financing Sources-Operating Trans In	-	143,790	29,856	(113,934)	79%
Total Revenues	\$2,429,839	\$2,108,052	\$2,008,219	\$(99,833)	-5%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
<b><u>Revenues in Excess of Appropriations</u></b>	<b>\$1,429,158</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **EMERGENCY MEDICAL SERVICES – 5244**

### **FUNCTION**

The Emergency Medical Services (EMS) Fund was established by the Board of Supervisors on February 28, 1989, under authority of Senate Bill 12 (1987) and Senate Bill 612 (1988) for purposes of addressing uncompensated care costs of hospitals and physicians, using penalty assessments on traffic fines. In addition, Chapter 1331, Statutes of 1989 (Assembly Bill 75) which created the California Healthcare for Indigents Program (CHIP), requires that at least 50% of the Proposition 99 Tobacco Surtax monies designated for the Physician Services Account (PSA) must be deposited into the EMS Fund. At Board discretion, all or a portion of the remaining Proposition 99 PSA funds may be directed to the EMS Fund. In 1990, Board policy directed the entire discretionary portion of PSA funds to the EMS Fund. On September 28, 2000 the Governor signed Senate Bill 2132, adding the Emergency Medical Services Appropriation (EMSA) to the EMS Fund. EMSA funds are to be used to compensate physicians for emergency medical services provided in general acute care hospitals and are Proposition 99 generated revenues designated for special distribution through CHIP.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$2,008,219 represents a 5% (\$99,833) decrease in estimated appropriations and revenues from the 2006-07 Adopted Budget. The new EMSA subvention was established in 2000-01 and was added to the EMS Fund appropriations at a level of \$599,512 per year through 2005-06. The allocation level decreased slightly in FY 2006-07 from \$599,512 to \$599,503. Approximately the same level is recommended for 2007-08, as the program is recommended for continuation in the 2007-08 Proposed State Budget. In addition, Fresno County's Senate Bill 612 Penalty Assessment revenue is projected to increase by \$13,901 to \$1,338,901 in 2007-08. This projected increase is based on actual 2006-07 traffic enforcement fine revenues. Recommended funding reflects Board policy that all PSA funds be transferred from the California Healthcare for Indigents budget (5242) into the EMS Fund.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

- Appropriations are recommended at \$2,008,219, a 5% (\$99,833) decrease from the prior year, and will be available to pay physician and hospital claims for emergency care performed in a general acute care hospital, obstetric care, and pediatric care for persons who cannot afford to pay, and for whom payment will not be made through any private coverage or by any program funded in whole or in part by the Federal government.
- Distributions of EMS, Proposition 99, and EMSA funds to providers are calculated after allowance for administrative costs.
- Seventeen percent of the designated penalty assessment revenues must be expended for EMS purposes approved by your Board.

## **EMERGENCY MEDICAL SERVICES – 5244**

- The CHIP and EMS Fund statutes specify the following percentage allocations of monies by funding source:

	PHYSICIANS	HOSPITALS	DISCRETIONARY
EMS Funds	58%	25%	17%
Proposition 99	100%	--	--
EMSA Funds	100%	--	--

### **SUMMARY OF REVENUES**

Revenues are recommended at \$2,008,219, a 5% (\$99,833) decrease from the prior year based on estimated allocations and penalty assessment revenues for 2007-08.

- Fines, Forfeitures and Penalties - Represents the projected EMS designated penalty assessments which, by law, are divided into the following sub-accounts: Physicians, Hospitals, Discretionary, and Administration.
- Use of Money and Property - Includes estimated interest earnings on balances in each of the following sub-accounts: Senate Bill 612 Physicians, Hospitals, Discretionary, Administration, EMSA Physicians, and EMSA Administration.
- Intergovernment Revenues-State - Reflects EMSA program funds of \$599,503.

Other Financing Sources-Operating Transfers In. Reflects funds that will be transferred from the California Healthcare for Indigents Program budget (5242). These funds represent one-half of the Physician Services Account revenue plus interest which, by law, must first be deposited into the CHIP fund and are subsequently transferred into this budget according to Board policy

## **NOTES**

# COUNTY MEDICAL SERVICES

## BUDGET 5240

### General Fund

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$36,140,271	\$18,365,952	\$19,231,685	\$865,733	5%
Other Charges	296,242	298,000	258,000	(40,000)	-13%
Other Financing Uses-					
Operating Trans Out	55,921,795	57,804,152	58,781,244	977,092	2%
Total Appropriations	\$92,358,308	\$76,468,104	\$78,270,929	\$1,802,825	2%
<b><u>Revenues</u></b>					
Charges For Services	\$12,227	\$-	\$-	\$-	0%
Miscellaneous Revenues	(2,443)	-	-	-	0%
Other Financing Sources-					
Operating Trans In	36,431,079	18,663,952	19,489,685	825,733	4%
Total Revenues	\$36,440,864	\$18,663,952	\$19,489,685	\$825,733	4%
<b><u>Net County Cost</u></b>	<b>\$55,917,445</b>	<b>\$57,804,152</b>	<b>\$58,781,244</b>	<b>\$977,092</b>	<b>2%</b>

## **COUNTY MEDICAL SERVICES – 5240**

### **FUNCTION**

This budget provides for the appropriation of the mandated County General Fund match requirements for local health and mental health services and for the California Healthcare for Indigents Program (CHIP) which supplements indigent health care services through the County's Medically Indigent Services Program (MISP). These County matching funds also satisfy requirements of State/Local Program Realignment (Assembly Bill 1288 of 1991) to deposit specified County funds into the Health and Welfare Trust Fund (H&WTF) to qualify for Realignment sales tax revenue. This budget finances the required deposit into the H&WTF of an amount equal to Vehicle License Fee (VLF) revenues received by the County General Fund under State/Local Program Realignment.

This budget also contains funding for the discretionary Emergency Medical Services (EMS) ambulance program and the County's payment to Community Medical Centers for indigent health care and specialty medical care for in-custody patients.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$78,270,929 represents a 2% (\$977,092) increase in net County cost over the FY 2006-07 Adopted Budget. This net County cost increase reflects a higher projection in Realignment VLF revenues the County will receive in FY 2007-08 that are passed through the General Fund to the Health and Welfare Realignment Trust Fund as required County match. Accordingly, the net cost increase in this budget is offset with a like increase of VLF Realignment revenue included in the FY 2007-08 Countywide Revenues budget, which offsets the net County cost in this budget.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

Recommended funding of \$19,231,685 represents the FY 2007-08 estimated contract payment to Community Medical Centers for indigent health and in-custody patient care. This reflects a 5% inflationary cost adjustment of \$865,733, as provided for in the contract, over the adopted FY 2006-07 contract amount. This adjustment is based on actual inflationary costs as of December 2006.

### **OTHER CHARGES**

Recommended funding of \$258,000 is included for the Emergency Medical Services rural ambulance contracts.

### **OTHER FINANCING USES - OPERATING TRANSFERS OUT**

Operating Transfers Out reflect the mandated County local match to qualify Fresno County for Local Health and Welfare Realignment sales tax revenue. The local match of \$58,781,244 consists of \$10,404,113 for the Health Account; \$955,639 for the Mental Health Account; \$44,626,280 in Health (\$30,121,806) and Mental Health (\$14,504,474) matching funds equivalent to the FY 2007-08 estimated Realignment VLF revenues; \$727,543 in estimated 2007-08 VLF Collection Account revenues; and \$2,067,669 in estimated Social Services VLF funds. Matching funds reflect a 2% (\$977,092) increase in estimated VLF Realignment revenues. These funds are appropriated in this budget and transferred to the Health and Welfare Trust Fund budget (5243).

## **COUNTY MEDICAL SERVICES – 5240**

### **SUMMARY OF REVENUES**

Other Financing Sources-Operating Transfers in (\$19,489,685). Represents the reimbursement to the General Fund from the State/Local Program Health Realignment revenues, which offset the EMS ambulance contract costs (\$258,000) and the Community Medical Centers indigent health care contract (\$19,231,685).

## **NOTES**

# DEPARTMENT OF BEHAVIORAL HEALTH

## BUDGET 5630

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$30,090,058	\$29,416,448	\$27,976,760	\$(1,439,688)	-5%
Services and Supplies	21,516,857	23,316,774	17,972,544	(5,344,230)	-23%
Other Charges	1,278,156	1,530,718	1,401,797	(128,921)	-8%
Other Financing Uses	237,465	-	-	-	0%
Total Appropriations	\$53,122,536	\$54,263,940	\$47,351,101	\$(6,912,839)	-13%
<b><u>Revenues</u></b>					
Intergovernment					
Revenues - State	\$6,815,407	\$5,365,486	\$7,020,458	\$1,654,972	31%
Intergovernment					
Revenues -Federal	832,557	791,844	961,067	169,223	21%
Charges For Services	11,686,013	13,263,017	9,959,905	(3,303,112)	-25%
Miscellaneous					
Revenues	1,050,336	1,042,462	642,462	(400,000)	-38%
Other Financing					
Sources-MH					
Realignment	27,776,232	26,914,620	25,851,166	(1,063,454)	-4%
Intrafund Revenue	3,187,779	3,651,999	2,916,043	(735,956)	-20%
Total Revenues	\$51,348,323	\$51,029,428	\$47,351,101	\$(3,678,327)	-7%
<b><u>Net County Cost</u></b>	<b>\$1,774,213</b>	<b>\$3,234,512</b>	<b>\$-</b>	<b>\$(3,234,512)</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	617	381	313	(68)	

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

### **FUNCTION**

The Department of Behavioral Health (DBH) provides comprehensive, integrated mental health services to transition age youth, adults and older adult populations in Fresno County. The department is organized into four divisions: Intensive Services, Outpatient Services, which includes both metro and rural Fresno County, Community Integration Services and Administrative Services. These divisions provide 24-hour crisis mental health services to consumers who need immediate treatment; 24-hour crisis inpatient hospitalization; specialized mental health and medication management services to assist adults aged 60 and over; vocational programs to teach independent living skills, employment, and socialization skills; and outpatient mental health services to consumers at 12 sites located throughout metropolitan and rural Fresno County.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$47,351,101 reflects a 13% (\$6,912,839) decrease from the 2006-07 Adopted Budget. This decrease is due to an effort to finance operational activities with reduced estimated revenues and without the use of the one-time, General Fund allocation of \$3,234,512 in 2006-07. In addition, the budget includes \$500,000 to finance an anticipated payback to the State for past fiscal year cost settlement issues. Staffing is recommended at 313 positions, a net decrease of 68 positions from the prior year level.

### **DEPARTMENT COMMENTS**

The department continues to focus on the transition from treating mental health as traditional medical problem to treating clients with a recovery and wellness best practice model for addressing mental illness. In keeping with the framework of the Mental Health Services Act (Proposition 63), the department has begun a system wide transformation and integration of services as outlined in the County's State approved Mental Health Services Act Three-Year Plan. For those individuals with serious and persistent mental illness who are currently stable, services that emphasize empowerment, recovery and wellness for the consumer will be maintained.

During the past fiscal year, the department has emphasized improved operating efficiency and cost effectiveness, in addition to continuing efforts to curtail the escalating costs of pharmaceuticals. Savings have resulted in the increased use of samples and Patient Assistance Programs. In addition, the department redesigned the Crisis Response System to act as a "front door" for those clients on a 5150 hold typically brought in by ambulance or police, to connect clients with appropriate mental health services, whether it is for 24-hour emergency services in the redesigned Crisis Intervention Services (CIS) or in a less restrictive model of treatment, reducing the number non-reimbursable admissions and increasing the amount of billable services.

Efforts continue to transition consumers from Locked Facilities, State Hospitals and Institutions for Mental Disease (IMDs) to less restrictive, less costly, lower levels of care. Protocols are being developed and implemented to standardize regular psychiatric evaluations from department psychiatrists to enable the client to receive a medical clearance for discharge once eligible. To assist in this effort, the department has increased the number of contracted providers that offer transitional residential services and assisted living board and cares, significantly reducing costs associated with the treatment of the severely mentally ill. The department, with the approval of the Board of Supervisors, is completing the

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

procurement process to obtain a mental health provider to perform case management and monitoring services for clients placed in these facilities.

In order to produce a balanced budget for 2007-08 and bring long-term stability and sustainability, the department has identified a strategic business plan to target the following areas:

- Continue to transition current conservatees from expensive, locked institutions to higher functioning, unlocked and much less expensive safe and affordable housing units with intensive wraparound case management services.
- Continue to maintain increased employee work productivity and strive for at least an 80% level. Currently, the billed work productivity and revenue do not match the costs associated with providing services.
- Redesign the outpatient case management system into a team approach to specialize in specific areas. This approach is also consistent with the promotion of the wellness and recovery model of treatment.
- Redesign the crisis services intake to provide crisis intervention services (CIS) for clients through the consolidation of the Psychiatric Assessment Center for Treatment (PACT) and the Crisis Response System (CRS). The redesigned program would provide staff with appropriate clinical pathway which is approved by the Medical Director and management for crisis intervention services in a more expedient manner with a focus on immediate assessment, evaluation, and discharge planning for consumers to return to the community after assisting them with coordinating follow up services as necessary.
- If approved by the Board, focus resource and treatment for the “target populations” as defined by State regulations. Clients who are in crisis or need acute inpatient services will continue to be served regardless of payor source or whether they have a history of serious mental illness. By focusing services on the mandated “target populations” and providing outpatient services for adult and older adults with serious and persistent mental illness these gravely disabled adults would benefit from receiving more frequent and intense behavioral health services. Thus, the revolving door for these clients to have to return to emergency rooms, inpatient psychiatric services, and long-term institutional care such as State hospitals, jail and other correctional facilities, and/or being homeless would be reduced. Those with insurance will be referred to the covered providers and services for the indigent will be offered to current clients until the individual treatment plan has been completed.
- The integration of all programs funded through the CalWORKs Substance Abuse and Mental Health Allocation provides a single point of management and leadership for the CalWORKs programs. This will provide a true integration of Mental Health and Substance Abuse services for clients.

Fiscal Year 2007-08 will begin the implementation of the new integrated management information system. This will improve processes for claiming and billing for Medi-Cal eligible services, create more reliable management reports and provide electronic medical records which will tie documentation with billing to avoid audit exceptions.

In collaboration with the State Department of Rehabilitation (DOR), DBH is developing a new employment services design for a future DBH/DOR cooperative program. This employment services redesign will align itself with Fresno County’s wellness and recovery goals and will be supported by the State with additional revenue.

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

Continue implementation of the Mental Health Services Act Plan as approved by the State Department of Mental Health.

### **SUMMARY OF CAO RECOMMENDATIONS**

The proposed elimination of the vacant and filled positions in various programs and services throughout the department is recommended in order to match expenditures with estimated revenues. In some instances, there will be no impact as some positions were never filled or have remained vacant over the prior year. Other reductions may result in delays in access to mental health services. Cost to restore information is included in the Impact Section and these amounts could potentially be partially offset with other revenues if restored; this information will be available during budget hearings.

To minimize cost increases, the following actions are recommended:

#### **IMPACTS**

##### **INTENSIVE SERVICES**

- The redesign of the Intensive Services Division includes combining two programs that are providing similar services to our community. The Crisis Response System (CRS) provides triage/assessment for individuals in crisis through a multidisciplinary approach to determine need for or validity of 5150 placement and provides referrals to the various behavioral health services available in the community. The Psychiatric Assessment Center for Treatment (PACT) provides crisis stabilization services for adult clients with severe/acute mental illnesses and emotional disturbances. The new system would focus on providing Crisis Intervention Services in a more expedient manner with focus on immediate assessment, evaluation, and discharge planning for consumers to return to the community after assisting them with coordinating follow up services as necessary, or if appropriate, arranging for inpatient admission to the appropriate facilities. The merging of the programs would result in:
- The elimination of 15 filled and 14 vacant positions (four vacant Mental Health Nurses; 10 Licensed Vocational Nurse (four filled and six vacant); five Licensed Psychiatric Technician (one filled and four vacant); one filled part-time Licensed Vocational Nurse, one filled Licensed Mental Health Clinician, one filled Senior Licensed Mental Health Clinician and seven filled Office Assistant). (Cost of Restoration: Salaries and Benefits \$1,703,144)
- The elimination of one filled Licensed Vocational Nurse and two filled Unlicensed Mental Health Clinician positions in the Psychiatric Assessment Center for Treatment (PACT). (Cost of Restoration: Salaries and Benefits \$183,106)
- The elimination of one filled Licensed Psychiatric Technician position in the Psychiatric Health Facility (PHF). (Cost of Restoration: Salaries and Benefits \$43,793)
- As directed by the Board in February 2006, the Peer Support and United Consumer Advocacy Network (UCAN), also a part of Intensive Services is recommended for elimination in this budget. Many of the functions performed by these programs will be offered in a variety of different ways by the Mental Health Services Act programs. This change would result in the elimination of these programs and the deletion of one filled Mental Health Consumer Advocate, one filled Licensed Mental Health

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

- Clinician, one vacant Licensed Vocational Nurse, and one filled Office Assistant positions. (Cost of Restoration: Salaries and Benefits \$364,531)

### **METRO AND RURAL OUTPATIENT MENTAL HEALTH SERVICES**

The elimination of 17 full-time positions providing services in the County's outpatient mental health Metro and Rural clinics.

Recommended funding includes:

- The elimination of two vacant Community Mental Health Specialists, one vacant Licensed Mental Health Clinician, and one vacant Senior Licensed Mental Health Clinician positions at the Selma Regional Center. The reductions are the result in the decrease in available funding and will cause caseloads to rise, as well as increase other staff's current duties and responsibilities. The Senior Licensed Mental Health Clinician will impact how many clients can receive outpatient mental health services in Selma and the deletion of Community Mental Health Specialist will increase the case management responsibilities of remaining staff. (Cost of Restoration: Salaries and Benefits \$280,068)
- The elimination of one vacant Unlicensed Mental Health Clinician position in Coalinga and Reedley will directly impact the ability to provide mental health services for the County's rural population. (Cost of Restoration: Salaries and Benefits \$141,908)
- The closure of the Pinedale and the West Fresno Clinics will result in the elimination of one filled Office Assistant position and one vacant Community Mental Health Specialist position shared between the two sites; one vacant Senior Licensed Mental Health Clinician position shared between Pinedale and Kerman Clinics; and one vacant Senior Licensed Mental Health Clinician position shared between West Fresno and Kerman Clinics. There will also be one vacant Community Mental Health Specialist position eliminated in the Kerman Clinic. Caseloads from the two closed sites will be seen in the Kerman and Metro clinics increasing caseloads in each. (Cost of Restoration: Salaries and Benefits \$166,262)
- The deletion of one vacant Psychiatrist position at the Main Outpatient Clinic. This will result in the reduction of available outpatient services in metropolitan Fresno and increase existing psychiatrists supervision responsibilities. These reductions may also result in delayed consumer access to medication and psychiatric evaluations, as well as prompt services for high-risk consumers leaving inpatient, IMDs and other high-cost residential facilities. (Cost of Restoration: Salaries and Benefits \$210,345)
- The Metro Outpatient Clinic will eliminate one vacant Licensed Mental Health Clinician, one vacant Office Assistant, and three filled Medical Interpreter Escort positions. Due to program realignment within the department, the Medical Interpreter Escort positions will not be necessary to provide the interpretation services they currently provide. (Cost of Restoration: Salaries and Benefits \$227,023)
- The Older Adult Services program will eliminate one vacant Senior Licensed Mental Health Clinician. (Cost of Restoration: Salaries and Benefits \$89,782)

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

### **COMMUNITY INTEGRATION SERVICES**

It is anticipated that a total of seven full-time vacant positions will be eliminated in various programs that are offered through this division.

- The Southeast Asian Program (SEA) provides special services to the County's large South East Asian Community in their native languages, Cambodian, Lao, Hmong and Mien. Reduction of one vacant Community Mental Health Specialist will impact the resources available to clients in their native language. In addition, one vacant Recreational Therapist will be deleted, further reducing the unit's ability to provide individual and group rehabilitation services, as well as socialization activities. (Cost of Restoration: Salaries and Benefits \$114,501)
- The elimination of two vacant Recreational Therapist positions from the Center for Recovery, Empowerment and Wellness (CREW) program. This will increase existing staff's caseload and impact the ability to provide individual and group rehabilitation services, and socialization activities which assist clients in their recovery and wellness process. (Cost of Restoration: Salaries and Benefits \$125,045)
- The deletion of two vacant Community Mental Health Specialists from Job Options, which provides education and employment services to assist consumers in becoming and maintaining employment. There will be larger caseloads for the existing staff, which may reduce the frequency of case management services provided in the field. (Cost of Restoration: Salaries and Benefits \$106,272)

### **CONSERVATORSHIP SERVICES**

The elimination of three vacant positions in Client Placement Services includes one Senior Licensed Mental Health Clinician, one Mental Health Nurse, and one Community Mental Health Specialist. The elimination of these positions reflects the on-going reduction of current County outpatient and monitoring services provided to LPS conservatees. (Cost of Restoration: Salaries and Benefits \$233,380)

### **MENTAL HEALTH ADMINISTRATION**

The elimination of one half-time, vacant Systems and Procedures Analyst position will have no net impact on the department. This position was added to complement the half time position that was approved for MHSA, but after further analysis, it has been determined that the department does not need this position. In addition, the elimination of one filled Senior Admitting Interviewer position will place the reduced Admitting Interviewer staff under the supervision of an existing Supervising Office Assistant. (Cost of Restoration: Salaries and Benefits \$97,544)

The Eligibility unit will also eliminate two filled Admitting Interviewer positions, one that will transfer to the Managed Care budget (5601) and the other to the Substance Abuse Services budget (5602). Both of these positions have been working in the respective areas for over a year, having to code time to each of those budgets and manually transferring costs in order to record the time spent in each area and transfer the funding that supports each position. Shifting the positions will eliminate this manual process, record expenditures more accurately, and give authority for supervision to the divisions in which they work. (No Costs to restore as positions are being transferred.)

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

### **SALARIES AND BENEFITS**

Salaries and Benefits reflect a 5% (\$1,439,688) decrease from the 2006-07 Adopted Budget due to the recommended deletion of 68 positions totaling over \$4.6 million. This decrease is partially offset by significant increases in negotiated salaries and benefit adjustments, including the creation of a 6th step for many classifications, cost-of-living adjustments, and retirement contributions. Also included in this year's proposed budget is a 5% salary savings. Staffing is recommended at 313 positions, a decrease of 68 positions from the prior year level.

### **SERVICES AND SUPPLIES**

Services and Supplies are recommended at a 23% (\$5,344,230) decrease from the 2006-07 Adopted Budget. This decrease was accomplished through increased efficiency of staff and the implementation of cost-effective business practices, the elimination of two regional service sites, and one site on Fine Street.

- With the elimination of the two regional sites, the move of the Southeast Asian Team into a building already partially occupied by Community Integrations Division programs and a move of the Employment Services Program into a County-owned building on the University Medical Center campus, one of the largest savings for the department is in facility-related costs. Building-Lease costs are budgeted at a 36% decrease (\$307,091); utilities are budgeted at a 19% decrease (\$79,324), and maintenance and janitorial costs are budgeted at a 21% decrease (\$224,899) due primarily to reductions in costs associated with these moves and program realignment.
- Reductions in contract costs are due to lower costs associated with locked facilities and the elimination of the Fresno Assertive Community Treatment (FACT) program. Costs for Institutions for Mental Disease (IMD), Supplemental Rate facilities, and two Bridge programs have been reduced 26% (\$2,304,006). The elimination of the FACT program will also terminate a contract for services with Turning Point (\$784,272).
- Due to the elimination of programs and reduction in staff, Information Technology-related costs are recommended at a 34% (\$897,159) decrease. Associated Communication costs have been reduced as well.
- Over the past three years, the department has seen a reduction in Medication costs. Reasons for this have been the samples program, Patient Assistance Program, and a commitment to work within the accepted formulary. Medication costs for 2007-08 are estimated to reduce by 40% (\$694,806).

### **OTHER CHARGES**

Other Charges are recommended at \$1,401,797, which reflects an 8% decrease for the Departmental Overhead Allocation charged by Human Services Finance (5600) and includes funding for State Hospital bed usage.

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$47,351,101 and reflect a 7% (\$3.7 million) reduction in estimated revenues from the 2006-07 Adopted Budget. This decrease is due to Medi-Cal estimates that are \$3.3 million lower than the prior year, including an estimate of \$500,000 for cost settlements, and the elimination of Intrafund Revenue from the Sheriff's Department of \$1 million that supports the FACT program. The proposed elimination of vacant positions department-wide is recommended to balance expenditures with revenue for FY 2007-08.

- Intergovernment Revenue-State (\$7,020,458) - Reflects an increase of 31% over the 2006-07 Adopted Budget due to increases in administrative cost reimbursement from Medi-Cal based on prior year claiming, a new revenue source from the State Department of Rehabilitation, and Quality Improvement revenue. This increase is enhanced by a rise in the Managed Care Allocation available to the department because of a change in accounting practices that calculate Medi-Cal eligible clients in hospitals contracted through Managed Care. Payment of these costs in Managed Care will be through Mental Health Realignment, reducing the amount of Realignment available for other programs but an increase in available Managed Care Allocation for those same programs. The increase for 2007-08 will be approximately \$1,255,032 that is partially offset by a reduced estimate of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) revenue based on the prior year trend.
- Intergovernment Revenue-Federal (\$961,067) - Projected at a 21% increase due to estimates for Medi-Cal Administrative Activities revenues and reflects the Perinatal Addiction Treatment and Health Services (PATHS) grant allocation at the prior year level.
- Charges for Services (\$9,959,905) - Represents a 25% decrease based on actual receipts for 2005-06 and 2006-07 projections, including an estimate of anticipated Medi-Cal payback to the State of \$500,000.
- Miscellaneous Revenues (\$642,462) - Recommended at a 38% decrease from the prior year level due to reduced conservatees in locked facilities. This revenue represents conservatee Supplemental Security Income/State Supplemental Payment reimbursements from the Public Guardian that are based on actual receipts and are projected based on the number of clients in conservatorship.
- Other Financing Sources-State/Local Program Mental Health Realignment Trust Fund (\$25,851,166) - Reflects a decrease of 4% based on projected revenues for 2007-08 and the shift of a portion of that revenue source (\$2,000,000) to Managed Care to support the match requirement for inpatient Medi-Cal costs. Revenues are used to offset share-of-cost for Medi-Cal and all other non-reimbursed costs for mental health services.
- Intrafund Revenue (\$2,916,043) - Recommended at a 20% decrease reflecting \$2,476,565 in anticipated reimbursement from the Department of Employment & Temporary Assistance (E&TA) (5610) for Mental Health Services provided to CalWORKs clients; \$116,519 from Social Services Medi-Cal for services provided

## **DEPARTMENT OF BEHAVIORAL HEALTH – 5630**

by DBH eligibility staff (5610); \$220,669 for administrative support from Substance Abuse Services (5602); \$20,000 for fitness for duty pre-employment evaluations from County Personnel; \$68,000 from the Department of Children and Family Services (DCFS) (5640) for facility and administrative support at several regional sites and \$14,290 for administrative support for the Older Adult team within the Mental Health Services Act program. A grant of \$1 million from the Sheriff Department Inmate Welfare Trust Fund for the FACT Program has been eliminated for 2007-08.

### **PENDING FACTOR**

Discussions are underway between the DBH and DCFS concerning the need to continue to keep the services performed by the Managed Care Division separate from the departments they support. These discussions include the possible dissolution of Org. 5601 and reassigning the positions, operating expenses and management oversight between DBH and DCFS based upon actual service needs. It is envisioned that this structural change would provide for a more equitable sharing of the Managed Care Allocation revenues. Each department would be responsible to meet the Mental Health Plan requirements as established by the State Department of Mental Health.

# **DEPARTMENT OF BEHAVIORAL HEALTH - 5630**

## **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
1309	Division Manager - Mental Health	E	4	4	\$338,546
1322	Mental Health Nurse I	2193	5	1	59,462
1323	Mental Health Nurse II	2507	17	16	1,304,511
1363	Clinical Supervisor	2556	14	14	1,196,369
1367	Psychiatrist	A	15	14	2,114,086
1450	Licensed Vocational Nurse III	1381	17	10	509,366
1450	Licensed Vocational Nurse III (PT)	1381	1	0	8,879
1454	Nursing Services Manager	E	1	1	91,754
1463	Psychiatric Technician II	1261	5	3	147,007
1465	Licensed Vocational Nurse I	1135	5	1	33,124
1468	Psychiatric Technician III	1381	6	2	93,202
1494	Licensed Vocational Nurse II	1261	2	1	44,213
1501	Admitting Interviewer I	921	5	3	82,459
1564	Nurse Practitioner	3047	2	2	214,024
1591	Recreational Therapist I	1333	2	0	0
1592	Recreational Therapist II	1494	2	1	50,450
1593	Senior Admitting Interviewer	1242	1	0	9,984
1670	Admitting Interviewer II	1081	4	4	143,730
1910	Senior Licensed Psychologist	2420	1	1	81,709
1911	Licensed Psychologist	2282	1	1	77,041
1917	Unlicensed Mental Health Clinician	1684	17	13	737,755
1919	Licensed Mental Health Clinician	2025	9	5	361,407
1920	Senior Licensed Mental Health Clinician	2175	47	41	3,022,217
1926	Mental Health Consumer Advocate	1522	1	0	12,233
1927	Community Mental Health Specialist I	1219	13	6	241,704
1928	Community Mental Health Specialist II	1346	54	53	2,367,731
1946	Medical Interpreter Escort	761	3	0	18,369
1960	Mental Health Worker II	902	18	18	528,858
1963	Mental Health Worker I	744	7	7	149,526
2212	Systems and Procedures Analyst III	2145	3	3	212,320
2212	Systems and Procedures Analyst III (HT)	2145	1	0	0
2240	Senior Systems & Procedures Analyst	2403	1	1	68,414
2291	Staff Analyst I	1584	2	2	97,277
2292	Staff Analyst II	1758	1	1	47,671
2293	Staff Analyst III	2030	2	2	131,796
2294	Senior Staff Analyst	F	3	3	202,904
2297	Principal Staff Analyst	E	2	2	142,610
2316	Deputy Director of Behavioral Health	D	1	1	78,572
3037	Driver	872	4	4	117,718
3070	Supervising Office Assistant II	1359	7	7	321,239
3078	Supervising Office Assistant I	1172	1	1	39,612
3080	Office Assistant III	1018	53	45	1,587,986
3081	Office Assistant III - Conf.	1022	1	1	30,107

## DEPARTMENT OF BEHAVIORAL HEALTH - 5630

### REGULAR SALARIES - BUDGETED POSITIONS (CONTINUED)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
3110	Office Assistant II	914	11	9	280,668
3142	Secretary II	1018	1	1	34,371
3160	Secretary IV	1255	4	4	152,551
3166	Administrative Secretary - Conf.	1398	1	1	37,895
3260	Account Clerk III	1075	1	1	36,282
3621	Program Technician II	1077	1	1	36,725
8073	Director of Adult Services	B	1	1	118,560
<b>Subtotal</b>			<b>381</b>	<b>313</b>	<b>\$ 17,814,994</b>
	Auto Allowance				6,156
	Salary Savings				(909,234)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 16,911,916</b>

#### FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; BENEFITS</u>
1450	Licensed Vocational Nurse III	Filled	1381	-4	\$212,515
1450	Licensed Vocational Nurse III (PT)	Filled	1381	-1	44,978
1463	Psychiatric Technician II	Filled	1261	-2	94,842
1494	Licensed Vocational Nurse II	Filled	1261	-1	43,791
1501	Admitting Interviewer I	Filled	921	-2	92,633
1593	Senior Admitting Interviewer	Filled	1242	-1	49,975
	Unlicensed Mental Health				
1917	Clinician	Filled	1684	-2	129,107
1919	Licensed Mental Health Clinician	Filled	2025	-2	139,578
	Senior Licensed Mental Health				
1920	Clinician	Filled	2175	-1	83,891
	Mental Health Consumer				
1926	Advocate	Filled	1522	-1	60,144
1946	Medical Interpreter Escort	Filled	761	-3	97,571
3080	Office Assistant III	Filled	1018	-7	278,110
3110	Office Assistant II	Filled	914	-2	\$71,174
Cost of Restoring Filled Positions				-29	\$1,398,309

## **DEPARTMENT OF BEHAVIORAL HEALTH - 5630**

### **REGULAR SALARIES - BUDGETED POSITIONS** (CONTINUED)

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)				
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
1322	Mental Health Nurse I	Vacant	2193	\$361,848
1323	Mental Health Nurse II	Vacant	2507	145,744
1367	Psychiatrist	Vacant	A	210,344
1450	Licensed Vocational Nurse III	Vacant	1381	178,032
1465	Licensed Vocational Nurse I	Vacant	1135	212,982
1468	Psychiatric Technician III	Vacant	1381	237,372
1591	Recreational Therapist I	Vacant	1333	122,732
1592	Recreational Therapist II	Vacant	1494	63,680
1917	Unlicensed Mental Health Clinician	Vacant	1684	141,908
1919	Licensed Mental Health Clinician	Vacant	2025	168,030
1920	Senior Licensed Mental Health Clinician	Vacant	2175	454,814
1927	Community Mental Health Specialist I	Vacant	1219	371,952
1928	Community Mental Health Specialist II	Vacant	1346	58,041
2212	Systems and Procedures Analyst III (HT)	Vacant	2145	47,570
3080	Office Assistant III	Vacant	1018	45,458
Cost of Restoring Vacant Positions				\$2,820,507

# MENTAL HEALTH MANAGED CARE

## BUDGET 5601

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$2,171,197	\$2,405,891	\$2,948,398	\$542,507	23%
Services and Supplies	9,767,166	10,299,362	11,882,744	1,583,382	15%
Other Charges	268,179	126,419	106,169	(20,250)	-16%
Total Appropriations	\$12,206,542	\$12,831,672	\$14,937,311	\$2,105,639	16%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$10,520,213	\$10,351,941	\$9,407,659	\$(944,282)	-9%
Intergovernment Revenues - Federal	376	-	-	-	0%
Charges For Services	2,082,923	2,479,731	3,460,000	980,269	40%
Miscellaneous Revenues	7,835	-	2,300	2,300	100%
Other Financing Sources-MH Realignment	-	-	2,000,000	2,000,000	100%
Intrafund Revenue	82,407	-	67,352	67,352	100%
Total Revenues	\$12,693,754	\$12,831,672	\$14,937,311	\$2,105,639	16%
<b><u>Revenue in Excess of Appropriations</u></b>					
	<b>\$487,212</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	39	34	40	6	

## **MENTAL HEALTH MANAGED CARE – 5601**

### **FUNCTION**

Fresno County contracts with the California Department of Mental Health to operate as a Mental Health Plan (MHP) to provide services to enrolled Medi-Cal beneficiaries of all ages. Under the direct responsibility of the Local Mental Health Director, the Managed Care Division provides oversight of this State contract. Oversight responsibilities include answering the MHP's toll-free access line, service authorization, referral to County and community resources, coordination with physical health care, utilization review of outpatient specialty mental health services, payment to contract and non-contract providers and monitoring the timely access and culturally and linguistically appropriate mental health services throughout the MHP. This division is responsible to perform retrospective reviews of nearly 2,000 annual admissions at County, contract and fee-for-service acute care facilities for determination of medical necessity, and ensure appropriate payment by the State and/or County. Screening and credentialing verification is performed of all licensed/waivered staff for all mental health professionals and supports the Credentialing Committee for the MHP. Staff coordinate quality improvement activities and performance improvement projects for the MHP, which includes a formalized grievance and appeals process for consumers, which ensure quality management standards, are enforced and monitored in all mental health programs.

The Managed Care Division supports the Departments of Behavioral Health (DBH) and Children and Family Services (DCFS) through its coordination of Federal and State audits, interpretation of new mandates/directives from the State, training on Federal and State requirements regarding medical necessity, documentation and billing, medication monitoring of all medical staffs, and 5150 Certification training of professional staff. The division processes contracts with community mental health professionals to augment and enhance County services, which requires the development and maintenance of MHP policies and procedures, approval of mental health program service sites, performance of regular audits for compliance with documentation and billing regulations, and implementation of new mandates/directives across the provider network.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$14,937,311 reflects a 16% (\$2,105,639) increase over the FY 2006-07 Adopted Budget due primarily to the continued usage of organizational service providers, the consolidation of Mental Health Medical Records staffing and operational costs allocated to this budget, and client registration and financial information support required for the clients served by the contract provider network. The Medical Record Unit, including five positions previously incorporated within DCFS budget (5640), is recommended for consolidation with other mental health Medical Records functions included within this budget; along with one Admitting Interviewer position previously incorporated within DBH budget (5630). There is no County cost associated with this budget. The State Managed Care Allocation; Medi-Cal patient fees; Early and Periodic Screening, Diagnosis, and Treatment, Quality Improvement, and Miscellaneous Revenues fully fund all appropriations within this budget. Staffing is recommended at 40 positions, an increase of six positions over the prior year level of 34 positions.

## **MENTAL HEALTH MANAGED CARE – 5601**

### **DEPARTMENT COMMENTS**

The Managed Care Division administers inpatient and outpatient specialty mental health services for clients of all ages residing in and outside of Fresno County, who receive services from the network of contract providers. These providers include 155 licensed mental health professionals, four organizational providers and three inpatient psychiatric facilities. In FY 2005-06, Managed Care coordinated the services for over 5,000 clients, who received nearly 5.5 million units of service.

Managed Care assists the local County Mental Health Director to insure Federal and State mandates of the Fresno County Mental Health Plan are met in the delivery of mental health services with qualified mental health professionals through quality improvement activities, medical records, education and training.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

The FY 2006-07 plan to transition over 1,900 children and youth served by four organizational providers to the DCFS by the end of December 2006 did not occur. As a result, one contract was terminated in June 2006 and the second in August 2006. Two organizational providers continue to serve a combined total of approximately 500 children. The fiscal implications to these actions have resulted in an estimated increase in FY 2007-08 service provider costs of over \$1.4 million.

Recommended funding includes the following staffing changes:

- The transfer of one Admitting Interviewer (AI) position from DBH dedicated to support Managed Care client information in the Human Services Information System.
- The transfer of five positions (one Supervising Office Assistant and four Office Assistant positions) and associated operational costs for Children's Medical Records. The Medical Records staff from DCFS is recommended for transfer to the Managed Care budget to consolidate all Medical Records staff for Mental Health programs. This action allows all Medical Records costs to be maintained within one budget, yet the children and adult medical record functions will continue to be supervised by the individual departments.

#### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$2,948,398, represent a 23% (\$542,507) increase over the FY 2006-07 level. This increase is primarily due to the addition of six positions, normal salary adjustments and employee benefits, and Retirement and Health Insurance contributions.

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 15% (\$1,583,382) increase over the prior year due primarily to 12-months funding for and increased capacity of two organizational provider agreements and Managed Care's portion of the Countywide Cost Allocation (\$245,302) recognized in this budget for the first time.

## **MENTAL HEALTH MANAGED CARE – 5601**

### **OTHER SERVICES**

Other Charges of \$106,169 reflect a 16% (\$20,250) decrease in the amount charged for support services provided by Human Services Finance (5600) based on a revised methodology of distributing costs to mental health programs.

## **SUMMARY OF REVENUES**

Revenues are recommended at a 16% (\$2,105,639) increase over the prior year level.

- Intergovernment Revenues-State (\$9,407,659) – Recommended at a 9% decrease from the FY 2006-07 level due primarily to a lower amount of Managed Care Allocation necessary to maintain services in this unit. This decrease is partially offset by higher Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) revenue due to the projected increase in services by contract providers to Medi-Cal beneficiaries under the age of 21 and an estimated increase in provider fees, which are billed by the County.
- Charges for Services (\$3,460,000) – Estimated at a 40% increase over the FY 2006-07 level based on a rise in Medi-Cal services through organizational providers.
- Miscellaneous Revenues (\$2,300) – Reflects the collection of copy fees charged by Medical Records.
- Other Financing Sources-Mental Health Realignment (\$2,000,000) – Represents the use of Mental Health Realignment required to match the Federal Financial Participation (FFP) Medi-Cal to offset the cost of acute inpatient services provided to Medi-Cal beneficiaries by hospitals that bill and receive payment directly from the State. This revenue source had previously been budgeted in DBH and is being shifted to Managed Care for 2007-08 to align the revenue with expenditures.
- Intrafund Revenues (\$67,352) – Reflects reimbursement from the Department of Employment & Temporary Assistance (5610) for services provided to CalWORKs clients with a welfare-to-work plan that includes the need for Mental Health Services (\$50,000) and from DCFS for support of a portion of the transferred staff that still handle some assignments within that department (\$17,352).

## **PENDING FACTORS**

The role of the Managed Care Division in supporting the system transformation for DBH and DCFS is currently under review. One focus of activity will be the creation of a Centralized Access Unit within Managed Care to increase and expedite access to outpatient mental health services and referral to other County and community resources for adults and older adults. Changes in the role of this division may result in additional recommended budget and operational changes during FY 2007-08.

Discussions are also underway between the DBH and DCFS concerning the need to continue to keep the services performed by the Managed Care Division separate from the departments they support. These discussions include the possible dissolution of this budget (5601) and reassigning the positions, operating expenses, and management oversight between DBH and DCFS based upon actual service needs. It is envisioned that this structural change would provide for a more equitable sharing of the Managed Care Allocation. If this were to occur, each department would be responsible to meet the MHP requirements as established by the State Department of Mental Health. Recommendations related to these changes will be brought to your Board for consideration in FY 2007-08.

## MENTAL HEALTH MANAGED CARE - 5601

### 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>	
1309	Division Manager - Mental Health	E	1	1	\$81,718
1323	Mental Health Nurse II	2507	1	1	87,351
1347	Utilization Review Specialist	2360	8	8	627,052
1363	Clinical Supervisor	2556	1	1	90,304
1501	Admitting Interviewer I	921	0	1	26,760
1550	Medical Records Coordinator	1964	1	1	67,201
1560	Provider Relations Specialist	1209	3	3	124,176
2292	Staff Analyst II	1758	1	1	47,671
2294	Senior Staff Analyst	F	1	1	67,340
3070	Supervising Office Assistant II	1359	1	2	90,731
3080	Office Assistant III	1018	11	12	407,762
3110	Office Assistant II	914	4	7	190,078
3160	Secretary IV	1255	1	1	44,499
Subtotal			<b>34</b>	<b>40</b>	\$1,952,643
Less Salary Savings					(97,633)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,855,010</b>

## NOTES

# SUBSTANCE ABUSE SERVICES

## BUDGET 5602

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$2,213,614	\$2,313,611	\$2,593,926	\$280,315	12%
Services and Supplies	16,580,994	18,549,996	18,665,791	115,795	1%
Other Charges	285,167	289,932	289,932	-	0%
Total Appropriations	\$19,079,774	\$21,153,539	\$21,549,649	\$396,110	2%
<b><u>Revenues</u></b>					
Intergovernment Revenues					
- State	\$5,646,128	\$4,691,516	\$9,858,707	\$5,167,191	110%
Intergovernment Revenues					
- Federal	4,743,957	4,973,034	5,103,704	130,670	3%
Charges For Services	6,266,575	9,888,544	4,812,064	(5,076,480)	-51%
Miscellaneous Revenues	926,433	977,046	872,599	(104,447)	-11%
Intrafund Revenue	1,109,659	579,667	878,754	299,087	52%
Total Revenues	\$18,692,752	\$21,109,807	\$21,525,828	\$416,021	2%
<b><u>Net County Cost</u></b>	<b>\$387,022</b>	<b>\$43,732</b>	<b>\$23,821</b>	<b>\$(19,911)</b>	<b>-46%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	40	33	35	2	

## **SUBSTANCE ABUSE SERVICES – 5602**

### **FUNCTION**

The Department of Behavioral Health, Substance Abuse Services (SAS) division, is responsible for planning, developing, and administering a Countywide substance abuse prevention and treatment service delivery system. This division's mission is to support appropriate education, prevention, and treatment services to reduce or eliminate alcohol and other drug-related barriers to ongoing health, well-being, and economic independence of individuals and families. Fresno County offers a wide range of primary and secondary prevention and treatment services which include detoxification, short-term and long-term residential and outpatient programs, and ancillary services including sober living centers. Programs include Drug Court Partnership, Proposition 36, Parolee Services Network, Driving Under the Influence (DUI), and Penal Code 1000 programs. SAS administers alcohol and drug prevention and treatment services primarily through contracts with community service providers. Community service providers are secured through competitive bid processes and provide substance abuse prevention and treatment services in both rural and urban locations. Substance abuse services are also provided through collaborative agreements with other County departments. The division also functions as the point of contact for Fresno County with the State Department of Alcohol and Drug Programs for all alcohol and drug services and activities.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$21,549,649 reflects a 2% (\$396,110) increase over the FY 2006-07 Adopted Budget. Net County cost is recommended at \$23,821, a decrease of \$19,911 from the prior year and is used as a County match for State substance abuse funding. Staffing is recommended at 35 positions, an increase of two positions over the FY 2006-07 level.

### **DEPARTMENT COMMENTS**

The misuse of alcohol and other drugs creates barriers to successful life outcomes for a large percentage of Human Services' clients and families. Over the past year, significant program changes occurred which included; the implementation of the Offender Treatment Program; and the dissemination of the Services Outcome Evaluation report which was produced with the cooperation of the Departments of Employment & Temporary Assistance, Children & Family Services, and the Sheriff.

Goals for FY 2007-08 include maintaining fiscal integrity, increasing workforce competency, maintaining an outcome management system to determine program and system effectiveness, expanding the automated billing system, implement an electronic contract file system and continuing to review funding announcements and submitting proposals for Federal funding to enhance and expand existing services.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

To reassign contract monitoring duties from professional to technical staff, the addition of one Supervising Program Technician position is recommended. This position would be responsible to supervise other technical staff and function as a working supervisor.

## **SUBSTANCE ABUSE SERVICES – 5602**

In order to increase the Perinatal Addiction, Treatment, and Health Services (PATHS) program's capability to admit and identify Drug Medi-Cal eligible clients, the addition of one Admitting Interviewer position is recommended. This position would transfer from the Department of Behavioral Health (DBH) budget (5630) to this budget, but would not represent an increase in cost due to the position previously having been placed in this Unit with compensation provided to DBH.

### **IMPACTS**

- Substance Abuse Services is primarily a contract management unit. Currently, functions that can be performed by technical positions are being handled by professional staff (staff analysts). The shift of technical functions (such as report monitoring, invoice monitoring, trend data compilation, and outcome data compilation) to Program Technician positions, will allow the Staff Analyst positions to perform functions more consistent within their job titles.
- The PATHS program is a gender-specific, Outpatient Drug Free treatment program for women, focusing on pregnant and/or parenting women and their children. The Admitting Interviewer position has historically been supervised and funded through the DBH budget (5630). The addition of one Admitting Interviewer position will assign the PATHS program funding responsibility.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$2,593,926, reflect a 12% (\$280,315) increase due primarily to the addition of two positions, as well as negotiated salary and benefit adjustments, step increases, the addition of a 6<sup>th</sup> step for some classifications and Retirement Contribution rates. Salary savings is recommended at 5%, a 1% increase over the FY 2006-07 level. Staffing is recommended at 35 positions, an increase of two positions over the prior year.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$18,665,791, represent a 1% (\$115,795) over FY 2006-07 due to an anticipated rise in contracted services to align with available funding streams.

### **OTHER CHARGES**

Other Charges of \$289,932, the same as the prior year, reflect charges for Departmental Overhead Allocation charged by the Human Services Finance budget (5600).

## **SUMMARY OF REVENUES**

Revenues are recommended at \$21,525,828 and reflect a 2% (\$416,021) increase over the FY 2006-07 Adopted Budget based on higher estimated State, Federal and Intrafund Revenues.

Intergovernment Revenues-State (\$9,858,707). Reflects a \$5,167,191 increase over the prior year due to a change in the accounting method used to recognize Medi-Cal Drug Abuse revenues previously budgeted in the Charges for Services category.

## **SUBSTANCE ABUSE SERVICES – 5602**

- Intergovernment Revenues-Federal (\$5,103,704). Recommended at a 3% increase due to anticipated unused prior year Federal Substance Abuse Prevention and Treatment (SAPT) revenues. The SAPT revenues are available for expenditure over a 21 month period. Any prior year unexpended funds can be rolled forward to the next fiscal year and expended. Based on prior year cost reports and FY 2006-07 provider expenditures, it is estimated that \$130,670 will be available for use in 2007-08.
- Charges for Services (\$4,812,064). Due to a change in the accounting method used to recognize State Medi-Cal Drug Abuse revenues, Charges for Services reflects a 51% (\$5,076, 480) decrease in State Medi-cal Drug Abuse revenues.
- Miscellaneous Revenues (\$872,599). Reflects an 11% (\$104,447) decrease; this funding includes the usage of Substance Abuse Administrative revenues.
- Intrafund Revenue (\$878,754). Recommended at a 52% (\$299,087) increase and represents \$575,000 in estimated reimbursement from the Department of Employment and Temporary Assistance (5610) in CalWORKs revenues, \$297,438 from the Department of Children and Family Services for the PATHS program, and \$6,316 from the Juvenile Drug Court.

### **PENDING FACTORS**

The Governor's FY 2007-08 Proposed Budget includes a net statewide reduction of \$25 million for Proposition 36 programs. Two funding streams provide State support for the Proposition 36 Program, those being the Substance Abuse and Crime Prevention Act (SACPA) and Offender Treatment Program (OTP). The Governor proposes to increase OTP by \$35 million and decrease SACPA by \$60 million. Should the final State budget stay as proposed, it is estimated that Fresno County would receive \$600,000 less in Proposition 36 revenue. This revenue is used to support County staff in the Probation, District Attorney, Public Defender, and Behavioral Health Departments, as well as drug treatment services provided by community-based providers. Staff is working closely with the County Alcohol and Drug Program Administrators' Association of California (CADPAAC) and the County lobbyist to attempt restoration of funding to the FY 2006-07 level. Should the funding be reduced, your Board will be apprised and appropriate actions taken.

## SUBSTANCE ABUSE SERVICES – 5602

### 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>
1363	Clinical Supervisor	2556	1	1	\$86,323
	Deputy Alcohol and Drug Program				
1445	Administrator	E	1	1	85,384
1501	Admitting Interviewer I	921	0	1	31,095
1951	Substance Abuse Specialist I	1232	1	1	37,131
1952	Substance Abuse Specialist II	1359	8	8	363,505
1953	Senior Substance Abuse Specialist	1563	5	5	243,155
2293	Staff Analyst III	2030	4	4	268,655
2294	Senior Staff Analyst	F	3	3	204,906
2297	Principal Staff Analyst	E	1	1	66,040
3037	Driver	872	1	1	29,429
3070	Supervising Office Assistant II	1359	1	1	45,891
3080	Office Assistant III	1018	2	2	61,983
3110	Office Assistant II	914	2	2	50,634
3160	Secretary IV	1255	1	1	42,370
3620	Program Tech I	1210	2	2	73,680
3625	Supervising Program Tech	1551	0	1	\$42,055
Subtotal			<b>33</b>	<b>35</b>	\$1,732,236
Less Salary Savings					(82,761)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,649,475</b>

## NOTES

# MENTAL HEALTH SERVICES ACT – CHILDREN & YOUTH

## BUDGET 5663

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$-	\$82,278	\$112,112	\$29,834	36%
Services and Supplies	-	2,971,690	4,626,933	1,655,243	56%
Residual Equity					
Transfers(Out)	-	-	38,000	38,000	100%
Total Appropriations	\$-	\$3,053,968	\$4,777,045	\$1,723,077	56%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$-	\$3,053,968	\$4,282,470	\$1,228,502	40%
Intergovernment Revenues - Federal	-	-	76,520	76,520	100%
Charges For Services	-	-	418,055	418,055	100%
Total Revenues	\$-	\$3,053,968	\$4,777,045	\$1,723,077	56%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	-	2	2	-	

## **MENTAL HEALTH SERVICES ACT – CHILDREN AND YOUTH – 5663**

### **FUNCTION**

Under the provisions of the Mental Health Services Act (MHSA), also known as Proposition 63, County mental health departments receive funding to assist in providing mental health services to underserved and unserved populations. These services can be provided through new programs or expansions of existing programs. The County MHSA Community Services and Supports (CSS) Program and Expenditure Plan for Children and Youth is administered by the Department of Children and Family Services.

The department is responsible for planning, developing, and administering MHSA services to children in Fresno County. The CSS provides for direct mental health treatment services as well as additional family and client supports such as housing vouchers, utility allowances, educational training, food vouchers, transportation, respite care assistance, etc. In line with the core elements of the MHSA, this division will provide CSS in accordance with cultural competency – eliminating ethnic disparities, focusing on family and client centered plans of care, community collaboration, fostering recovery and resiliency, and providing for an integrated service experience for clients and families. CSS are broken out into Full Service Partnerships, System Improvement, and Outreach and Engagement funds. This division will be using all three of these revenue streams to provide MHSA services.

This division will be advancing the goals of MHSA through using a combination of four different strategies for the Children and Youth population. The strategies include the Smart Model of Care, Functional Family Therapy (FFT), Team Decision Making (TDM) and Mental Health Community Outreach for Psychiatric Emergencies (COPE) team and Outreach and Engagement. As part of the service delivery model, this division will be providing evidence-based treatment practices such as Incredible Years, Parent Child Interaction Therapy, and Functional Family Therapy. A large proportion of these services will be targeted towards the neediest in the population – infant mental health (Smart Model of Care) as well as children involved in the juvenile justice system. Increased mental health participation in child welfare placement decisions for high-risk youth will be incorporated into the TDM strategy. Outreach and engagement services will focus on children and families in rural and metro areas, clients that have no means to pay for services, as well as cultural groups traditionally not served by current mental health systems. Most of the services (over 90%) will be contracted out to community-based organizations through competitive bid processes to provide services in both rural and urban locations.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$4,777,045 reflects an increase of 56% (\$1,723,077) over the 2006-07 Adopted Budget due to a full 12 months of services budgeted compared to nine months of services in the prior year. In addition, one-time Mental Health Services Act funds not expended in FY 2006-07 will be carried over to FY 2007-08. There is no net County cost in this budget. Staffing is recommended at two positions, the same as the prior year level.

# **MENTAL HEALTH SERVICES ACT – CHILDREN AND YOUTH – 5663**

## **DEPARTMENT COMMENTS**

The target population for the Children and Youth MHSA services are children ages 0-18 who have Severe Emotional Disturbance (SED) or Severe Mental Illness (SMI) that result in significant functional impairment, or who demonstrate significant social, emotional, educational and/or occupational impairments who could meet the criteria for an SED and/or SMI diagnosis. Other characteristics of the targeted population are high risk or court dependents through the Child Welfare System. Many times this population is underinsured or uninsured. Many of these youth are from racially and ethnically diverse populations (Latino, Southeast Asian, and African American, etc.). Many children in this target population are reared by teen mothers of color. The target population also consists of families affected by substance abuse issues, and/or experiencing extreme behaviors at school. Because of unaddressed social, emotional, and health needs, these children experience behavioral problems, multiple placements, educational failure and disproportionate institutionalization as youth and adults.

The lack of mental health treatment services to many sections of our population leads to many societal impacts in schools, the juvenile justice system, and in child welfare. It affects the ability of families and children to function at normal levels. The addition of treatment and community supports will assist the neediest in the County. MHSA focuses on transforming mental health by looking at other factors that lead to recovery and wellness. FY 2007-08 will be the first year of full implementation of all approved Community Services and Supports plans. It is expected that outcomes measurements will be developed through the State to track recipients of MHSA services to the fullest extent.

Over the past year, significant program changes occurred which included approval of MHSA plans by the State; establishment of MHSA administration staffing to oversee the implementation of these services; collaboration between many agencies/departments; competitive bidding leading to the securing of vendors to provide these services; as well as expanding community stakeholder involvement in MHSA activities. In addition, in the spirit of MHSA goals the majority of staffing for these MHSA services will be through client family members. Parent Partners and Care Managers will be an integral part in the implementation of these MHSA activities. For the first time Parent Partners and Peer Support Specialists have become permanent Fresno County job classifications.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- The majority of MHSA services will begin in FY 2007-08. During the prior year, the Community Services and Supports plans were approved by the State; RFP's were developed; contracts were awarded; staff training was initiated; and other initial start up activities commenced. As part of the system transformation envisioned in the MHSA, client family members will lead the way in directing how best to deliver services and address the additional community supports needed for recovery and wellness. Fiscal Year 2007-08 will reflect more services being directed to historically underserved populations in a culturally sensitive manner. During FY 2007-08, it is estimated that 130 children and families will receive Full Service Partnership (Smart strategy) MHSA

## **MENTAL HEALTH SERVICES ACT – CHILDREN AND YOUTH – 5663**

services, 120 children and families will receive System Development (FFT services), 60 children and families will receive additional System Development (TDM/COPE) team MHSA Services and 700 children and families will receive Outreach and Engagement services as listed in the Children and Youth State-approved work plans.

- The roles of the Departments of Children and Family Services and Behavioral Health will be redesigned to support system transformation and collaboration to meet the needs of the MHSA.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$112,112, reflect a 36% (\$29,834) increase over the prior year due to increases in negotiated salaries and benefits adjustments, Retirement costs, and budgeted for a full 12 months of service delivery compared to nine months for FY 2006-07. Staffing is recommended at the FY 2006-07 level of two positions.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 56% (\$1,655,243) increase over the prior year due to a rise in operational costs as service delivery will exceed the prior year level. Program implementation was initiated during the third quarter of FY 2006-07.

### **RESIDUAL EQUITY TRANSFERS**

Residual Equity Transfers – Fleet

- (2) Mid-size Vehicles.....\$38,000 ..... New – Team Decision Making Services  
Vehicles are fully offset with State MHSA revenue.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$4,777,045, a 56% (\$1,723,077) increase over the prior year primarily due to an anticipated increase in service delivery and the carryover of unspent FY 2006-07 one-time MHSA funds.

- Intergovernment Revenues-State - Represents a 40% (\$1,228,502) increase due primarily to the carryover of unspent prior year one-time funds and an increase in available ongoing funds.
- Intergovernment Revenues-Federal - Reflects revenues of \$76,520 due to the addition of Medi-Cal Administrative Activities (MAA) revenue that was not included in the prior year budget.
- Charges for Services - Estimated at \$418,055 and reflects the addition of Medi-Cal revenue that was not included in the prior year budget. Medi-Cal billing will be processed by the County on behalf of contracted providers and revenue earned will be deposited in the General Fund to offset funds distributed to contracted providers.

## **MENTAL HEALTH SERVICES ACT – CHILDREN AND YOUTH – 5663**

### **PENDING FACTORS**

The Departments of Children and Family Services and Behavioral Health will be seeking awards for MHSA Community Services and Supports augmentation funding in FY 2007-08 to enhance and create programs. In addition, funds are expected to be made available for Workforce Development and Training; Housing; Prevention and Early Intervention; Capital Facilities; Information Technology; and Innovation programs. State estimates are pending at this time for some of these funding streams.

Proposed budget increases will lead to additional expansion of services as well as introduction of possibly new programs. The State Department of Mental Health has also proposed funding an Anti-stigma Campaign, as well as additional training and workforce development programs to be administered at the State and local level.

State projections on MHSA funds available for future years continue to increase with each revision of the State budget. This will lead to further opportunities for grant funding.

## MENTAL HEALTH SERVICES ACT – CHILDREN & YOUTH – 5663

### REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
1928	Community Mental Health Specialist II	1320	1	1	\$44,716
1966	Parent Partner II	884	1	1	24,637
Subtotal			2	2	\$69,353
Bilingual Skill Pay					2,600
<b>TOTAL REGULAR SALARIES</b>					<b>\$71,953</b>

# MENTAL HEALTH SERVICES ACT – TRANSITION AGE YOUTH

## BUDGET 5664

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$-	\$1,782,921	\$2,037,724	\$254,803	14%
Total Appropriations	\$-	\$1,782,921	\$2,037,724	\$254,803	14%
<b><u>Revenues</u></b>					
Intergovernment					
Revenues - State	\$-	\$1,708,915	\$1,879,578	\$170,663	10%
Charges For Services	-	56,672	158,146	101,474	179%
Miscellaneous					-
Revenues	-	17,334	-	(17,334)	100%
Total Revenues	\$-	\$1,782,921	\$2,037,724	\$254,803	14%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **MENTAL HEALTH SERVICES ACT – TRANSITION AGE YOUTH – 5664**

### **FUNCTION**

Under the provisions of the Mental Health Services Act (MHSA), also known as Proposition 63, County mental health departments receive funding to assist in providing mental health services to underserved and unserved populations. These services can be provided through new programs or expansions of existing programs. The County MHSA Community Services and Supports (CSS) Program and Expenditure Plan for Transitional Age Youth (TAY) is administered by the Department of Behavioral Health.

The department is responsible for planning, developing, and administering MHSA services to transition age youth in Fresno County. The CSS provides for direct mental health treatment services as well as additional family and client supports such as housing vouchers, utility allowances, educational training, food vouchers, transportation, respite care assistance, etc. In line with the core elements of the MHSA, this division will provide CSS in accordance with cultural competency – eliminating ethnic disparities, focusing on family and client centered plans of care, community collaboration, fostering recovery and resiliency, and providing for an integrated service experience for clients and families. CSS are broken out into Full Service Partnerships, System Improvement, and Outreach and Engagement funds.

This division will be using Full Service Partnership funds for service provision. This division will be advancing the goals of MHSA through using a combination of three different strategies for the TAY population, which are combined as a part of a full service partnership and best practice model. The strategies include TAY Mental Health Services and Supports, Wrap-Around Services and Supportive Housing program. Services will be contracted out to community based-organizations through competitive bid processes to provide services in both rural and urban locations.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$2,037,724 reflects a 14% (\$254,803) increase over the FY 2006-07 Adopted Budget due to a full 12 months of services budgeted compared to nine months of services in the prior year. In addition, one-time MHSA funds not expended in FY 2006-07 are recommended to be carried over to FY 2007-08. There is no net County cost in this budget.

### **DEPARTMENT COMMENTS**

The target population for Fresno County is transition age youth ages 16-25 who have Severe Emotional Disturbance (SED) or Severe Mental Illness (SMI) that result in significant functional impairment, or who demonstrate significant social, emotional, educational and/or occupational impairments who could meet the criteria for an SED and/or SMI diagnosis, including youth with dual diagnosis or co-occurring disorders, including substance abuse and others. The addition of treatment and community supports will assist the neediest in the County. MHSA focuses on transforming mental health by looking at other factors that lead to recovery and wellness.

FY 2007-08 will be the first year of full implementation of all approved Community Services and Supports plans. It is expected that outcomes measurements will be developed through the State to track recipients of MHSA services to the fullest extent. Over the past year, significant program changes occurred which included approval of MHSA plans by the State; establishment of MHSA administration staffing to oversee the implementation of

## **MENTAL HEALTH SERVICES ACT – TRANSITION AGE YOUTH – 5664**

these services; collaboration between many agencies/departments; competitive bidding leading to the securing of vendors to provide these services; as well as expanding community stakeholder involvement in MHSA activities. In addition, in the spirit of MHSA goals the majority of staffing for these MHSA services will be through client family members. For the first time Parent Partners and Peer Support Specialists have become permanent Fresno County job classifications.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The majority of MHSA services will begin in FY 2007-08. During the prior year, the Community Services and Supports plans were approved by the State; RFP's were developed; contracts were awarded; staff training was initiated; and other initial start up activities commenced. As part of the system transformation envisioned in the MHSA, client family members will lead the way in directing how best to deliver services and address the additional community supports needed for recovery and wellness. FY 2007-08 will reflect more services being directed to historically underserved populations in a culturally sensitive manner. During FY 2007-08, it is estimated that 99 transition age youth and family members will receive services funded by this budget.
- The roles of the Departments of Behavioral Health and Children and Family Services will be redesigned to support system transformation and collaboration to meet the needs of the MHSA.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent an increase of 14% (\$254,803) over the prior year due to a rise in operational costs as service delivery will exceed the FY 2006-07 level Program implementation was initiated during the third quarter of the prior year.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$2,037,724, a 14% (\$254,803) increase over the prior year primarily due to enhanced service delivery and the carryover of unspent FY 2006-07 one-time MHSA funds.

- Intergovernment Revenues-State - Represents a 10% (\$170,663) increase due to the carryover of unspent prior year one-time funds and a rise in available ongoing revenues.
- Charges for Services - Estimated at \$158,146 due to the shift of revenue from the Intergovernment Revenue-State category to this category. A projected increase in Medi-Cal revenues generated by contracted providers contributes to this increase.
- Miscellaneous Revenues - Reflects a \$17,344 decrease due to the shift of revenue from this category to the Intergovernment Revenue-State category.

## **MENTAL HEALTH SERVICES ACT – TRANSITION AGE YOUTH – 5664**

### **PENDING FACTORS**

The Departments of Behavioral Health and Children and Family Services will be seeking awards for MHSA Community Services and Supports augmentation funding in FY 2007-08 to enhance and create programs. In addition, funds are expected to be made available for Workforce Development and Training; Housing; Prevention and Early Intervention; Capital Facilities; Information Technology; and Innovation programs. State estimates are pending at this time for some of these funding streams.

Proposed budget increases will lead to additional expansion of services as well as introduction of possibly new programs. The State Department of Mental Health has also proposed funding for an Anti-stigma campaign, as well as additional training and workforce development programs to be administered at the State and local level.

State projections on MHSA funds available for future years continue to increase with each revision of the State budget. This will lead to further opportunities for grant funding.

# MENTAL HEALTH SERVICES ACT – ADULTS

## BUDGET 5665

### GENERAL FUND

	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	<u>\$-</u>	<u>\$3,196,919</u>	<u>\$3,392,057</u>	<u>\$195,138</u>	<u>6%</u>
Total Appropriations	\$-	\$3,196,919	\$3,392,057	\$195,138	6%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$-	\$3,156,859	\$3,214,037	\$57,178	2%
Charges For Services	-	9,460	178,020	168,560	1782%
Miscellaneous Revenues	<u>-</u>	<u>30,600</u>	<u>-</u>	<u>(30,600)</u>	<u>-100%</u>
Total Revenues	\$-	\$3,196,919	\$3,392,057	\$195,138	6%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	

## **MENTAL HEALTH SERVICES ACT - ADULTS – 5665**

### **FUNCTION**

Under the provisions of the Mental Health Services Act (MHSA), also known as Proposition 63, County mental health departments receive funding to assist in providing mental health services to underserved and unserved populations. The County MHSA Community Services and Supports (CSS) Program and Expenditure Plan for the adult population is administered by the Department of Behavioral Health (DBH). The approved work plans for the adult population include a wellness center; a community based treatment team; AB 2034 expansion/restoration; and co-occurring training for staff, consumers and family members. The department is responsible for planning, developing, and administering MHSA services to adult populations in Fresno County.

The CSS provides for direct mental health treatment services as well as additional family and client supports such as housing vouchers, utility allowances, educational training, food vouchers, transportation, respite care assistance, etc. In line with the core elements of the MHSA, this division will provide CSS in accordance with cultural competency – eliminating ethnic disparities, focusing on family and client centered plans of care, community collaboration, fostering wellness and recovery, and providing for an integrated service experience for clients and families.

Service design and funding is specific to four target groups 1) Adults who are homeless, or at risk of homelessness including veterans, 2) Adults who are in or leaving long-term institutional settings, including jails, state hospitals, Institutes for Mental Disease, Urgent Care Centers, various residential treatment or other facilities, 3) Adults who have co-occurring disorders (mental health with substance abuse), 4) Adults who are culturally and linguistically unserved from special populations including those who are at high risk pregnancy; hearing, visually, and physically impaired; serious and persistently mentally ill; monolingual; developmentally disabled; and/or medical disabled.

CSS are broken out into Full Service Partnerships, System Improvement, and Outreach and Engagement funds. This division will use Full Service Partnership and System Improvement funds for service provision to advance the goals of MHSA through a combination of four strategies for the target populations. The strategies outline services provided in a drop-in wellness center for transition age youth, adult and older adult populations; an Assertive Community Treatment Team which provides team approach community based treatment services; expansion of AB2034 services and co-occurring education. Services will be contracted out to community-based organizations through competitive bid processes for service provision in both rural and urban locations.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$3,392,057 reflects a 6% (\$195,138) increase over the FY 2006-07 Adopted Budget due to a full 12 months of service compared to nine months of service in the prior year. In addition, one-time funds not expended in FY 2006-07 will be carried over to FY 2007-08. There is no net County cost included in this budget as services are financed with Mental Health Services Act funds.

## **MENTAL HEALTH SERVICES ACT - ADULTS – 5665**

### **DEPARTMENT COMMENTS**

The priority populations for services funded under this budget include adults age 26-59 with Severe Mental Illness (SMI) who are unserved or underserved and/or uninsured. The addition of treatment and community supports will assist the neediest in the County. MHSA focuses on transforming mental health by looking at other factors that lead to recovery and wellness. FY 2007-08 will be the first year of full implementation of all approved Community Services and Supports plans. It is expected that outcomes measurements will be developed through the State to track recipients of MHSA services to the fullest extent.

Over the past year, significant program changes occurred which included approval of MHSA plans by the State; establishment of MHSA administration staffing to oversee the implementation of these services; collaboration between many agencies/departments; competitive bidding leading to the securing of vendors to provide these services; as well as expanding community stakeholder involvement in MHSA activities. In addition, in the spirit of MHSA goals the majority of staffing for these MHSA services will be through client family members. For the first time Parent Partners and Peer Support Specialists have become permanent Fresno County job classifications.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The majority of MHSA services will begin in FY 2007-08. During the prior year, the Community Services and Supports plans were approved by the State; Requests for Proposals were developed; contracts awarded; staff training initiated; and other initial start-up activities began. As part of the system transformation envisioned in the MHSA, client family members will lead the way in directing how best to deliver services and address the additional community supports needed for recovery and wellness. FY 2007-08 will reflect more services being directed to historically underserved populations in a culturally sensitive manner. During FY 2007-08, it is estimated that 807 transition age youth, adults, older adults and family members will receive services funded by this budget.
- The roles of DBH and Department of Children and Family Services (DCFS) will be redesigned to support system transformation and collaboration to meet the needs of the MHSA.

#### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$3,392,057, reflect an increase of 6% (\$195,138) over the prior year due to an anticipated increase in operational costs as service delivery will exceed the prior year level. Program implementation was initiated during the third quarter of FY 2006-07.

## **MENTAL HEALTH SERVICES ACT - ADULTS – 5665**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$3,392,057, an increase of 6% (\$195,138) over the prior year primarily due to an anticipated increase in service delivery and the carryover of unspent prior year one-time funds.

- Intergovernment Revenues-State – Represents a 2% (\$57,178) increase due to the shift of revenues generated by contracted providers from the Miscellaneous Revenues category to this category, the carryover of unspent prior year one-time funds, and an increase in available ongoing funds.
- Charges for Services – Estimated at \$178,020 and reflects an increase over FY 2006-07 due to a higher projection in revenues generated by contracted providers.
- Miscellaneous Revenues – No funding is recommended in this category due to the shift of revenues from this category to the Intergovernment Revenues-State category.

### **PENDING FACTORS**

- DBH and DCFS will be seeking awards for MHSA Community Services and Supports augmentation funding in FY 2007-08 to enhance and create programs. In addition, funds are expected to be made available for Workforce Development and Training; Housing; Prevention and Early Intervention; Capital Facilities; Information Technology; and Innovation programs. State estimates are pending at this time for some of these funding streams.
- Proposed budget increases will lead to additional expansion of services as well as introduction of possibly new programs. The State Department of Mental Health is also proposing to fund an anti-stigma campaign, as well as additional training and workforce development programs to be administered at the State and local level.
- State projections on MHSA funds available for future years continue to increase with each revision of the State budget. This will lead to further opportunities for grant funding.

# MENTAL HEALTH SERVICES ACT – OLDER ADULTS

## BUDGET 5666

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$-	\$734,120	\$1,054,480	\$320,360	44%
Services and Supplies	-	635,630	678,892	43,262	7%
Residual Equity Transfers(Out)	-	52,290	190,000	137,710	263%
Total Appropriations	\$-	\$1,422,040	\$1,923,372	\$501,332	35%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$-	\$1,368,727	\$1,626,614	\$257,887	19%
Charges For Services	-	52,313	296,758	244,445	467%
Miscellaneous Revenues	-	1,000	-	(1,000)	-100%
Total Revenues	\$-	\$1,422,040	\$1,923,372	\$501,332	35%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	-	15	15	-	

## **MENTAL HEALTH SERVICES ACT – OLDER ADULTS – 5666**

### **FUNCTION**

Under the provisions of the Mental Health Services Act (MHSA), also known as Proposition 63, County mental health departments receive funding to assist in providing mental health services to underserved and unserved populations. These services can be provided through new programs or expansions of existing programs. The County MHSA Community Services and Supports (CSS) Program and Expenditure Plan for the older adult population is administered by the Department of Behavioral Health. The Older Adult Expansion Program will enhance crisis response services and provide outreach and engagement in rural sections of Fresno County.

The department is responsible for planning, developing, and administering MHSA services to older adult populations in Fresno County. The CSS provides for direct mental health treatment services as well as additional family and client supports such as housing vouchers, utility allowances, educational training, food vouchers, transportation, respite care assistance, etc. In line with the core elements of the MHSA, this division will provide CSS in accordance with cultural competency – eliminating ethnic disparities, focusing on family and client centered plans of care, community collaboration, fostering wellness and recovery and providing for an integrated service experience for clients and families. Service design and funding is specific to two target groups 1) older adults who are culturally and linguistically underserved or underserved from special populations including substance abuse and dementia; and 2) older adults who have a reduction in personal or community functioning and are uninsured and/or face other cultural, linguistic or geographic barriers.

CSS are broken out into Full Service Partnerships, System Improvement, and Outreach and Engagement funds. This division will be using Full Service Partnership and Outreach and Engagement funds for service provision and be advancing the goals of MHSA through using a combination of three strategies for the target populations. The strategies outline services provided as a mobile geriatric assessment team and personal service coordination in metro and rural areas of Fresno County.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$1,923,372 reflects a 35% (\$501,332) increase over the FY 2006-07 Adopted Budget. This increase is due to a full, 12 months of service compared to nine months of service in the prior year. In addition, one-time funds not expended in FY 2006-07 will be carried over to FY 2007-08. There is no net County cost in this budget. Staffing is recommended at 15 positions, the same level as the prior year.

### **DEPARTMENT COMMENTS**

The priority populations for services funded under this budget include older adults age 60 years and older with Severe Mental Illness (SMI) who are underserved or underserved and/or uninsured. The addition of treatment and community supports will assist the neediest in the County. MHSA focuses on transforming mental health by looking at other factors that lead to recovery and wellness.

