

COUNTY OF FRESNO

2004-2005 PROPOSED BUDGET



RECOMMENDED BY

THE COUNTY ADMINISTRATIVE OFFICE

COUNTY OF FRESNO
2004-05 PROPOSED BUDGET
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June 21, 2004

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

Dear Board of Supervisors Members:

The 2004-05 Proposed Budget for the County of Fresno is presented to you as a balanced fiscal document based on prudent projections of Departmental and Special Revenues in conjunction with a highly constrained Countywide Revenue target. The magnitude and scope of the State's fiscal crisis and its impact on Fresno County are readily evident in the way discretionary revenue is treated in this budget. The most discretionary portion of the revenue stream, which is defined by the target budget, is virtually unchanged from the 2002-03 allocation of Countywide Revenues. At the same time, costs associated with the workforce such as health insurance, workers' compensation, and retirement have continued to rise. The immediate effect is the continued contraction in the size of the funded County workforce and a decline in service levels across County government.

Only through painful hiring controls in the current fiscal year has a fund balance been generated that will allow limited restoration of cuts during the budget hearing process. The 2004-05 Proposed Budget carries forward every unfunded requirement submitted to the County Administrative Officer by the Department Heads. As part of Budget Hearings, the Board of Supervisors will have the opportunity to prioritize these unfunded requirements and selectively allocate fund balance dollars to the highest needs.

Timing of Budget Hearings is again driven by lack of confidence in the ability of the State of California to complete its budget adoption by constitutionally mandated deadlines. Fresno County will use the best information available to adopt a budget before the beginning of the new fiscal year. After the State has adopted its budget and a complete analysis has been received, the County will amend its budget as required.

While the short-term task at hand is to address the 2004-05 Proposed Budget, it is also vital to track fiscal planning in Fresno County on the strategic level. It is discouraging to note that, even though the State's fiscal crisis was identified several years ago, it has not been solved. In fact, the non-partisan Legislative Analyst Office predicts massive recurring deficits indefinitely. While the new Administration has made some headway, the structural gap between expenditures and revenues continues unabated into the future. Every scheme proposed by the State includes pushing debt out into the out years and capturing revenues dedicated to local government.

On a strategic basis, troubling trends have been clearly established. The County's cash balance has steadily eroded as the County has been forced to loan undesignated reserves to the State and other local accounts have been swept to make up operational shortfalls. Bond rating agencies are increasingly focused on cash balance trends because they understand the impacts of State actions on counties. Repayment of loans that counties were forced to make to the State is scheduled to begin in Fiscal Year 2006-07. The second trend is similar to the first, only more specific. The cash balance in the County's Realignment Trust Fund has been rapidly depleted by program needs that have overwhelmed a failed revenue stream. During this drawdown, health, mental health, and social service funds have been gainfully spent at levels that can no longer be supported. A third trend that has a long-term impact on fiscal planning is the growth in issuing debt by Fresno County. With significant debt tied to an unsustainable retirement system, most of the debt service will not be contributing to better County facilities or higher performing systems. An updated County Debt Policy, soon to be released by the Auditor-Controller/Tax Collector-Treasurer, will be invaluable for strategic fiscal planning.

Respectfully submitted,

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

BART BOHN
County Administrative Officer

SUMMARY OF COUNTYWIDE FUNDS

REQUIREMENTS

	2003-04 Adopted	2004-05 Recommended	Increase/ Decrease
<u>General Fund</u>			
Administration and Fiscal	\$ 37,734,575	\$ 39,489,470	\$ 1,754,895
Contingencies/Resv./Designations	3,000,000	6,604,235	3,604,235
Justice Services	237,950,228	231,706,973	(6,243,255)
Land Use and Development	49,850,545	55,490,909	5,640,364
Human Services	671,658,197	703,516,068	31,857,871
Internal Services	24,420,924	26,065,413	1,644,489
Capital Projects/Designation	0	0	0
TOTAL GENERAL FUND	\$ 1,024,614,469	\$ 1,062,873,068	\$ 38,258,599
<u>Other Funds</u>			
Road	\$ 57,276,384	\$ 44,481,613	\$ (12,794,771)
Community Redevelopment	59,000	56,488	(2,512)
Emergency Medical Services	2,009,514	2,159,512	149,998
CHIP	711,480	195,200	(516,280)
Library Funds	24,984,727	27,831,301	2,846,574
Internal Service Funds	143,745,119	137,166,776	(6,578,343)
Health & Welfare Trust	125,914,261	127,867,761	1,953,500
Disposal Sites	12,571,164	35,513,310	22,942,146
Other Miscellaneous	760,051	787,814	27,763
TOTAL OTHER FUNDS	\$ 368,031,700	\$ 376,059,775	\$ 8,028,075
TOTAL REQUIREMENTS	\$ 1,392,646,169	\$ 1,438,932,843	\$ 46,286,674

AVAILABLE FINANCING

<u>Revenues</u>			
Taxes	\$ 93,166,406	\$ 92,766,110	\$ (400,296)
Licenses, Permits, and Franchises	7,036,134	8,115,647	1,079,513
Fines, Forfeitures, and Penalties	10,989,124	11,574,434	585,310
Use of Money and Property	9,146,761	6,589,551	(2,557,210)
State Aid	414,868,881	436,512,177	21,643,296
Federal Aid	222,682,914	233,886,967	11,204,053
Other Govt'l Aid	3,502,100	4,341,314	839,214
Charges for Services	124,787,495	116,756,407	(8,031,088)
Miscellaneous Revenues	19,165,923	14,421,173	(4,744,750)
Other Financing Sources	118,879,452	126,767,334	7,887,882
Intrafund Revenues	51,185,227	46,207,675	(4,977,552)
E&TA Designation	4,000,000	6,000,000	2,000,000
Juvenile Jail Pod Designation	968,639	1,023,124	54,485
Blues Hills Designation	0	198,000	198,000
Tobacco Settlement Designation Draw	2,332,995	0	(2,332,995)
Realignment Trust Funds	120,547,662	126,224,379	5,676,717
Disposal Site Revenues	12,571,164	35,513,310	22,942,146
Internal Service Fund Revenues	143,745,119	137,166,776	(6,578,343)
TOTAL REVENUES	\$ 1,359,575,996	\$ 1,404,064,378	\$ 44,488,382
<u>Fund Balance</u>			
General Fund	\$ 14,176,000	\$ 17,963,000	\$ 3,787,000
Other Funds	18,894,173	16,905,465	(1,988,708)
TOTAL FUND BALANCE	\$ 33,070,173	\$ 34,868,465	\$ 1,798,292
TOTAL FINANCING	\$ 1,392,646,169	\$ 1,438,932,843	\$ 46,286,674

FINANCING OF NET COUNTY COST (NCC) BY SYSTEM IN MILLIONS

	2003-04 ADOPTED NCC	2004-05 RECOMMENDED NCC	INCREASE/ (DECREASE)	
<u>SOURCES</u>				
<u>COUNTYWIDE REVENUES</u>				
COUNTYWIDE REVENUE	\$ 193.3	\$ 189.8	\$ (3.5)	(2%)
REALIGNMENT VLF	38.9	42.7	3.8	10%
TOTAL COUNTYWIDE REVENUES	\$ 232.2	\$ 232.5	\$ 0.3	0%
<u>FUND BALANCE/RESERVES/DESIGNATIONS</u>				
FUND BALANCE	\$ 14.2	\$ 18.0	\$ 3.8	27%
TEETER/TOBACCO SETTLEMENT DESIG. DRAW	2.3	0.0	(2.3)	100%
TOTAL FUND BALANCE/RESERVE/DESIGNATIONS	\$ 16.5	\$ 18.0	\$ 1.5	9%
TOTAL GENERAL FUND SOURCES TO FINANCE NET COUNTY COST	\$ 248.7	\$ 250.5	\$ 1.8	1%
<u>DISTRIBUTION</u>				
ADMINISTRATION & FISCAL	\$ 22.3	\$ 22.3	\$ 0.0	0%
CONTINGENCIES/RESV./DESIGNATIONS	3.0	6.6	3.6	120%
JUSTICE SERVICES	129.8	128.4	(1.4)	(1%)
LAND USE & DEVELOPMENT	5.9	6.0	0.1	2%
HUMAN SERVICES SYSTEM	76.4	76.2	(0.2)	(0%)
INTERNAL SERVICES	11.3	11.0	(0.3)	(3%)
TOTAL DISTRIBUTION OF NET COUNTY COST	\$ 248.7	\$ 250.5	\$ 1.8	1%

RECOMMENDED PERMANENT STAFFING

	<u>CURRENT 2003-04</u>	<u>RECOMMENDED 2004-05</u>	<u>INCREASE/ (DECREASE)</u>	
<u>GENERAL FUND</u>				
Administration & Fiscal Services	383	397	14	4%
Justice Services*	2,347	1,116	(1,231)	(52%)
Land Use & Development Services	296	297	1	0%
Human Services	3,541	3,484	(57)	(2%)
Internal Services	<u>254</u>	<u>253</u>	<u>(1)</u>	<u>(0%)</u>
TOTAL GENERAL FUND	6,821	5,547	(1,274)	(19%)
<u>OTHER FUNDS</u>				
Road/Disposal Funds	254	248	(6)	(2%)
Library Funds	377	377	0	0%
Internal Services Funds	<u>267</u>	<u>232</u>	<u>(35)</u>	<u>(13%)</u>
TOTAL OTHER FUNDS	898	857	(41)	(5%)
TOTAL ALL FUNDS	<u>7,719</u>	<u>6,404</u>	<u>(1,315)</u>	<u>(17%)</u>

* Does not include budget units that did not submit a target budget: District Attorney (2860) and Sheriff (3110 and 3410). No staffing recommendations could be made at this time. Numbers will be revised prior to the close of budget hearings to reflect funding decisions.

ADMINISTRATION, FISCAL AND INTERNAL SERVICES

ADMINISTRATION, FISCAL AND INTERNAL SERVICES

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**BOARD OF SUPERVISORS
BUDGET 0110
General Fund**

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

Department Requests Above Recommended Budget

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

BOARD OF SUPERVISORS – 0110

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

BOARD OF SUPERVISORS - 0110

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

PRIORITY ONE – RESTORE FUNDING FOR ONE STAFF POSITION

- One Office Assistant III – Conf. 42,466

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

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

PRIORITY TWO – RESTORE FUNDING FOR MAINTENANCE & SUPPORT FOR QUESTYS

- Maintenance & Support of Questys 15,500

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

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

PRIORITY THREE – RESTORE FUNDING FOR OFFICE EXPENSE

- Office Expense 16,332

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

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

BOARD OF SUPERVISORS - 0110

REGULAR SALARIES

BUDGETED POSITIONS

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

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

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

**COUNTY ADMINISTRATIVE OFFICE
BUDGET 0120
General Fund**

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

Department Requests Above Recommended Budget

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

COUNTY ADMINISTRATIVE OFFICE – 0120

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

Recommended funding includes:

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

SERVICES AND SUPPLIES

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

UCOUNTY ADMINISTRATIVE OFFICE – 0120

SUMMARY OF REVENUES

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

DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

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

PRIORITY ONE – FUNDING FOR PUBLIC INFORMATION OFFICER POSITION

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

TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

\$80,000

COUNTY ADMINISTRATIVE OFFICE - 0120

REGULAR SALARIES

BUDGETED POSITIONS

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

VACANT POSITIONS RECOMMENDED FOR DELETION (August 2, 2004)

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

COUNTY ADMINISTRATIVE OFFICE - GRANTS
BUDGET 0122
General Fund

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

COUNTY ADMINISTRATIVE OFFICE – GRANTS – 0122

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

UCOUNTY ADMINISTRATIVE OFFICE – GRANTS – 0122

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

COUNTY ADMINISTRATIVE OFFICE - GRANTS - 0122

REGULAR SALARIES

BUDGETED POSITIONS

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

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

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

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT - 0123

FUNCTION

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

OVERVIEW

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

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT -
0123

SUMMARY OF REVENUES

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

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT - 0123

REGULAR SALARIES

BUDGETED POSITIONS

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

ADVERTISING COUNTY RESOURCES

BUDGET 1930

General Fund

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

Department Request Above Recommended Budget

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

ADVERTISING COUNTY RESOURCES – 1930

FUNCTION

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

OVERVIEW

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

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

OTHER CHARGES

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

Recommended funding includes:

UADVERTISING COUNTY RESOURCES – 1930

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

SERVICES AND SUPPLIES

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

PENDING FACTORS

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

Priority One – Membership in the Five Cities Economic Development Authority

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

Total Net County Cost of Priority One

\$7,500

Priority Two – Provide additional base allocation to EDC

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

Total Net County Cost of Priority Two

\$125,208

Total Department Requests above Recommended Budget

\$132,708

COUNTY CLERK - ELECTIONS
BUDGET 2850
General Fund

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

COUNTY CLERK-ELECTIONS – 2850

FUNCTION

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

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

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

UCOUNTY CLERK-ELECTIONS – 2850

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

UCOUNTY CLERK-ELECTIONS – 2850

PENDING FACTORS

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

COUNTY CLERK - ELECTIONS - 2850

REGULAR SALARIES

BUDGETED POSITIONS

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

**CENTRAL WAREHOUSE
BUDGET 8915
Internal Service Fund**

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

CENTRAL WAREHOUSE - INTERNAL SERVICE FUND – 8915

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

OTHER CHARGES

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

SUMMARY OF REVENUES

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

CENTRAL WAREHOUSE - INTERNAL SERVICE FUND - 8915

REGULAR SALARIES

BUDGETED POSITIONS

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

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

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

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

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

VETERANS' SERVICE OFFICE – 7110

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

VETERANS' SERVICE OFFICE - 7110

REGULAR SALARIES

BUDGETED POSITIONS

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

**COUNTY COUNSEL
BUDGET 0710
General Fund**

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

COUNTY COUNSEL – 0710

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

UCOUNTY COUNSEL – 0710

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

PENDING FACTORS

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

COUNTY COUNSEL - 0710

REGULAR SALARIES

BUDGETED POSITIONS

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

INTEREST AND MISCELLANEOUS EXPENDITURES
BUDGET 2540
General Fund

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

Department Requests Above Recommended Budget

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

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

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

Recommended Funding includes:

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

OTHER CHARGES

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

UNINTEREST & MISCELLANEOUS EXPENDITURES – 2540

Recommended Funding includes:

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

UNINTEREST & MISCELLANEOUS EXPENDITURES – 2540

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

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

OTHER FINANCING USES

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

SUMMARY OF REVENUES

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

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

CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS
BUDGET 8210
General Fund

CONTINGENCIES

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

GENERAL RESERVES/DESIGNATIONS

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

CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS – 8210

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

CONTINGENCIES

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

GENERAL RESERVES

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

DESIGNATION

ABOVE TARGET DESIGNATION

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

COUNTYWIDE REVENUES

General Fund

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

COUNTYWIDE REVENUES

FUNCTION

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

OVERVIEW

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

SUMMARY OF REVENUES

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

UCOUNTYWIDE REVENUES

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

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

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

Department Requests Above Recommended Budget

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

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

FUNCTION

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

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

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

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

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

The following illustrates divisional accomplishments and budgetary goals:

TREASURY

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

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

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

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

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

REVENUE AND TAX COLLECTIONS

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

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

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

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

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

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

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

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

GENERAL ACCOUNTING

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

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

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

SPECIAL ACCOUNTING/AUDITS

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

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

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

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

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

FIXED ASSETS

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

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

SUMMARY OF REVENUES

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

UAUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

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

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

PRIORITY ONE – RESTORE FUNDING FOR STAFF AND OPERATIONAL COSTS

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

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

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

**ASSESSOR - RECORDER
BUDGET 0420
General Fund**

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

Department Requests Above Recommended Budget

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

ASSESSOR – RECORDER – 0420

FUNCTION

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

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

OVERVIEW

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

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

DEPARTMENT COMMENTS

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

UASSESSOR – RECORDER – 0420

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

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

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

FIXED ASSETS

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

UASSESSOR – RECORDER – 0420

SUMMARY OF REVENUES

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

PRIORITY ONE - RESTORATION OF TWO OFFICE ASSISTANT POSITIONS

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

- Salaries and Benefits \$90,362

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

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

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

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

FILLED POSITION RECOMMENDED FOR DELETION

(August 2, 2004)

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

VACANT POSITION RECOMMENDED FOR DELETION

(July 1, 2004)

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

GENERAL SERVICES ADMINISTRATION/SECURITY
BUDGET 0130
General Fund

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

GENERAL SERVICES ADMINISTRATION/SECURITY – 0130

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

UGENERAL SERVICES ADMINISTRATION/SECURITY – 0130

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

FIXED ASSETS

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

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

SUMMARY OF REVENUES

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

GENERAL SERVICES ADMINISTRATION/SECURITY-0130

REGULAR SALARIES

BUDGETED POSITIONS

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

**FACILITY SERVICES
BUDGET 0135
General Fund**

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

FACILITY SERVICES – 0135

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

UFACILITY SERVICES – 0135

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

FACILITY SERVICES - 0135

REGULAR SALARIES

BUDGETED POSITIONS

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

PURCHASING BUDGET 0440 General Fund

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

PURCHASING – 0440

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

UPURCHASING – 0440

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

PURCHASING - 0440

REGULAR SALARIES

BUDGETED POSITIONS

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

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

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

FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS

8910-8911

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

UFLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT

FUNDS 8910-8911

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

OTHER CHARGES

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

FIXED ASSETS/ASSETS REPLACEMENT

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

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

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

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

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

New Equipment (\$94,500)

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

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

SUMMARY OF REVENUES

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

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

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

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

GRAPHIC COMMUNICATION SERVICES
BUDGET 8920
Internal Service Fund

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

GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE

FUND – 8920

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

OTHER CHARGES

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

UGRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE
FUND – 8920

SUMMARY OF REVENUES

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

GRAPHIC COMMUNICATION SERVICES - INTERNAL SERVICE FUND - 8920

REGULAR SALARIES

BUDGETED POSITIONS

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

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

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

Department Requests Above Recommended Budget

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

INFORMATION TECHNOLOGY SERVICES DEPARTMENT - 8905-8908

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

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

INFORMATION TECHNOLOGY SERVICES DEPARTMENT –
8905-8908

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

OTHER CHARGES

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

OTHER FINANCING USES

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

INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905-8908

FIXED ASSETS

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

SUMMARY OF REVENUES

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

PRIORITY ONE – EXECUTE AN ENTERPRISE AGREEMENT WITH MICROSOFT

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

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

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

INFORMATION TECHNOLOGY SERVICES DEPARTMENT – 8905-8908

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

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

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

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

- Four Network Systems Engineer Positions 209,104

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

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

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

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

VACANT POSITIONS RECOMMENDED FOR DELETION (August 2, 2004)

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

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 13, 2004)

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

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

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

PEOPLESOFT OPERATIONS – 8903

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

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

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

E-GOVERNMENT – 8904

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

E-GOVERNMENT – 8904

PENDING FACTORS

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

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

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

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

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

Department Requests Above Recommended Budget

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

TELECOMMUNICATIONS – 8930-8931

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

UTELECOMMUNICATIONS – 8930-8931

OTHER CHARGES

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

FIXED ASSETS REPLACEMENT

- Fixed Assets include replacement equipment financed with depreciation funds.

SUMMARY OF REVENUES

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

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

TOTAL OPERATING PLAN

\$172,685

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

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

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

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

**PERSONNEL SERVICES DEPARTMENT
BUDGET 1010
General Fund**

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

PERSONNEL SERVICES DEPARTMENT - 1010

REGULAR SALARIES

BUDGETED POSITIONS

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

VACANT POSITION RECOMMENDED FOR DELETION

(August 2, 2004)

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

PERSONNEL SERVICES DEPARTMENT – 1010

FUNCTION

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

OVERVIEW

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

DEPARTMENT COMMENTS

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

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

UPERSONNEL SERVICES DEPARTMENT – 1010

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

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

SALARIES AND BENEFITS

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

UPERSONNEL SERVICES DEPARTMENT – 1010

SERVICES AND SUPPLIES

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

SUMMARY OF REVENUES

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

**RISK MANAGEMENT
BUDGET 8925
Internal Service Fund**

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

Department Requests Above Recommended Budget

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

RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

FUNCTION

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

OVERVIEW

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

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

SERVICES AND SUPPLIES

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

Recommended appropriations will provide funding for the following:

- **Employee Benefits**

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

- **Workers' Compensation**

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

URISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

- **General Liability**

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

- **Medical Malpractice**

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

- **Unemployment Insurance**

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

- **Insurance - Other**

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

OTHER CHARGES

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

SUMMARY OF REVENUES

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

URISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department of Personnel Services is requesting the following:

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

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

- One Nurse Practitioner/Physicians Assistant position 98,469

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

PRIORITY TWO – ADDITION OF ONE PERSONNEL ANALYST POSITION

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

- One Personnel Analyst position 55,153

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

PRIORITY THREE – ADDITION OF ONE OFFICE ASSISTANT POSITION

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

- One Office Assistant position 32,709

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

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

RISK MANAGEMENT - INTERNAL SERVICE FUND - 8925

REGULAR SALARIES

BUDGETED POSITIONS

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

LIBRARY SERVICES

LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARIAN BUDGET 7515 General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 228,780	\$ 176,860	\$ 194,785	\$ 17,925	10%
Services & Supplies	2,367	2,800	3,484	684	24%
Other Financing Uses	101,560	101,560	101,560	0	0%
Total Appropriations	\$ 332,707	\$ 281,220	\$ 299,829	\$ 18,609	7%
<u>Revenues</u>					
Charges For Services	\$ 3,576	\$ 11,000	\$ 29,180	\$ 18,180	165%
Total Revenues	\$ 3,576	\$ 11,000	\$ 29,180	\$ 18,180	165%
<u>Net County Cost</u>	\$ 329,131	\$ 270,220	\$ 270,649	\$ 429	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	4	4	4	0	

LIBRARIAN – 7515

FUNCTION

By State law, the salary of the County Librarian and salaries for correctional library services (adult and youth facilities) are charged to the General Fund. The County Librarian also serves as the Secretary to the County Historical Landmarks and Records Advisory Commission.

OVERVIEW

The 2004-05 Recommended Budget of \$299,829 reflects a slight increase in net County cost over the 2003-04 Adopted Budget due primarily to new PeopleSoft charges. A base General Fund contribution of \$101,560 is included as required in the Measure B Ordinance. The budget includes funding of \$40,548 for continued library services at the Elkhorn Correctional Facility, which began in June 2000. Revenues from the Juvenile Inmate Trust Fund are recommended to finance \$1,000 in library materials acquisition for the Elkhorn Correctional Facility Library. Revenues from the Adult Inmate Welfare Trust Fund of \$20,000 are recommended to finance services associated with the North Annex Jail expansion. Funding for the Historic Landmarks and Records Advisory Commission remains at the 1995 level of \$100.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended, represent an increase over the prior year and include the salary and benefits of the County Librarian and services to County correctional institutions. Staffing is recommended at the 2003-04 level of four positions.

RECOMMENDED FUNDING INCLUDES:

- A decrease in the salary and benefits appropriation for the County Librarian is recommended based on a projected six-month vacancy in this position during 2004-05.
- Salaries and benefits for library services to adult detention facilities. Reflects an increase over the prior year, due primarily to a \$10,000 increase in funding by the Adult Inmate Welfare Trust Fund for additional services associated with the North Annex Jail expansion. Services include both recreational and educational reading and will be provided to the extent possible.
- Salary and benefits for library services to the Elkhorn Correctional Facility. Reflects an increase over the prior year in order to provide library services at Elkhorn at an effective service level. Of this increase, \$8,180 represents service provided to the Measure B Fund. Services include hours, programs, and training activities for cadets at the Elkhorn Correctional Facility.

SERVICES AND SUPPLIES

- Services and Supplies, as recommended, reflect a slight increase over the prior year due primarily to new PeopleSoft charges.

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 Inmate Welfare Trust Funds.

LIBRARIAN – 7515

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 an increase over the prior year due to a \$10,000 increase in funding from the Adult Inmate Welfare Trust Fund to finance Library services to the expanded North Annex Jail and \$8,180 from the Measure B fund for library services provided to Measure B.
- Charges for services. Revenues are derived from the Juvenile Inmate Trust Fund to finance the purchase of library materials for the Elkhorn Correctional Facility Library and from the Adult Inmate Welfare Trust Fund 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>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8040	County Librarian	D	1	1	\$ 90,000
2167	Library Assistant - Supervisory	1074	1	1	34,073
2121	Library Assistant II	899	<u>2</u>	<u>2</u>	<u>50,906</u>
Subtotal			4	4	\$ 174,979
	Auto Allowance				6,156
	Salary savings				<u>(53,889)</u>
TOTAL REGULAR SALARIES					\$ 127,246

**FRESNO COUNTY FREE LIBRARY
BUDGET 7510
Library Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,238,996	\$ 5,682,407	\$ 5,949,737	\$ 267,330	5%
Services & Supplies	1,978,189	2,074,062	2,053,688	(20,374)	-1%
Operating Transfers Out	129,481	150,000	0	(150,000)	-100%
Contingencies	0	122,004	122,004	0	0%
Total Appropriations	\$ 7,346,666	\$ 8,028,473	\$ 8,125,429	\$ 96,956	1%
<u>Revenues</u>					
Property Taxes	\$ 5,496,759	\$ 5,541,051	\$ 6,107,811	\$ 566,760	10%
Use of Money & Property	48,061	30,000	10,000	(20,000)	-67%
State Aid	919,597	839,851	475,101	(364,750)	-43%
Federal Aid	1,257	1,000	1,000	0	0%
Charges for Services	534,517	450,211	488,666	38,455	9%
Misc. Revenues	72,374	61,200	55,000	(6,200)	-10%
Intrafund Revenues	32,697	6,600	0	(6,600)	-100%
Fund Balance	1,607,163	997,000	886,291	(110,709)	-11%
General Fund Contrib.	101,560	101,560	101,560	0	0%
Total Revenues	\$ 8,813,985	\$ 8,028,473	\$ 8,125,429	\$ 96,956	1%
Revenues in Excess of Approp.	\$ 1,467,319	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	146	144	144	0	

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 38 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 2004-05 Recommended Budget of \$8,125,429 reflects an increase over the 2003-04 Adopted Budget due primarily to a projected increase in property tax revenue. 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 2004-05 of \$16,083,778 is presented in the Library Measure B budgets (7511 and 7530). Staffing is recommended at the prior year level of 144 positions.

Measure B funds will allow the annual hours of the Library to remain at the 2003-04 level. Services for children and young adults will be maintained at the prior year level and include programs at 92 day care centers. Adult literacy services will continue to qualify for matching funds under the California Library Literacy Services Act. Services for seniors and coordination with schools will be maintained at the 2003-04 level. 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. Our service measure projections on the use of the Library are now exceeding those made for this period prior to the start of Measure B. As a result, lines for service exist at many library locations. To lessen the delays, larger facilities are needed. To date, the backlog of space is the largest inhibitor to improved library service.

The Governor's May revise proposes a 3% (\$11,000) reduction in PLF. This proposed loss in funding has been reflected in the reduction of the budget for Library Materials. At mid-May, special district libraries are exempt from further property tax reductions.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Woodward Library opened in May 22, 2004. State matching funds for a new library in Mendota were awarded in 03-04; design, advertising, bid, and award will conclude and construction will begin. Staff has completed and submitted applications for State Bond Act funds for the Fowler, Orange Cove, and Tranquillity Library projects. Site selection and conceptual design of the Central Library will take place. Funds and staff time permitting, planning work will continue on Clovis and Mosqueda, the two other projects approved by the Board in April 2003.

FRESNO COUNTY FREE LIBRARY – 7510

- Utilization of library services by existing and new borrowers continues to rise steadily each year. In the first four years of Measure B, in-home use of library materials rose 83%. Current indicators show it will continue to rise another 5% to 8% in 2004-05. Questions answered in the four-year period increased 47%, with a 5% increase projected in 2004-05. The continued improvement and expansion of collections and the opening of the Woodward Park Regional Library will contribute to these increases.
- Home use of library materials continues to be the highest in library history. The number of home use transactions in 1998-99 of 1,485,556 has grown to a projected 2,779,000 for 2004-05.

SALARIES AND BENEFITS

- Salaries and Benefits as recommended represent an increase over the prior year due primarily to increases in Retirement rates and Health Insurance contributions. Staffing is recommended at the prior year level of 144 positions.

SERVICES AND SUPPLIES

- Services and Supplies, as recommended, reflect a slight decrease from the prior year.

OPERATING TRANSFERS OUT

- No funding is recommended, based on a reclassification of this cost to Professional and Specialized Services.

CONTINGENCIES

- Contingencies remain at the prior year level, which is anticipated to be sufficient to meet 2004-05 Library needs.

SUMMARY OF REVENUES

- Revenues are recommended at \$8,125,429, an increase over the prior year.
 - Property Taxes. Represents approximately 75% of Library operating revenues. Projected at a 10% increase based on anticipated growth in assessed property values.
 - Use of Money and Property. Anticipated interest earnings on deposited funds are projected at a \$20,000 decrease from the prior year based on prior year earnings.
 - State Aid. Projected at a 43% decrease based primarily on an estimated reduction in PLF funding. Reflects PLF (\$355,276) and In-Lieu Homeowners Property Tax reimbursements (\$119,825).
 - Federal Aid. Reflects Federal In-Lieu Property Tax revenues at the same level as the prior year.
 - Charges for Services. Estimated to increase based on a projected increase in revenues from fines, lost books and printing of \$40,000. Also includes revenues for Talking Book Library Services and overhead services provided to the San Joaquin Valley Library System (\$98,666).
 - Miscellaneous Revenues. Decrease by 10% based on the elimination of revenues from the sale of the Information and Referral Newsletter and Directory. Starting 2004-05, the Information and Referral Newsletter and Directory will be provided in an online electronic format. The Miscellaneous Revenues represents revenues generated through sales of used books and other library materials and copy fees.