Fiscal Year 2007-08 will be the first year of full implementation of all approved Community Services and Supports plans. It is expected that outcomes measurements will be developed through the State to track recipients of MHSA services to the fullest extent. Over the past year, significant program changes occurred which included approval of MHSA

## **MENTAL HEALTH SERVICES ACT – OLDER ADULTS – 5666**

plans by the State; establishment of MHSA administration staffing to oversee the implementation of these services; collaboration between many agencies/departments; competitive bidding leading to the securing of vendors to provide these services; as well as expanding community stakeholder involvement in MHSA activities. In addition, in the spirit of MHSA goals the majority of staffing for these MHSA services will be through client family members. For the first time Parent Partners and Peer Support Specialists have become permanent Fresno County job classifications. The Older Adult Expansion Program is staffed with two Peer Support Specialist positions

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The majority of MHSA services will begin in FY 2007-08. During the prior year, the CSS plans were approved by the State; Requests for Proposals were developed; contracts awarded; staff training was initiated; and other initial start up activities began. As part of the system transformation envisioned in the MHSA, client family members will lead the way in directing how best to deliver services and address the additional community supports needed for recovery and wellness. Fiscal Year 2007-08 will reflect more services being directed to historically underserved populations in a culturally sensitive manner. The strategies outline services provided as a mobile geriatric assessment team and personal service coordination in metro and rural areas of Fresno County. During FY 2007-08, it is estimated that 280 older adults and family members will receive services funded by this budget.
- The roles of the Departments of Behavioral Health and Children and Family Services will be redesigned to support system transformation and collaboration to meet the needs of the MHSA.

#### **SALARIES AND BENEFITS**

Salaries and Benefits reflect a 44% (\$320,360) increase over the prior year due primarily to full-year funding of positions, negotiated salary adjustments, and Retirement contributions. Staffing is recommended at the prior year level of 15 positions.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent an increase of 7% (\$43,262) over the prior year due to an anticipated increase in operational costs as service delivery will exceed the prior year level. Program implementation was initiated during the third quarter of the prior year.

#### **RESIDUAL EQUITY TRANSFERS**

Residual Equity Transfers – Fleet

(10) Mid-size Vehicles.....\$190,000 ..... New – Older Adult Expansion Services  
Vehicles are fully offset with State MHSA revenue.

## **MENTAL HEALTH SERVICES ACT – OLDER ADULTS – 5666**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$1,923,372, an increase of 35% (\$501,332) over the prior year primarily due to an anticipated increase in service delivery and the carryover of unspent prior year one-time MHSA funds.

- Intergovernment Revenues-State - Represents a 19% (\$257,887) increase due primarily to the carryover of unspent prior year one-time MHSA funds and an increase in available ongoing revenues.
- Charges for Services - Reflects a 467% (\$244,445) increase due to a projected increase in Medi-Cal revenue that will be generated as service implementation will progress above the prior year level. Program implementation was initiated during the third quarter of 2006-07.
- Miscellaneous Revenues - Represents a 100% (\$1,000) decrease due to shifting of revenue from this category to the Intergovernment Revenues-State category.

### **PENDING FACTORS**

The Departments of Behavioral Health and Children and Family Services will seek awards for MHSA Community Services and Supports augmentation funding in FY 2007-08 to enhance and create programs. In addition, funds are expected to be made available for Workforce Development and Training; Housing; Prevention and Early Intervention; Capital Facilities; Information Technology; and Innovation programs. State estimates are pending at this time for some of these funding streams.

Proposed budget increases will lead to additional expansion of services as well as introduction of possibly new programs. The State Department of Mental Health is also proposing funding an anti-stigma campaign, as well as additional training and workforce development programs to be administered at the State and local level.

State projections on MHSA funds available for future years continue to increase with each revision of the State budget. This will lead to further opportunities for increased funding for service provision.

## MENTAL HEALTH SERVICES ACT – OLDER ADULTS – 5666

### 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>	
1367	Psychiatrist	A	1	1	\$143,806
1323	Mental Health Nurse II	2470	1	1	83,673
1919	Licensed Mental Health Clinician	1985	2	2	114,258
1917	Unlicensed Mental Health Clinician	1651	2	2	89,568
	Community Mental Health				
1928	Specialist II	1320	2	2	71,610
	Community Mental Health				
1927	Specialist I	1195	2	2	64,830
1960	Mental Health Worker II	884	1	1	23,979
1963	Mental Health Worker I	729	1	1	19,774
1968	Peer Support Specialist II	884	1	1	23,979
1967	Peer Support Specialist I	729	1	1	19,774
3080	Office Assistant III	998	1	1	27,071
Subtotal			<u>15</u>	<u>15</u>	\$682,322
	Bilingual Skill Pay				7,800
	Less Salary Savings				<u>(34,116)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$656,006</b>

## NOTES

# MENTAL HEALTH SERVICES ACT – ADMINISTRATION

## BUDGET 5667

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$-	\$587,001	\$918,439	\$331,438	56%
Services and Supplies	-	834,530	946,385	111,855	13%
Other Charges	-	227,613	112,608	(115,005)	-51%
Total Appropriations	\$-	\$1,649,144	\$1,977,432	\$328,288	20%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$-	\$1,649,144	\$1,977,432	\$328,288	20%
Total Revenues	\$-	\$1,649,144	\$1,977,432	\$328,288	20%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	-	12	12	-	

## **MENTAL HEALTH SERVICES ACT - ADMINISTRATION – 5667**

### **FUNCTION**

Under the provisions of the Mental Health Services Act (MHSA), also known as Proposition 63, County mental health departments receive funding to assist in providing mental health services to underserved and unserved populations. These services can be provided through new programs or expansions of existing programs. The Departments of Behavioral Health and Children and Family Services are responsible for planning, developing, and administering MHSA services prescribed in the Fresno County MHSA Community Services and Supports (CSS) Program and Expenditure Plan for children and youth; transition age youth; adults; and older adults. The CSS provides for direct mental health treatment services as well as additional family and client supports such as housing vouchers, utility allowances, educational training, food vouchers, transportation, respite care assistance, etc. In line with the core elements of the MHSA, CSS services will be provided in accordance with cultural competency – eliminating ethnic disparities, focusing on family and client centered plans of care, community collaboration, fostering wellness and recovery and providing for an integrated service experience for clients and families. CSS funding is broken out into Full Service Partnerships, System Improvement, and Outreach and Engagement funds.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$1,977,432 reflects an increase of 20% (\$328,288) over the FY 2006-07 Adopted Budget. This increase is due to a full 12 months of service compared to nine months of services in the prior year. In addition, one-time funds not expended in FY 2006-07 are proposed to be carried over to FY 2007-08. There is no net County cost in this budget. Staffing is recommended at 12 positions, the same as the prior year level.

### **DEPARTMENT COMMENTS**

FY 2007-08 will be the first year of full implementation of all approved MHSA Community Services and Supports plans. It is expected that outcomes measurements will be developed through the State to track recipients of MHSA services to the fullest extent. Over the past year, significant program changes occurred which included approval of MHSA plans by the State; establishment of MHSA administration staffing to oversee the implementation of these services; collaboration between many agencies/departments; competitive bidding leading to the securing of vendors to provide these services; as well as expanding community stakeholder involvement in MHSA activities.

Goals for FY 2007-08 include full implementation of MHSA services, workforce training, implementing outcome management tools to determine client and program progress and success, continuing the review of additional funding announcements, and submitting proposals for State funding to enhance and expand existing services.

## **MENTAL HEALTH SERVICES ACT - ADMINISTRATION – 5667**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The majority of MHSA services will begin in FY 2007-08. During the prior year, the Community Services and Supports plans were approved by the State; Request for Proposals were developed; contracts were awarded; staff training was initiated; and other initial start-up activities began. As part of the system transformation envisioned in the MHSA, client family members will lead the way in directing how best to deliver services and address the additional community supports needed for recovery and wellness. FY 2007-08 will reflect more services being directed to historically underserved populations in a culturally sensitive manner.
- The roles of the Departments of Behavioral Health and Children and Family Services will be redesigned to support system transformation and collaboration to meet the needs of the MHSA.

#### **SALARIES AND BENEFITS**

Salaries and Benefits reflect a 56% (\$331,438) increase over the prior year due to full-year funding of positions, negotiated salary and benefit adjustments, and Retirement costs. Staffing is recommended at 12 positions, the same as the prior year level.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent an increase of 13% (\$111,855) over the prior year due to a rise in projected operational costs as service delivery will exceed the prior year level. Program implementation was initiated during the third quarter of FY 2006-07.

#### **OTHER CHARGES**

Other Charges represent a 51% (\$115,005) decrease in estimated costs from Human Services Finance charged to this budget as overhead. Appropriations for costs associated with other administrative support provided by Internal Service Fund departments were shifted to the Services and Supplies category.

### **SUMMARY OF REVENUES**

Revenues are recommended at an increase of 20% over the prior year primarily due to an anticipated increase in service delivery and unspent one-time carryover funds.

- Intergovernment Revenues-State – Reflects a 20% (\$328,288) increase due primarily to the carryover of unspent prior year one-time funds available to offset start up costs that were not incurred in the prior year.

## **MENTAL HEALTH SERVICES ACT - ADMINISTRATION – 5667**

### **PENDING FACTORS**

The Departments of Behavioral Health and Children and Family Services will be seeking awards for MHSA Community Services and Supports augmentation funding in FY 2007-08 to enhance and create programs. In addition, funds are expected to be made available for Workforce Development and Training; Housing; Prevention and Early Intervention; Capital Facilities; Information Technology; and Innovation programs. State estimates are pending at this time for some of these funding streams.

Proposed budget increases will lead to additional expansion of services as well as introduction of possibly new programs. The State Department of Mental Health has also proposed funding for an anti-stigma campaign, as well as additional training and workforce development programs to be administered at the State and local level.

State projections on MHSA funds available for future years continue to increase with each revision of the State budget. This will lead to further opportunities for grant funding

## MENTAL HEALTH SERVICES ACT – ADMINISTRATION – 5667

### 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>	
1309	Division Manager - Mental Health	E	1	1	\$86,243
1347	Utilization Review Specialist	2314	2	2	128,980
1560	Provider Relations Specialist	1185	1	1	33,026
2212	Systems & Procedures Analyst III (1/2T)	2103	1	1	29,305
2293	Staff Analyst III	1990	2	2	134,826
2292	Staff Analyst II	1724	1	1	52,972
2291	Staff Analyst I	1553	1	1	43,282
3621	Program Technician II	1327	2	2	77,757
3160	Secretary IV	1230	1	1	37,793
Subtotal			<u>12</u>	<u>12</u>	\$624,184
Bilingual Skill Pay					2,600
Less Salary Savings					<u>\$(31,209)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$595,575</b>

## NOTES

# CHILDREN AND FAMILY SERVICES – MENTAL HEALTH

## BUDGET 5640

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$15,054,148	\$16,838,925	\$15,559,722	\$(1,279,203)	-8%
Services and Supplies	4,900,411	5,226,925	6,146,536	919,611	18%
Other Charges	452,719	571,787	489,377	(82,410)	-14%
Total Appropriations	\$20,407,279	\$22,637,637	\$22,195,635	\$(442,002)	-2%
<b><u>Revenues</u></b>					
Intergovernment					
Revenues - State	\$3,925,322	\$7,273,134	\$7,001,594	\$(271,540)	-4%
Intergovernment					
Revenues - Federal	714,946	793,137	1,175,575	382,438	48%
Charges For Services	5,300,640	6,283,187	5,858,408	(424,779)	-7%
Other Financing Sources-					
MH Realignment	6,530,521	6,613,179	7,149,949	536,770	8%
Intrafund Revenue	452,381	175,000	1,010,109	835,109	477%
Total Revenues	\$16,923,810	\$21,137,637	\$22,195,635	\$1,057,998	5%
<b><u>Net County Cost</u></b>	<b>\$3,483,469</b>	<b>\$1,500,000</b>	<b>\$-</b>	<b>\$(1,500,000)</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	256	255	177	(78)	

## **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH – 5640**

### **FUNCTION**

Children's Mental Health Services, a division of the Department of Children and Family Services (DCFS), provides mental health services within and outside the County of Fresno. The FY 2007-08 Recommended Budget supports crisis, family and court, and outpatient mental health services delivered to children and their families. These services are provided in a coordinated, comprehensive, culturally-competent manner, building resilience and facilitating recovery.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$22,195,635 reflects a 2% (\$442,002) decrease from the FY 2006-07 Adopted Budget. There is no net County cost in this budget, which reflects the elimination of the one-time FY 2006-07 allocation of Countywide Revenues in the amount of \$1,500,000. Recommended staffing changes include reductions in positions in Crisis Services and Day Treatment as recommended by the FY 2006-07 County Administrative Office (CAO) Operational audit. Additional staffing changes include the elimination of all Division Managers and one Senior Analyst position and the addition of one Principal Staff Analyst position. Staffing is recommended at 177 positions, a net decrease of 78 positions from the prior year level.

### **DEPARTMENT COMMENTS**

The Department of Children and Family Service's (DCFS) vision is to lead an integrated network of community partners that support, protect and strengthens families. Children's Mental Health has sought to maintain this vision and improve the delivery of mental health services, despite fewer resources. Efforts continue to appropriately use Federal funding and to implement program changes to increase revenue with implementation of best practice, and improvement of mental health services. The following are efforts implemented/started during the current fiscal year:

- The Children's Crisis, Assessment, Intervention and Resolution (CCAIR) and Crisis Outreach for Psychiatric Emergencies (COPE) units were combined to provide crisis intervention. By combining the two units the department was able to reduce the staffing to 24 positions as recommended by the CAO audit.
- The Clinical Case Management program was implemented this last year. The program is a community based treatment program serving seriously emotionally disturbed children. By serving the children in their home or school, lack of appointments and attendance has been minimized and treatment continuity improved.
- In order to reduce the budget deficit the department will increase billing by 10%, charge child welfare allocation for services to dependent children, implement centralized scheduling, bill Medi-Cal for services provided to adjudicated minors in Juvenile Hall, and reduce the amount paid for out-of-county placements.

## **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH – 5640**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- In order to minimize cost increases and program impacts, the department is recommending the elimination of 58 vacant and 21 filled positions. The majority of these filled positions are managerial, secretarial, and clerical positions. This reduction will not affect client services, but may delay support activities. In some programs where there are proposed reductions in clinical and case manager positions, there will be no impact as positions have been vacant for a long period of time. In other programs, there will be slight delays in access to services. The department will be restructuring the provision of mental health services consistent with the vision of the Mental Health Services Act (MHSA), which focuses on full service partnerships and community-based services. The department will be collaborating with schools to provide mental health treatment on school sites and be submitting an addendum to the MHSA plan requesting clinical positions to provide this service.
- The proposed elimination of the vacant and filled positions in various programs and services throughout the department is recommended in order to match expenditures with available revenues. In some instances, there will be no impact as some were never filled or have remained vacant over the prior year. Other reductions may result in delays in access to mental health services. To minimize cost increases, the following actions are recommended:

#### **IMPACTS:**

#### **CHILDREN'S CRISIS, ASSESSMENT, INTERVENTION AND RESOLUTION (CCAIR) AND CRISIS OUTREACH FOR PSYCHIATRIC EMERGENCIES (COPE)**

- During FY 2006-07, the CCAIR and COPE programs were combined and have been operating with staffing 24 positions, as compared to utilizing 35 positions prior to January 1, 2007. While organizationally the programs were combined, the recommended budget reflects the actual 11 position reductions related to the program consolidations of one vacant Licensed Mental Health Clinician, one filled Unlicensed Mental Health Clinician, three vacant Mental Health Nurse (MHN), one MHN on long-term leave, one vacant Clinical Supervisor, one vacant Licensed Vocational Nurse, one filled Mental Health Worker, one filled Office Assistant, and one filled Driver positions. With the consolidation from the prior year, existing staff have not been able to respond to all crisis calls in the field, causing law enforcement to respond to calls, place the minor on a 5150, and arrange ambulance transport to the Crisis Services site at Heritage. The proposed reduction will impact the ability to respond to all crisis calls. (Cost of Restoration: Salaries and Benefits \$511,300)

#### **DAY TREATMENT**

- The Day Treatment program has been operating with eight positions this last year. The elimination of four positions--one vacant Licensed Vocational Nurse, one vacant Licensed Psychiatric Technician, one vacant Recreational Therapist, and one vacant Mental Health Clinician--is consistent with the CAO's Audit Recommendations--and will not have any impact on services. (Cost of Restoration: Salaries and Benefits \$286,269)

## **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH – 5640**

### **OUTPATIENT**

- The elimination of three vacant Clinical Supervisors; 13 vacant Community Mental Health Specialist; six vacant Psychologist; three Nurse Practitioner (two vacant, one filled); three Substance Abuse Specialist (two vacant, one filled); and 14 Clinician (12 vacant, two filled) positions will have no impact on the program since the majority of positions have been vacant all year. (Cost of Restoration: Salaries and Benefits \$2,138,493).
- The elimination of eight vacant and two filled clerical positions will require clinicians to file their progress notes and enter their own schedules into the system (\$478,352). There will not be sufficient staffing to telephone clients to remind them of their appointments, which may increase the no show rate.
- If the Mental Health Services Act amendment is approved by the State, three filled and six vacant clinical positions may be brought back to provide school-based services (\$619,997).

### **ADMINISTRATION**

- The elimination of three filled Secretary, three filled Division Manager, and one filled Senior Staff Analyst positions will not impact client service delivery (Cost of Restoration: Salary and Benefits \$531,131). The proposed reduction will have an impact on program development. The addition of one Principal Staff Analyst position will help accommodate the increased responsibility on the remaining administrative staff.
- For consistency in both operational and financial practice, Medical Records staff consisting of one Supervising Office Assistant and four Office Assistant positions will be transferred to the Managed Care budget (5601). In FY 2007-08, Medical Records for both the Departments of Behavioral Health and Children and Family Services will be included in Managed Care budget (5601) and financed with the Managed Care Allocation. (Cost of Restoration: Salary and Benefits \$300,245).

### **SALARIES AND BENEFITS**

- Salaries and Benefits, recommended at \$15,559,722, represent an 8% (\$1,279,203) decrease from the prior year. This decrease is due to staffing recommended at 177 positions, a decrease of 78 positions from the FY 2006-07 level. A portion of the decrease is offset by higher Retirement contributions, 2% and 3.5% cost-of-living increases effective July 2, 2007, and December 7, 2007, respectively. Salary savings of 5% (\$506,793) is recommended.

### **SERVICES AND SUPPLIES**

- Services and Supplies, recommended at \$6,146,536, reflect an increase of 18% (\$919,611) over the prior year primarily due to a change in how Countywide Cost Allocation (A-87) costs (\$1,072,035) are budgeted. In prior years, the cost was financed outside of this budget through Realignment prior to distribution of remaining revenues to the departments. Excluding A-87 costs, services and supplies would reflect a 3% (\$152,424) decrease from the prior year.

## **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH – 5640**

Recommended funding includes:

- A decrease of \$31,778 in Telephone Service Charges based on staff reductions.
- A 54% (\$78,768) decrease in Household Expense-Services due to a reduction of one janitorial position.
- A decrease in Data Processing Charges of 12% (\$73,285) based on staff reductions.
- Decreased Professional and Specialized Services Contract costs of 22% (\$193,773) based on the planned reduction of the need for out of home placement due to the provision of proactive and preventative services.
- Increase in Professional and Specialized costs of \$183,402 based on assuming shared costs for rural mental health clinics with Department of Behavioral Health and contracted psychiatrist services in Juvenile Justice.
- An increase in Medical, Dental and Lab Supplies of 69% (\$227,246) over current year based on an increased number of prescriptions due to increased Psychiatric coverage in Juvenile Hall.

### **OTHER CHARGES**

- Other Charges are recommended at a 14% (\$82,410) decrease from the prior year, which represents a decrease in funding for one dedicated State hospital bed. The State receives monthly reimbursement for the dedicated bed, even when no children are placed in that month. Proactive interventions will be provided to minimize the need for hospitalization.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$22,195,635, a 5% (\$1,057,998) increase over the FY 2006-07 Adopted Budget.

- Intergovernment Revenues-State (\$7,001,594) – Represents a 4% decrease mainly due to a correction in Early, Periodic Screening, Diagnosis and Treatment (EPSDT) revenue estimates, using State approved services as they are posted and reflected by Human Services Finance. This change also decreases Medi-Cal Administration and Quality Assurance. This reduction is offset with an increase in the Managed Care allocation used to support this budget and represents a 25% distribution of the remaining Managed Care allocation once the Managed Care Organization (5601) has been funded.
- Intergovernment Revenues-Federal (\$1,175,575) – Reflects an increase of 48% due to projected Title IV-E eligible pre-placement services.
- Charges for Services (\$5,858,408) – Estimated at a 7% (\$424,779) decrease based on actual prior year trend for approved Medi-Cal funded services and includes a 3% increase in the State Maximum Allowable Rate.
- Other Financing Sources-State/Local Program Mental Health Realignment Trust Fund (\$7,149,949) – Reflects an 8% increase over the prior year due to A-87 Realignment included in this budget to fully offset A-87 cost. Realignment revenues are used to offset county share-of-cost for Medi-Cal, EPSDT claims, and all other non-reimbursed mental health services.

## **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH – 5640**

- Intrafund Revenues (\$1,010,109) – Reflects an \$835,109 increase over FY 2006-07 primarily due to the delivery of court-ordered services for child welfare consumers and families previously served by community providers. Non-Medi-Cal eligible services will be paid with State and Social Service Realignment Funds.

### **PENDING FACTORS**

The role of the Managed Care Division in supporting the system transformation for the Departments of Behavioral Health (DBH) and Children and Family Services (DCFS) is still being developed. Discussions are underway between DBH and DCFS concerning the need to continue to keep the services performed by the Managed Care Division separate from departments they support. These discussions include the possible dissolution of Organization 5601 and reassigning the positions, operating expenses, and management oversight between DBH and DCFS based upon actual service needs. It is envisioned that this structural change would provide for a more equitable sharing of the Managed Care Allocation revenues. Each department would be responsible to meet the Mental Health Plan requirements as established by the State Department of Mental Health. Changes in the role of this division may result in additional recommended budget and operational changes during FY 2007-08.

# **CHILDREN AND FAMILY SERVICES - MENTAL HEALTH - 5640**

## **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
1309	Division Manager - Mental Health	E	3	0	\$39,501
1322	Mental Health Nurse I	2160	3	0	0
1323	Mental Health Nurse II	2470	3	2	159,088
1363	Clinical Supervisor	2506	14	10	846,046
1366	Chief Child Psychiatrist	A	1	1	201,870
1367	Psychiatrist	A	3	3	509,238
1367HT	Psychiatrist	A	1	1	81,475
1450	Licensed Vocational Nurse III	1354	11	8	364,535
1465	Licensed Vocational Nurse	1236	2	2	70,422
1494	Licensed Vocational Nurse II	1236	1	1	42,388
1501	Admitting Interviewer I	903	1	1	29,962
1564	Nurse Practitioner	3001	4	1	124,835
1591	Recreational Therapist I	1307	1	1	45,153
1592	Recreational Therapist II	1465	7	6	302,504
1593	Senior Admitting Interviewer	1219	1	1	42,192
1670	Admitting Interviewer II	1060	4	4	145,366
1910	Senior Licensed Psychologist	2373	5	2	162,202
1910	Senior Licensed Psychologist (1/2T)	2373	1	1	43,127
1915	Unlicensed Psychologist	1952	4	1	62,836
1917	Unlicensed Mental Health Clinician	1651	38	29	1,593,110
1920HT	Senior Licensed Mental Health Clinician	2132	1	0	0
1919	Licensed Mental Health Clinician	1985	18	11	731,269
1920	Senior Licensed Mental Health Clinician	2132	25	25	1,772,912
1927	Community Mental Health Specialist I	1195	13	2	69,463
1928	Community Mental Health Specialist II	1320	29	27	1,197,897
1952	Substance Abuse Specialist II	1332	3	0	0
1963	Mental Health Worker I	729	2	1	30,674
2200	Deputy Director of Children and Family Services	D	1	1	90,610
2212	Systems and Procedures Analyst III	2103	1	1	67,943
2213	Systems and Procedures Analyst II	1471	1	1	43,099
2293	Staff Analyst III	1990	1	1	64,294
2294	Senior Staff Analyst	F	1	0	0
2297	Principal Analyst	E	0	1	76,536
3037	Driver	855	2	1	36,009
3070	Supervising Office Assistant II	1332	3	2	91,541
3078	Supervising Office Assistant I	1149	1	0	0
3080	Office Assistant III	998	24	21	716,705
3110	Office Assistant II	896	16	5	168,774
3160	Secretary IV	1230	5	2	112,280
Subtotal			<b>255</b>	<b>177</b>	<b>\$10,135,856</b>

## CHILDREN AND FAMILY SERVICES - MENTAL HEALTH - 5640

### REGULAR SALARIES – BUDGETED POSITIONS (CONTINUED)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
	Bilingual Skill Pay				\$42,900
	Salary Savings				(506,793)
<b>TOTAL REGULAR SALARIES</b>					<b>\$9,671,963</b>

<u>VACANT POSITIONS RECOMMENDED FOR DELETION</u> (September 24, 2007)						<u>SALARIES &amp; EXPENSES</u>
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>RANGE</u>	<u>POSITIONS</u>		
1322	Mental Health Nurse I	Vacant	2160	-3		\$301,824
1363	Clinical Supervisor	Vacant	2506	-4		452,913
1450	Licensed Vocational Nurse III	Vacant	1354	-3		183,753
1564	Nurse Practitioner	Vacant	3001	-2		255,072
1592	Recreational Therapist	Vacant	1465	-1		77,107
1910	Senior Licensed Psychologist	Vacant	2373	-3		354,534
1915	Unlicensed Psychologist	Vacant	1952	-3		255,956
1917	Unlicensed Mental Health Clinician	Vacant	1651	-6		469,997
1919	Licensed Mental Health Clinician	Vacant	1985	-7		648,423
1920	Senior Licensed Mental Health Clinician	Vacant	2132	-1		108,761
1927	Community Mental Health Specialist I	Vacant	1195	-11		603,451
1928	Community Mental Health Specialist II	Vacant	1320	-2		131,222
1952	Substance Abuse Specialist II	Vacant	1332	-2		125,064
3070	Supervising Office Assistant II	Vacant	1332	-1		69,289
3078	Supervising Office Assistant I	Vacant	1149	-1		53,005
3080	Office Assistant III	Vacant	998	-3		151,511
3110	Office Assistant II	Vacant	896	-5		231,171
<b>Cost of Restoring Vacant Positions</b>				<b>-58</b>		<b>\$4,473,053</b>

<u>FILLED POSITIONS RECOMMENDED FOR DELETION</u> (September 24, 2007)						<u>SALARIES &amp; EXPENSES</u>
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		
1309	Division Manager - Mental Health	Filled	E	-3		\$325,692
1323	Mental Health Nurse II	Filled	1323	-1		127,355
1564	Nurse Practitioner	Filled	3001	-1		116,015
1917	Unlicensed Mental Health Clinician	Filled	1651	-3		183,089
1952	Substance Abuse Specialist II	Filled	1332	-1		63,926
1963	Mental Health Worker I	Filled	729	-1		32,674
2294	Senior Staff Analyst	Filled	F	-1		105,366
3037	Driver	Filled	855	-1		35,565
3110	Office Assistant II	Filled	896	-6		240,959
3160	Secretary IV	Filled	1230	-3		\$151,434
<b>Cost of Restoring Filled Positions</b>				<b>-21</b>		<b>\$1,382,075</b>
<b>Total Cost of Restoring All Positions</b>				<b>-79</b>		<b>\$5,855,128</b>

# CHILDREN AND FAMILY SERVICES - CHILD WELFARE

## BUDGET 5641

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$31,301,524	\$32,990,705	\$37,245,902	\$4,255,197	13%
Services and Supplies	10,919,318	10,986,862	12,557,337	1,570,475	14%
Other Charges	7,514,899	7,112,202	7,584,015	471,813	7%
Total Appropriations	\$49,735,742	\$51,089,769	\$57,387,254	\$6,297,485	12%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$16,909,910	\$14,338,323	\$16,395,999	\$2,057,676	14%
Intergovernment Revenues - Federal	22,969,655	21,918,914	23,554,351	1,635,437	7%
Charges For Services	204,568	111,224	711,989	600,765	540%
Miscellaneous Revenues	1,062,190	1,242,000	1,202,100	(39,900)	-3%
Other Financing Sources-SS Realignment	5,020,059	8,143,465	10,166,111	2,022,646	25%
Intrafund Revenue	3,267,493	5,020,704	5,135,856	115,152	2%
Total Revenues	\$49,433,875	\$50,774,630	\$57,166,406	\$6,391,776	13%
<b><u>Net County Cost</u></b>	<b>\$301,867</b>	<b>\$315,139</b>	<b>\$220,848</b>	<b>\$(94,291)</b>	<b>-30%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	491	491	491	-	

## **CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641**

### **FUNCTION**

The Department of Children and Family Services (DCFS) – Child Welfare Division is an integral component of the County of Fresno's public safety continuum. Children in need of protection from abuse, exploitation and/or neglect, and their families, are provided with supportive services aimed at strengthening families and keeping children safe. Child welfare services incorporated in the FY 2007-08 Recommended Budget are emergency outreach and differential response, intervention and prevention, resource family recruitment, placement services including guardianship, adoptions, concurrent planning and long-term foster care, and staff development.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$57,387,254 reflects a 12% (\$6,297,485) increase in appropriations over the FY 2006-07 Adopted Budget due primarily to a rise in negotiated salary and benefit rate adjustments. The County share-of-cost for this budget of \$10,386,959 reflects a \$1,928,355 increase over the prior year and is offset with Social Services Realignment (\$10,166,111) and net County cost of \$220,848. The increase in County match has a direct affect in the rise in Federal reimbursement to \$23,554,351 included in this budget. The budget includes minimal changes to staffing classifications. Staffing is recommended at 491 positions, the same level as the prior year.

### **DEPARTMENT COMMENTS**

DCFS is committed to strengthening its child welfare programs; this commitment is reflected in the national attention gained as a result of its successful implementation of Annie E. Casey's Family to Family initiative, the leading child welfare reform initiative in the country. Family to Family has given the department the strategies, technical assistance, and financial support to move closer to the full realization of its vision, to lead an integrated network of community partners that supports, protects and strengthens families.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- During FY 2007-08, the department will engage in a rigorous self-evaluation process, which will measure its impact on nine key child welfare outcomes, four of which are also designated as Fresno's System Improvement Plan's outcomes. As one of 15 national Family to Family anchor sites, Fresno will further its reform work; engage with community partners in asset mapping, resource development, and decision-making. Efforts to strengthen and support families will be evaluated, with accountability to both the State Department of Social Services and to the many foundations, which have continued to invest in Fresno County. The department will also enter into its first year as a trainer and peer technical assistant provider to counties who are in beginning and intermediate stages of Family to Family implementation throughout the Pacific Northwest.
- The elimination of two vacant positions and the addition of two positions are recommended to assist the department in meeting operational needs. The following actions are recommended:

## **CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641**

### **IMPACTS**

- The elimination of one vacant Program Manager position that had oversight responsibility for the Quality Assurance, Staff Development and Training, Evaluation, and Program Interventions. This reduction will increase direct reporting to the Deputy Director of Administration by four positions.
- The elimination of one vacant Senior Staff Analyst position that was assigned to the finance area of the department. This reduction will result in additional responsibilities shifted to the current budget and Principal Staff Analysts.
- The addition of one Substance Abuse Specialist position will allow the department to meet the service needs of the families who require substance abuse treatment services. The Substance Abuse Specialist position will transfer from the department's Children's Mental Health budget (5640) to this budget due to the elimination of services provided at the Tielman site, which was contracted out to a private provider through the Department of Behavioral Health.
- The addition of one Secretary position is recommended to provide support for a Program Manager that currently does not have clerical support. This position would be filled through the transfer of a secretarial position from Children's Mental Health budget (5640) recommended for elimination.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$37,245,902 represent a 13% (\$4,255,197) increase over the FY 2006-07 level. This increase is due to negotiated salary and benefit adjustments, 6th step salary calculation, and cost-of-living adjustments. Recommended staffing reflects the deletion of one vacant Program Manager and vacant Senior Staff Analyst positions, offset with the addition of one Substance Abuse Specialist and one Secretary positions. Staffing is recommended at 491 positions, the same level as FY 2006-07.

Recommended funding includes:

- Reductions in Overtime, Standby Pay and Extra-Help.
- An increase in Retirement rates.
- Salary Savings of 8% to reflect position vacancies and recruitment timeframes.

### **SERVICES AND SUPPLIES**

Services and Supplies reflect an increase of 14 % (\$1,570,475) over the prior year. This budget also includes a change in how A-87 costs are budgeted. In the prior year, A-87 costs were claimed to State and Federal allocations and revenues received were utilized to reduce the department's overall County match program needs in the budget process.

Recommended funding includes:

- An increase of \$257,020 in Liability Insurance rate/cost, as a direct result of collaboration with Risk Management to clean-up rates charged to 5640 and 5641.
- An increase of \$984,270 in Managed Care Provider costs directly related to the number of youth receiving mental health services while enrolled in the Senate Bill (SB) 163 Children's Wrap-around program.

## **CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641**

- An increase of \$284,738 in Professional and Specialized Services for direct consumer professional services and contracts for juvenile justice services not budgeted in 2006-07.
- An increase of \$65,758 in Household Expense Services, to capture janitorial rate increases.

### **OTHER CHARGES**

- Other Charges, recommended at \$7,584,015, reflects a 7% increase (\$471,813) over the FY 2006-07 level and includes estimated costs from Human Services Finance charged to this budget as overhead and for higher Support and Care of Persons costs for direct consumer services (\$461,754).

## **SUMMARY OF REVENUES**

Revenues are recommended at \$57,166,406, an increase of 13 % (\$6,391,776) over the FY 2006-07 level.

- Intergovernment Revenues-State (\$16,395,999) – Reflects an increase of 14% (\$2,057,676) capturing the inclusion of the AB 1808 Child Welfare Services Outcomes Improvement Project (CWSOIP) Augmentation and higher Early and Periodic, Screening, Diagnosis and Treatment (EPSDT), Quality Improvement (QI)/Quality Assurance (QA), and Medical Administrative revenues directly associated with Families First billing for Medi-Cal eligible services provided under the Senate Bill 163 contract.
- Intergovernment Revenues-Federal (\$23,554,351) – Estimated at a 7% (\$1,635,437) increase to reflect the change in emergency response services being financed with Federal Temporary Assistance to Needy Families (TANF) matched with Social Services Realignment instead of Title IV-E, State General Fund and County match.
- Charges for Services (\$711,989) – Reflects an increase of \$600,765 due to the Medi-Cal revenues earned through services provided to youth enrolled in the Senate Bill 163 Wraparound Program.
- Miscellaneous Revenues (\$1,202,100) – Represents third party competitive grants and other funds such as revenues for K-Six services, Marriage License Fees, Birth Certificate fees and Emergency Shelter Grant funds.
- Other Financing Sources-State/Local Program Social Services Realignment (\$10,166,111) – Represents an increase of \$2,022,646 based on projected funds available for FY 2007-08. Realignment revenues meet required matching funds for State and Federal revenues and offset the County share-of-cost associated with the Child Welfare Services allocation.
- Intrafund Revenues (\$5,135,856) – Reflects the transfer of funds from the Dependent Children - Foster Care budget (6410) to the Department of Children and Family Services for youth enrolled in Senate Bill 163 Wraparound Program as well as revenues from the Department of Employment and Temporary Assistance to try and capture shared operation cost between departments.

## **CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641**

### **PENDING FACTORS**

- During the passing of the FY 2006-07 State budget and trailer bill AB 1808 the California Department of Social Services (CDSS) was directed to propose a new budgeting methodology for Child Welfare Services, which was due to the legislature on February 2007, taking into consideration caseload research and AB 2030 workload study. In the May Governor's Budget Revise this did not materialize. It is now anticipated that any new budgeting methodology will not be enacted until FY 2008-09. It is believed that the new methodology will link Child Welfare funding towards the Federal AFSA outcomes for Child Welfare.
- During FY 2001-02 the State suspended processes that capture actual county expenditures and froze the per unit cost of what the state pays counties for each Full Time Equivalent (FTE) social worker. Fresno County's unit cost was frozen at \$81,561 the second lowest county reimbursement in the State. AB 1808 required a survey of counties to estimate the actual costs incurred by counties in administering human services programs on behalf of the state. The difference between actual costs and the FY 2007-08 proposed funding is required to be displayed in the budget documents. For Child Welfare Basic allocation the difference in actual cost and what was budgeted in the May revise was \$502.9 million Statewide.

Due to the above mentioned issues the department's fiscal management strategy for FY 2007-08 is to fully capture our expenses in anticipation that the State will reinstate a cost of doing business premise when calculating our allocations for FY 2008-09. As a result, the department needs to fully capture the number of FTE social work expenditures that we claim to the State. The department is recommending a strategy that provides maximum flexibility to accomplish this through the utilization of salary savings versus position elimination. In FY 2006-07 the department budgeted a 10% salary savings which it has been able to maintain. The department is requesting an 8% salary savings for FY 2007-08. The department will also need to maximize our staffing resources in order to sustain progress made towards the Federal outcomes to avoid potential sanctions or cuts in funding

# CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641

## REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
0295	Assistant Director Children and Family Services	D	1	1	\$98,507
1924	Social Services Program Manager	E	7	6	447,768
1930	Social Work Supervisor	2034	43	43	3,166,086
1931	Social Work Practitioner	1744	86	86	5,210,665
1935	Social Worker III (PT)	1598	1	1	55,314
1935	Social Worker III	1598	127	127	7,267,225
1940	Social Worker II	1422	35	35	1,660,697
1945	Social Worker I	1291	46	46	1,902,955
1952	Substance Abuse Specialist II	1332	2	3	131,828
2200	Deputy Director of Children and Family Services	D	1	1	85,854
2212	Systems and Procedures Analyst III	2103	3	3	203,828
2240	Senior Systems and Procedures Analyst	2356	1	1	76,126
2293	Staff Analyst III	1990	6	6	374,690
2294	Senior Staff Analyst	F	2	1	67,600
2297	Principal Staff Analyst	E	3	3	230,065
3037	Driver	855	6	6	175,496
3070	Supervising Office Assistant II	1332	5	5	220,453
3080	Office Assistant III	998	61	61	2,027,408
3081	Office Assistant III - Conf.	1002	2	2	62,838
3110	Office Assistant II	896	11	11	315,380
3125	Office Assistant I	798	1	1	22,729
3140	Secretary III	1115	1	1	38,590
3160	Secretary IV	1230	6	7	290,254
3160	Secretary IV - Conf.	1230	1	1	41,974
3166	Administrative Secretary - Conf.	1371	1	1	46,084
3260	Account Clerk III	1054	1	1	36,486
3622	Program Technician I - Conf.	1186	2	2	77,186
3624	Supervising Program Tech - Conf.	1521	1	1	46,268
5091	Social Worker Aide I	746	10	10	226,420
5093	Social Worker Aide II	910	17	17	521,973
8072	Director of Children and Family Services	B	1	1	115,021
Subtotal			<b>491</b>	<b>491</b>	<b>\$25,243,771</b>
Auto Allowance					\$6,156
Bilingual Skill Pay					113,353
Less Salary Savings					(2,019,502)
<b>TOTAL REGULAR SALARIES</b>					<b>\$23,343,778</b>

## **CHILDREN AND FAMILY SERVICES - CHILD WELFARE – 5641**

### **REGULAR SALARIES - BUDGETED POSITIONS** (CONTINUED)

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
1924	Social Services Program Manager	Vacant	E	-1	\$110,686
2294	Senior Staff Analyst	Vacant	F	-1	102,584
	Cost of Restoring Vacant Positions			-2	\$213,270

## **NOTES**

# EMPLOYMENT AND TEMPORARY ASSISTANCE

## BUDGET 5610

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$79,059,371	\$86,892,395	\$98,871,595	\$11,979,200	14%
Services and Supplies	37,160,998	36,668,077	34,849,081	(1,818,996)	-5%
Other Charges	43,564,174	43,991,534	52,070,351	8,078,817	18%
General Fixed Assets	184,153	-	47,500	47,500	0%
Total Appropriations	\$159,968,697	\$167,552,006	\$185,838,527	\$18,286,521	11%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$79,523,543	\$51,642,176	\$51,065,981	\$(576,195)	-1%
Intergovernment Revenues - Federal	74,981,618	106,802,518	123,338,155	16,535,637	15%
Miscellaneous Revenues	492,365	1,490,345	2,272,866	782,521	53%
Other Financing Sources-SS Realignment	4,114,277	6,682,131	7,051,219	369,088	6%
Intrafund Revenue	481,596	253,140	185,058	(68,082)	-27%
Total Revenues	\$159,593,399	\$166,870,310	\$183,913,279	\$17,042,969	10%
<b><u>Net County Cost</u></b>	<b>\$375,297</b>	<b>\$681,696</b>	<b>\$1,925,248</b>	<b>\$1,243,552</b>	<b>182%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	1,314	1,504	1,504	-	

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

### **FUNCTION**

The Department of Employment and Temporary Assistance (E&TA) is responsible for the administration of public assistance programs, which include CalWORKs, Employment Services, Medi-Cal, Food Stamps, Refugee Assistance, and General Relief Programs and adult services programs, which include the Adult Protective Services (APS) and In-Home Supportive Services (IHSS) Programs. CalWORKs (California Work Opportunity and Responsibility to Kids) is California's version of the Federal Temporary Assistance for Needy Families (TANF) Program. E&TA is also responsible for eligibility determination and payment authorization for the Aid to Adoptions, Foster Care cash assistance, and childcare subsidies for families currently or previously receiving cash aid. Additionally, the department administers the Adolescent Family Life Program (AFLP) and Cal-Learn Program, which offer support services to adolescents who are pregnant or custodial parents.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$185,838,527 reflects an 11% (\$18,286,521) increase in appropriations over the FY 2006-07 Adopted Budget primarily due to increased benefit rates and full-year funding for 82 positions added mid-year FY 2006-07 to address program changes mandated by Assembly Bill (AB) 1808. The County's share of cost in this budget of \$8,976,467 reflects a \$1,612,640 increase over the FY 2006-07 level due to prior year overpayment of General Countywide Overhead (A-87) costs. FY 2007-08, A-87 charges are zero with budgeted revenue for repayment of the prior year overcharges. The net result is a \$1.6 million increase in local funding to meet the County match requirements. The County's share-of-cost in this budget is financed with Social Services Realignment (\$7,051,219) and net County cost of \$1,925,248. Staffing is recommended at 1,504 positions, the same as the prior year level.

During FY 2006-07, overall public assistance cases increased by 9%. CalWORKs increased by 2% (594 cases); Food Stamps increased by 10% (2,710 cases); General Relief decreased by 7% (69 cases); and Medi-Cal increased by 10% (14,118 eligibles). Overall caseload trends are anticipated to increase for FY 2007-08. Last year, the department issued an estimated \$229 million in cash assistance on behalf of needy families, foster children, and adopted children and authorized \$159 million in supportive services for the elderly and disabled through the IHSS Program. Additionally, \$147 million in Food Stamp benefits and \$489 million in Medi-Cal benefits were issued in the prior year. Food Stamp and Medi-Cal services are provided through this budget, but benefits for those programs are issued directly by the State and Federal governments. The unbudgeted State and Federal share of IHSS support services is \$114.5 million.

The total County match requirement for social services programs administered by the department is \$8,976,467 and includes: 1) CalWORKs and Food Stamp Program Maintenance-of-Effort (MOE) (\$4,022,882); 2) Adult Protective Services and County Services Block Grant MOE (\$247,503); 3) In-Home Supportive Services County Match (\$1,544,177); 4) General Relief Program costs (\$1,743,647); 5) Foster Care and Emergency Assistance Foster Care County Match (\$352,298); 6) Stage II Child Care MOE (\$11,601); 7) CalWIN Match (\$670,510); and 8) Partial adjustment to A-87 Costs owed to the Department's program allocations (\$383,849). The total County requirement is financed with Social Services Realignment (\$7,051,219) and Countywide revenues (\$1,925,248).

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

### **DEPARTMENT COMMENTS**

During FY 2007-08, the department's major focus will be on improving the Work Participation Rate (WPR). The Federal Deficit Reduction Act (DRA) of 2005 significantly changed the way WPR is calculated for the CalWORKs Program, which placed California at risk of not meeting WPR requirements and incurring Federal fiscal penalties. The department has submitted a CalWORKs Plan Addendum, as required by the Human Services Budget Trailer Bill, Assembly Bill (AB) 1808, to indicate how it will address the goals of the CalWORKs Program and improve the County's WPR. Some of these strategies have already been implemented in the prior year and will continue through FY 2007-08 and future fiscal years. The department is continuously evaluating its processes and services to ensure the maximum impact to WPR improvement.

FY 2006-07 marked the implementation of the CalWIN system, which proved to be the most significant challenge to the department since the implementation of Welfare Reform. Though post-implementation activities were the focus in the prior year, there are still significant challenges in order to ensure the accuracy of management reports and to rectify system design errors which are being temporarily addressed by time-consuming *Workarounds*. Addressing these issues will be one of the department's priorities for FY 2007-08.

The department remains committed to providing quality services for the poor and needy families of Fresno County and improving access to food, shelter, medical benefits, and employment services which will result in greater self-sufficiency.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

On January 5, 2007, Fresno County submitted its CalWORKs County Plan Addendum to the California Department of Social Services (CDSS) as required by AB 1808. The Plan Addendum was developed through a collaborative effort between Department staff and community partners and focused on activities that impact increased WPR by: providing up-front engagement activities, re-engaging noncompliant or sanctioned individuals, providing activities to encourage participation and to prevent sanctioned status, and achieving full engagement by individuals who are partially participating, not participating, or are between activities. The department is addressing these goals through the following:

- A Request for Proposals (RFP) to solicit new employment services was released on January 26, 2007 that focused on securing services for activities that will increase the Federal WPR and comply with its new requirements and assist sanctioned clients to cure sanctions and monitor progress towards self sufficiency. The funding recommendations have been delayed until the department receives final FY 2007-08 CalWORKs allocation.
- Increased CalWORKs staffing by 18 positions in the prior year to implement new strategies to improve the WPR and lower current employment services caseloads to allow more time for department staff to address non-compliant clients, engage sanctioned clients, and increase job development, work experience, and community service placement activities. The new staff will also address streamlining of the process for clients with substance abuse or mental health barriers and lowering the pregnant and parenting teen caseload in the Cal-Learn Program.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

The mandated Statewide Automated Welfare System, CalWIN, which replaced the Welfare Case Data System was implemented in July 5, 2006. CalWIN determines eligibility for CalWORKs, Food Stamps, Medi-Cal, General Relief, Foster Care and Cash Assistance for Immigrants Programs. CalWIN brought unprecedented changes to business practices and in the delivery of services to approximately 278,071 public assistance clients in Fresno County. Some of these impacts include:

- Manual conversion and correction of data from the Case Data System to CalWIN. Unless a case was appropriately converted or manually corrected, the benefits continued to be issued, thus minimizing the negative impact on consumers, but necessitating the prompt review of cases to avoid overpayments. Overtime for eligibility, supervisory, and support staff was utilized in the prior year to mitigate this impact. As of February 2007, all discrepant cases from implementation have been corrected.
- Management reporting training, review and improvement will continue to take on a vital role as all assistance claiming, caseload information and workload management is driven by CalWIN generated reports. A number of management reports in the CalWIN system are consortium-wide and require a coordinated effort among 18 counties to improve or change.

The State of California, through AB 1807, amended the Welfare and Institutions Code to provide authority to implement the new Medi-Cal citizenship requirements of the DRA of 2005. Under the new requirements, United States (U.S.) Citizens and Nationals who are applying for or are renewing their Medi-Cal benefits on or after the July 1, 2006 effective date are required to provide satisfactory evidence of citizenship/nationality and identity. Under previous regulations, U.S. Citizens and Nationals are not required to provide documentary evidence of citizenship/nationality unless the applicant declared a birthplace outside the U.S. Though State implementation instructions are not yet final, counties are collaborating with State representatives to address implementation concerns, including workload impacts and additional funding needs.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$98,871,595, represent a 14% (\$11,979,200) increase over the prior year due to full-year funding for 82 positions added mid-year FY 2006-07 and an increase in employee benefit rates. Staffing is recommended at the prior year level of 1,504 positions.

Recommended funding includes:

- Full-year funding for 82 positions added in February 2007 to address program staffing and requirements that resulted with the passage of the Federal Deficit Reduction Act and AB 1808, which included increased Work Participation requirements for CalWORKs clients.
- A decrease in Extra-Help and Overtime due to the completion of the manual conversion of discrepant cases for all programs that were not transferred to CalWIN and increased efforts by the department to fill position vacancies. In addition, due to funding constraints, Overtime reflects a 70% reduction and extra-help reflects 44% reduction when compared to 2006-07 actual expenditures.
- An increase in Retirement Contribution based on a 22% increase in the General Membership rate.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

- A decrease in Workers' Compensation based on Risk Management estimates.
- An increase in Health Insurance Contributions based on higher rates.
- Bilingual Skill Pay for 449 employees.
- Salary Savings of 6% (\$3,777,557) to more accurately reflect recruitment timeframes, position vacancies, and unpaid leaves of absences.
- Negotiated salary adjustments and normal step advances, including a 2% full year cost-of-living adjustment (COLA) and 3.5% mid-year COLA (\$3,408,137).

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$34,849,081, represent a 5% (\$1,818,996) decrease from the prior year due to the reduction in development and implementation costs associated with the CalWIN system

Recommended funding includes:

- An increase in Telephone Charges due to the addition of new staff.
- A decrease in Office Expenses due to the completion of CalWIN implementation.
- A decrease in Postage and Printing Charges due to higher than anticipated program-related client correspondences in the prior year based on initial CalWIN projections.
- A decrease in Information Technology Professional and Specialized Services due to CalWIN costs transitioning from development and implementation phase to the ongoing maintenance phase and termination of charges related to the old Welfare Case Data System.
- An increase in Professional and Specialized Services due to higher operational costs, welfare fraud services costs, and the budgeted appropriations for the 5% County share of CalWIN Application and Development costs, which is due to the State in FY 2007-08.
- An increase in Data Processing Charges due to higher rates and the additional services needed to support the new positions that were added mid-year FY 2006-07.

### **OTHER CHARGES**

Other Charges, recommended at \$52,070,351, represent an 18% (\$8,078,817) increase over FY 2006-07 due primarily to the rise in Child Care and Transportation payments for CalWORKs clients, increase in Human Services Finance charges as overhead for fiscal services, new services to address work participation rate improvement that are being solicited by the department via a RFP released January 2007, and costs associated with the Medi-Cal Outreach Enrollment Retention and Utilization (OERU) Project.

Recommended funding includes:

- Costs from Human Services Finance charged to this budget as overhead (\$2,477,834), which represents a 12% increase over the prior year based on estimated actual staffing costs.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

- Increased funding (\$6,397,746) for Employment Services contracts to address work participation improvement requirements, which reflects a 61% increase over the
- prior year based on anticipated cost of new services to address work participation rate improvement.
- Medi-Cal OERU Agreement costs (\$809,019) at a 100% increase over the prior year based on the costs of the OERU lead agency and its sub-contracted partners.

### **FIXED ASSETS**

Fixed Assets, recommended at \$47,500, represents costs associated with purchasing copiers for the Heritage Center and Mendota site and an automatic letter opener.

- (3) Copy Machines - \$37,500 – Replacement – Heritage and Mendota Sites
- (1) Letter Opener Machine - \$10,000 – Replacement – E&TA Mail & Distribution

## **SUMMARY OF REVENUES**

Revenues are recommended at \$183,913,279 and reflect a 10% (\$17,042,969) increase over the prior year primarily due to an increase in revenues for CalWORKs Employment Service and Stage 1 Child Care, Stage 2 and 3 Child Care, Non-Assistance Food Stamps Administration, and Medi-Cal OERU.

Intergovernment Revenues – State (\$51,065,981) – Reflects a slight decrease due to a change in sharing ratios for the CalWORKs Single allocation for costs associated with the Two-Parent Program, which was previously funded by State-only funds, and is now funded with Federal Temporary Assistance for Needy Families (TANF) block grant funds, addition of the Medi-Cal OERU allocation, and elimination of the CalWIN Development and Implementation allocation.

Intergovernment Revenues – Federal (\$123,338,155) – Estimated to increase by 15% (\$16,535,637) due to the shift to Federal funding for the previously State-only Two-Parent CalWORKs Program, increased health-related activities for the In-Home Supportive Services and Adult Protective Services Programs, and available CalWORKs Performance Incentives.

Miscellaneous Revenues (\$2,272,866) – Represents a \$782,521 increase due to Federal Fraud Incentives earned by the County for Overpayment Collections and budgeting of funds for payment of 5% CalWIN Development costs due to State.

Other Financing Sources--State/Local Program Social Services Realignment Trust Fund (\$7,051,219) – Estimated to increase by 6% (\$369,088) based on available Social Service Realignment revenue. Revenues will finance County match requirements for the CalWORKs, Foods Stamps, IHSS, APS, and Foster Care allocations, as well as provide CalWIN match funds for ongoing maintenance and operations and partial funding for A-87 costs owed to the department's program allocations.

Intrafund Revenues (\$185,058) – Estimated to decrease by 27% (\$68,082) from the prior year level due to revised administrative charges to the IHSS Public Authority budget (5611) and Veteran's Service Office budget (7110); elimination of IT support provided to IHSS Public Authority (5611); reimbursement from the Department of Behavioral Health budget (5630) for support provided to the Homeless Mentally Ill programs; and reimbursement from the Department of Children and Family Services budget (5641) for support provided to the Independent Living Program.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610**

### **PENDING FACTORS**

The Governor's FY 2007-08 Proposed State Budget assumes that California will be in noncompliance with the Federal Work Participation Rate (WPR) requirement in Federal Fiscal Year (FFY) 2007 resulting in estimated Federal fiscal penalties of \$149 million. Under AB 1808, all Counties that do not meet WPR requirements will share 50% of the total Federal penalties incurred by the State to be assessed via a reduction in the counties' CalWORKs Single Allocations, which would require backfilling with countywide revenues. The department will continue in its efforts to address WPR improvement and will keep your Board apprised of potential fiscal impacts to the Program.

The Governor's Budget contains a proposal to include new sanction and time-limit regulations in the CalWORKs Program effective November 1, 2007, and also a Full-Family Sanction for cases with parents who are non-compliant. The Governor also proposes to terminate safety-net grant payments for children whose parents have reached the five-year CalWORKs time limit and fail to meet WPR. These proposals, if approved, will require increased administrative costs for processing as well as cost for programming changes to the CalWIN system to incorporate the new regulations.

## EMPLOYMENT AND TEMPORARY ASSISTANCE - 5610

### 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>
1901	Client Services Specialist	1408	2	2	\$76,385
1904	Job Specialist II	1408	38	38	1,706,824
1905	Job Specialist I	1278	34	34	1,285,206
1907	Job Specialist III	1549	128	128	6,680,353
1924	Social Services Program Manager	E	17	17	1,213,535
1931	Social Work Practitioner	1744	10	10	539,105
1930	Social Work Supervisor	2034	13	13	848,237
1935	Social Worker III	1598	63	63	3,305,300
1940	Social Worker II	1422	16	16	692,242
1945	Social Worker I	1291	22	22	814,254
1952	Substance Abuse Specialist II	1332	5	5	219,580
2211	Systems & Procedures Analyst II	1815	4	4	196,380
2212	Systems & Procedures Analyst III	2103	4	4	277,321
2225	Systems & Procedures Manager	E	1	1	92,308
2240	Senior Systems & Procedure Analyst	2356	1	1	77,687
2246	Deputy Director	D	3	3	275,811
2291	Staff Analyst I	1553	2	2	88,580
2292	Staff Analyst II	1724	2	2	103,104
2293	Staff Analyst III	1990	11	11	726,351
2294	Senior Staff Analyst	F	4	4	292,173
2297	Principal Staff Analyst	E	3	3	236,804
2332	E&TA Business Manager	E	1	1	81,295
3010	Chief Office Assistant	1495	2	2	92,332
3031	Social Services Program Supervisor	1784	101	101	5,906,647
3033	Eligibility Worker I	998	117	117	3,335,815
3034	Eligibility Worker II	1100	66	66	2,203,367
3035	Eligibility Worker III	1278	458	458	19,081,692
3036	Social Services Appeals Specialist	1478	14	14	639,377
3070	Supervising Office Assistant II	1332	20	20	864,771
3078	Supervising Office Assistant I	1149	1	1	39,732
3080	Office Assistant III	998	168	168	5,410,108
3082	Supervising Office Assistant II - Conf.	1332	1	1	41,840
3110	Office Assistant II	896	71	71	1,901,583
3125	Office Assistant I	798	14	14	305,267
3126	Office Assistant I-Conf.	800	1	1	21,646
3144	Secretary I	896	12	12	291,652
3145	Secretary I -Conf.	904	1	1	24,304
3160	Secretary IV	1230	4	4	158,643
3161	Secretary IV-Conf.	1237	4	4	162,063
3166	Administrative Secretary - Conf.	1371	1	1	47,479
3205	Account Clerk II	938	9	9	\$232,293

## EMPLOYMENT AND TEMPORARY ASSISTANCE - 5610

### REGULAR SALARIES - BUDGETED POSITIONS (CONTINUED)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS CURRENT</u>	<u>RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
3240	Supervising Account Clerk II	1395	3	3	\$127,837
3260	Account Clerk III	1054	17	17	611,888
3620	Program Technician I	1186	10	10	354,087
3621	Program Technician II	1327	5	5	206,435
3623	Program Technican II -Conf.	1327	5	5	194,260
3624	Supervising Program Technician - Conf.	1521	1	1	50,156
3625	Supervising Program Technician	1521	1	1	41,258
3704	Information Technology Analyst I	1441	2	2	82,181
3707	Information Technology Analyst IV Senior Information Technology	2227	5	5	338,795
3708	Analyst	2536	2	2	175,618
5093	Social Worker Aide II	910	3	3	70,491
8074	Director	B	1	1	\$116,829
Subtotal			<b>1,504</b>	<b>1,504</b>	<b>\$62,959,281</b>
	Auto Allowance				6,180
	Lead Worker Pay				144,855
	Bilingual Skill Pay				585,945
	Less Salary Savings				<u>\$(3,777,557)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$59,918,704</b>

## NOTES

# EMPLOYMENT AND TEMPORARY ASSISTANCE

## AID TO ADOPTIONS

### BUDGET 6415

#### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$14,183,947	\$16,085,820	\$17,965,848	\$1,880,028	12%
Total Appropriations	\$14,183,947	\$16,085,820	\$17,965,848	\$1,880,028	12%
<b><u>Revenues</u></b>					
Intergovernment Revenues					
- State	\$5,848,332	\$6,685,403	\$7,552,473	\$867,070	13%
Intergovernment Revenues					
- Federal	6,245,748	7,171,950	7,895,884	723,934	10%
Miscellaneous Revenues	18,510	-	-	-	0%
Other Financing Sources-					
SS Realignment	1,328,868	1,536,596	1,560,844	24,248	2%
Total Revenues	\$13,441,458	\$15,393,949	\$17,009,201	\$1,615,252	10%
<b><u>Net County Cost</u></b>	<b>\$742,489</b>	<b>\$691,871</b>	<b>\$956,647</b>	<b>\$264,776</b>	<b>38%</b>

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO ADOPTIONS – 6415**

### **FUNCTION**

The Aid to Adoptions Program eligibility and payment system is administered by the Department of Employment and Temporary Assistance (E&TA) and provides grants to qualified parents who need financial assistance in order to adopt a child. Grants assist families who adopt 'hard-to-place' children with the costs of food, housing, and other basic needs. Families are eligible until the child reaches the age of 18 or the age of 21 for those children with mental or physical handicaps. Adoptions program placements and case management services are provided by the Department of Children and Family Services (DCFS).

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$17,965,848 reflects a 12% (\$1,880,028) increase in appropriations over the FY 2006-07 Adopted Budget based on caseload trends in the prior year. The County's share-of-cost for this program (\$2,517,491) is funded with \$1,560,844 in Social Services Realignment revenue and net County cost of \$956,647, which represents a 13% increase over FY 2006-07, with net County cost increasing by 38% (\$264,776) over the prior year level. Staff support for eligibility and payment processing services are provided by the E&TA budget (5610). Adoptions placement and case management services are provided by the DCFS budget (5641). Staffing is recommended at the 2006-07 level.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **OTHER CHARGES**

- Recommended funding of \$17,965,848 reflects a 12% (\$1,880,028) increase over the prior year due to a 12% increase in the monthly average caseload and 3% increase in the monthly average grant.
- The Aid to Adoptions caseload has shown consistent growth over the last seven years. Since FY 1999-00, the number of adoption assistance cases has increased from 678 per month to a projected 2,100 per month for 2007-08.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$17,009,201 an increase of 10% (\$1,615,252) over the prior year based on projected caseload and grant amounts for FY 2007-08.

- Intergovernment Revenues-State (\$7,552,473) - Estimated to increase based on the State sharing-ratio of 37.5% for federally funded adoptions cases and 75% for non-federally funded adoptions cases.
- Intergovernment Revenues-Federal (\$7,895,884) - Estimated to increase based on the federal sharing-ratio of 50% for federally funded adoptions cases.
- Other Financing Sources-State/Local Program Social Services Realignment Trust Fund (\$1,560,844) - Estimated to increase based on available Realignment revenues.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO ADOPTIONS – 6415**

### **PENDING FACTOR**

During FY 2006-07, the State increased funding for the Adoptions program in order to improve adoption outcomes for children. These funds allowed the county to increase the number of finalized adoptions by 12% over the prior year. Due to current caseload trends, another 12% increase in adoptions caseloads is estimated, while the State anticipates a 6% increase in FY 2007-08.

## NOTES

**EMPLOYMENT AND TEMPORARY ASSISTANCE  
CALWORKS**

**Budget 6310**

**GENERAL FUND**

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$154,600,747	\$158,946,520	\$162,336,542	\$3,390,022	2%
Total Appropriations	\$154,600,747	\$158,946,520	\$162,336,542	\$3,390,022	2%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$78,423,809	\$96,111,314	\$89,261,632	\$(6,849,682)	-7%
Intergovernment Revenues - Federal	70,841,941	58,266,793	68,473,592	10,206,799	18%
Miscellaneous Revenues	1,444,552	1,231,950	1,156,824	(75,126)	-6%
Other Financing Sources-SS Realignment	3,349,384	2,842,394	3,444,494	602,100	21%
Total Revenues	\$154,059,686	\$158,452,451	\$162,336,542	\$3,884,091	2%
<b><u>Net County Cost</u></b>	<b>\$541,061</b>	<b>\$494,069</b>	<b>\$0</b>	<b>\$(494,069)</b>	<b>-100%</b>

## **EMPLOYMENT AND TEMPORARY ASSISTANCE - CALWORKS – 6310**

### **FUNCTION**

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is administered by the Department of Employment and Temporary Assistance and provides cash assistance grants for families with dependent children. Grants issued through this budget provide a temporary means of assisting the family while also providing the training and educational support needed by the aided adult to gain employment and become self-sufficient. Eligibility and grant levels are established by the California Department of Social Services. Under CalWORKs, non-exempt adult recipients must participate in work activities from 30 to 35 hours per week. The majority of families receiving assistance through this program also qualify for Medi-Cal and Food Stamp benefits. The State Safety Net Program, which provides cash assistance for children of adults who have reached their 60-month CalWORKs lifetime time-on-aid limit, is also included in this budget.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$162,336,542 reflects a 2% (\$3,390,022) increase in appropriations over the 2006-07 Adopted Budget based on caseload trends and increase in average grant costs. The 2.5% County share of grant costs (\$4,058,414) is offset with the County share of child support collections (\$600,000) and overpayment collections (\$13,920). The balance is financed with \$3,444,494 in Social Services Realignment revenues resulting in no net County cost in this budget. Staff support for eligibility services is provided under the Department of Employment and Temporary Assistance budget (5610) and is recommended at the 2006-07 level.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **OTHER CHARGES**

- Recommended funding of \$162,336,542 represents a 2% (\$3,390,022) increase over the prior year based on average caseload and the average grant of \$556. The average grant includes a 4% cost-of-living adjustment that is statutorily scheduled for June 2007.
- The budgeted average caseload for 2007-08 is 24,233, which reflects a 3.5% decrease from the FY 2006-07 budgeted caseload of 25,085.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$162,336,542, an increase of 2% (\$3,884,091) over the prior year based on caseload and average grant projections.

- Intergovernment Revenues-State (\$89,261,632) - Estimated to decrease based on the average State share-of-cost for CalWORKs and Safety Net cases.
- Intergovernment Revenues-Federal (\$68,473,592) - Estimated to increase based on the Federal share-of-cost for the projected caseload.
- Miscellaneous Revenues (\$1,156,824) - Estimated to decrease based on actual revenue recovery for overpayment collections and the County share of child support collections in the prior year.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE - CALWORKS – 6310**

- Other Financial Sources-State/Local Program Social Services Realignment Trust Fund (\$3,444,494) - Estimated to increase over the prior year based on available Realignment revenues.

### **PENDING FACTORS**

The Governor's 2007-08 proposed budget includes implementation of various CalWORKs program changes to meet the Federal work participation requirement rate of at least 50% work participation among all families and 90% for two-parent families along with further reducing reliance on cash aid. The State and counties are subject to Federal penalties if these objectives are not met. To meet these objectives, the State has recommended eliminating the following types of cases: cash assistance for children if parents do not meet CalWORKs requirements within 90 days, safety net cash assistance for certain children after parents reach 60-month time limit and cash assistance after 60 months for children whose parents are ineligible for CalWORKs. Also, the State is proposing a full family sanction, resulting in a reduced grant for children whose parents are non compliant with participation requirements for at least three months, effective November 2007. These proposed changes are estimated to reduce the Statewide caseload by 412,600, an 11.7% decrease from the prior year. The impact to the County caseload based on these work participation requirements and family sanctions cannot be determined at this time.

The State continues to withhold the 3.5% October 2003 cost-of-living adjustment (COLA) for CalWORKs grants resulting in savings of \$553 million in 2007-08. Previously, a California Superior Court had ruled that the October 2003 CalWORKs COLA is required by current law. However, in December 2006, the State appealed the ruling and is anticipating a new decision in 2007. If an appellate court overturns the prior decision, the State is responsible for one-time CalWORKs grant costs of approximately \$434 million owed to recipients from October 2003 through June 2007. The Fresno County portion of the estimated one-time grant costs is projected at \$680,000 in net County cost. The department will return to your Board to request an adjustment in the budget and the net County cost upon the resolution of this court case.

## **NOTES**

# EMPLOYMENT AND TEMPORARY ASSISTANCE

## AID TO REFUGEES

### BUDGET 6615

#### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$309,137	\$264,384	\$65,555	\$(198,829)	-75%
Total Appropriations	\$309,137	\$264,384	\$65,555	\$(198,829)	-75%
<b><u>Revenues</u></b>					
Intergovernment Revenues-Federal	\$348,348	\$264,384	\$65,555	\$(198,829)	-75%
Total Revenues	\$348,348	\$264,384	\$65,555	\$(198,829)	-75%
<b><u>Net County Cost</u></b>	\$-	\$-	\$-	\$-	0%
<b><u>Revenues in Excess of Appropriations</u></b>	\$39,211	\$-	\$-	\$-	0%

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO REFUGEES – 6615**

### **FUNCTION**

The Federal Refugee Cash Assistance (RCA) Program is administered by the Department of Employment and Temporary Assistance and provides grant assistance to refugees newly admitted to the United States. Grants are intended to provide food, housing, and basic needs for individuals and families with no dependent children. Qualified applicants are eligible for a maximum of eight (8) months of benefits from their date of entry into the United States. After this period, some families become eligible for the 100% County-funded General Relief Program until they reach self-sufficiency or gain eligibility for other programs. The Federal Government provides full funding for this program.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$65,555 reflects a 75% (\$198,829) decrease from the FY 2006-07 Adopted Budget due to the completion of the Hmong Refugee Resettlement. There is no net County cost for this program as all costs are offset with Federal funding. Staff support for eligibility services is provided through the Department of Employment and Temporary Assistance budget (5610). Staffing is recommended at the FY 2006-07 level.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **OTHER CHARGES**

Recommended funding of \$65,555 reflects a 75% (\$198,829) decrease from the prior year. The FY 2007-08 average monthly caseload of 18 cases per month reflects a 67% decrease from the prior year budgeted of 54 cases per month and is based on the current caseload trend and projections made based on refugee arrival data.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$65,555, a 75% (\$198,829) decrease from the FY 2006-07 Adopted Budget due to the completion of the Hmong Resettlement.

Intergovernment Revenues-Federal (\$65,555) - The Aid to Refugees Program is 100% federally funded; there is no net County cost to administer this program.

# EMPLOYMENT AND TEMPORARY ASSISTANCE

## DEPENDENT CHILDREN - FOSTER CARE

### BUDGET 6410

#### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$50,970,977	\$54,854,778	\$49,624,684	\$(5,230,094)	-10%
Total Appropriations	\$50,970,977	\$54,854,778	\$49,624,684	\$(5,230,094)	-10%
<b><u>Revenues</u></b>					
Intergovernment Revenues					
- State	\$11,985,307	\$12,871,721	\$15,518,707	\$2,646,986	21%
Intergovernment Revenues					
- Federal	15,777,058	20,530,614	13,246,632	(7,283,982)	-35%
Miscellaneous Revenues	2,216,026	1,825,189	1,405,566	(419,623)	-23%
Other Financing Sources-					
SS Realignment	1,731,116	2,397,437	11,201,709	8,804,272	367%
Total Revenues	\$31,709,507	\$37,624,961	\$41,372,614	\$3,747,653	10%
<b><u>Net County Cost</u></b>		<b>\$17,229,817</b>	<b>\$8,252,070</b>	<b>\$(8,977,747)</b>	<b>-52%</b>

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – DEPENDENT CHILDREN – FOSTER CARE – 6410**

### **FUNCTION**

The Foster Care Eligibility and Payment Program is administered by the Department of Employment and Temporary Assistance (E&TA) and provides funding for food, housing, and basic needs of children placed in out-of-home care facilities. Such facilities include foster family homes, foster family agencies, and group homes. This budget includes the Kinship Guardianship Assistance Program (Kin-GAP), which is intended to enhance family preservation and stability by promoting stable placements of children with relatives. Further, effective FY 2007-08, appropriations for County-funds only Foster Care placements were moved from the General Relief Budget Organization to this budget. Case management and placement services are provided through the Department of Children and Family Services (DCFS) and the Probation Department.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$49,624,684 represents a 10% (\$5,230,094) decrease from the FY 2006-07 Adopted Budget based on current Foster Care caseload trends. The County share of cost is \$19,453,779, which reflects a \$173,475 decrease from the prior year and includes \$643,590 in expenditures associated with the County-funds only Foster Care placements, which were previously budgeted in the General Relief Org. 6645. The total County share is offset by \$11,201,709 in Social Services Realignment and \$8,252,070 in net County cost. This represents a 52% (\$8,977,747) decrease in net County cost from the FY 2006-07 level. Staff support for eligibility and payment processing services is provided under the E&TA budget (5610). Positions that support case management and placement activities are included in the DCFS budget (5641) and the Probation budget (3430).

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- The California Department of Social Services (CDSS), pursuant to the authority given to them by the State of California through the Human Services Budget Trailer Bill, Assembly Bill (AB) 1808, implemented the Enhanced Kin-GAP Program effective October 1, 2006. This new program increased the average grant for Kin-GAP recipients through the addition of an annual clothing allowance and eligibility for Specialized Care Increments (SCI), if the recipient was receiving SCI through Foster Care prior to transferring to Kin-GAP.
- On June 1, 2007, the department modified its CalWIN Foster Care Fiscal Month End (FME) process to run on the 10<sup>th</sup> of the month after the benefit month instead of the previous process where FME ran approximately five days prior to the end of the benefit month. This change allowed the department more time to ensure the accuracy of Foster Care payments prior to issuance. As this change effectively delays the main payroll expenditures by one month, the total FY 2006-07 Foster Care expenditures will be understated and only reflect 11 months' worth of issuances.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – DEPENDENT CHILDREN – FOSTER CARE – 6410**

### **OTHER CHARGES**

Recommended funding of \$49,624,684 represents a 10% (\$5,230,094) decrease from the FY 2006-07 Adopted budget and reflects an 8% decrease in the budgeted average monthly caseload and a 1% decrease in the budgeted average monthly grant.

- The overall budgeted Foster Care caseload reflects a decrease from 3,042 cases per month in FY 2006-07 to 2,796 cases per month in FY 2007-08 based on current caseload trends. The budgeted average grant for FY 2007-08 is \$1,449, which is based on the prior year average grant.
  - Kin-GAP caseload is expected to increase 9%, from 535 cases per month in the prior year to 583 cases per month in FY 2007-08, due to the implementation of the Enhanced Kin-GAP Program
  - No increase is anticipated for the Federal and Non-Federal Foster Care caseloads. Continued efforts by the DCFS to assist families alleviate crises that might lead to out-of-home placements of children and improve permanency outcomes via the Adoptions Program have offset growth in the Foster Care caseload.
  - County-funds only Foster Care placements are projected at 58 cases per month with an average grant of \$927. These expenditures are for Court-ordered placements of children who do not qualify for the State and Federal Foster Care Programs.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$41,372,614, a 10% (\$3,747,653) increase over the prior year based on projected caseload and grant amounts for FY 2007-08 and additional Social Services Realignment allocated to this program.

- Intergovernment Revenue-State (\$15,518,707) - Estimated to increase based on the average State cost-sharing ratio of 24% for Federal funded Foster Care cases and 40% for non-Federal funded Foster Care cases and a change in funding source for the Kin-GAP Program from Federal Temporary Assistance for Needy Families (TANF) funds to State General Fund (SGF).
- Intergovernment Revenue-Federal (\$13,246,632) - Projected to decrease based on the average Federal cost-sharing ratio of 41% for federal funded Foster Care cases and 70% for Emergency Assistance cases and the shift of Kin-GAP funding from TANF to SGF.
- Miscellaneous Revenues (\$1,405,566) - Estimated to decrease based on actual overpayment collections (\$238,647), SSI/SSP reimbursements (\$772,285), and County share of child support collections (\$394,634) in the prior year.
- Other Financing Sources-State/Local Program Social Services Realignment Trust Fund (\$11,201,709) - Estimated to increase over the FY 2006-07 level based on Realignment revenues available for this program.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – DEPENDENT CHILDREN – FOSTER CARE – 6410**

### **PENDING FACTORS**

The Department of Health and Human Services Administration for Children and Families (ACF), Federal Region IX issued policy clarification and reporting requirements regarding the Federal share of the calculated overpayments in the Foster Care (FC) and Adoptions Assistance (AAP) Programs. Pursuant to these requirements, the department, on April 18, 2007, submitted a comprehensive list of the total amount of the County's FC and AAP overpayments (\$264,393.22) for the period covering October 1, 2003 to December 31, 2006 and the Federal share of uncollected and unpaid balances of all disallowed costs (\$129,458.94) as of March 31, 2006. Final resolution of outstanding issues and clarifications are still pending; there has been no official notice of County liability for the calculated Federal share. Should these result in increased cost being realized in 2007-08, the department will return to your Board with appropriate recommended actions to adjust this budget.