FRESNO COUNTY FREE LIBRARY – 7510

- Intrafund Revenues (\$-0-). Reduced from \$6,600 to \$-0- based on the elimination of revenue from the sale of the Information and Referral Newsletter and Directory to the Library Reference Department.
- Fund Balance. Represents a decrease based on the projected 2003-04 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	\$ 75,876
1151	Graphic Arts Technician I (PT)	1030	1	1	22,892
2112	Librarian Trainee	1211	1	1	31,607
2121	Library Assistant II	899	11	11	306,431
2121	Library Assistant II (PT)	899	36	36	502,765
2145	Library Aide	599	4	4	71,662
2145	Library Aide (PT)	599	13	13	127,759
2150	Principal Librarian	G	4	4	238,437
2155	Librarian III	1720	4	4	218,251
2156	Librarian III - Supervisory	1786	11	11	615,234
2160	Librarian II	1509	4	4	185,425
2160	Librarian II (PT)	1509	3	3	80,412
2166	Senior Library Assistant	971	9	9	271,516
2166	Senior Library Assistant (PT)	971	12	12	270,678
2167	Library Assistant - Supervisory	1074	3	3	102,221
2168	Information Referral Services Coordinator	1564	1	1	49,635
2286	Business Manager	E	1	1	69,479
3037	Driver	784	2	2	47,364
3037	Driver (PT)	784	1	1	19,885
3071	Administrative Services Aide	1172	1	1	33,510
3081	Office Assistant III-C	919	1	1	24,222
3110	Office Assistant II	822	1	1	26,084
3110	Office Assistant II (PT)	822	1	1	20,867
3166	Administrative Secretary - Conf.	1259	1	1	39,948
3205	Account Clerk II	860	1	1	22,125
3206	Account Clerk II - Conf.	865	1	1	26,072
3215	Accountant II	1585	1	1	44,518
5050	Maintenance Janitor	772	7	7	171,356
5050	Maintenance Janitor (PT)	772	2	2	28,225
5055	Janitor	749	1	1	23,734
5055	Janitor (PT)	749	1	1	12,615
5061	Supervising Janitor	894	1	1	28,382
5222	Library Maintenance Supervisor	1567	1	1	49,713
5315	Maintenance Carpenter	1430	1	1	45,405
Subtotal			144	144	\$ 3,904,305
Bilingual Skill Pay					1,200
Shift Differential					12,920
TOTAL REGULAR SALARIES					\$ 3,918,425

FRESNO COUNTY LIBRARY - GRANTS
BUDGET 7512
Library Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 33,104	\$ 0	\$ 0	\$ 0	0%
Services & Supplies	182,372	110,615	238,685	128,070	116%
Fixed Assets	22,096	49,800	0	(49,800)	-100%
Total Appropriations	\$ 237,572	\$ 160,415	\$ 238,685	\$ 78,270	49%
<u>Revenues</u>					
State Aid	\$ 119,019	\$ 0	\$ 0	\$ 0	0%
Federal Aid	15,615	0	0	0	0%
Misc. Revenues	99,887	160,415	238,685	78,270	49%
Total Revenues	\$ 234,521	\$ 160,415	\$ 238,685	\$ 78,270	49%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	1	0	0	0	

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 2004-05 Recommended Budget of \$238,685 reflects a 49% (\$78,270) increase over the 2003-04 Adopted Budget with no net County cost. This increase is due primarily to a larger Book Trust Fund allocation designated to purchase library furniture and equipment to create young adult spaces within the branch libraries. No staffing is recommended for 2004-05.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies reflect a 116% increase over the prior year. Formerly fixed asset costs are now shown in this object level due to the change in value definition of fixed assets from \$500 to \$5,000 and the need exists for new and replacement library equipment and furnishings. Funding is provided by donations to the Library Trust Fund designated for specific purposes such as providing library equipment and furnishings for young adult spaces within libraries.

SUMMARY OF REVENUES

- Revenues are recommended at \$238,685, a 49% (\$78,270) increase over the prior year.
 - Miscellaneous Revenues – Based on a Library Book Trust Fund allocation to this budget to fund Library Materials and new and replacement library equipment and furnishings.

SAN JOAQUIN VALLEY LIBRARY SYSTEM
BUDGET 7520
San Joaquin Valley Library Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 626,212	\$ 527,071	\$ 570,123	\$ 43,052	8%
Services & Supplies	1,395,305	1,523,948	2,532,286	1,008,338	66%
Contingencies	0	31,000	31,000	0	0%
Fixed Assets	734,817	1,444,000	250,000	(1,194,000)	-83%
Total Appropriations	\$ 2,756,334	\$ 3,526,019	\$ 3,383,409	\$ (142,610)	-4%
<u>Revenues</u>					
Use of Money & Property	\$ 117,791	\$ 9,970	\$ 9,970	\$ 0	0%
State Aid	606,490	601,014	666,429	65,415	11%
Federal Aid	106,769	0	0	0	0%
Intergovernmental-Other	0	0	823,359	823,359	100%
Charges for Services	1,671,480	2,456,808	1,371,215	(1,085,593)	-44%
Intrafund Revenues	300	300	300	0	0%
Fund Balance	1,275,204	457,927	512,136	54,209	12%
Total Revenues	\$ 3,778,034	\$ 3,526,019	\$ 3,383,409	\$ (142,610)	-4%
<u>Revenues In Excess of Approp.</u>	\$ 1,021,700	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	16	13	13	0	

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 2004-05 Recommended Budget of \$3,383,409 has been approved by the SJVLS Administrative Council and reflects a decrease from the 2003-04 Adopted Budget. This decrease is due primarily to the elimination of funding for the cost of the Horizon Library Management System, which was installed in 2003-04. There are no County costs associated with SJVLS activities; revenue is primarily derived from member libraries' contributions. The Fresno County Library's contribution of \$562,162 is included in the Library budgets 7510 (\$363,336) and 7511 (\$198,826). Internet access to the ValleyCat database, commercial databases, and other libraries over the Internet will continue in 2004-05. Staffing is recommended at the 2003-04 level of 13 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year due to increases in employee benefits.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 66% increase over the prior year primarily due to changes in the fixed asset definition setting the minimum from \$500 to \$5,000. This change required replacement PC's for the SJVLS to be budgeted in this object level rather than in Fixed Assets.

CONTINGENCIES

- Contingencies, recommended at the prior year level, are based on projected SJVLS needs for 2004-05.

FIXED ASSETS

- **Fixed Assets (\$250,000):**

Computer Equipment\$250,000New/Replacement - SJVLS Member Libraries

All equipment costs are fully financed with SJVLS member contributions.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,383,409, a decrease from the prior year.
 - Use of Money and Property – Represents projected interest earned on the cash fund balance.

SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520

- State Aid – Reflects an increase based on prior year actual California State Library Services Act revenues for transaction based reimbursements.
- Intergovernmental-Other – Represents SJVLS membership fee revenue. For 2004-05, due to an evaluation of the nature of SJVLS membership fee revenue, it was decided to reclassify this revenue as Intergovernmental-Other revenue. In prior years, the membership fee revenue was classified as revenue from Charges for Services.
- Charges for Services – Represents a decrease due to the reclassification of membership fee revenue to Intergovernmental - Other revenue and the reduction in revenues from SJVLS members, which in prior year was budgeted in order to fund the cost of the Horizon Library Management System. Fresno County's contribution is \$562,162 and is included in the Fresno County Library budgets 7510 and 7511.
- Intrafund Revenues – Remains at the prior year level. Reflects anticipated revenues generated for data processing services.
- Fund Balance – Projected to increase based on 2003-04 revenues and expenditures.

PENDING FACTOR

- The Governor's 2003-04 Proposed State budget contained no proposals which would impact this budget. However, there could be a decrease in funding received through the California Library Services Act (CLSA). This action could result in a potential reduction of \$477,716. These funds are essential to the operation of the CLSA and SJVLS since the funding supports lending between the members both through Interlibrary Loan and Direct Loans by library patrons in SJVLS. Should adjustments to this budget be necessary upon adoption of the State Budget, recommendations will be presented to the Board of Supervisors at a later date.

SAN JOAQUIN VALLEY LIBRARY SYSTEM - 7520

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>	
2151	Library Program Manager	G	1	1	\$ 58,842
2155	Librarian III	1720	3	3	88,432
2157	Reference Center Coordinator	1899	1	1	48,230
2160	Librarian II	1509	2	2	63,964
2166	Senior Library Assistant	971	1	1	20,076
3037	Driver	784	1	1	19,885
3071	Administrative Services Aide	1172	1	1	3,723
3110	Office Assistant II	822	1	1	11,544
3710	Network Systems Engineer II	1505	<u>2</u>	<u>2</u>	<u>94,949</u>
TOTAL REGULAR SALARIES			13	13	\$ 409,645

LIBRARY - MEASURE B
BUDGET 7511
Library Tax Ordinance Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 4,680,849	\$ 6,575,966	\$ 6,877,858	\$ 301,892	5%
Services & Supplies	2,781,204	3,600,232	5,937,515	2,337,283	65%
Residual Equity Transfer	2,031	3,000	2,690	(310)	-10%
Fixed Assets	207,569	824,842	70,029	(754,813)	-92%
Contingencies	0	358,461	54,000	(304,461)	-85%
Total Appropriations	\$ 7,671,653	\$ 11,362,501	\$ 12,942,092	\$ 1,579,591	14%
<u>Revenues</u>					
Sales Tax	\$ 8,912,238	\$ 8,742,681	\$ 8,468,314	\$ (274,367)	-3%
Use of Money & Property	375,641	55,000	50,000	(5,000)	-9%
State Aid	35,742	30,014	47,256	17,242	57%
Miscellaneous Revenues	3,137	0	0	0	0%
Fund Balance	2,700,960	2,534,806	4,376,522	1,841,716	73%
Total Revenues	\$ 12,027,718	\$ 11,362,501	\$ 12,942,092	\$ 1,579,591	14%
Revenues in Excess of Approp.	\$ 4,356,065	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	221	220	220	0	

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. Measure B Sales Tax revenues associated with capital facilities improvements are included in the Library - Measure B Capital Improvements budget (7530).

OVERVIEW

The 2004-05 Recommended Budget of \$12,942,092 reflects the sixth full-year of Measure B funding and a 14% increase over the 2003-04 Adopted Budget due primarily to a higher projected fund balance carryover. An additional \$3,141,686 of Measure B funding is included in the Library - Measure B - Capital Improvements budget (7530) to finance Library facilities improvements. This budget is structured to encompass the service elements of Measure B: Service Hours, Library Materials, Literacy Services, Information and Referral, Youth and Senior Services, Equipment, Maintenance Projects, and Facilities Development approved in concept by the Board of Supervisors in July 1998. Staffing is recommended at 2003-04 level of 220 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended, represent a 5% increase over the prior year due primarily to increases in Retirement rates.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$5,937,515, reflect a 65% increase from the prior year.

RECOMMENDED FUNDING INCLUDES:

- A \$1,252,959 increase in Maintenance-Building and Grounds based primarily on the projected costs for the replacement of the Central Library heating and air conditioning system (\$927,600); structural repairs to the San Joaquin Branch Library (\$250,000); and Central Library exterior painting and loading dock repairs (\$157,500).
- A \$109,459 increase in Small Tools and Instruments based on the need for new and replacement library equipment and furnishings.
- A \$666,285 increase in Library Materials based on compliance with Measure B's objective to increase the library materials collection.
- A \$100,000 increase in Utilities based on the opening of the new Woodward Park Regional Library and projected utility rate increases.
- 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

(4) Facsimile Machines \$ 2,690 New-Central, Laton, Parlier, Reedley Branches

FIXED ASSETS

Library Equipment and Furnishings 70,029 New/Replacement – Various Branches

- All equipment costs are fully financed with Measure B funds.

LIBRARY – MEASURE B – 7511

CONTINGENCIES

- Contingencies are recommended at \$54,000, a decrease of \$304,461 from the prior year level based on projected Measure B utilization needs.

SUMMARY OF REVENUES

- Revenues are recommended at \$12,942,092, a 14% increase over the prior year. 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 (\$8,468,314). Projected at a 3% decrease based on a greater allocation of Measure B Sales Tax revenues to the Measure B Capital Projects budget.
 - Use of Money and Property (\$50,000). Estimated at a 9% decrease based on projected interest earnings.
 - State Aid (\$47,256). Projected at a 57% increase based on prior year matching funds for the Adult Literacy program which was initiated using Measure B funding.
 - Fund Balance (\$4,376,522). Represents a 73% increase over 2003-04 based on a fund balance carryover of \$4,141,703 and the release of \$234,819 from the Designated Fund Balance.

PENDING FACTORS

- 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 2004-05 Proposed State Budget. Fresno County could lose an estimated \$47,256 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.
- Funding from Measure B (Approved by the voters in 1998) will end March 30, 2006. The election to renew Measure B is scheduled for November 2, 2004. Measure B staff were hired with an expectation of a 50% increase in workload. Our service measure projections on the use of the Library are now exceeding those made for this period prior to the start of Measure B. As a result, lines for service exist at many library locations and in library support departments. Given the pending election it would not be prudent to recommend staffing increases. However, if Measure B is successful in November, staff will return with recommended increases.

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>	
1151	Graphic Arts Technician I	1030	1	1	\$ 9,811
2110	Librarian I	1370	6	6	254,826
2110	Librarian I (PT)	1370	2	2	42,377
2112	Librarian Trainee	1211	4	4	126,477
2121	Library Assistant II	899	35	35	841,012
2121	Library Assistant II (PT)	899	51	51	652,319
2145	Library Aide (PT)	599	35	35	275,481
2155	Librarian III	1720	3	3	157,508
2156	Librarian III - Supervisory	1786	6	6	255,900
2160	Librarian II	1509	25	25	1,094,287
2160	Librarian II (PT)	1509	6	6	132,614
2166	Senior Library Assistant	971	21	21	358,886
2166	Senior Library Assistant (PT)	971	3	3	39,162
2175	Literacy Coordinator	1723	1	1	54,674
2290	Volunteer Coordinator	1369	1	1	29,534
2292	Staff Analyst II	1581	2	2	94,409
2293	Staff Analyst III	1826	1	1	52,068
2294	Senior Staff Analyst	2331	1	1	60,862
3037	Driver	784	3	3	73,635
3080	Office Assistant III	915	1	1	25,649
3110	Office Assistant II	822	1	1	5,215
3110	Office Assistant II (PT)	822	1	1	5,772
3111	Office Assistant II - Conf.	829	1	1	23,283
3261	Account Clerk III - Conf.	969	1	1	157
5050	Maintenance Janitor	772	6	6	125,737
5055	Janitor (PT)	749	1	1	7,359
5220	Parks Groundskeeper II	886	1	1	28,120
Subtotal			220	220	\$ 4,827,134
Bilingual Skills Pay					6,600
Less Salary Savings					(390,180)
TOTAL REGULAR SALARIES					\$ 4,443,554

LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS
BUDGET 7530
Library Tax Ordinance Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 146,514	\$ 0	\$ 0	\$ 0	0%
Land	80,536	0	102,310	102,310	100%
Buildings & Improv.	<u>3,198,554</u>	<u>1,907,319</u>	<u>3,039,376</u>	<u>1,132,057</u>	<u>59%</u>
Total Appropriations	\$ 3,425,604	\$ 1,907,319	\$ 3,141,686	\$ 1,234,367	65%
<u>Revenues</u>					
Sales Tax	\$ 1,718,748	\$ 1,757,319	\$ 3,141,686	\$ 1,384,367	79%
Use of Money & Property	<u>341</u>	<u>150,000</u>	<u>0</u>	<u>(150,000)</u>	<u>-100%</u>
Total Revenues	\$ 1,719,089	\$ 1,907,319	\$ 3,141,686	\$ 1,234,367	65%
<u>Revenues in Excess of Approp.</u>	<u>\$ (1,706,515)</u>	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530

FUNCTION

This budget accounts for funding of Library capital facilities improvement projects required for the proper maintenance and upgrading of library buildings as a part of the Library Tax Ordinance Measure B service plan. Other Measure B Sales Tax revenues are included in the Library - Measure B budget (7511) for associated operational service needs.

OVERVIEW

The 2004-05 Recommended Budget of \$3,141,686 represents a 65% (\$1,234,367) increase over the 2003-04 Adopted Budget due primarily to a larger allocation of Measure B sales tax revenues to this budget. Funding is derived from the Measure B Library Tax passed by the voters in November 1998. 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.

Obtaining new or expanded facilities will continue to be a priority for 2004-05 to ensure enhancement of public services. From 1998-99 to 2001-02, new facilities were acquired/leased for the Piedra, Kingsburg, Kerman, and Sunnyside Branch Libraries using Measure B funds. Efforts in 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 2003-04 there was 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 was made; a State Bond Act grant of \$3,546,687 was awarded toward the projected total construction cost of \$5,456,441 for the Mendota Library facility expansion project; an architect was selected for the design of the new Central Library project; and State Bond Act application grants were submitted for Fowler, Orange Cove, and Tranquility.

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 and noise levels, insufficient computers, collections and reading space; these issues would be mitigated by larger facilities. The master facility plan for 2020 identifies the need for 10 new libraries and 26 new and or expanded libraries. The plan adopted in February 2003 and in April 2003 continued Fowler and Central as priority projects and added Clovis, Mosqueda, Orange Cove, and Tranquility as next priority projects

SUMMARY OF CAO RECOMMENDATIONS

LAND

- **LAND ACQUISITION (\$102,310)**

Funding of \$102,310 is recommended to purchase land for future libraries.

BUILDINGS AND IMPROVEMENTS

- **CAPITAL FACILITIES IMPROVEMENTS (\$3,039,376)**

LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530

CARRYOVER PROJECTS

- **ROUND 3 BOND ACT (\$773,676)**

The amount of \$773,676 is recommended for project costs related to implementation of the Facilities Long-Range Plan. Fowler and Central libraries are continued as priority projects and Clovis, Mosqueda, Orange Cove, and Tranquillity were selected as priority projects by the Board of Supervisors in April 2003. Three Cycle 3 projects were submitted for bond act funding in January 2004. Since State funds are limited, Fresno will be fortunate to receive funding for one project in Cycle 3. If awarded, funding received would meet the local match for any of the projects. However, these projects will receive priority for funding under the proposed State bond program, scheduled to be placed on the November 2004 ballot.

- **MENDOTA LIBRARY (\$688,686)**

An additional \$688,686 is recommended for the Mendota Library facility expansion. A total of \$1,241,067 has been appropriated in prior years. The State awarded State Bond Act funding of 65% (\$3,546,687) of the project cost of \$5,456,441.

- **CENTRAL LIBRARY (\$1,399,056)**

An additional \$1,399,056 is recommended for the development of the Central Library project. A total of \$375,000 has been appropriated in prior years.

NEW PROJECTS

- **OUTDOOR LIGHTING - BEAR MOUNTAIN LIBRARY (\$9,614)**

The amount of \$9,614 is recommended for the installation of additional lighting for the Bear Mountain Library parking lot and nature trail behind the library.

- **CEILING TILES - PARLIER LIBRARY (\$7,071)**

Funding of \$7,071 is recommended for the installation of acoustical ceiling tiles in the central atrium of the Parlier Library to alleviate the echo in the room.

- **COMPUTER ROOM - PARLIER LIBRARY (\$62,029)**

Recommended for the construction of a computer room at the Parlier Library. The computer room will provide additional space for the library and provide a quiet place to work.

- **PATIO - PIEDRA LIBRARY (\$24,811)**

Recommended to provide an outside covered patio for library programs and reading.

- **SLIDING GLASS DOORS (\$74,433)**

Recommended for the installation sliding glass doors at the Clovis Library, Cedar-Clinton Library, and the Gillis Library to comply with ADA (Americans with Disabilities Act) standards.

LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530

SUMMARY OF REVENUES

- Revenues are recommended at \$3,141,686, a \$1,234,367 increase over the prior year.
 - Sales Tax (\$3,141,686). Represents an increase of 79% (\$1,384,367) due primarily to a larger 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 & Property (\$-0-). Reflects a 100% (\$150,000) decrease due to the shift of the allocation of interest earned revenue to the Measure B budget 7511 for operational service needs.

LAND USE AND DEVELOPMENT SERVICES

LAND USE AND DEVELOPMENT SERVICES

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LOCAL AGENCY FORMATION COMMISSION SUPPORT

BUDGET 4371

General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 191,388	\$ 237,622	\$ 291,965	\$ 54,343	23%
Other Charges	<u>111,688</u>	<u>110,113</u>	<u>111,001</u>	<u>888</u>	<u>1%</u>
Total Appropriations	\$ 303,076	\$ 347,735	\$ 402,966	\$ 55,231	16%
<u>Revenues</u>					
Charges for Services	\$ 191,388	\$ 237,622	\$ 291,965	\$ 54,343	23%
Total Revenues	\$ 191,388	\$ 237,622	\$ 291,965	\$ 54,343	23%
<u>Net County Cost</u>	\$ 111,688	\$ 110,113	\$ 111,001	\$ 888	1%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	3	3	4	1	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 0
Services & Supplies	0
Other Charges	22,843
Residual Equity Transfer	0
Fixed Assets	<u>0</u>
Total Appropriations	\$ 22,843
<u>Net County Cost</u>	\$ 22,843
	<u>2004-05</u>
Additional Positions	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 2004-05 Recommended Budget of \$402,966 reflects a 1% (\$888) increase in net County cost over the 2003-04 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 four positions, an increase of one position over the prior year level. 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 23% increase over the prior year. This includes increases in employee benefits and the addition of one Secretary position. These costs are fully reimbursed by LAFCo.

OTHER CHARGES

- Other Charges of \$111,001 represent the County's contribution to LAFCo under the provisions of Assembly Bill 2838 and in compliance with the Target Budget.

SUMMARY OF REVENUES

- Charges for Services of \$291,965 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.

ULOCAL AGENCY FORMATION COMMISSION SUPPORT – 4371

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

LAFCo has requested County contribution funding above the prior year level included in the recommended Target Budget.

Priority One – Provide Increased County Contribution for LAFCo Support.

The LAFCo-approved budget requests a total County contribution of \$133,844 for LAFCo support. The County recommended Target Budget has allocated \$111,001 for this purpose. The additional amount needed to support the LAFCo-approved budget is \$22,843.

- Other Charges \$22,843

Total Net County Cost of Priority One **\$22,843**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$22,843**

LOCAL AGENCY FORMATION COMMISSION SUPPORT - 4371

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>	
2298	LAFCo Executive Officer	E	1	1	\$ 82,425
2293	Staff Analyst III	1756	1	1	52,338
3166	Administrative Secretary	1211	1	1	39,780
3145	Secretary I-Conf.	829	<u>0</u>	<u>1</u>	<u>21,554</u>
TOTAL REGULAR SALARIES			3	4	\$ 196,097

AGRICULTURE BUDGET 4010 General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,920,097	\$ 6,486,830	\$ 6,606,114	\$ 119,284	2%
Services & Supplies	1,437,476	1,519,772	1,573,901	54,129	4%
Residual Equity Transfer	208,000				
Fixed Assets	126,038	5,200	0	(5,200)	-100%
Total Appropriations	\$ 7,691,611	\$ 8,011,802	\$ 8,180,015	\$ 168,213	2%
<u>Revenues</u>					
State Aid	\$ 4,428,617	\$ 3,910,275	\$ 4,532,222	\$ 621,947	16%
Federal Aid	14,573	537,596	8,386	(529,210)	-98%
Charges for Services	1,588,899	1,956,425	2,010,317	53,892	3%
Misc. Revenues	162	200	200	0	0%
Total Revenues	\$ 6,032,251	\$ 6,404,496	\$ 6,551,125	\$ 146,629	2%
<u>Net County Cost</u>	\$ 1,659,360	\$ 1,607,306	\$ 1,628,890	\$ 21,584	1%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	87	85	83	(2)	

Department Requests Above Recommended Budget

	<u>2004-05</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 137,700
Services & Supplies	15,000
Total Appropriations	\$ 152,700
<u>Net County Cost</u>	\$ 152,700
	<u>2004-05</u>
Additional Positions	3

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, prepackaged merchandise, and vapor recovery under the air pollution regulations. 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 \$4.0 billion generated for 2003. 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 2004-05 Recommended Budget of \$8,180,015 reflects a 1% (\$21,584) increase in net County cost over the 2003-04 Adopted Budget. Increased appropriations of \$168,213 reflect the increased cost of benefits and expansion of the Glassy-Winged Sharpshooter Treatment Program. Recent turnover in staff has helped hold down the cost of salaries and benefits. The 2004-05 Target Budget also continues the reduction made to the Weights and Measures Program taken in fiscal year 2003-04. The Department of Agriculture's Pest Exclusion Program is also being reduced due to reductions in High Risk Pest Exclusion funding (\$120,000). Pest Exclusion, Pesticide Regulation, and Weights and Measures areas have, as their primary purpose, the protection of Fresno County's \$4.0 billion agricultural industry, its consumers and the delivery of quality products to the consumer. Staffing is recommended at 83 positions, a decrease of 2 positions from the prior year level.

DEPARTMENT COMMENTS

The reduction of two provisional positions was due to the end of the contract period for the Exotic Newcastle Disease Program. Reductions made in the 2003-04 budget continue to have a major impact on Weights and Measures activities, increasing the potential losses to the public and industry. In excess of 3,000 devices will not be inspected and sealed this year. Service and Supply accounts reflect current expenditure levels. No allowances are being made for inflation or increased pass through costs. Major revenue accounts such as unrefunded gas tax and pesticide mill fees are subject to possible reduction if County expenditures continue to decline or work levels are reduced respectively. With the State budget uncertainty, contracts for services at this time appear to be unchanged. Most of this work is performed by seasonal staff and the overhead charges are helping fund existing support staff positions. By taking on numerous contracts of this nature, the department has been able to offset major portions of management overhead costs which otherwise would be a cost for mandated programs where cost recovery is limited.

UAGRICULTURE – 4010

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Exotic Newcastle Disease Program has been completed and the contract has expired.
- Two Provisional Agricultural Projects Coordinator positions are being eliminated.
- A high turnover of experienced staff will result in increased overtime expense and greater reliance on extra help where possible.

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.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 2% increase over the prior year. This includes increases in employee benefits and overtime, the elimination of two Provisional Agricultural Projects Coordinator positions and a reduction in Extra help funding due primarily to the end of the Exotic Newcastle Disease Program contract.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 3% increase over the prior year primarily due to the expansion of the treatment program for Glassy-Winged Sharpshooter.

SUMMARY OF REVENUES

- Revenues are recommended at \$6,551,125, a 2% (\$146,629) increase over the prior year.
 - State Aid - Revenues are projected at an increase in the Unrefunded Gas Tax revenues and Glassy-Winged Sharpshooter funding.
 - Federal Aid - Revenues reflect a decrease due to the end of the Exotic Newcastle Disease Program.
 - Charges for Services - Estimated at an increase based on prior year actual receipts.
 - Miscellaneous Revenues - Estimated at the prior year level.

UAGRICULTURE – 4010

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Agriculture Department has requested funding above the recommended budget to restore reductions made to the Pest Exclusion Program and Weights and Measures functions. As the population increases with urban growth, so has the risk of introduction of new exotic pests, which would impact our economic well-being for agriculture and the county. Likewise, as commerce increases, it becomes increasingly important to assure equity in the marketplace for both the buyer and the seller.

The department requests funding for the following:

- Three Agricultural/Standards Specialists \$137,700
- Services & Supplies to support these positions 15,000

Total Net County Cost of Priority One **\$152,700**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$152,700**

AGRICULTURE - 4010**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>	
8005	Agricultural Commissioner/Sealer	C	1	1	\$ 102,651
0212	Assistant Agricultural Commissioner/Sealer	E	1	1	74,202
1769	Deputy Agricultural Commissioner/Sealer	F	3	3	187,502
1699	Supervising Agricultural Standards/Specialist	1686	16	16	848,027
1770	Entomologist	1686	1	1	53,505
1698	Agricultural/Standards Investigator	1686	1	1	53,505
1705	Agricultural Project Coordinator - Provisional	1530	2	0	0
2212	Systems and Procedures Analyst III	1930	2	2	115,155
1700	Agricultural/Standards Specialist III	1483	37	37	1,705,689
1701	Agricultural/Standards Specialist II	1319	2	2	75,820
1702	Agricultural/Standards Specialist I	1193	7	7	229,373
3166	Administrative Secretary - Conf.	1259	1	1	39,933
2209	Administrative Services Assistant	H	1	1	42,365
3161	Secretary IV - Conf.	1135	2	2	72,088
3260	Account Clerk III	967	3	3	91,276
3080	Office Assistant III	915	2	2	56,253
3520	Data Entry Operator II	809	3	3	67,886
Subtotal			85	83	\$ 3,815,230
Auto Allowance					6,156
Steno Allowance					1,566
Bilingual Skill Pay					4,800
Less Salary Savings					(95,381)
TOTAL REGULAR SALARIES					\$ 3,732,371

VACANT POSITIONS RECOMMENDED FOR DELETION**(August 2, 2004)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1705	Agricultural Project Coordinator-Provisional	Vacant	1530	-2	\$ 83,564
	Cost of Restoring Vacant Positions			-2	\$ 83,564

**COOPERATIVE EXTENSION
BUDGET 7610
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 282,597	\$ 313,719	\$ 279,946	\$ (33,773)	-11%
Services & Supplies	156,689	161,474	148,142	(13,332)	-8%
Residual equity Transfer	<u>13,833</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 453,119	\$ 475,193	\$ 428,088	\$ (47,105)	-10%
<u>Revenues</u>					
Charges for Services	\$ 31,800	\$ 15,000	\$ 25,000	\$ 10,000	67%
Trust Funds	<u>38,700</u>	<u>60,765</u>	<u>12,140</u>	<u>(48,625)</u>	<u>-80%</u>
Total Revenues	\$ 70,500	\$ 75,765	\$ 37,140	\$ (38,625)	-51%
<u>Net County Cost</u>	\$ 382,619	\$ 399,428	\$ 390,948	\$ (8,480)	-2%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	7	7	6	(1)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 30,535
Services & Supplies	<u>1,965</u>
Total Appropriations	32,500
Return of UC Trust Fund Revenue	<u>8,480</u>
<u>Net County Cost</u>	\$ 40,980
	2004-05

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 and the County of Fresno. Pursuant to an agreement with the University of California (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, 12 Farm Advisors, a Nutrition and Family/Consumer Sciences Advisor, and a 4-H Youth Development Advisor. In addition, there are 18 UC program staff.

OVERVIEW

The 2004-05 Recommended Budget of \$428,088 reflects a 2% (\$8,480) decrease in net County cost from the 2003-04 Adopted Budget due to the elimination of one Office Assistant position effective September 13, 2004. Staffing is recommended at six positions.

DEPARTMENT COMMENTS

The mission of UC Cooperative Extension is to provide education and research. Program focus includes agriculture; nutrition and families; and 4-H youth development. UC Cooperative Extension combines the resources of the University of California, the United States Department of Agriculture (USDA), and the County of Fresno for a budget totaling \$3,760,043 with an additional \$961,574 in grants. The most serious impact of this budget is the proposed layoff of one FTE office assistant. This individual serves as the receptionist in addition to being responsible for office supply ordering, ordering/maintaining publication files, and assisting the office manager and secretaries as needed. The department will need to be incorporated into the County voice mail system in order to answer and route calls. In FY 02-03 and 03-04 we used up to \$55,000 of the UC research trust fund to prevent the layoff of an employee who is close to retirement and vital to the day-to-day operation of the department. This year, this is not an option and in order to meet target, we must eliminate a position. The research trust fund was created as an account to supplement research activities for UC through the County of Fresno. This year we are faced with taking an additional \$8,480 from the trust fund to prevent further reductions in our services and supply budget. The intent of the funds has been and will continue to be to conduct UCCE research.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent an 11% decrease from the prior year based on the elimination of one Office Assistant position and a decrease in extra-help employees hired to conduct research work.

SERVICES AND SUPPLIES

- Services and Supplies reflect an 8% decrease from the prior year.

UCOOPERATIVE EXTENSION – 7610

SUMMARY OF REVENUES

- Revenues are recommended at \$37,140, a 51% decrease from the prior year.
 - Charges for Services - Estimated at an increase from the prior year level based on the anticipated increase in printing for research/education charged back to UC/grant funds. Revenues are generated by charges for printed material.
 - Trust Funds - Reflects a decrease due to the elimination of a one-time supplementation in the prior year from the UC-generated Cooperative Extension Research Trust Fund. A one-time transfer of \$8,480 is included for 2004-05.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Cooperative Extension Department has requested funding above the recommended Target Budget for the restoration of staffing and services and supplies at the prior year level.

PRIORITY ONE – RESTORE FUNDING FOR STAFF

The department has requested restoration of the position deleted in order to meet Target Budget. Impacts due to the deletion of this position are discussed in the Department Comments section. Restoration of funding for the following is being requested.

- Office Assistant II 30,535

Total Net County Cost of Priority One **\$30,535**

PRIORITY TWO – RESTORATION OF SERVICES AND SUPPLIES

The department has requested restoration of services and supplies reduced in order to meet Target Budget. Impacts due to the reduced funding are discussed in the Additional Funding Level Request justification. Restoration of funding for the following is being requested.

- Office Expense 1,798
- Postage 167

Total Net County Cost of Priority Two **\$1,965**

PRIORITY THREE – RESTORATION OF UC RESEARCH TRUST FUNDS

This budget also includes a transfer of \$8,480 from the UC research trust funds to meet Target Budget. The department has requested restoration of this revenue.

- UC Research Funds 8,480

Total Net County Cost of Priority Three **\$8,480**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$40,980**

COOPERATIVE EXTENSION - 7610

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>	
2209	Administrative Services Assistant	H	1	1	\$ 49,407
2290	Volunteer Services Coordinator (PT)	1369	1	1	21,705
3110	Office Assistant II	822	1	0	5,994
3140	Secretary III	1022	2	2	64,832
3141	Secretary III (PT)	1022	1	1	15,591
3142	Secretary II	915	<u>1</u>	<u>1</u>	<u>29,024</u>
TOTAL REGULAR SALARIES			7	6	\$ 186,553

FILLED POSITION RECOMMENDED FOR DELETION (September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
3110	Office Assistant II	Filled	822	<u>-1</u>	<u>\$ 30,535</u>
	Cost of Restoring Filled Position			-1	\$ 30,535

**PUBLIC WORKS AND PLANNING
BUDGET 4360
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 8,713,552	\$ 9,937,419	\$ 10,854,435	\$ 917,016	9%
Services & Supplies	3,045,794	3,688,427	4,562,959	874,532	24%
Other Charges	21,379	33,000	33,000	0	0%
Other Financing	3,919,305	3,919,297	3,912,597	(6,700)	0%
Residual Equity Transfer	42,093	32,510	94,940	62,430	192%
Fixed Assets	<u>0</u>	<u>30,846</u>	<u>73,000</u>	<u>42,154</u>	<u>137%</u>
Total Appropriations	\$ 15,742,123	\$ 17,641,499	\$ 19,530,931	\$ 1,889,432	11%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 3,609,016	\$ 3,477,009	\$ 3,847,547	\$ 370,538	11%
Fines, Forf. & Penalties	21,184	23,500	21,500	(2,000)	-9%
State Aid	0	2,000	0	(2,000)	-100%
State In-Lieu Tax	3,912,597	3,912,597	3,912,597	0	0%
Other Governmental Agencies	1,247,303	1,346,100	1,163,254	(182,846)	-14%
Charges for Services	4,612,245	5,392,788	6,853,578	1,460,790	27%
Misc. Revenues	161,503	294,658	296,143	1,485	1%
Intrafund Revenues	1,455,417	1,404,077	1,533,450	129,373	9%
Designation Funding	<u>0</u>	<u>0</u>	<u>198,000</u>	<u>198,000</u>	<u>100%</u>
Total Revenues	\$ 15,019,265	\$ 15,852,729	\$ 17,826,069	\$ 1,973,340	12%
<u>Net County Cost</u>	\$ 722,858	\$ 1,788,770	\$ 1,704,862	\$ (83,908)	-5%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	143	145	146	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, transportation, and parks and grounds are also provided by this department, but primarily funded in other budget units.

OVERVIEW

The 2004-05 Recommended Budget of \$19,530,931 reflects a 5% (\$83,908) decrease in net County cost from the 2003-04 Adopted Budget due primarily to increased permit, land use application, and County Surveyor activity levels and resulting revenue experienced in 2003-04. Staffing is recommended at 146 positions, an increase of one over the 2003-04 level.

Recommended funding includes \$1,574,685 for architectural and construction management services for the County's Capital Projects program, \$117,006 for tourism and economic development activities, and \$3,912,597 in General Fund contribution to be passed-through to the Road Fund from State Motor Vehicle In-Lieu Tax revenue. County Surveyor activity is anticipated to increase over the prior year based on development activity levels.

Departmental staff will be involved in the processing of major development projects and associated Environmental Impact Reports for potential hard rock excavation/sand and gravel operation projects, and the Southern California Edison Shaver Lake project. Building permit activity is projected to remain at record levels based on construction activity in 2003-04. Also included is slightly reduced funding for the Small Claims Court Advisor Service, reflecting a decrease in court fees collected for this State-mandated service.

DEPARTMENT COMMENTS

The 2004-2005 budget recommended by the Department continues to fund two Planning and Resource Analyst positions which were spared from deletion by the Board of Supervisors during the 2003-04 budget hearing consistent with the Board's support for economic development and directive that adequate land development permitting service be provided to the business community. The positions are in the Development Services Division and have contributed to successfully servicing the higher number of building permit and land use applications processed in 2003-04, creating increased revenue for the division, and thereby offsetting the added cost of the positions.

The Tourism funding is proposed via contract with the Fresno Convention and Visitors Bureau, as funded by the County Administrative Office.

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SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 9% increase over the prior year. This includes the addition of a Water/Sewer Specialist I position to keep pace with the increasing number of connections in the County Service Areas and Waterworks Districts and an increase in Extra-Help funding to provide adequate staff to process the land use permit activity and related environmental reviews. These costs are fully offset by the benefiting districts and applicants.

SERVICES AND SUPPLIES

- Services and Supplies represent a 24% increase over the prior year due primarily to increases in the number of anticipated Environmental Impact Reports and increased requirements for groundwater analysis and monitoring at closed County disposal sites.

Recommended funding includes:

- An appropriation of \$460,432 for continued implementation of the Integrated Waste Management Act program. Program activities focus on developing and implementing projects related to the AB939 compliance order. Costs for this program are offset by Assembly Bill 939 surcharge revenues.
- Appropriations of \$685,000 for environmental studies of the potential hard rock excavation/sand and gravel operation projects, and the Southern California Edison Shaver Lake project. This activity is fully offset with applicant revenues.
- 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.

OTHER CHARGES

- Other Charges provide for contract payments to the Fresno Irrigation District (FID) under the FID Stream Group contract. Recommended funding is based on prior year actual costs.

OTHER FINANCING

- Other Financing is recommended at a slight decrease from the prior year due to the elimination of the General Fund contribution to the Shaver Lake Transfer Station Enterprise Fund. The recommended amount is the General Fund contribution of State Motor Vehicle In-Lieu Tax revenue to be passed-through to the Road Fund budget (4510).

RESIDUAL EQUITY TRANSFERS/FIXED ASSETS

- Residual Equity Transfers (\$94,940):**

(2) Cellular Telephones.....\$....440New – Disposal Sites grounds
maintenance staff

(1) Full size crew cab pick-up with
dump bed.....45,000New – Disposal Sites

UPUBLIC WORKS AND PLANNING – 4360

- (1) ½ Ton Pick-up.....15,500New – Supervising Groundskeeping position assigned to American Avenue and Southeast Regional
- (1) 7 Passenger Mini-Van.....25,500New - Transportation of inmate labor crew from satellite jail to and from American Avenue and Southeast Regional
- (1) Trailer Mounted Portable Toilet.....8,500New - Inmate labor crew performing groundskeeping at American Avenue and Southeast Regional

FIXED ASSETS

- **Fixed Assets (\$73,000):**

- (1) 2-Wheel Drive Truck.....\$30,000Replacement of worn equipment
- (1) 4-Wheel Drive Truck..... 32,000Replacement of worn equipment
- (1) Equipment Pressure Washer.....11,000Replacement of worn equipment

All equipment costs are fully revenue offset.

SUMMARY OF REVENUES

- Revenues are recommended at \$17,826,069, a 12% (\$1,973,340) increase over the prior year due primarily to 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 2004-05.
 - Fines, Forfeitures and Penalties - Estimated at a decrease based on 2003-04 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.
 - State Aid - Estimated at a decrease based on suspension of mandate reimbursement claim payments.
 - State In-Lieu Tax - Estimated at the prior year level. These revenues represent the same level of Motor Vehicle In-Lieu funds as approved in 2003-04 for pass-through to the Road Fund.
 - Other Governmental Agencies - Estimated at a decrease 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, is expected to decline.
 - Charges for Services - Estimated at an increase primarily due to hourly costs for interfund billings, increased revenue from the Fresno Convention and Visitors Bureau for Tourism activities, increased pass-through revenue for Environmental Impact Reports, and increased Development Engineering activity.

UPUBLIC WORKS AND PLANNING – 4360

- Miscellaneous Revenues - Estimated at an increase. Revenue is generated by the pass-through sale of water, bond forfeitures, sales of copies, and jury duty reimbursements. The increase is based on 2003-04 activity.
- Intrafund Revenues - Estimated at an increase from the prior year, based on 2003-04 intrafund billings, and increased hourly costs for intrafund billings.
- Designation Funding - This revenue will be provided from a \$500,000 designation to fund closure costs at the Blue Hills Disposal Site.

PENDING FACTORS

- The Resources Division is responsible for the ongoing postclosure 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 is requiring one or more additional groundwater monitoring wells at the Site. The well drilling, maintenance, and additional groundwater monitoring costs represent an increase in the costs for this closed Site. It is anticipated that there may be additional costs associated with the CME requirements. This budget proposes use of \$198,000 of the \$500,000 designation for Blue Hills.
- The closed Mendota Disposal Site is scheduled to undergo clean closure. The Waste Discharge Requirements for the Site stipulate completion of the clean closure by October 30, 2005. A consultant has been hired to prepare the plans and specifications for the clean closure project. The estimated cost of the project is in excess of \$8.5 million, with only \$3 million currently appropriated in the 1910 Budget to begin the closure process. Award of the first portion of this project is anticipated in August 2004.

PUBLIC WORKS AND PLANNING - 4360

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>	
0223	Development Services Manager	D	1	1	\$ 95,108
0228	Resources Manager	D	1	1	91,533
1127	Senior Geologist	F	1	1	71,227
1132	Engineering Technician I	1298	2	2	75,458
1140	Engineering Technician II	1453	4	4	181,269
1133	Senior Engineering Technician	1666	8	8	415,364
1134	Senior Engineer	F	4	4	282,872
1105	Engineer II	1945	1	1	53,898
1141	Principal Engineer	E	2	2	157,357
1148	Supervising Engineering	E	1	1	78,274
1144	Capital Projects Division Manager	D	1	1	89,132
1167	Senior Architect	E	1	1	81,615
1168	Architect	2458	4	4	311,948
1175	Planning and Resource Analyst I	1424	6	6	239,690
1176	Planning and Resource Analyst II	1581	9	9	427,701
1177	Planning and Resource Analyst III	1826	18	18	1,025,446
1715	Building Inspector I	1502	3	3	135,027
1716	Building Inspector II	1715	7	7	370,123
1720	Building Plans Engineer	F	1	1	73,289
1721	Supervising Building Inspector	2056	2	2	130,448
1722	Building Plans Checker III	2129	2	2	135,042
1723	Building Plans Checker II	1934	1	1	53,713
1724	Building Plans Checker I	1611	1	1	49,065
1745	Chief Building Inspector	E	1	1	79,135
2212	Systems & Procedures Analyst III	1930	1	1	61,231
2225	Systems & Procedures Manager	E	1	1	71,958
2256	Staff Analyst II-A	1581	1	1	45,061
2257	Staff Analyst III - A	1826	4	4	230,263
2292	Staff Analyst II	1581	1	1	49,594
2294	Senior Staff Analyst	F	8	8	506,083
2297	Principal Staff Analyst	E	3	3	214,673
3110	Office Assistant II	822	7	7	170,274
3080	Office Assistant III	915	5	5	142,732
3081	Office Assistant III - Conf.	919	1	1	29,154
3140	Secretary III	1022	2	2	62,945
3160	Secretary IV	1128	2	2	71,514
3161	Secretary IV - Conf.	1135	2	2	72,088
3224	Chief Accountant	E	1	1	84,016
3265	Principal Accountant	F	1	1	64,989
3255	Senior Accountant	1851	3	3	165,913

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>	
3205	Account Clerk II	860	2	2	\$ 50,884
3260	Account Clerk III	967	6	6	183,772
3621	Program Technician II	1218	4	4	149,212
3708	Senior Information Technology Analyst	2408	1	1	76,369
5320	Supervising Water/Sewer Specialist	1932	1	1	61,309
5318	Water/Sewer Specialist I	1428	0	1	39,124
5319	Water/Sewer Specialist II	1549	2	2	98,240
5321	Water/Sewer Specialist III	1681	2	2	106,644
5316	Crafts Maintenance Trainee	1171	<u>2</u>	<u>2</u>	<u>72,403</u>
Subtotal			145	146	\$ 7,584,179
Certification Allowance					2,720
License Bonus					10,673
Bilingual Pay					1,200
Steno Allowance					520
Less Salary Savings					<u>(216,735)</u>
TOTAL REGULAR SALARIES					\$ 7,382,557

PUBLIC WORKS AND PLANNING - ROAD FUND
BUDGET 4510
Road Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,124,008	\$ 14,805,566	\$ 15,298,228	\$ 492,662	3%
Services & Supplies	24,070,642	41,900,618	28,491,645	(13,408,973)	-32%
Other Charges	1,126,693	518,600	516,600	(2,000)	0%
Fixed Assets	79,917	51,600	175,140	123,540	239%
Total Appropriations	\$ 38,401,260	\$ 57,276,384	\$ 44,481,613	\$ (12,794,771)	-22%
<u>Revenues</u>					
Taxes	\$ 5,950,570	\$ 5,766,000	\$ 6,790,000	\$ 1,024,000	18%
Lic., Permits, & Franchises	117,522	95,000	115,000	20,000	21%
Use of Money & Property	380,269	453,000	453,000	0	0%
State Aid	16,588,608	20,400,700	14,558,108	(5,842,592)	-29%
Federal Aid	4,394,923	7,325,180	5,781,836	(1,543,344)	-21%
Charges for Services	7,083,754	9,099,125	4,083,472	(5,015,653)	-55%
Misc. Revenues	36,769	18,600	18,600	0	0%
Other Financing:					
Sale of Fixed Assets	196,860	0	15,000	15,000	100%
Motor Vehicle in-Lieu	3,912,597	3,912,597	3,912,597	0	0%
County Contribution	922,531	1,306,182	0	(1,306,182)	-100%
Fund Balance	(1,183,143)	8,900,000	8,754,000	(146,000)	-2%
Total Revenues	\$ 38,401,260	\$ 57,276,384	\$ 44,481,613	\$ (12,794,771)	-22%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	230	233	226	(7)	

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 3,609 miles of County roads and 547 bridges. The primary department function 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 department also provides engineering and oversight services for Improvement Districts, County Service Areas, and other County departments.

OVERVIEW

The 2004-05 Recommended Budget of \$44,481,613 reflects a 22% (\$12,794,771) decrease in appropriations and revenues from the 2003-04 Adopted Budget. Staffing is recommended at 226 positions, a decrease of 7 positions from the 2003-04 level.

The recommended budget for 2004-05 includes \$19.6 million for the Road Maintenance and Operations program, which represents a 28% (\$7.6 million) decrease from 2003-04 funding levels. This decrease results from the suspension of State Aid under Proposition 42 (\$2.25 million), the suspension of the General Fund backfill funding as Maintenance of Effort for Proposition 42 funds (\$1.0 million), and the completion of two carryover preventative maintenance projects (\$2.9 million) from 2002-03. An appropriation of \$11.3 million is recommended for new and carryover road and bridge contract construction. This represents a 30% decrease (\$4.9 million) from the prior year, due in part, to the conclusion of multi-year environmental processes and the programming of construction for budgeted construction projects.

DEPARTMENT COMMENTS

The following highlights the most salient aspects of the Road Fund budget for 2004-05:

- The budget reflects a substantial decrease in road maintenance funds due to the State's fiscal crisis and the suspension of State Aid and General Fund Maintenance of Effort support, which will affect the Department's ability to maintain the County Road system at the current level.
- The budget deletes seven vacant positions to curtail costs.
- The Department continues to fund transportation planning activities (\$175,294). 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.

UPUBLIC WORKS AND PLANNING – ROAD FUND – 4510

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The overall decrease in appropriations and revenues is reflective of the conclusion of several project processes, including right-of-way acquisition, environmental concerns, and contract award, which allocated monies budgeted in 2003-04. The proposed budget also reflects the suspension of Proposition 42 road maintenance funds which occurred as a result of the State's fiscal crisis. The allocation of funding also considers the rising prices of oil products, such as asphalt concrete and liquid asphalts, used in road maintenance and new construction.
- Staffing is recommended at 226 positions, a decrease of 7 positions from the 2003-04 level. Staffing allocations recommended for deletion are two Engineering Technician I, one Senior Engineering Technician, two Engineer I, one Office assistant III, and one Road Operations Lead Supervisor positions.
- The department continues its team-based approach in seeking to identify avenues for improving service to our clients and other County departments. The use of advanced electronic and computer technology in areas such as Geographic Information Systems (GIS), Capital Project Management Systems (CPMS), and departmental accounting and budgeting are being employed.

ROAD MAINTENANCE

The 2004-05 program consists of the following components:

Day Labor Rehabilitation, Specific Maintenance Projects, and Pavement Seals and Maintenance Overlays	\$ 5.3 million
Contract Preventative Maintenance	4.3 million
Routine Road Maintenance Activities	8.7 million
Traffic Signs and Striping	<u>1.3 million</u>

Total \$ 19.6 million

- A total of \$5.3 million is recommended for day labor rehabilitation and specific maintenance projects for roads. Approximately \$900,000 of these funds will be expended for the rehabilitation of selected lower traffic volume roads by day labor forces. Approximately \$350,000 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.
- Also included in the \$5.3 million rehabilitation component is a recommended appropriation of \$2.5 million for pavement seals and maintenance overlays. This will finance approximately 83 miles of plant mix surfacing overlays and/or road mixed surfacing (RMS) pavement seals to be constructed by day labor forces.
- The recommended \$4.3 million for contract preventative maintenance projects will finance approximately 36 miles of chip seal projects and 41 miles of asphalt concrete overlay projects. Also, included in contract maintenance is a special CMAQ (Congestion Mitigation Air Quality) funded Shoulder Widening Program (\$500,000) to reduce traffic generated PM-10 (dust particles) and to assist in complying with San Joaquin Valley Air Pollution Control District's Regulation 8.
- Pothole patching, shoulder maintenance, and other routine road maintenance activities, including culvert maintenance, storm damage repairs, tree trimming, and snow removal are recommended at \$8.7 million. Although this estimated expenditure would seem to maintain a consistent level of service, the allocation of expenditure activity to the

UPUBLIC WORKS AND PLANNING – ROAD FUND – 4510

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 \$1.3 million. This allocation continues to include funding for an agreement with the City of Fresno for the maintenance of County-owned traffic signals and lighting at an annual cost of approximately \$162,000 and an agreement with a private contractor in the annual amount of \$5,000 to maintain a traffic signal and lighting installed in the Coalinga area as a condition of development for a State facility.
- In addition to the \$19.6 million allocation in the proposed budget for road maintenance and traffic signs and striping, there is an additional allocation of \$1.1 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.

ROAD AND BRIDGE CONSTRUCTION

- Major projects for 2004-05 include the widening of Fowler Avenue between Harlan and Conejo Avenues (\$2.9 million); the shoulder widening and asphalt concrete overlay of Academy Avenue between Shaw Avenue and State Route 168 (\$1.6 million); the shoulder widening of Millerton Road from the Millerton State Park entrance to Sky Harbor Road for bike lanes (\$575,000); various Federally funded bridge replacements and safety railing installations (\$3.0 million); and traffic signal installations at the intersection of Academy/Belmont Avenues and several intersections of County roads and State Routes (\$380,000).
- The program also includes funding reserved for the Friant Road project (\$1.8 million), reserve of Article 3 funds for Friant Road bike lanes (\$818,000) and a project for the painting and repair of various County maintained bridges (\$494,000).

SALARIES AND BENEFITS

- Salaries and Benefits represent a 3% increase over the prior year. This includes increases in employee benefits and an increase in Extra-Help funding based on projected workload. Staffing is recommended at 226 positions, a decrease of 7 positions from the 2003-04 level.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 32% decrease from the prior year.

Recommended funding includes:

- Eleven federally funded bridge reconstruction and bridge rail replacement projects (\$3.0 million) at the following locations: Balsam Creek on Huntington Lake Road, Fresno Slough on Kamm Avenue, Fresno Slough Bypass on Kamm Avenue, Dry Creek on Howard at .8 and .17 miles south of North Avenue, Mill Creek on Dunlap Road, Mill Ditch on Bethel Avenue, Fancher Creek on Shields Avenue, Redbank Creek on McCall Avenue, Travers Creek on Dinuba Avenue, and Wahtoke Creek on Frankwood Avenue
- Fowler Avenue reconstruction between Harlan and Conejo Avenues (\$2.9 million).
- Preventative Maintenance contract activities (\$5.2 million).

UPUBLIC WORKS AND PLANNING – ROAD FUND – 4510

- Academy Avenue, Shaw Avenue to State Route 168, Shoulder Widening and Overlay (\$1.6 million).
- Millerton Road shoulder widening from the Millerton State Park entrance to Sky Harbor Road for bike lanes (\$575,000).
- Appropriations for environmental mitigation and monitoring (\$75,000).
- A \$3.9 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 (\$3.4 million).
- Allocations for Professional and Specialized Services (\$2.6 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 services 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 (\$230,400).
- Utility payments for County traffic signals, road maintenance yard facilities, and sign shop and resident engineer field trailers (\$138,500).

OTHER CHARGES

- Other Charges are recommended at \$516,600 to provide for right-of-way acquisition on Fowler Avenue, Harlan to Conejo Avenue (\$350,000); Academy Avenue, Shaw to State Route 168 (\$150,000), for other miscellaneous acquisitions (\$7,600), and for the Council of Fresno County Governments membership dues (\$9,000).

FIXED ASSETS

- **Fixed Assets (\$175,140):**

- (1) Saybolt Viscometer and Tubes...\$ 6,300.....New – Cost Savings
- (1) Double Traffic Line Push Striper....9,340.....Replacement of Aging Equipment
- (1) Kyocera Mita Copy Machine.....8,500.....Replacement of Aging Equipment
- (2) Melter Crackfiller Compressors ...87,000.....Replacement of Aging Equipment
- (2) Tire Shear..... 64,000.....New – Cost and Labor Savings

SUMMARY OF REVENUES

- Revenues are recommended at \$44,481,613, a 22% decrease from the prior year.
 - Taxes. Represents 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.
 - Use of Money and Property. Estimated at the same level based on interest earnings on carryover funds.

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- State Aid. Estimated at a decrease due primarily to the suspension of Proposition 42 funding and the loss of State Transportation Congestion Relief Program funding.
- Federal Aid. Estimated at a decrease primarily due to the completion of two Federal bridge projects and a CMAQ shoulder widening project and the completion the environmental process on several other Federal Bridge projects carried over from prior years.
- Charges for Services. Estimated at a decrease based on Measure 'C' reimbursement for a portion of right-of-way acquisition costs, bridge construction, and road construction for the Academy Avenue projects from SR 180 to SR 168. Measure "C" will additionally fund 100% of all design costs for Academy Avenue between SR 180 and Mountain View Avenue. Other design and contract administration will be 100% funded for the American Avenue Landfill Phase III Expansion; and for the CDBG-funded Raisin City Water Distribution System, Cantua Creek Wastewater Treatment Plant Improvements, and El Porvenir Wastewater Treatment Plant Aerator System.
- Miscellaneous Revenues. 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. Revenues from the Motor Vehicle-In-Lieu are recommended at the 2003-04 level. The County General Fund contribution represents a decrease over the prior year adopted budget, based on the suspension of Maintenance of Effort requirements of Assembly Bill 2928 during the State's Fiscal crisis.
- Fund Balance. Estimated at a decrease from the prior year.

PENDING FACTORS

- The State's fiscal crisis and recent budget has eliminated funding for Fresno County road projects and holds the potential for dramatically impacting roadwork in the area for years to come. The Transportation Congestion Relief Program authored by Assembly Bill 2928 and Proposition 42 were slated to provide \$20 million dollars, over this and the coming fiscal years, for use on Fresno County specially programmed road projects such as Friant Road and Peach Avenue. These monies will not be provided under the current State budget.
- Additionally, an annual allotment of \$2.25 million dollars provided by this legislation has been suspended due to the State's fiscal crisis. This annual allotment was legislatively earmarked for use in road maintenance and rehabilitation activities and could not be utilized on capacity increasing projects such as roadway widening efforts. This funding has been used in the past for the department's day labor rehabilitation and asphalt concrete maintenance overlays and sealing program. The County has been, for many years, deferring crucial road maintenance activities and the impending decrease in funding will necessitate that already strained resources are stretched even further. It is estimated the County currently incurs a deferred road maintenance backlog of over \$10 million per year Countywide. 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 of the County.

PUBLIC WORKS AND PLANNING - ROAD FUND - 4510

REGULAR SALARIES

BUDGETED POSITIONS

JCN	TITLE	BAND/ RANGE	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
8065	Director of Public Works	B	1	1	\$ 113,744
0225	Assistant Director - Public Works	C	1	1	103,408
1105	Engineer II	1945	3	3	163,224
1130	Engineering Aide	883	6	6	145,158
1132	Engineering Technician I	1298	10	8	313,132
1140	Engineering Technician II	1453	23	23	1,069,559
1133	Senior Engineering Technician	1666	13	12	645,653
1134	Senior Engineer	F	6	6	419,219
1135	Engineer I	1621	4	2	88,844
1137	Engineer III	2138	13	13	825,649
1141	Principal Engineer	E	1	1	78,117
1145	Real Property Manager	E	1	1	65,172
1146	Assist. Real Property Agent	1535	1	1	44,519
1147	Field Survey Supervisor	1839	4	4	232,890
1148	Supervising Engineer	E	3	3	233,282
1149	Chief of Field Surveys	E	1	1	72,140
1150	Public Works Division Engineer	D	3	3	268,725
1163	Senior Real Property Agent	1956	1	1	62,066
2256	Staff Analyst II-A	1581	4	4	184,970
2294	Senior Staff Analyst	F	1	1	61,257
3080	Office Assistant III	915	3	2	58,046
3140	Secretary III	1022	2	2	64,832
3160	Secretary IV	1128	2	2	71,176
3166	Administrative Secretary - Conf.	1259	1	1	36,772
4061	Public Works Investigator II	1292	1	1	35,418
5410	Road Equipment Operator I	1130	30	30	991,936
5415	Road Equipment Operator II	1277	59	59	2,368,001
5420	Road Maintenance Supervisor	1704	10	10	536,254
5425	Road Operations Lead Supervisor	1489	12	11	506,862
5430	Road Superintendent	F	2	2	117,920
5445	Traffic Maintenance Supervisor	1704	1	1	52,548
5450	Traffic Equipment Operator I	1083	4	4	124,074
5455	Traffic Equipment Operator II	1214	5	5	188,583
5460	Traffic Operations Lead Supervisor	1354	1	1	41,931
Subtotal			233	226	\$ 10,385,081
Steno Allowance					520
Call-Back Allowance					40,000
Auto Allowance					6,156
Professional License Allowance					18,426
Less Salary Savings					(313,505)
TOTAL REGULAR SALARIES					\$ 10,136,678

PUBLIC WORKS AND PLANNING - ROAD FUND - 4510

REGULAR SALARIES

BUDGETED POSITIONS

VACANT POSITIONS RECOMMENDED FOR DELETION

(August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
3080	Office Assistant III	Vacant	915	-1	\$ 37,174
1133	Senior Engineering Technician	Vacant	1666	-1	69,753
1132	Engineering Technician I	Vacant	1298	-2	104,168
1135	Engineer I	Vacant	1621	-2	124,276
5425	Road Operations Lead Supervisor	Vacant	1489	-1	57,455
	Cost of Restoring Vacant Positions			-7	\$ 392,826

**PUBLIC WORKS AND PLANNING
TRANSIT SERVICES
BUDGET 4700
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>\$ 2,098,886</u>	<u>\$ 2,109,000</u>	<u>\$ 2,223,000</u>	<u>\$ 114,000</u>	<u>5%</u>
Total Appropriations	\$ 2,098,886	\$ 2,109,000	\$ 2,223,000	\$ 114,000	5%
<u>Revenues</u>					
Other Governmental Aid	<u>\$ 2,098,886</u>	<u>\$ 2,109,000</u>	<u>\$ 2,223,000</u>	<u>\$ 114,000</u>	<u>5%</u>
Total Revenues	\$ 2,098,886	\$ 2,109,000	\$ 2,223,000	\$ 114,000	5%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

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, 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) and FCRTA, according to agreements between the County, the City of Fresno, 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 2004-05 Recommended Budget of \$2,223,000 reflects a 5% (\$114,000) increase in appropriations and revenues over the 2003-04 Adopted Budget. Recommended funding is based on State and Auditor-Controller estimates of 2004-05 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 Controller's estimate of sales tax revenues, the adopted FCRTA budget, and actual transit use and service costs for the previous fiscal year.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies reflect a 5% 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 (\$1,300,000) for services to the unincorporated area within the Fresno urban transit service area.
- An allocation to 19 rural transit subsystems (\$534,000).
- An allocation for transportation social services (\$245,000) 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 Council of Fresno County Governments (\$140,000) for operation of the Regional Transportation Planning Agency pursuant to the Transportation Development Act of 1972.
- An allocation to the City of Clovis (\$4,000) for paratransit services to the unincorporated area of Tarpey Village (previously provided by FAX).