Even though the majority of Kin-GAP cases are former recipients of Foster Care Assistance, it is still unclear how the implementation of the Enhanced Kin-GAP Program will impact the County share-of-cost for this budget. The Foster Care Assistance Program currently has a higher County share of cost than Kin-GAP. If the increase in the average grant results into more Foster Care cases transferring to Kin-GAP, it is possible that the higher average grant will be offset with the savings in the County share for this group of cases. However, as the budgeted caseload growth due to the Enhanced Kin-GAP Program is estimated, the department is unable to make a definite determination but will keep your Board apprised of potential fiscal impacts to this budget.

# EMPLOYMENT AND TEMPORARY ASSISTANCE

## GENERAL RELIEF

### BUDGET 6645

#### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Other Charges	\$4,553,166	\$5,176,802	\$4,833,562	\$(343,240)	-7%
Total Appropriations	\$4,553,166	\$5,176,802	\$4,833,562	\$(343,240)	-7%
<u>Revenues</u>					
Intergovernment Revenues					
- State	\$767,041	\$1,211,290	\$1,303,529	\$92,239	8%
Charges For Services	480,592	373,818	562,533	188,715	50%
Miscellaneous Revenues	155,749	38,249	-	(38,249)	100%
Total Revenues	\$1,403,382	\$1,623,357	\$1,866,062	\$242,705	15%
<b><u>Net County Cost</u></b>	<b>\$3,149,784</b>	<b>\$3,553,445</b>	<b>\$2,967,500</b>	<b>\$(585,945)</b>	<b>-16%</b>

## **EMPLOYMENT AND TEMPORARY ASSISTANCE - GENERAL RELIEF – 6645**

### **FUNCTION**

The General Relief (GR) Program is administered by the Department of Employment and Temporary Assistance and provides emergency assistance to needy individuals who are not eligible for other assistance programs, but meet eligibility requirements established under the provision of the General Relief Resolutions adopted by the Board of Supervisors. This program also finances the following: Interim assistance to individuals applying for the Supplemental Security Income/State Supplemental Payment (SSI/SSP) Program due to a physical or medical incapacity to obtain employment; and the State Cash Assistance Program for Immigrants (CAPI), authorized under Assembly Bill 2779 (Chapter 329, Statutes of 1998). This program provides cash assistance to immigrants meeting specific eligibility criteria who are no longer eligible for other public assistance programs as a result of Federal Welfare Reform.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$4,833,562 reflects a 7% (\$343,240) decrease from the Adopted FY 2006-07 Budget. This is primarily due to a 20% decrease in the projected average caseload from 1,198 cases per month in the prior year to an estimated 962 cases per month in FY 2007-08. The caseload decrease is attributed to the transfer of Foster Care cases for children not eligible for State and Federal funded Foster Care programs to the Foster Care grant budget. The estimated offsetting revenue for this budget (\$1,866,062) reflects a 15% (\$242,705) increase over the prior year due to a 3% increase in the CAPI caseload from 152 to 157. The net County cost (\$2,967,500) reflects a 16% (\$585,945) decrease from the prior year. Staffing for eligibility and payment processing services is provided through the Department of Employment and Temporary Assistance budget (5610) and is recommended at the FY 2006-07 level.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **OTHER CHARGES**

Recommended funding of \$4,833,562 represents a 7% (\$343,240) decrease from the prior year based on caseload projections.

Recommended funding includes:

- \$3,140,033, a decrease of \$567,223, to finance cash grants for needy individuals that are not eligible for other assistance programs
- \$200,000, at the prior year level, for the performance of incapacitation evaluations for General Relief clients
- \$90,000, a \$41,744 increase over FY 2006-07, to provide applicants with transportation assistance to attend employment and job training activities
- \$50,000, at a \$40,000 increase, to provide applicants with ancillary payments for clothing expenses and address other barriers to finding or retaining employment

## **EMPLOYMENT AND TEMPORARY ASSISTANCE - GENERAL RELIEF – 6645**

- \$50,000, reflecting a \$50,000 increase over the prior year, for the performance of mental health incapacitation evaluations for General Relief clients
- \$1,303,529 for the CAPI program, representing a \$92,239 increase over the FY 2006-07 level.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$1,866,062, a 15% (\$242,705) increase over the prior year based on projected caseload trends and reimbursements for the CAPI and SSI/SSP Programs.

- Intergovernment Revenues-State (\$1,303,529) - Estimated to increase by 8% (\$92,239) based on reimbursement for services provided to clients under the State Cash Assistance Program for Immigrants.
- Charges for Services (\$562,533) - Estimated to increase by 50% (\$188,715) based on actual collections data in FY 2006-07 for Federal repayment of interim assistance paid to clients awaiting SSI/SSP certification.

### **PENDING FACTORS**

The Governor's FY 2007-08 Budget includes \$216.7 million in General Fund to provide the January 2008 Supplemental Security Income/State Supplementary Payment (SSI/SSP) cost of living adjustment. This funding will increase monthly grant payment levels for SSI/SSP recipients from \$856 to an estimated \$892 for aged or disabled individuals and from \$1,502 to an estimated \$1,565 for aged or disabled couples. However, if the State decides to redirect these funds proposed for the SSI/SSP COLA to the CalWORKs COLA, then a partial COLA may be issued to SSI/SSP recipients.

The Department of Behavioral Health is in the process of reviewing AB 2034 Expansion Requests for Proposals to implement additional programs similar to AB 2034 that would provide services to approximately 67 adults in 2007-08 through the utilization of Proposition 63 (Mental Health Services Act (MHSA)) funds. AB 2034 allows counties to provide comprehensive services to adults with serious mental illness, who are homeless or at risk of homelessness or incarceration. As part of this program, an eligibility worker assists enrollees with application processes required for public assistance programs such as General Relief (GR). The 2034 expansion, if approved, could trigger increased participation in the GR program; however, MHSA funds would not be utilized to finance the impact to GR. As a result, the department would be responsible for assuming 100% of the increased GR costs. Based on current trends, it is estimated that 20 of the 67 new program participants would also be eligible for GR. The additional expenditures associated with providing GR assistance payments for this population is estimated at \$65,280 in net County cost. Should final resolution of issues be approved in 2007-08, the department would return to your Board with appropriate recommended actions to adjust this budget.

## NOTES

# VETERANS' SERVICE OFFICE

## BUDGET 7110

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$140,135	\$249,278	\$285,507	\$36,229	15%
Services and Supplies	149,355	50,077	62,482	12,405	25%
Other Charges	11,486	29,241	23,717	(5,524)	-19%
Total Appropriations	\$300,975	\$328,596	\$371,706	\$43,110	13%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$65,962	\$67,742	\$71,063	\$3,321	5%
Charges For Services	450	750	750	-	0%
Intrafund Revenue	160,746	94,483	122,650	28,167	30%
Total Revenues	\$227,158	\$162,975	\$194,463	\$31,488	19%
<b><u>Net County Cost</u></b>	<b>\$73,817</b>	<b>\$165,621</b>	<b>\$177,243</b>	<b>\$11,622</b>	<b>7%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	4	4	4	-	

## **VETERANS' SERVICE OFFICE – 7110**

### **FUNCTION**

The Veterans' Service Office assists veterans, their spouses, widows, and dependents in applying for Federal and State benefits through the Department of Veterans Affairs. The Office provides assistance in filing applications and claims for the following benefits: pensions, compensations, educational, medical, insurance, burials, headstones, and discharge upgrades. The Veterans' Service Office also makes referrals to other agencies as needed for services that are not offered by the Veterans Administration.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$371,706 reflects an increase in net County cost from the FY 2006-07 Adopted Budget of \$11,622. Appropriations are recommended to increase by 13% due primarily to Retirement and Health Insurance contributions. Recommended funding will maintain four full-time positions.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

The Veterans' Service Office (VSO) was able to increase the level of services provided and outreach capability in FY 2006-07 as a result of the mid-year reclassification of two positions to the level of Veterans' Service Representative. In addition, the collaboration with E&TA has been improved as the integration of the functions of referrals and eligibility continue to be reviewed. The State certification and training received by the reclassified positions has resulted in increased level of expertise and eligibility determination capabilities provided to clients requesting services. The VSO provides assistance monthly to an average of 400 veteran clients seeking benefits and accessing services. During FY 2005-06, 1,119 claims were filed and 244 college tuitions waivers obtained for veteran clients for a total estimated VA claim benefits of \$1,031,040.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$285,507, reflect a 15% (\$36,229) increase over the prior year level due primarily to an increase in Retirement and Health Insurance contributions, and the reclassification of two positions approved mid-year FY 2006-07.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$62,482, represent a 25% (\$12,405) increase over FY 2006-07.

Recommended funding includes:

- Increase in Data Processing Charges (\$2,412), printing for outreach services designated in State funding (\$4,500), and the addition of direct charges for Countywide cost allocation (\$2,348).
- Travel is maintained at \$4,000 due to designated State funding for mandated annual recertification of staff.
- Small Tools & Instruments is budgeted at \$2,000 for necessary replacement of waiting room client/guest chairs.

## **VETERANS' SERVICE OFFICE – 7110**

### **OTHER CHARGES**

Other Charges, recommended at \$23,717, reflect a 19% (\$5,524) decrease from the prior year level due to lower Overhead charges from the Department of Employment and Temporary Assistance and Human Services Finance as a result of a revised methodology. Department Overhead charges cover the cost of staff that provides administration, analyst support, time study and fiscal services to the VSO.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$194,463, a 19% (\$31,488) increase over FY 2006-07, and represent higher State funding for outreach services and a rise in projected Intrafund revenue based on Department of Employment and Temporary Assistance estimates.

### **PENDING FACTORS**

As a result of the State of California Budget Act of 2006, a one-time increase in the local assistance appropriation as part of the subvention program will be distributed to County Veterans Services Offices for purposes of improving outreach services. In the event that this increase continues to be available in future allocations, the department will return to your Board with recommendations for inclusion in the adopted budget.

## VETERANS' SERVICE OFFICE – 7110

### 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>
2233	Veterans' Service Officer	G	1	1	\$65,569
3628	Veterans' Services Representative I	1186	2	2	72,663
3080	Office Assistant III	880	1	1	33,484
<b>TOTAL REGULAR SALARIES</b>			<b>4</b>	<b>4</b>	<b>\$171,716</b>

# IN-HOME SUPPORTIVE SERVICES - PUBLIC AUTHORITY

## BUDGET 5611

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$877,278	\$1,006,621	\$1,021,470	\$14,849	1%
Services and Supplies	270,034	374,766	293,577	(81,189)	-22%
Other Charges	93,827	123,156	28,325	(94,831)	-77%
Total Appropriations	\$1,241,139	\$1,504,543	\$1,343,372	\$(161,171)	-11%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$447,346	\$488,976	\$467,158	\$(21,818)	-4%
Intergovernment Rev-Federal	569,352	752,272	624,668	(127,604)	-17%
Miscellaneous Revenues	64	-	-	-	0%
Other Financing Sources-SS Realignment	-	-	251,546	251,546	100%
Total Revenues	\$1,016,762	\$1,241,248	\$1,343,372	\$102,124	8%
<b><u>Net County Cost</u></b>	<b>\$224,377</b>	<b>\$263,295</b>	<b>\$-</b>	<b>\$(263,295)</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	19	18	16	(2)	

## **IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY – 5611**

### **FUNCTION**

The In-Home Supportive Services Public Authority (Public Authority) is the employer of record for In-Home Supportive Services (IHSS) care providers for the purpose of negotiating wages, benefits, and working conditions with the local union. The Public Authority also operates the Provider Registry, which assists IHSS recipients with finding home care providers as well as assisting providers in finding work. Current services include, but are not limited to: IHSS provider recruitment and screening, maintaining a Provider Registry of available providers, referral of Registry Providers to IHSS recipients, recipient and provider training, and recipient and provider support services including income verification and enrollment for all Fresno County IHSS providers.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$1,343,372 reflects a 11% (\$161,171) decrease in appropriations from the FY 2006-07 Adopted Budget due to reductions in charges from Department of Employment and Temporary Assistance (E&TA) for providing support services to the Public Authority as well as staff reductions. The expected revenues are based on statutory sharing ratios subject to the Public Authority Administrative Rate approved by the State. The County share of cost is \$251,546, which reflects an 18.7% County match for all Public Authority expenditures. The budgeted County match depends on the percentage of Federal and Non Federal IHSS provider hours and is based on actual hours reported on the State claim.

Beginning January 2006 the Public Authority took on the responsibility for processing 5,000 new provider applications for Fresno County. The Public Authority continues to offer no-cost training to all IHSS providers which include, but are not limited to CPR/ First Aid, National Caregiver Certification, weekly training sessions on varied topics, resume and interviewing training, timesheet training, and Introduction to IHSS for all new registry providers. Since actualizing all IHSS enrollments, training attendance has had significant increases. The staffing reflects a reduction of two positions.

### **DEPARTMENT COMMENTS**

In FY 2006-07 (July 2006-February 2007) the Public Authority succeeded in sending 755 lists of providers to IHSS recipients containing more than 7,550 names. Also, with the addition of the National Caregiver Certification program, the IHSS Public Authority continues in its mission to help fill the healthcare gap in Fresno County with qualified providers.

The Public Authority continues in pursuit of training all new providers during the enrollment process as directed by policy to prevent fraud and to define how approved tasks are to be completed. This is in addition to the already delineated responsibilities mandated by law.

# **IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY – 5611**

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- The Public Authority has developed survey vehicles (mail and person-to-person) to ensure quality intrinsic to the program.
- The Public Authority has established a system of stratifying Registry Providers based on qualifications and training for higher quality of care.
- As part of the establishment of the Public Authority provider service center, the Public Authority training unit was charged with the responsibility of providing an "Introduction to In-Home Care" orientation for all IHSS providers to include an IHSS fraud presentation, time sheet training, elder abuse and information on authorized and unauthorized tasks. Training equipment including a new fully equipped laptop computer is necessary to provide the appropriate training to all new IHSS providers in addition to classes which are geared solely to Public Authority Registry Providers.
- The SEIU contract was negotiated to include dental benefits and wage increases to help recruit and retain excellent care providers with optimum availability and qualifications.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$1,021,470, represent a 1% (\$14,849) increase over the FY 2006-07 Adopted Budget due to increases in health and benefit rates. Staffing is recommended at 16 positions, a reduction of two positions from the prior year level. As the positions within this budget are County employees contracted out to the Public Authority, the staff will be reassigned to other functions within the E&TA prior to the new fiscal year. Salaries and Benefits reflect \$25,000 in salary savings to account for normal recruiting time frames and voluntary furlough savings.

Recommended funding includes:

- Full-year funding for 16 positions.
- Deletion of one Secretary IV position and one Office Assistant III position due to funding constraints, which will impact the support provided to the Public Authority.
- An increase in Retirement, and Health Insurance Contributions based on higher rates.
- Bilingual Skill Pay for six employees, which includes the Public Authority's new Hmong speaking registry specialist.
- Negotiated salary adjustments and normal step increases.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$293,577, represent a 22% (\$81,189) decrease from the FY 2006-07 level due to a reduction in Information Technology costs, capturing appropriate Telephone Charges, and decreased expenditures in Office Expense. In addition, the Public Authority has reduced its travel budget in order to minimize increased costs in this budget supported with Social Services Realignment revenues.

Recommended funding includes:

## **IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY – 5611**

- Decrease in Telephone Charges based on rates provided by the Information Technology Department.
- A reduction in Professional & Specialized Services due to eliminating the 1/3 FTE from E&TA Information Services Division support and utilizing the Public Authority's analyst for Information Technology related projects.
- Decrease in Transportation, Travel & Education - Travel will be utilized periodically for staff training.

### **OTHER CHARGES**

Department Overhead Allocation, recommended at \$28,325, represents a 77% (\$94,831) decrease from the FY 2006-07 Adopted Budget. E&TA revised the method by which the Public Authority was being charged for costs associated with providing budget, personnel, and facility support to the Public Authority, as well as charges from Human Services Finance for accounting and processing of claims.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$1,343,372, which reflects a County share-of-cost of 18.7%, which is financed with Social Services Realignment revenues.

- State Revenue (\$467,158) – a share of 34.7% of program expenditures.
- Federal Revenue (\$624,668) – a share of 46.5% of program expenditures.
- Realignment (\$251,546) – a share of 18.7% of program expenditures.

## **PENDING FACTORS**

The Governor proposes maintaining State participation in IHSS at the combined wage and benefit levels effective January 10, 2007. Thus, future increases in wages and benefits that have been collectively bargained at the lower level would be financed by counties and federal governments. On September 26, 2006 your Board approved a MOU between PA and SEIU-UHW to increase IHSS provider salaries and health benefits effective November 1, 2006 along with increases in October 2007 and October 2008. Freezing State participation in IHSS may result in additional County Personnel charges for utilizing Labor Relations staff to renegotiate with SEIU-UHW. The FY 2007-08 MOU with Personnel is budgeted at \$23,496.

# IN-HOME SUPPORTIVE SERVICES – PUBLIC AUTHORITY – 5611

## REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2350	Public Authority Executive Director	E	1	1	\$87,866
2297	Principal Staff Analyst	E	1	1	75,819
2293	Staff Analyst III	1990	1	1	62,498
1904	Job Specialist II	1408	1	1	44,190
3160	Secretary IV	1230	1	0	0
3078	Supervising Office Assistant	1149	1	1	32,715
3070	Supervising Office Assistant II	1332	1	1	43,905
3110	Office Assistant II	896	5	5	139,517
3080	Office Assistant III	998	6	5	\$165,950
Subtotal			<b>18</b>	<b>16</b>	652,460
Bilingual Skills Pay					7,800
Auto Allowance					6,156
Salary Savings					\$(25,000)
<b>TOTAL REGULAR SALARIES</b>					<b>\$641,416</b>

### VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; BENEFITS</u>
3140	Secretary IV	Vacant	1230	-1	\$66,407
3080	Office Assistant III	Vacant	998	-1	52,687
Cost of Restoring Vacant Positions				-2	\$119,094

## NOTES

# EMPLOYMENT AND TEMPORARY ASSISTANCE IN-HOME SUPPORTIVE SERVICES

## BUDGET 6420

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$30,505,977	\$33,933,091	\$36,976,472	\$3,043,381	9%
Total Appropriations	\$30,505,977	\$33,933,091	\$36,976,472	\$3,043,381	9%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$3,640,812	\$3,070,167	\$3,679,425	\$609,258	20%
Intergovernment Revenues - Federal	6,523,463	4,105,327	5,886,846	1,781,519	43%
Miscellaneous Revenues	9,353	-	-	-	0%
Other Financing Sources-SS Realignment	24,113,363	26,757,597	27,410,201	652,604	2%
Total Revenues	\$34,286,992	\$33,933,091	\$36,976,472	\$3,043,381	9%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
<b><u>Revenues in Excess of Appropriations</u></b>	<b>\$3,781,015</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – IN-HOME SUPPORTIVE SERVICES – 6420**

### **FUNCTION**

The In-Home Supportive Services (IHSS) Program is administered by the Department of Employment and Temporary Assistance (E&TA) and provides in-home services to eligible aged, blind, or disabled individuals as an alternative to out of home care. IHSS recipients are unable to perform certain activities themselves and cannot remain safely in their own homes unless such services are available. This may include meal preparation, laundry, heavy cleaning, non-medical personal services, transportation, and protective supervision. Services are rendered by IHSS providers who are hired and employed by the IHSS recipients. The IHSS Public Authority serves as the 'employer of record' for providers and participates in union contract negotiations. This budget reflects the total IHSS provider health benefits costs and the County share of providers' salaries, payroll taxes, workers' compensation, and CMIPS charges.

### **OVERVIEW**

The Memorandum of Understanding (MOU) with the Service Employees International Union – United Healthcare Workers (SEIU-UHW) executed on September 26, 2006 allows for three annual increases in wages and health benefits rates for IHSS Providers with the first increase effective November 1, 2006. The FY 2007-08 Recommended Budget of \$36,976,472 reflects a 9% (\$3,043,381) increase over the FY 2006-07 Adopted Budget due to the negotiated wage and health benefit rate increase. This budget includes \$10,580,663 in total health benefits costs and the County share of salaries and payroll taxes (\$25,862,901) and County share of CMIPS and Workers' Compensation charges (\$532,908). The State and Federal share of salaries, payroll taxes, CMIPS and workers' compensation (\$114,573,602) is not budgeted as the State reimburses providers directly and bills the County for the appropriate share of cost. The total County share of cost (\$27,410,201) is financed with Social Services Realignment revenue. Staff support for program eligibility services is provided through the E&TA budget (5610). The IHSS Public Authority budget (5611) provides supervision to individual IHSS providers and serves as their 'employer of record'.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **OTHER CHARGES**

Recommended funding of \$36,976,472 reflects a 9% (\$3,043,381) increase over the FY 2006-07 level and assumes no increase in estimated provider paid hours over the prior year level.

- County share of Provider wages are \$25,862,901 based on the current rate of \$9.05 per hour with an increase to \$9.65 per hour effective October 1, 2007. The budgeted payroll tax rate is \$0.78 per hour.
- Provider health benefits are \$10,580,663 based on the current rate of \$0.75 per hour with an increase to \$0.80 per hour effective October 1, 2007.
- County share of annual CMIPS and Workers' Compensation charges are estimated at \$532,908 based on actual charges.

## **EMPLOYMENT AND TEMPORARY ASSISTANCE – IN-HOME SUPPORTIVE SERVICES – 6420**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$36,976,472, a 9% (\$3,043,381) increase over the prior year and includes estimated Federal Title XIX revenue reimbursements for the salary component of IHSS provider costs (\$966,838). On August 1, 2004, a Federal waiver was approved for the portion of IHSS cases that had not previously been eligible for Federal revenue offset. However, due to computer system changes that have not been implemented, the State has been invoicing counties based on pre-waiver sharing ratios and reimbursing the Federal waiver revenue retrospectively.

- Intergovernment Revenue-State (\$3,679,425) – Reflects an increase based on the State share of provider health benefit costs.
- Intergovernment Revenue-Federal (\$5,886,846) – Reflects an increase based on the Federal share of provider health benefit costs (\$4,920,008) and estimated Title XIX revenue reimbursements (\$966,838) for the salary component of IHSS provider costs.
- Other Financing Sources-State/Local Program Social Services Realignment Trust Fund (\$27,410,201) – Reflects an increase over the 2006-07 adopted budget based on available Realignment revenues.

### **PENDING FACTORS**

The Governor's FY 2007-08 Budget includes a proposal to freeze State participation in provider wages and benefits at the January 10, 2007 level. Currently, the State reimburses counties the State share for up to \$11.10 per provider hour in combined wages and benefits. The current combined provider rate for Fresno County is \$9.80 per hour with negotiated increases to \$10.45 effective October 1, 2007 and \$11.10 effective October 1, 2008. The Governor's proposal, if approved, will freeze State participation in Fresno's provider wages and benefits at \$9.80 per hour. Costs above this rate for Federal cases (93% of caseload) will be shared equally by Federal and County while the County will shoulder 100% of the costs above this rate for the Residual cases (7% of caseload). This will increase the estimated total County share for FY 2007-08 to \$30,654,778, which is \$3,244,577 higher than the budgeted County match, since the FY 2007-08 Recommended IHSS Organization 6420 does not assume the enactment of the Governor's proposal. If approved, the Department will return to your Board with options to address the revenue deficit in this budget.

## NOTES

# HUMAN SERVICES FINANCE

## BUDGET 5600

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$4,490,678	\$5,201,238	\$5,568,684	\$367,446	7%
Services and Supplies	1,071,986	1,326,031	1,217,316	(108,715)	-8%
Total Appropriations	\$5,562,663	\$6,527,269	\$6,786,000	\$258,731	4%
<b><u>Revenues</u></b>					
Intergovernment Revenues					
- Federal	\$66,187	\$-	\$-	\$-	0%
Charges For Services	152,634	433,469	188,720	(244,749)	-56%
Miscellaneous Revenues	63	-	-	-	0%
Intrafund Revenue	5,354,735	6,093,800	6,597,280	503,480	8%
Total Revenues	\$5,573,619	\$6,527,269	\$6,786,000	\$258,731	4%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
<b><u>Revenue in Excess of Appropriations</u></b>	<b>\$10,956</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted	Current	Recommended	Increase/ Decrease	
	2005-2006	2006-2007	2007-2008		
Position Summary	87	87	82	(5)	

## **HUMAN SERVICES FINANCE – 5600**

### **FUNCTION**

The Human Services (HS) Finance budget provides for centralized financial services for the Human Services departments, which include the Departments of Managed Care (5601), Substance Abuse (5602), Employment & Temporary Assistance (5610), Community Health (5620), Behavioral Health (5630), Children and Family Services-Mental Health (5640) and Children and Family Services-Social Services (5641). State and Federal program funding, through the Human Services departments, and Medi-Cal Administrative Activities/Targeted Case Management administration fees reimburse all costs included in this budget. This budget unit has been a division of the Auditor-Controller/Treasurer-Tax Collector (AC/TTC) since July 1, 2004.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$6,786,000 reflects a 4% (\$258,731) increase in appropriations over the FY 2006-07 Adopted Budget due primarily to negotiated salary and benefit adjustments and changes in Retirement contributions. Staffing is recommended at 82 positions, a decrease of five positions from the prior year level.

### **DEPARTMENT COMMENTS**

The Human Services Finance Department is a centralized unit designed to provide accounting and finance services to the program-specific Human Services departments (Community Health, Employment and Temporary Assistance, Behavioral Health, Substance Abuse, Managed Care, and Children and Family Services for Mental Health and Social Services). The centralization of the finance functions allows for economies of scale by combining similar functions and tasks into one department. The funding streams and reporting requirements for Human Services programs are similar and interrelated.

The vision statement which guides the department is “an innovative and respected leader in providing governmental accounting and financial services”. Integration with the AC/TTC to standardize and improve processes is ongoing, as well as documentation of work flows, review of reporting requirements and deadlines, and audits of compliance with federal and state regulations.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

The department was reorganized in April 2006 to better reflect work flow and inter-relatedness of the units. This has improved communications and streamlined work processes.

Recommended funding includes:

- The deletion of one vacant Accountant and two vacant Account Clerk positions in Health Accounting. These positions provide essential financial services for the Departments of Community Health, Behavioral Health, and Children and Family Services-Mental Health. Deleting these positions may result in late processing of accounts payable journal vouchers for payments, delayed claims submission for Medi-Cal reimbursement, delayed submission of mental health cost settlement

## **HUMAN SERVICES FINANCE – 5600**

- reports and audits, and deferred implementation of the new mental health system. The cost to restore these positions is \$159,167.
- The deletion of one vacant Accountant and one vacant Account Clerk positions in the Medi-Cal Administrative Activities/Target Case Management (MAA/TCM) program. Staff in this program work with various Fresno County School Districts, Human Services departments, and community-based organizations to allow agencies to claim for MAA/TCM services. With the loss of these two positions, the County will be unable to recruit community-based organizations for MAA services. The cost to restore these positions is \$115,926.

### **SALARIES AND BENEFITS**

Salaries and Benefits are recommended at \$5,568,684 and reflect a 7% (\$367,446) increase over the prior year due to the increase in cost-of-living adjustments, addition of Step 6 to most positions, and an increase in Retirement and Workers' Compensation rates. Staffing is recommended at 82 positions, a decrease of five positions from the FY 2006-07 level due mainly to the insufficiency of mental health dollars to fund these positions.

### **SERVICES AND SUPPLIES**

Services and Supplies are recommended at \$1,217,316 and reflect an 8% (\$108,715) decrease from the FY 2006-07 level due primarily to the elimination of mental health system enhancements.

Recommended funding includes:

- An increase in Data Processing Charges due to higher rates, which is offset with the elimination of funding for mental health and substance abuse system enhancements.
- Professional and Specialized Services at a \$72,175 reduction due to the elimination of charges from the County Administrative Office, which are now charged directly to the Human Services departments.
- A \$61,635 decrease in Transportation, Travel and Education based on anticipated needs of the department.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$6,786,000, a 4% (\$258,731) increase over the 2006-07 level to due to charges for services to Human Services departments to finance higher salary and benefit expenses.

- Charges for Services (\$188,720). Reflects a decrease in Medi-Cal Administrative Activities revenues used to cover the Program's staff cost, resulting in the elimination of two positions that recruit and provide services for community-based organizations.
- Intrafund Revenues (\$6,597,280). Represents the reimbursement of Departmental Overhead Charges from the Human Services departments.

## **HUMAN SERVICES FINANCE – 5600**

### **PENDING FACTORS**

The implementation of CalWIN in July 2006 (a new social services information system in the Department of Employment and Temporary Assistance) and the demise of the Case Data Management System directly impacted the workflow of HS Finance. Many activities now require manual intervention and interaction with the system that was not previously required. Work continues through the consortium, of which Fresno is a member, to improve these processes. The implementation of AVATAR in April 2006 (a new public health information system in the Department of Community Health) has also increased dedicated staff time in Health Accounts Receivable. Due to issues with the Medi-Cal cost settlement process and the implementation of the Mental Health Services Act (Proposition 63), additional resources were assigned to mental health tasks in FY 2006-07 but will be reduced in FY 2007-08. In addition, the search for a new mental health information and billing computer system, which will meet current needs and correct shortcomings in the cost settlement process, is consuming resources. Once a new system is identified, resources will continue to be needed for implementation.

## **HUMAN SERVICES FINANCE - 5600**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>CURRENT</b>	<b>POSITIONS RECOMMENDED</b>	<b>RECOMMENDED SALARIES</b>
2211	Systems & Procedures Analyst II	1815	1	1	\$51,737
	Deputy Director - Human Services				
2218	Finance	D	1	1	89,206
	Senior Systems & Procedures				
2240	Analyst	2356	1	1	76,164
3080	Office Assistant III	998	4	4	134,984
3110	Office Assistant II	896	2	2	62,417
3160	Secretary IV	1230	1	1	42,609
3205	Account Clerk II	938	18	15	464,523
3210	Accountant I	1494	4	4	204,524
3215	Accountant II	1728	6	4	227,789
	Accounting & Financial Division				
3225	Chief	E	2	2	159,726
	Human Services Finance				
3227	Financial Analyst	F	1	1	68,122
3235	Supervising Account Clerk I	1212	1	1	41,959
3240	Supervising Account Clerk II	1395	5	5	228,254
3255	Senior Accountant	2017	7	7	454,637
3260	Account Clerk III	1054	30	30	1,079,062
3262	Supervising Accountant	2158	2	2	139,512
3621	Program Technician II	1327	1	1	41,669
Subtotal			<b>87</b>	<b>82</b>	\$3,566,894
Bilingual Skill Pay					6,500
Less Salary Savings					(142,676)
<b>TOTAL REGULAR SALARIES</b>					<b>\$3,430,718</b>

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u></b>					
<b>JCN</b>	<b>TITLE</b>	<b>STATUS</b>	<b>BAND/ RANGE</b>	<b>POSITION</b>	<b>SALARIES &amp; EXPENSES</b>
3205	Account Clerk II	Vacant	938	-3	\$129,723
3215	Accountant II	Vacant	1728	-2	145,370
Cost of Restoring Vacant Positions				-5	\$275,093

## NOTES

# HEALTH AND WELFARE TRUST FUND

## BUDGET 5243

### TRUST FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Financing Uses-					
Interfund Trans Out	\$133,590,445	\$146,845,095	\$154,676,319	\$7,831,224	5%
Total Appropriations	\$133,590,445	\$146,845,095	\$154,676,319	\$7,831,224	5%
<b><u>Revenues</u></b>					
Intergovernment					
Revenues - State	\$82,702,034	\$80,879,864	\$83,147,906	\$2,268,042	3%
Other Financing Sources	55,921,795	57,804,152	58,781,244	977,092	2%
Intrafund Revenue-					
Carryover	-	8,161,079	12,747,169	4,586,090	56%
Total Revenues	\$138,623,829	\$146,845,095	\$154,676,319	\$7,831,224	5%
<b><u>Net County Cost</u></b>	\$-	\$-	\$-	\$-	0%
<b><u>Revenue in Excess of</u></b>					
<b><u>Appropriations</u></b>	\$5,033,384	\$-	\$-	\$-	0%

## **HEALTH AND WELFARE TRUST FUND – 5243**

### **FUNCTION**

Assembly Bill 1288 of 1991 requires counties to establish a local Health and Welfare Trust Fund (H&WTF) for proceeds of sales tax designated for State/Local Program Realignment. Counties must also deposit into the fund the Vehicle License Fee (VLF) revenues they receive in the County's General Fund from the Local Revenue Fund of the State for Realignment. The statute also requires counties to deposit a continuing match of local funds for health and mental health services in order to continue receiving sales tax revenue. Realignment revenues and local matching funds are directed for deposit into three accounts within the H&WTF: Social Services Account, Health Account, and Mental Health Account.

Monies in the H&WTF may only be expended for purposes of providing realigned mental health, public health, indigent health care, social services, and juvenile justice programs previously funded under Assembly Bill 90.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$154,676,319 reflects a 5% (\$7,831,224) increase in appropriations and revenues over the FY 2006-07 Adopted Budget based on projected Realignment Sales Tax (ST) and VLF revenues and FY 2006-07 budgeted carryover funds. Realignment Sales Tax and VLF revenue projections for FY 2007-08 reflect increases of 3% (\$2,268,042) and 2% (\$977,092) respectively, over the FY 2006-07 Adopted Budget. Trust Fund Carryover is budgeted at a 56% (\$4,586,090) increase over the prior year level. In FY 2006-07, Fresno County received full payment for caseload growth earned, which was owed for FY 2003-04 (\$1,266,419), FY 2004-05 (\$2,456,852), and FY 2005-06 (\$1,158,231).

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **OTHER FINANCING USES (INTERFUND TRANSFERS OUT)**

Recommended funding represents the payments from the H&WTF to the various General Fund operating budgets. Transfers are projected at \$154,676,319 for 2007-08 as shown below:

	<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>INCREASE</b>
Sales Tax	\$ 80,879,864	\$ 83,147,906	\$ 2,268,042
County Local Match	11,359,752	11,359,752	0
County VLF Match	46,444,400	47,421,492	977,092
Trust Fund Carryover	8,161,079	12,747,169	4,586,090
<b>TOTAL</b>	<b>\$146,845,095</b>	<b>\$154,676,319</b>	<b>\$7,831,224</b>

## **HEALTH AND WELFARE TRUST FUND – 5243**

### **SUMMARY OF REVENUES**

Revenues, recommended at \$154,676,319, reflect a 5% (\$7,831,224) increase over the FY 2006-07 Adopted Budget.

- Intergovernment Revenues-State (\$83,147,906) - Sales Tax revenues are estimated at a 3% (\$2,268,042) increase over the prior year budgeted level based on the estimated actual revenue for FY 2006-07 and growth revenues projected for FY 2007-08. Of the total estimated ST revenues, \$47,663,955 is earmarked by law for social services programs; \$22,351,785 for mental health programs; \$10,295,166 for health programs; and \$2,837,000 to replace former County Stabilization revenues. There is no caseload growth revenue included in this budget based on the State's Proposed FY 2007-08 Budget.
- Other Financing Sources (\$58,781,244) - A portion of these revenues (\$11,359,752) represent payments from the General Fund, County Medical Services budget (5240), for the required County match for health services (\$10,404,113) and mental health services (\$955,639) and remain at the mandated level. The balance of these revenues is derived from Vehicle License Fees (\$47,421,492), which are estimated at a 2% (\$977,092) increase over the FY 2006-07 level.

Intrafund Revenues-Carryover (\$12,747,169) - Reflects FY 2006-07 Realignment carryover funds recommended for use in FY 2007-08 to offset operational costs in human services departmental budgets.

## NOTES

# COMPLIANCE

## BUDGET 5635

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$276,011	\$301,698	\$297,144	\$(4,554)	-2%
Services and Supplies	89,878	100,331	103,940	3,609	4%
Total Appropriations	\$365,889	\$402,029	\$401,084	\$(945)	0%
<b><u>Revenues</u></b>					
Intergovernment Revenues - State	\$268,003	\$270,829	\$265,412	\$(5,417)	-2%
Other Financing Sources- MH Realignment	105,117	131,200	135,672	4,472	3%
Intrafund Revenue	70,178	-	-	-	-100%
Total Revenues	\$443,298	\$402,029	\$401,084	\$(945)	0%
<b><u>Revenues in Excess of Appropriations</u></b>	<b>\$77,409</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	3	3	3	-	

## **COMPLIANCE – 5635**

### **FUNCTION**

The Compliance Office (within the County Administrative Office) develops and implements policies, procedures, and practices designed to ensure compliance with the Integrity Agreement, and with Federal health care program requirements. The responsibilities include analysis of the departments' risk, monitoring of internal and external audits and investigations related to compliance, coordinating compliance training and education, investigating and resolving compliance issues and promoting an awareness and understanding of the positive ethical and moral practices consistent with the mission and values of the County and those required by all applicable laws, regulations, rules or guidelines.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$401,084 reflects a \$945 decrease in appropriations from the FY 2006-07 level. Projected revenues are \$401,084, a decrease of \$945 from the prior year. This program is fully funded with the State Managed Care Allocation, Quality Improvement and Mental Health Realignment revenues, with no net County cost. Staffing is recommended at three positions, the same as the FY 2006-07 level.

### **DEPARTMENT COMMENTS**

The Integrity Agreement (IA) was effective on January 6, 2005 and this is the third year of the IA. In its first two years of the IA, the Compliance Office has trained over 900 County employees and over 400 contractors; reviewed over 4,200 paid claims totaling almost \$550,000. A confidential disclosure program is in place to report any activities that may violate the Compliance program's mission, standards, and any applicable laws, regulations, rules or guidelines. In its first two years of the IA, the Compliance Office investigated 42 reports of non-compliance which were reported through this disclosure program. The Compliance Office must continually keep abreast of changes in Federal, State and any other applicable laws, related to the provision and reimbursement of mental health services, and accordingly amend or develop County or Compliance Program policies and procedures to ensure adherence to and compliance with these laws and regulations.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 2% (\$4,554) decrease from the 2006-07 level due to a change in position classifications budgeted. In FY 2007-08, it is recommended that an Office Assistant position replace a previously utilized Secretary IV position, which became vacant during the prior year. Staffing is recommended at the prior-year level of three positions.

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 4% (\$3,609) increase over the 2006-07 FY primarily due to a projected increase in contractor costs for consultation and Independent Review services as mandated under the Integrity Agreement.

## **COMPLIANCE – 5635**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$401,084, a \$945 decrease from the prior year.

- Intergovernment Revenues – State. Reflects a 2% (\$6,417) decrease due to reductions in the Managed Care allocation and quality improvement revenues.
- Other Financing Sources – Mental Health Realignment. Reflects a 3% (\$4,472) increase in revenues to offset operational costs.

## **COMPLIANCE - 5635**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>CURRENT</u></b>	<b><u>POSITIONS RECOMMENDED</u></b>	<b><u>RECOMMENDED SALARIES</u></b>
2321	Compliance Officer	E	1	1	\$86,309
2270	Senior Administrative Analyst	F	1	1	71,091
3080	Office Assistant III	998	1	1	34,554
	Subtotal		<b>3</b>	<b>3</b>	191,954
<b>TOTAL REGULAR SALARIES</b>					<b>\$191,954</b>

## NOTES

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# SHERIFF

## BUDGET 3111

### GENERAL FUND – SUMMARY

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$108,777,259	\$111,592,037	\$117,818,176	\$6,226,139	6%
Services and Supplies	18,633,202	20,998,589	21,550,832	552,243	3%
Other Charges	21,613	26,278	27,592	1,314	5%
General Fixed Assets	751,149	3,039,466	1,950,000	(1,089,466)	-36%
Total Appropriations	\$128,183,223	\$135,656,370	\$141,346,600	\$5,690,230	4%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$12,296	\$7,500	\$7,500	\$-	0%
Fines, Forfeitures & Penalties	250,145	231,188	231,188	-	0%
Rev From Use of Money & Prop	128	-	-	-	0%
Intergovernment Revenues – St	2,852,876	3,799,748	4,946,995	1,147,247	30%
Intergovernment Rev-Federal	3,003,259	1,753,719	746,483	(1,007,236)	-57%
Intergovernment Revenue-Other	101,111	103,665	114,595	10,930	11%
Charges For Services	24,255,225	25,287,740	27,049,948	1,762,208	7%
Miscellaneous Revenues	788,005	75,000	253,000	178,000	237%
Intrafund Revenue	2,038,520	999,336	998,944	(392)	0%
Total Revenues	\$33,301,565	\$32,257,896	\$34,348,653	\$2,090,757	6%
<b><u>Net County Cost</u></b>	<b>\$94,881,658</b>	<b>\$103,398,474</b>	<b>\$106,997,947</b>	<b>\$3,599,473</b>	<b>3%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	1,141	1,202	1,201*	(1)	
<i>*This number does not reflect a reduction in positions required to balance the Sheriff budgets. The department will work with the Personnel Services Department to address necessary changes to the Salary Resolution following adoption of the final budget.</i>					

# SHERIFF

## BUDGET 3111

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$108,777,259	\$111,592,037	\$102,984,059	\$(8,607,978)	-8%
Services and Supplies	18,633,202	20,998,589	21,366,498	367,909	2%
Other Charges	21,613	26,278	27,592	1,314	5%
General Fixed Assets	751,149	3,039,466	1,950,000	(1,089,466)	-36%
Total Appropriations	\$128,183,223	\$135,656,370	\$126,328,149	\$(9,328,221)	-7%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$12,296	\$7,500	\$7,500	\$-	0%
Fines, Forfeitures & Penalties	250,145	231,188	231,188	-	0%
Rev From Use of Money & Prop	128	-	-	-	100%
Intergovernment Revenues - St	2,852,876	3,799,748	4,946,995	1,147,247	30%
Intergovernment Rev-Federal	3,003,259	1,753,719	746,483	(1,007,236)	-57%
Intergovernment Revenue-Other	101,111	103,665	114,595	10,930	11%
Charges For Services	24,255,225	25,287,740	12,249,127	(13,038,613)	-52%
Miscellaneous Revenues	788,005	75,000	253,000	178,000	237%
Intrafund Revenue	2,038,520	999,336	998,944	(392)	0%
Total Revenues	\$33,301,565	\$32,257,896	\$19,547,832	\$(12,710,064)	-39%
<b><u>Net County Cost</u></b>	<b>\$94,881,658</b>	<b>\$103,398,474</b>	<b>\$106,780,317</b>	<b>\$3,381,843</b>	<b>3%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	1,141	1,202	1,201*	(1)	
<i>* This number does not reflect a reduction in positions required to balance the Sheriff budgets. The department will work with the Personnel Services Department to address necessary changes to the Salary Resolution following adoption of the Final Budget.</i>					

# SHERIFF - COURT SERVICES

## BUDGET 3115

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$-	\$-	\$14,834,117	\$14,834,117	100%
Services and Supplies	-	-	184,334	184,334	100%
Total Appropriations	\$-	\$-	\$15,018,451	\$15,018,451	100%
<u>Revenues</u>					
Charges For Services	\$-	\$-	\$14,800,821	\$14,800,821	100%
Total Revenues	\$-	\$-	\$14,800,821	\$14,800,821	100%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$217,630</b>	<b>\$217,630</b>	100%
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary			*		
<i>* Total requested positions for the Sheriff are reflected in Budget 3111. The department will work with the Personnel Services Department to address necessary changes to the Salary Resolution following adoption of the Final Budget.</i>					

## **SHERIFF – 3111**

### **FUNCTION**

The Sheriff's Department is responsible for the apprehension of criminal suspects, investigations, gathering and preservation of evidence, and incarceration of prisoners. The department also serves civil court documents and fulfills or facilitates crime prevention activities. The Sheriff's Department provides community and youth services programs that afford education, professional expertise, and a law enforcement presence for communities, schools, and youth and neighborhood associations.

The Sheriff's Adult Detention Division has responsibility for the operation of the Downtown Detention and Satellite jail facilities. The downtown facilities are used to detain persons awaiting court appearance, and to house high security inmates sentenced to serve terms of one year or less and inmates convicted of misdemeanor crimes. The Satellite facility houses inmates who are assigned to work at various sites within Fresno County.

The Sheriff's Court Security unit is responsible for providing Court Security through a contract with the Fresno County Superior Court, as well the transportation of prisoners to and from the various Court locations.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$141,346,600 reflects a 3% increase in net County Cost over the 2006-07 Adopted Budget. This includes a reduction of \$21,805,818 to balance the funding shortfall between the departments requested and the CAO's recommended budgets. The Sheriff's Department submitted a requested budget based on two ORGS: Court Services (ORG 3115) and the balance of its operations (ORG 3111), that reflected the loss of one deputy sheriff position due to the loss of Indian Gaming funding.

The Sheriff's Department budget was combined into one fiscal unit in FY 2005-06 and continued in that manner for 2006-07. For FY 2007-08, the recommended budget was originally prepared as five separate ORGS. On June 26, 2007, the Sheriff's Department received approval from the Board of Supervisors to establish a separate ORG (3115) for the Court Services unit. The final allocations for the Sheriff's budget is pending Board of Supervisors direction during budget hearings.

### **DEPARTMENT COMMENTS**

#### **EXECUTIVE SUMMARY**

Since the 2000 census the population of Fresno County has increased by 100,107.

In the last four years:

- Law Enforcement Calls for Service have increased by 26% to 331,400 annually.
- Part One Crime Rate including murder, manslaughter, rape, robbery, thefts, assault, burglary and auto theft has increased by 33%.
- The number of validated street gang members has increased by approximately 34%.
- Fresno, Clovis and other cities within the County continue to add police officers in response to the increase in crime. More police on the streets leads to more arrests, filling up our jails.

## **SHERIFF – 3111**

### **DISCUSSION**

The Sheriff's Department's law enforcement bureaus must keep up with increased crime in the unincorporated areas of the County and the Sheriff's detention operations must continue to handle all inmates arrested by every law enforcement agency operating within the 6,000 square miles of Fresno County. This can only be accomplished if the Sheriff's portion of the recommended budget is increased to maintain at least the current staffing and service level.

To respond to the need for more Patrol Deputies, your Board took assertive action in last year's budget hearings and provided additional Correctional Officers to take over duties from Sheriff's Deputies working in the jail and guarding prisoners at UMC. This has allowed the department to redeploy 40 Deputies from inmate guard duties to patrol. We now average 1.54 Patrol Deputies per 1,000 residents leaving us 79 deputies short of the County General Plan goal of 2 Patrol Deputies per 1,000 residents.

In a prior budget your Board added 23 Correctional Officers to open a previously vacant floor of the jail which now houses over 400 additional inmates, keeping them off the street and reducing the crime rate.

The department is aggressively pursuing cost savings in all areas. Just 30 correctional officers were hired to cover for the 40 Deputies reassigned from the Jail to Patrol. Another recent example is the purchase of patrol vehicles with a per car purchase price \$10,000 lower than that paid by comparable departments. Where possible, the department has replaced full size vehicles with hybrid cars to reduce both the cost of the car and the ongoing fuel expense. By utilizing highly skilled retired Deputies in an extra help capacity to investigate applicant backgrounds and concealed weapons applications, the department saves one half the cost of performing these essential duties with full time deputies. The CAO's 2007-08 Recommended Budget reflects a 3.6% increase in recommended net County cost from the current year budget. It does not cover existing expenses nor fund the increased costs mandated in the Memorandums of Understanding (MOU) with staff bargaining units.

Normal operational costs are paid from contract, grant and trust fund revenues whenever possible to reduce the impact on the general fund. Some examples are ballistic vests, handguns and ammunition, boating patrol equipment, inmate damage to jail fixtures, search & rescue, helicopter maintenance, DNA investigations, automated fingerprint identification system, narcotics suppression expenses and the SWAT Truck listed in this budget. The Sheriff's allocation of Local Public Safety Fund Revenues from Proposition 172 is \$37 million in the current year, and is yet to be determined for FY2007-08.

Much of the increased costs of maintaining the current service level results from provisions in the MOU with the bargaining units representing department staff. 1,169 staff members are represented by the department's 13 bargaining units. The absence of commensurate salary adjustments for the remaining 32 unrepresented employees and management resulted in serious equity and salary compaction issues with the implementation of the sixth salary step for represented staff on June 18, 2007.

Beyond funding the current staffing and service levels is a need for the department to adapt to the demands of new legislation and crime patterns growing around gangs, ag crime and methamphetamine. Crimes and criminals on the outside and inmates on the inside are becoming increasingly sophisticated, posing more serious risks for our Deputies and Correctional Officers. The additional requests below will provide for increased security for Deputies, Correctional Officers and citizens and will also provide the ability for the department to respond appropriately to the changing trends in crime.

## **SHERIFF – 3111**

<b><u>DEPARTMENT REQUESTS ABOVE RECOMMENDED APPROPRIATIONS</u></b>	<b><u>COST</u></b>
<b>MAINTAIN SHERIFF'S EXISTING FY 2006-07 STAFFING AND SERVICE LEVEL (INCLUDES \$217,630 FOR COURT SERVICES)</b>	<b>\$21,804,818</b>
<ul style="list-style-type: none"><li>• <b>Transfer the Horse Unit from IWF Fund to the General Fund</b> To provide beds &amp; relieve jail crowding, the Inmate Welfare Trust (IWT) fund needs to reallocate financing to develop alternate programs for for Mentally ill offenders</li></ul>	<b>136,000</b>
<ul style="list-style-type: none"><li>• <b>Add six FTE Correctional Officer Positions - Main Jail Records</b></li></ul>	<b>574,863</b>
<ul style="list-style-type: none"><li>• <b>Add six FTE Correctional Officer Positions - Additional Security</b> Additional security for higher level classification of inmates</li></ul>	<b>574,863</b>
<ul style="list-style-type: none"><li>• <b>Add three FTE Correctional Officers &amp; one Identification Tech Positions</b> Peak hour booking team</li></ul>	<b>374,500</b>
<ul style="list-style-type: none"><li>• <b>Level three Ballistic Protection Glass</b> Enhance officer security in all jail lobbies</li></ul>	<b>275,000</b>
<ul style="list-style-type: none"><li>• <b>Add six FTE Correctional Sergeants</b> Additional positions at the satellite jail</li></ul>	<b>606,026</b>
<ul style="list-style-type: none"><li>• <b>Jail Security and Compliance</b> Install digital video cameras in all inmate housing units Additional medical infirmary bed space to meet Title 24 requirements Security station enclosures on the Main and South Annex jail yards</li></ul>	<b>247,855</b>
<ul style="list-style-type: none"><li>• <b>Fire Alarm / Control Electronics</b> Main Jail Replacement Electronics Systems</li></ul>	<b>1,500,000</b>
<ul style="list-style-type: none"><li>• <b>Year One Upgrade of 26 Deputy Sheriff Patrol Positions</b> First year of a three-year program to reach the County General Plan goal of two patrol deputies per 1,000 residents</li></ul>	<b>4,420,000</b>
<ul style="list-style-type: none"><li>• <b>Replacement Helicopters</b></li></ul>	<b>5,500,000</b>
<ul style="list-style-type: none"><li>• <b>Fire Arms Training Simulator</b> Virtual training system supports marksmanship law enforcement personnel</li></ul>	<b>129,191</b>
<ul style="list-style-type: none"><li>• <b>Add Deputy, Office Assistant, CSO Positions</b> Missing persons - runaways unit for detectives</li></ul>	<b>289,760</b>
<ul style="list-style-type: none"><li>• <b>Increase Wireless Charges for Patrol</b> Support extended use of computers in patrol vehicles</li></ul>	<b>210,000</b>
<ul style="list-style-type: none"><li>• <b>Maintain One Criminalist Position</b> Continuation of DNA criminalist after the Safe Neighborhoods grant program ends</li></ul>	<b>116,182</b>

## **SHERIFF – 3111**

• <b>Auberry Patrol Sub-Station Facilities Maintenance</b>	<b>83,940</b>
Pavement, storage shed, fencing, lighting and electrical	
• <b>Program Tech and 4 Office Assistant Positions</b>	<b>\$ 218,000</b>
Program tech in personnel to manage staff on FMLA and LC 4850 four Office Assistant positions in Records to end dependence on extra-help staff for regular scheduled duties	
• <b>IT Hardware and Software Update</b>	<b>490,000</b>
Technology refresh of obsolete hardware and software	
<b>TOTAL</b>	<b>\$37,550,998</b>

### **Court Services Unit**

The Sheriff provides Court Security Services pursuant to the Trial Court Funding Act of 1997, Superior Court Law Enforcement Act of 2002, the Comprehensive Court Security Plan in compliance with Senate Bill 1396 and Agreement 00-338 between the County of Fresno and the Fresno County Superior Court. Security services provided by the Sheriff to the Trial Court include all of the following:

- Bailiff functions as defined in Penal Code 830.1 and 830.6, in criminal and noncriminal actions including, but not limited to, attending Courts.
- Taking charge of a jury as provided in Code of Civil Procedure 613 and 614.
- Patrolling hallways and other areas within Court facilities.
- Overseeing prisoners in holding cells within Court facilities.
- Escorting prisoners from holding cells to courtrooms within Court facilities.
- Providing security screening within Court facilities.
- Providing security for bench officers and court personnel as agreed upon by the Court and the Sheriff.

Security services are provided for the Main Court House, the North Annex, the Family Support Courts, the Juvenile Delinquency Courts, the Juvenile Dependency Courts and the branch Courts of Clovis, Coalinga, Firebaugh, Fowler, Kerman, Kingsburg, Reedley, Sanger and Selma.

Net County Cost of \$217,630 is budgeted to pay the County obligation for the cost categories of Inmate Transportation and Labor Code 4850 that were not being billed to the Court prior to the enactment of the Superior Court Law Enforcement Act of 2002. As defined in the Act, the Sheriff may not bill the court for any new allowable cost categories until the court has agreed to the new cost, and new funding has been allocated to the court for this purpose.

## **SHERIFF – 3111**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- Unknown as the department did not submit budgets with reductions to meet the net County cost allocation for FY 2007-08.
- On June 26, 2007, the Sheriff's Department received approval from the Board to establish a separate ORG (3115) for the Court Services unit.
- The proposed budget model, with five ORGS, is presented as an option for the Board consideration, to provide more specific funding alternatives for the Sheriff's Department. The Board may chose to appropriate funds only in ORGS 3111 and 3115 (Court Services) if that is preferred.

#### **SALARIES AND BENEFITS**

Salaries and Benefits include additional salary savings of \$21,805,818 to balance the funding shortfall between the departments requested and the CAO's recommended budgets. Although balanced in net County cost dollars allocated to the department, the Sheriff recommended budgets do not reflect a reduction in positions that are required to properly balance these budgets. The department will need to work with the Personnel Services Department to address necessary changes to the Salary Resolution to delete any unfunded positions following adoption of the final budget.

- Additional salary savings of \$21,805,818 to balance the funding shortfall was allocated among ORG 3111 Sheriff (21%), ORG 3113 Sheriff-Field Services (35%), and ORG 3114 Sheriff-Detention Facilities (44%). The allocations were based upon percentage of regular salaries for these ORGS. No allocation of funding shortfall was assigned to the Court Services (3115) or Grants (3116) units.
- Salaries and Benefits reflect an increase over prior year adopted budget due to the addition of 24 positions mid-year related to various contracts and increased costs of salaries and benefits.
- The department's requested budget reflects a staffing level of 1201 positions, a reduction of one position from the prior year. This reduction is due to the loss of Indian Gaming funding resulting in the reduction of one Deputy Sheriff position. Any additional position reductions, if necessary, will need to be addressed during the budget hearing process.

#### **SERVICES AND SUPPLIES**

SERVICE AND SUPPLIES REFLECT 3 % INCREASE FROM THE PRIOR YEAR DUE TO RISE IN THE PRICE OF FUEL AND OTHER GOODS.

#### **FIXED ASSETS**

- Fixed Assets represent a 36% decrease from the prior year in the department's request for replacement vehicles.

## **SHERIFF – 3111**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$34,348,653, an overall 6% increase from the prior year adopted budget.

- State Criminal Alien Assistance Program (SCAAP). This program is not funded in the President's 2007-08 budget and is a reduction in estimated Federal revenue of \$1 million.
- State Mandated Services - SB90 - Budgeted department revenue is reduced by \$250,000 from FY 2006-07 to the uncertainty of claims payments by the State. Any revenue received from the \$1.3 million in unpaid claims from prior years 2001-06 will be deposited directly into the General Fund.
- Assembly Bill 1805 - Booking Fee Replacement revenues have been estimated at \$1,524,073, which is a 52% increase from the estimated booking fees included in the FY 2006-07 Adopted Budget.
- Law Enforcement Services revenues have increased by 35% due to increased services to the City of Orange Cove, Central Unified School District, and the Fresno County Superior Court.
- An additional 22 positions have been added to the Court Services unit during FY 2006-07 resulting in 36% increase in revenue from the Court contract.
- No Indian Gaming revenue was granted to the Sheriff's Department for FY 2007-08, and will result in the elimination of one Deputy position previously funded by this revenue.
- Federal Inmate Housing Revenue. Due to the jail population reaching upper limits, the US Marshall has begun to draw down the population of Federal inmates to minimum contracted levels. This results in a \$4 million dollar reduction in department revenue from estimated prior year actuals for federal prisoners.
- Miscellaneous Revenues have increased by 237% to reflect estimated actual funds received in the prior year.

### **GRANT PROGRAMS**

#### **BOATING AND WATERWAYS (\$452,764)**

Program provides basic boating and safety enforcement.

#### **RURAL CRIME TASK FORCE (\$492,090)**

This program was created as part of the California State Budget Act of 1998 and is financed through the State Office of Emergency Services (OES). Under the program, the District Attorney's Office and Sheriff's Department Rural Investigative unit work in partnership with all agricultural and livestock industries/interests in Fresno County to reduce the losses caused by criminal activity and vigorously prosecute all cases.

#### **MARIJUANA SUPPRESSION (\$118,905)**

The purpose of this program is to support the detection, prevention, apprehension, eradication, and prosecution activities of the Sheriff and District Attorney against marijuana cultivators in Fresno County.

## **SHERIFF – 3111**

### **NARCOTICS - DRUG SUPPRESSION (\$326,433)**

The Fresno County Narcotics Suppression Project, in its seventeenth year, is a Countywide collaborative effort. These grant funds come through the OES to provide Federal assistance from the Anti-Drug Abuse Act of 1988. Under the program, Sheriff's Deputies, Community Service Officer and Criminalist work in partnership with the District Attorney and Probation Department on drug suppression cases.

### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (\$430,381)**

The CDBG grant funds help support Sheriff services to low and moderate income areas.

### **CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE ENFORCEMENT TEAM (CAL-MMET) (\$1,717,139)**

These grant funds support the Sheriff Department's participation in the Governor's Methamphetamine Initiative. The goal of the program is to intensify the current methamphetamine eradication efforts of participating law enforcement agencies by providing additional resources for investigators and prosecutors specializing in methamphetamine offenses, and provide support staff, equipment, and facilities. The Sheriff is the lead department in this multi-agency effort in partnership with the District Attorney and the Fresno Police Department.

### **JUSTICE ASSISTANCE GRANT (JAG) (\$62,161)**

This is the tenth year of funding from the U.S. Department of Justice for front line law enforcement functions, including the purchase of equipment.

### **FRESNO-MADERA AREA AGENCY ON AGING (\$80,607)**

These grant funds from the Fresno-Madera Area Agency on Aging are a pass through from the U.S. Dept. of Health and Human Services to be used to provide training to local law enforcement agencies and other mandated reporters in the identification and investigation of elder abuse. There is a 10% County match, \$7,500, required by the granting agency.

### **CAL-ID REMOTE ACCESS NETWORK (RAN) (\$114,595)**

These grant funds support the Fresno County Multi-Agency Automated Fingerprint Identification System (AFIS) and help to facilitate data sharing between law enforcement agencies working within the County with access to the Records Management System, Jail Management System, 911 and CAD data for improved officer and victim safety.

### **PROPOSITION 36 (\$51,894)**

Proposition 36, the Substance Abuse and Crime Prevention Act of 2000, was passed by the voters in November 2000. The charges for services are to provide security to the Proposition 36 Drug Court.

### **COPS (AB 3229)-LAW ENFORCEMENT-HELICOPTER PROGRAMS (\$373,744)**

These grant funds are authorized for use in front line law enforcement, specifically, operation of the department's helicopter program.

## **SHERIFF – 3111**

### **COPS (AB3229)-DETENTION FACILITIES-PRISONER TRANSPORT (\$296,603)**

These funds are authorized for use in the operation of the Prisoner Transportation Unit for the Adult Detention Facilities.

### **DNA BACKLOG (\$90,000)**

These grant funds from the Department of Justice are authorized for use by the Forensic Laboratory to reduce the backlog of DNA casework.

### **DNA PROPOSITION 69 (\$163,500)**

Proposition 69 requires collection of DNA samples from all felons arrested or charged with specified crimes. These grant funds help to pay for the expanded DNA collection in the jail as required by proposition 69

## **SHERIFF - 3111**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>REQUESTED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>REQUESTED</u></b>	
A0105	Sheriff	Elected	1	1	145,380
4008	Undersheriff	C	1	1	129,023
4007	Assistant Sheriff	C	3	3	366,342
4075	Sheriff Captains	3375	5	5	571,065
2317	Sheriff's Administrative Services Director	D	1	1	104,888
4080	Sheriff's Lieutenant	3013	17	17	1,697,653
4085	Sheriff's Sergeant	2619	58	58	5,135,658
4059	Deputy Sheriff IV	2291	68	68	5,247,594
4055	Deputy Sheriff III	2111	196	195	13,595,967
4053	Deputy Sheriff II	1938	147	147	9,234,290
4076	Correctional Captain	3108	1	1	97,318
4074	Correctional Lieutenant	2777	7	7	645,902
4073	Correctional Sergeants	2034	35	35	2,426,576
4048	Correctional Officer IV	1850	65	72	4,628,671
4047	Correctional Officer III	1631	219	219	12,134,846
4046	Correctional Officer II	1413	69	69	2,935,977
4045	Correctional Officer I	1274	67	60	2,437,431
4124	Offender Programs Supervisor	1713	1	1	54,132
4122	Offender Programs Manager	F	1	1	69,386
1935	Social Worker III	1598	1	1	52,487
1945	Social Worker II	1422	1	1	46,604
1945	Social Worker I	1291	1	1	42,411
1592	Recreational Therapist II	1465	1	1	50,426
2290	Volunteer Services Coordinator	1492	1	1	48,033
4044	Inmate Supplies Coordinator	1593	1	1	54,843
5090	Laundry Supervisor - Jail	1072	1	1	36,892
5055	Janitor	817	1	1	28,115
5050	Maintenance Janitor	841	3	3	86,858
4180	Rangemaster	1910	1	1	55,754
4185	Community Service Officer	1135	46	46	1,671,433
3613	Supervising Communications Dispatcher	1869	6	6	361,000
3616	Communications Dispatcher Specialist	1625	8	8	439,137
3615	Communications Dispatcher III	1512	18	18	876,675
3612	Communications Dispatcher II	1399	1	1	40,829
3610	Communications Dispatcher I	1298	4	4	151,530
3166	Administrative Secretary - Conf	1371	1	1	44,165
3161	Secretary IV - Conf	1237	3	3	123,513
3160	Secretary IV	1230	1	1	42,357
2237	Personnel Tech I - Conf	1072	1	1	34,492
2268	Sheriff's Business Manager	E	1	1	78,050
3255	Senior Accountant	2017	2	3	188,727
2293	Staff Analyst III	1990	1	1	64,114
3215	Accountant II	1728	1	0	0
3240	Supervising Account Clerk II	1395	3	3	\$135,225
3260	Account Clerk III	1054	13	13	456,590

**SHERIFF - 3111****REGULAR SALARIES – BUDGETED POSITIONS** (CONTINUED)

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>REQUESTED SALARIES</b>
			<b>CURRENT</b>	<b>REQUESTED</b>	
3205	Account Clerk II	938	1	1	30,748
3440	Stock Clerk II	871	1	1	28,655
5307	Automobile Mechanic	1444	3	3	142,544
5305	Helicopter Mechanic	1635	1	1	60,762
4178	Supervising Process Server	1289	1	1	41,515
4177	Process Server	1150	5	5	197,911
4140	Forensic Services Coordinator	MGT	1	1	103,802
4153	Senior Identification Technician	1916	2	2	123,460
4155	Identification Technician IV	1742	8	8	448,694
4154	Identification Technician III	1617	8	8	413,779
4152	Identification Technician II	1398	2	2	89,940
4150	Identification Technician I	1243	3	3	112,573
4120	Supervising Criminalist	2929	1	1	94,317
4123	Criminalist Specialist	2662	3	3	257,199
4121	Criminalist II	2476	2	2	151,753
4119	Criminalist I	1853	1	1	56,782
2225	Systems & Procedures Manager	E	1	1	83,375
2212	Systems & Procedures Analyst III	MGT	2	2	135,367
2211	Systems & Procedures Analyst II	MGT	1	1	58,445
	Senior Information Technology Analyst				
3752	- Sheriff	2536	2	2	166,843
	Information Technology Analyst IV -				
3751	Sheriff	2227	3	3	219,742
	Information Technology Analyst III -				
3750	Sheriff	1869	1	1	61,450
3713	Senior Network Systems Engineer	2536	1	1	79,444
3712	Network Systems Engineer IV	2227	4	4	292,968
3711	Network Systems Engineer III	1853	2	2	110,548
3710	Network Systems Engineer II	1585	1	1	52,115
3010	Chief Office Assistant	MGT	1	1	48,165
3070	Supervising Office Assistant II	1332	5	5	224,951
3080	Office Assistant III	998	42	42	1,402,452
3110	Office Assistant II	896	7	7	188,922
3125	Office Assistant I	798	2	2	48,643
<b>Subtotal</b>			<b>1,202</b>	<b>1,201</b>	<b>\$72,396,225</b>
	Salary Savings				(23,977,705)
	Educational Incentives (POST)				1,199,062
	Pilot				5,200
	Steno Allowance				1,560
	Hazardous Duty Pay				21,320
	Remuneration				2,106
	Auto Allowance				6,156
	Lead Worker Allowance				1,300
	Bilingual Skill Pay				156,600
	Uniform Allowance				498,500
	Holiday Pay				223,964
	Labor Code 4850				965,708
	Differentials				\$1,240,018
<b>TOTAL REGULAR SALARIES</b>					<b>52,740,014</b>

## NOTES

# CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN

## BUDGET 4330

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$2,789,865	\$3,134,906	\$3,469,805	\$334,899	11%
Services and Supplies	830,650	903,517	914,412	10,895	1%
Total Appropriations	\$3,620,515	\$4,038,423	\$4,384,217	\$345,794	9%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$30,467	\$45,000	\$50,000	\$5,000	11%
Intergovernment Revenues - St	1,031	1,000	1,000	-	0%
Charges For Services	515,591	677,000	677,000	-	0%
Miscellaneous Revenues	69	-	-	-	-100%
Intrafund Revenue	647,001	646,384	646,384	-	0%
Total Revenues	\$1,194,159	\$1,369,384	\$1,374,384	\$5,000	0%
<b><u>Net County Cost</u></b>	<b>\$2,426,356</b>	<b>\$2,669,039</b>	<b>\$3,009,833</b>	<b>\$340,794</b>	<b>13%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	40	40	40	-	

## **CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330**

### **FUNCTION**

The department is comprised of three divisions: the Coroner, the Public Administrator, and the Public Guardian. The Coroner is mandated to determine manner and cause of death; to inquire into the circumstances of unusual or unattended deaths; homicides, suicides and accidental deaths, deaths due to contagious disease; deaths in prisons or jails and state mental facilities; to identify the deceased and notify next of kin; to act as the County burial authority in burying the indigent or abandoned dead. The Public Administrator is required to take control, protect and manage a deceased's property that is subject to loss, injury, waste or misappropriation either when no other responsible person comes forward or when ordered to do so by the Superior Court. The Public Guardian is responsible for managing the personal and estate affairs of those determined incompetent by the Court to protect individuals from fraud or undue influence and estates from loss, waste or misappropriation.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$4,384,217 represents a 13% (\$340,794) increase in net County cost over the FY 2006-07 Adopted Budget. This budget maintains current staffing and service levels. The recommended budget provides for the increased cost of salaries and benefits and a small increase in the cost of operations and maintenance.

### **DEPARTMENT COMMENTS**

All three divisions of the department rely on County taxpayer dollars to maintain services. The divisions have fallen behind as caseloads and demand for services increase. The provision of services and ability to produce a final product in a timely manner, especially in the Coroner Division, is severely affected with no relief in sight.

#### **CORONER DIVISION**

Law enforcement is a core function of County government. The Coroner Division is a small, however vital, element of law enforcement but also of public health as well as the legal and insurance communities. If the Coroner is unable to perform its statutory obligations, police work is handicapped, the lives of relatives are complicated, and the criminal justice system is disrupted. The expectations of the public, the media coverage of crime scene investigations (CSI), and the complexity of forensic cases have resulted in more time and energy being spent burdening the understaffed Coroner Division. The number of Deputy Coroners has been reduced by 25% since 2000. Current staffing is at levels seen in the 1970s while the County population has doubled since that time.

The high profile Coroner Division accounts for 0.48% of the total net County cost. This division has the greatest impact per dollar of any department in the County. There is not a cut in the Coroner Division budget that will have any remedial solutions on the total County budget but even a small reduction may severely impact this vital service.

Any civilized society must know why its citizens are dying.

## **CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330**

### **PUBLIC ADMINISTRATOR AND PUBLIC GUARDIAN DIVISIONS**

The Public Administrator and Public Guardian Divisions account for 0.39% of the total net County cost. Although these two divisions earn statutory and court ordered fees for their work, the revenue available has never entirely funded the positions of employees doing the work. The Superior Court continues to rely heavily on these two divisions to rectify issues with decedent estate and conservatorship cases that have been allowed to languish by private executors, administrators, and conservators. The amount of investigation required to correct the deficiencies and initiate asset recovery in these types of cases often far outweigh the estate's ability to pay earned fees.

New legislation, the Omnibus Conservatorship and Guardianship Reform Act of 2006, will lead to an increase in the number of new probate conservatorship referrals and an increase in expenses for mandatory deputy training.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

- Salaries and Benefits represent an 11% (\$334,899) increase over the prior year primarily due to increases in retirement and health insurance contributions, as well as negotiated salary adjustments and normal step advances. Requested appropriations maintain the current staffing level of 40 full-time positions.
- Overtime costs for the Coroner Division reflect estimated costs of \$90,000 which includes increases in negotiated salaries. Overtime hours are incurred primarily by the investigative staff (deputy coroners) for calls after normal business hours.

#### **SERVICES AND SUPPLIES**

- Services and Supplies represent an increase of 1% (\$10,895) over the previous year.
- Rents and Leases of Equipment have increased due to the need for air purifiers for the morgue.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$1,374,384, an increase of \$5,000 over the prior year.

- Revenue from Use of Money and Property is estimated at an 11% (\$5,000) increase based on actual and anticipated revenue receipts.
- Charges for Services are expected to remain at the FY 2006-07 level and do not include increases associated with the planned review and update of the departmental master fee schedule.
- Intrafund Revenue is projected to remain at the prior year level.

### **PENDING FACTORS**

The department will be reviewing and updating its master fee schedule in FY 2007-08.

The Coroner is working with the Capital Projects division of the Public Works and Planning Department and the County Administrative Office to finalize the design for a new morgue facility.

# CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN - 4330

## 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>	
0087	Public Administrator-Coroner	ELECTED	1	1	110,360
	Deputy Public				
1772	Administrator/Guardian I	1387	1	1	41,548
	Deputy Public				
1773	Administrator/Guardian II	1531	9	9	475,203
2259	Public Guardian Division Manager	F	1	1	53,540
3074	Senior Probate Assistant	1340	1	1	46,352
3034	Eligibility Worker II	1100	3	3	114,411
3035	Eligibility Worker III	1278	3	3	123,893
3080	Office Assistant III	998	1	1	34,669
3081	Office Assistant III - Confidential	1002	1	1	34,669
3620	Program Technician I	1002	2	2	66,842
3260	Account Clerk III	1054	3	3	108,909
3405	Estate Property Assistant	1086	2	2	70,202
4130	Deputy Coroner I	1645	1	1	53,020
4133	Deputy Coroner II	1808	5	5	283,889
	Coroner-Public Administrator				
2261	Division Manager	F	1	1	66,949
1525	Senior Forensic Pathologist	A	1	1	180,992
1531	Forensic Pathologist	A	1	1	161,926
1530	Forensic Autopsy Technician	1200	2	2	72,590
	Public Administrator-Coroner				
2258	Business Manager	F	1	1	75,410
Subtotal			<b>40</b>	<b>40</b>	<b>2,175,374</b>
	Bilingual Skill Pay				600
	Lead Worker Pay				3,900
	Holiday Allowance				8,912
	On-Call Allowance				35,486
	Auto Allowance				6,156
	Elected Official Remuneration				2,106
	Salary Savings				(102,873)
<b>TOTAL REGULAR SALARIES</b>					<b>2,129,661</b>

# DISTRICT ATTORNEY

## BUDGET 2860

### GENERAL FUND

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries & Benefits	\$16,692,254	\$18,560,735	\$20,757,524	\$2,196,789	12%
Services & Supplies	3,113,629	3,699,764	3,642,607	(57,157)	-2%
Fixed Assets	13,783	0	0	0	0%
Total Appropriations	\$19,819,666	\$22,260,499	\$24,400,131	\$2,139,632	10%
<b><u>Revenues</u></b>					
Fines, Forf. & Penalties	\$410,650	\$410,650	\$410,650	\$-	0%
State Aid	931,120	577,274	548,622	(28,652)	-5%
Federal Aid	122,074	261,000	77,000	(184,000)	-70%
Charges for Services	1,823,701	1,926,548	2,114,492	187,944	10%
Misc. Revenues	113,284	329,566	111,157	(218,409)	-66%
Special Revenues	764,587	754,783	-	(754,783)	100%
Intrafund Revenues	464,675	457,589	620,418	162,829	36%
Total Revenues	\$4,630,090	\$4,717,410	\$3,882,339	\$(835,071)	-18%
<b><u>Net County Cost</u></b>	<b>\$15,189,576</b>	<b>\$17,543,089</b>	<b>\$20,517,792</b>	<b>\$2,974,703</b>	<b>17%</b>
Proposition 172 Funding	\$5,830,000	\$6,359,795	\$6,359,795	\$	
	Budgeted 2005-06	Current 2006-07	Requested 2007-08	Increase/ Decrease	
Position Summary	181	211	207*	(4)	
<i>*This number does not reflect a reduction in positions required to balance the District Attorney budgets. The department will work with the Personnel Services department to address necessary changes to the Salary Resolution following adoption of the Final Budget.</i>					

## **DISTRICT ATTORNEY – 2860**

### **FUNCTION**

The District Attorney, pursuant to state constitutional mandate, prosecutes all felony and misdemeanor criminal violations of state and local laws on behalf of the People of the State of California; is a legal advisor and assistant to the Fresno County Grand Jury on civil and criminal matters; and reviews for filing police reports submitted by all 58 law enforcement agencies in the County of Fresno. The office investigates files and prosecutes criminal and civil actions involving consumer fraud and financial crimes. Furthermore, the District Attorney provides legal and investigative assistance to law enforcement agencies throughout the County of Fresno. The Non-Sufficient Funds (NSF) Unit provides restitution to local merchants and individuals who have received non-sufficient funds checks.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$24,400,131 reflects a 17% increase in net County cost over the FY 2006-07 Adopted Budget. The department submitted a budget that reflects the loss of two grant-funded positions and the transfer of the two Tribal Gaming positions to the District Attorney-Grants 2862 budget, a reduction of four positions from the prior year.