UPUBLIC WORKS AND PLANNING – TRANSIT SERVICES – 4700

SUMMARY OF REVENUES

- Other Governmental Aid revenues of \$2,223,000 reflect a 5% (\$114,000) 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.

PUBLIC WORKS AND PLANNING - GRANTS
BUDGET 5512
General Fund

	<u>Actual</u> 2002-03	<u>Adopted</u> 2003-04	<u>Recommended</u> 2004-05	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 2,634,931	\$ 6,955,105	\$ 9,202,963	\$ 2,247,858	32%
Other Charges	5,995	380,000	362,054	(17,946)	-5%
Fixed Assets	<u>39,964</u>	<u>13,018</u>	<u>0</u>	<u>(13,018)</u>	<u>-100%</u>
Total Appropriations	\$ 2,680,890	\$ 7,348,123	\$ 9,565,017	\$ 2,216,894	30%
<u>Revenues</u>					
Federal Aid	\$ 984,078	\$ 4,493,757	\$ 6,052,859	\$ 1,559,102	35%
State Aid	181,065	2,254,366	2,962,158	707,792	31%
Misc. Revenues	<u>847,213</u>	<u>600,000</u>	<u>550,000</u>	<u>(50,000)</u>	<u>-8%</u>
Total Revenues	\$ 2,012,356	\$ 7,348,123	\$ 9,565,017	\$ 2,216,894	30%
<u>Revenues In Excess of Approp.</u>	\$ (668,534)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

PUBLIC WORKS AND PLANNING – GRANTS – 5512

FUNCTION

This budget contains funds for planning and implementing the federal HOME Investment Partnerships Program (HOME), the American Dream Downpayment Program, and two Housing Preservation Grant Programs. Also included in this budget are funds from the following State Programs: CalHome, Central Valley Infrastructure Grant, Jobs-Housing Balance Incentive Grant, Joe Serna Jr., Farmworker Housing Grant, and the Safe Drinking Water State Revolving Fund grant. Additionally, this budget includes the California Integrated Waste Management Board Used Oil Recycling Program and the Department of Conservation Beverage Container Recycling Program.

OVERVIEW

The 2004-05 Recommended Budget of \$9,565,017 reflects a 30% (\$2,216,894) increase in appropriations and revenues over the 2003-04 Adopted Budget based on an increased amount of grant funds, which includes two new grants and additional allocations of existing grants. There are no County matching requirements for participation in these grant programs.

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 two new grants from the Safe Drinking Water State Revolving Fund grant program and the Title III Pine Needle Management program. Additional allocations have been included for the Housing Preservation Grant for the 2003 program year and the CalHome Program for the 2003 program year. 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:	\$6,383,966	County Match:	None
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The federal HOME Investment Partnerships Program (HOME) and American Dream Downpayment Program grant funds provide funds for housing rehabilitation loans, down payment assistance for home ownership, and self-help housing development projects in the nine eligible smaller partner cities and the unincorporated areas.

UPUBLIC WORKS AND PLANNING – GRANTS – 5512

- **CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD USED OIL GRANT PROGRAM**

Grant Funds: \$205,650 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 PROGRAMS**

Grant Funds: \$643,311 County Match: None

The State CalHome grant programs provide funding for housing rehabilitation loans and down payment assistance loans for home ownership in the unincorporated areas of Fresno County.

- **DEPARTMENT OF CONSERVATION BEVERAGE CONTAINER RECYCLING GRANT**

Grant Funds: \$68,043 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.

- **TITLE III PINE NEEDLE MANAGEMENT PROGRAM**

Grant Funds: \$50,938 County Match: None

Provides funds for the seasonal management of pine needles within the Shaver Lake Area.

- **HOUSING PRESERVATION GRANT PROGRAMS**

Grant Funds: \$167,955 County Match: None

The U. S. Department of Agriculture Housing Preservation Programs provide funds for housing rehabilitation loans to preserve the affordable housing stock in the unincorporated areas of Fresno County.

- **CENTRAL VALLEY INFRASTRUCTURE GRANT PROGRAM**

Grant Funds: \$380,454 County Match: None

This State program provides funds for infrastructure development and repair in support of economic development. Funds are being used to expand the Del Rey Sewer Treatment Plant to allow packing houses to connect to the system.

- **JOBS-HOUSING BALANCE INCENTIVE GRANT PROGRAM**

Grant Funds: \$64,700 County Match: None

The JHB grant funds are being used to fund a public benefit project in the unincorporated community of Calwa.

- **JOE SERNA JR., FARMWORKER HOUSING GRANT PROGRAM**

Grant Funds: \$1,000,000 County Match: None

The Joe Serna Jr., Farmworker Housing Grant Program grant funds will be used to fund rehabilitation of housing for farmworkers in Fresno County.

UPUBLIC WORKS AND PLANNING – GRANTS – 5512

- **SAFE DRINKING WATER STATE REVOLVING FUND GRANT PROGRAM**

Grant Funds: \$6,000,000 County Match: None

The SDWSRF Program grant funds will be used to fund a water distribution system in the unincorporated community of Raisin City.

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 budget (4360).

SERVICES AND SUPPLIES

- Recommended funding represents an increase of 32% over the prior year due primarily to an increased amount of grant funds, including two additional grants.

OTHER CHARGES

- Recommended funding represents a contract with the Del Rey Community Services District for expansion of the Del Rey Sewer Treatment Plant Economic Development Project

SUMMARY OF REVENUES

- Revenues are recommended at \$9,565,017, a 30% (\$2,216,894) increase over the prior year.
 - Federal Aid. Estimated at an increase based on additional Federal HOME and American Dream Downpayment Program grant funds available for 2004-05, and an allocation from the Federal Forest Reserve Title III funds.
 - State Aid. Estimated at an increase due primarily to one new grant and additional allocations of existing grants.
 - Miscellaneous Revenues. Estimated at a decrease, represents lower than anticipated revenues from housing loan repayments during the 2004-05 program year.

**PUBLIC WORKS AND PLANNING
COMMUNITY REDEVELOPMENT
BUDGET 7540
Special Revenue Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 4,623	\$ 47,000	\$ 44,488	\$ (2,512)	-5%
Other Financing	<u>9,577</u>	<u>12,000</u>	<u>12,000</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 14,200	\$ 59,000	\$ 56,488	\$ (2,512)	-4%
<u>Revenues</u>					
Taxes	\$ 34,871	\$ 60,000	\$ 60,000	\$ 0	0%
Use of Money & Property	5,433	4,000	4,000	0	0%
Intergovernmental Revenues	<u>8,697</u>	<u>47,000</u>	<u>41,000</u>	<u>(6,000)</u>	<u>-13%</u>
Total Revenues	\$ 49,000	\$ 111,000	\$ 105,000	\$ (6,000)	-5%
<u>Reserved Tax Increment</u>	\$ 34,800	\$ 52,000	\$ 48,512	\$ (3,488)	-7%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

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 2004-05 Recommended Budget of \$56,488 reflects a 4% (\$2,512) decrease in appropriations and a 5% (\$6,000) decrease in revenues from the 2003-04 Adopted Budget. There is no net County cost associated with this budget. The primary element of the Community Redevelopment work program is the development of a community sewer system for the Friant redevelopment area. Funding will allow staff to work with the community of Friant to develop a financing plan for the system. Funding is also available for housing rehabilitation and future sewer connections in accordance with the adopted Redevelopment Plan. The Friant redevelopment area is the only County redevelopment area currently approved by the Board of Supervisors.

SUMMARY OF CAO RECOMMENDATIONS

STAFFING

- Staff support for this program is provided through the Department of Public Works and Planning, Community Development budget (7205) and Economic Development budget (4360/0900).

SERVICES AND SUPPLIES

- Services and Supplies represents a 5% decrease from the prior year. The recommended funding will finance consultant services as required for the Friant sewer project and costs for office expenses, public notices, and staff services provided by the Department of Public Works and Planning.

OTHER FINANCING

- Funding is recommended at the prior year level and 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 \$105,000 reflect a 5% (\$6,000) decrease from the 2003-04 funding level.

UPUBLIC WORKS AND PLANNING – COMMUNITY REDEVELOPMENT – 7540

- Taxes. Tax increment revenues are estimated at the same amount as the prior year and will continue to accumulate for future debt payments since this revenue cannot be used to fund operations. The amount reflects actual tax increment revenues generated in 2003-04.
- Use of Money & Property. Estimated at the prior year level; represents interest earnings on accumulated funds.
- Intergovernmental Revenues. Estimated at a decrease, represents the balance of funds borrowed from the Community Development Block Grant program until tax increment revenues increase sufficiently to allow debt to be created by use of tax allocation bonds. In accordance with State law, the Redevelopment Agency is required to operate on funds created by debt.

**PUBLIC WORKS AND PLANNING
COMMUNITY DEVELOPMENT
BUDGET 7205
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,258,146	\$ 1,504,449	\$ 1,587,836	\$ 83,387	6%
Services & Supplies	2,136,909	2,271,911	2,779,327	507,416	22%
Other Charges	3,786,320	7,319,717	7,626,518	306,801	4%
Residual Equity Transfer	998	0	0	0	0%
Fixed Assets	4,326	0	100,000	100,000	100%
Total Appropriations	\$ 7,186,700	\$ 11,096,077	\$ 12,093,681	\$ 997,604	9%
<u>Revenues</u>					
Federal Aid	5,889,681	9,990,027	10,974,417	984,390	10%
Charges For Services	1,918	5,000	5,000	0	0%
Misc. Revenues	1,056,075	768,100	765,000	(3,100)	0%
Intrafund Revenues	331,772	332,950	349,264	16,314	5%
Total Revenues	\$ 7,279,447	\$ 11,096,077	\$ 12,093,681	\$ 997,604	9%
<u>Net County Cost</u>	\$ (92,748)	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	23	23	23	0	

PUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT – 7205

FUNCTION

The Community Development Division administers the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships programs for the County. This budget contains the federal CDBG Program funds. An annual application (Action Plan) is approved by the Board of Supervisors and submitted to HUD that details how the funds will be spent. The Community Development staff uses these grant funds to develop and implement a variety of projects and programs to upgrade low- and moderate-income neighborhoods throughout Fresno County and nine participating cities. In addition, the Division develops housing programs necessary to implement the County's Consolidated Plan and Housing Element and coordinates the County's economic development efforts including the Economic Development Strategy and Economic Element of the General Plan. Community Development Block Grant staff also administer other housing grant funds for self-help housing development, owner-occupied rehabilitation, down payment assistance, and rental rehabilitation. The Community Development Manager also serves as the Director of Tourism and Division staff carry out tourism activities to implement the County's Tourism Master Plan. The Department's tourism funds are budgeted in unit 4360.

OVERVIEW

The 2004-05 Recommended Budget of \$12,093,681 reflects a 9% (\$997,604) increase in appropriations and revenues over the 2003-04 Adopted Budget due to an increase in carryover grant funds and an increased federal grant amount due to the City of Mendota joining the County's program.

The County's federal CDBG allocation for the 2004-05 budget year has been set by HUD at \$5,818,000. The recommended budget will finance 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. Staffing is recommended at the prior year level of 23 positions.

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 nine partner cities. This year's allocation of \$5,818,000, which represents a \$173,000 increase from the previous year, is based upon the new population, poverty and overcrowded housing data from the 2000 census. The County's CDBG allocation has remained essentially the same since 1997, and it is expected that it will continue to remain the same for the foreseeable future, while the cost of delivering projects and providing services continues to increase. Community Development staff continues to successfully combine CDBG funds with other state and federal sources to leverage all funding opportunities and maximize available resources.

UPUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT **– 7205**

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 6% increase over the prior year due primarily to increases in employee benefits for the Division's 23 staff positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 22% increase over the prior year due primarily to an increased number of Housing Rehabilitation loans made with construction still underway.

Recommended funding includes:

- Appropriations for the rehabilitation of approximately 28 homes. Federal HOME and other housing grant funds in the Public Works and Planning Grants budget (5512) will augment the housing rehabilitation funds appropriated in this budget to rehabilitate an additional 26 homes, along with the issuance of 29 Down Payment Assistance program loans.
- A total of \$786,750 for County public service activities, including the community-based Social Services Agencies (\$232,900) and the Sheriff's Area Based Policing program (\$553,850).
- An appropriation of \$35,000 for the provision of fair housing services.

OTHER CHARGES

- Other Charges represent a 4% increase over the prior year due to an increase in carryover funds to complete ongoing projects.
- Recommended funding for 2004-05 will provide for an estimated 63 public facility and infrastructure improvement projects for the County, cities, and districts, many 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

SUMMARY OF REVENUES

- Revenues are recommended at \$12,093,681, a 9% (\$997,604) increase over the prior year. The increase in grant funds are the result of the City of Mendota joining the Urban County CDBG Program, as well as an increase in carryover grant funds.
 - Federal Aid. Estimated at an increase over the prior year. Includes committed but unexpended CDBG funds of \$5,156,417 and the Federal CDBG grant allocation for 2004-05 of \$5,818,000.
 - Charges for Services. Estimated at the prior year level.
 - Miscellaneous Revenues. Estimated at a decrease from the prior year.
 - Intrafund Revenues. Estimated at an increase over the prior year due to an increase in housing grant administrative cost reimbursements, the State Central

UPUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT **– 7205**

Valley Infrastructure Grant (Del Rey Sewer Treatment Plant Expansion), and administrative costs reimbursed by the Public Works and Planning - Economic Development budget (4360/0900) for the tourism contract with the Fresno Convention and Visitors Bureau.

PUBLIC WORKS AND PLANNING - COMMUNITY DEVELOPMENT - 7205

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>	
0229	Community Development Manager	D	1	1	\$ 88,897
1746	Principal Housing Rehabilitation Specialist	F	1	1	69,739
1749	Housing Rehabilitation Specialist III	1813	1	1	57,524
1747	Housing Rehabilitation Specialist II	1715	3	3	163,257
1748	Housing Rehabilitation Specialist I	1577	1	1	45,205
2296	Senior Economic Development Analyst	F	1	1	63,527
2294	Senior Staff Analyst	F	1	1	61,413
2297	Principal Staff Analyst	E	1	1	68,330
1177	Planning and Resource Analyst III	1826	1	1	53,237
1176	Planning and Resource Analyst II	1581	1	1	48,766
1175	Planning and Resource Analyst I	1424	3	3	122,143
2257	Staff Analyst III-A	1826	1	1	56,967
3160	Secretary IV	1128	1	1	34,574
3621	Program Technician II	1218	1	1	38,654
3070	Supervising Office Assistant II	1222	1	1	38,759
3110	Office Assistant II	822	3	3	70,999
3620	Program Technician I	1088	1	1	28,397
Subtotal			23	23	\$ 1,110,388
Bilingual Pay					3,600
Less General Salary Savings					(50,000)
TOTAL REGULAR SALARIES					\$ 1,063,988

**PARKS AND GROUNDS
BUDGET 7910
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,675,930	\$ 1,784,077	\$ 1,971,990	\$ 187,913	11%
Services & Supplies	1,039,386	1,035,789	1,093,971	58,182	6%
Other Charges	<u>962</u>	<u>1,250</u>	<u>1,250</u>	<u>0</u>	0%
Total Appropriations	\$ 2,716,278	\$ 2,821,116	\$ 3,067,211	\$ 246,095	9%
<u>Revenues</u>					
Use of Money & Property	\$ 32,573	\$ 38,125	\$ 60,025	\$ 21,900	57%
Charges for Services	506,739	611,230	714,335	103,105	17%
Miscellaneous	1,797	0	0	0	0%
Intrafund Revenues	<u>181,277</u>	<u>152,619</u>	<u>152,675</u>	<u>56</u>	0%
Total Revenues	\$ 722,386	\$ 801,974	\$ 927,035	\$ 125,061	16%
<u>Net County Cost</u>	\$ 1,993,892	\$ 2,019,142	\$ 2,140,176	\$ 121,034	6%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	33	33	35	2	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 55,474
Services & Supplies	194,900
Other Charges	0
Residual Equity Transfer	225,650
Fixed Assets	<u>37,500</u>
Total Appropriations	\$ 513,524
<u>Net County Cost</u>	\$ 513,524
	<u>2004-05</u>
Additional Positions	1

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 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. The ongoing maintenance of these drives includes scheduled trimming of the oleanders every three years and palm tree trimming every seven years. The unit also administers the Fish and Game Propagation Fund and State grants, including the 2000 Parks Bond, 2002 Park Bond, Department of Boating and Waterways, and Wildlife Conservation Board grants.

OVERVIEW

The 2004-05 Recommended Budget of \$3,067,211 reflects a 6% (\$121,034) increase in net County cost over the 2003-04 Adopted Budget due primarily to an increase in employee benefit costs. The recommended staffing allocation will provide for park maintenance on a year round basis, with additional seasonal staff during the busy summer months. Staffing is recommended at 35 positions.

DEPARTMENT COMMENTS

Parks and Grounds will continue to provide an enhanced level of service due to increased allocations funded by the increased vehicle entrance fee implemented in fiscal year 2003-04. Parks and Grounds continues to depend heavily upon inmate labor and alternatively sentenced individuals for maintenance support.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Due to the elimination of the Sheriff's SILC (Sheriff's Inmate Labor Crew) program, maintenance of Winton Park and Pine Flat Day Use and Campground are now being accomplished by Parks staff.
- Due to elimination of the Community Service Program at Pleasant Valley State Prison, maintenance of Los Gatos Creek and Coalinga Mineral Springs are now being accomplished by Parks staff.
- Two positions have been added to maintain the perimeter landscape around the American and Southeast Regional landfills, as required by the Conditional Use Permit. All cost for the positions will be fully offset by charges to the landfills.

SALARIES AND BENEFITS

- Salaries and Benefits represent an 11% increase over the prior year. This includes increases in employee benefits and the addition of two Parks Groundskeeper positions.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 6% increase over the prior year.

UPARKS AND GROUNDS – 7910

OTHER CHARGES

- Recommended funding represents taxes and assessments for China Creek Park.

SUMMARY OF REVENUES

- Revenues are recommended at \$927,035, a 16% (\$125,061) increase over the prior year.
 - Use of Money and Property. Represents an increase over the prior year based on new mobile vendor contracts at County parks and grounds areas.
 - Charges for Services. Represent entrance fees collected at County parks, 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. Represent charges for landscape maintenance for County facilities on the University Medical Center campus and other user departments.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Parks and Grounds Section of the Resources Division of the Department of Public Works and Planning has requested funding above the recommended Target Budget for development of a Parks Master Plan, increased administrative support staff, replacement of worn out equipment and new equipment to support the necessary grounds maintenance activities at the new Juvenile Justice Campus. The requests are listed below in the Departments order of priority:

PRIORITY ONE – PROVIDE FUNDING FOR STAFF ANALYST POSITION

The requested staff Analyst II position will assist the Parks and Grounds Superintendent with the administration of the Parks and Grounds Section. The staff analyst will assist in budget preparation and monitoring, for the Parks and Grounds budget, Fish and Game budget and Off-Highway budget, grant proposals, grant administration including applications, CEQA documents and compliance, project implementation, project oversight, coordination and closeout, volunteer recruitment and coordination, resolution of customer inquiries, coordination of special events, preparation of agreements, Board of Supervisor agenda items, preparation of agendas and staff support to the Recreation and Wildlife Commission and the Historic Parks Advisory Committee, tracking performance and insurance documents of agreements and contracts, documenting staff training and special projects as requested. Additionally, the position will develop and implement a public outreach program to develop community awareness and support for the County Parks.

- Salaries and Benefits \$55,474

Total Net County Cost of Priority One

\$55,474

UPARKS AND GROUNDS – 7910

PRIORITY TWO – PROVIDE FUNDING FOR CONSULTING SERVICES TO DEVELOP A PARKS MASTER PLAN

The Parks and Grounds Section has requested funding for consulting services to develop a Parks Master Plan for the County parks system, as required to be developed in fiscal year 2004-05 by the County's General Plan. Funding is requested as follows:

- Professional and Specialized Services \$150,000

Total Net County Cost of Priority Two **\$150,000**

PRIORITY THREE – NEW AND REPLACEMENT EQUIPMENT FOR EXISTING OPERATIONS

Equipment requested both new and replacement for existing operations.

SUMMARY OF EQUIPMENT REQUESTED

Four drawer fireproof file Cabinet to be used at Liberty Veterans Cemetery. (1 – N)	Records are presently kept in a wooden cabinet. In case of a fire, all original records would be lost. Records go back to the 1940's.	\$ 2,200
72" Riding Lawn Mower (1-R)	Replacement for a 16 year old mower that is in constant need of repair. Excessive downtime results in a poor appearance often at Lost Lake Park.	24,000
3 point tractor mounted blower. (1-R)	Replacement for a 26 year old blower. Used extensively in the fall for leaf drop and used for cleanup after special events, i.e. Civil war reenactment.	6,000
Sandblaster and compressor (1-N)	For removal of graffiti in parks and grounds areas. Chemical removal is not effective on concrete and rock surfaces.	7,500
Walk behind blowers (4-R)	Blowers are used to clean walkways and parking lots at Courthouse park and the UMC campus. Current blowers are between 14 and 26 years old. Parts are no longer available.	8,000

UPARKS AND GROUNDS – 7910

Rotary Mowers (7-R)	The rotary mowers will replace reel mowers which are over 15 years old. Reel mowers require constant maintenance at a high cost. Mowers are used by uncompensated labor who are not conscientious about avoiding rocks and obstructions that damage the equipment, resulting in high repair costs and down time.	8,400
Power Pole Pruning Saws (2-N)	Saws are used to remove low hanging limbs that are hazardous to the public and staff. Currently crews must use chain saws while standing on a ladder, which is hazardous and can result in injuries. Pole saws allow staff to stand on the ground while performing these duties.	1,700
Rodenator squirrel eliminator (2-N)	Over the past several years, budget reductions have eliminated funds to hire private pest control companies and the County of Fresno Agricultural Commissioner Department to control ground squirrels in the County parks and grounds areas. As a result the parks and grounds are becoming overrun with ground squirrels, creating hazards to the public and staff, because of holes, often overgrown with grass, that cause trips, falls and other injuries. Rodenators are a concussion device used widely by agriculture interest with great success for ground squirrels. The device requires minimal time and training for use.	4,000

Total Net County Cost Priority Three

\$ 61,800

UPARKS AND GROUNDS – 7910

PRIORITY FOUR- NEW EQUIPMENT FOR JUVENILE JUSTICE CAMPUS

The new Juvenile Justice Campus is scheduled to be turned over to Parks to begin maintaining the Campus in March of 2006. As such, all staff and equipment must be in place at that time. The requested equipment will be purchased towards the end of fiscal year 2004-05, giving adequate lead time to insure equipment is on hand by March 2006.

SUMMARY OF EQUIPMENT REQUESTED

Residual Equity Transfer out – Fleet Services

Two 72" riding lawnmowers with catchers	\$48,000
One crew cab pickup truck with dumpbed	45,500
Three electric GEM carts	36,000
One seven passenger mini-van	20,000
One ½ ton full size pick-up	15,500
One ¾ ton full size pick-up with service body	33,000
Three local government portable radios	3,150
One turf sweeper	20,000
One equipment trailer	4,500

Small Tools and Instruments:

Walk behind rotary mowers (8-N)	Mowers for maintaining smaller areas of the Campus.	\$9,600
Walk behind grounds vacuum (3-N)	For cleaning of interior courtyards of facility.	4,400
Lawn edgers (5-N)	For edging of lawn areas at the facility.	2,500
Power Pole saw (2-N)	For trimming of low hanging branches and tree thinning.	1,700
Small utility trailers (3-N)	For use with GEM carts for hauling tools and materials.	2,400

<u>Total Net County Cost of Priority Four</u>	<u>\$246,250</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$513,524</u>
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PARKS AND GROUNDS - 7910

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>	
5232	Parks and Grounds Superintendent	F	1	1	\$ 65,876
5241	Parks Services Supervisor	1326	2	2	84,146
5240	Senior Parks Groundskeeper	1197	4	5	183,806
5235	Parks Maintenance Worker	1192	3	3	108,367
5221	Parks Groundskeeper III	1010	15	15	476,606
5220	Parks Groundskeeper II	886	5	6	146,243
5242	Senior Tree Trimmer	1225	1	1	38,863
5244	Tree Trimmer II	1102	1	1	30,198
3080	Office Assistant III	915	<u>1</u>	<u>1</u>	<u>28,218</u>
Subtotal			33	35	\$ 1,162,323
Bilingual Pay					1,200
Less Salary Savings					<u>(55,341)</u>
TOTAL REGULAR SALARIES					\$ 1,108,182

OFF-HIGHWAY LICENSE FUND
BUDGET 7920
Special Revenue Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 0	\$ 602,535	\$ 649,100	\$ 46,565	8%
Other Financing Uses	<u>0</u>	<u>16,500</u>	<u>16,500</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 0	\$ 619,035	\$ 665,600	\$ 46,565	8%
<u>Revenues</u>					
Use of Money & Property	\$ 14,700	\$ 19,424	\$ 17,376	\$ (2,048)	-11%
Intergovernmental Revenues	18,031	21,948	20,224	(1,724)	-8%
Fund Balance	<u>0</u>	<u>577,663</u>	<u>628,000</u>	<u>50,337</u>	<u>9%</u>
Total Revenues	\$ 32,731	\$ 619,035	\$ 665,600	\$ 46,565	8%
<u>Net County Cost</u>	\$ (32,731)	\$ 0	\$ 0	\$ 0	0%

OFF-HIGHWAY LICENSE – 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 2004-05 Recommended Budget of \$665,600 reflects an 8% (\$46,565) increase in appropriations and revenues over the 2003-04 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. There are no projects currently recommended for funding.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies represent an 8% increase over the prior year. There are no projects currently 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.

OTHER FINANCING USES

- A total of \$16,500 is recommended for transfer to the Sheriff's Department in 2004-05 for maintenance of off-road equipment used in enforcement of off-road regulations.

SUMMARY OF REVENUES

- Revenues are recommended at \$665,600, an 8% (\$46,565) increase over the prior year.
 - Use of Money and Property. Represents interest earnings on accumulated funds. Revenues are estimated at a decrease from the prior year due to a reduction in earnings on accumulated funds.
 - Intergovernmental Revenues. Revenues generated from Vehicle License Fees are estimated at a decrease based on actual vehicle registration fees.
 - Fund Balance. Estimated at an increase based on funding allocations in 2003-04.

FISH AND GAME PROPAGATION FUND
BUDGET 4350
Special Revenue Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 38,890	\$ 141,016	\$ 122,214	\$ (18,802)	-13%
Total Appropriations	\$ 38,890	\$ 141,016	\$ 122,214	\$ (18,802)	-13%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 20,108	\$ 23,716	\$ 14,316	\$ (9,400)	-40%
Use of Money & Property	4,570	5,122	2,764	(2,358)	-46%
Fund Balance	<u>14,212</u>	<u>112,178</u>	<u>105,134</u>	<u>(7,044)</u>	<u>-6%</u>
Total Revenues	\$ 38,890	\$ 141,016	\$ 122,214	\$ (18,802)	-13%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

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 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 the Department of Public Works and Planning.

OVERVIEW

The 2004-05 Recommended Budget of \$122,214 represents a 13% (\$18,802) decrease in appropriations and revenues from the 2003-04 Adopted Budget. Projects totaling \$28,578 are recommended by the Recreation and Wildlife Commission for six separate organizations for planned wildlife conservation and propagation activities during 2004-05.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies represent a 13% decrease from the prior year and include \$28,578 for projects and \$93,636 in unallocated monies to finance unanticipated needs that may be identified midyear. The County Public Works and Planning staff has reviewed and concurred with the projects recommended by the Recreation and Wildlife Commission for 2004-05. In 2003-04, funding in the amount of \$37,525 was budgeted for nine projects and \$103,491 was budgeted in unallocated monies.

Recommended projects include:

- Central Valley Sportsmen's Club (\$4,500)
Purchase catfish and bluegill for the Annual 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 (\$3,728)
Purchase materials to rehabilitate enclosure for the raising of live feed.
- Fresno County Sportsmen's Club (\$7,400)
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 50th 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.
- Kings River Conservation District (\$7,600)
Purchase materials and supplies to construct a small parking lot at the Kings River Greenbelt Park.
- Quail Unlimited (\$3,200)
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.

UFISH AND GAME PROPAGATION FUND – 4350

- Wild Turkey Federation (\$2,150)
Purchase pheasants to conduct a family-oriented pheasant hunt near the City of San Joaquin to be conducted in conjunction with the California Department of Fish and Game.

SUMMARY OF REVENUES

- Recommended revenues of \$122,214 represent a 13% (\$18,802) decrease from the prior year.
 - Fines, Forfeitures and Penalties - Reflects a decrease in revenues generated from State Fish and Game fines based on actual receipts received in the prior year.
 - Use of Money and Property - Reflects a decrease in interest earnings from the 2003-04 level.
 - Fund Balance - Reflects a decrease from the prior year.