### **DEPARTMENT COMMENTS**

The workload of the District Attorney's office is driven by the increasing law enforcement efforts of the various police agencies, the existing high crime rate and the growing population of the County. The investigation and prosecution of criminal violations is a function that cannot be deferred. To remain at the 2006-07 staffing level (current service level) the District Attorney needs an augmentation of \$2,265,236 in general fund revenue. If the additional funds are not allocated to this department we will be required to eliminate filled positions and abandon the Board of Supervisor's directive to reduce jail overcrowding. The term current service level is misleading in that we will not be able to provide the same level of Public Safety to the citizens of Fresno County due to the loss of grant funded positions, increasing population and associated case referrals. Obviously, a current service level budget fails to prioritize Public Safety for the citizens of Fresno County and it is for that reason that this department will focus on our request to add the following essential positions.

#### **ESSENTIAL NEW POSITIONS – INCREASED SERVICE LEVEL (\$1,090,259):**

##### **NEW DOMESTIC VIOLENCE COURT**

**\$481,089**

- (3) Deputy District Attorneys
- (2) Office Assistants

The Presiding Judge of the Superior Court has informed us that an additional Domestic Violence court will commence operation in June 2007 or shortly thereafter. This additional Domestic Violence court will require the addition of (3) Deputy District Attorneys. These attorneys will require clerical support so this request includes (2) Office Assistants to provide those services.

## **DISTRICT ATTORNEY – 2860**

### **MISDEMEANOR TEAM**

**\$609,170**

(4) Deputy District Attorneys

(2) Office Assistants

The Misdemeanor Team requires four additional attorneys to address the ever increasing volume of misdemeanor cases. A review of defendant submittals during the first quarter of 2007 compared to the first quarter of 2006 reveals a 38% increase in the number of defendant submittals in 2007. Misdemeanor deputies are required to be in court every day. As a result, much of the case filing and court preparation must be done after work hours and on weekends. These attorneys will require clerical support so this request includes two Office Assistants to provide those services.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

Unknown as the department did not submit budgets with reductions to meet the net County cost allocation for FY 2007-08.

### **SALARIES AND BENEFITS**

Salaries and Benefits include additional salary savings of \$2,265,236 to balance the funding shortfall between the department's requested budgets and the CAO's recommended budgets for 2860, 2862, and 2863. Although balanced in net County cost dollars allocated to the department, the District Attorney recommended budgets do not reflect a reduction in positions that are required to properly balance this budget. The department will need to work with the Personnel Services Department to address necessary changes to the Salary Resolution to delete any unfunded positions following adoption of the final budget.

- Salaries and Benefits represent an increase over the prior year due to nine additional positions the Board of Supervisors authorized during the FY 2006-07 budget hearings and the 22 positions added midyear to address the Jail Overcrowding and Felony Direct Calendar Court. The increase also reflects additional costs related to salary adjustments, and increases in retirement, health insurance and unemployment rates.
- The department's requested budget reflects a staffing level of 207 positions, a reduction of four grant-funded positions from the prior year. These positions (one Deputy District Attorney IV and one Office Assistant III) are for the expired Help Eliminate Alcohol Re-Offender Team (HEART) grant and the Tribal Gaming program (one Deputy District Attorney IV and one Office Assistant III) that is being transferred to the District Attorney-Grants 2862 budget.
- The funding term of the Youthful Offender Driving Impaired Prosecution Program (YODIPP) will expire with the Office of Traffic Safety on September 30, 2007, eliminating three additional positions: one Deputy District Attorney, one Senior DA Investigator and one Office Assistant.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a decrease from the prior year. The decreases are a result of moving the District Attorney-Grants 2862 budget and District Attorney-Special Remedies 28630300 program matches to their appropriate budgets.

## **DISTRICT ATTORNEY – 2860**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$3,882,339, an 18% decrease from the FY 2006-07 level. The decrease is primarily due to the transfer of the Tribal Gaming revenues to the District Attorney Grants budget (2862), the loss of the HEART grant, partial-year funding of the YODIPP grant, and the replacement of Realignment revenues with General Fund dollars.

- Fines, Forfeitures and Penalties - Criminal Justice Facility Construction Funds revenue are based on projections of current annual receipts. These funds are used to offset County match requirements included in the District Attorney Grants budget (2862).
- State Aid - Represents a decrease due to the loss of funding for the Fresno Police Department's HEART grant and the loss of revenues for State Mandate billing.
- Federal Aid - Represents a decrease due to partial-year funding of the YODIPP grant.
- Charges for Services - Reflect an increase due to salary adjustments and benefit costs associated with the Dependency Unit and an increase in the indirect cost rates for the District Attorney.
- Miscellaneous Revenues - Represents a decrease due to the transfer of Tribal Gaming revenue to the District Attorney Grants budget (2862).
- Special Revenue - Realignment funds dedicated to former Assembly Bill 90 juvenile justice programs to partially offset juvenile prosecution costs were replaced with General Fund dollars.
- Intrafund Revenues - Reflects an increase over the prior year primarily due to additional indirect revenue associated with new grant programs

## **NOTES**

## **NOTES**

## **NOTES**

## DISTRICT ATTORNEY – 2860

### REGULAR SALARIES

#### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>REQUESTED SALARIES</u>
			<u>CURRENT</u>	<u>REQUESTED</u>	
0075	District Attorney	ELECTED	1	1	147,926
0253	Associate District Attorney	B	1	1	137,887
0255	Assistant District Attorney	C	2	2	254,101
1201	Complaint Resolution Specialist	G	1	1	54,463
1203	Legal Assistant III	1013	1	1	27,785
1209	Chief Deputy District Attorney	C	7	7	808,522
1210	Deputy District Attorney II	2220	11	11	722,784
1211	Deputy District Attorney III	2665	4	4	286,724
1212	Deputy District Attorney IV	3118	58	56	5,617,223
1220	Deputy District Attorney I	1736	15	15	739,562
1222	Senior Deputy District Attorney	3356	8	8	900,674
1758	Investigative Assistant	1161	3	3	114,380
1760	Senior District Attorney Investigator	2513	27	27	2,152,948
1762	District Attorney Collection Assistant Supervising D. A. Collection	1126	5	5	181,900
1763	Assistant	1300	1	1	42,018
1793	Supervising Senior DA Investigator	2889	3	3	280,109
1796	Assistant Chief of Investigations	E	1	1	101,986
1797	Chief of Investigations	D	1	1	112,198
2033	Victim-Witness Advocate	1185	1	1	38,295
2291	Staff Analyst I	1553	1	1	47,498
2293	Staff Analyst III	1990	2	2	116,159
2297	Principal Staff Analyst	E	1	1	80,871
3010	Chief Office Assistant	1495	1	1	48,347
3078	Supervising Office Assistant I	1149	2	2	73,866
3080	Office Assistant III	998	25	23	747,385
3110	Office Assistant II	896	10	10	274,095
3125	Office Assistant I	798	3	3	67,731
3140	Secretary III	1115	6	6	225,657
3160	Secretary IV	1230	4	4	164,617
3161	Secretary IV - Conf.	1237	2	2	85,684
3166	Administrative Secretary - Conf.	1371	1	1	44,331
3260	Account Clerk III	1054	1	1	36,486
3702	IT Support Technician III	1143	1	1	36,476
Subtotal			<b>211</b>	<b>207</b>	<b>14,770,688</b>
Remuneration					2,106
Steno Allowance					520
Auto Allowance					6,156
POST Incentive					91,233
Educational Incentive					61,863
Bilingual Skills Pay					24,700
Salary Savings					(2,560,647)

#### **TOTAL REGULAR SALARIES**

**\$12,396,619**

## DISTRICT ATTORNEY – 2860

### REGULAR SALARIES – BUDGETED POSITIONS (CONTINUED)

<u>FILLED POSITIONS RECOMMENDED FOR TRANSFER TO 2862 BUDGET</u> (August 13, 2007)					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
1212	Deputy DA IV	Filled	3118	-1	153,905
3080	Office Assistant III	Filled	998	-1	54,585
<b>Cost of Restoring Filled Positions</b>				-2	208,490

<u>VACANT POSITIONS RECOMMENDED FOR DELETION</u> (September 24, 2007)					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
1212	Deputy DA IV	Vacant	3118	-1	153,905
3080	Office Assistant III	Vacant	998	-1	54,585
<b>Cost of Restoring Vacant Positions</b>				-2	208,490

## NOTES

# DISTRICT ATTORNEY – GRANTS

## BUDGET 2862

### GENERAL FUND

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries & Benefits	\$4,024,610	\$4,612,523	\$6,492,169	\$1,879,646	41%
Services & Supplies	496,832	590,835	673,770	82,935	14%
Other Charges	184,606	183,517	342,075	158,558	86%
Residual Equity Transfer	4,729	0	35,000	35,000	100%
Fixed Assets	7,823	0	0	0	0%
Total Appropriations	\$4,718,600	\$5,386,875	\$7,543,014	\$2,156,139	40%
<u>Revenues</u>					
State Aid	\$2,100,531	\$2,748,797	\$3,859,863	\$1,111,066	40%
Federal Aid	158,382	290,917	823,574	532,657	183%
Charges for Services	1,055,882	1,387,107	1,668,129	281,022	20%
Intrafund Revenues	1,371,967	960,054	537,374	(422,680)	-44%
Total Revenues	\$4,686,762	\$5,386,875	\$6,888,940	\$1,502,065	28%
<b><u>Net County Cost</u></b>	<b>\$31,837</b>	<b>\$</b>	<b>\$654,074</b>	<b>\$654,074</b>	<b>100%</b>
	Budgeted 2005-06	Current 2006-07	Requested 2007-08	Increase/ Decrease	
Position Summary	48	48	52*	4	
<i>*This number does not reflect a reduction in positions required to balance the District Attorney budgets. The department will work with the Personnel Services Department to address necessary changes to the Salary Resolution following adoption of the Final budget.</i>					

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **FUNCTION**

The District Attorney Grants budget funds 19 specialized vertical prosecution units for targeted areas of crime. Grant appropriations are funded through various State and Federal agencies.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$7,543,014 reflects a 40% increase in appropriations over the 2006-07 Adopted Budget primarily due to full-year funding of the Alcohol-Related Injury Prosecution Program (ARIPP) and the transfer of the Tribal Gaming program from the 2860 budget. The recommended budget also reflects a net County cost of \$654,074 consisting of required matches and unfunded costs of these grant programs that in prior years were reflected in the District Attorney 2860 budget.

Grant programs funded in this budget include Meth-Child Endangerment; Rural Crime Prevention; Career Criminal; Marijuana Suppression; Alcohol-Related Injury Prosecution Program (ARIPP); Truancy Intervention Program; Consumer Protection; Proposition 36; Multi-Agency Gang Enforcement Consortium (MAGEC); Fresno County Drug Suppression; Waste Tire; Spousal Abuser Prosecution; California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET); Workers' Compensation Insurance Fraud; Tribal Gaming; Automobile Insurance Fraud; Organized Automobile Fraud Activity Interdiction Program (Urban Grant); Victim Restitution and Real Estate Fraud.

### **DEPARTMENT COMMENTS**

The District Attorney continues to pursue all appropriate grant programs that benefit the department and citizens of Fresno County. It is important to keep in mind that while grants add desperately needed resources to the department, they require significant oversight, have limited caseloads and lack flexibility and duration. Grants are not an appropriate long term funding source for criminal prosecution activities.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- Unknown as the department did not submit budgets with reductions to meet the net County cost allocation for 2007-08.
- The District Attorney budget (2860) includes additional salary savings of \$2,265,236 to balance the funding shortfall between the department's requested budgets and the CAO's recommended budgets for 2860, 2862, and 2863. Although balanced in net County cost dollars allocated to the department, the District Attorney recommended budgets do not reflect a reduction in positions that are required to properly balance the District Attorney budgets. The department will need to work with the Personnel Services Department to address necessary changes to the Salary Resolution to delete any unfunded positions following adoption of the final budget.

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **GRANT PROGRAMS**

#### **METH-CHILD ENDANGERMENT**

Grant Funds: \$170,152 County Match: None

Established in 2005-06 with a grant award from the United States Department of Justice Office of Community Oriented Policing Services, this program has enhanced Meth-related prosecution efforts in Fresno County by increasing the number of dedicated prosecutors to handle all targeted cases from start to finish in close coordination with local law enforcement, including existing Meth task forces. The team aggressively prosecutes child endangerment crimes that all too often accompany the manufacture and distribution of Meth by providing two Deputy District Attorney IV positions.

#### **RURAL CRIME PREVENTION PROGRAM**

Grant Funds: \$276,800 County Match: \$111,326

Created as part of the California State Budget Act of 1998, this program is currently funded through the Governor's Office of Emergency Services (OES). Under this program, the District Attorney's Office and Sheriff's Department Rural Investigative Unit work in partnership with agricultural and livestock industries/interests in Fresno County to reduce the losses to the rural community caused by criminal activity and vigorously prosecute all cases. The program funds two Deputy District Attorney IV and one Office Assistant positions.

#### **CAREER CRIMINAL VERTICAL PROSECUTION PROGRAM**

Grant Funds: \$385,491 County Match: None

Under this program, the District Attorney's Office added one Deputy District Attorney IV to vertically prosecute robbery and burglary defendants that qualify under the Career Criminal guidelines. The program's two Deputy District Attorney IV positions are supported by one Office Assistant that provides clerical support and witness coordination.

#### **MARIJUANA SUPPRESSION PROGRAM**

Grant Funds: \$42,806 County Match: \$115,666

This program has enabled the District Attorney in collaboration with the Sheriff's Department to provide specialized services, improving the marijuana prosecution efforts, and obtaining the longest possible sentences through vertical prosecution. The program is financed through the Sheriff budget. This program funds one Deputy District Attorney IV position.

#### **ALCOHOL-RELATED INJURY PROSECUTION PROGRAM (ARIPP)**

Grant Funds: \$653,422 County Match: None

This program allows the District Attorney to investigate and vertically prosecute all Driving Under the Influence (DUI) cases involving a fatality or serious injury. Additionally, the department works with local police, Sheriff and California Highway Patrol to increase public awareness through community outreach. This program is financed by the National Highway Traffic Safety Administration (NHTSA), through the Office of Traffic Safety (OTS) and funds two Deputy District Attorney, one Senior Investigator, one Investigative Assistant, and one Office Assistant positions.

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **TRUANCY INTERVENTION PROGRAM (TIP)**

Grant Funds: \$248,728 County Match: None

The Fresno County District Attorney's Office and the Fresno County Probation Department, along with the Fresno County Superintendent of Schools created the Truancy Intervention Program (TIP), a multi-agency program to help decrease truancy, improve attendance, increase learning opportunities and raise financial revenue for school districts throughout the County. This program funds one Deputy District Attorney and one Office Assistant positions.

### **CONSUMER PROTECTION UNIT**

Grant Funds: \$1,063,553 County Match: None

On November 2, 2004, the voters of the State of California approved Proposition 64 to reform California's Unfair Competition Laws, with laws set forth in Sections 17200 and 17500 of the Business and Professions Code. Proposition 64 required the District Attorney to isolate the costs of the Consumer Protection Unit in a separate budget unit to more accurately monitor the specific costs associated with this activity. This unit funds one Chief Deputy District Attorney, two Deputy District Attorney, one Investigator, one Legal Assistant, one Secretary, and one Office Assistant positions.

### **PROPOSITION 36-SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000**

Grant Funds: \$48,000 County Match: \$115,787

The purpose of the Act is to divert from incarceration into community-based substance abuse treatment programs defendants, probationers and parolees charged with simple drug possession. The program funds a portion of one Deputy District Attorney IV position financed through the Department of Behavioral Health Proposition 36 State allocation.

### **MULTI-AGENCY GANG ENFORCEMENT CONSORTIUM (MAGEC) PROGRAM**

Grant Funds: \$150,904 County Match: None

The District Attorney's Office is the lead agency for MAGEC. The mission of MAGEC is to eradicate criminal activity perpetrated by street gangs whose members threaten, terrorize, and commit a multitude of crimes against the law abiding citizens of our community. The members of MAGEC include every Federal, State, County and City law enforcement agency in Fresno County. These appropriations will be used to fund training and reimbursement of overtime for all MAGEC members.

### **DRUG SUPPRESSION PROJECT**

Grant Funds: \$42,436 County Match: \$126,710

This project adds resources to combat the steadily growing Fresno County drug problem. The District Attorney in collaboration with the Sheriff and Probation Departments target the prosecution of mid-level drug dealers in an organized effort to reduce the amount of illegal drugs on the street and to obtain longer sentences for convicted drug dealers. The program funds one Deputy District Attorney IV position and is financed through the Sheriff budget.

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **WASTE TIRE ENFORCEMENT**

Grant Funds: \$285,000 County Match: \$30,636

The program allows Fresno County to conduct environmental waste tire facility inspections; investigate illegal tire disposal, storage, or stockpiling; survey tire dealers, auto dismantlers, tire haulers, and other points of waste tire generation to ensure compliance with applicable laws and regulations. The program funds two Senior District Attorney Investigator positions and is financed through the Department of Community Health budget (5620).

### **SPOUSAL ABUSER PROSECUTION PROGRAM (SAPP)**

Grant Funds: \$102,080 County Match: \$59,184

This grant program allows for the assignment of one Deputy District Attorney IV to vertically prosecute the most serious cases of domestic violence. These cases include shootings, stabbings, broken bones, and cases where there are extensive histories of domestic violence.

### **CALIFORNIA MULTI-JURISDICTIONAL METHAMPHETAMINE ENFORCEMENT TEAM (CAL-MMET)**

Grant Funds: \$119,132 County Match: \$42,612

The Central Valley region has been identified as the area in the State most dominated by methamphetamine. The District Attorney in collaboration with the Sheriff's Department targets law enforcement efforts to combat and eliminate the distribution and manufacture of methamphetamine in the Central Valley. This program funds one Deputy District Attorney IV position and is financed through the Sheriff budget.

### **WORKERS' COMPENSATION INSURANCE FRAUD PROGRAM**

Grant Funds: \$1,052,907 County Match: None

The Department of Insurance provides funding to the District Attorney to enhance efforts toward prosecution and incarceration of individuals involved in Workers' Compensation insurance fraud. This program funds one Senior Deputy District Attorney, two Deputy District Attorney IV, two Senior Investigator, one Secretary, and one Program Technician positions.

### **TRIBAL GAMING UNIT**

Grant Funds: \$889,829 County Match: None

This program was made possible because of Senate Bill 621 and the associated Local Government Mitigation Funding. This program provides a point of contact and facilitates communications between the casinos and the District Attorney's Office regarding related prosecutions. This program funds three Deputy District Attorney IV, one Senior Investigator, one Investigative Assistant, and one Office Assistant positions to investigate and prosecute Identity Theft.

### **AUTOMOBILE INSURANCE FRAUD PROGRAM**

Grant Funds: \$573,559 County Match: None

The Department of Insurance provides funding for the purpose of enhancing prosecution efforts and incarceration of individuals committing auto insurance fraud. The program funds one Deputy District Attorney IV, two Senior Investigator, and one Legal Assistant positions.

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **ORGANIZED AUTOMOBILE FRAUD ACTIVITY INTERDICTION PROGRAM (URBAN GRANT)**

Grant Funds: \$120,000 County Match: \$36,383

The Department of Insurance provides funding for the purpose of enhancing prosecution efforts and increasing the lengths of sentences of individuals committing auto insurance fraud. This program differs from the Automobile Insurance Fraud program by using existing agencies to focus on economic auto theft (chop shops and theft for profit) and related cases. The program funds one Senior Investigator position.

### **VICTIM RESTITUTION PROGRAM**

Grant Funds: \$59,566 County Match: \$15,770

This program was designed by the State Board of Control to impose restitution orders on convicted offenders. The restitution collected is used to reimburse the State for restitution orders it has paid to victims of crime. This program funds one Legal Assistant position.

### **REAL ESTATE FRAUD PROGRAM**

Grant Funds: \$604,576 County Match: None

The purpose of this program is to deter, investigate, and prosecute real estate fraud occurring within the County. Pursuant to Government Code § 27388, a \$2.00 fee is applied to all real estate documents recorded in the County to fund the Real Estate Fraud program. The program funds one Deputy District Attorney IV, two Senior Investigator, and one Office Assistant positions.

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent an increase due primarily to full-year funding of the Alcohol-Related Injury Prosecution Program and the addition of the Tribal Gaming programs. Staffing is requested at 52 positions, a net increase of four over the prior year.
  - One Deputy District Attorney IV position associated with the Project Sentry program is recommended for deletion due to expiration of the grant.
  - One Senior Investigator position associated with the URBAN grant is recommended for deletion due to a reduction in funding for the program.
  - Requested staffing includes the transfer of one Deputy District Attorney IV and one Office Assistant position from the District Attorney budget (2860) to this budget and the addition of two Deputy District Attorney IV, one Senior Investigator, and one Investigative Assistant positions for the Indian Gaming Unit.

### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 14% increase due primarily to full-year funding of the Alcohol-Related Injury Prosecution Program and the addition of the Tribal Gaming program.

### **RESIDUAL EQUITY TRANSFER (\$35,000)**

(1) Vehicle .....\$35,000 ..... New - Indian Gaming

The vehicle will be utilized by staff assigned to the Indian Gaming program.

## **DISTRICT ATTORNEY – GRANTS – 2862**

### **OTHER CHARGES**

- Other Charges reflect an 86% increase in the Overhead Allocation due primarily to full-year funding of the Alcohol-Related Injury Prosecution Program and the addition of the Tribal Gaming program.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$6,888,940, and represent a 28% increase over the prior year due primarily to full-year funding of the Alcohol-Related Injury Prosecution Program and the addition of the Tribal Gaming program to this budget unit.

- State Aid reflects an increase due to the addition of the Tribal Gaming Program, and additional staffing in the Career Criminal program.
- Federal Aid reflects the addition of the Alcohol-Related Injury Prosecution Program funded by the National Highway Traffic Safety Administration through the Office of Traffic Safety.
- Charges for Services represent an increase due to salary and benefit adjustments and an increase in the indirect cost rates for the District Attorney. Revenues are reflected for the Consumer Protection and Real Estate Fraud Units.
- Intrafund Revenues reflect a decrease primarily due to grant matches being recognized in the 2862 budget instead of the 2860 budget as in previous years.

## DISTRICT ATTORNEY - GRANTS - 2862

### REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>REQUESTED SALARIES</u>
			<u>CURRENT</u>	<u>REQUESTED</u>	
1202	Legal Assistant III	1446	2	2	\$93,294
1203	Legal Assistant I	1013	1	1	27,785
1209	Chief Deputy District Attorney	C	1	1	117,011
1212	Deputy District Attorney IV	3118	21	23	2,322,744
1222	Senior Deputy District Attorney	3356	1	1	113,150
1758	Investigative Assistant	1161	1	2	80,106
1760	Senior District Attorney Investigator	2889	12	12	1,000,539
3080	Office Assistant III	998	6	7	241,815
3160	Secretary IV	1230	2	2	85,206
3621	Program Tech II	1327	1	1	42,895
Subtotal			<u>48</u>	<u>52</u>	<u>\$4,124,545</u>
Educational Incentive					59,297
Bilingual Skills Pay					<u>2,600</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$4,186,442</b>

#### VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
1212	Deputy DA IV	Vacant	3057	-1	\$153,905
1760	Senior DA Investigator	Vacant	2889	<u>-1</u>	<u>137,315</u>
Cost of Restoring Vacant Positions				-2	\$291,220

**DISTRICT ATTORNEY - WELFARE FRAUD/CHILD ABDUCTION/  
SPECIAL REMEDIES/TRAINING**

**BUDGET 2863**

**GENERAL FUND**

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$2,726,617	\$3,507,948	\$4,267,727	\$759,779	22%
Services and Supplies	682,827	712,281	780,413	68,132	10%
Other Charges	95,812	126,451	123,868	(2,583)	-2%
Total Appropriations	\$3,505,256	\$4,346,680	\$5,172,008	\$825,328	19%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$14,483	\$-	\$-	\$-	0%
Intergovernment					
Revenues - St	35,529	874,858	4,500	(870,358)	-99%
Charges For Services	17,389	11,904	13,500	1,596	13%
Miscellaneous Revenues	150	-	-	-	0%
Intrafund Revenue	2,386,407	3,459,918	3,439,595	(20,323)	-1%
Total Revenues	\$2,453,957	\$4,346,680	\$3,457,595	\$(889,085)	-20%
<b><u>Net County Cost</u></b>	<b>\$1,051,299</b>	<b>\$-</b>	<b>\$1,714,413</b>	<b>\$1,714,413</b>	<b>100%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	38	42	40*	(2)	

*\*This number does not reflect a reduction in positions required to balance the District Attorney budgets.  
The department will work with the Personnel Services*

*Department to address necessary changes to the Salary Resolution following adoption of the Final Budget.*

## **DISTRICT ATTORNEY - WELFARE FRAUD/CHILD ABDUCTION/ SPECIAL REMEDIES/TRAINING – 2863**

### **FUNCTION**

This budget unit contains appropriations for the District Attorney Welfare Fraud, In-Home Supportive Services Fraud, Child Abduction, Special Remedies and Training units. The Welfare Fraud unit investigates and prosecutes welfare fraud in collaboration with the Department of Employment and Temporary Assistance (E&TA). The In-Home Supportive Services (IHSS) Fraud unit investigates and prosecutes In-Home Supportive Services Fraud in collaboration with E&TA. The Child Abduction unit assists law enforcement agencies, the Courts, and parents in locating and recovering parentally abducted or concealed children and in the enforcement of custody decrees and visitation orders. Special Remedies investigates and prosecutes non-custodial parents who fail to support their child when civil enforcement of the support obligation has been ineffective. The Training unit coordinates training services for all investigators in the above units and the Criminal Division. Special Remedies is augmented by County matching funds.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$5,172,008 represents a \$1,714,413 increase in net County cost over the 2006-07 Adopted Budget. This increase is due to a deferral of Senate Bill 90 State Mandate reimbursements that provide funding for the Child Abduction Unit (\$964,610), and the IHSS Fraud unit no longer qualifying for State and Federal funds and the elimination of net County cost dollars previously allocated to this program from the Department of Employment and Temporary Assistance (E&TA) (\$536,023). In addition, the match associated with the Special Remedies unit (\$213,780) is also reflected in this increase. The Welfare Fraud, Child Abduction, Special Remedies, Training, and In Home Supportive Services Programs are all recommended at an increase over the prior year due to an increase in negotiated salary and benefit rates. The Training Unit is funded through the Welfare Fraud, In-Home Supportive Services, Child Abduction, Special Remedies, District Attorney, and District Attorney-Grants budgets. Staffing is requested at 40 positions, a reduction of two positions from the previous year.

### **DEPARTMENT COMMENTS**

The District Attorney's Welfare Fraud Unit is the only County agency that investigates and prosecutes cash aid and food stamp fraud. This unit has investigated theft and forgeries of welfare checks, food stamp trafficking, internal (employee) theft, child care fraud, and has established an early fraud prevention program. This highly effective program has recovered millions of dollars of stolen taxpayer money designated to support the County's neediest families. The In-Home Supportive Services unit was created to combat the increasing amount of fraud occurring within the In-Home Supportive Services Program. Since its inception, the program has recovered thousands of dollars of taxpayer money and has the potential to recover millions. The Special Remedies unit targets child support debtors who owe substantial amounts of money for the support of their children. This unit has recovered millions of dollars that support the children of Fresno County. The Child Abduction unit has a dedicated staff of investigators, attorneys, and support staff who work to locate and reunite custodial parents with their children.

## **DISTRICT ATTORNEY - WELFARE FRAUD/CHILD ABDUCTION/ SPECIAL REMEDIES/TRAINING – 2863**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- Unknown as the department did not submit budgets with reductions to meet the net County cost allocation for 2007-08.
- The District Attorney budget (2860) includes additional salary savings of \$2,265,236 to balance the funding shortfall between the department's requested budgets and the CAO's recommended budgets for 2860, 2862, and 2863. Although balanced in net County cost dollars allocated to the department, the District Attorney recommended budgets do not reflect a reduction in positions that are required to properly balance the District Attorney budgets. The department will need to work with the Personnel Services Department to address necessary changes to the Salary Resolution to delete any unfunded positions following adoption of the final budget.

#### **SALARIES AND BENEFITS**

Salaries and Benefits reflect a 22% increase over the prior year due to negotiated salary and benefit cost increases. Staffing is requested at 40 positions.

Recommended funding includes:

- Two vacant Office Assistant positions in the Training and Administration units are recommended for deletion due to limited funding available.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a 10% increase over the prior year primarily due to the increased costs of Internal Service Fund rates and a rate increase for space at the Heritage Centre.

#### **OTHER CHARGES**

Other Charges represent a 2% decrease in Department Overhead Costs, which are allocated as a percentage of direct salaries.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,457,595, a 20% decrease from the 2006-07 level.
- State Aid represents a decrease due to the deferral of State Mandate reimbursement revenues.
- Charges for Services reflect a projected increase in revenue from Child Abduction judgments.

**DISTRICT ATTORNEY - WELFARE FRAUD/CHILD ABDUCTION/  
SPECIAL REMEDIES/TRAINING – 2863**

- Intrafund Revenues represent a decrease from the prior year. These revenues reflect the recovery of costs for the Special Remedies program from the Department of Child Support Services Budget (5110) and the Welfare Fraud and In-Home Supportive Services programs from E&TA Budget (5610). The significant reduction in intrafund revenues from E&TA is due to a recent change in the State reimbursement method for the In-Home Supportive Services Program.

**DISTRICT ATTORNEY - WELFARE FRAUD/CHILD ABDUCTION/  
SPECIAL REMEDIES/TRAINING/ADMINISTRATION - 2863**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>REQUESTED SALARIES</u>
			<u>CURRENT</u>	<u>REQUESTED</u>	
1212	Deputy District Attorney IV	3057	6	6	\$610,109
1760	Senior District Attorney Investigator	2513	6	6	522,072
1775	Collections Officer	1209	1	1	41,832
1793	Supervising District Attorney Investigator	2889	1	1	93,370
1801	District Attorney Investigator I	1785	1	1	51,271
1802	District Attorney Investigator II	2119	14	14	977,482
3078	Supervising Office Assistant I	1149	1	1	39,731
3080	Office Assistant III	998	6	4	129,141
3110	Office Assistant II	896	2	2	57,096
3255	Senior Accountant	2017	1	1	63,346
3260	Account Clerk III	1054	1	1	36,486
3620	Program Technician I	1186	2	2	82,068
Subtotal			<b>42</b>	<b>40</b>	<b>\$2,704,003</b>
Bilingual Skill Pay					7,800
Salary Savings					(115,720)
<b>TOTAL REGULAR SALARIES</b>					<b>2,596,083</b>

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u></b>					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
3080	Office Assistant III	Vacant	998	-2	\$111,288
Cost of Restoring Vacant Positions				-2	\$111,288

## NOTES

# PUBLIC DEFENDER

## BUDGET 2880

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$10,256,011	\$11,977,117	\$14,166,496	\$2,189,379	18%
Services and Supplies	674,904	827,232	1,049,821	222,589	27%
Residual Equity					
Transfers(Out)	-	68,000	-	(68,000)	-100%
Total Appropriations	\$10,930,915	\$12,872,349	\$15,216,317	\$2,343,968	18%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$377,358	\$377,358	\$377,358	\$-	0%
Intergovernment Revenues - St	61,488	89,707	16,060	(73,647)	-82%
Charges For Services	806,331	981,926	1,130,550	148,624	15%
Miscellaneous Revenues	-	146,341	199,644	53,303	36%
Other Financing Sources	538,989	465,908	-	(465,908)	-100%
Intrafund Revenue	308,400	273,808	285,966	12,158	4%
Total Revenues	\$2,092,565	\$2,335,048	\$2,009,578	\$(325,470)	-14%
<b><u>Net County Cost</u></b>	<b>\$8,838,350</b>	<b>\$10,537,301</b>	<b>\$13,206,739</b>	<b>\$2,669,438</b>	<b>25%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	111	135	135	-	

## **PUBLIC DEFENDER – 2880**

### **FUNCTION**

As an integral part of the public safety system, the Public Defender's Office represents persons who have been charged with a crime and are financially unable to retain their own attorney or whose competency to care for themselves is challenged. The Public Defender advises clients of their legal rights, investigates their cases, secures witnesses, and pleads their case before the courts. The Public Defender performs only those duties mandated by California Government and Civil Codes and those defined by judicial decree.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$15,216,317 reflects a 25% (\$2,669,438) increase in net County cost over the FY 2006-07 Adopted Budget, which allows the department to retain its current staffing level of 135 positions.

### **DEPARTMENT COMMENTS**

Historically, the Public Defender's Office has provided basic legal service to the citizens of Fresno County with inadequate staffing and disproportionate funding when compared with the other Public Safety departments. In past years our office made a commitment to continue to do more with less. In order to live up to its commitment, it is imperative that we maintain our existing staffing level of 135 in order to continue the basic legal service we are mandated to provide. This past fiscal year, the Public Defender, once again, has made good on its commitment.

The demand for the Public Defender's basic legal service has not declined in the past year. Due to a re-configuration of the felony courts, an increased demand resulted and this Board approved additional staff to meet this need. As a by-product the felony attorney caseloads were reduced from over three times the American Bar Association approved standard to just over two times the approved standard. The demands for indigent representation are being met and basic legal representation is being provided to the indigent criminal defendants of Fresno County.

Critical to how Public Safety operates in Fresno County is a willingness to accept and embrace the principle that although each member of Public Safety-Public Defender, District Attorney, Law Enforcement, the Courts, and Probation-performs a different function, each department's activities impact each other. As a result of such principle the arresting and prosecuting activities of the District Attorney and law enforcement agencies impact the Public Defender by creating the level of demand for its basic legal service.

At this point in time effective law enforcement is increasing the number of arrests and accordingly the number of criminal filings continues to increase. The impact of these activities to the Public Defender, simply stated, is that the level for our basic legal representation increases. Accordingly, the Public Defender's current workforce of 135 is essential to meet the service demand created by the other Public Safety members. This Board should be aware that a balance must be established and maintained between Public Safety members; currently that ratio is three prosecutors for every two defense attorneys which mirrors most other counties. Every staff member in the Public Defender's Office is essential to the efficient operation of the department and necessary to meet the service demand generated by the other Public Safety Departments.

## **PUBLIC DEFENDER – 2880**

Last year our Sheriff faced another overcrowding situation in our jails. The addition of staff to our office in order to expedite the movement of cases through the justice system was to help with this overcrowding problem. The increase in staff last year was for this express purpose and should not be reversed unless we are prepared for cases to move more slowly through the system and cause it to become further clogged. Although as this is written, the new system has just begun, the Public Defender's Office remains committed to making it work, to speed resolution of cases, and to reduce the length of stay of pre-sentence inmates in our county jail.

In summary, it is absolutely critical that the current level of staffing (135 staff members) remain intact to allow the department to efficiently meet its service obligations and not expose the County of Fresno to any liability or increased costs through alternative representation. Accordingly, the Public Defender is submitting a dual request for budget:

- To maintain the existing level of service and staff;
- To maintain parity with any additions that may be approved for other Public Safety departments in order to prevent any broadening of the existing imbalance between the District Attorney's Office and the Public Defender.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

Salaries and Benefits, which account for over 93% of the department's budget, are recommended at 18% over the prior year and allow for the staffing level of 135 positions to remain unchanged.

### **SERVICES AND SUPPLIES**

Services and Supplies represent an increase of 27% over the FY 2006-07 level.

Recommended funding includes:

- A 10% increase in Professional & Specialized Services based on prior year actual expenses and expected increases in professional fees.
- An increase in Data Processing Services costs due to equipment required for staff added in the prior year.
- End User Software associated with the department's contract with LexisNexis for legal research. The contract provides for an increase in user licenses from 30 to 90, which allows for all staff requiring use of the service to have their own license.
- Rents and Leases Buildings expenses of \$62,400 for space at the Crocker Building for staff added in the prior year.
- Transportation and Travel County Garage budgeted at a 75% increase based on the number of vehicles assigned to the department.

## **PUBLIC DEFENDER – 2880**

### **SUMMARY OF REVENUES**

Revenues are projected at \$2,009,578, a decrease of 14% from FY 2006-07.

- Criminal Justice Temp. Construction - For FY 2007-08 Criminal Justice Facility Construction Fund revenue estimates are projected at the prior year level.
- State Aid - Estimated to decrease by 82% due to the State reimbursing mandated services a year in arrears. However, funding for the costs associated with representation of Juvenile Drug Court cases will remain at the prior year level.
- Charges for Services - Reflect an increase of 15% based on projected costs for representation of dependency cases. This revenue source is a combination of two revenue streams. One is from the Fresno County Superior Court for the Juvenile Dependency Unit personnel costs, which increased about 2% due to additional salary and benefit expenses. The Dependency Unit had some personnel changes which minimized the increase to 2%. The second is the collection of court-appointed defense attorneys' fees, which is estimated at approximately 110% over the prior year due to an increase in the number of cases and the increase in attorney fees with the Master Schedule of Fees amendments/changes.
- Miscellaneous Revenues - Represent a 36% increase in Indian Gaming funds allocated.
- Realignment funds dedicated to former Assembly Bill 90 juvenile justice programs to partially offset juvenile defense costs were replaced with General Fund dollars.

Intrafund Revenues - Estimated at a 4% increase over the FY 2006-07 level based on reimbursement of costs for legal services provided under the CalWORKs JOBS 2000 program. Proposition 36 and Post-Conviction Drug Court funding remain unchanged from the prior year with the exception of increases in Salary and Benefit costs.

## PUBLIC DEFENDER - 2880

### REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITION RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
8088	Public Defender	B	1	1	\$140,873
0267	Assistant Public Defender	C	1	1	128,019
1208	Chief Defense Attorney	D	5	5	582,010
2209	Administrative Services Assistant	H	1	1	57,655
1245	Senior Defense Attorney	3179	11	11	1,235,845
1243	Defense Attorney IV	2954	33	33	3,268,706
1242	Defense Attorney III	2525	5	5	384,633
1241	Defense Attorney II	2102	4	4	263,054
1240	Defense Attorney I	1644	23	23	1,229,053
1766	Senior Defense Investigator	2272	3	3	214,279
1765	Defense Investigator II	1841	7	7	322,305
1764	Defense Investigator I	1519	9	9	456,883
1202	Legal Assistant III	1397	1	1	46,527
1204	Legal Assistant II	1161	4	4	154,596
1203	Legal Assistant I	979	1	1	32,578
3254	Senior Accountant	1949	1	1	64,870
3140	Secretary III	1077	2	2	76,830
3070	Supervising Office Assistant II	1287	2	2	85,540
3080	Office Assistant III	964	13	13	417,274
3110	Office Assistant II	866	8	8	\$203,324
Subtotal			<b>135</b>	<b>135</b>	<b>\$9,364,854</b>
Auto Allowance					6,156
Criminal Law Specialists					
Incentives					54,649
Supervisor Duties					1,950
Bilingual Skill Pay					20,100
Salary Savings					(187,297)
<b>TOTAL REGULAR SALARIES</b>					<b>\$9,260,412</b>

## NOTES

# PROBATION

## BUDGET 3430

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$16,062,626	\$17,568,605	\$19,819,889	\$2,251,284	13%
Services and Supplies	4,793,052	6,389,300	6,693,162	303,862	5%
Other Charges	1,691,059	2,100,000	1,140,000	(960,000)	-46%
Residual Equity Transfers(Out)	907	-	17,000	17,000	100%
General Fixed Assets	35,221	-	-	-	-100%
Total Appropriations	\$22,582,864	\$26,057,905	\$27,670,051	\$1,612,146	6%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$1,181,562	\$1,094,072	\$1,164,072	\$70,000	6%
Intergovernment Revenues - St	3,039,553	4,291,201	4,027,751	(263,450)	-6%
Intergovernment Rev-Federal	1,940,595	2,200,000	2,200,000	-	0%
Charges For Services	2,504,517	2,286,884	2,533,550	246,666	11%
Miscellaneous Revenues	(156,818)	1,038,542	1,002,138	(36,404)	-4%
Other Financing Sources	972,431	894,158	248,258	(645,900)	-72%
Intrafund Revenue	2,823,147	1,359,330	1,385,611	26,281	2%
Total Revenues	\$12,304,987	\$13,164,187	\$12,561,380	\$(602,807)	-5%
<b><u>Net County Cost</u></b>	<b>\$10,277,877</b>	<b>\$12,893,718</b>	<b>\$15,108,671</b>	<b>\$2,214,953</b>	<b>17%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	248	247	245	(2)	

## **PROBATION – 3430**

### **FUNCTION**

Probation is a State mandated justice system department responsible for preparing pre-sentence evaluations and providing post-sentence supervision of adult and juvenile offenders. The department also serves as the investigative and evaluative arm of the Fresno County Superior Court. Financing for the department's Juvenile Justice Campus and Elkhorn Correctional Facility is detailed in two separate budgets (3440 and 3445). Probation-Grant funded programs are included in budget 3432.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$27,670,051 reflects a 17% (\$2,214,953) increase in net County cost over the 2006-07 Adopted Budget primarily due to increases in salary and benefit costs and the replacement of Social Services Realignment revenue with Countywide revenues. Two positions are recommended to be transferred to other Probation Organizations, one contracted position is proposed to be deleted due to loss of funding, and one position funded with Indian Gaming Special Distribution Fund revenue is proposed to be added. Staffing is recommended at 245 positions, a reduction of two positions from the prior year.

### **SUMMARY OF CAO RECOMMENDATIONS**

The recommended appropriations for Budget 3430 are \$27,670,051 with revenues of \$12,561,380 and a net County cost of \$15,108,671, a 17% increase over the FY 2006-07 Adopted Budget.

- During the budget development process, the CAO reduced \$2.2 million in Overtime, Extra-Help, and Travel from the departments requested budget.
- The CAO then partially restored the stated department shortfall of \$4.28 million, less the reduced funds in Overtime, Extra-Help, and Travel.
- During the Step 6 revised net County cost allocation, the department was reallocated an additional \$1,652,000 to restore positions for supervision of felony and misdemeanor offenders, and avoid the reduction in beds in the Elkhorn facility.
- Subsequent to the Step 6 revised net County cost allocation the department restored 40 Deputy Probation Officers, five Program Technicians and one Staff Analyst in Budget 3430.

### **SALARIES AND BENEFITS**

Staffing is recommended at 245 positions, a reduction of two positions from the prior year.

- The transfer of one Secretary position from this budget to the Elkhorn Correctional Facility Org. 3445 and the transfer of one Probation Services Manager position from this budget to the Juvenile Justice Campus Org. 3440 to better meet the needs of the department.
- The elimination of one Deputy Probation Officer I-III position due to the loss of Functional Family Therapy funding provided by the Department of Children and Family Services.

## **PROBATION – 3430**

- The addition of one Deputy Probation Officer IV position funded with Indian Gaming Special Distribution Fund revenue and Juvenile Justice Crime Prevention Act funds to provide the Students Targeted with Opportunities for Prevention program at the Foothill Middle School site.

### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 5% increase over the FY 2006-07 Adopted Budget primarily due to increases in internal service fund charges and liability insurance.

### **OTHER CHARGES**

- Other Charges represent a 46% reduction from the FY 2006-07 Adopted Budget. The recommended appropriation provides funding for California Youth Authority placements as ordered by the Court. The recommended reduction is based on prior year estimated expenditures for these placements.

### **RESIDUAL EQUITY TRANSFER**

- Represents the purchase of a new vehicle for the Deputy Probation Officer assigned to the Students Targeted with Opportunities for Prevention program at the Foothill Middle School. The cost of the vehicle is funded by Juvenile Justice Crime Prevention Act revenue.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$12,561,380 a 5% (\$602,807) decrease from the prior year.

- Fines, Forfeitures and Penalties - Reflects a slight increase in Adult Offender Work Program revenue.
- State Aid - Represents a decrease from FY 2006-07 primarily due to transferring Juvenile Probation and Camps funds previously included in this budget to the Juvenile Justice Campus Org. 3440.
- Federal Aid - Budgeted at the prior year level.
- Charges for Services - Represents an increase primarily due to the increase in drug testing fees charged to clients.
- Miscellaneous Revenues - Reflects a slight decrease in Targeted Case Management revenue.
- Other Financing Sources - Reflects the deletion of Social Services Realignment revenue and the addition of Indian Gaming Special Distribution Fund revenue. The realignment revenue has been backfilled with Countywide revenues.

Intrafund Revenues - Represents a slight increase primarily due to increases in clerical costs that are cost applied to the Juvenile Justice Campus Org. 3440.

## **PROBATION – 3430**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
2003	Probation Services Manager	2286	12	11	812,761
2005	Deputy Probation Officer IV	1987	57	58	3,675,859
2007	Deputy Probation Officer III	1798	48	48	2,760,397
2010	Deputy Probation Officer II	1596	1	1	44,565
2015	Deputy Probation Officer I	1348	25	24	1,046,776
2023	Juvenile Correctional Officer II	1476	3	3	144,517
2260	Probation Business Manager	E	1	1	79,967
2045	Probation Division Director	E	2	2	169,941
2065	Probation Technician I	1022	10	10	282,512
2066	Probation Technician II	1149	4	4	145,520
2293	Staff Analyst III	1990	3	3	193,069
2240	Sr. Systems & Procedures Analyst	2356	1	1	74,810
2213	Systems & Procedures Analyst III	2103	1	1	51,479
3010	Chief Office Assistant	1495	2	2	94,380
3070	Supervising Office Assistant II	1332	6	6	268,246
3080	Office Assistant III	1018	37	37	1,233,052
3110	Office Assistant II	914	13	13	348,793
3161	Secretary IV - Conf.	1237	2	1	39,997
3166	Administrative Secretary - Conf.	1371	1	1	44,331
3215	Accountant	1728	2	2	98,678
3255	Senior Accountant	2017	1	1	59,958
3262	Supervising Accountant	2158	1	1	69,252
3260	Account Clerk III	1075	3	3	106,060
3205	Account Clerk II	957	2	2	59,376
3621	Program Technician	1210	2	2	91,796
3623	Program Technician - Conf.	1186	3	3	125,074
3704	Information Technology Analyst I	1491	1	1	38,321
3707	Information Technology Analyst IV	2305	1	1	73,528
3708	Senior Information Technology Analyst	2625	1	1	81,988
8085	Chief Probation Officer	Flat Rate	1	1	132,462
Subtotal			<b>247</b>	<b>245</b>	<b>12,447,465</b>
Steno Allowance					520
Auto Allowance					6,156
Detention Facility Allowance					15,600
Bilingual Skill Pay					46,980
Less Salary Savings					(375,502)
<b>TOTAL REGULAR SALARIES</b>					<b>12,141,219</b>

# PROBATION - GRANTS

## BUDGET 3432

### GENERAL FUND

	Adopted 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries & Benefits	\$1,247,519	\$1,366,608	\$1,692,734	\$326,126	24%
Services & Supplies	448,781	369,782	385,165	15,383	4%
Other Charges	0	56,615	52,197	(4,418)	-8%
Residual Equity Transfer Out	27,150	0	0	0	0%
Total Appropriations	\$1,723,450	\$1,793,005	\$2,130,096	\$337,091	19%
<u>Revenues</u>					
State Aid	\$914,872	\$694,020	\$906,611	\$212,591	31%
Federal Aid	47,416	475,288	496,271	20,983	4%
Misc. Revenues	14,798	10,000	21,000	11,000	110%
Intrafund Revenues	746,364	613,697	509,961	(103,736)	-17%
Total Revenues	\$1,723,450	\$1,793,005	\$1,933,843	\$140,838	8%
<b><u>Net County Cost</u></b>	<b>\$0</b>	<b>\$0</b>	<b>\$196,253</b>	<b>\$196,253</b>	<b>100%</b>
	Current 2005-06	Current 2006-07	Recommended 2007-08	Increase/ Decrease	
Position Summary	19	22	22	0	

## **PROBATION - GRANTS – 3432**

### **FUNCTION**

The Probation Grants budget contains recommended appropriations for nine programs funded by State and Federal grants.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$2,130,096 reflects a 19% (\$337,091) increase in appropriations and an 8% (\$140,838) increase in revenues from the FY 2006-07 Adopted Budget. Staffing is recommended at the current year level of 22 positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **GRANT PROGRAMS**

##### **VICTIM WITNESS SERVICE CENTER (\$752,490)**

Grant Funds: \$687,545 County Match: \$64,945

Provides services to victims of violent crimes including coordination of psychiatric, legal, medical, and crisis intervention services and assists victims in completing State indemnification applications. This program funds one Probation Services Manager, eight Victim Witness Advocates, one 85% Program Technician, and one Office Assistant positions.

##### **ELDER ABUSE PROGRAM (\$117,166 )**

Grant Funds: \$100,388 County Match \$16,778

Provides services to victims of elder abuse including coordination of psychiatric, legal, medical, and crisis intervention services. This grant program funds one permanent and one extra-help Victim Witness Advocate positions. In addition, the grant funds 15% of a Program Technician position. A portion of the County's match for this program is met with Volunteer Victim Witness Advocate hours.

##### **DRUG SUPPRESSION PROGRAM - PROBATION TEAM (\$107,919)**

Grant Funds: \$39,172 County Match: \$68,747

Part of a multi-disciplinary enforcement team that is addressing the problems of drug related crime in the Fresno area. This grant program is funded through the Sheriff Budget and funds one Deputy Probation Officer position.

##### **POST-CONVICTION DRUG COURT (PCDC) (\$239,589)**

Grant Funds: \$239,589 County Match: None

A multi-agency effort to provide sentencing alternatives for drug offenders to reduce recidivism. This program is funded with Drug Partnership grant funds available through the Substance Abuse Services budget and funds one Deputy Probation Officer, one Office Assistant, and one Probation Technician positions.

## **PROBATION - GRANTS – 3432**

### **JUVENILE DRUG COURT (\$20,741)**

Grant Funds: \$20,741 County Match: None

A multi-agency effort to provide sentencing alternatives for drug offenders to reduce recidivism. Grant funding is available through the Juvenile Accountability Incentive Block Grant. This program funds one part-time extra-help Deputy Probation Officer position. Due to reduced funding, an extra-help Probation Technician position was eliminated in 2006-07. Part-time staff from the District Attorney, Public Defender, and Human Services Departments are also funded by this grant.

### **VIOLENT OFFENDERS INTENSIVE SUPERVISION ENDEAVOR (VOISE) (\$122,748)**

Grant Funds: \$83,313 County Match: \$39,435

This program provides intensive supervision to specialized caseloads of domestic violence offenders. This program funds one Deputy Probation Officer (DPO) IV, one 25% Office Assistant III positions. The remainder of the Office Assistant position (\$36,123) is cost applied Probation Org. 3430.

### **TITLE V GRANT (\$390,152)**

Grant Funds: \$390,152 County Match: None

This program provides integrated prevention and early intervention services to targeted youth and their families at the Kings Canyon Middle School. The program provides funding for one Deputy Probation Officer position and a contract with a community-based organization. The required 50% match for this grant is met with Juvenile Justice Crime Prevention Act funds, which are transferred from Probation Org. 3430.

### **PREVENT REPEAT IMPAIRED DRIVING EFFECTIVELY (PRIDE) (\$123,842)**

Grant Funds: \$117,495 County Match: \$6,347

This program provides for intensive supervision of repeat DUI offenders. In addition, it will also improve collaboration and information sharing between law enforcement agencies and the Probation Department and will enhance the ability to arrest probationers identified with outstanding warrants, violation of probation, and who are a danger to the community. The program provides funding for one Deputy Probation Officer position.

### **MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR) (\$219,325)**

Grant Funds: \$219,325 County Match: None

This program will enable mental health screening and assessments of juveniles at booking at the Juvenile Justice Campus and will provide evidenced-based mental health interventions for youth with identified mental health problems, and ensure coordinated, intensive case management of youth receiving mental health services while they are involved in the juvenile justice system in Fresno County. The program will fund two Deputy Probation Officers within the Probation Department. The required match for the Probation Department's portion of the grant is met with an existing Deputy Probation Officer position included in Probation Org. 3430.

## **PROBATION - GRANTS – 3432**

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 24% increase from the prior year due to the full-year costs of additional positions added midyear associated with two new grants. Staffing is recommended at 22 positions.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 4% increase from the prior year primarily due to the full-year costs of two additional grants added midyear.

### **OTHER CHARGES**

Represents the Department Overhead Allocation received from the grant programs within this budget. There is an 8% decrease due to no longer claiming indirect for one of the grant programs.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$1,933,843 an 8% (\$140,838) increase from the prior year.

- State Aid – Represents a 31% increase from FY 2006-07 due to the full-year funding of the Mentally Ill Offender Crime Reduction program added midyear.
- Federal Aid – Reflects a 4% increase from the prior year primarily due to the full-year funding of the Preventing Repeat Impaired Driving Effectively program added midyear.
- Miscellaneous Revenues – Represents a 110% increase based on anticipated prison donations for Victim Services operations.

Intrafund Revenues – Represents a 17% decrease from the prior year as net County costs for the Grants budget were previously charged to Org. 3430.

## PROBATION - GRANTS - 3432

### 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>
2003	Probation Services Manager	2286	1	1	\$73,875
2005	Deputy Probation Officer IV	1987	5	5	318,545
2007	Deputy Probation Officer III	1798	2	2	122,330
2033	Victim Witness Advocate	1185	9	9	336,042
2065	Probation Technician I	1022	1	1	32,473
3080	Office Assistant III	1013	3	3	99,038
3620	Program Technician I	1210	1	1	33,846
Subtotal			<b>22</b>	<b>22</b>	<b>\$1,016,149</b>
Bilingual Pay					3,700
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,019,849</b>

## NOTES

# PROBATION - JUVENILE JUSTICE CAMPUS

## BUDGET 3440

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$16,837,706	\$21,449,431	\$25,028,646	\$3,579,215	17%
Services and Supplies	2,052,126	2,444,344	2,617,380	173,036	7%
Residual Equity Transfers(Out)	115,598	-	-	-	-100%
General Fixed Assets	54,534	-	-	-	-100%
Total Appropriations	\$19,059,964	\$23,893,775	\$27,646,026	\$3,752,251	16%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$-	\$-	\$231,188	\$-	
Intergovernment Revenues - St	3,291,922	4,657,266	5,076,696	419,430	9%
Intergovernment Rev-Federal	113,352	-	-	-	-100%
Charges For Services	256,276	230,000	182,100	(47,900)	-21%
Miscellaneous Revenues	165	-	-	-	-100%
Total Revenues	\$3,661,715	\$4,887,266	\$5,489,984	\$602,718	12%
<b><u>Net County Cost</u></b>	<b>\$15,398,249</b>	<b>\$19,006,509</b>	<b>\$22,156,042</b>	<b>\$3,149,533</b>	<b>17%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	254	279	258	(21)	

## **PROBATION – JUVENILE JUSTICE CAMPUS – 3440**

### **FUNCTION**

The Juvenile Justice Campus Division of the Probation Department provides facilities for the detention, control, and commitment of juveniles pursuant to California State Juvenile Court law and California Youth Authority standards as audited by the California Corrections Standards Authority. Programs provided at the state-of-the-art Juvenile Justice Campus (JJC) include substance abuse for males and females, female gender specific treatment, and pre-adolescent treatment. In addition, the “Thinking for a Change” Program has been integrated throughout the Campus. “Thinking for a Change” is a 22 module cognitive interactive decision making process involving correctional staff and youth. Various other programs, such as mentoring and arts, are continuing to be developed in order to provide juveniles a wide range of opportunities to improve their overall social and living skills. The Division also provides support to the Supervised Home Detention program for minors pending Juvenile Court proceedings pursuant to the California State Welfare and Institutions Code.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$27,646,026 reflects a 17% (\$3,149,533) increase in net County cost from the adopted FY 2006-07 budget. This is primarily due to increases salary and benefit costs. In order to meet the allocated net County cost, the recommended budget includes the reduction of 60 beds (two pods) and the elimination of 22 positions. The operating capacity would be reduced from 390 to 330 beds. In addition, the budget reflects the transfer of one Probation Services Manager to this budget from Probation Org. 3430. Staffing is recommended at 258, a decrease of 21 positions from the prior year.

### **DEPARTMENT COMMENTS**

It is unfortunate that due to budget constraints, 60 beds at the JJC are recommended for deletion. The elimination of these beds will certainly result in early releases and limit space available to hold juveniles accountable for their criminal activity. There will also be virtually no beds available for juveniles who violate their probation. This change could ultimately put the community's safety at risk. In addition to the impacts referenced above, youth who could benefit from the programs provided at the JJC such as the “Thinking for a Change” and the “MOSIAC” mentoring program (a collaboration with Fresno State University) would not receive these needed services. Among the various programs provided at the JJC, these are several examples that have proven to provide youth positive role models and decision making skills in order to turn their lives around and become positive law abiding members of the community.

### **SUMMARY OF CAO RECOMMENDATIONS**

The recommended appropriations for Budget 3440 are \$27,646,026 with revenues of \$5,489,984 and a net County cost of \$22,156,042, a 17% increase over the FY 2006-07 adopted budget.

- During the budget development process, the CAO reduced \$2.2 million in Overtime, Extra-Help, and Travel from the departments requested budget.
- The CAO then partially restored the stated department shortfall of \$4.28 million, less the reduced funds in Overtime, Extra-Help, and Travel.

## **PROBATION – JUVENILE JUSTICE CAMPUS – 3440**

- During the Step 6 Revised net County cost allocation, the department was reallocated an additional \$1,652,000 to restore positions for supervision of felony and misdemeanor offenders, and avoid the reduction in beds in the Elkhorn facility.
- Probation has been added to the Unfunded List to restore impacted services.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 17% increase over the FY 2006-07 adopted budget due to increases in salary and benefit costs.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 7% increase over the prior year primarily due to increases in Telephone Charges, property insurance, and clerical costs charged to this budget from the Probation Org. 3430.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$5,489,984 representing a 12% increase over the FY 2006-07 adopted budget.

- Fines, Forfeitures & Penalties - Represents the Criminal Justice Temporary Construction Funds allocated to this Org.
- State Aid - Represents an increase over the prior year. The increase is primarily due to the transfer of Juvenile Probation and Camps revenue previously budgeted in Probation Org. 3430.
- Charges for Services - Reflects a 21% decrease over the FY 2006-07 level based on prior year actuals and the recommended reduction of 60 beds.

## **PENDING FACTOR**

A classification study is currently being conducted by the Department of Personnel Services, at the request of the Probation Department, to reclassify various support positions at the JJC and the Elkhorn Correctional Facility including dietary aides, janitors, washers, and stock clerks to an institutional worker position. This will provide for greater flexibility and efficiency in the use of support staff within the institutions. It is anticipated the study will be completed within the near future and it is not anticipated to result in additional net County cost.

## PROBATION - JUVENILE JUSTICE CAMPUS - 3440

### REGULAR SALARIES

#### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS CURRENT</u>	<u>RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2003	Probation Services Manager	2286	2	3	\$221,662
2021	Supervising Juvenile Correctional Officer	1958	16	16	1,032,491
2022	Senior Juvenile Correctional Officer	1701	47	41	2,420,575
2023	Juvenile Correctional Officer II	1476	141	141	6,749,832
2025	Juvenile Correctional Officer I	1207	47	31	1,349,234
2045	Probation Division Director	E	2	2	169,941
3161	Secretary IV - Conf.	1237	2	2	74,542
3432	Supervising Stock Clerk	1266	1	1	42,917
3440	Stock Clerk II	901	1	1	34,179
5052	Senior Maintenance Janitor	995	2	2	62,483
5055	Janitor	833	7	7	173,434
5029	Dietary Aide II	858	8	8	195,057
5130	Washer	787	3	3	66,512
Subtotal			<b>279</b>	<b>258</b>	<b>\$12,592,859</b>
	Holiday Pay				492,199
	Detention Facility Differential				29,900
	Shift Differential				432,880
	Bilingual Pay				33,930
<b>TOTAL REGULAR SALARIES</b>					<b>\$13,581,768</b>

<u>FILLED POSITIONS RECOMMENDED FOR DELETION September 24, 2007</u>					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2025	Juvenile Correctional Officer I-II	Filled	1207	-16	\$762,129
2022	Senior Juvenile Correctional Officer	Filled	1701	-6	398,733
	Salary Savings			-22	(405,084)
	Extra-Help and Overtime				385,015
	Services and Supplies				201,876
	Revenue Increase due to Restoration				(369,893)
	Cost of Restoring Filled Positions				\$972,776

# PROBATION - ELKHORN CORRECTIONAL FACILITY

## BUDGET 3445

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$5,442,511	\$6,594,216	\$5,592,979	\$(1,001,237)	-15%
Services and Supplies	1,162,571	1,050,363	798,275	(252,088)	-24%
General Fixed Assets	-	174,193	174,193	-	0%
Total Appropriations	\$6,605,082	\$7,818,772	\$6,565,447	\$(1,253,325)	-16%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$580,196	\$578,500	\$578,500	\$-	0%
Intergovernment Revenues-St	3,041,298	1,468,878	900,036	(568,842)	-39%
Intergovernment Rev-Federal	159,771	-	-	-	0%
Charges For Services	36,219	57,033	24,000	(33,033)	-58%
Miscellaneous Revenues	1,014,542	189,193	189,193	-	0%
Other Financing Sources	684,909	576,042	-	(576,042)	-100%
Total Revenues	\$5,516,935	\$2,869,646	\$1,691,729	\$(1,177,917)	-41%
<b><u>Net County Cost</u></b>	<b>\$1,088,146</b>	<b>\$4,949,126</b>	<b>\$4,873,718</b>	<b>\$(75,408)</b>	<b>-2%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	67	76	52	(24)	

## **PROBATION – ELKHORN CORRECTIONAL FACILITY – 3445**

### **FUNCTION**

The Elkhorn Correctional Facility Division of the Probation Department operates a residential boot camp and an enhanced electronic monitoring aftercare program as an intermediate sanction to hold juvenile offenders accountable for their criminal behavior. The boot camp program focuses on military discipline, victim and community accountability, personal development, basic education, and positive decision-making to prepare minors for a positive and crime free lifestyle when they return to the community.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$6,565,447 reflects a 2% (\$75,408) decrease in net County cost from the prior year. This is due to the elimination of 90 beds and associated deletion of 25 positions in order to meet the allocated net County cost. Staffing is recommended at 52 positions and the operating capacity is recommended to be decreased to 95 beds.

### **DEPARTMENT COMMENTS**

The Elkhorn Correctional Facility has been a shining example of how effective local Juvenile Justice Programs can work throughout its nine years of operation. It has been a collaborative model that has exceeded expectations for multiple agencies working together with a common cause. The closing of two barracks will result in significant reduction of Juvenile Probation and Camp funding and will provide for fewer sentencing alternatives for the courts which will likely increase commitments at the Juvenile Justice Campus and the California Youth Authority.

### **SUMMARY OF CAO RECOMMENDATIONS**

The Recommended appropriations for Budget 3445 are \$6,565,447 with revenues of \$1,691,729 and a net County cost \$4,873,718, a 2% decrease from the FY 2006-07 adopted budget.

- During the budget development process, the CAO reduced \$2.2 million in Overtime, Extra-Help, and Travel from the departments Requested Budget.
- The CAO then partially restored the stated shortfall of \$4.28 million, less the reduced funds in Overtime, Extra-Help, and Travel.
- During the Step 6 Revised net County cost allocation, the department was reallocated an additional \$1,652,000 to restore positions for supervision of felony and misdemeanor offenders, and avoid the reduction in beds in the Elkhorn facility.
- Probation has been added to the Unfunded List to restore impacted services.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 15% decrease from the FY 2006-07 due to the department recommending reduction in beds.

## **PROBATION – ELKHORN CORRECTIONAL FACILITY – 3445**

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 24% decrease from the prior year due to the department recommending reduction in beds.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$1,691,729 representing a 41% decrease from the prior year.

- Fines, Forfeitures and Penalties – Budgeted at the FY 2006-07 level.
- State Aid – Reflects a decrease due to a reduction in Juvenile Probation and Camp funds and School Lunch Program revenue as a result of the recommended closure of 90 beds.
- Charges for Services – Represents a decrease in collections of support fees charged to juveniles' parents due to the recommended reduction in operational beds.
- Miscellaneous Revenues – Budgeted at the prior year level. Includes revenue for the Tree Fresno project funded by the Indian Gaming Special Distribution Fund.
- State/Local Program Realignment – Reflects the elimination of this revenue for FY 2007-08. Realignment revenue has been backfilled with Countywide revenues in this budget.

# PROBATION-ELKHORN CORRECTIONAL FACILITY - 3445

## REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2003	Probation Services Manager	2286	1	1	\$73,887
2005	Deputy Probation Officer IV	1987	1	1	64,246
2007	Deputy Probation Officer III	1798	2	3	159,474
2010	Deputy Probation Officer II	1596	1	0	0
2045	Probation Division Director	E	1	1	84,970
2021	Supervising Juvenile Correctional Officer	1958	6	5	342,409
2022	Senior Juvenile Correctional Officer	1701	12	6	438,644
2023	Juvenile Correctional Officer II	1476	31	19	1,089,545
2025	Juvenile Correctional Officer I	1207	6	0	72,136
3161	Secretary IV - Conf.	1237	0	1	34,170
3080	Office Assistant III	1013	4	4	138,069
5110	Senior Cook	1206	1	1	34,967
5020	Cook	934	5	5	153,605
5027	Dietary Aide II	761	3	3	87,263
5005	Baker	1025	1	1	34,737
3440	Stock Clerk II	901	1	1	28,764
Subtotal			<b>76</b>	<b>52</b>	<b>\$2,836,886</b>
Holiday Pay					91,519
Detention Differential					20,800
Shift Differential					75,031
Bilingual Skill Pay					10,440
<b>TOTAL REGULAR SALARIES</b>					<b>\$3,034,677</b>

<u>FILLED POSITIONS RECOMMENDED FOR DELETION</u> September 24, 2007					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2025	Juvenile Correctional Officer I-II	Filled	1207	-18	\$1,071,897
2022	Senior Juvenile Correctional Officer	Filled	1701	-6	410,607
2021	Supervising Juvenile Correctional Officer	Filled	1958	-1	60,560
Salary Savings					(113,595)
Extra-Help and Overtime					497,594
Services and Supplies					259,457
Revenue Increase due to Restoration					(592,842)
Cost of Restoring Filled Positions					\$1,593,678

# DEPARTMENT OF CHILD SUPPORT SERVICES

## BUDGET 5110

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$17,414,781	\$19,396,493	\$20,607,310	\$1,210,817	6%
Services and Supplies	5,038,353	4,285,799	3,988,841	(296,958)	-7%
General Fixed Assets	146,342	-	-	-	0%
Total Appropriations	\$22,599,477	\$23,682,292	\$24,596,151	\$913,859	4%
<u>Revenues</u>					
Intergovernment Revenues - St	\$7,870,566	\$7,910,879	\$8,132,343	\$221,464	3%
Intergovernment Rev-Federal	15,091,094	15,698,413	16,180,437	482,024	3%
Miscellaneous Revenues	2,727	-	-	-	0%
Other Financing Sources	227	-	-	-	0%
Charges For Services	-	-	157,911	157,911	100%
Intrafund Revenue	62,476	73,000	125,460	52,460	72%
Total Revenues	\$23,027,090	\$23,682,292	\$24,596,151	\$913,859	4%
<b><u>Net County Cost</u></b>	<b>\$(427,613)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
Revenues in excess of appropriations is a result of timing differences in adjusting revenue advances to actual expenses. There is no additional revenue generated.	427,613				
	\$(0)				
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	327	327	314	(13)	

## **DEPARTMENT OF CHILD SUPPORT SERVICES – 5110**

### **FUNCTION**

The Department of Child Support Services is responsible for establishing parentage and securing financial and medical support for children through administrative processes and the civil court system. This program is mandated by Federal and State law and authorized under Title IV-D of the Social Security Act. Services are designed to assist parents in their mutual obligation to financially support and care for their children.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$24,596,151 reflects a \$913,859 increase in appropriations and revenues over the 2006-07 Adopted Budget. There is no net County cost associated with this budget. The department is awaiting the State funding allocation. Staffing is recommended at 314 positions, a reduction of 13 positions from the prior year.

### **DEPARTMENT COMMENTS**

The Fresno County Department of Child Support Services (FCD CSS) has requested additional funding from the State of California to cover increasing expenses following six years of level or reduced baseline funding. The department remains committed to maintaining and improving core services and performance through maximizing available funding, process improvements and prioritization of resources. During FY 2007-08, FCD CSS will commence conversion activities for a State mandated change in case management systems. The department will receive additional funding in FY 2007-08 and FY 2008-09 for these conversion activities.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent a 6% increase over the prior fiscal year as a result of increases in salaries and employee benefits.
- Staffing is recommended at 314 positions, a reduction of 13 vacant positions.

### **SERVICES AND SUPPLIES**

- Services and Supplies are recommended at a 7% decrease from the previous year.

Recommended funding includes:

- A decrease in the square footage rate for Maintenance Buildings and Grounds.
- A reduction in Office Expense, Postage, Rents and Leases of Buildings, and Utilities. The department has outsourced the printing and mailing of most documents reducing postage and office supply costs. A leased facility previously used for the department's call center and child support case files will be vacated June 30, 2007. The call center has been relocated into other department space and the case files were eliminated by imaging.

## **DEPARTMENT OF CHILD SUPPORT SERVICES – 5110**

- An increase in Transportation, Travel, and Education expenses due to conversion/transition activities.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$24,596,151, a 4% increase over the prior year. The department's budget and revenue allocation are pending on the State funding allocation. The department receives two separate and distinct funding allocations, administrative and electronic data processing. The department receives funding via the State broken down as follows: 66% Federal pass-through and 34% State.

- Charges for Services represents the reimbursement of Countywide cost allocation due to an overpayment in prior years. This was previously budgeted as a negative appropriation in the Services and Supplies category.
- Intrafund Revenues increased 72% reflecting the use of additional staff for JOBS 2000/JOBS First activities and the related increased costs of salary and benefits.

### **PENDING FACTORS**

The California Child Support Directors Association has made requests for additional funding direct to the Legislature. One request is for a renewal/continuation of the approved request for \$12 million State-wide for performance enhancement activities. FDCSS received \$642,614 of this funding in FY 2006-07. A second request is for a cost of doing business increase to the baseline funding of 3.5% to partially mitigate normal cost increases.

The California Department of Child Support Services has been under pressure from the Legislature to adjust the county funding methodology to correct historical inequities in individual county baseline funding. FDCSS would benefit from such a measure and will continue to press for this change.

# DEPARTMENT OF CHILD SUPPORT SERVICES – 5110

## 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>	
8100	Director of Child Support Services	B	1	1	\$118,174
0210	Assistant Director of Child Support Services	C	1	0	0
2304	Deputy Director of Child Support Services	D	1	1	97,886
2315	Child Support Business Manager	E	1	1	84,021
1250	Chief Child Support Attorney	C	1	1	113,624
1251	Senior Child Support Attorney	3179	2	2	211,604
1252	Child Support Attorney IV	2954	4	4	358,294
1254	Child Support Attorney II	2102	2	1	46,673
2240	Senior Systems and Procedures Analyst	2356	2	2	151,520
2212	Systems and Procedures Analyst III	2103	2	2	131,222
2211	Systems and Procedures Analyst II	1815	1	1	58,364
2294	Senior Staff Analyst	F	1	1	70,397
2293	Staff Analyst III	1990	1	0	0
1978	Child Support Services Program Manager	E	2	2	144,848
1977	Supervising Child Support Officer	1830	12	12	743,909
1979	Senior Child Support Officer	1557	30	30	1,559,068
1974	Child Support Officer III	1414	60	60	2,789,618
1976	Child Support Officer II	1280	25	25	1,003,610
1975	Child Support Officer I	1057	29	27	838,899
1973	Child Support Assistant	1026	19	18	620,521
3010	Chief Office Assistant	1495	1	1	52,715
3070	Supervising Office Assistant II	1332	9	9	412,542
3078	Supervising Office Assistant I	1149	4	4	158,164
3621	Program Technician II	1327	8	8	365,328
3620	Program Technician I	1186	2	1	34,816
3080	Office Assistant III	998	44	44	1,484,165
3110	Office Assistant II	896	27	21	580,657
3262	Supervising Accountant	2158	2	2	137,918
3240	Supervising Account Clerk II	1395	1	1	39,001
3235	Supervising Account Clerk I	1212	4	4	166,832
3260	Account Clerk III	1054	9	9	318,963
3205	Account Clerk II	938	10	10	276,568
1202	Legal Assistant III	1446	1	1	46,498
3166	Administrative Secretary - Conf.	1371	1	1	44,086
3161	Secretary IV - Conf.	1237	1	1	39,777
3623	Program Technician II - Conf.	1327	3	3	126,945
3081	Office Assistant III - Conf.	1002	1	1	32,220
3111	Office Assistant II - Conf.	904	1	1	24,797
3420	Stock Clerk I	773	1	1	21,945
<b>Subtotal</b>			<b>327</b>	<b>314</b>	<b>\$13,506,189</b>

## **DEPARTMENT OF CHILD SUPPORT SERVICES – 5110**

### **REGULAR SALARIES – BUDGETED POSITIONS** (CONTINUED)

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>CURRENT</u></b>	<b><u>POSITIONS RECOMMENDED</u></b>	<b><u>RECOMMENDED SALARIES</u></b>
	Auto Allowance				6,156
	Bilingual Skill Pay				72,800
	Supervisor Differential				2,470
	Salary Savings				(788,100)
<b>TOTAL REGULAR SALARIES</b>					<b>12,799,515</b>

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u></b>					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
0210	Assistant Director of Child Support Services	Vacant	C	-1	\$96,931
1254	Child Support Attorney II	Vacant	2102	-1	46,673
3110	Office Assistant II	Vacant	896	-6	150,300
1975	Child Support Officer I	Vacant	1057	-2	59,104
2293	Staff Analyst III	Vacant	1990	-1	63,991
1973	Child Support Assistant	Vacant	1495	-1	28,684
3620	Program Technician I	Vacant	1186	-1	33,158
	Cost of Restoring Vacant Positions			-13	\$478,841

## NOTES

# COURT ANCILLARY SERVICES

## BUDGET 2838

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$686,325	\$688,247	\$856,851	\$168,604	24%
Other Charges	17,569,069	18,282,677	18,192,054	(90,623)	0%
Total Appropriations	\$18,255,394	\$18,970,924	\$19,048,905	\$77,981	0%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$4,784,240	\$4,611,725	\$5,071,996	\$460,271	10%
Rev From Use of Money & Prop	33,628	32,967	80,632	47,665	145%
Charges For Services	4,348,469	5,077,370	3,670,060	(1,407,310)	-28%
Miscellaneous Revenues	48,305	55,145	32,500	(22,645)	-41%
Total Revenues	\$9,214,642	\$9,777,207	\$8,855,188	\$(922,019)	-9%
<b><u>Net County Cost</u></b>	<b>\$9,040,752</b>	<b>\$9,193,717</b>	<b>\$10,193,717</b>	<b>\$1,000,000</b>	<b>11%</b>

## **COURT ANCILLARY SERVICES – 2838**

### **FUNCTION**

Under the provisions of the Trial Court Funding Act (Act) of 1997, the State assumed responsibility for funding trial court operations commencing with the 1997-98 FY. The County is responsible for paying a Maintenance-of-Effort (MOE) to the State consisting of two components: the County's contribution to trial court operations in FY 1994-95, and fines and forfeiture revenue remitted to the State in that same year.

The Act also requires counties to maintain their obligation to provide court facilities for judicial and court positions created prior to July 1, 1996. Beginning July 1, 2003, negotiations began between counties and the Administrative Office of the Courts to transfer responsibility of court facilities to the State no later than June 30, 2007. Upon completion of the transfer, counties will be required to establish a new MOE for facilities maintenance based on historical averages. Also included in this budget are costs which are necessary to the operation of the courts, but which are deemed as non-allowable under the California Rules of Court. These include costs related to juror parking, court facility lease payments, and utilities. Also included are those judicial benefits still funded by the County.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$19,048,905 reflects an 11% (\$1,000,000) increase in net County cost over the 2006-07 Adopted Budget. This includes increased costs in facility rents and required payments to the State, and an adjustment of estimated revenues from FY 2006-07. The estimated revenue for FY 2007-08 is based on estimated actual revenue received in 2006-07. Other Charges include the County's State Trial Court MOE obligation of \$14,918,413.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 24% increase from the FY 2006-07 Adopted Budget due to adjustments to reflect actual prior year expenditures. A mid-year adjustment of appropriations was made in FY 2006-07 due to increased costs not originally included in the adopted appropriations.

### **OTHER CHARGES**

Other Charges of \$18,192,054 reflects a decrease of \$90,623 from the prior year primarily based on the actual transfer of growth revenues paid to the State (as required by statute).

Recommended funding includes:

- The County's State Trial Court MOE obligation of \$14,918,413, which includes a base Court services cost obligation of \$11,222,780 and a fines and forfeitures base of \$3,695,633.

## **COURT ANCILLARY SERVICES – 2838**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$8,855,188, a decrease of 9% from the prior year based on estimated actual revenues for the prior fiscal year.

- Fines, Forfeitures, and Penalties – Conservatively estimated based on the level of revenue received for Court-generated revenues from various sources, including motor vehicle fines, criminal fines, and County penalties. As a result of AB 139, effective January 1, 2006, civil fees and small claims fees will no longer be received by the County.
- Charges for Services – Estimated to decrease based on actual court-generated revenues. Also included are revenues from collection of various Court civil fees, those derived from the Family Court Services unit, and a portion of the Recording Indexing fees, which are used to offset the transfer of growth revenues to the State.
- Revenues from Use of Money & Property – This is the amount the Courts are paying for their shared costs at the Selma Court and rent paid by the Alternate Indigent Defense provider at the Dependency Court.
- Miscellaneous Revenues – Reflect a decrease based on actual revenue received in the prior year from employee parking fees.

### **PENDING FACTORS**

During FY 2006-07, four of seven leased facilities have been transferred to the State (Sanger, Kerman, Fowler, and Kingsburg). The remaining leased facilities include Selma, Coalinga, and the Dependency Court. There is pending legislation to extend the deadline for completion of the transfer process.

## NOTES

# ALTERNATE INDIGENT DEFENSE

## BUDGET 2875

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$3,674,954	\$3,577,954	\$4,774,149	\$1,196,195	33%
Total Appropriations	\$3,674,954	\$3,577,954	\$4,774,149	\$1,196,195	33%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$450,148	\$450,148	\$450,148	\$-	0%
Total Revenues	\$450,148	\$450,148	\$450,148	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$3,224,806</b>	<b>\$3,127,806</b>	<b>\$4,324,001</b>	<b>\$1,196,195</b>	<b>38%</b>

## **ALTERNATE INDIGENT DEFENSE – 2875**

### **FUNCTION**

The Alternate Indigent Defense budget provides for the financing of legal defense services for indigent criminal defendants when the Public Defender declares a conflict of interest. Appropriations for court appointed attorneys and investigations in capital cases under Penal Code Section 987.9 are also included in this budget.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$4,774,149 represents a 38% increase in net County cost over the FY 2006-07 Adopted Budget. There were mid-year increases in appropriations for this budget of \$1,196,195 to provide funding for costs associated with the Alternate Indigent Defense contract, Court appointed attorneys and Professional and Specialized Services. There are no additional increases in net County cost over the Adjusted FY 2006-07 Budget.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 33% increase over the prior year based on estimated costs for Court appointed attorneys, professional and specialized case expenditures, and contracted Alternate Indigent Defense services.

Recommended funding includes:

- First and Second Level Conflict Defense Services reflects costs for the Alternate Indigent Defense contract. A new three-year agreement has recently been approved, which includes an increase of \$389,279 in the first year of the contract. There is an increase of 14% in appropriations to cover these additional costs.
- Professional and Specialized Services includes indigent capital case investigations and expert witness costs. There is a 43% increase over the FY 2006-07 Adopted Budget based on estimated prior year expenditures. Appropriations were adjusted at mid-year in FY 2006-07 due to higher than anticipated costs.
- Court Appointed Attorneys funds the cost of legal services to indigent defendants when the court must appoint a private attorney to a special circumstance case. This category also funds the cost of court appointed attorneys when the first and second level conflict defense services declare conflicts. There is a 219% increase over the FY 2006-07 Adopted Budget based on estimated prior year expenditures. Appropriations were also increased at mid-year in FY 2006-07 due to higher than projected costs.

## **SUMMARY OF REVENUES**

Fines, Forfeitures, and Penalties, recommended at the prior year level, represent the use of Criminal Justice Facility Construction Funds to partially offset indigent defense costs supported by the General Fund

## NOTES

## NOTES

# GRAND JURY

## BUDGET 2870

### GENERAL FUND

	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	<u>\$28,084</u>	<u>\$41,047</u>	<u>\$58,145</u>	<u>\$17,098</u>	42%
Total Appropriations	\$28,084	\$41,047	\$58,145	\$17,098	42%
<b><u>Net County Cost</u></b>	<b>\$28,084</b>	<b>\$41,047</b>	<b>\$58,145</b>	<b>\$17,098</b>	42%

## **GRAND JURY – 2870**

### **FUNCTION**

The Grand Jury is formed pursuant to Penal Code Section 888. Members are impaneled by the Presiding Judge of the Fresno County Superior Court to investigate and inquire into the operations of the County, cities, and special districts. The Grand Jury also hears indictments brought by the District Attorney and may investigate misconduct of public officials. While the formation of a Grand Jury is mandated, the service level is not mandated.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$58,145 represents a \$17,098 increase in net County cost over the 2006-07 Adopted Budget. The Grand Jury also receives the following in-kind support from the County: Office Space - \$3,223; Parking - \$7,800; County Counsel - \$3,960-\$7,920; District Attorney - \$1,931; CAO's Office - Analyst: \$5,102, Clerical - \$5,500. Total County in-kind support: \$27,516 - \$31,476.

#### **COUNTY CONTRIBUTIONS TO THE GRAND JURY**

Budget	\$58,145	65% - 68%
In-Kind Support	\$27,516 - \$31,476	32% - 35%
Total	\$85,661 - \$89,621	100%

### **SUMMARY OF RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a 42% increase over the 2006-07 Adopted Budget based on prior year actual costs.

Recommended funding includes:

- Jury and Witness Expense of \$31,526, which funds approximately 110 meetings for 19 jurors.
- Transportation, Travel, and Education expenses of \$17,198 to reimburse mileage costs for the 19 jurors.



### **III. ADMINISTRATION, FISCAL, AND INTERNAL SERVICES**

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# BOARD OF SUPERVISORS

## BUDGET 0110

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$1,276,384	\$1,424,996	\$2,028,093	\$603,097	42%
Services and Supplies	269,510	220,456	275,247	54,791	25%
Total Appropriations	\$1,545,894	\$1,645,452	\$2,303,340	\$657,888	40%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$2,783.41	\$2,400.00	\$2,000.00	\$(400.00)	-17%
Intergovernment Revenues - St	26,345	20,916	-	(20,916)	-100%
Charges For Services	53,026	-	19,069	19,069	100%
Miscellaneous Revenues	4,428	2,000	5,500	3,500	175%
Intrafund Revenue	4,071	-	-	-	-100%
Total Revenues	\$90,653	\$25,316	\$26,569	\$1,253	5%
<b><u>Net County Cost</u></b>	<b>\$1,455,241</b>	<b>\$1,620,136</b>	<b>\$2,276,771</b>	<b>\$656,635</b>	<b>41%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	15	20	20	-	

## **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 FY 2007-08 Recommended Budget of \$2,303,340 includes funding at the FY 2006-07 service level. Staffing is recommended at the prior year level of 20 positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a net increase of 42% over the prior year due to negotiated salary and benefit adjustments, higher retirement contributions, normal step advances, and the addition of five Board Member Assistant positions during FY 2006-07.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a net increase of 25% over the prior year primarily due to a increase in Data Processing Charges and higher printing costs.

### **SUMMARY OF REVENUES**

Revenues are recommended at an increase of 5% (\$1,253) over FY 2006-07.

- Development Services Fees (\$2,000) - Represents a decrease based on actual recovery of costs in FY 2006-07 from the Public Works and Planning Department budget (4360) for the processing of land use applications.
- Charges for Services (\$19,069) - Represents an increase based on actual revenues received in FY 2006-07 for reimbursement of staff time to work on the Assessment Appeal process for county property owners under Senate Bill 2557 Property Tax Administrative Costs. Also included are revenues for agenda mailings and other miscellaneous services performed by staff.

## **BOARD OF SUPERVISORS – 0110**

- Miscellaneous Revenues (\$5,500) - Represents an increase based on actual receipts in the prior fiscal year. These estimated revenues include monies received for land use appeals, Alcohol Beverage Control applications, making copies, recording cassette tapes for clients and research by clerk staff.
- Mandated Program (\$0) - The State Controller's Office is not expecting any claims for the Open Meetings Mandate

## **BOARD OF SUPERVISORS - 0110**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
0415	Chairman, Board of Supervisors	Elected	1	1	\$118,815
0410	Member, Board of Supervisors	Elected	4	4	422,477
0420	Board Member Assistants	1793	10	10	541,686
3025	Clerk to Board of Supervisors	G	1	1	73,079
3026	Senior Deputy Clerk to the Board of Supervisors	1778	1	1	57,469
3181	Deputy Clerk to the Board of Supervisors II	1327	2	2	85,790
3180	Deputy Clerk to the Board of Supervisors I	1186	1	1	\$33,117
Subtotal			<b>20</b>	<b>20</b>	<b>\$1,332,433</b>
Remuneration					10,530
Auto Allowance					\$24,624
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,367,587</b>

# COUNTY ADMINISTRATIVE OFFICE

## BUDGET 0120

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$1,383,807	\$1,941,143	\$2,153,086	\$211,943	11%
Services and Supplies	240,351	378,035	338,204	(39,831)	-11%
Total Appropriations	\$1,624,158	\$2,319,178	\$2,491,290	\$172,112	7%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$82,688	\$66,150	\$66,150	\$-	0%
Charges For Services	12,071	-	-	-	0%
Miscellaneous Revenues	46,918	31,906	35,382	3,476	11%
Intrafund Revenue	304,321	347,187	365,196	18,009	5%
Total Revenues	\$445,998	\$445,243	\$466,728	\$21,485	5%
<b><u>Net County Cost</u></b>	<b>\$1,178,160</b>	<b>\$1,873,935</b>	<b>\$2,024,562</b>	<b>\$150,627</b>	<b>8%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	15	18	18	-	

## **COUNTY ADMINISTRATIVE OFFICE – 0120**

### **FUNCTION**

The County Administrative Office (CAO) is responsible for administering the affairs of County government and for implementing and coordinating the County's Economic Development Programs. As such, the office works with all County Department Heads, various local, State, and Federal government entities, non-profit agencies, businesses, and educational institutions to address community concerns and overall issues in the operation of the County. This office processes agenda items and sets Board of Supervisor meeting agendas, 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 CAO 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. The Economic Development unit of this office continues to intensify efforts to stimulate job creation, diversify the economic base, and improve labor force preparedness in Fresno County. The unit coordinates with local and regional representatives to develop and implement economic strategies and assists businesses that are going through the development process.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$2,491,290 provides funding for the various functions of the Administrative Office. Staffing is recommended at the FY 2006-07 level of 18 positions.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- A Gang Task Force Coordinator position was added during the last quarter of FY 2006-07 as a result of the Board's establishment of a Countywide Gang and Juvenile Delinquency Initiative on December 5, 2006. During FY 2007-08, this position will provide increased services to coordinate and chair a Gang and Juvenile Delinquency Initiative Steering Committee, and facilitate Countywide efforts in mitigating gang-related activities.
- Funding is being requested to convert the Public Information Officer (PIO) position from extra-help at \$40,000 per-year to a permanent, part time (less than 80%) position at \$69,944 per-year. In the event that the additional funding is not available, reallocation within the department will be used to continue the PIO position as extra-help.
- Funding is being requested to convert an extra-help Grant Writer position at \$30,444 for six months to a full-time permanent position. The conversion is planned to occur at mid-year and would require an additional \$49,813 for the last six months of the fiscal year.

## **COUNTY ADMINISTRATIVE OFFICE – 0120**

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent an increase from FY 2006-07 primarily as a result of programmed salary increases; increases in the cost of employee benefits, and the addition of the Gang Task Force Coordinator.
- Staffing is recommended at the FY 2006-07 level of 18 positions and also includes \$30,444 for an extra-help Grant Writer position for the first six months of the fiscal year.

### **SERVICES AND SUPPLIES**

- Services and Supplies are recommended at a net decrease of \$39,831, primarily due to the transfer of the \$100,000 Economic Development Corporation contract to the Interest & Miscellaneous Expenditures (2540) budget for a total of \$200,000. This decrease is largely offset due to increased lease costs resulting from the relocation of various CAO staff approved during FY 2006-07. In addition, data processing costs are expected to increase due to the addition and relocation of staff.

## **SUMMARY OF REVENUES**

Revenues totaling \$466,728 are recommended, which reflect a \$21,485 increase over the FY 2006-07 level based primarily on an increase in Intrafund Revenues.

- Fines, Forfeitures and Penalties (\$66,150) - Criminal Justice Facility Construction Fund revenue estimates are based on projections of current annual receipts and are recommended at the same level as FY 2006-07 revenues.
- Other Miscellaneous (\$35,382) - Indian Gaming funds are estimated to increase slightly over FY 2006-07 and will continue to offset costs related to administration of Indian Gaming grant award funds.

Intrafund Revenues (\$365,196) - Recommended at an increase over FY 2006-07 based on projected staffing requirements and increased costs of salaries and benefits

## 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	\$161,902
8211	Assistant County Administrative Officer	B	2	2	222,364
2300	Economic Development Coordinator	E	1	1	97,885
2500	Gang Task Force Coordinator	E	1	1	76,722
2247	Principal Administrative Analyst	E	4	4	334,632
2270	Senior Administrative Analyst	F	5	5	340,845
2207	Administrative Analyst III	1990	1	1	54,270
3170	Administrative Assistant to CAO	1793	1	1	50,870
3141	Secretary III-Conf.	1124	1	1	32,976
3622	Program Technician 1 - Conf.	1186	1	1	\$33,252
Subtotal			<b>18</b>	<b>18</b>	\$1,405,718
Steno Allowance					1,044
Auto Allowance					18,539
Salary Savings					(28,506)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,396,795</b>

# ADVERTISING COUNTY RESOURCES

## BUDGET 1930

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$146	\$149	\$149	\$-	0%
Other Charges	368,750	325,000	200,000	(125,000)	-38%
Total Appropriations	\$368,896	\$325,149	\$200,149	\$(125,000)	-38%
<u>Revenues</u>					
Total Revenues	\$-	\$-	\$-	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$368,896</b>	<b>\$325,149</b>	<b>\$200,149</b>	<b>\$(125,000)</b>	<b>-38%</b>

## **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 finance the cost of tourism marketing and film commission activities of the Fresno County Office of Tourism, as part of the Department of Public Works and Planning.

Through FY 2006-07, this budget was also used to appropriate Fresno County's contributions to the Economic Development Corporation Serving Fresno County (EDC); however, effective FY 2007-08, such contributions are appropriated in the Interest and Miscellaneous Expenditures budget (IME).

### **OVERVIEW**

The 2007-08 Recommended Budget of \$200,149 reflects a 38% decrease which is due to the above-mentioned change to budget for the EDC contract in the IME budget. Due to the County's continuing commitment to Destination Marketing (Tourism), an allocation of \$200,000 is again recommended for the Fresno County Office of Tourism to provide for continued countywide tourism marketing activities in accordance with the County's Tourism Master Plan. This is the same amount approved for FY 2006-07 and will provide for a slightly reduced level of activity as marketing and advertising costs continue to escalate.

Office of Tourism funding is provided to continue operations as the region's tourism Destination Marketing Organization for all Fresno County, responsible for marketing the assets of Fresno County to outside travelers and tour groups in an effort to stimulate economic development and create jobs. The Office of Tourism will continue to focus on marketing existing tourism attractions to outside tourists and tourism providers, including the County's participation in Statewide tourism marketing events; coordination and interaction with reporters, travel writers and other related media; enhancement and maintenance of the tourism website, and publishing of the seasonal calendar of festivals and events, which is marketed externally along with the region's attractions. The Office of Tourism also functions as the State-designated Fresno County Film Commission, which actively markets Fresno County film locations, and responds to inquiries and referrals for commercial, television and film production throughout the County.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- The FY 2007-08 budget for Advertising County Resources no longer includes the \$125,000 allocation to the EDC that was budgeted in FY 2006-07. This allocation for the continued implementation of economic development marketing programs and the promotion of job creation in Fresno County is now included in the FY 2007-08 IME budget.

## **ADVERTISING COUNTY RESOURCES – 1930**

- The Office of Tourism uses portions of two positions authorized in the Public Works and Planning-Community Development Budget (7205), and the work effort is budgeted in the Department of Public Works and Planning Budget (4360). In FY 2006-07, portions of three positions were utilized; however, in an effort to address the increased cost of staffing, marketing and advertising in FY 2007-08, the Department of Public Works and Planning recommends trimming and consolidating positions to reduce costs. This will allow the department to continue to focus on the most productive marketing missions and projects, including cooperative efforts.

### **OTHER CHARGES**

Other Charges is recommended at \$200,149, which reflects a 38% decrease from the FY 2006-07 fund level as addressed in the Overview Section.

Recommended funding includes:

An allocation in the amount of \$200,000 for the continued implementation of the Fresno County Tourism Master Plan. This is the same amount budgeted in FY 2006-07 and will finance staffing costs and services and supplies expenditures associated with the Tourism Program. Tourism projects that promote private-public financial partnerships in advertising will continue to be encouraged.

## NOTES

# INTEREST AND MISCELLANEOUS EXPENDITURES

## BUDGET 2540

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$1,578,681.77	\$1,670,122.00	\$1,260,814.00	\$(409,308.00)	-25%
Other Charges	1,912,889	3,082,546	5,313,475	2,230,929	72%
Other Financing Uses	3,590,000	5,454,922	6,050,168	595,246	11%
Total Appropriations	\$7,081,571	\$10,207,590	\$12,624,457	\$2,416,867	24%
<u>Revenues</u>					
Taxes	\$100,463	\$125,000	\$125,000	\$-	0%
Miscellaneous Revenues	4,818	5,000	5,000	-	0%
Intrafund Revenue	77,285	90,000	90,000	-	0%
Total Revenues	\$182,566	\$220,000	\$220,000	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$6,899,005</b>	<b>\$9,987,590</b>	<b>\$12,404,457</b>	<b>\$2,416,867</b>	<b>24%</b>

## **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 Sheriff's Public Safety Information System (PSIS). Countywide audit services, debt service payments, interest costs related to the Tax and Revenue Anticipation Notes (TRANs), and contributions to fire services.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$12,624,457 reflects a 24% (\$2,416,867) increase in net County cost over the FY 2006-07 Adopted Budget. The increase is primarily due to an increase in the estimated ITSD costs related to the Sheriff's Public Safety Information System, contribution of Proposition 172 funds to fire districts, inclusion of the Economic Development Contract from the Advertising County Resources (1930) budget, and an increase in the estimated costs associated with the County's Tax and Revenue Anticipation Notes (TRANs). In FY 2007-08, the TRANs borrowing is estimated at \$60,000,000. The total estimated interest costs of \$4,000,000 associated with the TRANs are included in this budget. In addition, the recommended budget provides financing for several outside agencies, Countywide audit services, and the Amador Plan fire services.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$1,260,814, reflects a 25% decrease from the FY 2006-07 Adopted Budget due to a change in accounting practices for the Tobacco Securitization financing costs.

Recommended Funding includes:

- Estimated underwriter and bond counsel fees (\$50,000) which will finance costs for the FY 2007-08 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 (\$80,000). 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.
- Outside Counsel Consultant services (\$250,000). Funding will finance the costs for obtaining outside counsel consultant services in areas that a particular expertise is needed to help represent the County of Fresno.

## **INTEREST & MISCELLANEOUS EXPENDITURES – 2540**

### **OTHER CHARGES**

Other Charges, recommended at \$5,313,475, represents a 72% increase over the prior year.

Recommended Funding includes:

- **Veterans Memorial Museum** (\$21,000). Funding for the Veterans Memorial Museum is recommended at the prior year level. The County's contribution is used for the promotion, improvement, operation, and maintenance of the Veterans Memorial 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 prior year 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 Department of Public Works and Planning - Parks and Grounds budget (7910).
- **Fresno-Madera Area Agency on Aging** (\$44,509). Funding is recommended at the prior year level and 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 Fire Contribution** (\$11,250). Fresno County has provided funding for many years to volunteer fire departments in Fresno County to purchase various types of firefighting equipment (previously appropriated in the General Services budget). Volunteer Fire Departments currently sharing this contribution are Big Creek, Mountain Valley, Huntington Lake, Pine Ridge and Hume Lake.
- **Amador Plan Fire Services** (\$885,855). The Amador Plan provides for an agreement with the California Department of Forestry and Fire Protection for off-season fire protection services. The Plan provides funding for facilities located at Hurley, Blasingame, Piedra, Shaver Lake, and Squaw Valley Department. Payments under this agreement are based on the actual cost of services rendered between November 1, 2007 and May 15, 2008. The agreement with the State is presented to the Board of Supervisors' during the fiscal year for retroactive approval.
- **Volunteer Bureau** - Crossing Guard Program (\$18,000). 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 the funding from Fresno County, the Bureau has requested \$36,200 from the City of Fresno and \$45,000 from the Fresno Unified School District. Additional monies are accumulated through fundraising efforts.

## **INTEREST & MISCELLANEOUS EXPENDITURES – 2540**

- **Volunteer Bureau - Community Service Court Referral Program** (\$26,700). The Court and the Probation Department refer approximately 2900 adult offenders to this program to interview, place, provide follow-up, monitor, and report on their community service. This is a Countywide service that reaches out to all incorporated and unincorporated areas. The Community Service Court Referral Program is used by the courts when offenders are unable to pay court fines, in lieu of incarceration, as a condition of probation and is now mandated by law for some offenses. The Bureau estimates other revenues of \$130,000 from client fees and \$24,580 from fundraising efforts.
- **Proposition 172 Share to Fire Protection Districts** (\$1,355,937). 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.
- **Sheriff's Public Safety Information System (PSIS)** (\$2,635,424). Funding for this system was approved by the Board of Supervisors during FY 2005-06. Appropriations recommended at a \$1,771,691 increase over the prior year. Requested funding represents Information Technology Services Department costs related to the implementation of the PSIS.
- **Facilities Planning** (\$70,000). Funding is recommended for ongoing analyses, appraisals and consultant time related to the review of all proposed changes in the use or occupancy of County owned, leased, occupied or managed properties to ensure a countywide approach.
- **Commission on Status of Women** (\$3,000). Funding is recommended at a decrease of \$1,000 from the prior year based on actuals. 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.
- **Economic Development Contract** (EDC) (\$200,000). Funding for this contract was previously included in the Advertising County Resources (1930) budget. The EDC will continue to implement economic development marketing programs and promote job creation in Fresno County, consistent with the economic element of the General Plan.

### **OTHER FINANCING USES**

Other Financing Uses, recommended at \$6,050,168, reflects an 11% (\$595,246) increase over the prior year.

Recommended Funding includes:

- Interest costs for the Tax and Revenue Anticipation Notes (TRANs). Interest related to the TRANs has been estimated by the Auditor-Controller/Treasurer-Tax Collector's Office at \$4,000,000, a \$573,500 increase over the prior year actual.
- The second debt service payment for the Lease Revenue Bonds for the Juvenile Justice Campus (\$1,876,629). These funds are transferred to the Debt Service Org. 0124 from which the payment will be made.

## **INTEREST & MISCELLANEOUS EXPENDITURES – 2540**

- Net County cost contribution of \$173,539 to PeopleSoft Org. 8903 to fund the portion of the PeopleSoft costs related to Fresno County Schools and cemetery districts.

### **SUMMARY OF REVENUES**

Revenues totaling \$220,000 are recommended at the same level as FY 2006-07 and include:

- Taxes Revenues (\$125,000) - Additional sales tax revenue received as a result of contract services for sales tax recovery.
- Miscellaneous Revenues (\$5,000) - Charges to user departments outside the General Fund for the cost of armored transport services (\$5,000).

Intrafund Revenues (\$90,000) - Charges to user departments within the General Fund for the cost of armored transport services (\$35,000) and merchant card charges (\$55,000).



## DEBT SERVICE

### BUDGET 0124

### SPECIAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Other Charges	\$-	\$7,826,751	\$7,154,961	\$(671,790)	-9%
Total Appropriations	\$-	\$7,826,751	\$7,154,961	\$(671,790)	-9%
<u>Revenues</u>					
Use of Money & Property	\$7,574	\$-	\$-	\$-	0%
Operating Transfers In	1,159,821	6,478,695	7,154,961	676,266	10%
Other Financing Sources	-	1,348,056	-	(1,348,056)	-100%
Total Revenues	\$1,167,395	\$7,826,751	\$7,154,961	\$(671,790)	-9%
<b><u>Net County Cost</u></b>	<b>\$(1,167,395)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **DEBT SERVICE – 0124**

### **FUNCTION**

This budget provides for the appropriations and revenues for the annual debt service payments for the County's long and short-term debt obligations for the Tax and Revenue Anticipation Notes and Lease Revenue Bonds for the Juvenile Justice Campus, Downtown Energy Savings Project, and the new Juvenile Court Facility and Offices. Information is also provided regarding the County's outstanding Pension Obligation Bonds.

### **OVERVIEW**

The FY 2007-08 Recommended Budget totals \$7,154,961 and includes the interest payment for the annual Tax and Revenue Anticipation Notes, and the second year debt service payments for the Juvenile Justice Campus Lease Revenue Bonds and the Downtown Energy Savings Project.

### **SUMMARY OF CAO RECOMMENDATIONS**

The following provides a summary of Fresno County's long and short-term debt obligations and required FY 2007-08 debt service payments:

#### **LEASE REVENUE BONDS**

##### **JUVENILE JUSTICE CAMPUS LEASE REVENUE BONDS**

Lease Revenue Bonds totaling \$26 million were issued by the Fresno County Financing Authority in 2004 to fund a portion of the costs associated with the construction of the County's new \$141 million Juvenile Justice Campus. The bonds had a 20-year maturity and included two years of capitalized interest. The second debt service payment of \$1,971,214 is due in August 2007. See debt service calendar following this narrative.

Component	Principal Balance as of June 30, 2007	Remaining Payment Period	2007-08 Debt Service Payment
Juvenile Justice Campus	\$24,950,000	18-years	\$1,971,214

For FY 2007-08, the County is budgeting \$1,876,629 of the total \$1,971,214 debt payment, which reflects the required cash outlay to pay the debt. The difference of \$94,585 is offset by interest earnings held by the Trustee.

##### **DOWNTOWN ENERGY SAVINGS PROJECT**

Lease Revenue Bonds totaling \$14,375,000 were issued by the Fresno County Financing Authority in 2004 to fund the costs associated with the Downtown Energy Savings Project. The bonds had a 15-year maturity and included capitalized interest during the construction period (17 months). The second debt service payment of \$1,338,481 is due in August 2007. See debt service calendar following this narrative.

Component	Principal Balance as of June 30, 2007	Remaining Payment Period	2007-08 Debt Service Payment
Energy Savings Project	\$13,510,000	13-years	\$1,338,481

## **DEBT SERVICE – 0124**

For FY 2007-08, the County is budgeting \$1,278,332 of the total \$1,338,481 debt payment, which reflects the required cash outlay to pay the debt. The difference of \$60,149 is offset by interest earnings held by the Trustee.

### **JUVENILE COURT FACILITY AND OFFICES LEASE REVENUE BONDS**

Lease Revenue Bonds totaling \$55,350,000 were issued by the Fresno County Financing Authority in 2007 to finance costs associated with the construction of a new shared use Juvenile Court facility and offices to be located at the Juvenile Justice Campus. Usage of the Juvenile Court and offices will be shared by Fresno County and the Superior Court. The total principal amount of the shared Annual Base Rental (Lease) Payments is \$55,350,000, which will be paid by the County. The County will lease a portion of the facility and offices to the Administrative Office of the Courts (AOC), whose share of the Base Rental Payments (approximately 58%) will be paid directly to the Trustee and will be credited against the total Base Rental Payments to be made by the County. The bonds have a 23-year maturity and include two years of capitalized interest. The first debt service payment of \$4,081,673 is due in September 2009. See debt service calendar following this narrative.

Component	Principal Balance as of June 30, 2007	Payment Period	2007-08 Debt Service Payment
Juvenile Court	\$55,350,000	23-years	None Required

### **PENSION OBLIGATION BONDS**

Fresno County has issued Pension Obligation Bonds on three occasions. In March 1998, Fresno County issued \$184,910,000 of taxable Pension Obligation Bonds with an 11-year amortization to fund the UAAL of the Fresno County Employee's Retirement Association. In March 2002, these bonds were partially refunded in order to extend the debt servicing of the bonds to an 18-year amortization period to provide budget relief. In addition, in 2004, a total of \$327,897,749 in fixed rate bonds were issued with a 30-year amortization and a total of \$75 million in variable rate bonds that could be called every 28 days were issued. The \$75 million variable rate bonds were converted to fixed rate bonds on September 12, 2006 at a fixed rate of 5.56%. The maturity schedule of the converted bonds remained the same. The County is currently paying the annual debt service for all three of the bond issuances. A total of \$32,242,599 in debt service payments is required in FY 2007-08, which includes all administration fees associated with the bonds. See debt service calendar and remaining maturity for all three issuances following this narrative.

Component	Principal Balance as of June 30, 2007	Payment Period	2007-08 Debt Service Payment
Pension Obligations Bonds	\$537,827,749	Varied	\$32,242,599

Amounts necessary to timely pay the Pension Obligation Bond debt service payments have been incorporated into the County's FY 2007-08 retirement rates and are collected from departments each pay period.

## **DEBT SERVICE – 0124**

### **TAX AND REVENUE ANTICIPATION NOTES (TRAN)**

For the past 29 years, the Board of Supervisors has authorized a short-term borrowing program through the issuance of a TRAN. The TRAN enables the County to maintain a positive cash flow until anticipated taxes and revenues are received throughout the fiscal year. The cash flow analysis prepared by the Auditor-Controller/Treasurer-Tax Collector supports an issuance of a TRAN of approximately \$60,000,000. Upon receipt, the TRAN funds are deposited into an interest bearing account. The recommended funding of \$4,000,000 represents the estimated interest payment for the TRAN. Funding for the interest payment is transferred from the Interest and Miscellaneous Expenditures budget, where it is budgeted as net County cost.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$7,154,961 and include the following:

- Operating Transfer In from General Fund (\$7,154,961) - Represents funds to be transferred from the General Fund for the TRAN interest payment (\$4,000,000) and for the second year debt service payments for the Juvenile Justice Campus Lease Revenue Bonds (\$1,876,629) and for the Downtown Energy Savings Project (\$1,278,332). These latter two amounts are net of interest earnings as noted above.

Other Financing Sources (\$0) - Revenues to fund the Downtown Energy Savings Lease Revenue Bonds payments, which were previously included in this account have been reclassified to Operating Transfer In from General Fund.

# COUNTY OF FRESNO – ANNUAL DEBT SERVICE CALENDAR

(Includes Bond Principal and Interest)  
June 15, 2007

Fiscal Year Ending	1998  Pension Bonds	2002  Pension Bonds (Partial 1998 Refunding)	2004A  Pension Bonds Fixed Rate	2004B  Pension Bonds Fixed Rate*	2004  Lease Revenue Bonds (Juvenile Campus)	2004B  Lease Revenue Bonds (Energy Project)	2007  Lease Revenue Bonds (Juvenile Court)	Total  Annual Payments
2008	\$9,931,713	\$7,579,366	\$10,561,520	\$4,170,000	\$1,971,214	\$1,338,481	\$2,292,019	\$37,844,313
2009	12,344,661	7,579,366	11,681,537	4,170,000	1,965,670	1,335,213	2,391,673	41,468,119
2010	-	15,957,574	12,848,007	4,170,000	1,958,295	1,323,138	4,081,673	40,338,686
2011	-	15,962,271	13,990,890	4,170,000	1,954,793	1,319,294	4,084,073	41,481,320
2012	-	15,962,156	15,255,947	4,170,000	1,953,428	1,313,500	4,083,673	42,738,703
2013	-	15,965,239	16,638,136	4,170,000	1,947,415	1,310,575	4,085,473	44,116,838
2014	-	15,964,565	18,123,814	4,170,000	1,942,865	1,310,313	4,084,273	45,595,829
2015	-	15,967,204	19,422,069	4,170,000	1,945,428	1,308,825	4,085,173	46,898,698
2016	-	15,963,492	20,901,454	4,170,000	1,939,459	1,310,338	4,082,373	48,367,115
2017	-	15,965,889	22,435,013	4,170,000	1,939,875	1,307,600	4,086,373	49,904,749
2018	-	15,967,923	24,035,283	4,170,000	1,935,835	1,306,100	4,084,373	51,499,514
2019	-	15,970,424	25,693,747	4,170,000	1,933,335	1,302,800	4,085,373	53,155,679
2020	-	-	27,424,490	4,170,000	1,932,582	1,229,100	4,082,573	38,838,744
2021	-	-	29,220,000	4,170,000	1,932,341	-	4,085,973	39,408,314
2022	-	-	31,085,000	4,170,000	1,927,971	-	4,081,866	41,264,838
2023	-	-	33,025,000	4,170,000	1,924,654	-	4,081,241	43,200,895
2024	-	-	35,045,000	4,170,000	1,922,320	-	4,084,441	45,221,761
2025	-	-	37,140,000	4,170,000	1,921,360	-	4,084,581	47,315,941
2026	-	-	39,325,000	4,170,000	-	-	4,084,131	47,579,131
2027	-	-	41,595,000	4,170,000	-	-	4,085,413	49,850,413
2028	-	-	43,780,000	4,170,000	-	-	4,085,350	52,035,350
2029	-	-	46,410,000	4,170,000	-	-	4,084,250	54,664,250
2030	-	-	48,965,000	4,170,000	-	-	4,085,950	57,220,950
2031	-	-	51,620,000	4,170,000	-	-	-	55,790,000
2032	-	-	54,380,000	4,170,000	-	-	-	58,550,000
2033	-	-	44,785,000	4,170,000	-	-	-	48,955,000
2034	-	-	-	75,532,833	-	-	-	75,532,833
Totals	\$22,276,374	\$174,805,469	\$775,386,906	\$183,952,833	\$34,948,839	\$17,015,275	\$90,452,286	\$1,298,837,982

\* This schedule reflects auction rate bonds converted to fixed rate bonds on September 12, 2006.



# CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS

## BUDGET 8210

### GENERAL FUND

### CONTINGENCIES

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Contingencies	\$1,136,618	\$1,000,000	\$2,000,000	\$1,000,000	100%
Total Contingencies	\$1,136,618	\$1,000,000	\$2,000,000	\$1,000,000	100%
<b><u>Net County Cost</u></b>	<b>\$1,136,618</b>	<b>\$1,000,000</b>	<b>\$2,000,000</b>	<b>\$1,000,000</b>	<b>100%</b>

## GENERAL RESERVES/DESIGNATIONS

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Increase in County Budget Mitigation	0	603,570	636,162	32,592	100%
Increase in General Reserves	0	1,000,000	1,000,000	0	0%
Total Appropriations	0	1,603,570	1,636,162	32,592	2%
<u>Revenues</u>					
General Fund Designation Draw	0	1,000,000	0	(1,000,000)	-100%
Total Revenues	0	1,000,000	0	(1,000,000)	-100%
<b><u>Net County Cost</u></b>	<b>0</b>	<b>603,570</b>	<b>1,636,162</b>	<b>1,032,592</b>	<b>171%</b>

## **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 expenditures. The General Reserves, however, is a portion of the fund balance that is not available to finance current year expenditures except in cases where the Board declares an emergency as defined by Government Code 29127.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$3,000,000 provides funding for Contingencies (\$2,000,000), an increase to the General Reserves (\$1,000,000) as well as a designation of \$636,162 for County Budget Mitigation.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **CONTINGENCIES**

Contingencies are recommended at \$2,000,000, which reflects an increase of \$1,000,000 over the FY 2006-07 funding level. During FY 2006-07, the Board used Contingencies funding for various reasons, including consultant costs to conduct a Joint Dispatch Study and payment for under-remittance of Court Fines and Recorder Index fees to the State of California. As of February 2007 the Board had approved total expenditures of \$1,000,000 in FY 2006-07 Contingencies funding.

### **GENERAL RESERVES**

A \$1,000,000 contribution to the General Reserves is recommended for FY 2007-08. With this contribution, the General Reserves balance will increase to \$8,000,000.

### **DESIGNATIONS**

A County Budget Mitigation in the amount of \$636,162 has been reserved for unfunded requests and to mitigate potential impacts of the FY 2007-08 Proposed State Budget based on the priorities of the Board of Supervisors.

# COUNTYWIDE REVENUES

## GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Revenues</u></b>					
Taxes	\$170,596,530	\$171,679,726	\$191,312,347	\$19,632,621	11%
Lic., Permits, Fran.	4,365,949	4,701,010	4,489,691	(211,319)	-4%
Use of Money & Property	10,017,044	7,422,993	10,280,058	2,857,065	38%
Intergovernment Revenues - State	83,947,917	66,277,030	70,206,305	3,929,275	6%
Intergovernment Rev-Federal	2,003,529	1,025,036	1,071,930	46,894	5%
Charges For Services	5,263,270	9,179,884	5,636,172	(3,543,712)	-39%
Tobacco Settlement Funds	1,896,326	2,085,303	2,059,224	(26,079)	-1%
Other Miscellaneous	2,788,527	-	11,020	11,020	100%
Subtotal Revenues	\$280,879,092	\$262,370,982	\$285,066,747	\$22,695,765	9%
Stabilization Realignment	2,837,000	2,837,000	-	(2,837,000)	-100%
State H & W Realignment	45,138,399	46,444,400	47,421,492	977,092	2%
Total Revenues	\$328,854,491	\$311,652,382	\$332,488,239	\$20,835,857	7%

## **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 FY 2007-08 Countywide Revenues which support General Fund costs are recommended at \$332,488,239 representing a 7% increase compared to FY 2006-07 Adopted Countywide Revenues. The recommended budget reflects an increase in Property Taxes in Lieu of VLF which is the result of growth in countywide assessed values. Also reflected is a reduction in Current Secured Property Taxes due to a change in revenue expectations based on FY 2006-07 revenue experiences.

### **SUMMARY OF REVENUES**

- **Taxes** (\$191,312,347) - Receipt of tax revenues are estimated at an 11% increase over FY 2006-07 adopted amounts. Property taxes are projected to increase primarily based on a \$27,846,423 projected increase in Property Taxes in Lieu of VLF, which is due to growth in countywide assessed values of about 14%. These revenues also reflect the effects of the VLF Swap, which reduces dollars in State Motor Vehicle In-Lieu Tax and correspondingly increases Property Tax. The above increase was partially offset by a \$9,570,641 projected decrease in Current Secured Property Taxes, which is based on the Auditor-Controller/Treasurer-Tax Collector's (ACTTC) actual/estimated revenue projections for FY 2006-07. Sales and Use Taxes are projected at a slight decrease based on actual revenues received in FY 2006-07. The effects of the Triple Flip, reducing dollars in Sales and Use Taxes, but correspondingly increasing dollars in Property Tax, is also reflected in the recommended budget.
- **Licenses, Permits, and Franchises** (\$4,489,691) - Represents a 4% decrease from FY 2006-07 due to a decrease in franchise revenues and permit revenues based on estimated actual receipts.
- **Use of Money and Property** (\$10,280,058) - Represents a 38% increase over FY 2006-07 due to growth in Interest earnings as projected by the ACTTC.
- **State Aid** (\$70,206,305) - Total State revenues are estimated at a 6% increase over FY 2006-07 primarily due to an 8% (\$4,458,679) projected increase in Proposition 172 sales tax for local public safety, based on FY 2006-07 actual receipts. State Williamson Act revenue, which is included in this category, is also addressed in the Pending Factors section below.
- **Federal Aid** (\$1,071,930) - Projected at a 5% increase based on receipts of Federal In-Lieu Taxes in FY 2006-07.

## **COUNTYWIDE REVENUES**

- **Charges for Services** (\$5,636,172) - Estimated at a 39% decrease from FY 2006-07 based on the AC/TTC's projected decrease in Administration fees and calculation of the Countywide cost allocation charges.
- **Tobacco Settlement Funds** (\$2,059,224) - This revenue is recommended at a slight decrease compared to FY 2006-07 based on receipts of Tobacco Settlement funds. Tobacco Settlement revenues are used to partially finance the General Fund match required before receiving Health and Mental Health Realignment revenues.
- **Other Miscellaneous** (\$11,020) - Recommended at an increase based on projections by the ACTTC.
- **State Health and Welfare Realignment** (\$47,421,492) - As allowed by statute, State Stabilization Realignment funds of \$2,837,000 are used to support County General Fund costs, and are capped at the \$2,837,000 level. In previous fiscal years, these revenues were budgeted as part of discretionary Countywide Revenues. For FY 2007-08, these revenues are budgeted in the Health & Welfare Realignment Trust Fund to provide Social Services Realignment revenues to the General Fund. State Health and Welfare Realignment revenues derived from Vehicle License Fees are recommended at a 2% increase over FY 2006-07 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.

## **PENDING FACTORS**

The Recommended Budget for 2007-08 was prepared including the Williamson Act subvention revenues from the State. At the time of printing, the ACTTC's most current information suggests that this revenue may be deleted from the State budget and is not included in the most recent revenue projections from the ACTTC. In the event that the State adopts a budget before our budget hearings without this vital funding for Fresno County, the County Administrative Office will present a revised recommendation in hearings to address the loss of the projected \$5,287,349 in discretionary revenue.

## NOTES

# COUNTY CLERK - ELECTIONS

## BUDGET 2850

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$3,124,329	\$3,222,254	\$3,085,291	\$(136,963)	-4%
Services and Supplies	5,683,154	9,050,996	7,952,275	(1,098,721)	-12%
General Fixed Assets	8,598	-	-	-	
Total Appropriations	\$8,816,081	\$12,273,250	\$11,037,566	\$(1,235,684)	-10%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$116,957.50	\$116,260.00	\$125,000.00	\$8,740.00	8%
Intergovernment Revenues - St	-	228,791	1,500,000	1,271,209	556%
Intergovernment Rev-Federal	-	6,500,000	4,542,914	(1,957,086)	-30%
Charges For Services	2,693,745	869,024	698,957	(170,067)	-20%
Miscellaneous Revenues	1,365	6,360	2,909	(3,451)	-54%
Intrafund Revenue	1,265,651	1,569,347	1,114,258	(455,089)	-29%
Total Revenues	\$4,077,718	\$9,289,782	\$7,984,038	\$(1,305,744)	-14%
<b><u>Net County Cost</u></b>	<b>\$4,738,363</b>	<b>\$2,983,468</b>	<b>\$3,053,528</b>	<b>\$70,060</b>	<b>2%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	54	40	40	-	

## **COUNTY CLERK-ELECTIONS – 2850**

### **FUNCTION**

The County Clerk - Elections Department is responsible for registering voters; maintaining voter records; verifying petitions; and conducting Federal, State, and County elections. The department also conducts elections for special districts, school districts, and all cities, except the City of Clovis. However, the County Clerk provides election related support services to the City of Clovis when they conduct their 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 also 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 the Records Management Center located at the Central Warehouse. Departments are notified when their records reach the appropriate legal deadline for destruction to enable a reduction of unnecessary paper storage.

The Records Management Program also handles inactive paper files for Department of Employment & Temporary Assistance and the Department of Children and Family Services that includes a scanning function. The departments are working collaboratively towards a paperless solution.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$11,037,566 reflects a 2% (\$70,060) increase in net County cost from the FY 2006-07 Adopted Budget. The decrease in revenue and appropriations is due primarily to reductions in one-time grant funding for implementation of the Help America Vote Act (HAVA) and reductions in the Inter-departmental revenues from the Human Services Departments for records management services at the Seaport warehouse. Funding for the Human Services warehouse and scanning function is 100% offset with State and Federal Social Services allocations.

A Uniform District Election Law (UDEL) election in November 2007 will be 100% offset by participants in the election. A Presidential Primary Election scheduled for February 2008 is expected to be 100% offset by reimbursement from the State. A State Primary Election will be conducted in June 2008 which will require approximately 93% County General Fund dollars to offset the cost.

### **DEPARTMENT COMMENTS**

Implementation of the Help America Vote Act (HAVA) has placed significant demands on the County Clerk's office. New touchscreen voting devices were utilized for the first time in the June 2006 Primary Election to provide accessible voting opportunities for voters with disabilities. Training for poll workers, limited warehouse space to accommodate two types of voting systems, and enhanced security requirements continue to be challenges for a department that is operating at the minimum level of staffing and resources required to conduct successful elections.

## **COUNTY CLERK-ELECTIONS – 2850**

The recommended budget includes a reduction of \$76,000 attributable to anticipated savings in compensated poll workers. A mandatory manager poll worker program will be necessary in order to achieve this savings. At \$150 per day, approximately 507 poll worker days are required by County managers in FY 2007-08. Given unprecedented demands of conducting three scheduled elections, any further reduction will result in an inability to conduct fair and efficient elections as well as fulfill the statutory mandates.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- Implementation of HAVA will continue to impact the planning, training, and warehousing activities associated with the November 2007 UDEL, February 2008 Presidential Primary and June 2008 State Primary Elections.
- Completion of a capital project to expand the warehouse facility by 9,500 square feet in FY 2007-08 is budgeted in the Capital Projects Organization 1910. The expansion will provide dedicated space to store and secure elections systems, and construct restrooms to support the Elections Training Facility.
- Continued County departmental participation in the Records Management program to generate a savings by the creation of retention schedules and the destruction of records within legal timeframes. The number of boxes maintained in the Records Management Center increased from 26,957 to 33,440 in FY 2006-07.
- Reductions in the Inter-departmental agreements with the Human Services departments in May 2007 resulted in the elimination of 12 positions assigned to the scanning unit at the Seaport warehouse. For FY 2007-08 the records management activities at Seaport will focus on file reduction.

#### **SALARIES AND BENEFITS**

- Salaries and Benefits represent a 4% decrease from the FY 2006-07 adopted budget due to the elimination of 12 positions in May 2007, offset by programmed salary increases, increases in Extra-Help and Overtime necessary to conduct three major elections, filling vacant positions, and Countywide increases in the cost of employee benefits. Salary savings of approximately 5% is included in the recommended FY 2007-08 budget.

#### **SERVICES AND SUPPLIES**

- Services and Supplies reflect a 12% decrease from the prior year due primarily to the completion of the procurement of voting systems and related costs associated with implementation of HAVA.

### **SUMMARY OF REVENUES**

Revenues are recommended at a 14% decrease from the prior year due primarily to the reduction of HAVA grant funding for recovery of costs associated with improving or obtaining voting systems; improving accessibility to polling places; educating voters/training poll workers; improving verification of voters and investigating fraud; and improving administration of elections.

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## **COUNTY CLERK-ELECTIONS – 2850**

- **Licenses, Permits, and Franchises** - Revenue from marriage licenses is estimated to increase by 8% over the prior year.
- **State Aid** - An unprecedented Presidential Primary Election scheduled in February 2008 is expected to generate full reimbursement of \$1,500,000 by the State. Assembly Bill 157 (Plescia) and Senate Bill 113 (Calderon) both address full reimbursement of costs to counties for this election. Reimbursement revenues for absentee ballot costs are not included due to the deferral of all State mandated payments.
- **Intergovernment Revenues-Federal** - Revenue is budgeted at \$4,542,914, reflecting a 30% decrease from prior year, due to the extension of time in which to expend one-time grant funding for implementation of HAVA.
- **Charges for Services** - Projected at a 20% decrease based on an estimated 100% revenue offset for the November 2007 UDEL Election, and an estimated revenue offset of 7% for the June 2008 State Primary Election.
- **Miscellaneous Revenues** - Estimated at a 54% decrease due to reduction in reimbursement by Local Agency Formation Commission (LAFCO) for map services. Services provided are billed to LAFCO on an as needed basis.
- **Intrafund Revenues** - Projected at a 29% decrease due to reductions in the Memorandum of Understanding with Human Services departments for inactive files and imaging services, offset by growth of the Countywide Records Management program.

## **PENDING FACTORS**

- The FY 2007-08 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 \$165,000.
- The February 2008 Presidential Primary election will cost an estimated \$1,500,000. Although assurances have been made to counties that all costs will be covered, the May Revision of the FY 2007-08 Proposed State Budget does not include a provision for reimbursement to counties for this election. The California State Association of Counties (CSAC) and California Association of Clerks and Election Officials (CACEO) continue to work with legislators to ensure this funding is made available to counties in FY 2007-08.
- The adoption of a mandatory manager poll worker program will be necessary to generate the \$76,000 expenditure reduction in poll worker compensation contained in the proposed budget.

## 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	\$107,900
2205	Assistant Registrar of Voters	F	1	1	65,440
3029	County Clerk Program Coordinator	1849	3	3	179,031
3166	Administrative Secretary - Conf.	1371	1	1	44,273
2297	Principal Staff Analyst	E	1	1	70,885
2240	Senior Systems and Procedures Analyst	2356	1	1	78,082
3707	Information Technology Analyst IV	2305	1	1	71,894
2212	Systems and Procedures Analyst III	2103	1	1	67,035
3620	Program Technician I	1186	3	2	67,782
3621	Program Technician II	1327	5	6	266,469
3070	Supervising Office Assistant II	1332	1	1	45,193
3080	Office Assistant III	998	12	17	555,743
3110	Office Assistant II	896	5	0	0
3440	Stock Clerk II	901	2	2	53,846
3255	Senior Accountant	2017	1	1	61,575
3260	Account Clerk III	1054	1	1	36,281
Subtotal			<b>40</b>	<b>40</b>	<b>\$1,771,429</b>
Remuneration					2,106
Auto Allowance					6,156
Bilingual Skill Pay					7,800
Less Salary Savings					(95,396)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,692,095</b>

## NOTES

# COUNTY CLERK/CENTRAL WAREHOUSE

## BUDGET 8915

### INTERNAL SERVICE FUND

	Actual	Adopted	Recommended	Increase/ Decrease	
	2005-2006	2006-2007	2007-2008		
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$218,299	\$224,417	\$236,030	\$11,613	5%
Services and Supplies	3,345,475	2,804,602	1,791,737	(1,012,865)	-36%
Other Charges	31,257	32,627	32,627	-	0%
Total Appropriations	\$3,595,031	\$3,061,646	\$2,060,394	\$(1,001,252)	-33%
<b><u>Revenues</u></b>					
Use of Money and Prop	\$52,762	\$38,000	\$38,736	\$736	2%
Charges For Services	3,209,425	2,472,000	1,607,135	(864,865)	-35%
Miscellaneous Revenues	32,003	46,077	47,846	1,769	4%
Fund Balance	300,841	505,569	366,677	(138,892)	-27%
Total Revenues	\$3,595,031	\$3,061,646	\$2,060,394	\$(1,001,252)	-33%
<b><u>Net Income/(Loss)</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted	Current	Recommended	Increase/ Decrease	
	2005-2006	2006-2007	2007-2008		
Position Summary	4	4	4	-	

## **CENTRAL WAREHOUSE - INTERNAL SERVICE FUND – 8915**

### **FUNCTION**

The Central Warehouse, an Internal Service Fund (ISF), is a branch of the County Clerk/Registrar of Voters Department. It serves as a shipping and receiving facility, and 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 2007-08 Recommended Budget of \$2,060,394 reflects a 33% (\$1,001,252) decrease in appropriations and revenues from the 2006-07 Adopted Budget due to a reduction in Warehouse utilization. Staffing is recommended at four positions.

### **DEPARTMENT COMMENTS**

Transition of direct purchase of various supplies to the departments was implemented in FY 2005-06. As a result, inventory purchases were reduced in FY 2006-07 and are being further reduced in FY 2007-08 to reflect actual activity as a result of this change during FY 2006-07. Despite reduced activity respective to inventory purchases, the Central Warehouse has expanded shipping and receiving activities in response to departmental requests and continues to provide efficient service to the departments. Current services include daily deliveries of warehouse items and orders for Graphic Communications and ITSD. In addition to storing items, staff prepares items for pickup when requested by departments as needed. In doing so, inventory is constantly checked so items do not sit on shelves for longer than is necessary. In addition, the Central Warehouse continues to manage the document shredding services.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The focus of activities at Central Warehouse has transitioned from primarily a storage facility into a shipping/receiving center for the County. The warehouse receives non-inventory items for delivery to requesting Departments that do not have loading docks at their respective facilities.
- Plans have been proposed to transition the Central Warehouse in 2007-08 from an ISF to a net County cost operation as of 2008-09.
- These plans include the surcharge of 15.31% to users to recover costs in 2007-08 and the utilization of \$366,677 in Fund Balance to support ISF operations.

## **CENTRAL WAREHOUSE - INTERNAL SERVICE FUND – 8915**

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$236,030, represent a 5% (\$11,613) increase from FY 2006-07 primarily due to an increase in the retirement account.

- Staffing is recommended at four positions, which is at the same level as FY 2006-07. This is needed primarily to accommodate the increased shipping and receiving services provided. In addition, the number of supply requisitions processed each day has remained constant.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$1,791,737, represent a 36% (\$1,012,865) decrease from FY 2006-07 due to decreased utilization of the Warehouse.

Recommended funding includes:

- A decrease of 38% (\$903,984) in the Inventory Purchases Account to reflect actual activity during FY 2006-07.
- A decrease of 54% (\$95,970) in the Countywide Cost Allocation Account.

### **OTHER CHARGES**

Depreciation Charges of \$32,627 are recommended at the FY 2006-07 level to cover depreciation of the Central Warehouse building, furniture, office equipment, and material handling equipment.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$2,060,394 a 33% (\$1,001,252) decrease from FY 2006-07.

- Charges for Services (\$1,607,135). This represents a 35% (\$864,865) decrease from FY 2006-07 due to reduced utilization of Warehouse inventory by County departments. As an Internal Service Fund, the Central Warehouse is financed through a 15.31% surcharge to user departments for services provided.
- Fund Balance (\$366,677). Plans have been proposed to transition the Central Warehouse in 2007-08 from an ISF to a net County cost operation as of 2008-09. These plans include the above-mentioned surcharge to users to recover costs in 2007-08 and the utilization of Fund Balance to support ISF operations.
- Use of Money and Property (\$38,736). This reflects an increase of 2% (\$736) over FY 2006-07 due to higher than anticipated interest earnings in the current fiscal year.

Miscellaneous Revenues (\$47,846). Reflects a 4% (\$1,769) increase based on 2006-07 actuals.

## COUNTY CLERK/CENTRAL WAREHOUSE – 8915

### 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>
3029	County Clerk Program Coordinator	1849	1	1	\$52,832
3440	Stock Clerk II	901	2	2	57,529
3080	Office Assistant III	998	1	1	34,549
<b>TOTAL REGULAR SALARIES</b>			<b>4</b>	<b>4</b>	<b>\$144,910</b>

# AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

## BUDGET 0410

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$6,952,563	\$8,238,556	\$8,840,394	\$601,838	7%
Services and Supplies	1,616,119	2,355,651	2,373,248	17,597	1%
Total Appropriations	\$8,568,683	\$10,594,207	\$11,213,642	\$619,435	6%
<b><u>Revenues</u></b>					
Taxes	\$96	\$-	\$-	\$-	-100%
Licenses, Permits & Franchises	8,815	7,700	7,700	-	0%
Rev From Use of Money & Prop	87,198	99,000	93,375	(5,625)	-6%
Intergovernment Revenues - St	54,181	26,648		(26,648)	-100%
Charges For Services	3,855,730	3,896,802	4,329,639	432,837	11%
Miscellaneous Revenues	206,375	118,200	133,980	15,780	13%
Intrafund Revenue	741,278	737,244	780,752	43,508	6%
Total Revenues	\$4,953,672	\$4,885,594	\$5,345,446	\$459,852	9%
<b><u>Net County Cost</u></b>	<b>\$3,615,011</b>	<b>\$5,708,613</b>	<b>\$5,868,196</b>	<b>\$159,583</b>	<b>3%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	126	126	121	(5)	

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

### **FUNCTION**

The Auditor-Controller/Treasurer-Tax Collector (ACTTC) is organized into three main branches including the Auditor-Controller, Treasurer-Tax Collector, and Human Services Finance (HSF). The HSF unit is budgeted in a separate organization. The Auditor-Controller branch includes the Financial Reporting & Audits (with a Special Accounting unit) and General Accounting divisions and is responsible for all central accounting functions. The Financial Reporting & Audits division performs financial statement and State report preparation. This division also provides auditing, accounting and consulting services to all County departments and special districts under the jurisdiction of the Board of Supervisors. The Special Accounting unit performs all property tax allocation and cost accounting functions. The General Accounting division is responsible for accounts payable, payroll, general ledger and budget maintenance services.

The Treasurer-Tax Collector branch includes the Treasurer, and the Tax and Revenue Collection divisions, functioning as the central finance and revenue collections department to the County. The Treasurer division collects and deposits cash receipts, manages debt financing and provides banking and portfolio management services to the County and other Countywide depositors. The Tax and Revenue Collections division issues and maintains property tax billings and accounts receivable. The Revenue Collection unit of that division functions as the County's centralized revenue collection agency.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$11,213,642 reflects a net 6% (\$619,435) increase over the 2006-07 Adopted Budget. The 2007-08 Recommended Budget reflects a net 9% (\$459,852) increase in revenues. Staffing is recommended at 121 positions, which reflects a decrease of five positions.

### **DEPARTMENT COMMENTS**

The FY 2007-08 budget for the ACTTC's office will require the elimination of 5 filled/vacant positions, and we anticipate an estimated \$467,283 savings in salaries and benefits. Past vacancies have diminished efficient operations by delaying departmental audits, various financial accounting services, and processing tax payments.

Office Expense and Professional and Specialized Services have been reduced. These reductions are possible only if we continue to identify and implement ways of reducing check issuance and banking costs through more automated services.

Also, the elimination of an office assistant position will reduce the administrative support such as mail processing, word processing, and supply ordering that each division is receiving.

The following illustrates divisional accomplishments and budgetary goals:

#### **TREASURER**

- In the current year, we plan to implement a new automated cashiering system which tracks deposits, prints receipts and reports allowing for greater efficiency and security in the cash collection and reconciliation process. Additional security features are to be installed including cameras, individually assigned locked cabinets with dual custody and a digital video recording system.

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

### **TAX & REVENUE COLLECTIONS**

- The Tax Collection unit continues to conduct Internet auctions of tax default properties. Fresno County acted as the lead agency of a coalition of five counties. The Fresno County contract with the Internet auction vendor allows the smaller counties to piggyback off Fresno County's contract. This has resulted in an annual savings of 40 hours of staff time and effort.
- The completion of the secured and supplemental portions of the IVR (interactive voice response) and web payment system allows taxpayers to inquire about their property tax and make their tax payments via the Internet or the automated telephone system. This provides taxpayers with 24/7 access to real time information with the ability to make payments at their convenience. During FY 2005-06 (the first year of implementation) of the IVR/Web system, tax collections were approximately \$4.1 million. Year to date collections for FY 2006-07 are approximately \$7.5 million, an increase of 83%. The unsecured and secured delinquent rolls will be completed during FY 2007-08. Additionally, the IVR-Web payment system is anticipated to be the framework for all types of government payments (i.e., facility impact fees, e-gov, etc.).
- The 30-plus year old property tax system continues to demand more and more resources. The cost of third party data storage and maintenance has increased 21% during FY 2006-07. We continue to research alternatives and solutions to this challenge.

From FY 2003-04 to FY 2005-06, we have experienced drastic increases in the following areas:

- The number of property tax bills issued increased by 21%.
- The number of tax payers served at the counter increased by 26%.
- The number of phone calls taken by staff increased by 152%
- We were able to provide this level of service by using overtime, extra-help, and temporary reassignment of staff within the department.
- The Revenue Collection unit is in the process of implementing an IVR (interactive voice response) phone system. This will allow customers to inquire about their account and in the future make payments using e-check or credit cards.
- An average of the last three years of collections for the Revenue Collection unit was \$8,429,035 per year. This equates to a collection rate of \$6.14 for every dollar expensed in this unit. This money, less commission, goes back to the various County departments, which reduces the amount of general fund dollars required to operate the various departments.

### **FINANCIAL REPORTING & AUDITS**

- Members of the Financial Reporting & Audits Division (FR&A) continue to build a strong team and achieve noticeable accomplishments. During FY 2006-07, FR&A has completed six mandated audits, six departmental and four Internal Service Funds' audits; completed the review of approximately 610 Countywide contracts and agenda items using 2,050 productive hours; and completed 30 special projects requiring 1,220 productive hours.

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

- FR&A provides accounting and reporting services for internal and external entities such as ZOO Authority, Transportation Authority, and special districts. FR&A is also responsible for completing the County's Comprehensive Annual Financial Report (CAFR) and submitting it on time to GFOA. FR&A staff spends approximately 3,000 hours annually in preparing the CAFR. We continue to refine the process and make improvements in order to produce the CAFR more efficiently and effectively by providing Countywide seminar/training sessions.
- Historically, FR&A staff has spent 35% of productive time on audits and 65% of productive time on accounting and reporting services which include Countywide contract and agenda review and special projects related to fiscal issues. The goal is to increase productive time spent on audits to 60% by developing auditors, incorporating new corporate accountability audit standards, and enhancing audit efficiencies by utilizing ProSystem Engagement Software.
- Reducing the positions in FR&A will result in fewer audits being performed resulting in reduced accuracy of the County's financial information, weakened internal controls and compliance. The lack of compliance and internal controls will lead to increased County costs related to inaccurate claiming and reporting of expenditures and non-compliance with Federal and State requirements. This will also affect the timely submission of audit reports and financial statements necessary to maintain the County's current financial reporting condition.

### **SPECIAL ACCOUNTING UNIT**

- The Special Accounting unit continues to leverage the Internet website and E-Services as a method of delivering documentation to external and internal customers. Many documents regarding Tax Rates, Levies and the Countywide Cost Allocation Plan (A-87) are easily accessible. The on-line versions are easily accessible and more efficient for the end-users.
- Special Accounting's continuing long-term goal is to enhance or replace the current property tax system. This goal will benefit tax collection and allocation operations and is supported by the Assessor.
- The following is a list of additional projects that the unit has completed, in conjunction with the Countywide Cost Allocation Plan (A-87):
  - Property tax apportionments for allocating all tax revenues to appropriate entities (i.e., cities, school districts, & etc). During FY 2006-07, \$635,039,862 was allocated requiring over 1,680 productive hours from staff.
  - Cost studies for approving rates charged by County departments - for FY 2006-07 staff spent approximately 820 productive hours to complete the 51 cost studies as indicated in Management Directive 1200.
  - Indirect Cost Rate Plan (ICRP) which allocates general fund overhead cost - FY 2006-07 staff approved 14 ICRPs by spending approximately 260 productive hours.
  - Filing mandated claims which allow cost recovery of services mandated by the State - FY 2006-07 staff completed 26 mandated claims totaling \$2,652,204 by spending approximately 520 productive hours.

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

### **GENERAL ACCOUNTING**

- The General Accounting division is responsible for signing all checks for the County as well as other depositing entities. Over 2,308 documents are processed weekly for accounts payable, travel, mileage, and other financial claims. General Accounting handles additional tasks including annual inventory certifications, over-arching fixed asset management, budget uploading, adjustments and editing.
- The Payroll unit of eight employees, which is part of this division, is responsible for processing 8,000 biweekly payroll checks, worth approximately \$19,000,000. Their responsibilities also include final review of timesheets, one-time adjustments, garnishments, and termination checks. They in some way assist or touch every County employee and monitor over 20,000 transactions on a monthly basis.
- General Accounting employees are responsible for the functional maintenance, training, testing and upgrading of the PeopleSoft Human Capital Management, PeopleSoft Financials, and PeopleSoft Budgets. These important upgrades strengthen the County's accounting capabilities, add new functionality for reporting, and are a web-based program. The implementation of new budget module will allow for quick analysis and integrating with other PeopleSoft modules that the County currently uses.
- Over the past four fiscal years there has been a 3.01% increase in accounts payable vouchers and 2.67% increase in payroll transactions while staffing levels have decreased by 13.8%. During the same period, the division has absorbed this increase in activities while completing the PeopleSoft Budget, Financial and Human Capital Management Upgrades.
- The elimination of additional positions will result in a decline of service level provided by the division. Services that will be impacted include:
  - PeopleSoft training and support to end-users.
  - Processing accounts payable vouchers for payments. Processing time will increase in proportion to the number of staff decrease. Vouchers currently are processed in less than seven days.
  - Delays in producing budget mandated items including Line Item Detail, Budget Book to the State Controller and processing Budget Resolutions and Transfers.
  - Delays in performing payroll adjustments to affected employees

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- Complete implementation of new cashiering and security system in the Treasurer division.
- Complete implementation of Interactive Voice Response System for Revenue Collection.
- Complete implementation of upgrade to PeopleSoft Financial System.
- Continue with implementation of department-wide document scanning project.
- Continued transition of various forms to E-Forms and inclusion of appropriate ACTTC documentation and reports on e-Services.

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

- Develop the department's vision and mission statement, performance measures and a five-year strategic plan.
- Proceed with the replacement of the aged Remittance Processing System in the Treasurer division.

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent a net 7% increase over the prior year. This includes increases in employee salaries, retirement, health insurance, benefit administration, and unemployment insurance rates. FY 2007-08 budget is net of 5% salary savings and five position cuts that includes one filled Office Assistant, and four vacant positions that consist of one Information Technology Analyst, two Accountants, and one Account Clerk positions.

### **SERVICES AND SUPPLIES**

- Services and Supplies represent less than 1% increase from the prior year primarily due to increase in Data Processing Direct and Data Processing Service charges provided by vendors including EDS.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$5,345,446, a 9% (\$459,852) increase over prior year, which is primarily due to an increase in charges for services. Specific changes by revenue accounts are noted below.

- **Licenses and Permits** (\$7,700) - Recommended at the 2006-07 level. Revenues are derived from the sale of business licenses.
- **Use of Money and Property** (\$93,375) - Recommended at a \$5,625 decrease from the prior year.
- **State Aid** (\$0) - Recommended at a 100% (\$26,648) decrease due to the deferral of state mandated claims payments.
- **Charges for Services** (\$4,329,639) - Recommended at an 11% (\$432,837) increase over last year due to an increase in charges for accounting and auditing services, investment service fees, and changing methodology in collecting Probation fees based on Penal Code.
- **Miscellaneous Revenues** (\$133,980) - Represents a 13% (\$15,780) increase over the 2006-07 level.

Intrafund Revenues (\$780,752) - Represents a 6% (\$43,508) increase over prior year due primarily to sharing a position with the Assessor's Office.

## 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	\$136,671
1777	Collections Representative III	1266	8	8	347,594
1779	Collections Representative II	1126	1	1	33,393
1782	Collections Supervisor	1745	1	1	49,450
2212	Systems and Procedures Analyst III	2103	1	1	58,273
2302	Deputy Auditor-Controller	D	1	1	90,198
2303	Deputy Treasurer-Tax Collector	D	1	1	97,446
2307	Investment Officer	F	1	1	71,319
3080	Office Assistant III	998	2	2	69,194
3110	Office Assistant II	896	2	1	33,203
3127	Payroll Technician I - Conf.	1108	6	6	216,242
3128	Payroll Technician II - Conf.	1325	2	2	85,679
3166	Administrative Secretary - Conf.	1371	1	1	44,329
3205	Account Clerk II	938	16	15	433,473
3210	Accountant I	1494	9	7	261,564
3215	Accountant II	1728	11	11	646,437
3224	Accounting and Financial Division Chief	E	4	4	317,328
3240	Supervising Account Clerk II	1395	5	5	234,567
3255	Senior Accountant	2017	8	8	518,368
3260	Account Clerk III	1054	28	28	1,006,820
3262	Supervising Accountant	2158	2	2	138,690
3265	Accounting and Financial Manager	F	6	6	401,139
3705	Information Technology Analyst II	1585	3	2	92,858
3706	Information Technology Analyst III	1869	2	2	117,263
3707	Information Technology Analyst IV	2227	3	3	216,493
2225	Systems & Procedures Manager	F	1	1	87,918
Subtotal			<b>126</b>	<b>121</b>	<b>\$5,805,909</b>
	Bilingual Skills Pay				20,800
	Auto Allowance				6,156
	Remuneration				2,106
	Salary Savings				<u>\$(300,344)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$5,534,627</b>

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

### **REGULAR SALARIES – BUDGETED POSITIONS** (CONTINUED)

<b><u>FILLED POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
3110	Office Assistant II	Vacant	896	-1	\$34,290
	Cost of Restoring Filled Positions			-1	\$34,290

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
3205	Account Clerk II	Vacant	938	-1	\$45,058
3705	Information Technology Analyst II	Vacant	1585	-1	70,477
3210	Accountant I	Vacant	1494	-2	131,332
	Cost of Restoring Vacant Positions			-4	\$246,867

# ASSESSOR - RECORDER

## Budget 0420

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$10,777,724	\$11,897,283	\$12,312,365	\$415,082	3%
Services and Supplies	1,595,653	4,787,209	2,382,598	(2,404,611)	-50%
Fixed Assets	21,368	250,000	224,000	(26,000)	-10%
Total Appropriations	\$12,394,745	\$16,934,492	\$14,918,963	\$(2,015,529)	-12%
<b><u>Revenues</u></b>					
Taxes	\$7,295	\$-	\$-	\$-	0%
Licenses, Permits & Franchises	5,036	4,000	4,000	-	0%
Intergovernment Revenues - St	1,783,653	3,244,723	216,220	(3,028,503)	-93%
Charges For Services	8,877,099	7,981,000	7,659,841	(321,159)	-4%
Miscellaneous Revenues	58,067	73,750	159,755	86,005	117%
Intrafund Revenue	21,675	10,000	17,000	7,000	70%
Total Revenues	\$10,752,825	\$11,313,473	\$8,056,816	\$(3,256,657)	-29%
<b><u>Net County Cost</u></b>	<b>\$1,641,920</b>	<b>\$5,621,019</b>	<b>\$6,862,147</b>	<b>\$1,241,128</b>	<b>22%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	171	174	167	(7)	

## **ASSESSOR – RECORDER – 0420**

### **FUNCTION**

The Assessor's Division of the Assessor-Recorder's Office has a constitutional responsibility 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 revenue generated from 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 scanned and filmed and images are displayed for public use, along with an index of all documents on record. The index is created by the data entry section through the online system. This office assists the public in the use of images 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.

### **OVERVIEW**

The 2007-08 Recommended Budget represents appropriations and revenues in accordance with the Countywide Revenue Allocation as recommended by the County Administrative Office. Staffing is recommended at 141 positions for the Assessor Division, which is a loss of four positions. Staffing for the Recorder Division is recommended at 26 positions, which is a loss of three positions, putting at risk approximately \$300,000 in annual revenue garnered from timely indexing of documents.

The Recorder's Division receives revenue for fees collected from the recordation and copying of documents. The Assessor's Division receives revenue from State mandated Property Tax Administration reimbursement. All these revenues are dependent on activity in the Real Estate market. Over the last calendar year we have observed a slowing of the market resulting in a projected decline in these revenues of approximately 20%.

### **DEPARTMENT COMMENTS**

This year's budget has been particularly problematic for all County departments, and the Assessor-Recorder's budget is no exception. Departments have been faced with the challenge of funding an increase in Salaries and Benefits of approximately 10% with no corresponding increase in net County cost from last year. Our office has been able to meet that challenge without seriously hampering our ability to fulfill our constitutional duties or endangering the revenue streams attributable to our departments operations. We have done so by eliminating a number of permanent and extra-help positions, reducing overtime expenses, and funding operations with trust fund monies wherever permissible. This does, of course, come at an operational cost, and we will have to continue to provide service to our customers at levels less than desired or deserved.

Unfortunately, in addition to the increase in Salaries and Benefits, our department anticipates a \$450,000 drop in departmental revenues for 2007-08 based upon actual declining revenues in 2006-07. This decline in revenue has been expected and has been brought to the Board's

## **ASSESSOR – RECORDER – 0420**

attention in prior budget narratives and in presentations during prior budget hearings. **We can not absorb both the increase in Salaries and Benefits and the loss of departmental revenue without endangering the property tax revenues upon which local government is heavily dependent and compromising our ability to meet our constitutional responsibilities.**

The offices of Assessor and Recorder generate over \$400 million a year for local government. The Assessor provides over \$150 million “discretionary” dollars annually to the General Fund of Fresno County and the Recorder provides an additional \$3.5 million. These revenues partially fund many of the departments and functions of Fresno County and any reduction in these revenues would damage County operations. As mentioned above, the staffing decreases under the current budget will likely lead to some loss or delay of property tax revenue to the County, and the cities and special districts within the County. This will result from delayed or missed assessments and increased roll corrections.

This department has demonstrated an ongoing commitment to efficient operations and fiscal responsibility. When most county assessors were using their entire Property Tax Assistance Program grant to increase staff, our department set aside between 25% and 50% of the grant monies to fund current and future technology needs. At a time when our workload increased between 40% and 60%, we elected to try to handle it through increased efficiencies and innovation instead of using unanticipated revenues to increase staffing. This allowed us to pass over \$5 million in above-budgeted revenue into the County General Fund over the last seven years. In addition, through careful management of vacancies and expenses, we were able to pass to the General Fund just under \$3 million in savings from our allotted net County costs during that same time period.