**SOUTHEAST REGIONAL DISPOSAL SITE
BUDGET 9020
Solid Waste Enterprise Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 189	\$ 21,025	\$ 21,059	\$ 34	0%
Services & Supplies	286,552	407,399	489,035	81,636	20%
Fixed Assets	<u>0</u>	<u>21,500</u>	<u>0</u>	<u>(21,500)</u>	<u>-100%</u>
Total Appropriations	\$ 286,741	\$ 449,924	\$ 510,094	\$ 60,170	13%
<u>Revenues</u>					
Misc. Revenues	\$ 228,886	\$ 283,500	\$ 283,500	\$ 0	0%
Use of Money & Property	29,257	32,000	29,300	(2,700)	-8%
Charges for Services	(63)	6,000	6,000	0	0%
Fund Balance	<u>0</u>	<u>128,424</u>	<u>191,294</u>	<u>62,870</u>	<u>49%</u>
Total Revenues	\$ 258,080	\$ 449,924	\$ 510,094	\$ 60,170	13%
<u>Net Income/(Loss)</u>	\$ (28,661)	\$ 0	\$ 0	\$ 0	<u>0%</u>
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

**FRESNO/CLOVIS METROPOLITAN
SOLID WASTE COMMISSION
BUDGET 9023
Solid Waste Enterprise Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 3,940	\$ 1,604	\$ 779.00	\$ (825)	-51%
Total Appropriations	\$ 3,940	\$ 1,604	\$ 779	\$ (825)	-51%
<u>Revenues</u>					
Use of Money & Property	\$ 1,180	\$ 1,800	\$ 1,200	\$ (600)	-33%
Total Revenues	\$ 1,180	\$ 1,800	\$ 1,200	\$ (600)	-33%
<u>Net Income/(Loss)</u>	\$ (2,760)	\$ 196	\$ 421	\$ 225	115%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

**SHAVER LAKE TRANSFER STATION
BUDGET 9024
Solid Waste Enterprise Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,964	\$ 8,829	\$ 10,210	\$ 1,381	16%
Other Charges	<u>0</u>	<u>632</u>	<u>250</u>	<u>(382)</u>	<u>-60%</u>
Total Appropriations	\$ 1,964	\$ 9,461	\$ 10,460	\$ 999	11%
<u>Revenues</u>					
Use of Money & Property	\$ 402	\$ 200	\$ 250	\$ 50	25%
Other Financing	6,708	6,700	0	(6,700)	-100%
Fund Balance	<u>0</u>	<u>2,561</u>	<u>10,210</u>	<u>7,649</u>	<u>299%</u>
Total Revenues	\$ 7,110	\$ 9,461	\$ 10,460	\$ 999	11%
<u>Net Income/(Loss)</u>	\$ 5,145	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

AMERICAN AVENUE DISPOSAL SITE
BUDGET 9026
Solid Waste Enterprise Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 952,138	\$ 1,205,936	\$ 1,347,825	\$ 141,889	12%
Services & Supplies	4,049,495	5,735,753	7,182,401	1,446,648	25%
Other Charges	1,597,435	2,656,410	2,623,694	(32,716)	-1%
Residual Equity Transfer	0	0	0	0	0%
Fixed Assets	4,507,462	1,821,100	23,085,000	21,263,900	1168%
Total Appropriations	\$ 11,106,531	\$ 11,419,199	\$ 34,238,920	\$ 22,819,721	200%
<u>Revenues</u>					
Misc. Revenue	\$ 4,289	\$ 0	\$ 0	\$ 0	0%
Charges for Services	12,186,592	15,145,000	13,603,720	(1,541,280)	-10%
Other Financing	10,990	0	0	0	0%
Use of Money & Property	2,002,537	2,200,250	1,490,018	(710,232)	-32%
Fund Balance	0	0	19,145,182	19,145,182	100%
Total Revenues	\$ 14,204,407	\$ 17,345,250	\$ 34,238,920	\$ 16,893,670	97%
<u>Net Income/(Loss)</u>	\$ 3,097,876	\$ 5,926,051	\$ 0	\$ (5,926,051)	-100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	18	19	20	1	

**COALINGA DISPOSAL SITE
BUDGET 9028
Solid Waste Enterprise Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 114,177	\$ 151,094	\$ 155,052	\$ 3,958	3%
Services & Supplies	406,952	474,253	542,269	68,016	14%
Other Charges	22,610	61,029	55,736	(5,293)	-9%
Fixed Assets	76,487	4,600	0	(4,600)	-100%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Appropriations	\$ 620,225	\$ 690,976	\$ 753,057	\$ 62,081	9%
<u>Revenues</u>					
Misc. Revenue	\$ 4,527	\$ 0	\$ 0	\$ 0	0%
Charges for Services	425,733	387,985	389,229	1,244	0%
Use of Money & Property	40,666	42,000	27,532	(14,468)	-34%
Fund Balance	0	260,991	336,296	75,305	29%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	\$ 470,926	\$ 690,976	\$ 753,057	\$ 62,081	9%
<u>Net Income/(Loss)</u>	\$ (149,300)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<hr/>	<hr/>	<hr/>	<hr/>	
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	2	2	2	0	

DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

FUNCTION

Fresno County operates the American Avenue Regional Landfill, a small landfill near Coalinga, and a small transfer station at Shaver Lake. In addition, members of the Board of Supervisors participate on the Fresno-Clovis Metropolitan Solid Waste Commission, Southeast Regional Solid Waste Commission, and West County Solid Waste Planning Committee. The function of each enterprise fund is described briefly:

- Southeast Regional Disposal Site - 9020 Budget - This closed disposal site is administered through a Joint Powers Agreement with the County and the cities of Sanger, Reedley, Selma, Kingsburg, Orange Cove, Fowler, and Parlier. The Southeast Regional Solid Waste Commission (SER/SWC) is responsible for overseeing the enterprise fund's budget and closure operations at the site.
- Fresno-Clovis Metropolitan Solid Waste Commission (FCM/SWC) - 9023 Budget - This commission operates with an enterprise fund budget used to finance support services to FCM/SWC for the planning, coordination, and implementation of special projects by County and city staff under a Joint Powers Agreement with the County and cities of Fresno and Clovis.
- Shaver Lake Transfer Station - 9024 Budget - This transfer station operates under a private contract and serves the mountain communities in the Shaver Lake area.
- American Avenue and Coalinga Disposal Sites - 9026 and 9028 Budgets - The West County Solid Waste Planning Committee (WC/SWPC), consisting of elected officials of the County and the cities of San Joaquin, Mendota, Firebaugh, Kerman, Huron, and Coalinga, serves in an advisory capacity to the Board of Supervisors for operations of the American Avenue and Coalinga disposal sites. In addition, they advise on implementation of State and County regulations, operations of the two disposal sites, and on the regulatory compliance of closed disposal sites within the area.

OVERVIEW

The 2004-05 Recommended Budget of \$35,513,310 for all Disposal Sites represents a 182% (\$22,942,146) increase in appropriations from the 2003-04 Adopted Budget. This is due primarily to the recommended appropriations of \$15,000,000 for the Development of Phase III (250 acres) and \$6,000,000 for the Reclamation of Phase I (30 acres) at the American Avenue Landfill. Recommended funding will also provide for the continuing acquisition of properties adjacent to the American Avenue Landfill for purposes of providing a land buffer and the installation of a Landfill Gas Collection System for Modules 5 and 6 at the American Avenue Landfill.

Landfill operations continue 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. Funding for compliance with regulatory requirements has been included in the recommended budget in the amount of \$2,300,000. This amount includes funding for leachate disposal and methane mitigation, closure activities, tire disposal, and groundwater and landfill gas monitoring activities for County disposal sites. Staffing is recommended at 22 positions, an increase of 1 position over the prior year level.

UDISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

SUMMARY OF CAO RECOMMENDATIONS

DISPOSAL SITE OPERATIONS

- Southeast Regional Disposal Site - 9020 Budget - The recommended budget of \$510,094 reflects a 13% (\$60,170) increase in appropriations from the 2003-04 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 - 9023 Budget - The recommended budget of \$779 reflects a 51% (\$825) decrease in appropriations from the 2003-04 Adopted Budget.
- Shaver Lake Transfer Station - 9024 Budget - The recommended budget of \$10,460 represents an 11% (\$999) increase in appropriations and revenues over the 2003-04 Adopted Budget. Although the operation of the transfer station was privatized in 1987-88, the County retains responsibility for maintenance of the access road, contract administration, and other minor expenses that are funded through this budget. The private contractor is obligated to provide for public access two days per week during the summer and fall months (May through November). The facility is closed in the winter. Contribution from the general fund is not included as sufficient reserves are available to cover costs for 2004-05.
- American Avenue Disposal Site - 9026 Budget - The recommended budget of \$34,238,920 reflects a 200% (\$22,819,721) increase in appropriations from the 2003-04 Adopted Budget due primarily to the development of Phase III (250 acres) and the Reclamation of Phase I (30 acres). Recommended funding assumes operating the disposal site with tonnages averaging 1,300 tons per day.

Funding is also included for the preparation of plans and specifications and the installation of the Landfill Gas Collection System. Funding for construction of Modules one through four has occurred through bond financing and Modules five through eight were cash financed. Recommended funding also includes \$2,948,715 for the annual payment required by the landfill expansion bond financing, additional components for the existing Computer Aided Earth Moving System (CAES) that is estimated to increase compaction by 4%-6%, and acquisition of properties to provide a land buffer. Heavy equipment purchases, in accordance with the County Administrative Office policy, are reviewed by the West County Solid Waste Planning Committee.

- Coalinga Disposal Site - 9028 Budget - The recommended budget of \$753,057 represents a 9% (\$62,081) increase in appropriations from the 2003-04 Adopted Budget.

SALARIES AND BENEFITS

- Salaries and Benefits represent an 11% increase over 2003-04. This includes the addition of one Supervising Disposal Site Attendant position in budget (9026) to provide direct supervision for the Disposal Site Attendants and an increase in Extra-Help and Overtime allocations in the American Avenue Landfill budget (9026) based on expansion activities for 2004-05.

FIXED ASSETS

- Budget 9026 - American Avenue Disposal Site
- **Fixed Assets (\$23,093,700):**

UDISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

(1) 4 X 4 Full Size 12 Passenger Van...	\$45,000	...	New - Needed for Operations and Transportation of Employees On-Site
Flag and Flagpole	40,000	...	New - Display American Flag
Radio System.....	40,000	...	Replacement of existing CB System.
Back Up Scale Equipment	5,000	...	Replacement - Back-up to Existing Scale
Litter Control Fence	30,000	...	Replacement of Aging Litter Control Fence
(1) Industrial Vacuum Trash Collector....	40,000	...	New - Remove Trash from Litter Control Fence and Perimeter
Land Acquisition.....	1,000,000	...	Acquire Property Adjacent to Landfill as a Buffer
Computer-Aided Earth Moving Sys.....	240,000	...	New - Increased Productivity
Landfill Gas Collection System	550,000	...	Mandated Regulatory Requirement
Phase III Development.....	15,000,000	...	Required Landfill Expansion
Reclamation of Phase I	6,000,000	...	Mitigate Liability for Unlined Portion of Landfill
(1) Automatic Tarping Machine	95,000	...	New - Alternative Daily Cover

SUMMARY OF REVENUES

- Revenues are recommended at \$35,513,731, a 92% increase over the prior year primarily due to increased Fund Balance Revenue required for the Development of Phase III and the Reclamation of Phase I at the American Avenue Landfill.
 - Miscellaneous Revenues. Represent no change based on estimated tonnages from the Southeast Regional Landfill area.
 - Charges for Services. Represent a decrease due primarily to lower estimated revenues from tipping fees for the American Avenue Landfill.
 - Other Financing. Represents the elimination of the contribution from the general fund for the Shaver Lake Transfer Station. Sufficient reserves are available to cover costs for 2004-05.
 - Use of Money and Property. Primarily consists of interest earned on accumulated revenue for the American Avenue Landfill. Revenues are estimated at a decrease from the prior year.
 - Fund Balance. Estimated at an increase related primarily to the increase in appropriations needed for the American Avenue Landfill.

DISPOSAL SITES AND TRANSFER STATIONS -
AMERICAN AVENUE DISPOSAL - 9026

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>	
5401	Disposal Site Supervisor	1704	1	1	\$ 54,053
5402	Disposal Site Attendant I	734	4	4	86,555
5403	Disposal Site Attendant II	827	2	2	49,754
	Supervising Disposal Site Attendant		0	1	28,854
5404	Disposal Site Equipment Operator I	1130	3	3	104,426
5407	Disposal Site Equipment Operator II	1277	7	7	278,130
5408	Disposal Site Lead Supervisor	1502	<u>2</u>	<u>2</u>	<u>95,318</u>
TOTAL REGULAR SALARIES			19	20	\$ 697,090

DISPOSAL SITES AND TRANSFER STATIONS -
COALINGA DISPOSAL - 9028

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>	
5403	Disposal Site Attendant II	827	1	1	\$ 26,231
5407	Disposal Site Equipment Operator II	1277	<u>1</u>	<u>1</u>	<u>40,507</u>
TOTAL REGULAR SALARIES			2	2	\$ 66,738

HUMAN SERVICES

HUMAN SERVICES

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HUMAN SERVICES

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HUMAN SERVICES FINANCE

BUDGET 5600

General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 17,114,325	\$ 11,976,443	\$ 4,886,885	\$ (7,089,558)	-59%
Services & Supplies	35,518,339	5,911,464	5,183,504	(727,960)	-12%
Other Charges	369,831	0		0	0%
Residual Equity Transfer	40,434	0	20,000	20,000	100%
Fixed Assets	9,745	0		0	0%
Total Appropriations	\$ 53,052,674	\$ 17,887,907	\$ 10,090,389	\$ (7,797,518)	-44%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 0	\$ 0	\$	\$ 0	0%
Use of Money & Prop	143	0		0	0%
State Aid	5,928,693	0		0	0%
Federal Aid	6,846,675	191,123	436,770	245,647	129%
Charges for Services	15,701,587	0		0	0%
Trust Fund	3,961,852	175,557	118,923	(56,634)	-32%
Realignment-Health		0		0	0%
Intrafund Revenues	20,543,918	17,521,227	9,534,696	(7,986,531)	-46%
Total Revenues	\$ 52,982,868	\$ 17,887,907	\$ 10,090,389	\$ (7,797,518)	-44%
<u>Net County Cost</u>	\$ 69,806	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	254	194	88	(106)	

HUMAN SERVICES FINANCE – 5600

FUNCTION

The Human Services Finance budget funds centralized financial services for the Human Services departments which include the Departments of Community Health (5620), Behavioral Health (5630), Employment and Temporary Assistance (5610), and Children and Family Services (5640). All costs included in this budget are reimbursed by State and Federal program funding and the Human Services departments. This budget unit will be managed by the Auditor Controller Treasurer Tax Collector effective July 1, 2004.

OVERVIEW

The 2004-05 Recommended Budget of \$10,090,389 reflects a 44% (\$7,797,518) decrease in appropriations from the 2003-04 Adopted Budget due primarily to the restructuring of this budget to include only centralized Human Services Finance functions. All administrative and operations functions previously contained in this budget have been decentralized to Human Services departments or eliminated, as directed by your Board on May 18, 2004. There are no General Fund costs associated with this budget. Staffing is recommended at 88 positions.

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, and Children and Family Services). The centralization of the finance functions, accomplished over five years ago, is intended to realize economies of scale by combining similar functions and tasks into one department. The funding streams and reporting requirements for each Human Services program are similar and interrelated. Decentralizing the Finance Unit into individual finance divisions could result in the potential for redundancies in processes and miscommunication.

On May 18, 2004, the Board of Supervisors approved, in concept, the dissolution of the Human Services System. This action directed the decentralization of the administrative functions related to Human Services; transferring program related functions directly to the appropriate Human Services (HS) department. The Finance Unit, in its entirety (minus a few positions), transferred to the Auditor-Controller/Treasurer-Tax Collector (AC/TTC). While independent oversight will be maintained by the AC/TTC, the HS Finance Unit will reside in a separate location and be accounted for in a separate budget unit. The first priority of this transition is to integrate HS Finance staff into the AC/TTC culture and promote improved processes.

An understanding of the core services of the HS Finance will be accomplished through documentation of work flows, review of reporting requirements and deadlines, interviews with staff and audits of compliance with federal and state regulations. The AC/TTC's mission "is to promote public trust by providing exemplary accounting and financial services to our public, business and governmental customers." This philosophy will guide our progress throughout the transition.

UHUMAN SERVICES FINANCE – 5600

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The dissolution of the centralized Human Services System Administrative and Operations Support organization is reflected in this budget. Transfer of program and administrative functions and a net of 81 related positions to the Human Services (HS) Departments of Behavioral Health, Children & Family Services, Community Health, Employment & Temporary Assistance are included. Also associated with the dissolution are the elimination of 13 positions from this budget (5600), 3 positions from Community-Based Services (5603), and 1 position from Substance Abuse (5602).
- Substance Abuse Services administration and Mental Health Managed Care services teams will be transferred intact to the Department of Behavioral Health. Departments will assume responsibility for previously centralized administrative functions. Finance funds including accounting, billing, claiming and collections will continue to be managed as a consolidated division under the authority of the A-C/TTC.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 59% decrease from the prior year due primarily to the dissolution of HSS Administration and Operations Support.

SERVICES AND SUPPLIES

- Services and Supplies represent a 12% decrease from the prior year primarily due to the impact of the reduction in workforce.

SUMMARY OF REVENUES

- Revenues are recommended at \$10,090,389, a 44% (\$7,797,518) decrease from the prior year due to the transfer out of support functions to other budget units.
 - Federal Aid reflects an increase due to Medi-Cal Administrative Activities revenues used to cover the staff cost associated with the program.
 - Trust Fund reflects a decrease to fund costs of administering the Proposition 99 program.
 - Intrafund Revenues reflects the reimbursement of departmental overhead charges from other Human Services departments.

PENDING FACTORS

As a result of the decentralization of the Human Services System Finance and Operations, direct operational costs have been distributed to the four remaining Human Services departments. Interdepartmental agreements that impact these four departments remain in the 5600 budget unit. These costs are then charged back as departmental overhead expense to the benefiting user department. These interdepartmental agreements will be reviewed and reassessed for accurate cost accounting/claiming and corresponding distribution to maximize revenue reimbursement. This review may require redistribution of overhead expense midyear.

HUMAN SERVICES FINANCE - 5600

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDI SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1501	Admitting Interviewer I	828	7	0	\$ 0
1550	Medical Records Coordinator	1766	1	0	0
1593	Senior Admitting Interviewer	1094	1	0	0
1670	Admitting Interviewer II	973	7	0	0
2211	Systems & Procedures Analyst II	1665	1	0	0
2212	Systems & Procedures Analyst III	1930	2	1	63,909
2218	Fiscal Services Manager - HSS	D	1	1	90,896
2240	Senior Systems & Procedures Analyst	2161	1	1	70,356
2292	Staff Analyst II	1581	1	0	0
2293	Staff Analyst III	1826	9	0	0
2294	Senior Staff Analyst	F	4	1	63,076
2297	Principal Staff Analyst	E	3	1	73,034
2312	Operations Services Manager - HSS	D	1	0	0
3070	Supervising Office Assistant II	1222	4	0	0
3080	Office Assistant III	915	24	5	143,435
3126	Office Assistant I - Conf.	919	2	0	0
3125	Office Assistant I	917	1	1	20,712
3082	Supervising Office Assistant II - Conf.	1222	1	0	0
3110	Office Assistant II	822	11	2	47,560
3160	Secretary IV	1128	3	1	36,712
3166	Admin. Secretary - Conf	1135	1	0	0
3205	Account Clerk II	860	24	14	347,836
3210	Accountant I	1370	1	1	44,616
3215	Accountant II	1585	4	4	187,642
3235	Supervising Account Clerk I	1106	2	2	72,020
3240	Supervising Account Clerk II	1237	8	5	195,157
3245	Accounting Technician	1237	1	1	33,956
3255	Senior Accountant	1851	10	10	565,220
3260	Account Clerk III	967	54	34	1,033,698
3265	Principal Accountant	F	2	2	145,236
3269	Patient Accounts Supervisor - Health	F	1	1	69,160
8071	Assistant CAO Human Services System Director	A	1	0	0
Subtotal			194	88	\$ 3,304,231
Auto Allowance					0
Shift Differential					0
Bilingual Skill Pay					8,400
Less Salary Savings					(166,681)
TOTAL REGULAR SALARIES					\$ 3,145,950

HUMAN SERVICES FINANCE - 5600

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3110	Office Assistant III	Filled	915	-3	114,019
3160	Secretary IV	Filled	1128	-1	51,620
3166	Admin. Secretary - Conf.	Filled	1135	-1	57,910
3070	Supervising Office Assistant II	Filled	1222	-2	110,804
2292	Staff Analyst II	Filled	1581	-1	67,963
2312	Operations Support Officer	Filled	D	-1	119,135
	Cost of Restoring Filled Positions			-9	\$ 521,451

VACANT POSITIONS RECOMMENDED FOR DELETION

(August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3080	Office Assistant III	Vacant	915	-1	\$ 40,159
8071	Assistant CAO - HSS Director	Vacant	A	-1	158,347
2292	Staff Analyst II	Vacant	1581	-1	67,963
3260	Account Clerk II	Vacant	860	-1	39,517
	Cost of Restoring Vacant Positions			-4	\$ 305,986

**MENTAL HEALTH MANAGED CARE
BUDGET 5601
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 0	\$ 2,083,386	\$ 2,909,229	\$ 825,843	40%
Services & Supplies	0	11,210,362	11,507,679	297,317	3%
Other Charges	<u>0</u>	<u>250,000</u>	<u>300,348</u>	<u>50,348</u>	<u>20%</u>
Total Appropriations	\$ 0	\$ 13,543,748	\$ 14,717,256	\$ 1,173,508	9%
<u>Revenues</u>					
State Aid	\$ 0	\$ 7,277,998	\$ 7,421,151	\$ 143,153	2%
Charges for Services	<u>0</u>	<u>6,265,750</u>	<u>7,296,105</u>	<u>1,030,355</u>	<u>16%</u>
Total Revenues	\$ 0	\$ 13,543,748	\$ 14,717,256	\$ 1,173,508	9%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary		30	44	14	

MENTAL HEALTH MANAGED CARE – 5601

FUNCTION

Mental Health Managed Care coordinates and monitors services as required in the Fresno County Mental Health Plan (FCMHP) and mandated by the State Department of Mental Health Quality Management standards. Responsibilities include inpatient and outpatient authorization of mental health services ensuring consumers receive timely access to services, and a complaint and grievance process. Utilization Review services ensure quality management standards are enforced and monitored in all mental health service sites.

OVERVIEW

The 2004-05 Recommended Budget totals \$14,717,256. There are no General Fund costs associated with this budget. The State Managed Care allocation and Medi-Cal patient fees fund all costs. Staffing is recommended at 44 positions, reflecting the in-transfer of 14 medical records positions due to the Human Services System decentralization. Effective July 1, 2004 Mental Health Managed Care will fall under the authority of the Department of Behavioral Health.

DEPARTMENT COMMENTS

The Managed Care program manages service agreements with 135 individual providers and 6 organization providers of outpatient mental health services. Inpatient services are contracted with three inpatient providers in various counties in the state. Mental Health services authorized for providers' external to the Fresno County mental health programs total \$10.9 million.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The dissolution of the Human Services System Administrative organization results in the transfer of Mental Health Managed Care to the Department of Behavioral Health and the consolidation of mental health records staff with the managed care team.

Salaries and Benefits

- Salaries and Benefits represent a net increase of 40% over the prior year. This includes increases in employee benefits, overtime reflecting actual usage in the prior year, and costs associated with 14 positions transferred into this budget as a result of the Human Services System decentralization.

SERVICES AND SUPPLIES

- Services and Supplies represent a 3% increase from the prior year due primarily to slight increase in provider contract costs based on service demand and data processing services.

OTHER CHARGES

- Other Charges are recommended at \$300,348.

MENTAL HEALTH MANAGED CARE – 5601

SUMMARY OF REVENUES

- Revenues are recommended at \$14,717,256 a 9% (\$1,173,508) increase over the prior year.
 - State Aid – Estimated to increase due primarily inclusion of Early Periodic Screening Diagnosis and Treatment revenue offset with reduction in State Managed Care revenue.
 - Charges for Services – Reflects increase due to the transfer of 14 positions from the former Human Services System Administration.

MENTAL HEALTH MANAGED CARE - 5601

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDE SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1363	Clinical Supervisor	2211	1	1	\$ 74,828
1384	Health Services Utilization Administrator	D	1	1	93,392
1444	Managed Care Coordinator	E	1	1	75,608
1323	Mental Health Nurse II	2011	2	2	141,648
3110	Office Assistant II	790	1	8	195,916
3080	Office Assistant III	880	7	12	346,212
1550	Med. Records Coordinator	1766	0	1	57,486
1560	Provider Relations Specialist	1045	3	3	103,311
3140	Secretary III	926	1	1	33,280
2294	Senior Staff Analyst	F	2	2	125,606
3070	Supervising Office Assistant II	1175	1	2	79,560
1347	Utilization Review Specialist	1948	10	10	674,070
Subtotal			<u>30</u>	<u>44</u>	\$ 2,000,917
Bilingual Skill Pay					4,200
Less Salary Savings					<u>(15,963)</u>
TOTAL REGULAR SALARIES					\$ 1,989,154

**SUBSTANCE ABUSE SERVICES
BUDGET 5602
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 0	\$ 1,507,121	\$ 1,489,847	\$ (17,274)	-1%
Services & Supplies	0	18,865,275	18,843,086	(22,189)	0%
Other Charges	<u>0</u>	<u>427,417</u>	<u>372,759</u>	<u>(54,658)</u>	<u>-13%</u>
Total Appropriations	\$ 0	\$ 20,799,813	\$ 20,705,692	\$ (94,121)	0%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 0	\$ 228,755	\$ 257,659	\$ 28,904	13%
State Aid	0	9,196,361	9,290,648	94,287	1%
Federal Aid	0	4,890,166	4,956,698	66,532	1%
Charges for Services	0	4,687,023	4,687,023	0	0%
Trust Fund	<u>0</u>	<u>1,753,776</u>	<u>1,469,932</u>	<u>(283,844)</u>	<u>-16%</u>
Total Revenues	\$ 0	\$ 20,756,081	\$ 20,661,960	\$ (94,121)	0%
<u>Net County Cost</u>	\$ 0	\$ 43,732	\$ 43,732	\$ 0	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary		26	25	(1)	

Department Request Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Services & Supplies	<u>\$ 41,000</u>
Total Appropriations	\$ 41,000
<u>Net County Cost</u>	\$ 41,000

SUBSTANCE ABUSE SERVICES – 5602

FUNCTION

Substance Abuse Services is responsible for planning, developing, and administering a Countywide integrated substance abuse prevention and treatment service delivery system. This unit'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, families, and the community.

OVERVIEW

The Recommended Budget for Fiscal Year 2004-05 totals \$20,705,692. The net County cost of \$43,732 remains at the prior year level. Staffing is recommended at 25 positions, eliminating 1 vacant position.

DEPARTMENT COMMENTS

The integration of substance abuse services across all Human Services program areas remains an extremely high priority. The misuse of alcohol and other drugs creates barriers to successful life outcomes for a large percentage of clients/families.

Goals for Fiscal Year 2004-05 include continued implementation of recommendations from the Integrated Substance Abuse Service Delivery Plan. Specific projects include the Substance Abuse Services Resource Center; a Services Access Management (SAM) system; establish service standards based on "Principals of Effective Treatment" developed by the National Institute of Drug Abuse; implementing evidence-based prevention services programs; increasing capacity and utilization of Drug Medi-Cal reimbursable services; and securing upgrade/replacement of the countywide alcohol and drug data system.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Substance Abuse Services budget reflects a decrease in Substance Abuse and Crime Prevention Act of 2000 funding, offset with increases in Drug Court Partnership Grant funding, Drug Medi-Cal funding and County General Funds.
- Funding is included to support the Substance Abuse Services Resource Center, which will function as the "Front Door" to treatment services as well as to other community services.
- Financing for the Teilman Service Center program (\$150,000), a collaborative effort with the Department of Children & Family Services to provide intensive, non-residential substance abuse treatment services for juvenile probationers and their families; the goal for 2004-05 is the project become self-sustaining through the use of Medi-Cal funding. Federal Substance Abuse Block Grant funds are providing start-up support.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 1% decrease from the prior year. This includes increases in employee benefits offset by the elimination of one position and a decrease in extra-help funding.

USUBSTANCE ABUSE SERVICES – 5602

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year due primarily to decreases in Office Expense, postage and publications and Proposition 36 administrative costs offset by increased rents and leases costs associated with the new Substance Abuse Resource Center and PeopleSoft system direct charges.

OTHER CHARGES

- Other Charges of \$372,759 reflects administrative overhead charges from the Finance Support operation.

SUMMARY OF REVENUES

- Revenues are recommended at \$20,661,960, a slight decrease from the prior year.
 - Fines, Forfeitures and Penalties will increase based on collection history trends. These funds support court-ordered alcohol and substance abuse treatment programs.
 - State Aid will increase due to an adjustment in the State General Fund match to Drug Medi-Cal for 2004-05.
 - Federal Aid will increase due to an increase in the Federal portion of the Substance Abuse Prevention and Treatment grant allocation.
 - Charges for Services reflect Drug Medi-Cal revenue at the prior year level.
 - Trust Fund reflects a decreased usage of Substance Abuse Trust funds compared to the prior year.

PENDING FACTORS

Final State audit findings for the Fiscal Year 2001-02 Proposition 36 program are pending. It is anticipated based on exit conference comments that personnel expenditures associated with the District Attorney, Sheriff, Public Defender and the Superior Court may be audit excepted. Audit appeal processes will be pursued if this occurs. The maximum disallowance should these audit exceptions be realized is \$302,133 for Fiscal Year 2001-02, \$411,904 for Fiscal Year 2002-03, and \$428,847 estimated for Fiscal Year 2003-04, for a total of \$1,142,884. No funds are included in the recommended budget for this purpose.

DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

Substance Abuse Services requests \$41,000 in County funding above the Fiscal Year 2004-05 baseline budget to support the Superior Court activities which are not allowable under the Substance Abuse and Crime Prevention Act of 2000 (Proposition 36) funding. If the \$41,000 in County funding is not received, the Superior Court will reduce staff (.75 FTE Judicial Assistant), reducing the ability to operate the dedicated Proposition 36 Court. Your Board approved County funds (\$41,874) to support these activities on December 16, 2003, for Fiscal Year 2003-04.