In order to cope with this time of unprecedented workload growth and to seek greater efficiencies, we instituted the following projects and reforms:

- We established well defined Key Job Responsibilities for each classification and function in the department and are well underway in establishing performance criteria for those Key Job Responsibilities.
- We reconfigured our Property Transfer section and increased productivity so that we are inputting transfers within three weeks of recording instead of five months.
- We acquired and implemented an automated indexing system in order to increase the accuracy and efficiency of our indexing.
- We are moving to a mobile computing environment that allows our field staff to directly access needed information without having to come to the office. The pilot project has been completed with good success and the mobile platforms have been distributed to staff.
- We have acquired and partially implemented a document management system that allows the conversion of paper documents to digital and manages the access and retrieval of those digital documents. This reduces the space needed for document storage and greatly increases the ability of Assessor’s staff to reference and access needed information. We will expand this system to other divisions as staffing and funding allow.

## **ASSESSOR – RECORDER – 0420**

- We have acquired and partially implemented an automated workflow system in the Assessor's office. In conjunction with the document management system above, it allows us to automate work processes and allow multiple tasks to be done concurrently. These technologies, along with a new property tax system, will form the basis of our transition to modern, "paperless" office. We will expand this system to other divisions as staffing and funding allow.
- We have acquired and implemented a Statewide system allowing companies to file their Business Property Statements electronically. This allows companies to file with multiple counties simultaneously and allows the County Assessor's offices to directly import a data stream into their systems, eliminating manual entry. We are in the process of expanding the system to allow individual tax payers to file online as well. This will increase the accuracy and efficiency of our processing as well as provide higher levels of service to the public.

All of these projects were put into place using trust fund monies with no cost to the County General Fund. The success, effectiveness, and expansion of these programs are contingent on maintaining an adequate level of staffing and funding in this fiscal year, and in future years.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

- Salaries and Benefits represent a 3% (\$415,082) increase over the prior year. This is a net result of salary cost-of-living increases, the additional step raise, increases in health insurance contributions, and a large increase in retirement contributions, offset by the loss of seven positions. Staffing is recommended at 167 positions, a decrease of seven positions from the prior year.

### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 50% (\$2,404,611) decrease from the prior year. This is primarily due to one-time project expenditures for professional services that were incurred for 2006-07 and are not included in this budget. Those one-time project expenditures were offset with revenue from trust funds, so this change does not materially affect net County cost.

### **FIXED ASSETS (\$224,000)**

(4)	Scanners .....	\$107,000
(15)	Laser Printers.....	82,000
(5)	Document Staplers .....	15,000
(12)	Laptop Computers .....	20,000

- The acquisition of this equipment is instrumental to the department's effort to move to a more efficient, paperless workflow. The full cost of this modernization effort will be offset with funds from the Recorder's Modernization Trust Fund and funds held in trust from previously received Property Tax Administration Grants.

## **ASSESSOR – RECORDER – 0420**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$8,056,816, a 29% (\$3,256,657) decrease from the prior year. This is primarily due to decreases in Administrative Cost reimbursements and the decrease in revenue from the Recorder's Modernization Trust Fund used to offset the one-time costs of specific projects.

- **Licenses, Permits and Franchises** (\$4,000). Revenues received from the sale of marriage license copies are estimated to be unchanged over the prior year level.
- **Intergovernment Revenues** (\$216,220). A decrease of 93% (\$3,028,503) from the prior year primarily due to Recorder's trust fund monies now being accounted for in Charges for Services. This represents trust funds held in trust from previously received Property Tax Administration Grants placed into revenue accounts to offset specific expenditures from year-to-year. To help meet the recommended net County cost allocation, the department has increased the amount of trust fund monies used for ongoing operations where prudent and legally allowed.
- **Charges for Services** (\$7,659,841). Estimated at a 4% (\$321,159) decrease from the prior year due to expectations of reduced reimbursement of Administrative Costs (\$2,330,000) and reimbursement of Administrative Costs for the Supplemental Roll (\$1,200,000). While there is also an expectation of a reduction in Recording Fees (\$3,040,000), the reduction stems mostly from a change in accounting. Prior to this budget year, Court Index Fees were collected by the Recorder and included in the revenue stream of the Recorder's Office. It was determined that this was inappropriate and the entire Court Index Fee has been removed from Recorder revenue for this budget year. This account now includes Recorded Document Trust Fund revenue to offset the cost of personnel, transportation and travel, data processing, electronic recording (\$831,500); Micrographics Trust Fund revenue to offset personnel, equipment acquisition, and maintenance costs (\$243,341); Vital Record Trust Fees revenue to purchase bank note paper (\$15,000).
- **Miscellaneous Revenues** (\$159,755). A 117% (\$86,005) increase over the prior year and represents the expectation to implement fees for public services currently rendered at no charge.
- **Intrafund Revenues** (\$17,000). This is a 70% (\$7,000) increase over the prior year and is primarily for mapping and research services rendered to LAFCo.

### **PENDING FACTORS**

Currently the California State Legislature is considering Assembly Bill 83 (Lieber) for FY 2007-08. As of early June, the bill has passed the floor of the Assembly and has moved to the Senate for consideration. This would establish the State-County Property Assessment and Revenue for Education (PARE) Funding Program. Similar to the discontinued Property Tax Administration Grant Program, PARE would provide State funding in the form of grants to supplement local funding of the Assessor's Office. The potential grant available to Fresno County is estimated to be around \$900,000.

In order to participate in the PARE program, the County must maintain a base staffing and total funding level in the County Assessor's Office equal to the levels of 2004-05. The staffing levels in the recommended budget would qualify Fresno County to participate in the PARE program as currently proposed.

## **ASSESSOR - RECORDER – 0420**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
0015	Assessor-Recorder	ELECTED	1	1	\$127,242
0217	Assistant Assessor-Recorder	D	1	1	97,841
0275	Assistant Recorder	E	1	1	80,186
1017	Chief Appraiser	E	1	1	88,980
1038	Chief Auditor-Appraiser	E	1	1	87,464
1037	Supervising Auditor-Appraiser	E	1	1	77,468
1030	Senior Auditor-Appraiser	2278	2	2	145,060
1013	Auditor-Appraiser III	1918	7	7	401,368
1007	Auditor-Appraiser I	1408	4	3	128,395
1035	Supervising Appraiser	E	3	3	242,112
1025	Senior Appraiser	2278	7	7	552,336
1016	Appraiser III	1918	27	27	1,608,426
1005	Appraiser II	1626	8	8	406,051
1010	Appraiser I	1408	5	4	161,450
1040	Special Properties Appraiser	2278	1	1	68,507
2293	Staff Analyst III	1990	1	1	64,361
1003	Petroleum Appraiser Aide	1110	1	0	0
3707	Information Tech Analyst IV	2305	1	1	74,514
3706	Information Tech Analyst III	1934	1	1	56,303
3704	Information Tech Analyst I	1491	1	1	41,849
2211	Systems & Procedures Analyst II	1815	2	2	111,566
1103	Supervising Cadastral Technician	1824	1	1	63,184
1126	Cadastral Technician III	1532	3	3	159,091
1157	Cadastral Technician II	1416	3	3	133,297
1124	Cadastral Technician I	1247	2	2	74,839
3166	Administrative Secretary - Conf.	1371	1	1	45,622
3010	Chief Office Assistant	1495	3	3	145,057
3070	Supervising Office Assistant II	1332	8	8	354,274
3078	Supervising Office Assistant I	1149	1	1	36,901
3625	Supervising Program Technician	1521	1	0	0
3621	Program Technician II	1327	4	4	169,720
3620	Program Technician I	1186	8	8	296,924
3099	Property Recording Clerk	1070	7	7	257,952
3080	Office Assistant III	998	36	36	1,204,736
3110	Office Assistant II	896	17	14	369,995
3160	Secretary IV	1230	2	2	83,818
Subtotal			<b>174</b>	<b>167</b>	<b>\$8,016,889</b>
Bilingual Skill Pay					7,800
Auto Allowance					6,156
Remuneration					2,106
Less Salary Savings					<b>\$(269,527)</b>
<b>TOTAL REGULAR SALARIES</b>					<b>\$7,763,424</b>

## **ASSESSOR - RECORDER – 0420**

### **REGULAR SALARIES – BUDGETED POSITIONS** (CONTINUED)

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
3110	Office Assistant II	Vacant	896	-3	\$119,063
1003	Petroleum Appraisal Aide	Vacant	1110	-1	56,332
1007	Auditor Appraiser I	Vacant	1408	-1	48,070
1010	Appraiser I	Vacant	1408	-1	48,070
3625	Supervising Program Technician	Vacant	1521	-1	71,318
Cost of Restoring Vacant Positions				-7	\$342,853

## NOTES

# COUNTY COUNSEL

## BUDGET 0710

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$3,839,462	\$4,252,298	\$4,547,604	\$295,306	7%
Services and Supplies	368,049	362,179	369,894	7,715	2%
Total Appropriations	\$4,207,511	\$4,614,477	\$4,917,498	\$303,021	7%
<u>Revenues</u>					
Charges For Services	\$544,449	\$819,821	\$855,399	\$35,578	4%
Miscellaneous Revenues	53	250	400	150	60%
Intrafund Revenue	1,768,472	1,548,972	1,701,788	152,816	10%
Total Revenues	\$2,312,974	\$2,369,043	\$2,557,587	\$188,544	8%
<b><u>Net County Cost</u></b>	<b>\$1,894,537</b>	<b>\$2,245,434</b>	<b>\$2,359,911</b>	<b>\$114,477</b>	<b>5%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	40	39	35	(4)	

## **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 FY 2007-08 Recommended Budget of \$4,917,498 represents a 5% increase in net County cost over the FY 2006-07 Adopted Budget. To meet budget requirements, the deletion of one filled Legal Assistant III (.80 FTE) position, one filled Secretary III position, one filled Office Assistant III position, and one vacant Secretary IV position is recommended.

### **DEPARTMENT COMMENTS**

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**

#### **SIGNIFICANT PROGRAM CHANGES**

The conversion of one attorney position to a revenue based position and elimination of four support staff positions represents an approximate 17% reduction in legal services available to non-revenue generating departments. Cumulative staff reductions continue to reduce County Counsel's ability to handle litigation without the employment of outside counsel.

#### **IMPACTS**

- The conversion of one vacant Senior Deputy County Counsel to a dedicated revenue source and the deletion of one vacant Secretary IV-C, one filled Secretary III-C position, one filled Office Assistant III-C position, and one filled Legal Assistant III position (.80 FTE) will reduce County Counsel's ability to handle litigation without the employment of outside counsel.
- Staff reductions will also translate into delays for legal matters including, but not limited to, contract review, oral and written opinions, drafting legal documents, and assisting departments by attending meetings.

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a net 7% (\$295,306) increase over the prior year, due primarily to an increase in negotiated cost-of-living adjustments, health insurance premiums, retirement rates, and normal step advances.

#### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 2% (\$7,715) increase over the prior year primarily due to increases in Telephone Charges, Data Processing Charges, and Transportation, Travel & Education, offset slightly by decreases in Books and Publications and Postage.

## **COUNTY COUNSEL – 0710**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$2,557,587, an 8% (\$188,544) increase over FY 2006-07 primarily due to additional Intrafund Revenue from a dedicated source to fund a Senior Deputy County Counsel position.

- Charges for Services (\$855,399) – Reflects revenue estimates based on legal services provided during the FY 2006-07 involving bail bonds and the Public Administrator/Public Guardian. Also included are revenues received for services provided to other entities located in Fresno County.
- Miscellaneous Revenues (\$400) – Reflects revenue received from copy and facsimile fees. Recommended at an increase based on FY 2006-07 actuals.
- Intrafund Revenues (\$1,701,788) – Reflects revenue received for services provided to other departments within the County of Fresno.

## 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	\$159,348
0240	Assistant County Counsel	C	1	1	131,638
1207	Chief Deputy County Counsel	C	2	2	245,644
1235	Senior Deputy County Counsel	D	7	7	735,734
1236	Principal Deputy County Counsel	D	1	1	112,304
1234	Deputy County Counsel IV	3084	13	13	1,228,822
1202	Legal Assistant III	1446	5	4	195,442
2209	Administrative Services Assistant	1793	1	1	57,974
3161	Secretary IV - Conf.	1237	4	3	119,990
3141	Secretary III - Conf	1124	1	0	7,422
3081	Office Assistant III - Conf.	1002	3	2	\$71,742
Subtotal			<b>39</b>	<b>35</b>	<b>\$3,066,060</b>
Auto Allowance					6,156
Bilingual Skill Pay					600
Less Salary Savings					\$(42,080)
<b>TOTAL REGULAR SALARIES</b>					<b>\$3,030,736</b>

#### FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
3141	Secretary III-Conf.	Filled	1124	-1	\$41,231
1202	Legal Assistant III	Filled	1446	-1	47,828
3081	Office Assistant III-Conf.	Filled	1002	-1	39,564
Cost of Restoring Filled Positions				-3	\$128,623

#### VACANT POSITION RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
3161	Secretary IV-Conf.	Vacant	1237	-1	\$62,288
Cost of Restoring Vacant Position				-1	\$62,288

# GENERAL SERVICES ADMINISTRATION/SECURITY

## BUDGET 0130

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$3,977,980	\$4,462,724	\$5,074,327	\$611,603	14%
Services and Supplies	571,382	712,007	753,724	41,717	6%
General Fixed Assets	7,874	-	-	-	0%
Total Appropriations	\$4,557,237	\$5,174,731	\$5,828,051	\$653,320	13%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	394,720	380,000	340,000	(40,000)	-11%
Rev From Use of Money & Prop	651,498	686,300	699,300	13,000	2%
Charges For Services	453,471	451,119	680,249	229,130	51%
Miscellaneous Revenues	14,753	-	-	-	0%
Intrafund Revenue	2,195,726	2,382,348	2,771,789	389,441	16%
Total Revenues	\$3,710,168	\$3,899,767	\$4,491,338	\$591,571	15%
<b><u>Net County Cost</u></b>	<b>\$847,069</b>	<b>\$1,274,964</b>	<b>\$1,336,713</b>	<b>\$61,749</b>	<b>5%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	73	79	79	-	

## **GENERAL SERVICES ADMINISTRATION/SECURITY – 0130**

### **FUNCTION**

The Department of General Services 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 divisions, which include Facility Services and Purchasing, Fleet Services, and Graphic Communication Services, are included in separate budget units. Also included in a separate budget unit is the Property Management budget for the Crocker Building.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$5,828,051 reflects a 5% (\$61,749) increase in net County cost over the 2006-07 Adopted Budget primarily due to increases in retirement and health insurance contributions, extra-help funding for County lease administration, and the addition of a fire alarm system maintenance contract for the Juvenile Justice Campus. Staffing is recommended at the prior year level of 79 positions.

### **DEPARTMENT COMMENTS**

As the County's property leasing and acquisition needs expand, the activities of the Department of General Services' lease services unit continue to increase. The unit leases County-owned property and assists County departments in obtaining office space or other facilities by locating facilities, negotiating leases and providing follow-up lease maintenance. The lease services unit also provides considerable support to the Facilities Planning Committee. Extra-help funding is included in the FY 2007-08 budget for an analyst to assist in this unit.

Internally, the department continues to centralize its fiscal/accounting functions. Effective July 1, 2007, the department's Business Office will provide fiscal/accounting services for its Graphic Communication Services Division, which was previously accomplished by the Auditor-Controller/Treasurer-Tax Collector's Office.

In FY 2006-07, Security began upgrading the Countywide high security access control system. The upgraded system is fully operational at the Juvenile Justice Campus, and is in the process of being rolled out to other facilities Countywide. The new software creates efficiencies in managing and maintaining the global system.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- Extra-help funding is included for an analyst to assist in County lease administration.

#### **SALARIES AND BENEFITS**

- Salaries and Benefits represent a 14% increase over the prior year primarily due to increases in retirement and health insurance contributions and extra-help funding for County lease administration.

## **GENERAL SERVICES ADMINISTRATION/SECURITY – 0130**

### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 6% increase over the prior year primarily due to the addition of the fire alarm system maintenance contract for the Juvenile Justice Campus.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$4,491,338, a 15% (\$591,571) increase over the prior year.

- Fines, Forfeitures, and Penalties - Represent a decrease based on the actual collection rate of parking citations.
- Use of Money and Property - Reflects an increase due to antenna lease increases.
- Charges for Services - Represent an increase for recovery of costs for security services and accounting services.
- Intrafund Revenues - Reflect an increase based on the recovery of costs for security services and accounting services.

## **GENERAL SERVICES ADMINISTRATION/SECURITY - 0130**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
8140	Director of General Services	D	1	1	\$123,475
2248	Deputy Director of General Services	D	1	1	91,003
2270	Senior Administrative Analyst	F	1	1	67,547
2207	Administrative Analyst III	1990	1	1	64,356
3707	Information Technology Analyst IV	2305	2	2	147,016
2209	Administrative Services Assistant	1793	1	1	51,482
3081	Office Assistant III - Conf.	1002	1	1	27,879
3265	Principal Accountant	F	1	1	68,478
3255	Senior Accountant	2017	1	1	65,207
3215	Accountant II	1728	1	1	47,387
3260	Account Clerk III	1075	2	2	72,970
3205	Account Clerk II	957	2	2	57,826
5206	Chief of Security	F	1	1	64,250
3142	Secretary II	1018	1	1	36,218
5236	Supervising Security Officer	1476	2	2	99,448
5239	Senior Security Officer	1162	7	7	255,018
5237	Security Officer II	963	37	37	1,144,819
5238	Security Officer I	856	16	16	\$392,223
Subtotal			<b>79</b>	<b>79</b>	\$2,876,602
Bilingual Skills Pay					9,700
Auto Allowance					6,156
Less Salary Savings					(38,750)
<b>TOTAL REGULAR SALARIES</b>					<b>\$2,853,708</b>

# FACILITY SERVICES

## BUDGET 0135

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$7,803,374	\$9,086,929	\$9,343,758	\$256,829	3%
Services and Supplies	9,348,523	10,781,488	10,718,389	(63,099)	-1%
Other Financing Uses	1,057,495	1,296,370	1,278,332	(18,038)	-1%
Total Appropriations	\$18,209,392	\$21,164,787	\$21,340,479	\$175,692	1%
<u>Revenues</u>					
Rev From Use of Money & Prop	135,659	123,086	117,912	(5,174)	-4%
Intergovernment Revenues - St	-	4,000	-	(4,000)	-100%
Charges For Services	2,735,402	3,351,482	3,514,074	162,592	5%
Miscellaneous Revenues	203,980	29,000	45,000	16,000	55%
Other Financing Sources	6,694,320	-	-	-	0%
Intrafund Revenue	6,126,223	6,061,009	6,387,148	326,139	5%
Total Revenues	\$15,895,583	\$9,568,577	\$10,064,134	\$495,557	5%
<b><u>Net County Cost</u></b>	<b>\$2,313,809</b>	<b>\$11,596,210</b>	<b>\$11,276,345</b>	<b>\$(319,865)</b>	<b>-3%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	142	142	132	(10)	

## **FACILITY SERVICES – 0135**

### **FUNCTION**

This budget funds the operations of Facility Services, which is a unit of the Facility Services and Purchasing Division of the Department of General Services. 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 2007-08 Recommended Budget of \$21,340,479 reflects a 3% (\$319,865) decrease in net County cost over the 2006-07 Adopted Budget primarily due to reductions in staff providing services to the detention facilities. Staffing is recommended at 132 positions, a decrease of 10 positions from the prior year.

### **DEPARTMENT COMMENTS**

Facility Services completed the implementation of the County energy project last year, which increased the energy efficiency in three County detention facilities, Hall of Records, Plaza Building, and Sheriff's Administration Building. The project has exceeded the contractually guaranteed amounts.

In FY 2006-07, Facility Services completed numerous major remodeling and repair projects, some of which include installation of a new water well at the Elkhorn Boot Camp, major shower repairs at the three adult detention facilities, door modifications at the South Annex Jail, waterproofing a portion of the Courthouse Garage, and a major renovation of the Agriculture training facility. Also in the past year, Facility Services was instrumental in bringing the new Juvenile Justice Campus to an operational status. This involved correcting a myriad of design and construction problems.

Due to budget constraints, it is necessary to delete 10 positions. The proposed reductions will have a major impact on maintenance services, primarily to the adult detention facilities and the Juvenile Justice Campus. Six maintenance positions will be deleted. This will significantly reduce the support provided to these facilities, including increased response times and deferring preventive maintenance, which could jeopardize warranties for equipment. Due to the extended time to accomplish repairs, cells may not be functional, thereby reducing the number of adults and juveniles that can be housed in the facilities. The deletion of four janitor positions will reduce the service level to general funded facilities such as the Hall of Records, and Probation Department and Sheriff's Department facilities.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

It is necessary to delete six positions that provide services primarily to the adult detention facilities and the Juvenile Justice Campus. As a result, maintenance will be deferred and response times increased. Cells may not be functional during repairs, reducing the number of cells available for use. Also being deleted are four janitor positions, which will result in reduced levels of service in general funded facilities.

## **FACILITY SERVICES – 0135**

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 3% increase over the prior year. This includes increases in retirement and health insurance contributions and extra-help costs for janitorial services for the American Avenue Disposal facility.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 1% decrease from the prior year primarily due to a reduction in small tools and other materials costs resulting from deleting positions.

### **OTHER FINANCING USES**

Other Financing Uses represent a 1% decrease based on the actual amount of debt service due on the energy project financing.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$10,064,134, a 5% (\$495,557) increase over the prior year.

- Use of Money and Property - Represents a slight decrease in revenues received from the rental of County property.
- Intergovernment Revenues - Reflect a decrease due to no reimbursement of State mandate revenues anticipated in the prior year.
- Charges for Services - Represent an increase for recovery of costs for maintenance and janitorial services.
- Miscellaneous Revenues - Represent an increase due to anticipated recoveries from claims for property damage.
- Intrafund Revenues - Reflect an increase primarily due to data cabling services provided to the Sheriff's Department.

## FACILITY SERVICES - 0135

### REGULAR SALARIES

### BUDGETED POSITIONS

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
5230	Facility Services Manager	E	1	1	\$76,616
2270	Senior Administrative Analyst	F	1	1	67,574
5231	Facility Services Supervisor	2204	1	1	71,271
5201	Maintenance Services Supervisor	1939	4	4	244,229
5375	Building Maintenance Specialist	1906	2	2	127,199
5327	Maintenance Electrician	1559	10	10	500,400
5326	Maintenance Plumber	1623	9	9	469,668
5315	Maintenance Carpenter	1559	4	3	150,333
5325	Maintenance Painter	1451	6	5	243,354
5202	Building Maintenance Engineer	1510	13	11	540,737
5330	Air Conditioning Mechanic	1623	12	10	519,470
5328	Locksmith	1559	3	3	149,193
5303	Floor Installer	1275	1	1	41,977
5061	Supervising Janitor	993	4	4	131,930
5050	Maintenance Janitor	858	9	9	260,880
5055	Janitor	833	58	54	1,449,574
3160	Secretary IV	1255	1	1	42,603
3080	Office Assistant III	1018	1	1	29,153
3110	Office Assistant II	914	1	1	25,783
3440	Stock Clerk II	901	1	1	29,120
Subtotal			<b>142</b>	<b>132</b>	\$5,171,064
Jail Premium					41,600
Bilingual Skills Pay					600
Less Salary Savings					(109,478)
<b>TOTAL REGULAR SALARIES</b>					<b>\$5,103,786</b>

## **FACILITY SERVICES - 0135**

### **REGULAR SALARIES - BUDGETED POSITIONS** (CONTINUED)

<b><u>FILLED POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
5202	Building Maintenance Engineer	Filled	1510	-1	56,929
5325	Maintenance Painter	Filled	1451	-1	54,899
Cost of Restoring Filled Positions				-2	111,828

<b><u>VACANT POSITIONS RECOMMENDED FOR DELETION</u></b> (September 24, 2007)					
<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
5330	Air Conditioning Mechanic	Vacant	1623	-2	119,832
5202	Building Maintenance Engineer	Vacant	1510	-1	56,929
5315	Maintenance Carpenter	Vacant	1559	-1	57,811
5055	Janitor	Vacant	833	-4	117,912
Cost of Restoring Vacant Positions				-8	352,484

## NOTES

# FLEET SERVICES

## BUDGETS 8910-8911

### INTERNAL SERVICE AND EQUIPMENT FUNDS

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$2,797,906	\$3,459,701	\$3,706,790	\$247,089	7%
Services and Supplies	7,104,813	8,262,053	8,555,057	293,004	4%
Other Charges	2,544,207	2,856,239	2,680,801	(175,438)	-6%
Fixed Assets	977,584	4,274,650	4,544,000	269,350	6%
Total Appropriations	\$13,424,510	\$18,852,643	\$19,486,648	\$634,005	3%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$2,472,977	\$2,827,539	\$2,498,201	\$(329,338)	-12%
Charges For Services	9,340,281	11,643,954	12,147,247	503,293	4%
Miscellaneous Revenues	555,556	197,200	197,200	-	0%
Other Financing Sources	7,867	100,000	100,000	-	0%
Residual Equity Transfers (In)	192,323	163,950	264,000	100,050	61%
Depreciation Carryover	2,957,298	3,920,000	4,280,000	360,000	9%
Total Revenues	\$15,526,302	\$18,852,643	\$19,486,648	\$634,005	3%
<b><u>Net Income/(Loss)</u></b>	<b>\$(2,101,792)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	47	47	47	-	

## **FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS** **8910/8911**

### **FUNCTION**

This budget funds the operations of Fleet Services, an Internal Service Fund (ISF), which is a division of the Department of General Services. 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 2007-08 Recommended Budget of \$19,486,648 represents a 3% (\$634,005) increase in appropriations and revenues over the 2006-07 Adopted Budget primarily due to increases in fuel costs and retirement and health insurance contributions. Staffing is recommended at the FY 2006-07 level of 47 positions.

### **DEPARTMENT COMMENTS**

Fleet Services continues to implement programs to meet federal and state regulations and mandates regarding air and water quality. In FY 2006-07, an on-road diesel powered retrofit (clean air) program was implemented. A number of diesel vehicles are ready for retirement, as well as exhaust retrofits that comply with the program. Recent mandates require retrofitting off road and construction equipment powered by diesel engines; funding for this purpose is included in the division's budget. Fleet Services continues to monitor hybrid and electric vehicles to determine operating efficiencies and maintenance costs.

The replacement of the County's radio system to comply with guidelines issued by the Federal Communications Commission is in progress. Several new antenna towers are being installed to accommodate larger microwave antenna dishes and additional height needed for a clear line of sight. Old equipment is being decommissioned and a vendor has acquired the rights to the radio paths. This allows Fleet Services to accelerate the replacement plan and complete the project ahead of schedule.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

In order to comply with mandates by the California Air Resources Board, Fleet Services will begin retrofitting off road, diesel-fueled vehicles in FY 2007-08. Funding is included to implement the program.

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 7% increase over FY 2006-07 primarily due to increases in retirement and health insurance contributions.

## **FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS** **– 8910/8911**

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 4% increase over FY 2006-07 primarily due to increases in fuel and repair parts costs.

### **OTHER CHARGES**

Other Charges represent a 6% decrease from FY 2006-07 for depreciation of vehicles and equipment.

### **FIXED ASSETS**

Fixed Assets reflect a 6% increase over FY 2006-07 primarily due to mandated retrofitting of existing off road equipment and increased equipment purchase requests from user departments.

### **FIXED ASSETS (\$4,544,000):**

#### **REPLACEMENT EQUIPMENT FROM DEPRECIATION FUNDS (\$3,950,000)**

Microwave Relocation .....	\$ 500,000 .....	Radio System Operations
Light Duty Vehicles .....	1,500,000 .....	User Departments
Radio Equipment.....	350,000 .....	User Departments
Shop Equipment.....	100,000 .....	Fleet Operation
CARB Retro Fits.....	500,000 .....	User Departments
Heavy Duty Equipment .....	1,000,000 .....	User Departments

#### **REPLACEMENT EQUIPMENT FROM OTHER FUNDS (\$330,000)**

Totally Damaged Vehicles .....	\$ 110,000 .....	Risk Funds - Vehicle Replacement
Inflation Surcharge Fund.....	220,000 .....	Offset for Equipment Purchases

#### **NEW EQUIPMENT (\$264,000)**

Mini Vans (2) .....	\$ 36,000 .....	Library
Sedans (2).....	38,000 .....	Mental Health Services Act – Children Services
Sedans (10).....	190,000 .....	Mental Health Services Act – Older Adult Services

## **SUMMARY OF REVENUES**

The Fleet Services Internal Service and Equipment Funds receives the majority of its revenue 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 meter unit supplements the replacement of vehicles and equipment.

Revenues are recommended at \$19,486,648, a 3% (\$634,005) increase over the prior year.

- Use of Money and Property - Reflects a decrease in depreciation to replace fixed assets.

## **FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS**

### **– 8910/8911**

- Charges for Services - Represent an increase in the recovery of costs for services provided to user departments as a result of increased fuel costs.
- Miscellaneous Revenues - Estimated to remain at the 2006-07 level.
- Other Financing Sources - Estimated to remain at the 2006-07 level.
- Residual Equity Transfers In - Reflect an increase in requests from user departments to purchase equipment.
- Depreciation Carryover - Represents an increase due to higher costs of replacement equipment.

**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	\$73,545
5309	Fleet Services Supervisor	1939	2	2	123,208
5332	Master Heavy Duty Mechanic	1754	1	1	59,555
5331	Master Automotive Mechanic	1754	2	2	119,110
5313	Heavy Duty Mechanic	1495	9	9	429,399
5307	Automotive Mechanic	1495	7	7	333,272
5340	Equipment Service Assistant	1086	4	4	119,613
3410	Fleet Services Parts Specialist	1133	2	2	71,452
5347	Installer	1086	1	1	34,641
5360	Senior Welder	1774	1	1	60,775
5370	Welder	1495	3	3	143,133
1709	Fuel Site Compliance Specialist	1247	1	1	39,203
1114	Telecommunications Systems Manager	E	1	1	76,057
5349	Supervising Telecommunications Technician	1714	1	1	54,534
5348	Telecommunications Technician	1559	4	4	198,119
3140	Secretary III	1137	1	1	35,735
3080	Office Assistant III	1018	2	2	62,464
3110	Office Assistant II	914	1	1	27,165
3440	Stock Clerk II	901	1	1	28,737
5040	Fleet Services Maintenance Custodian	895	1	1	28,934
3707	Information Technology Analyst IV	2305	1	1	64,991
<b>TOTAL REGULAR SALARIES</b>			<b>47</b>	<b>47</b>	<b>\$2,183,642</b>

## NOTES

# GRAPHIC COMMUNICATION SERVICES

## BUDGET 8920

### INTERNAL SERVICE FUND

	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$1,011,738	\$1,157,744	\$1,274,306	\$116,562	10%
Services and Supplies	2,624,936	3,147,084	3,047,327	(99,757)	-3%
Other Charges	<u>20,011</u>	<u>20,011</u>	<u>16,248</u>	<u>(3,763)</u>	-19%
Total Appropriations	\$3,656,685	\$4,324,839	\$4,337,881	\$13,042	0%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$(12,638)	\$-	\$-	\$-	0%
Charges For Services	<u>3,927,808</u>	<u>4,324,839</u>	<u>4,337,881</u>	<u>13,042</u>	0%
Total Revenues	\$3,915,169	\$4,324,839	\$4,337,881	\$13,042	0%
<b><u>Net Income/(Loss)</u></b>	<b><u>\$(258,485)</u></b>	<b><u>\$-</u></b>	<b><u>\$-</u></b>	<b><u>\$-</u></b>	<b><u>0%</u></b>
	<u>Budgeted 2005-2006</u>	<u>Current 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
Position Summary	25	25	25	-	

## **GRAPHIC COMMUNICATION SERVICES - INTERNAL SERVICE** **FUND – 8920**

### **FUNCTION**

Graphic Communication Services, a division of the Department of General Services, is an Internal Service Fund (ISF) that processes all outgoing County U.S. Postal mail, provides the Countywide Inter-departmental messenger service, graphic design services, offset printing, copy service and poster printing. 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 2007-08 Recommended Budget of \$4,337,881 reflects a \$13,042 increase in appropriations and revenues over the 2006-07 Adopted Budget primarily due to increases in retirement and health insurance contributions, and a decrease in the Countywide cost allocation. Staffing is recommended at the FY 2006-07 level of 25 positions.

### **DEPARTMENT COMMENTS**

Graphic Communication Services continues to provide graphics, printing, copy, and mail services to County departments at costs less than the commercial market. County costs are still 35% below the cost of the same services being provided by private companies. As a result, 12 local government/community agencies currently contract with the County for these services. In FY 2006-07, Community Medical Centers began discussions with Graphic Communication Services to look into contracting with the County for its printing needs.

The division continues to explore methods to increase efficiencies and reduce costs Countywide. In FY 2006-07, Graphic Communication Services implemented new mailing technology, which ensures that County departments receive the lowest postage rates on outgoing mail.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

New mailing technology, implemented in FY 2006-07, ensures the lowest postage rates on outgoing mail, thereby reducing costs Countywide.

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 10% increase over FY 2006-07 primarily due to increases in retirement and health insurance contributions.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a 3% decrease from the current year primarily due to a decrease in the Countywide cost allocation.

#### **OTHER CHARGES**

Other Charges represent a 19% decrease in depreciation of equipment and facilities.

**GRAPHIC COMMUNICATION SERVICES - INTERNAL SERVICE  
FUND – 8920**

**SUMMARY OF REVENUES**

Revenues are recommended at \$4,337,881, a \$13,042 increase over FY 2006-07.

Use of Money and Property - Reflects no anticipated interest earnings in FY 2007-08.

Charges for Services - Represent the recovery of costs from County departments and other governmental agencies requesting services.

**GRAPHIC COMMUNICATION SERVICES - INTERNAL SERVICE**  
**FUND – 8920**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
2217	Graphic Communication Services Manager	H	1	1	\$57,636
1152	Graphic Arts Technician II	1254	1	1	40,021
1151	Graphic Arts Technician I	1123	1	1	32,624
3542	Senior Offset Equipment Operator	1094	1	1	34,878
3535	Offset Equipment Operator II	968	5	5	149,707
3070	Supervising Office Assistant II	1359	1	1	43,211
3205	Account Clerk II	957	1	1	26,333
3080	Office Assistant III	1018	1	1	34,548
3110	Office Assistant II	914	4	4	108,129
3125	Office Assistant I	814	1	1	25,940
3037	Driver	872	8	8	\$220,848
Subtotal			<b>25</b>	<b>25</b>	<b>\$773,875</b>
<b>TOTAL REGULAR SALARIES</b>					<b>\$773,875</b>

**PURCHASING**  
**BUDGET 0440**  
**GENERAL FUND**

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$636,696	\$714,300	\$744,507	\$30,207	4%
Services and Supplies	69,229	76,007	78,385	2,378	3%
Total Appropriations	\$705,925	\$790,307	\$822,892	\$32,585	4%
<u>Revenues</u>					
Miscellaneous Revenues	\$53,816.69	\$50,000.00	\$65,000.00	\$15,000.00	30%
Intrafund Revenue	127,266	128,328	139,907	11,579	9%
Total Revenues	\$181,083	\$178,328	\$204,907	\$26,579	15%
<b><u>Net County Cost</u></b>	<b>\$524,842</b>	<b>\$611,979</b>	<b>\$617,985</b>	<b>\$6,006</b>	<b>1%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	10	10	10	-	

## **PURCHASING – 0440**

### **FUNCTION**

Purchasing, 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 FY 2007-08 Recommended Budget of \$822,892 reflects a 1% (\$6,006) increase in net County cost over the FY 2006-07 Adopted Budget primarily due to increases in retirement and health insurance contributions. Staffing is recommended at the prior year level of 10 positions.

### **DEPARTMENT COMMENTS**

Through enhancements to the procurement process, Purchasing continues to improve customer service to County departments. Purchasing posts bids on the County's website, providing potential bidders greater access and opportunities to respond to bids. This has reduced staff time and resources, thereby reducing costs Countywide. Purchasing's website was also enhanced to provide user departments with a greater amount of information and assistance in completing required documents. The division is in the process of automating the Limited Purchase Order (LPO) form to better track and manage its use and further reduce paperwork. Purchasing staff also serves on the committee to develop and implement a Countywide Contract Tracking System. Implementation of the purchasing module of PeopleSoft upgrade, which will improve the efficiency of purchase order processing, is expected to be completed in the next fiscal year. Funding for extra help used to support this upgrade was eliminated to meet the department's net County cost.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

Purchasing will be finalizing the implementation of the PeopleSoft purchasing module upgrade.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 4% increase over the prior year primarily due to increases in retirement and health insurance contributions.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 3% increase over the prior year primarily due to increases in utilities and telephone charges.

## **PURCHASING – 0440**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$204,907, a 15% (\$26,579) increase over the prior year.

Miscellaneous Revenues - Reflect an increase in anticipated revenues from the sale/disposal of surplus property.

Intrafund Revenues - Represent reimbursement for procurement services provided to the human services departments.

## **PURCHASING – 0440**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
2314	Purchasing Supervisor	2014	1	1	\$65,127
2229	Senior Buyer	1774	1	1	57,362
2231	Buyer III	1599	3	4	206,792
2232	Buyer II	1452	2	1	45,582
3080	Office Assistant III	1018	3	3	103,635
<b>TOTAL REGULAR SALARIES</b>			<b>10</b>	<b>10</b>	<b>\$478,498</b>

# PROPERTY MANAGEMENT

## BUDGET 9135

### ENTERPRISE FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$-	\$621,352	\$663,400	\$42,048	7%
Other Charges	-	28,740	53,408	24,668	86%
Appropri For Contingencies	-	42,862	39,840	(3,022)	-7%
Total Appropriations	\$-	\$692,954	\$756,648	\$63,694	9%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$-	\$692,954	\$756,648	\$63,694	9%
Total Revenues	\$-	\$692,954	\$756,648	\$63,694	9%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	-	-	-	-	

## **PROPERTY MANAGEMENT – ENTERPRISE FUND – 9135**

### **FUNCTION**

This budget funds the property management functions of the Crocker Building. In 2005-06, the County entered into a lease/purchase agreement for the property. The Department of General Services assumed the responsibilities of collecting rents and providing for the operation and maintenance of the facility.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$756,648 represents a 9% (\$63,694) increase in appropriations and revenues over the FY 2006-07 Adopted Budget primarily due to increases in taxes and assessments, and the costs of building operations, including utilities charges.

### **DEPARTMENT COMMENTS**

The Crocker Building provides office space for the Department of Children and Family Services, Sheriff's Chaplain and the Public Defender. In addition, private tenants occupy 11,476 square feet of office space. Tenant rents were increased in FY 2006-07 to cover increased building operating expenses and to reflect current market rates. Improvements in FY 2007-08 will include painting of hallways and restrooms and carpet replacement in high traffic areas.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

Tenant rent increases were made in FY 2006-07 to cover increased cost of building operations and to reflect current market rates.

#### **SERVICES AND SUPPLIES**

- Services and Supplies represent a 7% increase over the prior year primarily due increases in the costs of building operations, including utilities charges.
- Other Charges represent an 86% increase over the prior year primarily due to increases in and full-year funding for property taxes and insurance.
- Appropriations for Contingencies represent a 7% decrease from the prior year to reflect the actual costs of building operations and improvements.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$756,648, a 9% (\$63,694) increase over the prior year.

Use of Money and Property - Represents an increase based on tenant rent increases.

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

## BUDGETS 8905-8908

### INTERNAL SERVICE AND EQUIPMENT FUNDS

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$10,834,913	\$11,959,371	\$12,406,732	\$447,361	4%
Services and Supplies	9,761,417	12,670,684	12,522,620	(148,064)	-1%
Total Appropriations	\$20,596,330	\$24,630,055	\$24,929,352	\$299,297	1%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$61,631	\$25,000	\$30,000	\$5,000	20%
Charges For Services	24,198,664	24,605,055	24,857,352	252,297	1%
Miscellaneous Revenues	38,359	-	42,000	42,000	100%
Residual Equity Transfers (In)	15,594	-	-	-	-100%
Total Revenues	\$24,298,655	\$24,630,055	\$24,929,352	\$299,297	1%
<b><u>Net Profit / (Loss)</u></b>	<b>\$3,702,324</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ (Decrease)	
Position Summary	118	118	112	(6)	

## **INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905/08**

### **FUNCTION**

The Information Technology Services Department (ITSD) is an Internal Service Fund (ISF) that provides information technology and related services to Fresno County Departments and other agencies. Services provided by ITSD include the definition of user requirements; system design and development; 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 (INet) and a suite of enterprise applications that operate securely over the network. In addition, ITSD provides core Information Technology (IT) facilities, services and solutions; desktop hardware and software; training and support. Budget units 8905 and 8908 comprise the ITSD ISF 1020.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$24,929,352 reflects an overall 1% increase in appropriations and revenues from the FY 2006-07 Adopted Budget. The increase is due to a 4% increase in salaries and benefits combined with a 150% increase in Countywide Cost Allocation. These and other increases are partially offset by decreases, coming primarily from reduced software, equipment leases, and telephone costs. The resultant ISF rates are lower than prior year in most cases. The recommended staffing level of 112 positions is a reduction of six positions from the current level. Five positions have been eliminated and one position has been transferred to Budget Unit 8933, the new PeopleSoft ISF.

### **DEPARTMENT COMMENTS**

ITSD continues to focus on cost avoidance and consolidation of resources with respect to core services. Most billable rates for cost recovery decreased from prior year. Rates for printed pages increased by 19% due to loss of economy of scale as printed report volumes were reduced more than 50% by efforts to eliminate paper use. The GIS Seat rate increased by 14.5% due to the acquisition of higher resolution aerial photographs. A new mid range storage rate was added this year, which will decrease costs for some very large volume low activity datastores.

The migration to integrated voice/data/video continues as the Institutional Network (INET) capacity increases with further deployment of Customized Switched Metropolitan Ethernet (CSME) as the primary commodity for major remote network routes. Network hardware upgrades will provide power over Ethernet capability as older network components are replaced with newer technology. The deployment of small form factor personal computers will continue, reducing power consumption and footprint in the office.

The datacenter life expectancy will be extended in the coming year with proposed capital projects to replace aging air-conditioning, fire suppression, and conditioned electrical power. Additional monitoring capabilities are included in these projects to reduce response and repair times when failures occur during unattended "lights out" operations.

The upcoming year will require significant effort to prepare, plan, and test for the implementation of the new Vista operating system, Microsoft Office 2007, and Microsoft Exchange 2007. These new applications will bring additional functionality, greater virus protection and intrusion detection, while taking full advantage of the Enterprise agreement currently in place with Microsoft.

## **INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905/08**

Finally ITSD in conjunction with other County departments will seek to construct a new WEB presence for Fresno County based on services rather than the current departmental focus. The new site will feature unified subscription services, increased ADA compliance, and standards based publication. To efficiently achieve this goal, content management and new GIS tools will be deployed universally to County content providers. Video content will become available for the first time to round out the new look for our WEB presence.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

- Salaries and Benefits, recommended at \$12,406,732, represent a 4% increase from the prior year adopted budget. This is due to the 3.5% increase in base salaries and the resultant increase in other employee benefits. The number of funded positions is recommended to be decreased by six from the prior year, for a total of 112. This played a major role in keeping the overall cost of salaries and benefits from increasing by more than 4%.

#### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$12,522,620, reflect a decrease of 1% from the FY 2006-07 Adopted budget.

Recommended funding includes:

- **Telephone Charges** - Reflects a 39% (\$112,164) decrease due to consolidation of data circuits and a reduction of cell phone costs.
- **Building Maintenance-GSA** - Reflects a 38% (\$29,485) increase based on FY 2006-07 actual expenses and an increase in the number of large project requests for cabling and routine maintenance.
- **Maintenance-Capital Projects** - Reflects a new cost for replacing aging security and facilities monitoring equipment at the 10<sup>th</sup> Street Datacenter.
- **Professional and Specialized Services** - Reflects an increase due to the mandated HIPAA External Audit and a more accurate budgeting of all professional services in this account.
- **Computer Service Software** - Reflects a 14% (\$313,198) decrease in software maintenance costs and a reduction in certain software licenses.
- **Rents and Leases-Equipment** - Recommended at a 3% (\$125,222) decrease for projected hardware lease payments in FY 2007-08.
- **Transportation, Travel, and Education; plus Technical Training** - Appropriations have been decreased slightly even though important specific training needs will be required to deploy VISTA and Office 2007, support current technology at maintainable levels, and to increase technical training in the accounting and business office as defined in the FY 2006-07 financial audit.

## **INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905/08**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$24,929,352, a 1% increase from the prior year. As an ISF, ITSD is financed through charges to user departments for services rendered.

- Use of Money and Property - Reflects a 20% increase from the prior year based on the fact that interest rates have improved somewhat and slightly more cash will be available to keep on deposit.
- Charges for Services - Reflects a 1% increase from the prior year and represents the recovery of costs for services provided to user departments.
- Miscellaneous Revenues - Reflects a new source of revenue not heretofore calculated and consists of reimbursements from Dell Incorporated for authorized warranty repairs done by our own Dell certified repair technicians.

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT –**  
**8905/8908**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
2234	Information Technology Manager Information Technology Division	E	5	4	\$366,656
2243	Manager	D	2	2	211,426
2257	Staff Analyst III-A	1872	1	0	0
3080	Office Assistant III	938	3	2	68,808
3161	Secretary IV - Conf.	1163	1	1	41,824
3166	Administrative Secretary - Conf.	1290	1	1	46,354
3245	Accounting Technician	1268	1	1	45,170
3255	Senior Accountant	1897	1	1	68,184
3260	Account Clerk III Information Technology Support	997	4	4	145,272
3701	Technician II Information Technology Support	930	2	0	0
3702	Technician III Senior Information Technology Support	1085	7	6	230,076
3703	Technician	1368	5	5	249,400
3705	Information Technology Analyst II	1505	2	2	104,600
3706	Information Technology Analyst III	1759	8	8	485,366
3707	Information Technology Analyst IV	2114	18	18	1,350,810
3708	Senior Information Technology Analyst	2408	10	10	878,280
3710	Network Systems Engineer II	1585	2	2	74,300
3711	Network Systems Engineer III	1759	12	12	726,720
3712	Network Systems Engineer IV	2114	13	13	968,464
3713	Senior Network Systems Engineer Information Technology Analyst IV -	2408	15	15	1,321,798
3746	Conf. Senior Information Technology Analyst -	2114	2	2	155,868
3747	Conf.	2408	1	1	88,764
3754	Info Technology Business Mgr	F	1	1	81,136
8045	Chief Information Officer	B	1	1	\$137,084
Subtotal			<b>118</b>	<b>112</b>	<b>\$7,846,360</b>
Auto Allowance					6,156
Salary Savings					(200,360)
<b>TOTAL REGULAR SALARIES</b>					<b>\$7,652,156</b>

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT –**  
**8905/8908**

**FILLED POSITION TRANSFERRED TO BUDGET UNIT 8933** September 24, 2007

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>STATUS</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2234	Information Technology Manager	E	Filled	-1	\$135,086
	Cost of Restoring Filled Position			-1	\$135,086

**VACANT POSITIONS RECOMMENDED FOR DELETION** September 24, 2007

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>STATUS</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2257	Staff Analyst III-A	1923	Vacant	-1	\$63,361
3080	Office Assistant III	964	Vacant	-1	55,878
3701	Information Technology Support Technician II	979	Vacant	-2	112,907
3702	Information Technology Support Technician III	1143	Vacant	-1	63,189
	Cost of Restoring Vacant Positions			-5	\$295,335

# PEOPLESOFT OPERATIONS

## BUDGET 8933

### INTERNAL SERVICE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$-	\$-	\$134,750	\$134,750	100%
Services and Supplies	2,771,094	3,276,371	2,810,459	(465,912)	-14%
Other Financing Uses	-	171,409	-	(171,409)	-100%
Total Appropriations	\$2,771,094	\$3,447,780	\$2,945,209	\$(502,571)	-15%
<b><u>Revenues</u></b>					
Charges For Services	\$3,418,040	\$3,398,053	\$2,771,670	\$(626,383)	-18%
Other Financing Sources	-	49,727	173,539	123,812	249%
Total Revenues	\$3,418,040	\$3,447,780	\$2,945,209	\$(502,571)	-15%
<b><u>Net Profit/(Loss)</u></b>		<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>-100%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ (Decrease)	
Position Summary	-	-	1	1	

## **PEOPLESOFT OPERATIONS – 8933**

### **FUNCTION**

PeopleSoft Operations is an Internal Service Fund (ISF) that provides for the maintenance, operation, and technical support of the enterprise-wide Human Resources Management, Financial Management, and Budget Planning Information Systems. These packaged PeopleSoft software systems are now provided by Oracle Corporation. The Human Resources system provides tracking, reporting, and control of personnel information, time and labor, calculation of payroll, calculation of related payroll taxes, and other deductions in support of the County's biweekly payroll. The Financial system processes county financial activity for the general ledger, accounts receivable, accounts payable, purchasing, and fixed assets. The Budget Planning system is being used for the first time in preparation of the FY 2007-08 departmental budgets. This budget unit is used to accurately allocate the costs of operations to all users of the PeopleSoft systems. As an ISF, costs associated with the operation, maintenance, technical support, and system upgrades of the PeopleSoft systems will be recovered in a fair and equitable manner.

### **OVERVIEW**

The FY 2007-08 Recommended Budget for PeopleSoft Operations is \$2,945,209. This budget will fund the day-to-day operations of the enterprise-wide PeopleSoft system. The FY 2007-08 Recommended Budget is a 15% (\$502,571) decrease from the FY 2006-07 Adopted Budget. The decrease is primarily due to the expected completion of system upgrades which began more than three years ago.

### **DEPARTMENT COMMENTS**

To ensure full disclosure of all costs and cost recovery efforts associated with PeopleSoft Operations, it is being moved to its own unique ISF. This budget year (FY2007-2008) will be the first as a stand alone operation. Heretofore, it was managed through the same ISF as regular computer services. Being its own separate ISF will provide the clear visibility this important function deserves.

The multiple PeopleSoft Systems were nearly out of vendor support when we began a series of system upgrades three years ago. These upgrades will return the County to one of the latest versions of these systems and ensure continued vendor support. In FY 2006-07, a Budget Planning System was implemented and the Financial System upgrade completed. Ongoing support for the current versions of the systems was held to a minimum while the upgrades were in process. In FY 2007-08, Phase 2 of the Budget System will be completed and work will begin on the backlog of requests which must be addressed to meet the County needs.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- Management's attention of PeopleSoft Operations has been focused on system upgrades and implementation of a new Budget Planning system during the past three years. During this period, we have not been able to provide more than minimal support for changes the County has made. The ISF is currently faced with a need to address these changes and several other projects which are important to user productivity and

## **PEOPLESOFT OPERATIONS – 8933**

- to meet the constantly changing needs of the County. The projects span all three of the major PeopleSoft Systems: Human Resource, Financial, and Budget.

### **SALARIES AND BENEFITS**

- Recommended Salaries and Benefits, at \$134,747, represents a 100% increase due to one managerial position being transferred from Budget 8905 into this budget.

### **SERVICES AND SUPPLIES**

- Services and Supplies are comprised of billable labor from the Information Technology Services Department (ITSD), the Auditor-Controller/Treasurer-Tax Collector, and the Personnel Department, plus ITSD equipment and service charges for use of the computer network, software licenses and maintenance, and professional services associated with the support and operation of the PeopleSoft systems.

Recommended appropriations of \$2,945,209 will provide funding for:

- Data Processing Services – Reflects a 1% (\$14,741) decrease based on a lower need for data processing ability and data storage required now that the system upgrades and implementation of the new budget software, with all its accompanying testing, is finished.
- Computer Service Software – Reflects a 34% (\$461,746) reduction due to the absence of previous one-time and front end costs required by the upgrade projects.
- Transportation, Travel, and Education; plus Technical Training – Reflects a 100% (\$12,000) increase over the prior year due to the addition of one Information Technology Manager transferred from Budget 8905. These appropriations will allow staff to attend PeopleSoft training as well as user groups and conferences where learning more efficient operation of the system is the desired outcome.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$2,945,209.

- Charges for Services (\$2,771,670) – Reflects an 18% decrease based on the recovery of costs for services provided to user departments, special districts, and other non-department users.
- Other Financing Sources (\$173,539) – Recommended at a 249% increase over the prior year. These revenues address the Fresno County Schools and the Cemetery Districts share of allocated PeopleSoft financial system charges. These charges are paid by the General Fund and will ensure the County is in compliance with the State's directive on cost allocation and ISF operations

## REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2234	Information Technology Manager	E	0	1	88,452
Subtotal			0	1	88,452
<b>TOTAL REGULAR SALARIES</b>					<b>88,452</b>

# TELECOMMUNICATIONS

## BUDGETS 8930/8931

### INTERNAL SERVICE AND EQUIPMENT FUNDS

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries & Benefits	545,335	674,679	796,744	122,065	18%
Services & Supplies	3,602,092	4,079,630	4,246,717	167,087	4%
Other Charges	468,580	996,616	1,208,606	211,990	21%
Fixed Assets	108,792	649,600	363,600	(286,000)	-44%
Total Appropriations	4,724,799	6,400,525	6,615,667	215,142	3%
<u>Revenues</u>					
Rev from Use of Money & Prop	118,926	98,381	125,546	27,165	28%
Charges for Services	4,341,760	5,652,544	6,126,521	473,977	8%
Depreciation Carryover	108,792	649,600	363,600	(286,000)	-44%
Total Revenues	4,569,478	6,400,525	6,615,667	215,142	3%
<b><u>Net Income / (Loss)</u></b>	<b>(155,321)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
	Budgeted 2005-06	Current 2006-07	Recommended 2007-08	Increase/ Decrease	
Position Summary	10	10	10	0	

## **TELECOMMUNICATIONS – 8930/8931**

### **FUNCTION**

The Telecommunications Unit is an Internal Service Fund (ISF), operating from two budget units, that finances the operation, maintenance, and upgrade of the County's extensive telephone system. Organizationally the unit is managed as a division of the Information Technology Services Department (ITSD). The County's telephone system consists of leased lines from commercial telephone companies, NORTEL switches, in-building cabling and wiring closets, and desk-set telephone equipment. The employees in this ISF work in conjunction with other ITSD staff to implement the integration of voice and data communications, manage building and closet wiring, and coordinate technical support.

### **OVERVIEW**

The FY 2007-08 Recommended Budget reflects a 3% (\$6,615,667) increase over the prior year which includes \$363,600 in fixed asset purchases for phone system additions and upgrades that are 100% offset by depreciation carryover. Staffing is recommended at 10 positions, no change from the current level.

### **DEPARTMENT COMMENTS**

The proposed budget represents a modest 3% increase over the FY 2006-07 Adopted Budget. This allows for a continuation of existing programs regarding convergence of voice and data technologies as greater efficiencies are being achieved through these combinations. For example, utilization of Voice over Internet Protocols results in elimination of redundant equipment and services through consolidations and more efficient use of existing services. Other efficiencies are generated through software upgrades and replacement programs for equipment reaching the end of its useful life.

Continued consolidation, simplification, and modernization of the call management and billing systems will assist departments in identifying potential cost avoidance opportunities, provide for a more effective means of identifying and reacting to misuse, and result in a more consistent and accurate method of cost allocation.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The division has implemented a new agreement for lower cost long distance service along with a new system to enable departments to more effectively manage costs and identify dialing abuse.
- The division has also replaced old and unreliable call conferencing equipment with an up-to-date conference bridge which enables departments to schedule and operate multiple, simultaneous conference calls.
- Work is also now in progress on the installation of a telephone PBX in the County's Plaza Building, which will replace old equipment now servicing the County from the Courthouse.

## **TELECOMMUNICATIONS – 8930/8931**

Since August 2005, the division has been responsible for the installation of the fiber and wire infrastructure at the new Juvenile Justice Campus. This includes all the data and telephone wiring within 11 separate buildings. The focus in this area will now shift to the new Juvenile Courthouse projected for the next budget year.

### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$796,744, reflect an increase of 18% from the prior year due primarily to the 3.5% increase in base salary, and the resulting increase in the cost of other employee benefits that are calculated as a percentage of the base salary.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$4,246,717, represent an increase of 4% over the prior year. Funding include costs for leased lines, contracted maintenance of equipment, and the actual use of communication lines as billed by the commercial telephone companies.

Recommended appropriations will provide funding for:

- **Telephone Charges** - Reflects a 2% (\$77,755) decrease due to improved contractual pricing and implementation of a new system to enable departments to more effectively manage costs and identify dialing abuse.
- **Building Maintenance-GSA** - Reflects a 29% (\$102,661) decrease due to a reduction in the number of large special project requests.
- **Maintenance-Equipment** - Recommended at a 14% (\$79,350) increase primarily due to an increased need to use contracted vendors as a result of staff reductions in GSA - Maintenance.
- **Data Processing Services** - Reflects a 14% (\$21,413) decrease due to increases in the efficiency of using automation.
- **Countywide Cost Allocation** - Due to a change in accounting practices, this account which was budgeted as a negative \$144,244 in FY 2006-07 due to an overpayment in FY 2004-05, is now reflected as revenue for FY 2007-08. The overall effect of this change reflects an increase in appropriations over the prior year.

### **OTHER CHARGES**

Depreciation of \$1,208,606 reflects an increase of 21% due to the addition of new equipment as required by system upgrades and departmental requests. New equipment is depreciated according to acquisition value and remaining useful life for the entire system.

### **FIXED ASSETS**

Fixed assets reflect a 44% decrease for the purchase of equipment to maintain and upgrade the telephone system as required and as requested by user departments.

Phone System Additions and Upgrades ..... \$363,600

## **TELECOMMUNICATIONS – 8930/8931**

### **SUMMARY OF REVENUES**

Revenues are recommended at \$6,615,667.

- Revenue from Use of Money - Estimated interest earnings in the amount of \$125,546 are being used to reduce Communications' rates in FY 2007-08.
- Charges for Services - Reflects the recovery of costs for services to user departments of \$5,793,893 as well as reimbursement for a FY 2005-06 Countywide Cost Allocation Plan overpayment of \$332,628.
- Depreciation Carryover - Represents funding of \$363,600 to finance the replacement of fully depreciated telephone equipment.

## **TELECOMMUNICATIONS – 8930/8931**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
3180	Office Assistant III	938	1	1	\$33,246
3110	Office Assistant II	843	2	2	54,647
3138	Telecommunications Services Asst II Information Technology Support	1226	3	3	130,314
3702	Technician III	1143	1	1	35,006
3707	Information Technology Analyst IV Senior Information Technology	2114	1	1	73,244
3708	Analyst	2408	1	1	83,414
3706	Information Technology Analyst III	1775	1	1	\$54,318
Subtotal			<b>10</b>	<b>10</b>	\$464,189
<b>TOTAL REGULAR SALARIES</b>					<b>\$464,189</b>

## NOTES

# PERSONNEL SERVICES DEPARTMENT

## BUDGET 1010

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$2,210,425	\$2,476,077	\$2,538,039	\$61,962	3%
Services and Supplies	780,920	884,754	702,405	(182,349)	-21%
Total Appropriations	\$2,991,345	\$3,360,831	\$3,240,444	\$(120,387)	4%
<b><u>Revenues</u></b>					
Charges For Services	295,757	282,959	361,537	78,578	28%
Miscellaneous Revenues	192	-	-	-	0%
Intrafund Revenue	1,208,931	1,453,914	1,076,568	(377,346)	-26%
Total Revenues	\$1,504,880	\$1,736,873	\$1,438,105	\$(298,768)	-17%
<b><u>Net County Cost</u></b>	<b>\$1,486,465</b>	<b>\$1,623,958</b>	<b>\$1,802,339</b>	<b>\$178,381</b>	<b>11%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	33	33	30	(3)	

## **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. Pursuant to Fresno County Ordinance Code Chapter 2.12 and Administrative Policy Number 54, these countywide personnel services are provided from a centralized perspective, to ensure uniformity and consistency of personnel services and to maximize economy of scale. Individual departments, however, are responsible for personnel actions related to employee selection, development, retention, and separation, in consultation and/or collaboration with the Personnel Services Department.

Organizationally, the department is divided into five divisions with one administrative unit responsible for department administrative and business functions, budgeting, finance, strategic planning, research and development, legislative analysis, and administration of the classification and compensation program. Employment Services is responsible for workforce 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 (a portion of the Staff Development and Training costs are included in the Risk Management budget 8925). The Risk Management and Employee Benefits Divisions are accounted for in the Risk Management budget (8925).

### **OVERVIEW**

The 2007-08 Recommended Budget for Budget Unit 1010 of \$3,240,444 reflects an 11% (\$178,381) increase in net County cost compared to the 2006-07 Adopted Budget. (The other Budget Unit for the Personnel Services Department is 8925.) The projected 2007-08 budget shortfall, in order to achieve the net County cost requirement as established by the CAO, is \$195,360. To achieve this reduction it is necessary to: 1) eliminate three (3) positions representing over 9% of Personnel's staffing complement; 2) limit personnel services to those mandated by law, statute, regulation, or ordinance and; 3) eliminate Staff Development Training as a separate division which includes the elimination of a Personnel Services Manager position in Budget Unit 8925. These actions are necessary to meet the net County cost requirement and to facilitate the administration of essential mandated services. With these staffing reductions, only minimal service levels to County departments can be sustained, as focus shifts from expanded personnel services to mandated services.

The Personnel Services Department recommended budget results in a net loss of one position, from 58 to 57 positions (deletion of three positions in Budget Unit 1010 and the addition of two positions in Budget Unit 8925).

## **PERSONNEL SERVICES DEPARTMENT – 1010**

### **DEPARTMENT COMMENTS**

In 2002, your Board approved a reorganization of the Personnel Services Department with the anticipation of fortifying/expanding existing programs/services and staff. Since 2004, the County's overall fiscal condition has prevented both fortification and expansion of programs as positions have been both added and deleted for a net loss in staffing. Consequently, several key programs remain unfunded (e.g., PROFITS, Employee Recognition Program, Career Development Training) while programs with funding have not kept pace with the demand for services. Over the last few fiscal years, we have continued to see the demand for both direct and indirect services grow, while staffing has remained stagnant or decreased in some program areas. Furthermore, a general lack of depth and experience among County supervisors and managers involving personnel and labor relations matters has increased the reliance on the Personnel Services Department to minimize liability for the County.

Once again, the funding provided to the Personnel Services Department for the 2007-08 Recommended Budget is not sufficient to finance the current operations of the department, let alone meet expectations associated with staff development and training and other expanded services. After thorough analysis and consideration of various budget scenarios, I am recommending the elimination of one (1) position department-wide (deletion of three positions in Org 1010 and the addition of two positions in Budget Unit 8925) and the elimination of all non-mandated and unfunded services. This results in the elimination of Staff Development and Training Division as a separate division including the deletion of a Personnel Services Manager position from Budget Unit 8925.

The Personnel Budget Unit (1010) includes a decrease of three (3) positions which include the following: the deletion of one (1) filled Principal Personnel Analyst, one (1) filled Personnel Analyst III and one (1) filled Office Assistant position. In addition, one (1) Principal Personnel Analyst position is recommended to be converted to a Business Manager position to facilitate the administrative oversight as well as fiscal management of the department. It should be noted that the budget also includes the complete elimination of the Principal Personnel Analyst classification from the department. This recommendation will result in the shift of day-to-day supervision of staff and/or programs to the Personnel Service Managers as well as maximize the utilization of Senior Personnel Analysts in the department.

Even with the impact of the County's financial downturn over the past few years, the Personnel Services Department continues to evolve and provide oversight for many mandated programs. During the prior fiscal year, we continued to provide critical support to the County Administrative Office (CAO), Auditor-Controller/Treasurer-Tax Collector (AC/TTC) and to departments facing operational and organizational issues as well as fiscal audits. However, given previous reductions in staffing and increase in workload, the department has been forced to become more reactive in certain situations while still being able to respond to County departments' needs. In addition, a critical area that will continue to be impacted by the reduction of positions is compliance with Local Agency Personnel Standards (LAPS). A State audit noted deficiencies which needed to be addressed to ensure that funding would continue for Human Service Departments. The reduction in staffing makes it difficult, if not impossible, to address all deficiencies identified.

## **PERSONNEL SERVICES DEPARTMENT – 1010**

Finally, as a result of intensive placement efforts, separation of employees from the County service have been avoided through previous FY workforce reductions; however, we are anticipating significant difficulty in 2007-08 with the transition and placement of employees impacted by budget reductions due to our own department staffing cuts and the magnitude of county-wide layoffs. The elimination of positions within the Personnel Services Department becomes even more critical as the department shifts from an active recruitment process to the managing of the workforce reduction activities and associated management of layoff lists.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

Recommendations for 2007-08 provides for a reduction of three positions in the Personnel Budget Unit 1010 and includes the following in an effort to provide for basic mandated service albeit at minimal service levels to County departments.

- The elimination of non-mandated and unfunded services (e.g., PROFITS, Employee Recognition Program, Career Development Training).
- The elimination of Staff Development and Training as a separate division (Budget Units 1010 and 8925). Mandated training (e.g., safety, sexual harassment, loss prevention) will continue to be provided by the staff within the Personnel Services Department (Budget Unit 8925).
- 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. During the first part of 2007-08, a significant amount of staff time will be devoted to meeting with represented labor organizations to identify and mitigate workforce 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 programs devoted to ensuring that impacted employees are provided with information regarding options and benefits.

#### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$2,538,039, represent a 3% (\$61,962) increase over the current year due primarily to normal salary and benefit adjustments. The increase is partially offset through the elimination of three positions.

#### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$702,405, represent a 21% (\$182,349) decrease from the current year primarily due to a reduction in appropriations related to the elimination of non-mandated programs and lower recruitment advertising costs due to the focus of lay-off activity and placements.

## **PERSONNEL SERVICES DEPARTMENT – 1010**

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$1,438,105, a 17% (\$298,768) decrease from the current year based on the projected level of services that will be provided to County departments in 2007-08. The reduction in anticipated revenue is due primarily to the reduction in recoverable training services due to the elimination of non-mandated services and lower anticipated recruitment advertising costs.
- Charges for Services (\$361,537) - Reflects an increase of 28% (\$78,578) based on actual administrative/support services provided to the Risk Management Budget Unit 8925.
- Intrafund Revenues (\$1,076,568) - Reflects a decrease of 26% (\$377,346) due primarily to the reduction of training costs associated with contracted training services, the elimination of non-mandated services and lower anticipated recruitment advertising costs.

# 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	125,894
2277	Personnel Services Manager	E	3	3	252,595
	Personnel Services Business Manager		0	1	61,513
2250	Principal Personnel Analyst	E	2	0	36,763
2251	Senior Personnel Analyst	F	4	4	272,557
2249	Personnel Analyst III	1990	3	2	144,808
2252	Personnel Analyst II	1724	2	2	111,469
2253	Personnel Analyst I	1553	5	5	222,999
3141	Secretary III - Conf.	1124	1	1	32,536
2237	Personnel Technician I - Conf.	1072	3	3	96,041
2236	Personnel Technician II - Conf.	1184	1	1	35,526
2235	Personnel Technician III - Conf.	1325	2	2	84,909
3261	Account Clerk III - Conf.	1056	1	1	34,119
3081	Office Assistant III - Conf.	1002	2	1	37,579
3111	Office Assistant II - Conf.	904	2	2	50,567
3166	Administrative Secretary	1371	1	1	42,220
Subtotal			<b>33</b>	<b>30</b>	1,642,095
	Auto Allowance				6,156
	Bilingual Skill Pay				2,400
	Salary Savings				(32,841)
<b>TOTAL REGULAR SALARIES</b>					<b>1,617,810</b>

<u>FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u>					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2250	Principal Personnel Analyst	Filled	E	-1	\$85,895
2249	Personnel Analyst III	Filled	1990	-1	74,228
3081	Office Assistant III - Conf.	Filled	1002	-1	35,237
	Cost of Restoring Filled Positions			-3	\$195,360

# RISK MANAGEMENT

## BUDGET 8925

### INTERNAL SERVICE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$1,612,584	\$1,928,574	\$2,102,296	\$173,722	9%
Services and Supplies	76,630,839	89,942,308	96,161,786	6,219,478	7%
Other Charges	789	790	-	(790)	-100%
Other Financing Uses	18,309,258	-	-	-	0%
Total Appropriations	\$96,553,470	\$91,871,672	\$98,264,082	\$6,392,410	7%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$1,140,771	\$950,000	\$975,000	\$25,000	3%
Intergovernment Revenues-St	5,148	-	-	-	0%
Charges For Services	85,393,384	90,522,079	96,889,489	6,367,410	7%
Miscellaneous Revenues	321,393	399,593	399,593	-	0%
Total Revenues	\$86,860,696	\$91,871,672	\$98,264,082	\$6,392,410	7%
<b><u>Expenses in Excess of Revenues</u></b>	<b>\$9,692,774</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	25	25	27	2	

## **RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925**

### **FUNCTION**

The 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 functions. 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 function 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 associated training), and controls mandated programs affecting employee safety. The Employee Benefits function 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. A portion of the Staff Development and Training Division is also funded in this budget which finances the cost of loss prevention training.

### **OVERVIEW**

The 2007-08 Recommended Budget reflects a 7% (\$6,392,410) increase in appropriations and estimated revenues over the 2006-07 Adopted Budget due primarily to higher health care costs and an increase in reserve levels in the Workers' Compensation Program. Due to the elimination of non-mandated services, this budget unit will assume greater responsibility for mandated training and loss prevention classes. Staffing is recommended at 27 positions, an increase of two positions over the current level of 25 positions.

### **DEPARTMENT COMMENTS**

As stated in the Personnel Services narrative (1010), the departmental recommended budget results in a net loss of one position from 58 to 57 positions (deletion of three positions in Budget Unit 1010 and the addition of two positions in Budget Unit 8925). In putting together the departmental budget, it was necessary to re-examine all programs and staff within both Budget Units to enable us to meet the net County cost allocation. Consequently, the focus is to shift resources to limit personnel services to those mandated by law, statute, regulation or Ordinance and eliminate Staff Development and Training as a separate division. Therefore, one Personnel Services Manager is recommended for deletion in Budget Unit 8925. In addition, the recommended departmental budget eliminates the Principal Personnel Analyst classification from the department. With the elimination of the Principal Personnel Analysts, day-to-day supervision of staff and/or programs will shift to the Personnel Services Managers as well as the Senior Personnel Analyst classification in the department. The recommendation to delete management positions in this budget is part of a redeployment of staff and services within the total Personnel budget (Budget Units 1010 and 8925) and should be considered with the overall recommendations for the Department of Personnel Services as described in the Personnel Services narrative.

## **RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

Recommendations for 2007-08 include the deletion of the Staff Development and Training Division and shifts mandated services related to training from the Personnel Budget Unit (1010) to this budget resulting in lower service levels to other County Departments in other program areas.

#### **SALARIES AND BENEFITS**

Salaries and Benefits, recommended at \$2,102,296, represent a 9% (\$173,722) increase over the prior year due primarily to salary and benefit adjustments. The recommended budget includes the elimination of one filled Personnel Services Manager and one filled Principal Personnel Analyst. These reductions offset the cost of adding one Senior Personnel Analyst, one Personnel Analyst I/II/III and one Office Assistant I/II/II position. The recommended budget also includes the conversion of one extra-help position to a permanent Office Assistant position, resulting in a net increase of two positions over the current level.

#### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$96,161,786, represent a 7% (\$6,219,478) 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 need to increase reserve levels in the Workers' Compensation Program.

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 2008 have not been determined; this budget includes an estimated average increase of 15%.

- **WORKERS' COMPENSATION**

The Self-insured Workers' Compensation program costs are based on prior year actuals and increased reserve levels. Recovery of Workers' Compensation costs is based on an annual actuarial study to determine the estimated liability for outstanding and projected claims as of June 30, 2007. Recovery of 1/6 of the Workers' Compensation account deficit is included pursuant to Board policy approved April 29, 2003.

- **GENERAL LIABILITY**

The Self-insured General Liability program costs are based on prior year experience. Recovery of General Liability costs are based on an annual actuarial study to determine the estimated liability for outstanding and projected claims as of June 30, 2007.

## **RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925**

- **MEDICAL MALPRACTICE**

The recommended appropriation maintains sufficient funding for 2007-08. Loss experience from Human Services departments for public health and mental health activities has been traditionally low.

- **UNEMPLOYMENT INSURANCE**

The 2007-08 Unemployment Insurance costs are based on the prior year spending levels and potential labor reductions included in the 2007-08 recommended budget.

- **INSURANCE - OTHER**

The Insurance - Other cost covers losses resulting primarily from property and vehicle damages. The most significant factor impacting the increase in property premiums is the impact of the hurricane season in the Southeastern United States on property insurance line reserves.

### **OTHER CHARGES**

There is no recommended funding related to depreciation expenses for equipment because all equipment has been fully depreciated.

### **OTHER FINANCING USES**

In 2005-06, \$18.3 million was transferred out of the Risk Management Fund to the General Fund for the purpose of maximizing Federal revenues related to Community Hospitals. These funds were paid back to the Risk Management Fund in 2006-07. There is no transfer of funds to the General Fund included in the recommended budget.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$98,264,082, a 7% (\$6,392,410) increase over the prior year due primarily to charges for health insurance premiums and employee benefits.

- Charges for Services (\$96,889,489) - Recommended at a 7% (\$6,367,410) increase due primarily to higher charges for health insurance premiums, employee benefits and the medical malpractice program.
- Use of Money and Property (\$975,000) - Interest earnings are recommended at a 3% increase based on increases in cash balances.
- Miscellaneous Revenues (\$399,593) - Estimated at the 2006-07 level

## 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>	
2277	Personnel Services Manager	E	3	2	\$183,595
2250	Principal Personnel Analyst	E	1	0	17,184
2251	Senior Personnel Analyst	F	4	5	322,624
2249	Personnel Analyst III	1990	4	5	287,811
2252	Personnel Analyst II	1724	2	2	104,621
2253	Personnel Analyst I	1553	1	1	50,235
2235	Personnel Technician III - Conf.	1325	2	2	85,684
2237	Personnel Technician I - Conf.	1072	2	2	66,159
3141	Secretary III - Conf.	1124	1	1	36,066
3161	Secretary IV - Conf.	1237	1	1	41,175
3081	Office Assistant III - Conf.	1002	3	5	138,137
3126	Office Assistant I - Conf.	800	1	1	23,119
Subtotal			<b>25</b>	<b>27</b>	\$1,356,410
Salary Savings					(33,909)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,322,501</b>

<u>FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u>					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2277	Personnel Services Manager	Filled	E	-1	92,971
2250	Principal Personnel Analyst	Filled	E	-1	85,895
Cost of Restoring Filled Positions				-2	178,866

## NOTES



## IV. LIBRARY

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**LIBRARIAN**  
**BUDGET 7515**  
**GENERAL FUND**

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$228,815	\$163,262	\$183,386	\$20,124	12%
Services and Supplies	4,373	98,867	82,847	(16,020)	-16%
Other Financing Uses	101,560	101,560	101,560	-	0%
Total Appropriations	\$334,748	\$363,689	\$367,793	\$4,104	1%
<b><u>Revenues</u></b>					
Charges for Services	\$22,130	\$30,969	\$37,966	\$6,997	23%
Total Revenues	\$22,130	\$30,969	\$37,966	\$6,997	23%
<b><u>Net County Cost</u></b>	<b>\$312,618</b>	<b>\$332,720</b>	<b>\$329,827</b>	<b>\$(2,893)</b>	<b>-1%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	2	1	1	-	

## **LIBRARIAN – 7515**

### **FUNCTION**

The Librarian budget accounts for the salary of the County Librarian and the cost of library services provided to County adult and youth correctional facilities which are funded by the General Fund as required by California Education Code Section 19147 and California Government Code Section 26151. The County Librarian also serves as the Secretary to the County Historical Landmarks and Records Advisory Commission.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$367,793 represents a 1% (\$2,893) decrease in net County cost from the FY 2006-07 Adopted Budget. This decrease is due to a reduction in the net County cost allocation for this budget. A base General Fund contribution of \$101,560 is included as required in the Measure B Ordinance. The majority of the net County cost is made up of the Librarian's salary and benefits. Revenues from the Juvenile Inmate Trust Fund are recommended to finance \$1,000 in library materials acquisition for the Elkhorn Correctional Facility Library. Library services for Elkhorn are contracted through Budget 7510 (Fresno County Free Library), while services to the County adult detention facilities are contracted through Budget 7511 (Measure B). Budget 7510 provides a Library Assistant II (20 hours per week) for Elkhorn and Budget 7511 provides a Senior Library Assistant (32.5 hours per week) for the County adult detention facilities. Probation Department funding of \$16,966 is to maintain 20 hours of library service per week at Elkhorn. Revenues from the Adult Inmate Welfare Trust Fund of \$20,000 are recommended to finance library services at the County adult detention facilities. Funding for the Historic Landmarks and Records Advisory Commission remains at the 1995 level of \$100. Staffing is recommended at one position, the County Librarian.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

In order to meet the budgeted net County cost, the following actions are recommended:

- The reduction in library service hours from the prior year level of 40 hours per week to 32.5 hours per week for providing law library and general inmate library services at the County adult detention facilities. It will likely eliminate or severely limit the distribution of recreational reading material to inmates, which is currently distributed every other week, if time permits. Also, it will have a detrimental effect on the response time for inmate requests for law library questions. This reduction will adversely impact the ability to provide the ever-expanding inmate population with mandated access to legal resource materials and access to recreational reading materials as required by California Code of Regulations Title 15.
- A task force is studying outsourcing jail library service to provide legal reference materials for inmates who elect to represent themselves in Court. If recommended, inmates requesting legal reference materials will have packets of the materials delivered to them in their cell rather than visiting the jail library to do their research. If implemented, the trial period the jail library would temporarily close.

## **LIBRARIAN – 7515**

### **SALARIES AND BENEFITS**

Salaries and Benefits, as recommended represent a 12% (\$20,124) increase as a result of Salary and Benefits costs of one position, the County Librarian.

### **SERVICES AND SUPPLIES**

Services and Supplies, as recommended reflect a 16% (\$16,020) decrease from the prior year. The decrease is due primarily to the reduction in the funding allocation for Library services to the County adult detention facilities and the Elkhorn Correctional Facility, which was necessitated by increases in the Salary and Benefits costs of the County Librarian.

Recommended funding includes:

- A minimal amount for travel reimbursement (\$100) for Historical Landmarks and Records Commission members.
- Donated Library Materials will continue to augment those purchased with the \$1,000 donation from the Juvenile Inmate Welfare Trust Fund for Elkhorn.

### **OTHER FINANCING USES**

Other Financing Uses of \$101,560 represent the base General Fund contribution to the Library as required in the Measure B Ordinance. The transfer of the County contribution is recognized in the Library budget (7510) under revenues as a General Fund contribution.

## **SUMMARY OF REVENUES**

- Revenues are recommended at a 23% (\$6,997) increase over the FY 2006-07 level due to an increase in funding provided by Probation Department to maintain 20 hours per week of library service to the Elkhorn Correctional Facility.
- Charges for Services - Revenues are derived from the Juvenile Inmate Trust Fund (\$1,000) to finance the purchase of library materials for the Elkhorn Correctional Facility Library, the Probation Department (\$16,966) to maintain the level of Library service to Elkhorn, and the Adult Inmate Welfare Trust Fund (\$20,000) to provide Library services at the County's adult detention facilities.

## LIBRARIAN – 7515

### REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u> <u>CURRENT</u>	<u>RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
8040	County Librarian	D	1	1	\$118,212
Subtotal			1	1	\$118,212
Auto Allowance					6,156
<b>TOTAL REGULAR SALARIES</b>					<b>\$124,368</b>

# FRESNO COUNTY FREE LIBRARY

## BUDGET 7510

### LIBRARY FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$5,660,172	\$6,835,485	\$7,254,786	\$419,301	6%
Services and Supplies	2,210,288	2,601,682	2,975,652	373,970	14%
Buildings & Improvements	-	670,000	2,500,000	1,830,000	273%
Contingencies	-	150,000	125,716	(24,284)	-16%
Total Appropriations	\$7,870,461	\$10,257,167	\$12,856,154	\$2,598,987	25%
<b><u>Revenues</u></b>					
Property Taxes	\$7,911,381	\$7,602,301	\$8,488,957	\$886,656	12%
Use of Money & Property	47,890	10,000	7,000	(3,000)	-30%
State Aid	455,711	457,651	620,943	163,292	36%
Federal Aid	1,346	1,000	1,000	-	0%
Charges for Services	554,628	604,314	629,560	25,246	4%
Misc. Revenues	121,333	63,000	63,000	-	0%
Fund Balance	-	1,417,341	2,944,134	1,526,793	108%
General Fund Contrib.	101,560	101,560	101,560	-	0%
Total Revenues	\$9,193,848	\$10,257,167	\$12,856,154	\$2,598,987	25%
<b><u>Revenues In Excess of Appropriations</u></b>	1,323,388	-	-	-	0%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	119	123	121	(2)	

## **FRESNO COUNTY FREE LIBRARY – 7510**

### **FUNCTION**

The Fresno County Free Library is a special district, under the governance of the Board of Supervisors, which provides informational, cultural, and recreational services to the public through 40 library outlets. The County Library Administration also administers the San Joaquin Valley Library System (SJVLS), of which it is a member. The Coalinga-Huron Library District is a separate library district and is, therefore, not covered in this budget. Services provided through the Library Tax Ordinance are included in the Library Measure B budgets (7511 and 7530).

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$12,856,154 reflects a 25% (\$2,598,987) increase over the FY 2006-07 Adopted Budget, due primarily to a projected increase in property tax revenue and Fund Balance. Recommended funding includes a General Fund contribution of \$101,560, the minimum required by the Measure B maintenance of effort clause. There are no other General Fund costs associated with this budget. The recommended Measure B budget for FY 2007-08 of \$34,303,491 is presented in the Library Measure B budgets (7511 and 7530). Staffing is recommended at 121 positions, a decrease of two positions from the prior year level.

Measure B funds have allowed the annual hours of the Library to remain doubled as compared to annual hours prior to the passage of the first Measure B in 1998. Services for children and young adults will be maintained at the prior year level and include service to 85 to 95 day care centers, outreach to schools, parents, teachers, and in branch programs. Library programs and attendance for all age levels continue to increase. Adult literacy services will continue to qualify for matching funds under the California Library Literacy Services Act. Maintenance project backlogs and replacement of old equipment will continue to be addressed with the use of Measure B funds to allow for enhanced public services and better use of personnel resources.

### **DEPARTMENT COMMENTS**

Measure B continues to be extremely valuable in delivering library services. In FY 2006-07 the library users checked out three million items, which is double the number checked out prior to the passage of Measure B. Our service measure projections on the use of the Library was a 50 percent increase in use; when staffing was projected for Measure B it was based on this 50 percent increase. However, for two years in a row there was a 100 percent increase. As a result, users must often wait in line for service at many library locations and staff is unable to either deliver the quality or meet the requests for service.

The Library has employed a variety of techniques including installation of self-help machines and outsourcing to avoid adding staff. The Library uses a tool, CybraryN which allows computer users to self-schedule use of computers. A self-check and security system using radio frequency identification (RFID) was installed at Clovis and Woodward Park libraries. The new system allows users to easily check out their own materials, which gives staff more time to help users locate the materials and information they are seeking. RFID also provides a security feature that deters theft of library materials. In FY 2007-08, this system is scheduled to be installed at Fig Garden, Mendota, Cedar-Clinton, Fowler, Politi, and Sunnyside. Another self-check model will be installed at Kingsburg as well. New Library materials are also being prepared for check out by outside firms.

## **FRESNO COUNTY FREE LIBRARY – 7510**

In addition, larger facilities are needed to meet service demands. Space limitations are inhibitors to providing sufficient numbers of computers; adequate shelving for books and other library materials; and adequate study areas and meeting rooms. In 2006 the Board directed the Library to conduct a public relations campaign about the need for future space and return with a recommendation about whether to proceed with a bond act or sales tax increase in 2008; this campaign will take place in the last half of 2007 and be followed by a poll to measure its effectiveness. The Governor's current proposed budget will maintain the same level of funding from the State Public Library Fund as the FY 2006-07 level, which is \$503,524.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

Utilization of library services by existing and new borrowers continues to rise steadily each year. The continued improvement and expansion of collections and the opening of the new Mendota, Fowler, Orange Cove, Tranquillity, and West Fresno libraries will contribute to these increases.

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 6% (\$419,301) increase over the prior year due primarily to salary increases and increases in benefit costs.

- Staffing is recommended at 121 positions, a decrease of two positions from the 2006-07 level. The decrease of two positions is the result of two Adult Services positions being transferred to the newly created Adult Services Division in Measure B budget 7511.
- Increased workload is being addressed with several methods: outsourcing of material processing, efficiencies such as self check-out, self pick-up of holds, self reservation of computers, increased use of automation, and increases in staff. Staff increases are recommended only when outsourcing and efficiencies are not feasible.

#### **SERVICES AND SUPPLIES**

Services and Supplies are recommended at \$2,975,652, a 14% (\$373,970) increase over the prior year.

Recommended funding includes:

- \$5,319 increase in Telephone Charges.
- \$32,119 increase in the Property-Other Insurance rate due to increases in the purchase of library materials.
- \$130,263 net increase in Professional and Specialized Services, due primarily to an increase in San Joaquin Valley Library System membership fees for operations and maintenance.
- \$24,255 increase for Rents and Leases of library space.
- \$167,110 increase in Library Materials due to an increase in State Public Library Fund support.

## **FRESNO COUNTY FREE LIBRARY – 7510**

- \$15,000 increase in Utilities due to the anticipated increases in energy costs and the opening of the new Mendota and Fowler libraries.

### **BUILDINGS**

Buildings (\$2,500,000) reflects an amount toward the purchase of a building to provide expanded space for Library Headquarters functions.

### **CONTINGENCIES**

Contingencies reflect a 16% (\$24,284) decrease from the 2006-07 level, which is anticipated to be sufficient to meet FY 2007-08 Library needs.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$12,856,154, a 25% (\$2,598,987) increase over the prior year.

- Property Taxes - Represents approximately 66% of Library operating revenues for this budget. Projected at a 12% (\$886,656) increase in property tax revenues.
- Use of Money and Property - Anticipated interest earnings on deposited funds are projected at a 30% (\$3,000) decrease from the prior year.
- State Aid - Projected at a 36% (\$163,292) increase due primarily to an increase in State Public Library Fund (PLF) support. Reflects PLF funding (\$503,524) and In-Lieu Homeowners Property Tax reimbursements (\$117,419).
- Federal Aid - Reflects Federal In-Lieu Property Tax revenues at the 2006-07 level.
- Charges for Services - Estimated to increase by 4% (\$25,246) due primarily to services provided to the San Joaquin Valley System and the Elkhorn Juvenile Facility. Also includes revenues from fines, lost books, and printing from public use computers projected at \$415,000, a 1% (\$5,000) increase from the prior year.
- Miscellaneous Revenues - projected at the same level as the prior year based on revenues generated through sales of used books, other library materials, and copy fees.
- Fund Balance - Represents an increase based on the projected 2006-07 Library revenues and expenditures.
- General Fund Contribution - Maintained at the minimum level required under Measure B. These funds are appropriated in the Librarian budget (7515) as Other Financing Uses and are transferred to this budget in accordance with accounting procedures.

# FRESNO COUNTY FREE LIBRARY- 7510

## 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>	
0251	Associate County Librarian	E	1	1	\$81,186
1152	Graphic Arts Technician II	1212	1	1	34,781
2110	Librarian I	1494	1	1	41,471
2112	Librarian Trainee	1320	2	1	35,805
2121	Library Assistant II	979	20	21	681,690
2121	Library Assistant II (PT)	979	12	11	247,776
2145	Library Aide	653	4	4	90,524
2145	Library Aide (PT)	653	13	13	155,111
2150	Principal Librarian	G	4	4	282,538
2155	Librarian III	1874	2	2	129,723
2156	Librarian III - Supervisory	1947	11	11	712,759
2160	Librarian II	1646	3	3	152,087
2166	Senior Library Assistant	1058	16	16	577,655
2166	Senior Library Assistant (PT)	1058	1	1	29,338
2167	Library Assistant - Supervisory	1171	3	3	121,665
2168	Information Referral Services Coordinator	1705	1	1	58,720
2286	Library Business Manager	E	1	1	77,307
3037	Driver	855	2	2	59,250
3037	Driver (PT)	855	1	1	14,813
3071	Administrative Services Aide	1277	1	1	44,119
3110	Office Assistant II	896	2	1	31,035
3166	Administrative Secretary - Conf.	1371	1	1	46,062
3205	Account Clerk II	938	1	1	27,017
3206	Account Clerk II - Conf. Supervising Account Clerk I - Conf.	943	1	1	32,565
3236		1206	1	1	40,094
3536	Offset Equipment Operator I	815	1	1	24,541
3620	Program Technician I	1186	1	1	29,279
3622	Program Technician I -Conf.	1186	1	1	40,125
5050	Maintenance Janitor	841	8	8	218,237
5050	Maintenance Janitor (PT)	841	1	1	11,648
5055	Janitor	817	1	1	28,295
5061	Supervising Janitor	974	1	1	33,721
5222	Library Maintenance Supervisor	1708	1	1	56,957
5315	Maintenance Carpenter	1506	1	1	51,964
5325	Maintenance Painter	1402	1	1	47,777
<b>Subtotal</b>			<b>123</b>	121	<b>\$4,347,635</b>
Bilingual Skill Pay					3,900
Shift Differential					14,273
Salary Savings					(213,177)
<b>TOTAL REGULAR SALARIES</b>					<b>\$4,152,631</b>

## **FRESNO COUNTY FREE LIBRARY- 7510**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

#### **FILLED POSITIONS RECOMMENDED FOR DELETION** (September 24, 2007)

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>STATUS</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARIES &amp; EXPENSES</u></b>
2112	Librarian Trainee	Filled	1320	-1	\$41,123
2121	Library Assistant II (PT)	Filled	979	-1	31,890
3110	Office Assist II	Filled	896	-1	36,197
Cost of Restoring Filled Positions				-3	\$109,210

# FRESNO COUNTY LIBRARY - GRANTS

## BUDGET 7512

### LIBRARY FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$186,524	\$531,718	\$482,204	\$(49,514)	-9%
Total Appropriations	\$186,524	\$531,718	\$482,204	\$(49,514)	-9%
<u>Revenues</u>					
State Aid	\$51,268	\$-	\$-	\$-	0%
Federal Aid	53,553	25,963	14,077	(11,886)	-46%
Misc. Revenues	144,159	505,755	468,127	(37,628)	-7%
Total Revenues	\$248,981	\$531,718	\$482,204	\$(49,514)	-9%
<u>Revenues In Excess of</u>					
<u>Appropriations</u>	\$62,456	-	-	-	0%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **FRESNO COUNTY LIBRARY – GRANTS – 7512**

### **FUNCTION**

The Library Grants budget is used to appropriate State and Federal grant funds and private donations received by the Fresno County Free Library.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$482,204 reflects a 9% (\$49,514) decrease from the FY 2006-07 Adopted Budget with no net County cost. This decrease is due primarily to the partial completion of a three-year Federal funded Urban Libraries Council Scholars II grant, which provides scholarship money for tuition, books, transportation and fees for librarian trainees. The Bill & Melinda Gates Foundation grant of \$178,372, to replace existing public access computers in the Fresno County Library system; the Federal funded Poetry for the 21<sup>st</sup> Century grant; and the Urban Libraries Council Scholars II grant continue from the prior year. No staffing is recommended for FY 2007-08.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 9% (\$49,514) decrease from the FY 2006-07 level. The budget includes the Bill & Melinda Gates Foundation grant of \$178,372, to replace existing public access computers; \$13,077 for the third year of the Urban Libraries Council Scholars II grant, providing education and tuition support for librarian trainees; \$1,000 for advertising and amplification costs for the Federal National Endowment for the Humanities - Poetry for the 21<sup>st</sup> Century grant program that will bring a series of six talks by acclaimed poets and scholars to Fresno; and \$289,755 for children's programming, new and replacement library equipment and furnishings, and library materials funded by donations to the Library Trust Fund designated for these specific purposes.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$482,204, a 9% (\$49,514) decrease from the prior year.

- Federal Aid - Reflects an \$11,886 decrease due primarily to a reduction in the grant for the third year Urban Libraries Council Scholars II grant program funded by the Federal Institute of Museum & Library Services to support the education of future librarians.
- Miscellaneous Revenues - Reflects the continuing \$178,372 grant from the Bill & Melinda Gates Foundation and \$289,755 for programming, library materials, and new and replacement library equipment and furnishings funded by donations held in the Library Trust Fund.

# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## BUDGET 7520

### SAN JOAQUIN VALLEY LIBRARY FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$505,528	\$697,165	\$901,847	\$204,682	29%
Services and Supplies	1,637,752	2,838,932	2,851,075	12,143	0%
Fixed Assets	157,202	675,000	250,000	(425,000)	-63%
Contingencies	-	31,000	31,000	-	0%
Total Appropriations	\$2,300,481	\$4,242,097	\$4,033,922	\$(208,175)	-5%
<b><u>Revenues</u></b>					
Use of Money & Property	\$139,158	\$9,970	\$9,970	\$-	0%
State Aid	920,835	781,792	737,845	(43,947)	-6%
Intergovernmental-Other	812,204	854,012	1,116,657	262,645	31%
Charges for Services	783,236	1,845,697	1,454,398	(391,299)	-21%
Misc. Revenues	9,625	-	-	-	0%
Intrafund Revenues	300	10,296	-	(10,296)	100%
Fund Balance	-	740,330	715,052	(25,278)	-3%
Total Revenues	\$2,665,359	\$4,242,097	\$4,033,922	\$(208,175)	-5%
<b><u>Revenues In Excess of Appropriations</u></b>	\$364,877	\$-	\$-	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	9	10	10	-	

## **SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520**

### **FUNCTION**

The San Joaquin Valley Library System (SJVLS) performs a variety of library services for its members using a combination of local, State, and Federal funds which promote resource sharing and cost-saving programs. There are nine member libraries in the Fresno, Madera, Mariposa, Kings, Tulare, and Kern County areas.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$4,033,922 has been approved by the SJVLS Administrative Council and reflects a 5% (\$208,175) decrease from the FY 2006-07 Adopted Budget. This decrease is primarily due to the elimination of costs related to routine server replacement and hardware upgrades budgeted in the prior year. There are no County costs associated with SJVLS activities; revenue is primarily derived from member libraries' contributions. The Fresno County Library's contribution of \$829,443 is included in the Library budget 7510. Internet access to the ValleyCat database, commercial databases, and other libraries over the Internet will continue in FY 2007-08. Staffing is recommended at the 2006-07 level of ten positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 29% (\$204,682) increase over the FY 2006-07 level due to increases for cost-of-living and benefit costs, and the net result of the elimination of a Reference Center Coordinator position and the addition of a Senior Network Systems Engineer position and a System Administrative Librarian position.

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect an increase of \$12,143 over the prior year due primarily to an increase in Telephone Charges.

#### **FIXED ASSETS (\$250,000)**

Computer Equipment.....\$250,000...New / Replacement - SJVLS Member Libraries

All equipment costs are fully financed with SJVLS member contributions.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$4,033,922, a 5% (\$208,175) decrease from the FY 2006-07 level.

- Use of Money and Property - No change in the anticipated interest earnings on deposited funds from the prior year.
- State Aid - Reflects a decrease based on the projected revenues for transaction based reimbursements from the California State Library Services Act.

## **SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520**

- Intergovernment - Other - Reflects an increase in SJVLS membership fee revenue due primarily to increases in Salaries and Benefits costs, including the addition of the new SJVLS Administrative Librarian position and Senior Network Systems Engineer position.
- Charges for Services - Reflects a decrease of \$391,299 due primarily to the elimination of costs for server replacement and hardware upgrade budgeted in the prior year.
- Intrafund Revenues - Reflects a decrease due primarily to the elimination of data processing fees charged to the Advisory Board.
- Fund Balance Projected at a decrease based on projected FY 2006-07 revenues and expenditures

## **SAN JOAQUIN VALLEY LIBRARY SYSTEM - 7520**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
2110	Librarian I	1494	1	0	0
2151	Library Program Manager	G	1	1	\$74,052
2155	Librarian III	1874	1	1	64,862
2160	Librarian II	1646	1	2	103,965
2166	Senior Library Assistant	1058	1	1	36,672
2185	Administrative Librarian	E	1	1	83,876
2291	Staff Analyst I	1553	1	1	44,225
3711	Network Systems Engineer III	1853	2	2	112,352
3713	Senior Network Systems Engineer	2536	1	1	68,924
<b>TOTAL REGULAR SALARIES</b>			<b>10</b>	<b>10</b>	<b>\$588,928</b>

# LIBRARY - MEASURE B

## BUDGET 7511

### LIBRARY TAX ORDINANCE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$7,108,770	\$8,341,707	\$10,210,258	\$1,868,551	22%
Services and Supplies	3,408,268	4,536,314	6,271,841	1,735,527	38%
Residual Equity Transfer	-	30,918	36,000	5,082	16%
Fixed Assets	28,141	577,234	507,558	(69,676)	-12%
Contingencies	-	54,000	54,000	-	0%
Total Appropriations	\$10,545,179	\$13,540,173	\$17,079,657	\$3,539,484	26%
<u>Revenues</u>					
Sales Tax	\$8,815,808	\$9,749,844	\$13,759,768	\$4,009,924	41%
Use of Money & Property	387,002	50,000	50,000	-	0%
State Aid	68,271	68,271	66,905	(1,366)	-2%
Charges for Services	-	68,293	58,070	(10,223)	-15%
Misc. Revenues	12,645	-	-	-	0%
Fund Balance	-	3,603,765	3,144,914	(458,851)	-13%
Total Revenues	\$9,283,726	\$13,540,173	\$17,079,657	\$3,539,484	26%
<u>Appropriations In Excess of Revenues</u>	(1,261,453)				
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	181	197	206	9	

## **LIBRARY – MEASURE B – 7511**

### **FUNCTION**

The Library - Measure B budget was established to account for the revenues and expenditures for Measure B, the Library Tax Ordinance passed by the voters in November 1998 and renewed in 2004. Measure B Sales Tax revenues associated with capital facilities improvements are included in the Library - Measure B Capital Improvements budget (7530).

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$17,079,657 reflects a 26% (\$3,539,484) increase over the FY 2006-07 Adopted Budget. This is the second year of the voter-approved extension of Measure B funding. The Measure B Sales Tax Ordinance, passed in 2004, is effective from April 1, 2006 to March 31, 2013. There is now a solid trend line showing an average 8% increase in sales tax revenues each year. This consistent trend line will enable the addition of staff positions to deal with the 100% increase in use since the implementation of Measure B on July 1, 1999. The budget increase is due to an increase in Measure B sales tax proceeds. An additional \$1,647,850 of Measure B funding is included in the Library - Measure B - Capital Improvements budget (7530) to finance new Library facilities and facility improvements. This budget is structured to encompass the service elements of Measure B: Service Hours; Library Materials; Literacy Services; Information and Referral; Youth, Adult, and Senior Services; Equipment; Maintenance Projects; and Facilities Development approved in concept by the Board of Supervisors in 2004 prior to the November election. Staffing is recommended at 206 positions, a net increase of nine positions over the FY 2006-07 level.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 22% (\$1,868,551) increase over the prior fiscal year due primarily to salary increases, increases in benefit costs, the addition of ten new positions, and the elimination of a Library Assistant Supervisory position. The new positions will be used primarily to satisfy increased demand for library services due to higher than expected increases in library use since the passage of Measure B.

### **SERVICES AND SUPPLIES**

Services and Supplies, recommended at \$6,271,841, reflect a 38% (\$1,735,527) increase the FY 2006-07 level.

Recommended funding includes:

- An increase in library materials of \$1,004,665, which includes an increase of \$300,000 for the opening collection for new libraries in Mendota, Fowler, Orange Cove and Tranquillity. The remaining increase is to adhere to the Measure B long-range spending plan for the purchase of library materials.
- An increase in Professional and Specialized Services of \$444,519, which includes an increase of \$108,523 for additional security services due to rising vandalism and patron misbehavior and general usage at branch libraries; and \$27,500 for expanded adult programming.

## **LIBRARY – MEASURE B – 7511**

- A \$119,408 increase in Maintenance-Building and Grounds, due primarily to adhere to the Measure B long-range maintenance spending plan to address the long standing maintenance needs of the County libraries.
- Detailed service program information is included in the Library budget (7510), which reflects the activities associated with the expansion of library hours and services attributed to Measure B funding.

### **RESIDUAL EQUITY TRANSFERS (\$36,000)**

- (2) Mini Vans.....\$ 36,000..... New - Library Maintenance
- Mini vans will be assigned to the library painter and groundskeeper to provide service to the various branch libraries, including the new Fowler and Mendota libraries.

### **FIXED ASSETS (\$507,558)**

- (6) Video Security Systems.....\$160,000..... New - Branch Libraries
- (10) Copiers .....85,000..... Replacement
- (1) TV, DVD Player, Audio System .....4,967..... Replacement - Branch Library
- (2) Automatic Door Openers .....16,018..... New - American with Disabilities Act (ADA)
- (4) RFID Check-in/out Systems 119,115..... New - Branch Libraries
- (1) Man-Lift.....9,648..... New - Maintenance
- (2) Circulation Desks.....62,086..... Replacement - Branch Libraries
- (3) Energy Management Systems.....41,349..... New Branch Libraries
- (1) Micrographic Reader/Printer.....9,375..... Replacement Central Library
- All equipment costs are fully financed with Measure B funds.
- The exterior video security systems are for the Woodward Park, Caruthers, Easton, Mosqueda, Mendota, Sanger, and Selma libraries to provide enhanced security for branch libraries that are being victimized by vandalism and patron misbehavior.
- Ten copiers are requested to replace existing public and staff copiers.
- TV, DVD player and audio system for the Sanger Library meeting room.
- Automatic doors are requested for the Sunnyside Library and Cedar-Clinton Library in order to comply with Americans with Disabilities Act (ADA) requirements.
- RFID (Radio Frequency Identification) system for library material self-check out and security at Cedar-Clinton, Fig Garden, Tranquillity, and Orange Cove.
- Man-lift to improve efficiency and provide safety for maintenance staff.
- Replacement of circulation desks for Fig Garden and Reedley due to wear and update technology.
- Energy management systems for Caruthers, Kerman and Laton to provide efficiency and reduce utility costs.
- Replacement micrographic reader/printer for the Central Library California History and Genealogy Room.

## **LIBRARY – MEASURE B – 7511**

### **CONTINGENCIES**

Contingencies remain at the FY 2006-07 level of \$54,000, which is anticipated to be sufficient to meet FY 2007-08 Measure B utilization needs.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$17,079,657, a 26% (\$3,539,484) increase over the FY 2006-07 level. Measure B Sales Tax revenues are allocated to this budget for operational services needs and to the Measure B budget (7530) for capital facilities.

- Measure B Sales Tax (\$13,759,768) - Projected at a 41% (\$4,009,924) increase based on the allocation of Measure B Sales Tax revenues between the Measure B operations budget and the capital projects budget.
- Use of Money and Property (\$50,000) - Estimated at the prior year level based on projected interest earnings.
- State Aid (\$66,905) - The State funding is based on prior year actual matching funds for the Adult Literacy program, which was initiated using Measure B funding.
- Charges for Services (\$58,070) - Represents a charge to Budget 7515 (County Librarian) for Library service provided to the County adult correctional facilities.
- Fund Balance (\$3,144,914) - Represents a 13% (\$458,851) decrease based on projected 2006-07 Library revenues and expenditures.

### **PENDING FACTOR**

The recommended budget does not assume the potential decrease in State funding for the Adult Literacy, Families for Literacy, and the Library, Literacy and Book Services consolidated literacy programs included in the FY 2007-08 Proposed State Budget. Fresno County could lose an estimated \$66,905 with this action. Should adjustments to this budget be necessary upon adoption of the State Budget, recommendations will be presented to the Board at a later date

## LIBRARY - MEASURE B – 7511

### 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>	
2110	Librarian I	1494	7	3	\$128,580
2112	Librarian Trainee	1320	4	5	179,027
2121	Library Assistant II	979	31	31	1,009,218
2121	Library Assistant II (PT)	979	40	40	710,233
2145	Library Aide (PT)	653	35	36	337,342
2155	Librarian III	1874	4	4	246,194
2156	Librarian III - Supervisory	1947	4	6	378,177
2160	Librarian II	1646	25	31	1,623,722
2160	Librarian II (PT)	1646	3	3	82,889
2166	Senior Library Assistant	1058	16	18	629,272
2166	Senior Library Assistant (PT)	1058	1	1	29,338
2167	Library Assistant Supervisory	1171	1	0	0
2175	Literacy Coordinator	1879	1	1	64,840
2180	Library Facilities Coordinator	2190	1	1	73,442
2290	Volunteer Services Coordinator	1492	1	1	49,487
2292	Staff Analyst II	1724	1	1	59,355
2293	Staff Analyst III	1990	3	3	195,234
3037	Driver	855	3	3	88,875
3080	Office Assistant III	998	1	1	33,602
3081	Office Assistant III - Conf.	1002	1	1	30,242
3110	Office Assistant II	896	0	1	31,035
3110	Office Assistant II (PT)	896	1	1	15,517
3261	Account Clerk III - Conf.	1056	1	1	35,759
3620	Program Tech I	1186	1	1	38,199
3700	Info Tech Supp Tech I	848	2	2	48,294
3704	Info Tech Analyst I	1441	1	1	43,249
3709	Network Systems Engineer I	1441	1	0	0
3711	Network Systems Engineer III	1853	0	1	52,891
5050	Maintenance Janitor	841	6	6	166,526
5215	Parks Groundskeeper I	813	0	1	22,053
5220	Parks Groundskeeper II	933	1	1	31,102
Subtotal			197	206	\$6,433,694
Bilingual Skills Pay					16,900
Salary Savings					(268,212)
<b>TOTAL REGULAR SALARIES</b>					<b>\$6,182,382</b>

#### FILLED POSITION RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2167	Library Assistant - Supervisory	Filled	1171	-1	\$46,028
Cost of Restoring Filled Position				-1	\$46,028

## NOTES

# LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS

## BUDGET 7530

### LIBRARY TAX ORDINANCE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$-	\$1,116	\$1,988	\$872	78%
Buildings & Improv.	823,167	4,673,000	16,315,311	11,642,311	249%
Equipment	-	-	906,535	906,535	100%
Total Appropriations	\$823,167	\$4,674,116	\$17,223,834	\$12,549,718	268%
<u>Revenues</u>					
Taxes	\$5,317,160	\$4,524,116	\$1,647,850	\$(2,876,266)	-64%
Use of Money & Property	-	150,000	150,000	-	0%
State Aid	7,574,557	-	5,227,297	5,227,297	100%
Misc. Revenues	100	-	-	-	0%
Fund Balance	-	-	10,198,687	10,198,687	100%
Total Revenues	\$12,891,817	\$4,674,116	\$17,223,834	\$12,549,718	268%
<u>Revenues In Excess of Appropriations</u>	\$12,068,650	\$-	\$-	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>

## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

### **FUNCTION**

This budget accounts for the construction of new Library capital facilities, and improvements and expansion of existing capital facilities required as part of the Measure B Library Tax Ordinance service plan. Other Measure B Sales Tax revenues are included in the Library - Measure B budget (7511) for associated operational service needs.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$17,223,834 represents a 268% (\$12,549,718) increase in appropriations and revenues over the FY 2006-07 Adopted Budget. The increase is the result of a fund balance carryover from funded capital projects; funding from State Bond Act grant awards for the construction of new libraries in Mendota, Tranquillity and Orange Cove; and a decrease of Measure B sales tax revenue allocation for FY 2007-08. Sales tax revenue funding is derived from the Measure B Library Sales Tax Ordinance passed by the voters in November 1998 and renewed in 2004. There is no net County cost associated with this budget. Recommended funding reflects a capital expenditure plan, which will finance the highest priority library facility needs.

Funding for new and expanded facilities will continue to be a priority for FY 2007-08 to ensure enhancement of public services. From FY 1998-99 to FY 2001-02, new facilities were acquired/leased for the Piedra, Kingsburg, Kerman, and Sunnyside Branch Libraries using Measure B funds. Efforts in FY 2002-03 were focused on completion of the restoration and expansion of the Laton Branch Library; beginning of construction of the Woodward Park Regional Library; completion of the Caruthers Library replacement; completion of the Building Program for the Central Library; and adoption of the Library's master facility plan. In FY 2003-04, activities included the completion of the Laton Library restoration and expansion, and the Woodward Park Regional Library; the final payment on the three-year note for the Millerton Library land acquisition; a State Bond Act grant award of \$3,546,687 to be applied toward the projected total construction cost of \$5,524,460 for the Mendota Library facility expansion project; selection of an architect for the design of the new Central Library project; and the submission of State Bond Act grant applications for Fowler, Orange Cove, and Tranquillity. In FY 2005-06, two State Bond Act grants for Orange Cove and Tranquillity were accepted by the Board of Supervisors. The State will pay \$1,220,172 for Tranquillity and \$2,807,698 for Orange Cove; the local matches are \$1,130,491 for Tranquillity and \$2,637,219 for Orange Cove. Work on the Mendota and Central Libraries continues. Construction began on the Mendota Library in Fall of 2006. The library will open in early Fall 2007. Ground breaking for the Tranquillity and Orange Cove libraries is anticipated in Fall 2007. Design for the Fowler Library is underway with ground breaking scheduled on July 7, 2007. Planning for the new Central Library continued in FY 2006-07 and a conceptual plan will be ready in Summer 2007. The conceptual layout for the new West Fresno Branch was completed.

### **DEPARTMENT COMMENTS**

The backlog of library facility needs continues to be a concern. Libraries do not have sufficient space for all of the patrons who are using these facilities. As a result, there are lines, unacceptable noise levels, insufficient computers, and inadequate collections and reading space. These issues would be mitigated by larger facilities with specialized service area for children and teens, Quiet Rooms and Computer Labs. Library staff spends unproductive time negotiating computer use and dealing with behavioral complaints. In 2003

## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

the Board of Supervisors adopted the master facility plan for 2020; since that time four projects have been completed and four projects fully funded; planning work is underway on another four projects. However, there is still the need for ten new libraries and replacement or renovation of 20 libraries. Funds are also being used for the planning of the new Central Library. Acquisition of property for the new Central Library is underway.

In addition to the limited funds available for capital development from Measure B, other revenue sources need to be adopted to meet the needs of residents. There are a variety of options including a separate tax for library construction, private developer impact fees, private contributions, etc. The Board of Supervisors directed the library to explore a local sales tax and/or bond for November 2008. A private fundraising campaign for Fowler was developed in FY 2006-07, and the model will be used for future projects. State Senate Bill 156 has been introduced by Joe Simitian and would fund \$4 billion statewide for construction of new libraries. The bill would require a one third local match. If the bill is approved by the Legislature and signed by the Governor, it will appear on a 2008 ballot. If all these revenue sources are approved, Fresno would be able to fund a substantial number of projects.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies are recommended at \$1,988, a 78 % (\$872) increase over the prior year due to an increase in PeopleSoft Financial charges.

#### **BUILDINGS AND IMPROVEMENTS (\$16,315,311)**

- **FOWLER LIBRARY (\$4,244,191)**

Funding of \$4,244,191 is recommended for the Fowler Library facility expansion. This project has been a priority since 2003. The amount of \$137,020 has been spent in prior years for land acquisition and planning, with a projected amount of \$154,020 spent for planning in FY 2006-07. The total estimated cost is \$5,035,231, including furniture and equipment, and is fully funded.

- **ORANGE COVE LIBRARY (\$5,071,349)**

Funding of \$5,071,349 is recommended for the Orange Cove Library facility expansion. The amount of \$260,691 has been spent in prior years for land acquisition and planning, with a projected amount of \$112,877 spent in FY 2006-07. The total estimated cost is \$5,444,917 and is fully funded. Of the total estimated cost, \$2,807,698 is funded by the State Bond Act grant award.

- **TRANQUILLITY LIBRARY (\$2,140,512)**

Funding of \$2,140,512 is recommended for the Tranquillity Library facility expansion. The amount of \$147,018 has been spent in prior years for land acquisition and planning, with a projected amount of \$63,133 spent in FY 2006-07. The total estimated cost is \$2,350,663 and is fully funded. Of the total estimated cost, \$1,220,172 is funded by the State Bond Act grant.

## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

- **MENDOTA LIBRARY (\$1,492,609)**

Funding of \$1,492,609 is recommended for the remaining cost for the Mendota Library facility expansion, currently under construction and expected to be completed by Fall 2007. The amount of \$671,763 has been spent in prior years for land acquisition and planning, with a projected amount of \$2,953,553 spent for construction in FY 2006-07. The total estimated cost is \$5,524,460, including furniture and equipment, and is fully funded. Of the total estimated cost, \$3,546,687 is funded by the State Bond Act grant.

- **NEW CENTRAL LIBRARY (\$1,835,554)**

Funding of \$1,835,554 is recommended for the New Central Library facility expansion. The amount of \$979,818 has been spent in prior years for planning, with a projected amount of \$241,044 spent in FY 2006-07.

- **OUTDOOR LIGHTING – BEAR MOUNTAIN LIBRARY (\$20,000)**

Funding of \$20,000 is recommended for outdoor lighting at the Bear Mountain Library.

- **HVAC & FIRE CODE IMPROVEMENTS (\$1,511,096)**

The amount of \$1,511,096 is recommended for the Central Library to replace the air distribution system and the construction of fire walls and corridors to comply with Fire Marshal orders. (\$906,535)

- **FURNITURE & EQUIPMENT - NEW FOWLER LIBRARY (\$500,000)**

The amount of \$500,000 is recommended for furniture and equipment for the New Fowler Library.

- **FURNITURE & EQUIPMENT - NEW MENDOTA LIBRARY (\$406,535)**

The amount of \$406,535 is recommended for furniture and equipment for the New Mendota Library.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$17,223,834, a 268% (\$12,549,718) increase over the FY 2006-07 level.

- Sales Tax (\$1,647,850) - Represents a decrease of 64% (\$2,876,266) due primarily to a smaller allocation of Measure B sales tax revenues for capital improvements to this budget in accordance with the Measure B service delivery plan and the Facilities Long-Range Plan adopted by the Board of Supervisors in February 2003.
- Use of Money and Property (\$150,000) - Anticipated interest earnings on deposited funds.
- State Aid (\$5,227,297) - Represents the State Library Bond Act award for the construction of the new Mendota, Tranquillity, and Orange Cove libraries.

Fund Balance (\$10,198,687) - Increase based on projected FY 2006-07 Library revenues and expenditures and accumulated funding for the capital projects



## **V. LAND USE AND DEVELOPMENT SERVICES**

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# AGRICULTURE

## BUDGET 4010

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$6,934,465	\$7,920,271	\$8,450,912	\$530,641	7%
Services and Supplies	1,643,906	1,887,118	2,058,944	171,826	9%
Total Appropriations	\$8,578,371	\$9,807,389	\$10,509,856	\$702,467	7%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$385,023	\$525,940	\$611,584	\$85,644	16%
Fines, Forfeitures & Penalties	42,384	50,603	50,603	-	0%
Intergovernment Revenues-St	4,047,552	4,501,307	4,990,330	489,023	11%
Intergovernment Rev-Federal	19,098	7,100	15,000	7,900	111%
Charges For Services	1,595,479	1,752,798	1,709,645	(43,153)	-2%
Miscellaneous Revenues	143,473	151,585	155,200	3,615	2%
Intrafund Revenue	12,614	-	-	-	0%
Total Revenues	\$6,245,624	\$6,989,333	\$7,532,362	\$543,029	0%
<b><u>Net County Cost</u></b>	<b>\$2,332,748</b>	<b>\$2,818,056</b>	<b>\$2,977,494</b>	<b>\$159,438</b>	<b>6%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	86	86	84	(2)	

## **AGRICULTURE – 4010**

### **FUNCTION**

The Department of Agriculture operates under Federal, State, and local mandates and is responsible for regulating and providing services to the County's agricultural industry and the consumer. The department also enforces State laws on commercially used weighing and measuring devices, and prepackaged merchandise. In addition to its mandated regulatory and enforcement responsibilities, a key objective of the department is the promotion and protection of the County's agricultural industry. Fresno County is number one in the nation in the production of agricultural products, with \$4.8 billion generated for 2006. Agriculture is a major industry in Fresno County and a driving force in the local economy. Primary crops include commodities such as grapes, poultry, and cotton. Furthermore, Fresno County growers set the highest standards in production and are a national leader in food safety, research, and technological achievement.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$10,509,856 reflects a 6% (\$159,438) increase in net County cost from the 2006-07 Adopted Budget. Continuing turnover of staff has helped hold down the rate of growth in cost of Salaries and Benefits. The rapid rise in benefits and Internal Service charges has made the department reduce staff in order to stay within allotted County General Fund dollars. Lower service levels will result with the proposed 2007-08 budget. Shifting of staff will be made to meet workload prioritization and funding availability. Staffing is recommended at 84 positions, a reduction of two professional staff.

### **DEPARTMENT COMMENTS**

Fiscal constraints have forced the department to reduce staffing to levels which make program activities operate at minimal levels. Such reduction increases potential losses to the citizens of Fresno County and the environment through the lack of essential regulatory oversight. Funding levels prevent equipment upgrading and the addition of new technology from being implemented. With state budget uncertainty, contracts for services at this time appear to be mostly unchanged. Because of the lack of growth due to inflation, these contracts will not support needed service levels. The higher than normal vacancies have resulted in greater workloads, longer response times, increased use of overtime, and utilization of extra help positions. The department expects higher than average turnover of experienced staff due to retirements with little or no improvement seen in the ability to attract and retain new employees.

Costs which are passed to departments from ISF departments negatively impact our ability to maintain our current level of service because we cannot increase revenues quickly enough to maintain our service level.

### **SUMMARY OF CAO RECOMMENDATIONS**

Recommend adjusting fee schedule to obtain 100% recovery of fees.

#### **SIGNIFICANT PROGRAM CHANGES**

- A high turnover of experienced staff will increase Overtime expense and result in greater reliance on extra-help staff where possible.

## **AGRICULTURE – 4010**

Hiring back retired employees to help with licensed activities where new employee and normal seasonal extra-help staff cannot do the work.

### **IMPACTS**

- Increased response time to shippers for inspection of exports and higher cost to the industry due to an increase in staff overtime expense.
- A reduction during summer months in the hours devoted to pesticide enforcement, resulting in added risk to workers, crops, and the environment.
- Reduction in the number of devices inspected for accuracy by Weights and Measures staff, which may increase losses to businesses and consumer costs.
- Reduction of two vacant Agricultural/Standards Specialist positions which will impact contract commitments and response to requests for services.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 7% increase from the prior year. Recommended staffing changes and salary savings are used to offset the increases in rates for employee salary and benefits and ISF Rate Adjustments.

- Conversion of a Data Entry II position to an Office Assistant II position to more closely reflect the duties to be performed.

### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 9% increase over the prior year primarily due to the vehicle rates and ITSD charges.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$7,532,362, an 8% (\$543,029) increase over the prior year.

- State Aid - Revenues are projected at an 11% increase from the prior year level mainly due to an increase in Gas Tax and Mill Assessment monies.
- Federal Aid - Revenues reflect a 111% increase in revenue from grazing fees.
- Charges for Services - Estimated at a decrease of 2% based prior year actual receipts.
- Rates for fees, though adjusted, have not kept pace with the growth of costs.
- Miscellaneous Revenues - Reflect the activity from the sales of rodent bait.

## AGRICULTURE – 4010

### 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>
8005	Agricultural Commissioner/Sealer	C	1	1	\$121,154
0212	Assistant Agricultural Commissioner/Sealer	E	1	1	89,863
1769	Deputy Agricultural Commissioner/Sealer	F	3	3	230,985
1699	Supervising Agricultural Standards/Specialist	2067	15	15	987,520
1770	Entomologist	2067	1	1	66,829
1698	Agricultural/Standards Investigator	2067	1	1	64,386
2212	Systems and Procedures Analyst III	2103	2	2	135,946
1700	Agricultural/Standards Specialist III	1796	33	30	1,804,283
1701	Agricultural/Standards Specialist II	1598	6	7	343,574
1702	Agricultural/Standards Specialist I	1446	11	11	411,696
2209	Administrative Services Assistant	1793	1	1	51,823
3166	Administrative Secretary - Conf.	1371	1	1	43,216
3161	Secretary IV - Conf.	1237	2	2	73,798
3260	Account Clerk III	1054	3	3	109,455
3080	Office Assistant III	998	2	2	69,094
3110	Office Assistant II	896	0	1	26,803
3520	Data Entry Operator II	882	3	2	57,023
Subtotal			<b>86</b>	<b>84</b>	<b>\$4,687,448</b>
	Auto Allowance				6,156
	Steno Allowance				1,040
	Bilingual Skill Pay				6,305
	Less Salary Savings				(143,228)
<b>TOTAL REGULAR SALARIES</b>					<b>\$4,557,721</b>

#### VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1702	Agricultural/Standards Specialist I	Vacant	1446	-2	\$197,876
	Cost of Restoring Vacant Positions			-2	\$197,876

# COOPERATIVE EXTENSION

## BUDGET 7610

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$312,992	\$318,574	\$324,312	\$5,738	2%
Services and Supplies	206,245	210,871	197,072	(13,799)	-7%
Total Appropriations	\$519,237	\$529,445	\$521,384	\$(8,061)	-2%
<u>Revenues</u>					
Charges For Services	\$41,437	\$30,000	\$32,000	\$2,000	7%
Miscellaneous Revenues	10,360	5,769	-	(5,769)	-100%
Total Revenues	\$51,797	\$35,769	\$32,000	\$(3,769)	-11%
<b><u>Net County Cost</u></b>	<b>\$467,440</b>	<b>\$493,676</b>	<b>\$489,384</b>	<b>\$(4,292)</b>	<b>-1%</b>
	Budgeted	Current	Recommended	Increase/ Decrease	
	2005-2006	2006-2007	2007-2008		
Position Summary	7	6	5	(1)	

## **COOPERATIVE EXTENSION – 7610**

### **FUNCTION**

The Fresno County Cooperative Extension Office was established in 1918 to provide education and research programs in agriculture; nutrition, family, and consumer sciences; 4-H youth development; and community development through a cooperative effort with the University of California (UC) and the County of Fresno. Pursuant to an agreement with UC, Fresno County finances support staff, operating supplies, transportation, and facilities. The University is responsible for funding the academic staff made up of a Director, 10 Farm Advisors, a Nutrition and Family/Consumer Sciences Advisor, and a 4-H Youth Development Advisor. In addition, there are 23 UC career program staff.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$521,384 reflects a 1% (\$4,292) decrease in net County cost from the 2006-2007 Adopted Budget. Staffing is recommended at five positions, a decrease of one position from the prior year. The one position is the combination of eliminating one part-time Volunteer Services Coordinator and one FTE Office Assistant being reduced to a part-time (.5 FTE) position. The reduction of staff is primarily due to salary increases and increased retirement, health and miscellaneous insurance rates associated with the remaining positions.

### **DEPARTMENT COMMENTS**

The mission of UC Cooperative Extension is to provide education and research. Program focus includes agriculture; nutrition and family support; and 4-H youth development. UC Cooperative Extension combines the resources of the University of California, the United States Department of Agriculture (USDA), California State Department of Health Services, and the County of Fresno for a budget totaling \$4,447,672 with an additional \$2.5 million in grants and gifts. The County provides only 12% of this total budget.

The requested budget does not allow us to maintain current service level and results in the elimination of 1 FTE from our county-based staff.

The first impact in this budget is the requirement to reduce a full-time FTE Office Assistant to a part-time (.5) position. In an effort to save additional funds, we are filling this position at an OA II level, in lieu of an OA III. This individual plays a critical role in meeting clientele needs for Fresno County. The department would need an additional \$21,183 in order to keep this a full-time position. In addition to providing clerical support to staff, the Office Assistant serves as our webmaster and primary person for data input required for program evaluation. The web has become a driving force for us to reach clientele and maintaining it is extremely important. This person is utilized for more basic clerical duties to avoid utilizing higher paid staff. Other duties include ordering, scheduling, maintaining files, office safety, ordering/selling publications, and assisting the office manager and secretarial staff. Cutting .5 of this position will result in an already overworked secretarial staff having to assume the position's clerical/web duties in addition to assisting clientele. This will result in possible delays in responding to advisor and clientele needs and restricting the secretarial staff's ability to complete their regular workload in a timely manner. It also places additional stress on the secretary who serves the 4-H program as she must assume responsibility for 4-H enrollment which is detailed and time consuming. The 4-H Youth Development program needs, and in the past the County provided, a full-time secretary. The program remains very

## **COOPERATIVE EXTENSION – 7610**

successful, enrollment has increased, and there is need to serve this program with a 1 FTE secretary. However, we can only dedicate about .35 FTE clerical support to the program at this time. In addition, we were forced to delete one half-time FTE Secretary II in our 2006-2007 budget which leaves us with only 3 FTE to provide clerical support to 24 academic and program staff. During FY 2006-07 the University hired one new academic advisor (Vegetable Crops). This individual requires secretarial support. Our OA assisted in that effort by managing the day-to-day duties needed to keep the office running. Cutting this position to part-time will reduce response time to address clientele needs and keep important information from being prepared and distributed in a timely manner. While county funding shortfalls have forced us to reduce county clerical support, the University continues to provide funding to maintain and increase academic and program staff for Fresno County programs. At a time of providing new academic positions in this county, we must maintain the support positions we have.

The second significant impact is the elimination of our Volunteer Services Coordinator. We would require an additional \$25,389 in county funding to preserve this position, and an additional \$38,778 to make this position 1 FTE which is needed. Of all programs in this office, this is one that has the most benefit to our urban Fresno County consumers. This individual has responsibility for organizing the efforts of 270 Master Gardener volunteers, offering expertise to teach classes and provide educational information regarding gardening, pest management, weed control, tree care, etc. They maintain a demonstration garden (Garden of the Sun) and conduct classes on a variety of subjects, which include pruning, composting, children's gardens, insect and disease management. They also represent this County office at events such as the Fresno Fair and the Fresno Home and Garden Show, and give presentations at the County library. The impact of this layoff affects UCCE's ability to serve thousands of consumers in Fresno County each year. It is not possible to continue this large volunteer program without this county-paid position. Consumers have come to rely on Master Gardeners for information and guidance. The elimination of this position is a great disservice to our community.

The third significant impact in this requested budget is the reduction in travel funds. The County has recommended that we budget \$55,400 for our Garage charges this fiscal year. We have only \$37,065 available for that line item, which results in an \$18,335 cut in travel funds. In addition, we are taking a cut of \$11,500 in our 7415 private auto mileage reimbursement line item in order to meet base. In past years we have used our travel budget to absorb increases for salary and benefit and operating cost increases. This cut will reduce the farm advisors' ability to conduct research and education programs and adequately provide service to clientele. With the addition of a full-time UC academic in FY 2006-07, our travel and supply budget is even more inadequate for our staff to conduct research and education programs that serve the needs of Fresno County. The Fresno County UCCE office has the continuing support of the University of California in providing funding to hire new academic positions to serve the Fresno County population. However, without proper County support for these positions, it will be difficult, and at times impossible, to conduct programs and meet clientele needs without an adequate travel and supply budget. We have no cell phones, pagers, or home garaging of vehicles—again to preserve our department funds.

## **COOPERATIVE EXTENSION – 7610**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 2% increase (\$5,738) from the prior year based on salary increases for clerical staff and increased retirement rates. The recommended budget includes the elimination of one part-time Volunteer Services Coordinator and the reduction of one FTE Office Assistant to a part-time (.5 FTE) position. These cuts were necessary to absorb the anticipated COLA and Step 6 increases for four of the five remaining positions, in addition to the increases in retirement, health, and insurance rates.

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect a decrease of 7% (\$13,799) from the prior year primarily due to drastic decreases in the department's travel budget. This budget does not allow the department to maintain current service level.

### **SUMMARY OF REVENUES**

Revenues are recommended at \$32,000, an 11% (\$3,769) decrease from the prior year.

- Charges for Services – Represent an increase of \$2,000 for printed material and supplies and services provided to grant-funded programs.
- Miscellaneous Revenue – Reflects a 100% (\$5,769) decrease due to the elimination of the 0200 budget which supports specific research programs. When used, this budget provides support at no County cost, offset by revenues received from the department's trust fund

## COOPERATIVE EXTENSION - 7610

### REGULAR SALARIES

### BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
2209	Cooperative Extension Administrative Coordinator	2305	1	1	\$60,160
2290	Volunteer Services Coordinator (PT)	1813	1	0	5,893
3110	Office Assistant II (PT)	896	0	1	12,991
3110	Office Assistant II (FT)	959	1	0	0
3140	Secretary III	1503	3	3	116,929
Subtotal			6	5	\$195,973
Auto Allowance					6,156
<b>TOTAL REGULAR SALARIES</b>					<b>\$202,129</b>

#### FILLED POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>RANGE</u>	<u>POSITIONS</u>	<u>EXPENSES</u>
3110	Office Assistant (FT to PT)	Vacant	896	-0.5	21,183
2290	Volunteer Services Coordinator (PT)	Filled	1813	-1	25,389
Cost of Restoring Positions				-1.5	\$46,572

## NOTES

# PUBLIC WORKS AND PLANNING

## BUDGET 4360

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$11,528,492	\$13,185,093	\$15,398,638	\$2,213,545	17%
Services and Supplies	4,243,657	6,909,264	8,018,128	1,108,864	16%
Other Charges	30,500	33,000	55,000	22,000	67%
Other Financing Uses	5,385,471	4,723,231	4,607,623	(115,608)	-2%
				-	
Residual Equity Transfers(Out)	40,436	120,000	-	(120,000)	100%
General Fixed Assets	10,407	73,000	85,000	12,000	16%
Total Appropriations	\$21,238,963	\$25,043,588	\$28,164,389	\$3,120,801	12%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$4,432,285	\$4,878,700	\$5,501,020	\$622,320	13%
Fines, Forfeitures & Penalties	20,385	30,000	31,500	1,500	5%
				-	
Intergovernment Revenues - St	-	8,500	-	(8,500)	100%
Intergovernment Revenue-Other	892,895	1,598,162	3,780,367	2,182,205	137%
Charges For Services	7,014,021	7,747,535	8,743,612	996,077	13%
Miscellaneous Revenues	157,442	337,695	303,150	(34,545)	-10%
Intrafund Revenue	1,500,669	2,502,482	2,061,772	(440,710)	-18%
Total Revenues	\$14,017,697	\$17,103,074	\$20,421,421	\$3,318,347	19%
<b><u>Net County Cost</u></b>	<b>\$7,221,266</b>	<b>\$7,940,514</b>	<b>\$7,742,968</b>	<b>\$(197,546)</b>	<b>-2%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	155	169	170	1	

## **PUBLIC WORKS AND PLANNING – 4360**

### **FUNCTION**

The Department of Public Works and Planning is responsible for providing services to the public in the areas of public works, planning, land development services, and resource management. The public works, planning, and land development services component involves administration of the County's General Plan and enforcement of building and land use standards including inspections and the issuance of building and land use permits, environmental analysis, plan reviews, code enforcement, and County Surveyor activities. In addition, the department participates in the analysis of growth management issues, including proposed sphere of influence changes. Resource management includes ground and surface water management and planning, mineral and natural resource management, solid and hazardous waste management, and County service area and waterworks district administration. Implementation and construction management of the County's Capital Projects program is administered in the Department. Other services in support of maintaining and operating the County public road system, housing, community development, economic development in the form of the Fresno County Office of Tourism, transportation, and parks and grounds are also provided by this department, but primarily funded in other budget units.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$28,164,389 reflects a 2% (\$197,546) decrease in net County cost from the FY 2006-07 Adopted Budget. The increase in appropriations from FY 2006-07 is due primarily to increased salaries and employee benefit costs, the addition of 14 positions by the Board of Supervisors, Workers' Compensation rates, the clean-up program services related to the American Avenue Landfill refunds and the County contribution to the Road Fund (\$4,607,623).

Staffing is recommended at 170 positions. Fourteen new positions were added to the department by the Board of Supervisors during FY 2006-07 increasing the number of positions to 169. The FY 2007-08 Recommended Budget will eliminate the vacant Staff Analyst I-A position. The department is also recommending eliminating one Office Assistant III-Conf. while adding one Staff Analyst I. The cost of the Staff Analyst position is 70% offset by enterprise funds. The additional cost to the General Fund will be approximately \$5,850 and is included in the requested budget. In addition, the department is recommending adding one Staff Analyst II-A that will be 100% offset by developer fees and one Accountant I that will be 100% offset by enterprise funds. The recommended changes will result in a net increase of one position for a total of 170 positions.

Recommended funding includes \$1,758,885 for architectural and construction management services for the County's Capital Projects program, and \$4,607,623 in General Fund contribution to be passed-through to the Road Fund. Also included is funding of \$200,000 for the County's tourism activities, the same amount provided in FY 2006-07. County Surveyor activity is expected to remain high based on development activity levels.

Departmental staff will continue to be involved in the processing of major development projects and associated Environmental Impact Reports for hard rock excavation/sand and gravel operation projects, residential development proposals in the communities of Friant, Riverdale and Del Rey and comprehensive review and updating of the County's General Plan and Zoning Ordinance. Building permit activity is projected to remain at record levels based on construction activity in FY 2006-07. Also included is funding for the Small Claims Court Advisor Service funded by Court fees collected for this State-mandated service.

## **PUBLIC WORKS AND PLANNING – 4360**

### **DEPARTMENT COMMENTS**

The FY 2007-08 budget recommended by the Department includes positions added by the Board of Supervisors during FY 2006-07 to support the Board's desire to encourage economic development and their directive that adequate land development permitting services be provided to the business community. The positions are in the Development Services Division and will contribute to successfully servicing the number of building permit and land use applications anticipated in FY 2007-08, creating increased revenue for the division, and thereby offsetting much of the added cost of the positions.

Due to the County's continuing commitment to Destination Marketing (Tourism), it will again be funded this year in the amount of \$200,000. In an effort to address the increased cost of staffing, marketing and advertising, the Department recommends to trim and consolidate positions to reduce staffing costs thereby allowing us to focus on the most productive marketing missions and projects, including cooperative efforts.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 17% increase over the prior year due to increases in employee benefit costs and Workers' Compensation rates, positions added by the Board of Supervisors and anticipated salary increases.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a 16% increase over the prior year due primarily to the clean-up program services related to the American Avenue Landfill refunds.

Recommended funding includes:

- An appropriation of \$1,912,438 for continued implementation of community clean-up events throughout the unincorporated areas of the County. Costs for this program are offset by the County's portion of the American Avenue Disposal Site tipping fee refund.
- Appropriations of \$1,108,154 for environmental studies of the hard rock excavation/sand and gravel operation projects, and residential development proposals and community plan updates in the communities of Friant, Riverdale and Del Rey. This activity is fully offset with applicant revenues.
- An appropriation of \$192,000 for consultant plan checking services to accommodate the high volume of plan submittals.
- An appropriation of \$75,000 for development of an Ecological Resource Inventory and Evaluation Guidebook to provide assistance to staff in evaluating environmental impacts of proposed projects on vegetation, wildlife and ecological habitats for more timely processing of environmental reviews.
- An on-going allocation of \$210,000 in the Agricultural account which reflects estimated pass-through Cross Valley Canal Water sales fully reimbursed by reservation holders.

## **PUBLIC WORKS AND PLANNING – 4360**

### **OTHER CHARGES**

Other Charges provide for contract payments to the Fresno Irrigation District (FID) under the FID Stream Group contract. Funding is recommended at an increase of \$22,000 over the prior year for the County's share of the Fancher Creek Flume Improvements.

### **OTHER FINANCING**

Other Financing is recommended at \$4,607,623 a decrease of \$115,608 from the FY 2006-07 Adopted Budget. The recommended amount represents the General Fund contribution to be passed-through to the Road Fund budget (4510). The amount of the required Maintenance-of-Effort under Proposition 42 is \$5,569,391 which consists of the General Fund contribution of \$4,607,623 and Countywide Overhead of \$961,768.

### **RESIDUAL EQUITY TRANSFERS/FIXED ASSETS**

- **RESIDUAL EQUITY TRANSFERS (\$0):**

### **FIXED ASSETS**

- **FIXED ASSETS (\$85,000):**

(1) 2 WD Service Truck with Utility Bed	\$30,000	Replacement – Special Districts
(1) 4x4 Service Truck with Utility Bed	32,000	Replacement – Special Districts
(1) Pressure Washer	10,000	Replacement – Special Districts
(1) MS7000 Reader Scanner	13,000	New – Development Services

The above fixed asset costs of \$85,000 are fully revenue offset

## **SUMMARY OF REVENUES**

Revenues are recommended at \$20,421,421, a 19% (\$3,318,347) increase over the prior year due primarily to fee increases adopted by the Board of Supervisors during FY 2006-07, increases in fee generating activity levels, hourly costs for billings, and increased pass-through expenditures.

- Licenses, Permits and Franchises - Estimated at an increase based on projected permit and land use application activity for 2007-08 and approved fee increases.
- Fines, Forfeitures and Penalties - Estimated at an increase based on 2006-07 activity. Revenue is generated through a portion of the small claims filing fees collected by the Fresno County Superior Court to fund a Small Claims Advisor service.
- Intergovernment Revenues - State – Estimated at a decrease based on 2006-07 activity.
- Intergovernment Revenues - Other - Estimated at an increase from the prior year. Revenue received by the Resources Division for continued implementation of Assembly Bill 939 programs, which include waste reduction and recycling, public education, and household hazardous waste programs.

## **PUBLIC WORKS AND PLANNING – 4360**

- Charges for Services - Estimated at an increase primarily due to hourly costs for interfund billings, increased pass-through revenue for Environmental Impact Reports, and increased Development Engineering activity.
- Miscellaneous Revenues - Estimated at a decrease. Revenue is generated by the pass-through sale of water, bond forfeitures, sales of copies, and jury duty reimbursements. The decrease is based on 2006-07 activity.
- Intrafund Revenues - Estimated at a decrease from the prior year, based on 2006-07 intrafund billings.

### **PENDING FACTORS**

The Resources Division is responsible for the ongoing post-closure maintenance of the County-owned Blue Hills Hazardous Waste Disposal Site. The Site underwent a Comprehensive Monitoring Evaluation (CME) in 2003 that was conducted by the California Department of Toxic Substances Control (DTSC). As a result of the CME, DTSC required one additional groundwater monitoring well at the Site, which was installed, and may require more. The maintenance and additional groundwater monitoring costs represent an increase in the costs for this closed Site. Staff continues to work with DTSC regarding groundwater monitoring issues and acquiring the post closure permit for the site. Both of these issues may have additional unknown costs.

## **PUBLIC WORKS AND PLANNING - 4360**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b>JCN</b>	<b>TITLE</b>	<b>BAND/ RANGE</b>	<b>POSITIONS</b>		<b>RECOMMENDED SALARIES</b>
			<b>CURRENT</b>	<b>RECOMMENDED</b>	
0223	Development Services Manager	D	1	1	\$111,427
0228	Resources Manager	D	1	1	112,996
1127	Senior Geologist	F	1	1	87,892
1128	Geologist I	1768	1	1	50,983
1140	Engineering Technician II	1584	2	2	102,390
1132	Engineering Technician I	1415	4	4	159,006
1133	Senior Engineering Technician	1816	5	5	286,182
1134	Senior Engineer	F	4	4	361,456
1135	Engineer I	1768	1	1	49,362
1137	Engineer III	2251	2	2	140,753
1141	Principal Engineer	E	2	2	202,590
1144	Capital Projects Division Manager	D	1	1	114,694
1154	Supervising Land Surveyor	E	1	1	105,913
1167	Senior Architect	E	1	1	95,262
1168	Architect	2679	4	4	346,365
1175	Planner I	1630	13	13	599,663
1176	Planner II	1810	9	9	510,928
1177	Planner III	1923	10	10	660,468
1178	Principal Planner	E	1	1	90,870
1179	Senior Planner	F	5	5	424,561
1715	Building Inspector I	1637	5	5	259,479
1716	Building Inspector II	1869	5	5	323,674
1720	Building Plans Engineer	F	1	1	82,545
1721	Supervising Building Inspector	2241	2	2	142,221
1722	Building Plans Checker III	2320	3	3	222,456
1723	Building Plans Checker II	2108	4	4	242,292
1745	Chief Building Inspector	E	1	1	95,784
2212	Systems & Procedures Analyst III	2103	1	1	68,012
2225	Systems & Procedures Manager	E	1	1	90,830
2255	Staff Analyst I - A	1553	2	1	45,525
2256	Staff Analyst II - A	1724	2	3	152,221
2257	Staff Analyst III - A	1990	14	14	896,825
2291	Staff Analyst I	1553	0	1	44,892
2292	Staff Analyst II	1724	1	1	55,948
2294	Senior Staff Analyst	F	4	4	284,519
2297	Principal Staff Analyst	E	2	2	163,411
2319	Deputy Director of Planning	D	1	1	126,859
3110	Office Assistant II	896	7	7	192,846
3080	Office Assistant III	998	8	8	255,519
3081	Office Assistant III - Conf.	1002	1	0	0
3140	Secretary III	1115	2	2	70,336
3160	Secretary IV	1230	2	2	85,074
3161	Secretary IV - Conf.	1237	2	2	79,986
3166	Administrative Secretary - Conf.	1371	1	1	44,342

## PUBLIC WORKS AND PLANNING – 4360

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3210	Accountant I	1494	0	1	39,718
3224	Chief Accountant	E	1	1	83,013
3265	Principal Accountant	F	1	1	72,169
3255	Senior Accountant	2017	2	2	126,582
3205	Account Clerk II	938	3	3	\$95,613
3260	Account Clerk III	1018	5	5	182,325
3620	Program Technician I	1186	3	3	111,781
3621	Program Technician II	1327	3	3	137,783
3262	Supervising Accountant	2158	1	1	69,747
	Senior Information Technology				
3708	Analyst	2468	1	1	84,857
	Supervising Water/Sewer				
5320	Specialist	2105	1	1	68,068
5318	Water/Sewer Specialist I	1557	2	2	94,719
5319	Water/Sewer Specialist II	1689	2	2	109,271
5321	Water/Sewer Specialist III	1832	2	2	118,520
5316	Crafts Maintenance Trainee	1276	1	1	41,270
<b>Subtotal</b>			<b>169</b>	<b>170</b>	<b>\$10,074,793</b>
	Certification Allowance				2,937
	License Bonus				28,676
	Bilingual Pay				2,600
	Steno Allowance				550
	Development Services Differential				
	Performance Pay				3,600
	Salary Savings				(501,252)
<b>TOTAL REGULAR SALARIES</b>					<b>\$9,611,904</b>

<u>VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)</u>					
<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; BENEFITS</u>
2255	Staff Analyst I-A	Vacant	1553	-1	\$66,500
3081	Office Assistant III – Conf.	Vacant	1002	-1	47,000
	Cost of Restoring Vacant Positions			-2	\$113,500

<u>POSITIONS RECOMMENDED FOR ADDITION (August 13, 2007)</u>				
<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; BENEFITS</u>
3210	Accountant I	1494	1	\$64,000
2256	Staff Analyst II - A	1724	1	74,000
2291	Staff Analyst I	1553	1	66,500
	Cost of Adding Positions		3	\$204,500

## NOTES

# PUBLIC WORKS AND PLANNING – ROAD FUND

## BUDGET 4510

### ROAD FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$14,975,272	\$17,030,858	\$18,818,710	\$1,787,852	10%
Services and Supplies	17,825,914	67,743,704	45,812,177	(21,931,527)	-32%
Other Charges	2,059,630	3,609,000	2,671,000	(938,000)	-26%
General Fixed Assets	2,337	270,000	80,000	(190,000)	-70%
Total Appropriations	<b>\$34,863,153</b>	<b>\$88,653,562</b>	<b>\$67,381,887</b>	<b>\$(21,271,675)</b>	<b>-24%</b>
<b><u>Revenues</u></b>					
Taxes	\$8,297,663	\$7,826,000	\$10,218,000	\$2,392,000	31%
Licenses, Permits & Franchises	204,344	147,500	200,000	52,500	36%
Rev From Use of Money & Prop	422,655	294,994	327,600	32,606	11%
Intergovernment Revenues - St	17,029,392	30,456,608	21,956,000	(8,500,608)	-28%
Intergovernment Rev- Federal	2,593,983	8,748,367	6,200,091	(2,548,276)	-29%
Charges For Services	3,938,705	23,555,924	18,978,526	(4,577,398)	-19%
Miscellaneous Revenues	40,108	18,150	22,075	3,925	22%
Other Financing Sources	5,385,471	5,706,019	4,607,623	(1,098,396)	-19%
Fund Balance	(3,049,168)	11,900,000	4,871,972	(7,028,028)	-59%
Total Revenues	<b>\$34,863,153</b>	<b>\$88,653,562</b>	<b>\$67,381,887</b>	<b>\$(21,271,675)</b>	<b>-24%</b>
<b><u>Net County Cost</u></b>					
	\$-	\$-	\$-	\$-	0%
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	226	226	226	-	

## **PUBLIC WORKS AND PLANNING – ROAD FUND – 4510**

### **FUNCTION**

The County of Fresno maintains the largest County road system in California. The Design, Construction, and Maintenance Divisions of the Department of Public Works and Planning are responsible for the implementation of specified road and bridge improvement projects, and the maintenance and operation of 3,565 miles of County roads and 547 bridges. The primary function of the above three divisions is to provide for maintenance, rehabilitation, and reconstruction of roads, bridges and attendant facilities as authorized by the California Streets and Highways Code and to provide for traffic safety. The three noted divisions within the department also provide engineering and construction services for Special Districts, County Service Areas, and other County departments.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$67,381,887 reflects a 24% (\$21,271,675) decrease in appropriations and revenues from the 2006-07 Adopted Budget. Staffing is recommended at 226 positions, the same as the 2006-07 fiscal years number of positions.

The recommended budget for 2007-08 includes \$25.63 million for the Road Maintenance and Operations program, which represents a 5.1% (\$1.38 million) decrease from 2006-07 adopted funding levels. The decrease for the Road Maintenance and Operations program is due to 2007-08 being an “out year” for Proposition 42 funding (no funding allocated, \$2.25 million loss). Increased costs for employee benefits, operational costs for road maintenance heavy equipment, and construction materials also continue to impact funding levels for road maintenance and operations and will impact the department’s ability to maintain the County’s road system at the current level of service. The 2006-07 Road Maintenance and Operations program also benefited from the early repayment of \$4.8 million by the State of Proposition 42 funds suspended by the State in 2003-04 and 2004-05. The decrease in funding for road maintenance would be greater for the 2007-08 program; however, the department had to carryover from the 2006-07 road maintenance program a \$1.24 million Federally funded asphalt concrete overlay project due to a slow down in processing paperwork for project approvals through Caltrans and the Federal Highway Administration. This delayed project will be completed during the summer of 2007 on generally the same schedule, but can not be awarded in FY 2006-07.

The majority of remaining funding in the 2007-08 Recommended Budget reflects one-time funding for the Friant Road projects (\$12.12 million) from various sources (including the State Transportation Congestion Relief Program, Indian Gaming, Federal, and local Road funds), the first phase of the Measure “C” Academy Avenue project, from Manning Avenue to State Route 180 (\$4 million), and the Measure “C” Academy Avenue project from Barstow Avenue to State Route 168 (\$3 million). Funds for the next construction phases for the Measure “C” Academy Avenue project from Mountain View Avenue to State Route 180 will be budgeted in future fiscal years with construction to be completed in 2010. An appropriation of \$4.87 million is recommended for new and carryover road and bridge contract construction. This is a decrease from the current year.

## **PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

### **DEPARTMENT COMMENTS**

The following highlights the most salient aspects of the Road Fund budget for 2007-08:

- The recommended budget reflects a significant decrease from the 2006-07 funding levels due to the completion of several large projects such as the Balsam Creek Bridge on Huntington Lake Road, the Mill Creek Bridge on Dunlap Road, several Federal bridge rail safety improvement projects, a large bridge painting project, and the award of the first phase of the Friant Road project. One-time funding for special highway construction projects such as the Friant Road and Measure “C” Academy Avenue projects are still reflected in the recommended budget since these are multi-year design and construction projects.
- The Road Fund continues to fund transportation planning activities (\$239,000). The Transportation Planning Section is the lead in coordinating transportation issues with the Council of Governments, addressing air quality issues with the San Joaquin Valley Air Pollution Control District, rural transit, transportation funding, coordination with Caltrans for projects such as the proposed State Route 180 extension from Mendota to Interstate 5, and other transportation issues related to the General Plan and region.
- The Recommended Budget for FY 2007-08 does not include Proposition 42 funding since this is an “out year” as defined in the legislation for Proposition 42. However, the Maintenance-of-Effort contribution from the County’s General Fund is still required for 2007-08 because of the Transportation Congestion Relief Program (TCRP) funding for the Friant Road project. The TCRP also contains a Maintenance-of-Effort (MOE) requirement for any year that an agency receives TCRP funding. The majority of TCRP funding will be received during the 2007-08 budget year as the first phase of the Friant Road project is constructed.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SIGNIFICANT PROGRAM CHANGES**

- The decrease in appropriations and revenues is reflective of the completion or contract award of several large multi-year projects. However, much of the overall budget still reflects an allocation of funds to purchase right-of-way for the Measure ‘C’ funded Academy Avenue projects as well as award of construction contracts for the Academy Avenue and Friant Road projects in the coming fiscal year. The proposed budget also reflects the lack of Proposition 42 funding. The loss of Proposition 42 funding in the coming fiscal year will impact the road maintenance program the most with less miles in the County maintained mileage system receiving an asphalt concrete treatment. The allocation of funding considers the rising prices of oil products, such as asphalt concrete and liquid asphalts, and aggregate materials used in road maintenance and new construction.
- Staffing is recommended at 226 positions, the same number of positions as the 2006-07 level.

**PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

- The department continues its team-based approach in seeking to identify avenues for improving service to our clients and other County departments. This includes working with other jurisdictions on projects of common interest. The use of advanced electronic and computer technology in areas such as Geographic Information Systems (GIS), Cost Accounting Management System (CAMS), and departmental budgeting are being employed.