SUBSTANCE ABUSE SERVICES - 5602

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>	
1445	Deputy Alcohol and Drug Program Administrator	D	1	1	\$ 77,766
1319	Health Education Assistant	1058	1	1	29,055
3110	Office Assistant II	822	3	3	46,932
3080	Office Assistant III	915	2	1	54,268
2297	Principal Staff Analyst	E	2	2	128,206
3160	Secretary IV	1128	1	1	36,712
2294	Senior Staff Analyst	F	2	2	107,978
1953	Senior Substance Abuse Specialist	1350	3	3	122,989
2292	Staff Analyst II	1581	1	1	44,434
2293	Staff Analyst III	1826	4	4	223,382
1951	Substance Abuse Specialist I	1108	2	2	61,555
1952	Substance Abuse Specialist II	1222	4	4	138,121
Subtotal			26	25	\$ 1,071,398
Bilingual Skill Pay					2,400
Less Salary Savings					(54,698)
TOTAL REGULAR SALARIES					\$ 1,019,100

**CHILDREN AND FAMILY SERVICES
BUDGET 5640
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 36,541,982	\$ 40,951,150	\$ 44,915,676	\$ 3,964,526	10%
Services & Supplies	9,480,085	8,440,407	11,488,643	3,048,236	36%
Other Charges	8,794,167	8,213,266	6,315,769	(1,897,497)	-23%
Residual Equity Transfer	125,430	0	0	0	0%
Fixed Assets	15,082	0	0	0	0%
Total Appropriations	\$ 54,956,746	\$ 57,604,823	\$ 62,720,088	\$ 5,115,265	9%
<u>Revenues</u>					
State Aid	\$ 26,233,530	\$ 18,387,715	\$ 19,168,090	\$ 780,375	4%
Federal Aid	14,914,232	14,626,064	21,915,611	7,289,547	50%
Charges for Services	2,309,741	9,399,214	7,563,671	(1,835,543)	-20%
Misc. Revenues	112,141	426,889	983,100	556,211	130%
Realignment:					
Social Services	5,103,079	3,437,395	5,071,070	1,633,675	48%
Mental Health	4,676,657	5,773,953	6,286,855	512,902	9%
Intrafund Revenues	1,129,322	1,886,983	1,416,552	(470,431)	-25%
Total Revenues	\$ 54,478,702	\$ 53,938,213	\$ 62,404,949	\$ 8,466,736	16%
<u>Net County Cost</u>	\$ 478,044	\$ 3,666,610	\$ 315,139	\$ (3,351,471)	-91%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	715	704	718	14	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 462,908
Services & Supplies	82,862
Residual Equity Transfer	5,216
Total Appropriations	\$ 550,986
<u>Revenues</u>	
Federal Aid	\$ 275,493
Total Revenues	\$ 275,493
<u>Net County Cost</u>	\$ 275,493
Additional Positions	10

CHILDREN AND FAMILY SERVICES – 5640

FUNCTION

The Department of Children and Family Services (DCFS) is one of the four Human Services Departments. Comprised of Child Protective Services and Child and Youth Mental Services divisions, DCFS is an indispensable component of the public safety continuum. Children and families requiring protection and treatment are provided comprehensive, integrated and coordinated services. The budget finances programs that are necessary to protect and treat abused, neglected and seriously emotionally disturbed children and youth while strengthening families.

OVERVIEW

The 2004-05 Recommended Budget of \$62,720,088 reflects a 9% (\$5,115,265) increase in appropriations due to increase costs; and a \$3,351,471 reduction in net County cost from the 2003-04 Adopted Budget due to the elimination of one-time General Funds. Projected revenues are \$62,404,949, a 16% (\$8,466,736) increase from the 2003-04 Adopted Budget due to an anticipated increase in Federal funds based on the implementation of revenue maximization strategies through the Child Welfare Services (CWS) claiming process. Recommended funding includes full-year costs associated with the transfer of three positions from the Human Services Personnel Division; the elimination of one Staff Analyst position; and the addition of one Deputy Director position and one Social Services Program Manager position added mid-year 2003-04. Also included are the requests for 14 positions to be transferred from Human Services Finance due to the decentralization of support services and to satisfy the need for additional positions to support Children's Mental Health for the SMART Model of Care. The County's mandated \$5,353,900 share-of-cost associated with the CWS allocation is financed with Social Services Realignment revenues of \$5,071,070 and a net County cost of \$315,139. The County's share-of-cost for Children's Mental Health is financed with Mental Health Realignment revenues of \$6,286,855. Staffing is recommended at 718 positions, an increase of 14 positions from the prior year level.

DEPARTMENT COMMENTS

The department's mandate is to improve services with fewer resources. Your Board adopted the Family to Family Initiative as framework for improving outcomes for children and families with existing resources. The department successfully realized fiscal and program goals outlined in the FY 2003-04 Budget Hearings. These include:

- Increase in Child Welfare allocation (\$1,174,478) through increased FTE caseload activity.
- Increase in Federal Revenue (\$1,171,056) based on maximizing federal participation in the Child Welfare claiming process.
- Conversion of relative Guardianship cases to KinGap, resulting in an annual saving of \$460,940 (6410 Budget Organization).
- Decrease in the number of children in Foster Care (136) in Fiscal Year 2003-04.
- Implementation of the SB163 Wrap Around Lead Agency Contract and State Plan.
- Collaboration in development of SMART Model of Care.

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- Pending Site Certification for Drug Medical billing for Adolescent Substance Abuse Treatment Services at the Teilman Day Reporting Center.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Implementation of Family to Family is expected to increase the number of family foster homes available in neighborhoods with high Child Welfare referral rates, decreasing the need for more costly emergency placement options. There may be some increased costs in the recruitment, training and support of foster parents specializing in the care of high-need children.
- SB 163 wraparound services implementation will, over time, save both human and fiscal costs by maintaining children in the least restrictive, most homelike, and least costly environment possible. The program will include services based on the Multi-Dimensional Treatment Foster Care model, serving children and families in the Juvenile Dependency and Juvenile Justice systems.
- During Fiscal Year 2003-04, the Teilman School Day Reporting Center was certified by Medi-Cal as a substance abuse treatment center. It is expected that the program costs for this new and very necessary service, funded initially with State and Federal substance abuse monies, will become self-supporting through Medi-Cal billing within this fiscal year.
- Six trainers from Fresno Unified, DCFS' CWS and MHS were trained in Incredible Years, an evidence based process to work with parents and teachers to help maintain children two-to-eight years of age in the natural home and community environment.
- The co-location of Fresno County Office of Education within DCFS was implemented to enhance educational success for foster youth and meet significant goals of the Family to Family Initiative.
- Collaborated with Youth Law Center to assess and improve educational outcomes for children and youth in foster care and probation.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year due to increases in workers' compensation, health insurance contribution and retirement rates, the negotiated benefit adjustments and normal step advances.

Recommended funding includes:

- Extra-Help funding at an increase to allow the department to meet service needs while recruiting to fill vacant positions.
- Salary Savings of 9.4% (\$3,388,090) to reflect position vacancies and recruitment timeframes. An overall salary savings of 9% (\$2,823,773) was included in the 2003-04 Adopted Budget.
- Staffing is recommended at 718 positions, an increase of 14 positions from the prior year level.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at an increase due to contracted costs for Child Welfare Services.

Recommended funding includes:

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- An increase in Medical, Dental and Lab Supplies due to the escalating costs of medications and related items.
- The addition of two accounts that reflect the Human Resource and Financial Management PeopleSoft charges. These charges that were previously included in the Auditor/Controller budget will now be directly billed to each of the departments.
- Professional and Specialized Services at an increase due to the transfer of contracts from the Human Services Community-Based Organization budget (5603) to the Department of Children & Family Services budget (5640). Also included in the increase are higher CWS security costs and fingerprint charges to reflect the projected level of need. Partially offsetting these increases are reductions in Mental Health placement beds and Locum Tenens providers.
- A decrease in Small Tools and Instruments due to the completion of the move to Center Mall Court.

OTHER CHARGES

- Other Charges reflect a decrease from the prior year due to a reduction in overhead costs related to the transfer of positions from HSS Administration to the Department of Children and Family Services.

Recommended funding includes:

- A decrease in the department Overhead Allocation due to the transfer of staffing from the Human Services Personnel Division and the decentralization of Human Services Finance to the various Human Services departments.
- Support and Care of Persons at an increase from the prior year due to the rising cost of the Mental Health State Hospital bed as well as the addition of the Child Welfare contract with the State Center Community College.

SUMMARY OF REVENUES

- Revenues are recommended at \$60,404,949, a 16% (\$8,466,736) increase from the 2003-04 Adopted Budget due to an increase in Federal funds based on the implementation of revenue maximization strategies through the CWS claiming process.
- State Aid - Estimated to increase from the prior year due to the inclusion of Managed Care allocation revenue based on Mental Health service billings and the transfer of service agreements from Human Services Community-Based Organization budget (5603) to CWS. This increase also includes a Child Welfare grant from First Five of California for the Family to Family initiative, offset by a shift in the CWS State Title XX allocation to Federal revenue.
 - Federal Aid - Reflects an increase based on the County Expense Claim process and the implementation of revenue maximization strategies through the Title IV-E and Title XIX open-ended CWS allocations. This increase also includes funding from the Fresno County Office of Education to support seriously emotionally disturbed children that are receiving mental health services and the transfer of Promoting Safe and Stable Families (PSSF) funding from the Human Services Community-Based Organization budget (5603).
 - Charges for Services - Reflects a decrease from the 2003-04 level due to a reduction in actual Medi-Cal billings for Mental Health services, partially offsetting this decrease are additional private and insurance patient fees to reflect 2003-04 revenue collections.

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- Miscellaneous Revenues – Represents an increase from the prior year based on the growing support from schools for K-Six programs from 23 schools in the San Joaquin Valley; funding for 2 Neighborhood Resource Center coordinators at Burroughs Elementary and Mayfair Elementary Schools; and a grant from the Stuart Foundation which provides reimbursement for Family to Family consulting services through a contract with MIG, Inc. Also included in this increase is the transfer of local trust fund revenue for birth certificate surcharge and marriage license fees from the Human Services Community-Based Organizations budget (5603).
- State/Local Program Social Services Realignment is at an increase over the 2003-04 level. Realignment revenues provide matching requirements for State and Federal Aid revenues and help offset the required County share-of-cost associated with the CWS allocation.
- State/Local Program Mental Health Realignment Trust Fund reflects an increase over the prior year based on projected revenues for 2004-05 and a reallocation of administrative costs between mental health and social service programs due to changing staffing ratios.
- Intrafund Revenues – Estimated to decrease over the prior year based on the reassignment of PSSF funding to Child Welfare Services this revenue has shifted to Federal Aid. This decrease is partially offset by the County Expense Claim revenue transfers from the Department of Employment and Temporary Assistance budget (5610) to Department of Children and Family Services.

PENDING FACTORS

The department focused on increasing the Child Welfare allocation for Fiscal Year 2004-05 by increasing caseload activity. It is estimated that the department has increased caseload activity by 14.4 FTE's to 259.5 FTE's. The caseload increase is projected to provide an additional \$1,174,478 towards our Child Welfare allocation, if State funding is available. State fiscal letters regarding Child Welfare allocation will be issued in August 2004.

During Fiscal Year 2004-05 implementation of Senate Bill (SB) 163 will have occurred for a full-year. SB 163 provides wraparound services to stabilize and then step-down minors into lower levels of placement. Monies that are saved are placed in a trust fund for reinvestment in prevention or other programs. Based on enrollment of 26 minors into the program with 85% of the minors in or at risk of level 12-14 group home placement and assuming that 85% of the minors are not federally eligible, it is projected that savings in the trust fund will range from \$300,000 to \$500,000 during the first year.

Proposals in the Governor's May Revised Budget for Fiscal Year 2004-05 can have the following results in this department's budget:

- Increase County share-of-cost from 10% (412,700) to 20% (825,400) for Early Periodic Screening Diagnosis Treatment (EPSDT) funding. The Mental Health Directors Association along with various Health Services Advocates are lobbying against this proposal, however if the Governor's proposal goes through, the department will need to request an additional \$412,700 above base to maintain the \$4,126,999 in total EPSDT funding.
- Require a 30% (\$516,718) County share-of-cost for Child Welfare Services (CWS) Augmentation funding. In previous years this allocation has been completely Federal and State monies, however the state is proposing to require counties to provide a 30% county share on the State portion of this allocation. A 30% share on

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State allocation would require an additional \$516,718 above base to continue to drawdown Federal (\$1,036,113) and State (\$1,205,676) dollars. For counties that opt out of paying the 30% share, their portion of this allocation will be set aside for later distribution at year-end to those counties that have overspent their allocation. Through this process counties participating stand to regain a portion of their county contribution. The Child Welfare Directors Association is confident that they will be able to defeat the Governor's proposal.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department of Children and Family Services requests \$275,493 funding above the Fiscal Year 2003-04 baseline budget. The one-time County General Fund contribution of \$275,493 will draw down \$275,493 in Federal revenue, which will be sustained with, increased case activity for the following year. The Board of Supervisors, to avoid the elimination of 80 positions, appropriated one-time County General Fund in the amount of \$3.3 million to the Department in Fiscal Year 2003-04. The department successfully used the Fiscal Year 2003-04 General Funds to drawdown Federal funds, and increased caseload activity, which increased its Child Welfare Allocation. The department proposes that the \$275,493 be allocated from the projected \$2.5 million the department will return to the General Fund in Fiscal Year 2003-04.

During Fiscal Year 2002-03 and Fiscal Year 2003-04 the department deleted 41 positions in Child Welfare, of which 27 were direct service Social Worker positions. In Fiscal Year 2003-04 the department increased CWS caseload activity to generate an additional 14.4 FTE in the CWS; however, this increase will not be represented in the Child Welfare allocation until Fiscal Year 2005-06. A return of previously deleted staff is needed to continue revenue maximization activities and maintain State and Federal caseload and service outcome levels.

PRIORITY ONE - GENERATION OF ALLOCATED CWS POSITIONS

Emergency Response Services receives an average of 1,200 referrals monthly representing up to 2,000 children. Different strategies have been implemented to increase Differential Response and referrals to services to deter families from entering the system. Following best practice by partnering with the community to strengthen families is a continuing effort, which requires additional staff to make the connections and networks with community resources. Increasing staff in this area helps to assist families at risk of entering the dependency system, at the same time increasing caseload activity for the allocation. Increased caseload activity would enable the department to restore five Social Worker FTE's. A County General fund contribution of \$115,727 is required to drawdown an additional \$115,727 in Federal revenue, for a total of \$ 231,454 to support the additional positions.

- | | |
|--|-----------|
| • Restore five Social Worker positions (FTE) | \$231,454 |
| Use of Federal Funds | 115,727 |

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$115,727</u>
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PRIORITY TWO - MAINTAIN CASE MANAGEMENT

Mandated comprehensive Court and Concurrent Planning services address an intensive need for families already in the system. Court and Concurrent Planning is impacted by the ASFA, AB1544, ILP, AB1695, AB636, AB408, AB490 and AB579 regulations. To assure compliance with these regulations, aimed at the safety of children, continuing education, attempting successful reunification with the natural family or permanent placement in a safe environment, requires intense case management. The new positions will also help minimize those instances where court cases are continued repeatedly due to lack of staff support to meet the Court's definition of "reasonable services" to the families. The department would restore five Social Worker FTE's with \$115,727 in County General Funds, drawing an additional \$115,727 in Federal funds to meet the \$231,454 cost of the additional positions.

- | | |
|--|-----------|
| • Restore five Social Worker positions (FTE) | \$231,454 |
| Use of Federal Funds | 115,727 |

<u>TOTAL NET COUNTY COST OF PRIORITY TWO</u>	<u>\$115,727</u>
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PRIORITY THREE - INFORMATION ACCESSIBILITY

To comply with the Boards direction to streamline processes to enhance productivity of Social Workers and to move toward a paperless system. The department requests the following

- | | |
|---|----------|
| • Lease Two High Speed Scanners | \$22,022 |
| • Lease four commercial copy machines | 60,840 |
| • Purchase four commercial facsimile machines | 5,216 |

<u>TOTAL NET COUNTY COST OF PRIORITY THREE</u>	<u>\$88,078</u>
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The department has already scanned approximately 1,400 Permanency Planning cases. However, the emphasis will shift to scanning case files upon intake, eliminating the necessity for case folders to be created. In the interim in order to conduct business, copy and facsimile machines are a critical need.

<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$293,805</u>
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CHILDREN AND FAMILY SERVICES - 5640**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>	
0295	Assistant Director Children and Family Services	D	1	1	\$ 88,894
1309	Division Manager - Mental Health	E	3	3	221,910
1322	Mental Health Nurse I	1902	3	3	166,244
1323	Mental Health Nurse II	2175	3	3	208,454
1363	Clinical Supervisor	2299	14	14	1,040,468
1366	Chief Child Psychiatrist	A	1	1	181,558
1367	Psychiatrist	A	5	5	689,520
1450	Licensed Vocational Nurse III	1101	8	8	280,134
1463	Psychiatric Technician II	1134	1	1	36,486
1468	Psychiatric Technician III	1242	1	1	38,151
1494	Licensed Vocational Nurse II	961	3	3	86,076
1501	Admitting Interviewer I	828	0	2	49,142
1564	Nurse Practitioner	2413	2	2	157,040
1591	Recreational Therapist I	1199	1	1	35,412
1592	Recreational Therapist II	1343	7	7	290,240
1670	Admitting Interviewer II	973	0	3	90,063
1910	Senior Licensed Psychologist	2178	5	5	351,520
1910	Senior Licensed Psychologist (1/2T)	2178	1	1	35,464
1911	Licensed Psychologist	2052	5	5	316,365
1915	Unlicensed Psychologist	1791	4	4	223,585
1917	Unlicensed Mental Health Clinician	1514	45	45	2,117,350
1919	Licensed Mental Health Clinician	1821	15	18	1,053,418
1920	Senior Licensed Mental Health Clinician	1956	24	24	1,468,125
1920	Senior Licensed Mental Health Clinician (1/2T)	1956	1	1	26,832
1924	Social Services Program Manager	E	6	6	382,304
1927	Community Mental Health Specialist I	1097	9	9	297,936
1928	Community Mental Health Specialist II	1211	23	23	884,193
1930	Social Work Supervisor	1865	43	43	2,559,065
1931	Social Work Practitioner	1600	72	72	3,668,481
1935	Social Worker III (PT)	1466	1	1	33,588
1935	Social Worker III	1466	131	131	6,085,737
1940	Social Worker II	1304	70	70	2,836,226
1945	Social Worker I	1184	11	11	398,557
1952	Substance Abuse Specialist II	1222	2	2	78,757
1960	Mental Health Worker II	811	1	1	24,912
1963	Mental Health Worker I	668	3	3	58,582
2200	Deputy Director of Children and Family Services	D	2	2	172,796
2212	Systems and Procedures Analyst III	1930	4	4	238,595
2240	Senior Systems and Procedures Analyst	2161	1	1	70,356
2292	Staff Analyst II	1581	1	1	51,428
2293	Staff Analyst III	1826	6	7	398,157
2294	Senior Staff Analyst	F	3	4	248,612
2297	Principal Staff Analyst	E	1	2	139,282
3037	Driver	784	8	8	200,252
3070	Supervising Office Assistant II	1222	5	5	192,673
3078	Supervising Office Assistant I	1039	1	1	28,522
3080	Office Assistant III	915	89	90	2,598,026
3081	Office Assistant III - Conf.	919	1	1	28,444
3110	Office Assistant II	822	16	17	442,993
3140	Secretary III	1022	1	1	33,280
3142	Secretary II	915	2	2	60,903
3143	Secretary II - Conf.	919	1	1	31,307
3160	Secretary IV	1128	8	8	293,696

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<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3166	Administrative Secretary - Conf.	1259	1	1	37,828
3260	Account Clerk III	967	0	1	29,318
5091	Social Worker Aide I	685	2	2	42,451
5093	Social Worker Aide II	834	25	25	644,937
8072	Director of Children and Family Services	B	<u>1</u>	<u>1</u>	<u>107,484</u>
Subtotal			704	718	\$ 32,652,129
Auto Allowance					6,156
Bilingual Skill Pay					120,316
Shift Differential					552,445
Less Salary Savings					<u>(3,506,755)</u>
TOTAL REGULAR SALARIES					\$ 29,824,291

DEPARTMENT OF BEHAVIORAL HEALTH
BUDGET 5630
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 35,828,689	\$ 40,483,930	\$ 42,526,598	\$ 2,042,668	5%
Services & Supplies	25,752,011	22,664,482	26,531,244	3,866,762	17%
Other Charges	5,073,134	4,663,316	2,245,409	(2,417,907)	-52%
Residual Equity Transfer	147,303	0	26,808	26,808	100%
Fixed Assets	20,812	0	0	0	0%
Total Appropriations	\$ 66,821,949	\$ 67,811,728	\$ 71,330,059	\$ 3,518,331	5%
<u>Revenues</u>					
State Aid	\$ 14,250,305	\$ 8,806,280	\$ 11,960,370	\$ 3,154,090	36%
Federal Aid	4,467,890	5,302,454	5,902,878	600,424	11%
Charges for Services	15,602,103	21,451,313	18,246,237	(3,205,076)	-15%
Misc. Revenues	977,157	918,816	902,816	(16,000)	-2%
Realignment:					
Social Services	1,060,060	1,060,060	1,246,982	186,922	18%
Mental Health	27,345,089	25,853,401	27,853,401	2,000,000	8%
Intrafund Revenues	2,926,542	4,088,921	5,024,572	935,651	23%
Total Revenues	\$ 66,629,146	\$ 67,481,245	\$ 71,137,256	\$ 3,656,011	5%
<u>Net County Cost</u>	\$ 192,803	\$ 330,483	\$ 192,803	\$ (137,680)	-42%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	645	628	640	12	

DEPARTMENT OF BEHAVIORAL HEALTH – 5630

FUNCTION

The Department of Behavioral Health is one of the four Human Services Departments and provides comprehensive, integrated services to the adult population requiring mental health, substance abuse, and social services program assistance. The Department is organized into six divisions: Intensive Services, Metro Services, Senior Care and Specialty Services, Community Integration Services, Regional Services, and Administrative Services. The County-operated substance abuse Perinatal Addiction Treatment and Health Services (PATHS) program is provided within this department, as are crisis mental health services provided to consumers who need immediate treatment. In-Home Supportive Services (IHSS), Adult Protective Services (APS), and Older Adult mental health services are provided to keep adults aged 60 and over safe from abuse, neglect, and exploitation while encouraging independent living. Mental health programs teach skills for daily living helping consumers achieve independent living, employment, and socialization skills. Mental health services are provided to consumers at thirteen sites located throughout metropolitan and rural Fresno County.

OVERVIEW

The 2004-05 Recommended Budget reflects a net County cost reduction of \$137,680 from the prior year adopted budget. This reduction is due to the availability of additional Social Service Realignment revenue. Staffing is recommended at 640 positions, a net increase of 12 positions over the prior year level.

DEPARTMENT COMMENTS

In the early morning hours of January 23, 2004, a fire at the IHSS office destroyed the building and all contents, displacing 81 staff. The combined efforts of County staff from a number of departments, and generous assistance from vendors resulted in the staff being housed in temporary quarters within one business day, with a new lease signed and expected move in date to bring program staff under one roof within 90 days of the fire. The program has experienced moderate disruption of services related to the fire.

Fresno County, in collaboration with First 5, Fresno Madera Area Agency on Aging and Trilogy Resources, Inc. launched the Fresno County Network of Care Website in September 2003. Fresno County was the first to implement all three segments – Mental Health, Seniors and People with Disabilities and Children, to provide a one-stop shop of information from local, state and national resources.

During the past fiscal year, the department has continued to focus on improving efficiency and cost effectiveness of the services provided. Efforts to curtail the escalating costs of pharmaceuticals have resulted in savings attributable to the increased use of samples and Patient Assistance Programs. A Request for Proposals was issued to solicit a pharmaceutical procurement solution that will further reduce costs.

The Department implemented a Special Review Committee to investigate critical incidents occurring in the programs. The purpose of the committee is to provide an internal review process that is non-discoverable for risk management purposes, debrief staff involved in critical incidents, and offer opportunities to identify areas for improvement.

UDEPARTMENT OF BEHAVIORAL HEALTH – 5630

Efforts to transition consumers residing in state hospitals and Institutions for Mental Disease (IMD's) to lower levels of care whenever possible are ongoing. Costs continue to grow while State revenues that support mental health programs have not kept pace. This trend is expected to continue over the next few years and will not support the growth in demand and increased costs for mental health services.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

In anticipation of relatively flat revenue growth, the department has redesigned several programs to become more efficient. The Conservatorship and Placement teams under the Transition Services Division have been consolidated within the Metro Services Division, and the vacant Division Manager, Secretary IV and Clinical Supervisor positions are recommended for deletion. A redesign of the SASIT Team (Substance Abuse Services Integration Team) has allowed for the deletion of a Staff Analyst III position. There was also the consolidation of the Housing Development function into the Community Integration Division.

- To minimize cost increases in this budget, the following actions are recommended:
 - Department Administration – The deletion of four vacant positions is the result of reorganization of the department's administrative support unit, and the consolidation of programs within the Transition Services, Community Integration and Metro Services Divisions.

IMPACTS

- The elimination of four vacant positions (one Division Manager – Mental Health, one clinical supervisor, one staff analyst III, and one secretary IV positions) will not measurably impact consumer service delivery. The duties of these positions were reassigned to existing staff within the Department.
- Metro Services – A redesign of the access system for mental health services resulted in the creation of the START (Short-Term Approaches to Recovery and Treatment) program.

IMPACTS

- The implementation of the START program was accomplished utilizing existing staff and resources from the Metro Services programs.
- Intensive Services – An evaluation of the physician staffing needs resulted in conversion of a half-time and a part-time psychiatrist position to a full-time position.

IMPACTS

- The conversion of a half-time and a part-time Psychiatrist position to a single full-time position will result in salary savings, and will assist with recruitment of medical staff needing a full time commitment of employment.

In order to further decentralize the Human Services support functions, 17 positions have been deleted and the remaining positions have been recommended for transfer to several Human Services departments and the Auditor Controller/Treasurer Tax Collector Office.

UDEPARTMENT OF BEHAVIORAL HEALTH – 5630

IMPACTS

- The positions recommended for transfer to the Department of Behavioral Health include two staff analysts, two senior staff analysts, one office assistant, one account clerk, one systems and procedures analyst, one senior admitting Interviewer and nine admitting interviewers.

SALARIES AND BENEFITS

- Salaries and Benefits reflect an increase over the prior year adopted budget. This is due to unemployment insurance and retirement increases, the midyear transfer of two positions from HSS Finance and Operations Support, the midyear deletions of a social worker aide supervisor, half-time mental health nurse, one office assistant, one half-time and one part-time psychiatrist, the midyear addition of a program tech and a half-time Office Assistant and the addition of one full-time Psychiatrist position. It is recommended that two staff analysts, two senior staff analysts, one office assistant, one account clerk, one systems and procedures analyst, one senior admitting Interviewer, and nine admitting interviewers be transferred to the Department. These increases are partially offset by the elimination of six vacant positions. Staffing is recommended at 640 positions, a net increase of 12 positions over the prior year level.

SERVICES AND SUPPLIES

- Services and Supplies, represent an increase due primarily to contracted services which allow for increases in costs associated with Institutes of Mental Disease beds, increasing pharmaceutical costs and computer costs.

OTHER CHARGES

- Other Charges reflect a decrease from the 2003-04 level related to charges for Departmental Overhead Allocation and a reduced need for State Hospital beds.

RESIDUAL EQUITY TRANSFERS

- Costs in this object reflect necessary computer equipment to support the IHSS Public Authority's mandate for provider training and the use of a database to track and maintain provider files. Additional equipment is also recommended to complete the IHSS Imaging Project that creates paperless client files.

SUMMARY OF REVENUES

- Revenues are recommended at a 5% increase over the prior year.
 - State Aid – Increase due to additional revenue available from the Managed Care Allocation, State Welfare Administration funding based on a shift in the cost sharing ratios and a shift of the EPSDT revenue estimate from charges for services to the State category where those revenues are recorded.
 - Federal Aid – Increase due to additional Federal Welfare Administration revenue based on a shift in the cost sharing ratios and actual usage of the allocation for Older Adult programs, an increase in the Federal PATH grant, and additional revenue from Federal Title XIX funds to support a portion of the IHSS Advisory Committee.
 - Charges for Services – Represents a decrease attributable to a shift to reflect receipt of EPSDT revenue in the State category and a reduction in the estimate of MediCal revenue based on actual receipts.

UDEPARTMENT OF BEHAVIORAL HEALTH – 5630

- Miscellaneous Revenues – Represents the elimination of one-time revenue from pharmaceutical companies to offset medical staff training costs.
- State/Local Program Social Services Realignment Trust Fund – Increase from the 2003-04 level due to the availability of additional revenue. Used to offset a portion of the required Maintenance-of-Effort and County match to support social services Older Adult programs and the mandated IHSS Public Authority.
- State/Local Program Mental Health Realignment Trust Fund – Increase to offset increased employee benefit rates, pharmaceutical costs and IMD bed costs not financed with other revenue sources.
- Intrafund Revenues – Increase represents reimbursement the HS Substance Abuse Services budget (5602) for substance abuse services in the County-operated PATHS program and support of the Substance Abuse Services Integration Team; reimbursement from County Personnel for employment fitness evaluations; the first year of a three-year program funded by the Sheriff's Department for mental health services to newly released inmates in order to reduce recidivism; and, the Department of Employment and Temporary Assistance to reflect the County Expense Claim revenue shifts.

PENDING FACTORS

- In anticipation of further shortfalls in the State's budget, the Department is preparing plans that could include the closing of the Psychiatric Health Facility (PHF), STAR Program, Older Adult Mental Health and/or rural clinics in Huron, Pinedale, and Sanger, as well as the restructure of Jail Psychiatric Services.
- An application for Emergency Housing Assistance Program (EHAP) funding was submitted on January 21, 2004. The proposal has been recommended for funding in the amount of \$29,605, pending official notification from the State.
- The Department of Mental Health Master Plan states recovery oriented services should be part of the Mental Health delivery system. The Department built the consumer Peer Support and Recovery Program and the United Consumer Advocacy Network (UCAN) on extra-help employees. The Student Professional Worker (SPW) classification was chosen for the extra-help employees because there was no permanent classification to hire consumers to provide these specialized services. The SPWs work with other consumers on their road to recovery in various programs throughout the Department. They also provide recovery training programs to other programs/Departments throughout the County, the Fresno Police Department, etc. Some of these SPWs have worked as extra-help for more than three years. The Department would like to provide permanence to these long-term extra-help employees.