**ROAD MAINTENANCE**

The 2007-08 program consists of the following components:

Day Labor Rehabilitation, Specific Maintenance Projects, and Pavement Seals and Maintenance Overlays	\$ 5.95 million
Contract Preventative Maintenance	5.52 million
Routine Road Maintenance Activities	12.74 million
Traffic Signs and Striping	<u>1.42 million</u>
Total \$ 25.63 million	

- The lack of Proposition 42 funds, the increased costs of benefits and road maintenance equipment for the coming fiscal year will impact the day labor rehabilitation and specific maintenance projects for roads the most. The department will not be able to purchase asphalt concrete materials for paving at the same level as 2006-07. A total of \$5.95 million is recommended for day labor rehabilitation and specific maintenance projects for roads. These funds will be expended for the rehabilitation of approximately 20 miles of selected lower traffic volume roads by day labor forces. Approximately \$141,000 (not included in the \$5.95 million allocation) has been budgeted for maintenance of private roads in the County Service Areas (CSAs). The CSAs will reimburse the Road Fund for all maintenance work.
- The recommended \$5.52 million for contract preventative maintenance projects will finance approximately 15 miles of chip seal projects, 15 miles of slurry seals on local streets, and 12 miles of asphalt concrete overlay projects.
- Pothole patching, shoulder maintenance, and other routine road maintenance activities, including culvert maintenance, storm damage repairs, tree trimming, and snow removal are recommended at \$12.74 million. Although this estimated expenditure would seem to maintain a consistent level of service, the allocation of expenditure activity to the various general maintenance categories can vary. For example, in years when above average precipitation occurs, the cost for snow removal, storm response and signing, and storm damage repairs will consume more of these allocations than in normal years.
- Traffic signs and striping, including installation and maintenance of traffic signs, pavement markings, and line striping is recommended at \$1.42 million. This allocation continues to include funding for agreements with Caltrans for Caltrans operated traffic signals at joint State/County intersections and the City of Fresno for the maintenance of County-owned traffic signals and lighting at an annual cost of approximately \$166,000, and with a private contractor in the annual amount of \$10,000 to maintain a traffic signal and lighting installed by the State on Jayne Avenue in the Coalinga area as a condition of development for the State Hospital facility (traffic volumes entering and leaving the facility warranted a traffic signal on Jayne Avenue, and since Jayne Avenue is a County road, the signal became the property of the County).

## **PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

- In addition to the \$25.63 million allocation in the recommended budget for road maintenance and traffic signs and striping, there is an additional allocation of \$2.46 million for traffic safety and operations activities. This allocation provides for the preparation and review of Traffic Safety Studies to determine the need for four-way stop signs, other traffic control devices, traffic control needs, review and approval of encroachment permits for work to be done within the County road right of way, issuance of oversize load permits for County roads, and various other operational and safety roadway related activities. This allocation also includes the recent addition of the Traffic Census (traffic count program) section to the Maintenance and Operations Division.

### **ROAD AND BRIDGE CONSTRUCTION**

- Major projects for 2007-08 include the Measure “C” shoulder widening and asphalt concrete overlay of Academy Avenue between Shaw Avenue and State Route 168 (\$3 million); the first phase of the Measure “C” Academy Avenue four-lane divided highway project between Manning Avenue and State Route 180 (\$4 million); various federally funded shoulder and safety railing installations (\$1.82 million); and proposed cooperative traffic signal projects with the City of Fresno (\$500,000).
- The program also includes construction funding for the already awarded construction contract for the Friant Road, Willow Avenue to Lost Lake Park project (\$8.55 million) and the proposed next phase from Lost Lake Park to North Fork Road (\$3.58 million). Funding for the Friant Road projects come from various sources including County Road funds, Indian Gaming Funds, State Transportation Congestion Relief Program funds, Federal funds, and Article 3 County bike and pedestrian funds.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent an 10% increase over the prior year. This includes increases in employee salaries and benefits. Extra-help funding is proposed at a decrease from the prior year level and is based on projected workload. The proposed budget includes a substantial salary savings based on recent vacancy history. Staffing is recommended at 226 positions, the same number of positions as the 2006-07 level.

### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 32% decrease from the prior year.

Recommended funding includes:

- Three federally funded shoulder, bridge rail replacement, and safety projects (\$1.82 million) at various locations.
- Preventative Maintenance contract activities (\$5.52 million).
- Academy Avenue, Shaw Avenue to State Route 168, Shoulder Widening and Overlay (\$3 million).
- Academy Avenue, Manning Avenue to State Route 180, four-lane divided highway, the first phase (\$4 million).
- Friant Road, Willow Avenue to Lost Lake Park, four-lane divided highway (\$8.55 million).
- Friant Road, Lost Lake Park to North Fork Road, four-lane divided highway (\$3.58 million).

## **PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

- Appropriations for environmental mitigation and monitoring various projects (\$500,000).
- A \$5.26 million allocation in Transportation and Travel County Garage to reimburse the Fleet Services budget (8910-8911) for the cost of operating and maintaining all vehicles, including construction equipment.
- An allocation for the purchase of materials used in the maintenance of roads and traffic operations, signs and striping (\$4.47 million).
- Allocations for Professional and Specialized Services (\$3.79 million) for activities performed by private firms such as street sweeping, tree trimming and removal, roadside vegetation control, and other owner operated equipment such as trucking services when needed. Also included in this allocation are services provided by specialized and consultant service providers, such as engineering, environmental and geo-technical review, and funding for technology services, department personnel and financial services necessary for the operation of the department.
- An allocation for rental of equipment not available from Fleet Services necessary for road maintenance (\$231,000).
- Utility payments for County traffic signals, road maintenance yard facilities, and sign shop and resident engineer field trailers (\$139,600).

### **OTHER CHARGES**

Other Charges are recommended at \$2.67 million to provide for right-of-way acquisition on Friant Road, Willow Avenue to North Fork Road (\$200,000); Academy Avenue, Manning Avenue to State Route 180 (\$2.30 million); right-of-way for various other projects (\$162,000); and for the Council of Fresno County Governments membership dues (\$9,000).

### **FIXED ASSETS**

- **Fixed Assets (\$80,000):**

(4) Laser/Sonar Controls for Motorgraders.....\$80,000.....New – Cost/Labor Savings

## **SUMMARY OF REVENUES**

Revenues are recommended at \$67,381,887, a 24% decrease over the prior year.

- Taxes represent an increase to reflect actual experience in the prior year.
- Licenses, Permits, and Franchises - Revenues generated through the collection of Road Privileges and Permit fees are estimated at an increase based on actual receipts in the prior year.
- Use of Money and Property - Estimated at an increase based on interest earnings on carryover funds and actual experience in the prior year.
- State Aid - Estimated at a decrease due to the award of the first phase of the Friant Road project and one time funding for this project through the State Transportation Congestion Relief Program funding.
- Federal Aid - Estimated at a decrease primarily due to the completion of several Federal bridge projects carried over from prior years and no CMAQ funding available for shoulder-widening projects in the coming fiscal year.

## **PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

- Charges for Services - Estimated at a decrease based on projected Measure 'C' reimbursement for right-of-way acquisition costs and road construction for the various phases of the Academy Avenue projects from Shaw Avenue to SR 168 and from Manning Avenue to State Route 180. Measure "C" will additionally fund 100% of all design costs for Academy Avenue between SR 180 and Mountain View Avenue. Other design, contract administration, and construction inspection will be 100% funded for the American Avenue Landfill Projects and for the Community Development Block Grant/State Grant-funded water treatment and distribution system improvements project for County Service Area No. 49 (O'Neill/Westside School). Entry road maintenance at the American Avenue Landfill performed by County Road crews will be 100% funded by the landfill.
- Miscellaneous Revenues - Estimated at an increase over the prior year. Revenues are generated through interest earnings on eminent domain deposits, copy sales, jury fees, and loss recovery by the County's Risk Management Division.
- Other Financing - The County General Fund contribution represents a decrease over the 2006-07 Adopted Budget, based on the calculation for the General Fund contribution, based on the Countywide Cost Plan, as Maintenance-of-Effort for Proposition 42 and State Transportation Congestion Relief Program funds decreasing the actual cash contribution from the General Fund to the Road Fund by \$1.1 million.
- Fund Balance - Estimated at a decrease over the prior year. The decrease in fund balance is the result the completion of several multi-year bridge projects and the award of the first phase of the Friant Road project.

### **PENDING FACTORS**

- The continued lack of a consistent, secure source of funding for road maintenance continues to impact the ability of the department to maintain the County's road system. This is evident for the coming fiscal year by the lack of Proposition 42 funding and the associated reduction in road miles scheduled to receive a maintenance treatment in the coming year. The County has been, for many years, deferring crucial road maintenance activities. It is estimated the County currently incurs a deferred road maintenance backlog of over \$25 million per year Countywide and currently has a total road maintenance need of over \$180 million. Without a consistent, secure source of funding to maintain the County road system the motoring public across the County will incur greater and greater vehicle maintenance costs and the businesses which help support our community will incur greater costs to provide their services and transport their goods to market, impacting economic development within the County.
- The return of Proposition 42 funding to the County in 2008-09 will help improve road maintenance efforts Countywide as compared to 2007-08; however, much of the additional dollars being provided by this funding is being eroded by increased construction and material costs such as for asphalt concrete and aggregate materials. These costs have increased approximately 45% in the past two years.
- Proposition 1A passed by the voters of the State in November 2006 will provide some security for the continuation of Proposition 42 funding during potential future State budget crises. This proposition will make it more difficult for the State legislature to suspend Proposition 42 funding.

## **PUBLIC WORKS AND PLANNING - ROAD FUND – 4510**

Proposition 1B passed by the voters of the State in November 2006 provided \$1 billion for counties for the purposes of transportation and road maintenance projects. The County of Fresno should receive approximately \$30.6 million; however, it is unknown at this time as to the State's schedule for authorizing these funds, how many years the allocation will be spread over (three to five years have been discussed), and the amount each county will receive per year. Should a portion of these funds become available to the County Road Fund in 2007-08, the department will return to the Board of Supervisors with a budget amendment adding the funds to the 2007-08 budget and a program for the allocation of the funds. Proposition 1B also includes a MOE requirement.

## PUBLIC WORKS AND PLANNING - ROAD FUND – 4510

### 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>	
8065	Director of Public Works	B	1	1	\$141,420
2318	Deputy Director of Public Works	D	1	1	133,273
1132	Engineering Technician I	1415	10	10	398,794
1140	Engineering Technician II	1584	24	24	1,212,222
1133	Senior Engineering Technician	1816	12	12	704,842
1134	Senior Engineer	F	6	6	547,145
1135	Engineer I	1768	6	6	304,315
1137	Engineer III	2330	12	12	901,940
1138	Junior Real Property Agent	1374	2	2	76,385
1141	Principal Engineer	E	1	1	101,295
1145	Real Property Manager	E	1	1	75,829
1117	Associate Real Property Agent	1891	1	1	59,010
1147	Field Survey Supervisor	2005	4	4	239,745
1148	Supervising Engineer	E	3	3	303,884
1149	Chief of Field Surveys	E	1	1	89,035
1150	Public Works Division Engineer	D	3	3	339,865
2255	Staff Analyst I-A	1553	2	2	82,169
2256	Staff Analyst II-A	1724	2	2	100,551
2257	Staff Analyst III-A	1990	2	2	128,089
2294	Senior Staff Analyst	F	1	1	70,792
3080	Office Assistant III	998	2	2	69,098
3110	Office Assistant II	896	1	1	31,011
3140	Secretary III	1115	1	1	38,587
3142	Secretary II	998	1	1	32,603
3160	Secretary IV	1230	2	2	85,075
3166	Administrative Secretary - Conf.	1371	1	1	44,342
5410	Road Equipment Operator I	1232	18	18	640,406
5415	Road Equipment Operator II	1392	71	71	3,137,941
5420	Road Maintenance Supervisor	1858	10	10	600,580
5425	Road Operations Lead Supervisor	1623	11	11	601,760
5430	Road Superintendent	F	2	2	132,172
5445	Traffic Maintenance Supervisor	1858	1	1	55,567
5450	Traffic Equipment Operator I	1181	6	6	209,625
5455	Traffic Equipment Operator II	1323	3	3	121,823
5460	Traffic Operations Lead Supervisor	1476	1	1	46,403
Subtotal			<b>226</b>	<b>226</b>	<b>\$11,857,593</b>
	Steno Allowance				550
	Call-Back Allowance				40,000
	Auto Allowance				6,156
	Professional License Allowance				42,495
	Salary Savings				(592,800)
<b>TOTAL REGULAR SALARIES</b>					<b>\$11,353,994</b>

## NOTES

# PUBLIC WORKS AND PLANNING – TRANSIT SERVICES

## BUDGET 4700

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$2,328,275	\$2,610,000	\$2,871,000	\$261,000	10%
Total Appropriations	\$2,328,275	\$2,610,000	\$2,871,000	\$261,000	10%
<u>Revenues</u>					
Intergovernment					
Revenue-Other	\$2,328,275	\$2,610,000	\$2,871,000	\$261,000	10%
Total Revenues	\$2,328,275	\$2,610,000	\$2,871,000	\$261,000	10%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted	Current	Recommended	Increase/	
	2005-2006	2006-2007	2007-2008	Decrease	
Position Summary	-	-	-	-	

## **PUBLIC WORKS AND PLANNING - TRANSIT SERVICES – 4700**

### **FUNCTION**

The Transit Services budget recognizes the County's share of the Transportation Development Act Local Transportation Fund (LTF) and State Transit Assistance (STA) monies allocated directly to local transit providers from the Council of Fresno County Governments (COFCG) for transit services in unincorporated areas. The annual allocation to each agency is determined by COFCG based upon an estimate of revenue by the State Department of Finance and the population of each city and unincorporated area. The County, the City of Fresno, City of Clovis, and the Fresno County Rural Transit Agency (FCRTA) each year perform an analysis of the unincorporated area transit services and needs to determine the County's contribution of LTF and STA monies to Fresno Area Express (FAX), Clovis Transit (Roundup) and FCRTA, according to agreements between the County, the City of Fresno, the City of Clovis, and the FCRTA. Funds are also allocated by formula for social service transit services (through FCRTA, FAX, and the Fresno County Economic Opportunities Commission as the Consolidated Transportation Services Agencies) to unincorporated area residents. Three percent of the total Fresno County allocation is, by statute, allocated to the COFCG for regional transportation planning services including transit planning.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$2,871,000 reflects a 10% (\$261,000) increase in appropriations and revenues over the 2006-07 Adopted Budget. Recommended funding is based on State estimates, as refined by the Auditor-Controller/Treasurer-Tax Collector, of 2007-08 sales tax revenues. The allocation to transit providers is made in September of each year through a separate Board action and is based on the most current State estimate of sales tax revenues, the adopted FCRTA budget, and actual transit use and service costs for FAX and Clovis services the previous fiscal year.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 10% (\$261,000) increase over the prior year and represent monies allocated directly to transit providers and for regional transportation planning.

Recommended funding includes:

- An allocation to the City of Fresno (\$1,848,000) for services to the unincorporated area within the Fresno urban transit service area.
- An allocation to 19 rural transit subsystems (\$528,000).
- An allocation for transportation social services (\$299,000) for clients of community-based social service agencies in the unincorporated area, performed under contract by the Fresno County Economic Opportunities Commission.
- An allocation to the COFCG (\$170,500) for operation of the Regional Transportation Planning Agency pursuant to the Transportation Development Act of 1972.
- An allocation to the City of Clovis (\$25,500) for paratransit services to the unincorporated area of Tarpey Village.

## **PUBLIC WORKS AND PLANNING - TRANSIT SERVICES – 4700**

### **SUMMARY OF REVENUES**

Other Governmental Aid revenues of \$2,871,000 reflect a 10% (\$261,000) increase over the prior year and represent the County's share of the Local Transportation Funds and State Transit Assistance Funds allocated under formula by COFCG.

## NOTES

# PUBLIC WORKS AND PLANNING – GRANTS

## BUDGET 5512

### GENERAL FUND

	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$4,016,629	\$12,376,040	\$9,649,197	\$(2,726,843)	-22%
Other Charges	-	-	1,983,685	1,983,685	100%
Total Appropriations	\$4,016,629	\$12,376,040	\$11,632,882	\$(743,158)	-6%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$415,479	\$3,405,756	\$3,690,849	\$285,093	8%
Intergovernment Rev-Federal	2,259,530	8,070,284	7,013,893	(1,056,391)	-13%
Charges For Services	-	-	28,140	28,140	100%
Miscellaneous Revenues	1,341,620	900,000	900,000	-	0%
Total Revenues	\$4,016,629	\$12,376,040	\$11,632,882	\$(743,158)	-6%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	<u>Budgeted 2005-2006</u>	<u>Current 2006-2007</u>	<u>Recommended 2007-2008</u>	<u>Increase/ Decrease</u>	
Position Summary				-	

## **PUBLIC WORKS AND PLANNING - GRANTS – 5512**

### **FUNCTION**

This budget contains funds for planning and implementing the federal HOME Investment Partnerships Program (HOME), and the department's smaller housing and other grants. Included in this budget are funds from the following State Programs: CalHome and Workforce Housing Grant. Additionally, this budget includes the federal Housing Preservation Grant, the California Integrated Waste Management Board Used Oil Recycling Program and the Department of Conservation Beverage Container Recycling Program.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$11,632,882 reflects a 6% (\$743,158) decrease in appropriations and revenues over the FY 2006-07 Adopted Budget based on decreased amount of grant funds as one-time grants received are expended. There is no net County cost associated with this budget.

### **DEPARTMENT COMMENTS**

Staff is pleased with the success the department continues to have in obtaining new grants for Fresno County to carry out important economic development, housing, and neighborhood improvement projects throughout the County. This budget contains new grants from the State's Workforce Housing Program, the federal USDA's Housing Preservation Grant Program and the State's Roberti-Z'berg Harris Per Capita Grant Program. The department continues to pursue grant opportunities from the State, federal government and private sources to implement the County's Economic Development Strategy and Element of the General Plan, along with the County's Housing Element.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **GRANT PROGRAMS**

- **FEDERAL HOME GRANT PROGRAM**

Grant Funds:	\$6,919,449	Misc. Revenue	\$900,000
		County Match:	None

The federal HOME Investment Partnerships Program (HOME) grant, which includes the American Dream Downpayment Initiative grant funds, provide funds for housing rehabilitation loans, down payment assistance loans for home ownership, and loans for affordable housing development projects in the eight eligible smaller partner cities and the unincorporated areas.

Miscellaneous revenue is derived from repayments of existing loans made to homeowners.

## **PUBLIC WORKS AND PLANNING - GRANTS – 5512**

- **CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD USED OIL GRANT PROGRAM**

Grant Funds: \$191,923 County Match: None

Provides funds to create and maintain private sector certified used oil collection centers, to continue implementation of the classroom program targeting high school students, and to expand public information programs for promoting proper disposal and recycling of used motor oil and used oil filters.

- **STATE CALHOME GRANT PROGRAM**

Grant Funds: \$593,397 County Match: None

The State CalHome grants provide funding for housing rehabilitation loans and down payment assistance loans for home ownership in the unincorporated areas of Fresno County. We currently have two separate active CalHome grants from the State.

- **DEPARTMENT OF CONSERVATION BEVERAGE CONTAINER RECYCLING GRANT**

Grant Funds: \$46,400 County Match: None

Provides funds to use for the collection and recycling of beverage containers and public education for promoting beverage container recycling and/or litter clean-up activities.

- **HOUSING PRESERVATION GRANT PROGRAM**

Grant Funds: \$94,444 County Match: None

The U.S. Department of Agriculture's Housing Preservation Grant Program provides funds for housing rehabilitation loans to preserve the affordable housing stock in the unincorporated areas of Fresno County. We currently have two separate active Housing Preservation Grants from the USDA.

- **WORKFORCE HOUSING GRANT PROGRAM**

Grant Funds: \$875,444 Charges for Services: \$28,140  
County Match: None

These State grant funds are awarded annually based on the amount of affordable housing developed in the unincorporated area, and are used to fund economic development/infrastructure projects in the unincorporated areas.

Charges for Services represent contributions from the Road Fund to cover administrative costs on Road eligible projects.

- **Roberti-Z'Berg Harris Per Capita Grant Program**

Grant Funds \$1,983,685 County Match None

The State's Roberti-Z'Berg Harris Per Capita Grant funds are being used to construct the Central Sierra Historical Society Museum in Shaver Lake and the Coalinga-Huron Youth Sports Complex in Coalinga.

## **PUBLIC WORKS AND PLANNING - GRANTS – 5512**

### **STAFFING**

The work effort required to implement these grant programs is provided primarily by staff in the Community Development Block Grant budget (7205) and Public Works and Planning budgets (4360 and 7910).

### **SERVICES AND SUPPLIES**

Recommended funding represents a decrease of 22% over the prior year due primarily to the completion of one-time grants.

### **OTHER CHARGES**

Recommended funding represents an increase of 100% over the prior year due to the inclusion of the State's Roberti-Z'Berg Harris Per Capita Grants.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$11,632,882, a 6% (\$743,158) decrease over the prior year.

- State Aid – Estimated at an increase based on the new Workforce Housing Program grant and the Roberti-Z'Berg Harris per Capita Grant Program grant.
- Federal Aid – Estimated at a decrease due to the completion of one-time federal grants from USDA.
- Charges for Services – Estimated at an increase for support from the Road Fund to cover administrative costs for road related projects that are not recoverable through the Workforce Housing Grant Program

Miscellaneous Revenues – Estimated at the same level as the 2006-07 program year.

# PUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT BLOCK GRANT

## BUDGET 7205

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$1,534,756	\$1,829,384	\$1,734,167	\$(95,217)	-5%
Services and Supplies	2,040,019	2,566,751	2,286,222	(280,529)	-11%
Other Charges	4,660,349	6,840,682	5,637,113	(1,203,569)	-18%
General Fixed Assets	-	100,000	100,000	-	0%
Total Appropriations	\$8,235,124	\$11,336,817	\$9,757,502	\$(1,579,315)	-14%
<b><u>Revenues</u></b>					
Intergovernment					
Revenues - St	\$(694)	\$-	\$-	\$-	0%
Intergovernment Rev- Federal	6,130,761	9,392,466	8,487,936	(904,530)	-10%
Charges For Services	30,849	59,816	-	(59,816)	100%
Miscellaneous Revenues	1,944,866	1,500,000	885,125	(614,875)	-41%
Intrafund Revenue	129,342	384,535	384,441	(94)	0%
Total Revenues	\$8,235,124	\$11,336,817	\$9,757,502	\$(1,579,315)	-14%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	23	22	19	(3)	

## **PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT** **BLOCK GRANT – 7205**

### **FUNCTION**

This budget contains the federal Community Development Block Grant (CDBG) funds administered by the Community Development Division of the Department of Public Works and Planning. The annual application for the County's Urban County CDBG entitlement grant funds, which is approved by the Board of Supervisors and submitted to HUD, details how the funds will be spent. These grant funds are used to develop and implement a variety of projects and programs to upgrade low- and moderate-income neighborhoods throughout Fresno County and eight participating cities. The Community Development staff in this budget develops housing, public facility and infrastructure improvement programs necessary to implement the County's Consolidated Plan, Housing Element, and the Economic Development Strategy and Economic Element of the General Plan. Community Development Block Grant staff also administer other housing grant funds for affordable housing development, owner-occupied rehabilitation, down payment assistance, and rental rehabilitation. The Community Development Manager also serves as the Director of Tourism and designated Division staff carries out tourism activities to implement the County's Tourism Master Plan. The department's tourism funds are budgeted in unit 4360.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$9,757,502 reflects a 14% (\$1,579,315) decrease in appropriations and revenues over the FY 2006-07 adopted budget, primarily due to decreased revenues from housing loan repayments as the housing market has stabilized and fewer homes are being sold and the loans paid off, as well as a decrease in prior year grant funds re-budgeted as multi-year projects are completed.

The County's federal CDBG allocation for the FY 2007-08 budget year has been set at \$4,075,741. The recommended budget will finance unincorporated area Community Development programs which include public facility and infrastructure improvement projects, housing rehabilitation, and funding for community-based Social Services Agencies and the Sheriff's Area-Based Policing program. The Affordable Housing programs continue to develop new marketing strategies and program modifications and pursue additional State and federal grant funds to address increased needs for housing rehabilitation in accordance with the County's Consolidated Plan adopted by the Board of Supervisors. Staff is also continuing the development of the new commercial façade rehabilitation program (FACE). This budget also includes CDBG funding which is provided as grants to the eight cities participating in the County's CDBG Program.

The FY 2006-07 adopted budget allocated staffing at 23 positions. Mid-year one Office Assistant II position was transferred from Community Development to Road Maintenance due to funding reductions. The staffing level in the FY 2007-08 budget is recommended at 19 positions, a decrease of three positions from the FY 2006-07 adjusted budget. The eliminated positions include two Housing Rehabilitation Specialist I's and one Staff Analyst IA (Community Development Specialist).

## **PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT** **BLOCK GRANT – 7205**

### **DEPARTMENT COMMENTS**

Community Development Block Grant (CDBG) funds are allocated to the County by the U.S. Department of Housing and Urban Development (HUD) through a federal formula based upon the census, which considers population, poverty and overcrowded housing in the unincorporated area and the County's eight partner cities. This year's allocation of \$4,075,741 represents a slight decrease (\$9,203) from the prior year, and a nearly 30% reduction in CDBG funds to the County since 2005. This budget reflects a shift of staff into less restricted housing activities, and reflects the elimination of four positions (17% of the staff in this budget) in total over the 2006-07 adopted budget due to overall funding reductions. One filled position was transferred to Road Maintenance and Operations mid year due to funding reductions. Three additional positions recommended for elimination were just recently vacated and include staff in both housing and infrastructure grant programs.

These four positions, when coupled with the Community Development Division's other Staff Analyst position deleted from budget 4360/0900, bring the Division's overall staffing reduction to a 21% decrease. While Community Development staff will continue to combine CDBG funds with other State and federal sources to leverage all funding opportunities and maximize available resources, staff will only be able to do so as time and available funding allow.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Decrease of 4 positions (one mid-year FY 2006-07 and three in FY 2007-08) from the FY 2006-07 budget represents a 5% decrease over the prior year in employee salaries and benefits. Positions deleted include two Housing Rehabilitation Specialists and one Staff Analyst (Community Development Specialist). One Office Assistant position was transferred to Road Maintenance and Operations mid-year.

#### **SERVICES AND SUPPLIES**

Services and Supplies represent an 11% decrease from the prior year.

Recommended funding includes:

- Appropriations totaling \$434,300 for the Housing Assistance Rehabilitation Program (HARP) for housing rehabilitation loans. Federal HOME and other housing grant funds in the Public Works and Planning Grants budget (5512) continue to augment the housing rehabilitation funds appropriated in this budget and also provide for homebuyer assistance and affordable housing development loans
- A total of \$611,361 appropriated for County public service activities, including the community-based Social Services Agencies (\$180,980) and the Sheriff's Area Based Policing program (\$430,381).
- Appropriations totaling \$595,700 for new public facility and infrastructure projects in the unincorporated area.

## **PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT** **BLOCK GRANT – 7205**

### **OTHER CHARGES**

Other Charges represent an 18% decrease over the prior year due to a decrease in carryover funds for projects in progress as these projects are completed.

- Recommended funding for FY 2007-08 will provide for an estimated 33 public facility and infrastructure improvement projects for the County, cities, and districts, most of which are multi-year projects.

### **FIXED ASSETS**

- Fixed Assets (\$100,000):

Land	\$100,000	Affordable Housing Program - Potential Acquisition of Property Under Foreclosure; Lien Held by County
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## **SUMMARY OF REVENUES**

Revenues are recommended at \$9,757,502, a 14% (\$1,579,315) decrease over the prior year. This represents decreased program income (loan repayments) and decreased carryover activity funds as projects are completed.

- Federal Aid - Estimated at a decrease of 10% (\$904,530) over the prior year. Includes committed but unexpended CDBG funds of \$4,412,195 for activities in progress, and the new federal CDBG grant allocation of \$4,075,741.
- Charges for Services - Eliminated due to one clerical staff assigned to Road Maintenance for medical accommodation being transferred there permanently due to CDBG funding reductions.
- Miscellaneous Revenues - Estimated at a 41% (\$614,875) decrease based on actual receipts in the current and prior year, due to decreased housing rehabilitation loan repayments reflecting the more stabilized housing market.

Intrafund Revenues - Estimated at a slight net decrease from the prior year due to decreased revenue from tourism funds. Staff in this budget unit charge to tourism funds in budget 4360/0900

**PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT**  
**BLOCK GRANT – 7205**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
0229	Community Development Manager Principal Housing Rehabilitation	D	1	1	\$101,592
1746	Specialist	F	1	1	70,766
1747	Housing Rehabilitation Specialist II	1869	1	1	64,735
1749	Housing Rehabilitation Specialist III	1976	1	1	68,360
1748	Housing Rehabilitation Specialist I Senior Economic Development	1718	3	1	51,692
2296	Analyst	F	1	1	70,792
2294	Senior Staff Analyst	F	1	1	70,765
2297	Principal Staff Analyst	E	1	1	85,215
2255	Staff Analyst I-A	1553	4	0	0
2256	Staff Analyst II-A	1724	0	3	145,878
2257	Staff Analyst III-A	1990	2	2	121,838
3160	Secretary IV	1230	1	1	42,537
3620	Program Technician I	1186	1	1	33,541
3621	Program Technician II	1327	1	1	37,453
3070	Supervising Office Assistant II	1332	1	1	46,134
3110	Office Assistant II	896	2	2	52,234
	Subtotal		<b>22</b>	<b>19</b>	<b>\$1,063,532</b>
	Bilingual Skill Pay				7,800
	<b>TOTAL REGULAR SALARIES</b>				<b>\$1,071,332</b>

**VACANT POSITIONS RECOMMENDED FOR DELETION (September 24, 2007)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; BENEFITS</u>
1748	Housing Rehabilitation Specialist I	Vacant	1718	-2	\$149,050
2255	Staff Analyst I-A	Vacant	1553	-1	67,080
	Cost of Restoring Vacant Positions			-3	\$216,130

## NOTES

# PUBLIC WORKS AND PLANNING COMMUNITY REDEVELOPMENT

## BUDGET 7540

### SPECIAL REVENUE FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$9,770	\$18,892	\$15,670	\$(3,222)	-17%
Other Financing Uses	32,527	40,040	36,000	(4,040)	-10%
Total Appropriations	\$42,297	\$58,932	\$51,670	\$(7,262)	-12%
<u>Revenues</u>					
Taxes	\$126,013	\$200,200	\$180,000	\$(20,200)	-10%
Rev From Use of Money & Prop	9,000	5,397	16,800	11,403	211%
Intergovernment Revenue-					
Other	16,924	18,892	-	(18,892)	-100%
Total Revenues	<b>\$151,937</b>	<b>\$224,489</b>	<b>\$196,800</b>	<b>\$(27,689)</b>	<b>-12%</b>
<u>Revenues in Excess of</u>					
<u>Appropriations-</u>	\$109,640	\$165,557	\$145,130	\$(20,427)	-12%
Designated for Community Redevelopment					
Debt Service					
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted	Current	Requested	Increase/ Decrease	
	2005-2006	2006- 2007	2007- 2008		
Position Summary	-		-	-	

## **PUBLIC WORKS AND PLANNING - COMMUNITY REDEVELOPMENT – 7540**

### **FUNCTION**

The Board of Supervisors established the Community Redevelopment budget on June 13, 1995, to comply with the requirements of State law and provide funding for redevelopment activities within the unincorporated areas of Fresno County. The Board of Supervisors serves as the Board of Directors of the Fresno County Redevelopment Agency. Functions funded in this budget include the implementation of redevelopment programs that provide needed public improvements; a provision of low- and moderate-income housing funds as required by law; encouraging rehabilitation and repair of deteriorated structures; and facilitating land assembly and development, to increase housing and employment opportunities, and an expanded sales and property tax base.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$51,670 reflects a 12% (\$7,262) decrease in appropriations and a 12% (\$27,689) decrease in revenues from the FY 2006-07 adopted budget. There is no net County cost associated with this budget. The primary element of the Community Redevelopment work program is the potential development of a community sewer system for the Friant redevelopment area. Funding will allow staff to continue work with the community of Friant and potential developers to develop a financing plan for the system. Funding is also available in an amount of approximately \$183,000 as of June 30, 2007 for future housing rehabilitation and future sewer connections in the Friant Redevelopment Area in accordance with the adopted Redevelopment Plan. The Friant redevelopment area is the only County redevelopment area currently approved by the Board of Supervisors.

The Agency reports the following governmental fund types as major funds:

**Special Revenue Funds** are used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditures for specific purposes. Redevelopment agencies are required to set aside no less than 20% of gross tax increment revenues for low and moderate income housing. Therefore, the Agency has established a Low and Moderate Income Housing Fund to account for the 20% of tax increment revenue set aside, related interest, and expenditures.

**Capital Projects Funds** are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds. The Agency utilizes a Capital Projects Fund for the Friant Project Area to account for loans and advances from the County, interest income on invested funds, and certain miscellaneous income. The funds are expended primarily for administrative expenditures and redevelopment project costs.

**Debt Service Funds** are used to account for the payment of general long-term debt and related costs. The Agency utilizes a Debt Service Fund for the Friant Project Area to account for tax increment revenues and related interest income. The funds will be used to repay indebtedness of the Agency in the amount of \$583,178. Excess funds will be used for Capital Projects at the direction of the Board of Supervisors.

## **PUBLIC WORKS AND PLANNING - COMMUNITY EDEVELOPMENT**

### **- 7540**

FRIANT COMMUNITY REDEVELOPMENT AGENCY PROJECTED FUND BALANCES				
	Special Revenue	Capital Projects	Debt Service	Total
6/30/2006	\$142,928	\$6,645	\$409,980	\$559,553
6/30/2007	\$182,968	\$-	\$575,537	\$758,505
6/30/2008	\$218,968	\$137,489	\$583,178	\$939,635

## **SUMMARY OF CAO RECOMMENDATIONS**

### **STAFFING**

Staff support for this program is provided through the Department of Public Works and Planning.

### **SERVICES AND SUPPLIES**

Services and Supplies represent a 17% (\$3,222) decrease from the prior year. The recommended funding will provide for staff work as required for the Friant sewer project and agency review of proposed development for redevelopment plan consistency, and costs for office expenses, public notices, provided by staff services from the Department of Public Works and Planning.

### **OTHER FINANCING**

Funding is recommended at a 10% (\$4,040) decrease which represents the low- and moderate-income housing allocation as required by State law. Under State Redevelopment law, a minimum of 20% of tax increment revenue must be set aside for low- and moderate-income housing.

## **SUMMARY OF REVENUES**

Recommended revenues of \$196,800 reflect a 12% (\$27,689) decrease from the 2006-07 funding level.

- Taxes - Tax increment revenues are estimated at a 10% (\$20,200) decrease from the prior year. The amount reflects actual tax increment revenues generated in FY 2006-07.
- Use of Money & Property - Estimated at a 211% (\$11,403) increase over the prior year; represents interest earnings on accumulated funds.
- Intergovernment Revenues - Estimated at a decrease to zero, as all of the funds borrowed from the Community Development Block Grant program have been expended.

## **PUBLIC WORKS AND PLANNING - COMMUNITY EDEVELOPMENT** **- 7540**

### **PENDING FACTORS**

The Redevelopment Plan is scheduled to expire in 2012. At the request of an applicant, an item will be placed before the Board of Supervisors for the Board to consider extending this time period

# PARKS AND GROUNDS

## BUDGET 7910

### GENERAL FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$2,040,191	\$2,195,844	\$2,446,292	\$250,448	11%
Services and Supplies	1,089,076	1,493,034	1,410,151	(82,883)	-6%
Other Charges	962	1,250	1,250	-	0%
Total Appropriations	\$3,130,230	\$3,690,128	\$3,857,693	\$167,565	5%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$54,886	\$50,425	\$44,250	\$(6,175)	-12%
Charges For Services	663,963	799,438	864,390	64,952	8%
Miscellaneous Revenues	2,134	-	-	-	0%
Intrafund Revenue	137,964	150,575	151,775	1,200	1%
Total Revenues	\$858,947	\$1,000,438	\$1,060,415	\$59,977	6%
<b><u>Net County Cost</u></b>	<b>\$2,271,282</b>	<b>\$2,689,690</b>	<b>\$2,797,278</b>	<b>\$107,588</b>	<b>4%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	35	36	36	-	

## **PARKS AND GROUNDS – 7910**

### **FUNCTION**

The Parks and Grounds Maintenance Section of the Resources Division of the Department of Public Works and Planning operates and maintains all regional County parks, campgrounds, fishing areas, Veterans Liberty Cemetery, and the County Cemetery. Additionally, the grounds for many County facilities, including the Juvenile Justice Campus, Courthouse Park, several County Service Areas, and University Medical Center campus are cared for by this section of the Department. Parks and Grounds also maintains scenic drives along Kearney Boulevard and Van Ness Boulevard. Additionally the section maintains the landscape at American Avenue and Southeast Regional landfills. The section also administers the Fish and Game Propagation Fund and State grants, including the 2000 Parks Bond, 2002 Parks Bond, Department of Boating and Waterways, and Wildlife Conservation Board grants. The section also provides staff support to the Historic Parks Advisory Committee and the Recreation and Wildlife Commission.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$3,857,693 reflects a 5% (\$167,565) increase over the FY 2006-07 Adopted Budget due primarily to increases in employee salary and benefit costs. The recommended staffing allocation will provide for parks and grounds maintenance on a year-round basis, with additional seasonal staff during the busy summer months. Staffing is recommended at 36 positions.

### **DEPARTMENT COMMENTS**

Parks and Grounds will provide a status quo level of service. Recommended funding includes funds to contract for maintenance services for Los Gatos Creek and Coalinga Mineral Springs Parks. Parks and Grounds continues to depend heavily upon inmate labor and alternatively sentenced individuals for maintenance support.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

- A slight increase in extra-help staff will result in slightly increased service levels to County parks and grounds areas.
- Continuation of contract services for maintenance services for Los Gatos Creek and Coalinga Mineral Springs Parks.
- Continuation of the \$19,000 contribution to the Fresno City and County Historical Society for Kearney Mansion exterior maintenance.
- Funding for the cost of General Services Security to lock Kearney Park at night is included.
- An increase in Overtime costs to continue to staff County parks on holidays.

### **SALARIES AND BENEFITS**

Salaries and Benefits represent an 11% increase over the prior year, primarily due to increased costs of salaries and benefits.

## **PARKS AND GROUNDS – 7910**

### **SERVICES AND SUPPLIES**

Services and Supplies reflect a 6% decrease from the prior year, primarily due to reduced Liability Insurance rates.

### **OTHER CHARGES**

Recommended funding represents charges for ditch water and ditch maintenance for China Creek Park.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$1,060,415, a 6% (\$59,977) increase from the prior year.

- Use of Money and Property - Represents a decrease from the FY 2006-07 Adopted Budget to decreased contract amounts from mobile vendors at County parks and grounds areas.
- Charges for Services - Represents an increase from the FY 2006-07 Adopted Budget to an increase in entrance fees collected at County parks adopted by the Board of Supervisors during FY 2006-07. Also included are revenues from the Road Fund for tree maintenance on Kearney and Van Ness Boulevards, landfills and service to grounds facilities of various non-general fund County departments.

Intrafund Revenues - Represents charges for landscape maintenance for County facilities on the University Medical Center campus and other user departments

## **PARKS AND GROUNDS - 7910**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
5232	Parks and Grounds Superintendent	F	1	1	\$73,159
5241	Parks Services Supervisor	1471	2	2	95,069
5240	Senior Parks Groundskeeper	1305	5	5	225,063
5235	Parks Maintenance Worker	1256	3	3	118,357
5221	Parks Groundskeeper III	1063	15	15	521,826
5220	Parks Groundskeeper II	933	7	7	198,527
5242	Senior Tree Trimmer	1336	1	1	43,213
5243	Tree Trimmer I	1063	1	1	33,244
3080	Office Assistant III	998	1	1	34,549
Subtotal			<b>36</b>	<b>36</b>	<b>\$1,343,007</b>
	Bilingual Pay				2,600
	Salary Savings				(22,146)
<b>TOTAL REGULAR SALARIES</b>					<b>\$1,323,461</b>

**JUVENILE JUSTICE CAMPUS –  
PUBLIC WORKS OPERATIONS & MAINTENANCE**

**BUDGET 9030**

**GENERAL FUND**

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$44,829	\$397,133	\$412,880	\$15,747	4%
Total Appropriations	\$44,829	\$397,133	\$412,880	\$15,747	4%
<b><u>Revenues</u></b>					
Residual Equity Transfers (In)	\$19,028	\$-	\$-	\$-	0%
Total Revenues	\$19,028	\$-	\$-	\$-	0%
<b><u>Net County Cost</u></b>	<b>\$25,801</b>	<b>\$397,133</b>	<b>\$412,880</b>	<b>\$15,747</b>	<b>4%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary				-	

## **JUVENILE JUSTICE CAMPUS - PUBLIC WORKS OPERATIONS & MAINTENANCE – 9030**

### **FUNCTION**

The Department of Public Works and Planning is responsible for the maintenance and operations of the water and wastewater systems, as well as the landscaping and irrigation systems, at the newly constructed Juvenile Justice Campus (JJC) located at American Avenue and Highway 99. In addition, the department will be maintaining the streets within the facility and the storm drainage system and basin. The department's responsibilities include testing water and wastewater for compliance with state requirements, and daily operations and maintenance of equipment. The water system is currently being operated and maintained by a contract operator, California Water Services. The department will clean the storm drain inlets and provide erosion control for the storm drainage ponding basin. Very little street maintenance was required for the first year of operation for the facility; however, for future years the department will monitor street repair, traffic sign and traffic striping needs and budget for any necessary maintenance needs.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$412,880 reflects a 4% (\$15,747) increase in net County cost over the 2006-07 Adopted Budget. Total appropriations for the JJC are funded through net County cost allocation.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SIGNIFICANT PROGRAM CHANGES**

Upon the completion of the new JJC, the County was responsible for the maintenance and operation of the facility. The Department of Public Works and Planning was directed by the Board of Supervisors to administer and maintain the water, wastewater, and landscaping systems as well as the streets and storm drainage system at the campus.

### **SERVICES AND SUPPLIES**

Services and Supplies are recommended at \$412,880 for the FY 2007-08. The estimate is based upon the department's experience in managing similar facilities within the County

# OFF-HIGHWAY LICENSE FUND

## BUDGET 7920

### SPECIAL REVENUE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$81,077	\$569,947	\$103,000	\$(466,947)	-82%
Other Financing Uses	16,500	16,500	16,500	-	0%
Total Appropriations	\$97,577	\$586,447	\$119,500	\$(466,947)	-80%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$17,772	\$13,100	\$15,240	\$2,140	16%
Intergovernment Revenues - State	-	15,100	22,700	7,600	50%
Fund Balance	79,805	558,247	81,560	(476,687)	-85%
Total Revenues	\$97,577	\$586,447	\$119,500	\$(466,947)	-80%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary	-	-	-	-	

## **OFF-HIGHWAY LICENSE FUND – 7920**

### **FUNCTION**

The Off-Highway Vehicle Law of 1971 requires users of trail bikes, dune buggies, and similar vehicles designed for off-highway use to purchase an identification certificate. The State Department of Motor Vehicles collects the fee and returns one-third of the fee to the purchaser's county of residence. This fund can be used for acquisition and development of off-road recreation areas, as well as enforcement of off-road laws and regulations. This fund is administered by the Department of Public Works and Planning.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$119,500 reflects an 80% (\$466,947) decrease in appropriations and revenues from the 2006-07 Adopted Budget. The recommended appropriation is budgeted to permit the accumulation of monies until an eligible project is identified. Allowable expenditures include feasibility and planning studies, environmental impact reports, and other expenses necessary to acquire and develop lands for off-highway vehicle use. Funds may also be used for the enforcement of off-highway laws and regulations. The Recreation and Wildlife Commission recommends funding of a request by the U.S. Forest Service in the amount of \$103,000.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **SERVICES AND SUPPLIES**

Services and Supplies reflect an 82% (\$466,947) decrease from the prior year. There is one project in the amount of \$103,000 recommended for funding. As projects are proposed, staff evaluates the ability of the County to participate through the use of these funds as required by the Off-Highway Vehicle Law.

### **U.S. FOREST SERVICE (\$103,000)**

Funds to support off-road trail maintenance, including signage, erosion repair and bridge repairs for winter snowmobiling and summer off-road vehicles.

### **OTHER FINANCING USES**

A total of \$16,500 is recommended for transfer to the Sheriff's Department in 2007-08 for maintenance of off-road equipment used in enforcement of off-road regulations.

## **SUMMARY OF REVENUES**

Revenues are recommended at \$119,500, an 80% (\$466,947) decrease from the prior year.

- Use of Money and Property - Represents interest earnings on accumulated funds. Revenues are estimated at an increase from the prior year due to an increase in earnings on accumulated funds.
- Intergovernment Revenues - Revenues generated from Vehicle License Fees are estimated at an increased level based on prior year's actual vehicle registration fees.

Fund Balance - The use of fund balance was decreased as the 2007-08 appropriation includes only projects recommended by the Recreation and Wildlife Commission.

# FISH AND GAME PROPAGATION FUND

## BUDGET 4350

### SPECIAL REVENUE FUND

	Actual 2005-2006	Adopted 2006-2007	Recommended 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$28,104	\$108,952	\$44,350	\$(64,602)	-59%
Total Appropriations	\$28,104	\$108,952	\$44,350	\$(64,602)	-59%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$9,084	\$13,300	\$11,616	\$(1,684)	-13%
Rev From Use of Money & Prop	3,114	2,580	2,805	225	9%
Fund Balance	15,906	93,072	29,929	(63,143)	-68%
Total Revenues	\$28,104	\$108,952	\$44,350	\$(64,602)	-59%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Recommended 2007-2008	Increase/ Decrease	
Position Summary				-	

## **FISH AND GAME PROPAGATION FUND – 4350**

### **FUNCTION**

The Fish and Game Propagation Fund is used to finance projects and activities related to the conservation and propagation of wildlife. The Fish and Game Code requires that 50% of all funds collected for violations accrue to the County Fish and Game Propagation Fund. The fund is administered by the Department of Public Works and Planning (PW&P) and can only be used for eligible projects. Accumulated funds are allocated by the Board of Supervisors with the recommendation of the Fresno County Recreation and Wildlife Commission and PW&P.

### **OVERVIEW**

The FY 2007-08 Recommended Budget of \$44,350 represents a 59% (\$64,602) decrease in appropriations and revenues from the FY 2006-07 Adopted Budget. Projects totaling \$44,150 are recommended by the Recreation and Wildlife Commission for five separate organizations for planned wildlife conservation and propagation activities during FY 2007-08.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SERVICES AND SUPPLIES**

Services and Supplies represent a 59% decrease from the prior year and include \$44,350 for projects and Peoplesoft Financial charges. The County PW&P staff has reviewed and concurred with the projects recommended by the Recreation and Wildlife Commission for FY 2007-08. In FY 2006-07, funding in the amount of \$34,050 was budgeted for six projects.

Recommended projects include:

#### **CENTRAL VALLEY SPORTSMEN'S CLUB (\$4,500)**

- Purchase catfish and bluegill for the Annual Free Youth Fishing Derby at Woodward Park. This outdoor recreational activity is designed to introduce or reintroduce children from two to fifteen years of age to the sport of fishing.

#### **CRITTER CREEK WILDLIFE STATION (\$7,000)**

- Construct flight enclosure for rehabilitation of injured hawks and falcons.

#### **FRESNO COUNTY SPORTSMEN'S CLUB (\$11,750)**

- Purchase pheasants for a junior pheasant hunt to be conducted at the Mendota Wildlife Area. Purchase certificates and frames, and money for cash awards for contestants of the 51st Annual Pollution and Fire Prevention Poster Contest. Sponsor two youth to attend the Covey Kids Natural Resources Camp. Purchase catfish and/or rainbow trout and supplies for the Watson Moore Disabled Persons Fishing Derby to be held at the Fresno County Sportsmen's Club. Sponsor four women to the Department of Fish and Game's "Becoming an Outdoors Woman" workshop.

#### **KINGS RIVER BASS CLUB (\$15,000)**

- Purchase 5,000 Florida strain large mouth bass fingerlings for planting at Pine Flat Lake.

## **FISH AND GAME PROPAGATION FUND – 4350**

### **QUAIL UNLIMITED (\$5,900)**

- Sponsor eight youth from Fresno County to attend the Covey Kids Natural Resources Camp. Boys and girls from ages eight to fifteen receive education in a variety of natural resources and recreation topics. Purchase six digital trail cameras to record photos of wildlife using previously installed water guzzlers.

## **SUMMARY OF REVENUES**

Recommended revenues of \$44,350 represent a 59% (\$64,602) decrease from the prior year.

- Fines, Forfeitures and Penalties – A decrease in estimated revenues are based on actual State Fish and Game fines received.
- Use of Money and Property – Reflects an increase in interest earnings from the FY 2006-07 level.

Fund Balance – The use of fund balance was decreased as the FY 2007-08 appropriations includes only projects recommended by the Recreation and Wildlife Commission.

## **DISPOSAL SITES ENTERPRISE FUNDS**

# SOUTHEAST REGIONAL DISPOSAL SITE

## BUDGET 9020

### SOLID WASTE ENTERPRISE FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$80	\$21,026	\$21,030	\$4	0%
Services and Supplies	275,599	624,516	651,386	26,870	4%
General Fixed Assets	-	19,000	19,000	-	0%
Total Appropriations	\$275,679	\$664,542	\$691,416	\$26,874	4%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$21,841	\$17,400	\$22,000	\$4,600	26%
Charges For Services	-	6,000	6,000	-	0%
Miscellaneous Revenues	379,102	203,000	378,000	175,000	86%
Fund Balance	(125,264)	438,142	285,416		
Total Revenues	\$275,679	\$664,542	\$691,416	\$26,874	4%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	0%
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary				-	

# FRESNO/CLOVIS METROPOLITAN SOLID WASTE COMMISSION

## BUDGET 9023

### SOLID WASTE ENTERPRISE FUND

	<u>Actual 2005-2006</u>	<u>Adopted 2006-2007</u>	<u>Requested 2007-2008</u>	<u>Increase/ Decrease</u>	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$7,720	\$5,997	\$15,512	\$9,515	159%
Total Appropriations	\$7,720	\$5,997	\$15,512	\$9,515	159%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$995	\$1,200	\$1,200	\$-	0%
Fund Balance	6,725	4,797	14,312		
Total Revenues	\$7,720	\$5,997	\$15,512	\$9,515	159%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	<u>Budgeted 2005-2006</u>	<u>Current 2006-2007</u>	<u>Requested 2007-2008</u>	<u>Increase/ Decrease</u>	
Position Summary				-	

# SHAVER LAKE TRANSFER STATION

## BUDGET 9024

### SOLID WASTE ENTERPRISE FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$1,829	\$9,457	\$4,159	\$(5,298)	-56%
Other Charges	-	633	633	-	0%
Total Appropriations	\$1,829	\$10,090	\$4,792	\$(5,298)	-53%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$406	\$300	\$300	\$-	0%
Fund Balance	1,423	9,790	4,492	(5,298)	-54%
Total Revenues	\$1,829	\$10,090	\$4,792	\$(5,298)	-53%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary				-	

# AMERICAN AVENUE DISPOSAL SITE

## BUDGET 9026

### Solid Waste Enterprise Fund

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$1,375,246	\$1,675,057	\$1,815,106	\$140,049	8%
Services and Supplies	6,519,126	9,562,964	10,336,583	773,619	8%
Other Charges	30,625,686	818,729	1,058,256	239,527	29%
General Fixed Assets	964,684	11,109,622	4,130,750	(6,978,872)	-63%
Total Appropriations	\$39,484,742	\$23,166,372	\$17,340,695	\$(5,825,677)	-25%
<b><u>Revenues</u></b>					
Rev From Use of					
Money & Prop	\$1,775,874	\$1,017,378	\$1,898,480	\$881,102	87%
Charges For Services	14,353,362	11,008,082	10,833,270	(174,812)	-2%
Miscellaneous					
Revenues	6,594	9,000	6,600	(2,400)	-27%
Fund Balance	23,348,912	11,131,912	4,602,345		
Total Revenues	\$39,484,742	\$23,166,372	\$17,340,695	\$(5,825,677)	-25%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	22	22	22	-	

# COALINGA DISPOSAL SITE

## BUDGET 9028

### SOLID WASTE ENTERPRISE FUND

	Actual 2005-2006	Adopted 2006-2007	Requested 2007-2008	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$107,539	\$170,592	\$170,713	\$121	0%
Services and Supplies	478,492	637,412	664,670	27,258	4%
Other Charges	-	10,891	16,164	5,273	48%
Total Appropriations	\$586,031	\$818,895	\$851,547	\$32,652	4%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$23,949	\$23,000	\$24,000	\$1,000	4%
Charges For Services	426,638	467,374	489,300	21,926	5%
Fund Balance	135,444	328,521	338,247	9,726	3%
Total Revenues	\$586,031	\$818,895	\$851,547	\$32,652	4%
<b><u>Net County Cost</u></b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>0%</b>
	Budgeted 2005-2006	Current 2006-2007	Requested 2007-2008	Increase/ Decrease	
Position Summary	2	2	2	-	

## **DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028**

### **FUNCTION**

Fresno County operates the regional American Avenue Landfill, a small landfill near Coalinga, and a small transfer station at Shaver Lake. The County also maintains, as required by law, the Southeast Regional Disposal Site which is a closed facility. Financing for the two open and one closed disposal sites is funded through three individual enterprise funds and are detailed in three separate budgets (9020, 9026, and 9028). The Shaver Lake Transfer Station (9024) is currently funded through sufficient cash reserves and operates under a private contract. In addition, the Fresno-Clovis Metropolitan Solid Waste Commission is financed through a separate enterprise fund (9023).

Recommended funding for operation of the three disposal sites continues to be directed by State legislative action in terms of surcharges payable to the State for State solid waste activities, mandated planning, and regulatory requirements.

### **OVERVIEW**

#### **DISPOSAL SITE OPERATIONS**

- Southeast Regional Disposal Site - 9020 Budget – The recommended budget of \$691,416 reflects a 4% (\$26,874) increase in appropriations from the 2006-07 Adopted Budget. Recommended funding provides for on-going closure/post-closure maintenance activities such as groundwater and methane monitoring.
- Fresno-Clovis Metropolitan Solid Waste Commission (FCM/SWC) - 9023 Budget – The recommended budget of \$15,512 represents a 159% (\$9,515) increase in appropriations from the 2006-07 Adopted Budget due primarily to increased Countywide cost allocation for Auditor-Controller charges.
- Shaver Lake Transfer Station - 9024 Budget – The recommended budget of \$4,792 represents a 53% (\$5,298) decrease in appropriations and revenues from the 2006-07 Adopted Budget.
- American Avenue Disposal Site - 9026 Budget – The recommended budget of \$17,340,695 reflects a 25% (\$5,825,677) decrease in appropriations from the 2006-07 Adopted Budget. Recommended funding assumes operating the disposal site with tonnages averaging 1,404 tons per day.

Funding includes \$1,625,750 for the preparation of plans and specifications and the installation of the Phase III Leachate Collection and Recovery System. Recommended funding also includes \$1,500,000 for the acquisition of properties to provide a land buffer, \$100,000 for the electrical connection from the back-up generator to fueling system and domestic well, \$20,000 for the six surveillance cameras to enhance the existing security system, \$15,000 for the purchase of two concrete pads and all-weather covers, and \$200,000 for roadway repairs.

Staffing is recommended at 22 positions, representing no changes from the prior year level.

- Coalinga Disposal Site - 9028 Budget – The recommended budget of \$851,547 represents a 4% (\$32,652) increase in appropriations from the 2006-07 Adopted Budget.

## **DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028**

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 7.7% increase over 2006-07.

Recommended funding includes:

- An increase in the Workers' Compensation rate based on loss experience.
- An increase in Health Insurance Contributions based on higher rates.
- Negotiated benefit adjustments and normal step advances.

#### **FIXED ASSETS**

##### **FIXED ASSETS (\$4,130,750):**

(2) 4X4 Standard Cab Vehicles .....	\$ 40,000.....	Replacement - Existing Aging Vehicles
(1) Litter Control Fence .....	35,000.....	New - Mandated Regulatory Requirement
(1) Computer-Aided Earth Mov. Sys .....	80,000.....	New - Increase Productivity
(1) Dozer .....	230,000.....	New - Increase Productivity
(1) Back-up Scale Equipment .....	5,000.....	Replacement - Back up to existing scale
(1) Office Trailer .....	60,000.....	New - To Accommodate Staff Personnel
(1) 4X4 Articulated Steering Utility Veh.....	25,000.....	New - Increase Productivity
(1) Roll-off Truck .....	163,000.....	New - Needed for hauling of appliances, separated from the waste stream to comply with State law, to a recycling facility.
(6) Roll-off Bins .....	32,000.....	New - Needed for storage and hauling of appliances, separated from the waste stream to comply with State law, to a recycling facility.
Land Acquisition.....	1,500,000.....	New - Acquire Property Adjacent to Landfill as a Buffer
Roadway Repairs.....	200,000.....	Repair - Seal, Additional Parking Stalls, and Repaint Worn Roadways
(1) Leachate Collection & Rec. Sys .....	1,625,750.....	New - Mandated Regulatory Requirement
Electrical Connection .....	100,000.....	New - Connection from Back-up Generator to Fueling System and Well
(6) Surveillance Cameras.....	20,000.....	Enhance Existing Security System
(2) Concrete Pad/All-Weather Cover. ....	15,000.....	New - Weather Protection for Equipment

##### **FIXED ASSETS (\$19,000):**

(1) Back-up Flare Blower .....	\$ 19,000.....	Replacement - Needed to ensure regulatory compliance in case of blower failure
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## **BUDGET 9020 – SOUTHEAST REGIONAL DISPOSAL SITE**

### **SUMMARY OF REVENUES**

Total revenues are recommended at \$18,903,962, a 23% decrease from the prior year due to a decrease in appropriations.

- Miscellaneous Revenues - Represent a decrease based on decreased tonnages received from cities paying into the Southeast Regional post-closure surcharge.
- Charges for Services - Represent a decrease due primarily due to lower estimated revenues from decreased tipping fees at the American Avenue Landfill.
- Use of Money and Property - Primarily consists of interest earned on accumulated cash balances for the American Avenue Disposal Site. Cash balances decreased as a result of the bond payoff and refunds of tipping fee overcharges. Revenues are also estimated at a decrease from the current year.
- Fund Balance - Estimated at an overall decrease related primarily to the decrease in appropriations needed for the American Avenue and Coalinga Disposal Sites.

### **PENDING FACTORS**

The American Avenue Disposal Site fee for disposal was reduced from \$28.80 per ton for general refuse to \$21.25 per ton effective July 7, 2005. On October 11, 2005, the Board approved the establishment of \$44.5 million as the current prudent reserve for expected costs and expenses, and \$22.7 million as the prudent reserve for contingent costs and expenses and tipping fee rate stabilization in the Site Enterprise Fund. The disposal fee is to be reviewed annually after the prior year audited financial statements are reviewed and analyzed. Based on the review of the FY 2005-06 audited financial statements and future projections of revenue and expenses, a disposal fee increase to \$23 to \$23.50 per ton may be necessary in FY 2008-09 to maintain the prudent reserve. The cost of disposal site operations has increased and is expected to continue to increase as a result of the expansion of the site from 190 acres to 440 acres, increased labor and benefit costs, rising fuel prices, and increased equipment costs related to the price of metals.

**DISPOSAL SITES AND TRANSFER STATIONS**  
**- AMERICAN AVENUE DISPOSAL – 9026**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

JCN	TITLE	BAND/ RANGE	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
5401	Disposal Site Supervisor	1858	1	1	\$60,058
5402	Disposal Site Attendant I	773	4	4	93,351
5403	Disposal Site Attendant II	871	2	2	57,529
5404	Disposal Site Equipment	1190	2	2	75,197
	Operator I				
5405	Disposal Site Equipment	935	1	1	28,553
	Operator Trn				
5406	Supervising Disposal Site	1082	1	1	34,970
	Attendant				
5407	Disposal Site Equipment	1345	9	9	398,494
	Operator II				
5408	Disposal Site Lead	1637	2	2	104,126
	Supervisor				
TOTAL REGULAR SALARIES			22	22	\$852,278

**DISPOSAL SITES AND TRANSFER STATIONS**  
**- COALINGA DISPOSAL – 9028**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
5403	Disposal Site Attendant II	871	1	1	\$28,765
	Disposal Site Equipment				
5404	Operator I	1190	1	1	35,391
<b>TOTAL REGULAR SALARIES</b>			<b>2</b>	<b>2</b>	<b>\$64,156</b>

# LOCAL AGENCY FORMATION COMMISSION SUPPORT

## BUDGET 4371

### GENERAL FUND

	Actual 2005-06	Adopted 2006-07	Recommended 2007-08	Increase/ Decrease	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries & Benefits	\$313,954	\$433,506	\$438,589	\$5,083	1%
Other Charges	196,602	206,679	176,589	(30,090)	-15%
Total Appropriations	\$510,556	\$640,185	\$615,178	\$(25,007)	-4%
<u>Revenues</u>					
Charges for Services	\$313,954	\$433,506	\$438,589	\$5,083	1%
Total Revenues	\$313,954	\$433,506	\$438,589	\$5,083	1%
<b><u>Net County Cost</u></b>	<b>\$196,602</b>	<b>206,679</b>	<b>\$176,589</b>	<b>\$(30,090)</b>	<b>15%</b>
	Budgeted 2004-05	Current 2005-06	Recommended 2006-07	Increase/ Decrease	
Position Summary	5	5	5	0	

## **LOCAL AGENCY FORMATION COMMISSION SUPPORT – 4371**

### **FUNCTION**

This budget appropriates funds for Fresno County's contribution to the Local Agency Formation Commission (LAFCo) under the provisions of Assembly Bill 2838 (Statutes of 2000, Chapter 761). Effective July 1, 2001, LAFCo became a separate entity, with the cities and the County each being responsible for one-half of its net operating costs, after adjusting for revenues received directly by LAFCo. Under an agreement approved by the Board of Supervisors in May 2001, and as required by Assembly Bill 2838, the County also provides staffing and support services to LAFCo on a contract basis and established a Special Revenue Fund to account for all costs and revenues associated with the LAFCo operation.

The Local Agency Formation Commission is responsible under State law to review and hold hearings on all proposals for change in organization, reorganization, annexation, and detachments for cities and special districts in the County. The Commission is also responsible for determining and periodically updating the sphere of influence for each special district and city. Although the function is required by State law, the level of review is at the discretion of the Commission.

### **OVERVIEW**

The 2007-08 Recommended Budget of \$615,178 reflects a 15% (\$30,090) decrease in net County cost over the 2006-07 Adopted Budget. Funding represents the salary and benefit costs for LAFCo personnel in accordance with the support services agreement between LAFCo and the County, and the County's financial contribution to LAFCo in accordance with the provisions of Assembly Bill 2838. Staffing is recommended at the prior year level of five positions. Administrative and support services costs in this budget and in other County department budgets will be recovered from LAFCo by the respective County departments.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **SALARIES AND BENEFITS**

Salaries and Benefits represent a 1% increase over the prior year. This includes increases in employee benefits. These costs are fully reimbursed by LAFCo.

#### **OTHER CHARGES**

Other Charges of \$176,589 represent the County's contribution to LAFCo under the provisions of Assembly Bill 2838.

### **SUMMARY OF REVENUES**

Charges for Services of \$438,589 represent reimbursement from the LAFCo Special Revenue fund (4825) for salary and benefit costs in accordance with the support services agreement between LAFCo and the County.

## **LOCAL AGENCY FORMATION COMMISSION SUPPORT – 4371**

### **REGULAR SALARIES**

### **BUDGETED POSITIONS**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
8069	LAFCo Executive Officer	E	1	1	\$98,263
2294	Senior Staff Analyst	F	1	1	69,706
	LAFCo Administrative				
2331	Services Assistant	1793	1	1	54,718
3626	LAFCo Technician I	1186	1	1	33,141
3110	Office Assistant II	866	1	1	24,046
<b>TOTAL REGULAR SALARIES</b>			<b>5</b>	<b>5</b>	<b>\$279,874</b>

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## **VII GLOSSARY OF BUDGET TERMS**

**A-87** – This alpha/numeric designation refers to those costs allocated to County departments under the Countywide Cost Allocation Plan to cover central administrative and overhead expenses.

**ACCOUNT** – A classification of expenditure or revenue. Example: “Office Expense” is an account in “Services and Supplies.”

**APPROPRIATION** – An authorization granted by the Board of Supervisors to make expenditures and to incur obligations for specific purposes. An appropriation expires at the end of the fiscal year.

**APPROPRIATION LIMITS** – Proposition 4 (November 1979) limited County-allowable expenditures to those budgeted in FY 1979 with annual increases for population and cost of living. Also known as the “Gann limit.”

**ASSESSED VALUATION** – A valuation set upon real estate or other property by the County or State Board of Equalization as a basis for levying taxes.

**AUTHORIZED POSITIONS** – Positions approved by the Board of Supervisors and included in the County’s Salary Resolution.

**AVAILABLE FINANCING** – All the components of financing a budget, including available fund balance, revenues, equity transfers and reductions of reserves.

**AVAILABLE FUND BALANCE** – The amount of fund equity available to finance the budget after deducting encumbrances, reserves and designations which identify limitations of its availability.

**BUDGET** – The planning and controlling document for financial operation with estimates of proposed expenditures and revenues for the fiscal year.

**BUDGET UNIT** – An organizational unit that includes all accounts for which the Board of Supervisors approves a legal appropriation. A department or system may have one or more budget units assigned to it.

**CALWORKS** – CALIFORNIA’S VERSION OF WELFARE REFORM ADOPTED UNDER ASSEMBLY BILL 1542.

**CAPITAL PROJECT** – A program itemizing the County’s acquisitions, additions and improvement to fixed assets, including buildings, building improvements and land purchases.

**CHARGES FOR SERVICES** – Revenues resulting from fees for services provided to businesses, individuals and other governmental agencies.

**COLA** – Cost of living adjustment.

**CONTINGENCY** – An amount not to exceed 15 percent of specified appropriations of the fund, in which it is allocated, appropriated for unforeseen expenditure requirements.

**CONTRACTED SERVICES** – Expense of services rendered under contract by personnel who are not on the payroll of the County, including all related expenses covered by the contract.

**NON-DEPARTMENTAL REVENUES** – The main operating funds of the County's General Fund accounting for expenditures and revenues for Countywide activities.

**DEPARTMENT** – An organizational device used by County management to group programs of like nature.

**DESIGNATION** – For government fund types, a segregation of a portion of the unreserved fund balance to indicate tentative plans for financial resource utilization in a future period, such as for general contingencies, equipment replacement or financing receivables.

**EMPLOYEE BENEFITS** – Amounts paid on behalf of employees; these amounts are not included in the gross salary. Fringe benefit payments, while not paid directly to employees, are a part of the cost of salaries and benefits. Examples are group health or life insurance payments, contributions to employee retirement, Social Security taxes, workers' compensation payments and unemployment insurance payments.

**ENTERPRISE FUND** – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the government body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**E.R.A.F.** – Refers to the Educational Revenue Augmentation Fund was first established by the State of California in FY 1992-93. This fund was established by the State to allow distribution of property tax funds that were shifted from cities, special districts and the County to offset cuts in State revenues to schools.

**EXPENDITURE** – The payment for the cost of goods delivered or services rendered during the fiscal year.

**FINAL BUDGET** – Approved legal spending plan for a fiscal year. By statute, the Board of Supervisors must approve a Final Budget by October 2 each year.

**FISCAL YEAR** – Twelve-month period for which a budget is prepared. The fiscal year for Fresno County is July 1 through June 30.

**FIXED ASSET** – A tangible item of a long-term character such as land, buildings, furniture and other equipment with a unit cost in excess of \$5,000.

**FUNCTION** – A group of related budget units aimed at accomplishing a major service for which a governmental unit is responsible. The State Controller specifies these designations. Example: "Public Protection" is a function.

**FUND** – An independent fiscal and accounting entity with a self-balancing set of accounts. Revenue from the Countywide property tax as well as other sources is deposited in the General Fund for the support of a wide variety of activities. Other revenues are deposited in special funds which support appropriations for limited purposes. Examples are the Road and Library funds which exist to segregate money that is legally required to be expended for specific purposes.

**FUND BALANCE** – The excess of assets of a fund over its liabilities. A portion of this balance may be available to finance the succeeding year's budget. "Carryover" or "Carryover Funds" are terms synonymous with Fund Balance.

**GA or GR** – General Assistance (GA) or General Relief (GR), a State mandated local program funded entirely by counties, which provides cash assistance to indigent individuals who are not eligible for other forms of public assistance.

**GENERAL FUND** – The main operating fund of the County. The bulk of the property tax rate is represented by this fund.

**GENERAL RESERVE** – An amount in a fund used to meet cash requirements, emergency expenditures, or future defined requirements. A reserve is not an appropriation, and there is no limitation on the amount of reserve that can be established.

**GRANT** – A contribution from one governmental unit to another, usually made for a specific purpose and time period.

**HUMAN SERVICES SYSTEM** – A system of four departments established by the Board of Supervisors in 1997-98 which integrates health, mental health and social services functions under one administrative hierarchy. These functions were decentralized by Board of Supervisors action on May 18, 2004.

**IHSS** – In-Home Supportive Service (IHSS) provides services to eligible elderly and disabled persons who are unable to remain safely in their own homes without assistance.

**INTERNAL SERVICE FUND** – An organization created to perform specified services for other County departments. The services performed are charged to the user department. Example: Data Processing services.

**INTRAFUND TRANSFER** – An account used to budget for transfers of costs between budget units in the same fund. Intrafund transfers are used to distribute staff costs for budgetary and internal operating statement purposes.

**MANDATED PROGRAMS** – Mandated programs are those programs and services which the County is required to provide under specific State and/or Federal law.

**MATCH** – The term "match" refers to the percentage of local discretionary County monies in the General Fund which, by law, must be used to match a certain amount of State and/or Federal funds.

**MEASURE B** – A  $\frac{1}{8}$  of 1% sales tax to provide needed funding to maintain local public libraries; to restore operating hours; and to provide literacy and other library services for children, adults, and seniors.

**MEASURE C** – A  $\frac{1}{2}$  cent Fresno County sales tax revenue for highway, capital improvements and local transportation purposes determined to be priority projects by local governments to which the funds are allocated.

**MEDI-CAL** – Medi-Cal, California's Medicaid program is a Federal-State cooperative medical care financing program for low-income elderly, disabled, children and families.

**MOE** – A Maintenance-of-Effort (MOE) requirement is the amount of money that the County must spend for services it is required to provide to be eligible for Federal or State program funds.

**NET COUNTY COST** – Costs within General Fund departments financed with the County's non-departmental (discretionary) revenues.

**NEGOTIATED SALARY ADJUSTMENTS** – Employee salary adjustments as approved by the Board of Supervisors under contracts (Memorandum of Understanding) with the County's 21 bargaining units.

**OBJECT LEVEL** – A major category of appropriation. Examples: "Salaries and Employee Benefits" and "Services and Supplies".

**OTHER CHARGES** – A category of appropriations for payment to an agency, institution or person outside the County government.

**PCSP** – Personal Care Services Program which provides in-home services for Medi-Cal eligible clients.

**PROGRAM REVENUE** – Revenue which is derived from and dedicated to specific program operations.

**PROPOSED BUDGET** – The County Administrative Office's annual recommended budget to the Board of Supervisors.

**PROPOSITION 172** – Proposition 172, passed in November 1993, and established a ½ cent sales tax to be used to fund eligible public safety activities. The Sheriff, District Attorney and Probation Departments are eligible for funding under this proposition. The Board of Supervisors approved, beginning in FY 2004-05, sharing a portion of the actual growth in Prop. 172 with all fire districts that suffer a net loss due to the ERAF shift to the State.

**REAL PROPERTY** – Land and the structures attached to it.

**REALIGNMENT REVENUE** – State revenues allocated to counties by law that are derived from statewide sales tax collections and vehicle license fees. These revenues are allocated yearly and are dedicated to County operated social services, health, mental health and juvenile justice delinquency prevention programs. The name of the revenues is derived from the State's 1991 budget package which shifted the State's responsibility for non-federal funding for health and social services programs to counties.

**REIMBURSEMENT** – Payment received for services/supplies expended for another institution, agency or person.

**RESERVE** – An account used to earmark a portion of fund equity which is legally or contractually restricted for future use, or not available for expenditure.

**RESIDUAL EQUITY TRANSFER** – An account used to transfer equity between funds primarily for the purchase of computer and communications equipment and fleet vehicles.

**RETAINED EARNINGS** – An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

**REVENUE** – Money received to finance ongoing County services. Examples: property taxes, sales taxes, fees and State and Federal grants.

**SALARIES AND EMPLOYEE BENEFITS** – An object of expenditure which establishes all expenditures for employee related costs.

**SALARY SAVINGS** – The dollar amount of salaries which can be expected to be saved due to vacancies and turnover of employees.

**SECURED TAXES** – Taxes levied on real properties in the County which are “secured” by a lien on the properties.

**SERVICES AND SUPPLIES** – An object of expenditure which establishes expenditures for the operating expenses of County departments and programs.

**SPECIAL DISTRICT** – Independent unit of local government generally organized to perform a function(s) for a specific area. Examples: street lighting, waterworks and libraries.

**SPENDING LIMITS** – Refers to the Gann Initiative (Proposition 4 on the November 1979 ballot) which imposed limits on the allowable annual appropriations of the State, schools, and most local agencies. The limit is generally prior year appropriations factored by Consumer Price Index and population changes.

**SSI/SSP** – Supplemental Security Income/State Supplementary Program (SSI/SSP) provides cash assistance to eligible aged, blind and disabled persons. The program in California consists of a Federal SSI payment and a State supplement, the SSP payment. Federal law establishes minimum grant payment levels.

**SUBVENTION** – Payments by an outside agency (usually from a higher governmental unit) for costs which originate in the County.

**TANF** – Temporary Assistance for Needy Families (TANF) was created by the new welfare reform law to replace Aid to Families with Dependent Children, Employee Assistance and GAIN. It provides a block grant to states to assist needy families and creates new work requirements and time limits.

**TEETER PLAN** – A plan whereby 100% of the secured property taxes levied are apportioned to eligible agencies instead of the historical practice of apportioning 100% of taxes that have been collected.

**TRANSITIONAL BENEFITS** – Usually used in reference to childcare or Medi-Cal, transitional benefits provide continued support after cash assistance ends. For example, in California, a family that leaves TANF for work continues to be eligible for Medi-Cal for a set period of time after leaving the TANF program.

**UNINCORPORATED AREA** – The areas of the County outside city boundaries.

**UNREIMBURSED COST** – The difference between total appropriations and total revenues for a given department.