DEPARTMENT OF BEHAVIORAL HEALTH - 5630**REGULAR SALARIES****BUDGETED POSITIONS**

JCN	TITLE	BAND/ RANGE	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
1309	Division Manager - Mental Health	E	5	4	\$ 310,336
1322	Mental Health Nurse	1902	8	8	453,240
1323	Mental Health Nurse I	2175	32	32	2,216,240
1324	Health Education Specialist	1301	1	1	35,711
1347	Utilization Review Specialist	2123	1	1	58,279
1363	Clinical Supervisor	2299	22	21	1,567,826
1367	Psychiatrist	A	20	21	3,026,192
1367	Psychiatrist (PT)	A	1	0	0
1367	Psychiatrist (HT)	A	1	0	0
1450	Licensed Vocational Nurse III	1101	24	24	837,012
1454	Nursing Services Manager	E	1	1	70,122
1463	Psychiatric Technician II	1134	6	6	221,364
1450	Licensed Vocational Nurse III (PT)	1101	1	1	17,940
1465	Licensed Vocational Nurse I	883	1	1	26,052
1468	Psychiatric Technician III	1242	13	13	500,140
1494	Licensed Vocational Nurse II	961	2	2	57,694
1501	Admitting Interviewer I	828	0	5	120,144
1592	Recreational Therapist II	1343	8	8	342,797
1593	Senior Admitting Interviewer	1094	0	1	35,594
1670	Admitting Interviewer II	973	0	4	124,724
1905	Job Specialist I	1173	2	2	65,912
1910	Senior Licensed Psychologist	2178	4	4	273,936
1911	Licensed Psychologist	2052	1	1	66,820
1917	Unlicensed Mental Health Clinician	1514	38	38	1,804,835
1919	Licensed Mental Health Clinician	1821	14	14	765,453
1920	Senior Licensed Mental Health Clinician	1956	53	53	3,344,939
1920	Senior Licensed Mental Health Clinician (PT)	1956	1	1	50,960
1924	Social Services Program Manager	E	1	1	77,064
1926	Mental Health Consumer Advocate	1369	1	1	44,590
1927	Community Mental Health Specialist I	1097	15	15	499,421
1928	Community Mental Health Specialist II	1211	75	75	2,893,117
1930	Social Work Supervisor	1865	7	7	422,972
1931	Social Work Practitioner	1600	3	3	156,234
1935	Social Worker III	1466	49	49	2,297,284
1940	Social Worker II	1304	8	8	313,858
1945	Social Worker I	1184	8	8	284,485
1946	Medical Interpreter Escort	685	3	3	63,636
1951	Substance Abuse Specialist I	1108	2	2	65,081
1952	Substance Abuse Specialist II	1222	5	5	183,857
1953	Senior Substance Abuse Specialist	1350	2	2	81,573
1960	Mental Health Worker II	811	20	20	506,744
1963	Mental Health Worker I	668	7	7	136,936
2211	Systems and Procedures Analyst II	1665	1	1	50,490
2212	Systems and Procedures Analyst III	1930	2	3	173,758
2240	Senior Systems & Procedures Analyst	2161	1	1	66,387

DEPARTMENT OF BEHAVIORAL HEALTH - 5630

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		
2291	Staff Analyst I	1424	1	1	\$ 39,091
2292	Staff Analyst II	1581	3	3	141,727
2293	Staff Analyst III	1826	5	6	332,982
2294	Senior Staff Analyst	F	2	4	248,612
2297	Principal Staff Analyst	E	3	3	205,322
2350	IHSS Public Authority Executive Director	E	1	1	70,226
0294	Assistant Director of Adult Services	D	2	2	179,192
3037	Driver	784	5	5	127,660
3070	Supervising Office Assistant II	1222	11	11	412,359
3078	Supervising Office Assistant I	1039	1	1	33,826
3080	Office Assistant III	915	62	62	1,801,219
3110	Office Assistant II	822	37	38	935,937
3110	Office Assistant II (HT)	822	1	1	11,271
3111	Office Assistant II - Confidential	829	1	1	23,952
3160	Secretary IV	1128	10	9	323,368
3166	Administrative Secretary - Conf.	1259	1	1	41,002
3205	Account Clerk II	860	0	1	27,033
3620	Program Technician I	1088	1	1	29,874
3621	Program Technician II	1218	2	2	73,969
5020	Cook	840	2	2	54,652
5093	Social Worker Aide II	834	6	6	148,617
8073	Director of Adult Services	B	1	1	105,066
Subtotal			628	640	\$ 30,078,706

Auto Allowance	6,156
Shift Differential	218,152
Bilingual Skill Pay	120,016
Standby Pay	80,000
Voluntary Furlough Leave	(350,000)
Less Salary Savings	(2,331,175)

TOTAL REGULAR SALARIES **\$ 27,821,855**

VACANT POSITIONS RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1309	Division Manager - Mental Health	Vacant	E	-1	\$ 93,970
1363	Clinical Supervisor	Vacant	2299	-1	97,610
1367	Psychiatrist - Half Time	Vacant	A	-1	99,669
1367	Psychiatrist - Part Time	Vacant	A	-1	129,680
2293	Staff Analyst III	Vacant	1826	-1	67,463
3160	Secretary IV	Vacant	1128	-1	43,537
Cost of Restoring Vacant Positions				-6	\$ 531,929

**BEHAVIORAL HEALTH
IN-HOME SUPPORTIVE SERVICES
BUDGET 6420
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 22,727,276	\$ 25,002,541	\$ 25,296,236	\$ 293,695	1%
Total Appropriations	\$ 22,727,276	\$ 25,002,541	\$ 25,296,236	\$ 293,695	1%
<u>Revenues</u>					
Realignment	14,347,348	12,652,069	12,945,764	293,695	2%
Total Revenues	\$ 14,347,348	\$ 12,652,069	\$ 12,945,764	\$ 293,695	2%
<u>Net County Cost</u>	\$ 8,379,928	\$ 12,350,472	\$ 12,350,472	\$ 0	0%

BEHAVIORAL HEALTH/IN-HOME SUPPORTIVE SERVICES – 6420

FUNCTION

The In-Home Supportive Services (IHSS) program is administered through the Behavioral Health Department and provides services to eligible older and disabled individuals who are unable to perform certain activities themselves and who cannot remain in their own homes unless such services are available. This includes the Personal Care Services Program (PCSP) which provides in-home services for Medi-Cal eligible clients. These services include domestic services, heavy cleaning, non-medical personal services, transportation, yard hazard abatement, and protective supervision. While these services are funded with established Federal/State/County cost sharing ratios, this budget only reflects Fresno County's portion of the program costs.

OVERVIEW

The 2004-05 Recommended Budget of \$25,296,236 reflects a 0% increase in net County cost over the 2003-04 Adopted Budget and represents Fresno County's share of the total IHSS program cost of \$121,799,568. A portion of the County's share-of-cost is financed with \$12,945,764 in Social Services Realignment revenue, with the balance of \$12,350,472 financed with Countywide revenues.

The actual hours of service experienced during the past year indicates an overall trend in decreased service hours per client for the PCSP program and an increase for IHSS program. The average hours per month for PCSP cases are projected to decrease from 103 to 101 hours per month per client in 2004-05 and the average hours per month for IHSS are projected to increase from 88 to 90 hours per month per client in 2004-05.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding of \$25,296,236 represents the estimated net County share-of-cost paid to the State for Fresno County clients. The total number of persons to be served is projected to decrease from projected 12,516 in 2003-04 to projected 12,360 in 2004-05. This represents a 1.2% (156) decrease in number of clients served.
- Personal Care Services cases include Federal cost participation of 50% with the State and County splitting the non-Federal share-of-cost 65% - 35% respectively. In-Home Supportive Services program costs are shared between the State and County on a 65% - 35% cost sharing ratio.
- Eligible IHSS/PCSP recipients are identified by the Department of Behavioral Health staff who evaluate individual needs and authorize a specific level of monthly services hours permissible per recipient. Services are provided by independent IHSS providers who are paid directly by the State of California. The State then submits a claim to the County for payment of the County's share-of-cost.

STAFFING

- Staffing is recommended at the 2003-04 level. Staff support is provided through the Department of Behavioral Health budget (5630) and nursing supervision is provided through the Department of Community Health budget (5620). County staff that supports the operation of the Public Authority through a contractual arrangement is included in the Department of Behavioral Health budget (5630).

UBEHAVIORAL HEALTH/IN-HOME SUPPORTIVE SERVICES – 6420

SUMMARY OF REVENUES

- State/Local Program Social Services Realignment Trust Fund (\$12,945,764) indicates an increase over the prior year.

PENDING FACTORS

- The Governor's May revise Budget includes State General Fund savings due to a pending Federal waiver, submitted by the Department of Social Services, that seeks to obtain federal Medicaid funding for the residual (State-only) IHSS program. Should this waiver be unsuccessful, the State would again propose the elimination of the State-only program, which was previously proposed in the January version of the State budget. The full extent of the Federal financial participation will not be known until the approval of this waiver, upon which the department will return to your Board with the recommendations to amend this budget.
- The proposed State budget also includes a premise to reduce State's participation in the costs of IHSS / PCSP provider wages and benefits from the current maximum level of \$10.10 per hour to the minimum wage, currently \$6.75 per-hour. This proposal is recommended to take effect on October 1, 2004. IHSS / PCSP providers in Fresno County are currently paid \$7.50 per hour. Should this proposal be approved, the State financial participation in the \$0.75 per hour cost for approximately 1.2 million hours per-month (10.9 million hours for 9 months) would be eliminated. The Federal financial participation may be impacted as well, which would result in a net County cost increase of \$6.5 million for Fiscal Year 2004-05.

UBEHAVIORAL HEALTH/IN-HOME SUPPORTIVE SERVICES – 6420

SUMMARY OF REVENUES

- State/Local Program Social Services Realignment Trust Fund (\$12,945,764) indicates an increase over the prior year.

PENDING FACTORS

- The Governor's May revise Budget includes State General Fund savings due to a pending Federal waiver, submitted by the Department of Social Services, that seeks to obtain federal Medicaid funding for the residual (State-only) IHSS program. Should this waiver be unsuccessful, the State would again propose the elimination of the State-only program, which was previously proposed in the January version of the State budget. The full extent of the Federal financial participation will not be known until the approval of this waiver, upon which the department will return to your Board with the recommendations to amend this budget.
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**EMPLOYMENT AND TEMPORARY ASSISTANCE
BUDGET 5610
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 51,605,588	\$ 56,903,723	\$ 67,361,382	\$ 10,457,659	18%
Services & Supplies	26,581,220	23,692,247	26,890,246	3,197,999	13%
Other Charges	52,322,601	49,954,356	46,981,564	(2,972,792)	-6%
Residual Equity Transfer	787,360	0	371,800	371,800	100%
Fixed Assets	239,609	0	0	0	0%
Total Appropriations	\$ 131,536,378	\$ 130,550,326	\$ 141,604,992	\$ 11,054,666	8%
<u>Revenues</u>					
State Aid	\$ 66,954,352	\$ 65,005,244	\$ 72,205,275	\$ 7,200,031	11%
Federal Aid	57,117,271	56,028,023	58,368,360	2,340,337	4%
Designation for FY 04-05					
E&TA Services	0	4,000,000	6,000,000	2,000,000	50%
Misc. Revenues	3,150,096	955,482	545,002	(410,480)	-43%
Realignment Social Services	3,036,937	3,036,937	3,036,937	0	0%
Intrafund Revenue	32,963	79,502	204,659	125,157	157%
Total Revenues	\$ 130,291,619	\$ 129,105,188	\$ 140,360,233	\$ 11,255,045	9%
<u>Net County Cost</u>	\$ 1,244,759	\$ 1,445,138	\$ 1,244,759	\$ (200,379)	-14%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	1,207	1,272	1,278	6	

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

FUNCTION

The Department of Employment and Temporary Assistance (E&TA) is responsible for the administration of public assistance and employment services. Services include administrative support for CalWORKs, Medi-Cal, Food Stamps, Refugee Assistance, and General Relief 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 2004-05 Recommended Budget reflects an 8% increase in appropriations and estimated revenues from the 2003-04 Adopted Budget primarily due to inclusion of an annualized cost of 50 additional positions for Medi-Cal eligibility services approved midyear 2003-04 and the 100% State and Federal revenue offset. These positions were added to reduce caseloads to more manageable levels and meet additional program requirements mandated by Senate Bill (SB) 26X. Net County cost represents a decrease from the prior year. Staffing is recommended at 1,278 positions, a net increase of 6 positions from the prior year.

The significant decline in CalWORKs cases over the past several years has reached a plateau and the department expects the caseloads to slightly increase in 2004-05. While the overall numbers have not significantly changed, the caseload attrition has been continuously offset with new applications. Secondary migration, due to California's Safety Net program and Fresno County's low cost-of-living, has remained a factor as approximately 30% of new cash aid applicants arrive each month from other California counties or other States.

Medi-Cal and Non-Assistance Food Stamp caseloads are expected to continue to increase. Over the past two years, the average Medi-Cal program participation increased by 21% (21,504 persons) and the Non-Assistance Food Stamp program participation increased by 44% (8,737 persons). As new attempts to streamline eligibility are implemented Statewide, increases in participation are expected to continue in both programs.

A County Maintenance-of-Effort (MOE) was established with the passage of Assembly Bill 1542 (Statutes of 1997, Chapter 270) as a condition for receiving CalWORKs and State and Federal Food Stamp Program funds. The County's 2004-05 MOE of \$4,022,882, which is financed with Social Services Realignment and Countywide revenues, is based on the 1997-98 share of administrative expenses for these programs. The balance of County cost (\$2,219,989) included in this budget represents administrative costs for General Relief and a percentage share-of-cost for the administration of Foster Care, Food Stamp Employment and Training, Stage II Child Care, and the mandated CalWIN State automation project partially offset with the Department's share of County Overhead Costs (\$1,772,873) and other miscellaneous revenue (\$188,302).

UEMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

DEPARTMENT COMMENTS

Despite the budgetary challenges of this past year, the Department, in partnership with other County Departments and Community Based Organizations, has successfully implemented a number of projects and initiatives that improved service delivery and business practices. The most notable projects include: the successful implementation of Electronic Benefit Transfer (EBT) that impacted an estimated 101,000 Food Stamp recipients and implementation of Medi-Cal midyear status reporting that impacted over 140,500 Medi-Cal beneficiaries. Additionally, the Department achieved a 94% accuracy rate in Medi-Cal performance standards and continued a successful Food Stamp payment accuracy rate of 96%. In spite of continued funding reductions in the CalWORKS program, the department funded over 25 community organizations to provide a variety of employment and support services to approximately 11,000 Welfare-to-Work participants, that in concert with internal efforts resulted in 505 participants entering employment per month in the first half of the fiscal year. The coming year will potentially bring additional budget and program challenges. The department is committed to addressing issues while adhering to the mission of providing opportunities for the poor and needy families in the County to have access to food, shelter, medical benefits and employment services.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The mandated Statewide Automated Welfare System, CalWIN, which will replace the current Welfare Case Data System and fully automate eligibility determination, has been subject to delays due to programmatic changes imposed by the State; it is now scheduled for a July 2006 implementation date in Fresno County. During 2004-05, the fifth year of design and implementation, the focus will be on user training, evaluation of current business practices, changes in departmental policies and procedures, and evaluation and changes to current management reports.
- Quarterly status reporting for CalWORKs, Food Stamp, and General Relief programs, scheduled for June 2004 implementation in Fresno County, is a reporting system change mandated by Assembly Bill (AB) 444, Statutes of 2002. This change will impact approximately 101,959 cash aid and food stamp recipients (39,737 cases). The implementation of the new regulations has resulted in significant impact to the department's business practices and procedures, which will be incorporated during the 2004-05 Fiscal Year. In the future, quarterly reporting is likely to impact the District Attorney Welfare Fraud referrals due to changes in reporting requirements and budgeting of cash aid grants, and the Department of General Services resulting from a decrease in the mail volume.
- Fresno County's FY 2003-04 Medi-Cal Administrative allocation was adjusted by the State to include sufficient funding for current caseloads. As a result, 50 permanent positions and \$880,000 in extra-help funding were approved midyear 2003-04. The proposed budget includes funding for annualized salaries and benefits of permanent and extra help staff. The State Department of Health Services will utilize the Proposed County Administrative Budget (PCAB) process to determine Fiscal Year 2004-05 Medi-Cal funding for counties. This process should ensure sufficient funds for the caseload growth and is proposed to be based on the State established Medi-Cal eligible per Full-time Equivalent (FTE) eligibility worker standards. Proposed standards are expected to further increase Fresno's Medi-Cal allocation. Should the current level of funding remain or be increased, the department will return to your Board with staffing recommendations.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$67,361,382 represents an increase over the prior year due to full-year funding for positions added in midyear 2003-04 and an increase in workers' compensation, health insurance contribution and retirement rates, the negotiated benefit adjustments and normal step advances.

Recommended funding includes:

- Full-year funding for 30 eligibility and 20 clerical positions added midyear 2003-04 for the Medi-Cal program to reduce caseloads to more manageable levels and implementation of file imaging of active cases approved by your Board in the prior year.
- Transfer-in of 56 positions from Human Services Finance and Operations Support and 4 positions from Information Technology Services Department to reflect decentralization of personnel, warehouse, CalWORKs supportive services payment and ITSD application support functions.
- Transfer-out of two positions to General Services to reflect transition of copy services.
- Transfer-in of nine positions from Human Services Finance and Operations Support offset with the deletion of three vacant office assistant positions to offset the increased cost of positions associated with the decentralization of Human Services (5600).
- An increase in Extra-Help to provide full-year funding for extra-help positions added midyear 2003-04 for the Medi-Cal program.
- Bilingual Skill Pay for 450 employees.
- Salary Savings of 5% to accurately reflect position vacancies and recruitment timeframes
- Staffing is recommended at 1,278 positions.

SERVICES AND SUPPLIES

- Services and Supplies represents an increase from the prior year due to inclusion of full postage costs and increase in the Professional and Specialized services to reflect County Expense Claim revenue shifts to Department of Children and Family Services and Department of Behavioral Health.

Recommended funding includes:

- An appropriation in Building Maintenance that includes the last phase of the Americans with Disabilities Act Capital Project scheduled to continue during 2004-05.
- An increase of appropriations in postage costs to reflect transfer of this function from Human Services Finance and Operations Support to the Department of General Services. The charges reflect postage costs, Presort Agreement costs and an 11.05% surcharge from the Department of General Services.
- An increase in Printing to reflect transition of copy services from Employment and Temporary Assistance to the Department of General Services.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

- Establishment of two new accounts to reflect total PeopleSoft system charges. Two accounts reflect charges for Human Resources and Financial Management systems. In the prior year, these costs were partially reflected in the Data Processing charges; the balance was reflected in the Auditor/Controller budget and charged to county departments through the County Cost Allocation plan.
- An increase in Professional and Specialized Services to reflect County Expense Claim revenue shifts to the Department of Children and Family Services and the Department of Behavioral Health.
- A decrease in Data Processing charges due to transfer of direct costs to software account and decentralization of application support function.
- An increase in Software direct charges due to transfer from the Data Processing account.
- An increase in Rents and Leases – Buildings to reflect current lease agreements.
- An increase in Small Tools and Instruments to purchase replacement modular furniture for the existing sites in order to meet CalWIN Automation project requirements.

OTHER CHARGES

- Other Charges represents a decrease from 2003-04 due primarily to decentralization of Human Services support functions and transfer of appropriations to Salaries and Benefits and General Services Department accounts.

Recommended funding includes:

- A decrease in the Human Services Finance and Operations (5600) Overhead charges based on reduced staffing and support costs.
- An increase in Support and Care of Persons primarily related to midyear 2003-04 increases in contracted services.

RESIDUAL EQUITY TRANSFER

- Residual Equity Transfer, recommended at \$371,800, represents an increase from the prior year due to CalWIN / FileNet equipment and upgrades.

SUMMARY OF REVENUES

Revenues are recommended at \$140,360,233 a 9% (\$11,255,045) increase from the prior year due primarily to an increase in the Medi-Cal Administration Allocation.

- State Aid. Reflects an increase in the Medi-Cal administrative allocation based on the actual revenue received and a shift in the share-of-cost for the CalWORKs Single Allocation to the State from Federal funding offset with the reduction in the CalWIN funding.
- Federal Aid. Reflects an increase in Medi-Cal administrative allocation based on the actual Fiscal Year 2003-04 revenue.
- Designation for Fiscal Year 2004-05 E&TA Services. Reimbursement of Performance Incentive Funds expended in 2002-03 and 2003-04 for eligible costs incurred by the Probation Department and the Department of Children and Family Services.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

- Miscellaneous Revenues. Estimated to decrease due to a decrease in Federal portion of Fraud Incentives. Represents reimbursement of the share-of-cost from Coalinga Regional Center Partners, Federal portion of Fraud Incentives, Food Stamp repayments, and Valley Children's Hospital.
- State/Local Program Social Services Realignment Trust Fund. Estimated at the prior year level. Revenues will finance a portion the County's required Maintenance-of-Effort for receipt of CalWORKs revenues.
- Intrafund Revenues. Estimated to increase from the prior year level. Represents reimbursement from the Department Behavioral Health budget (5630) for support provided to the Homeless Mentally Ill programs, Department of Children and Family Services (5640) for employment services support provided to the Independent Living Program, and from the Department of Community Health (5620) for the support in the Fair Chance Program.

PENDING FACTORS

The Governor's 2004-05 Proposed State Budget contains a number of program changes, funding reductions, and funding shifts that would significantly impact the Department of Employment and Temporary Assistance. Administration funding reductions and program changes as proposed would have the following impacts:

- The Governor's budget includes a proposal for redistribution of the Statewide Medi-Cal administrative funding. Though total funds would not significantly change, the Department of Health Services is proposing to re-distribute the base allocation according to a number of "eligibles" (persons enrolled in the Medi-Cal program) in each county to address funding inequities between counties. Due to a significant growth in Medi-cal recipients over the past three years, Fresno County would benefit from such redistribution. Should this proposal be approved, the Department will return to your Board with recommendations to adjust permanent staffing levels.
- The Governor's budget includes a 25% reduction Statewide in CalWORKs Eligibility Allocation and a 9% reduction Statewide in the Food Stamp Administration allocation. These reductions are primarily based on estimated program savings due to implementation of quarterly status reporting in lieu of current monthly reporting. However, based on the current implementation and mid-quarter reporting requirements, the anticipated savings will not be realized. Specific impact to Fresno County is not available at this time.
- The proposed State budget also assumes a 10% reduction in Statewide Foster Care administration allocation. This reduction is based on a change from semi-annual to annual re-determination of eligibility for foster care grants. However, Foster Care changes have not been approved by the legislature and due to necessary programming changes, it is unlikely that any savings will be realized at the beginning of the fiscal year.
- Significant Employment Services Program changes are proposed for the budget year that would impact Welfare-to-Work program participation and would further limit County flexibility. The proposal includes up-front job search for aid applicants, welfare-to-work plan requirement within 60 days of receipt of cash aid, and limiting the activities that count towards State participation. The current budget proposal does not include any additional Employment Services funding and would thus require the department to restructure funding priorities in order to comply with potential changes.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

- A number of Childcare system cost savings measures are also proposed with the estimated savings of \$164.8 million Statewide. Proposed reforms include a three-tiered eligibility limit based upon county of residence, limited childcare for 11 and 12 year-old children, and introduction of fees for families no longer on cash assistance. Budget reforms also propose a two-year limit on childcare assistance for participants engaging in education and training programs, and limits Stage 3 childcare to one year. Specific funding impacts to Fresno County are not available at this time.
- Federal Temporary Assistance for Needy Families Block Grant Reauthorization is expected during the Federal Fiscal Year 2004. Current Federal legislative proposals would significantly impact CalWORKs Employment Services, as Federal participation and employment requirements would become more stringent. Your Board will be kept apprised, as more information becomes available.
- As a result of the decentralization of the Human Services Finance and Operations, direct operational costs have been distributed to the four main Human Services departments. Interdepartmental agreements that impact the four departments remain in the 5600 budget unit. These costs are then charged back as departmental overhead expense to the benefiting user department. These interdepartmental agreements will be reviewed and reassessed for accurate cost accounting/claiming and corresponding distribution to maximize revenue reimbursement. This review may require redistribution of overhead expense midyear.

EMPLOYMENT AND TEMPORARY ASSISTANCE - 5610

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>	
1901	Client Services Specialist	1292	5	5	\$ 197,158
1904	Job Specialist II	1292	104	104	4,243,466
1905	Job Specialist I	1173	17	17	609,136
1907	Job Specialist III	1421	67	67	3,048,386
1924	Social Services Program Manager	E	13	13	851,953
1930	Social Work Supervisor	1865	4	4	238,788
1931	Social Work Practitioner	1600	1	1	48,334
1935	Social Worker III	1466	16	16	746,398
1940	Social Worker II	1304	11	11	422,004
1945	Social Worker I	1184	1	1	32,513
1951	Substance Abuse Specialist I	1108	6	6	203,235
2211	Systems & Procedures Analyst II	1665	1	1	49,546
2212	Systems & Procedures Analyst III	1930	4	4	232,660
2240	Senior Systems & Procedure Analyst	2161	1	1	65,772
2246	Deputy Director	D	2	2	167,381
2291	Staff Analyst I	1424	2	2	78,182
2292	Staff Analyst II	1581	0	1	51,428
2293	Staff Analyst III	1826	12	13	733,321
2294	Senior Staff Analyst	F	3	3	194,692
2297	Principal Staff Analyst	E	2	2	134,110
3010	Chief Office Assistant	1371	2	2	89,284
3031	Social Services Program Supervisor	1572	87	87	4,373,537
3033	Eligibility Worker I	915	107	107	2,830,893
3034	Eligibility Worker II	1010	98	98	2,954,372
3035	Eligibility Worker III	1173	406	406	15,036,589
3036	Social Services Appeals Specialist	1356	9	9	397,332
3070	Supervising Office Assistant II	1222	14	15	585,274
3078	Supervising Office Assistant I	1039	1	1	33,826
3080	Office Assistant III	915	134	132	3,770,014
3081	Office Assistant III - Confidential	919	1	1	28,496
3110	Office Assistant II	822	79	79	1,882,879
3111	Office Assistant II - Confidential	829	1	1	24,312
3125	Office Assistant I	732	21	21	440,908
3142	Secretary II	915	1	1	27,820
3160	Secretary IV	1128	3	6	205,405
3166	Administrative Secretary - Conf.	1259	1	1	41,002
5091	Social Worker Aide I	685	3	3	60,062
3205	Account Clerk II	860	10	10	252,742
3240	Supervising Account Clerk II	1237	3	3	120,822
3260	Account Clerk III	967	14	16	481,682
3705	Information Technology Analyst II	1505	1	1	48,984
3707	Information Technology Analyst IV	2114	1	1	68,796
3708	Senior Information Technology Analyst	2408	2	2	156,780
8074	Director	B	1	1	108,375
Subtotal			1,272	1,278	\$ 46,368,649
Auto Allowance					6,156
Shift Differential					216,291
Bilingual Skill Pay					270,036
Less Salary Savings					(2,391,877)
TOTAL REGULAR SALARIES					\$ 44,469,255

**EMPLOYMENT AND TEMPORARY ASSISTANCE
AID TO ADOPTIONS
BUDGET 6415
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 9,071,919	11,660,881	\$ 11,988,480	\$ 327,599	3%
Total Appropriations	\$ 9,071,919	\$ 11,660,881	\$ 11,988,480	\$ 327,599	3%
<u>Revenues</u>					
State Aid	\$ 3,783,126	\$ 5,130,788	\$ 5,200,603	\$ 69,815	1%
Federal Aid	3,633,792	4,897,570	5,054,343	156,773	3%
Misc. Revenues	6,520	0	0	0	0%
Realignment	1,146,571	1,016,616	1,117,627	101,011	10%
Total Revenues	\$ 8,570,009	\$ 11,044,974	\$ 11,372,573	\$ 327,599	3%
<u>Net County Cost</u>	\$ 501,910	\$ 615,907	\$ 615,907	\$ 0	0%

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 and provides grants to qualified parents who need financial assistance in order to adopt a child. Funds from this budget are made available to families which adopt “hard-to-place” children and are intended to ease the financial burden to adopt and support such children until they reach the age of 21. Adoptions program placements and case management services are provided by the Department of Children and Family Services.

OVERVIEW

The 2004-05 Recommended Budget of \$11,988,480 reflects a 3% (\$327,599) increase in appropriations over the 2003-04 Adopted Budget based on the projected caseload growth and costs to provide financial assistance grants. This budget reflects no increase in net County cost. The County's share-of-cost for this program is funded with \$1,117,627 in Realignment revenues and a General Fund contribution of \$615,907. Recommended funding will provide for a 4% increase in the number of Aid to Adoption cases, with a projected growth from 1,502 cases per month in 2003-04 to 1,561 cases per month for 2004-05. The increase in funding for this program is offset with a decrease of average grant amount from \$647 to \$640 per month per case. Enhanced staffing approved by your Board in 1997-98 and family unification legislation enacted in 1998-99 have greatly increased the number of children who have been adopted, which is reflected in this caseload growth.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding of \$11,988,480 will provide grants to parents who need financial assistance in order to adopt a child. Monthly grants offset food, housing, and basic needs expenses until the child reaches the age of 21. The Aid to Adoptions caseload has shown a consistent increase over the last six years. Between 1999-2000 and 2004-05, the number of children receiving adoptions assistance benefits has increased from 678 per month to a projected 1,561 per month for 2004-05.
- Under Assembly Bill 1544 of 1998, family unification for children under the age of three must be completed in six months or the court can free the child for adoption. The department has implemented the requirements of this legislation through enhanced efforts to identify adoptive families.

STAFFING

- Staffing support for this program is recommended at the 2003-04 level. Staff for Aid to Adoptions to determine eligibility and process payments is provided through the Department of Employment and Temporary Assistance budget (5610). Staff for placement of children with adoptive families and case management services are provided through the Department of Children and Family Services budget (5640).

UEMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO ADOPTIONS – 6415

SUMMARY OF REVENUES

- Revenues are recommended at \$11,372,573, an increase of 3% (\$327,599) over the prior year based on the projected number of families receiving financial adoption assistance.
 - State Aid (\$5,200,603). Estimated to increase based on the average 43.4% State share of program cost.
 - Federal Aid (\$5,054,343). Estimated to increase based on the average 42% Federal share of program cost.
 - State/Local Program Social Services Realignment Trust Fund (\$1,117,627) reflects an increase over the prior year.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
AID TO REFUGEES
BUDGET 6615
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 74,352	102,120	\$ 102,120	\$ 0	0%
Total Appropriations	\$ 74,352	\$ 102,120	\$ 102,120	\$ 0	0%
<u>Revenues</u>					
State Aid	\$ 0	\$ 0	\$ 0	\$ 0	0%
Federal Aid	74,352	102,120	102,120	0	0%
Misc. Revenues	0	0	0	0	0%
Realignment	0	0	0	0	0%
Total Revenues	\$ 74,352	\$ 102,120	\$ 102,120	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

EMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO REFUGEES – 6615

FUNCTION

The Federal Refugee Cash Assistance program is administered by the Employment and Temporary Assistance Department and provides grant assistance directly to refugees newly admitted to the United States. This aid is intended to provide food, housing, and basic needs for individuals and childless families. Eligibility for this program is for a maximum of eight months from date of entry into the United States. The Federal Government provides full funding for this program.

OVERVIEW

The 2004-05 Recommended Budget reflects no change in appropriations and revenues from the 2003-04 Adopted Budget. **Recommended funding is based on caseloads, which are projected at 25 cases per-month during 2004-05. The recent trend of refugees coming to Fresno County indicates fewer arriving from Southeast Asia and more arriving from Eastern Europe and Russia. There is no County cost associated with this budget as all costs are offset with Federal funding.**

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding is at the prior year level.
- The number of refugees to be served in 2004-05, estimated at 25 per-month, is based on the caseload trend experienced in 2003-04.
- The Aid to Refugees program assists qualified refugees newly arrived in the United States with funds for basic needs including clothing, shelter, and food. Qualified applicants are eligible for eight months after arriving in this country. Once the eight-month eligibility period for this program expires, some families become eligible for participation in the 100% County-funded General Relief program until self-sufficiency is achieved or Federal eligibility for other benefits is established.

STAFFING

- Staffing is recommended at the 2003-04 level. Staff support for this program is provided through the Department of Employment and Temporary Assistance budget (5610).

SUMMARY OF REVENUES

- Federal Aid revenues of \$102,120 reflect the same funding level as 2003-04.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO REFUGEES – 6615

PENDING FACTOR

- In December 2003, the United States government re-started a Resettlement Program for Hmong refugees that have been living in Thailand since initial closure of this program in the late 1980s. An estimated 15,000 refugees will resettle in the United States during the next 18 months starting in June 2004; approximately 35% (5,250) would arrive into California. Due to strong Hmong community presence, a significant number of refugees arriving to California are expected to settle in Fresno County, though specific numbers are not yet available. A significant number of refugees arriving in Fresno County are expected to qualify for CalWORKs cash assistance and employment services. Those who do not qualify for CalWORKs would be eligible for Refugee cash assistance grants and employment services for the first eight months from their date of arrival. After the initial eight months, it is expected that some would continue to be eligible for General Relief assistance.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
CALWORKS
BUDGET 6310
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 102,472,434	102,147,360	\$ 149,000,513	\$ 46,853,153	46%
Total Appropriations	\$ 102,472,434	\$ 102,147,360	\$ 149,000,513	\$ 46,853,153	46%
<u>Revenues</u>					
State Aid	\$ 49,956,461	\$ 47,192,080	\$ 90,012,561	\$ 42,820,481	91%
Federal Aid	49,291,256	52,401,596	54,531,689	2,130,093	4%
Misc. Revenues	1,366,000	1,250,000	1,835,645	585,645	47%
Realignment	1,748,215	1,193,182	2,510,116	1,316,934	110%
Total Revenues	\$ 102,361,932	\$ 102,036,858	\$ 148,890,011	\$ 46,853,153	46%
<u>Net County Cost</u>	\$ 110,502	\$ 110,502	\$ 110,502	\$ 0	0%

CALWORKS – 6310

FUNCTION

The CalWORKs program is administered through the Department of Employment and Temporary Assistance and provides public assistance cash grants for Families with Dependent Children with a primary focus on adult job placement. Eligibility and grant levels are established by the California Work Opportunity and Responsibility to Kids (CalWORKs) program, which assists unemployed parents in securing employment that, leads to personal responsibility, accountability, and self-sufficiency. Under CalWORKs, an adult recipient must participate in work activities for 30-35 hours per-week. The majority of families receiving assistance through this program also qualify to receive aid through the Medi-Cal and Food Stamp programs. The State Safety Net program is also included in this budget unit. The Safety net program provides cash assistance for children of adults who have reached their 60-month CalWORKs time limit.

OVERVIEW

The 2004-05 Recommended Budget represents a 46% increase in appropriations and estimated revenues primarily due to the midyear 2003-04 transfer of Org 6320– Dependent Children Unemployed Parent/Safety Net programs into the 6310 Budget– Dependent Children–Family group. These programs are now combined and the Organization is re-titled to CalWORKs. The overall increase from the prior year combined total is due to the State’s retroactive approval of a June 2003 Cost-of-Living Adjustment and a 2% increase in budgeted caseload. The County share-of-cost remains at 2.5% of appropriations, which is offset with County share of Child Support collections (\$1,085,645) and overpayment collections (\$18,750). The balance of County cost is financed with \$2,510,116 in Social Services Realignment revenues and no net County cost, with no net increase over the prior year for the combined total of the 6310 and 6320 budget units.

The overall increase in appropriations is primarily due to a 3.74% Cost-of-Living Adjustment approved in October 2003, retroactive to June 2003, which contributed to an increase in the average grant amount from \$451 to \$470 per family per-month. The slight (2%) increase in cases in the CalWORKs program projected for 2004-05 is primarily related to current caseload trends.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended appropriations of \$149,000,513 will provide monthly cash assistance for an estimated 26,419 families with dependent children. Cash assistance is provided through this budget as a temporary means of assisting the family while also providing the training and educational support needed by the aided adult in the family to gain employment and become self-sufficient. Total caseload includes the Safety Net program, which accounts for approximately 2,500 cases where an Adult has reached a lifetime time-on-aid limit of 60 months and is no longer eligible for cash aid. Safety net services, in the form of a vendor-payment, are available to children who qualify based on State eligibility standards.

STAFFING

- Staffing is recommended at the 2003-04 level. Staff support for this program is provided through the Department of Employment and Temporary Assistance budget (5610).

UCALWORKS – 6310

SUMMARY OF REVENUES

- Revenues are recommended at \$148,890,011, an increase of 46% (\$46,853,153) over the prior year based on the transfer-in of the 6320 Budget unit, caseload projections for 2004-05, and inclusion of the June 2003 COLA.
 - State Aid – Estimated to increase based on average State share-of-cost for CalWORKs and Safety Net cases and the midyear 2003-04 transfer of Org 6320 – Dependent Children Unemployed Parent/Safety Net – State only program into the 6310 budget.
 - Federal Aid – Estimated to increase based upon the Federal share-of-cost of the projected caseload.
 - Miscellaneous Revenues – Reflects an increase based on actual revenue recovery for overpayment collections in the prior year and the County share of child support collections.
 - State/Local Program Social Services Realignment Trust Fund reflects an increase over the prior year.

PENDING FACTORS

- The Governor's 2004-05 Proposed State Budget contains a number of program changes and funding reductions that may impact this program:
 - The State budget includes a proposal to eliminate the pass-through of the County share of child support payment collections. Currently, Fresno County estimates a receipt of \$1,085,645 in the County share of child support payment collections that is used to offset 2.5% of the County's share of CalWORKs grants. The elimination of this revenue would result in an increase in net County cost for this program of \$1,085,645.
 - A proposal to reduce the Maximum Aid Payment to CalWORKs recipients by 5% is included in the Governor's budget. Should this proposal be approved, the Department will return to your Board to request reductions in appropriations. This proposal would also result in General Fund savings due to a 2.5% County share-of-cost for CalWORKs grants.
 - Suspension of the October 2003 Cost-of-Living Adjustment has not yet been resolved. The court case Guillen v. Schwarzenegger, which initially resulted in retroactive approval of this COLA, is going through the appeal process. The current budget assumes the suspension of the 3.46% COLA, which has resulted in a cost avoidance of \$5.1 million total funds and approximately \$128,885 in net County cost. Should this court case result in the retroactive approval of this COLA, the Department will return to your Board to recommend adjustments to this budget.
 - Elimination of Cost-of-Living Adjustments in the 2004-05 Fiscal Year is also proposed. This proposal, if approved, would result in future cost avoidance to the County general fund.

UCALWORKS – 6310

- In December 2003, the United States government re-started a Resettlement program for Hmong refugees that have been living in Thailand since the initial closure of this program in the late 1980s. An estimated 15,000 refugees will resettle in the United States during the next 18 months starting June 2004; approximately 35% (5,250) will arrive into California. Due to a strong Hmong community presence, a significant number of refugees arriving to California are expected to settle in Fresno County. The majority of refugees arriving are expected to qualify for CalWORKs cash assistance and employment services. Though specific numbers are not yet available, local programs involved with this effort estimate that approximately 2,000 individuals (450 families) will arrive in Fresno County. Should all of these families qualify for CalWORKs, an additional \$409,050 per month or \$4,908,600 annually will be required for CalWORKs grants, which would result in 2.5% or \$122,715 in additional net County cost.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
DEPENDENT CHILDREN - FOSTER CARE
BUDGET 6410
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 53,366,040	56,239,945	\$ 56,976,462	\$ 736,517	1%
Total Appropriations	\$ 53,366,040	\$ 56,239,945	\$ 56,976,462	\$ 736,517	1%
<u>Revenues</u>					
State Aid	\$ 13,224,538	\$ 13,340,704	\$ 13,157,790	\$ (182,914)	-1%
Federal Aid	20,731,738	21,565,608	22,623,969	1,058,361	5%
Misc. Revenues	1,850,389	1,256,000	1,284,147	28,147	2%
Realignment	13,035,878	14,207,797	14,207,797	0	0%
Total Revenues	\$ 48,842,543	\$ 50,370,109	\$ 51,273,703	\$ 903,594	2%
<u>Net County Cost</u>	\$ 4,523,497	\$ 5,869,836	\$ 5,702,759	\$ (167,077)	-3%

EMPLOYMENT AND TEMPORARY ASSISTANCE / DEPENDENT CHILDREN – FOSTER CARE – 6410

FUNCTION

The Foster Care eligibility and payment program is administered through the Department of Employment and Temporary Assistance and provides funding for food, housing, and basic needs of children placed in out-of-home care by the Department of Children and Family Services and the Probation Department. Case management activities for foster care children are provided by the Department of Children and Family Services and Probation Department.

OVERVIEW

The 2004-05 Recommended Budget represents a decrease in net County cost from the 2003-04 Adopted Budget. Recommended funding is based on a .3% increase in the average number of budgeted cases per-month from 3,351 in 2003-04 to a projected 3,361 in 2004-05 and a decrease in the average grant from \$1,414 to \$1,395 per-month based on actual average grant per-case. The County share-of-cost of \$19,910,556 represents a \$167,077 decrease from the prior year and is financed with \$14,207,797 in Realignment revenues and a net County cost of \$5,702,759.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding include \$56,976,462 for foster families, foster family agencies, and group homes to provide food, housing, and basic needs to children placed in out-of-home care facilities. This represents \$35,781,759 in State and Federal grant funds, \$14,207,797 in County matching funds and a net County cost of \$5,702,759. Recommended appropriations also include County pass-through child support payments and overpayment collections of approximately \$1.3 million.
- The foster care caseload for 2004-05 is projected at 3,361 cases per-month, compared with 3,351 projected cases per-month in 2003-04.

STAFFING

- Staffing is recommended at the 2003-04 level. Staff support for determining eligibility and processing payment services is provided by the Department of Employment and Temporary Assistance budget (5610). Positions which support case management activities are included in the Children and Family Services budget (5640) and the Probation budget (3430).

SUMMARY OF REVENUES

- Revenues are recommended at \$51,273,703, a 2% (\$903,594) increase over the prior year based on projected caseload and grant amounts for 2004-05.
 - State Aid – Estimated to decrease based on the current average State cost-sharing ratio of 24% for both Federally and non-Federally qualified out-of-home placements.

UEMPLOYMENT AND TEMPORARY ASSISTANCE / DEPENDENT CHILDREN – FOSTER CARE – 6410

- Federal Aid – Estimated to increase over the prior year based on the current average Federal cost-sharing ratio of 40% for federally qualified out-of-home placements.
- Miscellaneous Revenues – Estimated to increase based on actual revenue recovery of overpayment collections in the prior year and the County share of child support collections.
- State/Local Program Social Services Realignment Trust Fund is projected at the prior year level.

PENDING FACTORS

- The Governor's 2004-05 proposed State budget includes a proposal to eliminate pass-through of County share of child support payment collections. Currently, Fresno County estimates a receipt of \$563,447 in county share of child support payment collections that is used to offset County's share of Foster Care grants. The elimination of this revenue would result in increase in Net County Cost for this program.
- On March 3, 2003, the Ninth Circuit Court of Appeal altered the way in which Federal Title IV–E eligibility is determined for foster care children in its ruling of Enequina Rosales and the California Department of Social Services v. Tommy G. Thompson case. This decision, referred to as a Rosales decision, expanded Federal Foster Care eligibility for children placed with relatives who previously only qualified for CalWORKs cash aid. Currently, State and Federal representatives are negotiating the final interpretation of the Court decision and the parameters of the implementation. Depending on the specific criteria and the number of children affected, the impact to the County may be significant, as CalWORKs average grants are \$350 with County share-of-cost of 2.5% (\$8.75) per-month while the Federal Foster Care average grant for relative placement is approximately \$678 per-month with a County share-of-cost of 30% (\$203.40), which represents an increase of \$194.65 per-month or \$2,336 annually per child.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
GENERAL RELIEF
BUDGET 6645
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 3,950,555	\$ 4,190,030	\$ 4,073,756	\$ (116,274)	-3%
Total Appropriations	\$ 3,950,555	\$ 4,190,030	\$ 4,073,756	\$ (116,274)	-3%
<u>Revenues</u>					
State Aid	\$ 329,465	\$ 366,000	\$ 450,000	\$ 84,000	23%
Charges for Services	573,230	636,000	600,000	(36,000)	-6%
Misc. Revenues	163,341	215,900	174,848	(41,052)	-19%
Total Revenues	\$ 1,066,036	\$ 1,217,900	\$ 1,224,848	\$ 6,948	1%
<u>Net County Cost</u>	\$ 2,884,519	\$ 2,972,130	\$ 2,848,908	\$ (123,222)	-4%

EMPLOYMENT AND TEMPORARY ASSISTANCE – GENERAL RELIEF – 6645

FUNCTION

The General Relief program is administered by the Department of Employment and Temporary Assistance and provides assistance on an emergency basis 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 budget also finances foster care costs for children not eligible for State and Federal funded foster care programs; interim assistance to individuals applying for the Supplemental Security Income/State Supplemental Payment (SSI/SSP) program due to 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 specified eligibility criteria who are no longer eligible for other public assistance programs as a result of Federal Welfare Reform.

OVERVIEW

The 2004-05 Recommended Budget of \$4,073,756 reflects a 4% (\$123,222) decrease in net County cost from the 2003-04 Adopted Budget. The recommended budget will finance an average of 901 cases per month compared to a projected 1004 per month in the 2003-04 Adopted Budget. This decreased caseload is based on lower trends in SSI/SSP applicants.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Other Charges, recommended at \$4,073,756, represent a 3% (\$116,274) decrease from the prior year based on caseload projections for 2004-05.

Recommended funding includes:

- An appropriation of \$3,298,337 to finance emergency assistance grants for needy individuals and foster children who are not eligible for other assistance programs.
- An increase of \$50,000 for the performance of incapacitation evaluations (\$200,000) for General Relief clients.
- Transportation costs of \$115,419 for applicants to attend job training and employment activities.
- Clothing expenses of \$10,000 for foster children who are pending foster care assistance.
- Cash Assistance Program of \$450,000 for immigrants which are 100% reimbursed by the State.

STAFFING

- Staffing is recommended at the 2003-04 level. Staff support for determining eligibility and processing payments is provided through the Department of Employment and Temporary Assistance budget (5610). The Department of Children and Family Services budget (5640) and Probation Department budget (3430) provide staff for case management services for children placed in foster care.

UEMPLOYMENT AND TEMPORARY ASSISTANCE – GENERAL RELIEF – 6645

SUMMARY OF REVENUES

- Revenues are recommended at \$1,224,848, a 1% (\$6,948) increase from the prior year based on projected caseload trends and reimbursement for CAPI and SSI/SSP cases.
 - State Aid- Estimated to increase based on reimbursement for services provided to clients under the State Cash Assistance Program for Immigrants.
 - Charges for Services- Estimated to decrease based on actual collection experience in 2003-04 for Federal repayment of interim assistance paid to clients awaiting SSI/SSP certification.
 - Miscellaneous Revenues- Projected to decrease from the prior year level. This funding represents reimbursement from the Department of Behavioral Health budget (5630) for in-kind benefits (rent and groceries) for homeless mentally ill clients (\$170,000) and reimbursement from the Department of Children and Family Services budget (5640) for emergency shelter provided to needy children (\$4,848).

DEPARTMENT OF COMMUNITY HEALTH
BUDGET 5620
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 35,143,094	\$ 40,349,859	\$ 45,315,199	\$ 4,965,340	12%
Services & Supplies	15,289,033	16,397,674	19,581,151	3,183,477	19%
Other Charges	2,618,664	1,614,232	1,318,760	(295,472)	-18%
Residual Equity Transfers	278,628	0	32,000	32,000	100%
Fixed Assets	322,204	0	0	0	0%
Total Appropriations	\$ 53,651,623	\$ 58,361,765	\$ 66,247,110	\$ 7,885,345	14%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 97,415	\$ 135,500	\$ 125,500	\$ (10,000)	-7%
State Aid	14,519,947	8,652,202	8,890,236	238,034	3%
Federal Aid	1,435,426	9,617,631	13,033,409	3,415,778	36%
Charges for Services	9,434,477	11,676,017	11,861,348	185,331	2%
Misc. Revenues	463,035	626,810	864,860	238,050	38%
Realignment:					
Health	24,350,745	23,875,530	26,628,895	2,753,365	12%
Social Services	32,791	200,000	600,000	400,000	200%
Intrafund Revenues	2,424,481	2,691,804	2,667,709	(24,095)	-1%
Total Revenues	\$ 52,758,317	\$ 57,475,494	\$ 64,671,957	\$ 7,196,463	13%
<u>Net County Cost</u>	\$ 893,306	\$ 886,271	\$ 1,575,153	\$ 688,882	78%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	675	682	691	9	

DEPARTMENT OF COMMUNITY HEALTH – 5620

FUNCTION

The Department of Community Health is one of the four Human Services Departments and is responsible for providing essential environmental and public health preventive services. The Department is organized into nine divisions: Communicable Disease, Nursing Outreach, Maternal Child and Adolescent Health, Jail Medical Services, Emergency Medical Services (EMS), Environmental Health, Education and Prevention Services, California Children's Services (CCS), and the Public Health Laboratory. This budget also funds the County Health Officer 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 2004-05 Recommended Budget reflects a 78% increase in net County cost over the 2003-04 Adopted Budget as a result of unreimbursable costs for Federal inmates in Jail Medical Services (\$650,069) and an increase in SPCA costs (\$38,813) from the prior year level. All other costs incurred in this budget are revenue and Realignment offset. The recommended budget includes full-year funding for the transfer of four positions added in midyear 2003-04 and nine additional positions transferred from Human Services Finance & Operation Support (5600) which reflects the decentralization of services to the various Human Services departments. Staffing is recommended at 691 positions, which reflects 9 positions above the prior year 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 County Realignment revenues. If MOE expenditure levels are not met, unexpended revenues must be returned to the State. The recommended budget maintains services at a level that maximizes available resources and allows continued funding of existing programs.

DEPARTMENT COMMENTS

The Department of Community Health's primary mission is to promote and protect the health of Fresno County residents. This mission remains unchanged despite the fiscal hardships facing local governments for the new budget year. Such challenges present an opportunity for administrators and health professionals to work cooperatively in establishing local health priorities that conserve resources while still meeting public health needs of the population. Within this framework, the department has thus far been successful in preserving vital health services provided to the community.

Despite these constraints, the department has assumed new responsibilities as part of the decentralization of support services from HSS Administration. The department is optimistic that this transition will improve cost effectiveness and better meet the specific needs of our organization. This year will also mark the first full-year of the expanded role of the Health Officer. This expanded role has increased the department's capacity to monitor and respond to public health issues. Of no less significance are the department's efforts to secure approximately \$4.5 million in increased non-County revenues to help ensure a sound future for essential public health services. This year also denotes the final year of service prepayments to the SPCA for the State mandated increase in animal control service

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levels that became effective July 1, 2000. Completing this commitment will save \$100,452 annually in County General Fund in future fiscal years.

SUMMARY OF CAO RECOMMENDATIONS

The recommended budget provides for continuation of services at the prior year service level and reflects a shift of personnel, facilities management, and mail services functions formerly provided by HSS Administration to the Department. These new functions are in addition to the purchasing and information system support functions transferred in the prior fiscal year.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year. Recommended increase includes funding for 9 new positions and positions added mid-year 2003-04 that reflect a transfer from Human Services Finance & Operation Support. Other increases include costs for additional extra-help for services in mobile dental units, emergency management planning and implementing EMS Tulare County Regionalization, higher costs in worker's compensation, health insurance contribution and retirement rates. The negotiated benefit adjustments and normal step advances are also included for the recommended 691 staff.

SERVICES AND SUPPLIES

- Services and Supplies, represent an increase from the prior year due to an increase in Professional and Specialized Services resulting from the addition of Homeland Security & Bioterrorism contracts that distribute Federal funds to various local safety agencies, and increased California Children's Services medical provider payments.

OTHER CHARGES

- Other Charges, reflect a decrease due to the lower costs estimated to be charged from decentralized Human Services Finance & Operation Support (5600) to this budget as overhead.

RESIDUAL EQUITY TRANSFERS

- Residual Equity Transfers – ITSD:
 - (2) Scanner stations.....\$16,000.....New – Emergency Medical Services
 - (2) Scanner stations.....\$16,000.....New – California Children's ServicesScanner stations are offset by the EMS Trust Fund, State and Medi-Cal revenues reimbursed from the California Children's Services and realignment.

SUMMARY OF REVENUES

- Revenues are recommended at \$64,671,957, a 13% (\$7,196,463) increase from the prior year.
 - Licenses, Permits and Franchises – Reflects a decrease based on prior year actual revenues. These revenues are derived from animal and business license fees paid to Environmental Health, and burial and disinternment fees.
 - State Aid – Represents an increase to reflect a higher reimbursement forecast from California Children's Services medical provider payments and the increased allocation/grants award in Refugee Screening, Waste Tire

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Enforcement, Nutrition Network Program, and Childcare Proposition 10 Project. This increase is partially offset by funding reductions in Maternal Child and Adolescent Health Breastfeeding Education, Children's Dental Programs, Syphilis Elimination and HIV Administration programs, and discontinued payments to Jail Medical Services for State inmates.

- Federal Aid – Represents an increase due to the increased funding for supporting local activities associated with Homeland Security. It also reflects an increase in Child Health & Disability Prevention Program administration, increases in Medi-Cal Administrative Activities revenues, and the new implementation of Tulare County EMS Services partially offset by the discontinued payments to Jail Medical Services for Federal inmates.
- Charges for Services – Reflects an increase due to a projected higher reimbursement for Targeted Case management, and the increases generated in milk inspection fees and personnel services based on prior year actual revenues. The increases are partially offset by a decrease in patient fee revenues from insurance companies for public health laboratory services and the shift of Immunization Travel Clinic revenues from this category to Miscellaneous revenues category.
- Miscellaneous Revenues – Represents an increase based on actual trust fund revenues used to finance services and track specific funding sources. These include Vital Statistics Trust Funds to enhance clerical support, Child Restraint Trust Funds for the purchase of infant and toddler car seats, EMS Trust Funds for Emergency Medical Services administration costs, and the usage of other miscellaneous accounts to offset the increased costs of this budget. Recommended increase also reflects a shifting of Immunization Travel Clinic revenues from Charges for Services to this revenue category.
- State/Local Program Health Realignment represents an increase from 2003-04 , which is based on Governor's May revise estimates to align revenues with anticipated program expenditures and to meet the Maintenance-of-Effort requirements.
- State/Local Program Social Services Realignment is estimated at a 200% increase over 2003-04. Recommended increase reflects reimbursements for increased costs in the California Children's Services Diagnosis, Treatment and Therapy program.
- Intrafund Revenues – Estimated at a decrease due to projected lower reimbursement from the Probation Department for Juvenile Hall and Elkhorn Correctional facility health services partially offset by increases received from Department of Employment and Temporary Services and Human Services Substance Abuse for the services provided through Children's Dental, Immunization and Drug & Alcohol testing programs.

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PENDING FACTORS

- The Tobacco Prevention Program, Local Lead Agency begins a new three-year cycle in Fiscal Year 2004-05. Final allocations have yet to be announced; however, a potential reduction in revenue of \$103,790 has been discussed for Fiscal Year 2004-05. This budget does not reflect this reduction based on prior history. In Fiscal Year 2003-04, similar budget reductions were anticipated; however, the final budget realized an increase of approximately \$80,000. If the anticipated budget reductions are realized, service levels will be decreased and remaining costs shifted to other revenue sources.

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	\$ 85,852
1129	Geologist II	1945	1	1	63,284
1303	Health Promotion Manager	E	1	1	70,694
1305	Director of Public Health Lab	F	1	1	64,142
1310	Division Manager - Community Health	E	5	5	405,470
1311	Health Officer	A	1	1	143,572
1313	Division Manager - Environmental Health	E	1	1	73,450
1319	Health Education Assistant	1058	23	23	767,459
1320	Health Educator	1514	6	6	281,342
1321	Epidemiologist	1869	4	4	222,302
1323	Mental Health Nurse II	2175	1	1	70,824
1324	Health Education Specialist	1301	24	24	968,121
1330	Senior Emergency Medical Services Specialist	1797	5	5	286,807
1331	Public Health Chemist I	1374	4	4	178,880
1332	Public Health Chemist II	1544	1	1	50,284
1334	Public Health Microbiologist II	1485	2	2	100,568
1340	Public Health Lab Assistant I	703	2	2	43,194
1341	Public Health Lab Assistant II	830	2	2	53,630
1345	Public Health Nurse I	1902	24	24	1,332,949
1345	Public Health Nurse I (1/2 T)	1902	3	3	78,351
1346	Public Health Nurse II	2175	62	62	4,267,066
1355	Senior Public Health Microbiologist	1766	1	1	57,486
1356	Senior Public Health Chemist	1712	1	1	55,718
1360	Supervising Public Health Nurse	2392	13	13	999,388
1363	Clinical Supervisor	2299	1	1	74,828
1365	Public Health Physicians	B	8	8	926,900
1370	Division Manager - Emergency Medical Services	E	1	1	73,294
1371	Dentist	B	1	1	122,798
1380	Emergency Medical Services Specialist	1667	10	10	513,717
1401	Communicable Disease Specialist I	1210	5	5	196,984
1402	Communicable Disease Specialist II	1293	17	17	691,975
1403	Supervising Communicable Disease Specialist	1436	3	3	140,236
1427	Dental Assistant II	859	4	4	106,599
1428	Medical Assistant I	748	2	2	44,891
1429	Medical Assistant II	824	14	14	352,956
1450	Licensed Vocational Nurse III	1101	32	32	1,116,744
1451	Head Nurse	2392	4	4	309,764
1454	Nursing Services Manager	E	1	1	77,662
1455	Health Aide II	757	9	9	215,363
1457	Health Aide I	609	2	2	36,517
1465	Licensed Vocational Nurse I	883	1	1	31,363
1493	Physicians Assistant	2413	2	2	157,040

DEPARTMENT OF COMMUNITY HEALTH - 5620

<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	961	6	6	163,373
1496	Staff Nurse II	1877	2	2	115,709
1497	Staff Nurse III	2175	41	41	2,878,256
1501	Admitting Interviewer I	828	6	6	157,478
1510	Clinical Laboratory Technologist I	1494	1	1	48,672
1514	Clinical Laboratory Technologist II	1682	1	1	54,678
1516	Clinical Laboratory Technologist III	1841	3	3	165,543
1555	Occupational Therapist I	1899	3	3	187,143
1557	Occupational Therapist III	2357	4	4	293,663
1564	Nurse Practitioner	2413	9	9	669,786
1580	Physical Therapist I	1899	1	1	56,082
1580	Physical Therapist I (PT)	1899	1	1	41,704
1581	Physical Therapist II	2011	1	1	75,053
1583	Physical Therapist III	2357	6	6	444,668
1583	Physical Therapist III (PT)	2357	1	1	61,386
1600	Rehabilitation Therapy Supervisor	2604	2	2	169,520
1610	Rehabilitation Therapy Manager	E	1	1	78,832
1635	Therapy Aide	749	2	2	47,572
1644	Radiologic Technician II	1335	1	1	43,472
1655	Environmental Health Aide	1082	1	1	29,692
1670	Admitting Interviewer II	973	13	13	385,012
1785	Environmental Health Specialist I	1462	11	11	449,291
1787	Environmental Health Specialist II	1641	33	33	1,705,833
1789	Environmental Health Specialist III	1809	13	13	732,355
1790	Environmental Health Specialist Trainee	1276	5	5	179,538
1791	Supervising Environmental Health Specialist	2001	9	9	581,356
1917	Unlicensed Mental Health Clinician	1514	2	2	98,540
1919	Licensed Mental Health Clinician	1821	1	1	49,998
1920	Senior Licensed Mental Health Clinician	1956	2	2	127,400
1921	Medical Social Worker I	1407	2	2	77,220
1922	Medical Social Worker II	1664	3	3	156,608
1922	Social Worker III	1466	2	2	90,205
1940	Social Worker II	1304	1	1	40,687
1951	Substance Abuse Specialist I	1108	2	2	66,469
1952	Substance Abuse Specialist II	1222	1	1	39,780
2211	Systems and Procedures Analyst II	1665	2	3	165,343
2212	Systems and Procedures Analyst III	1930	2	2	119,517
2240	Senior Systems and Procedures Analyst	2161	1	1	70,356
2291	Staff Analyst I	1424	1	1	39,091
2293	Staff Analyst III	1826	11	14	794,801
2294	Senior Staff Analyst	F	2	2	124,748
2297	Principal Staff Analyst	E	2	3	219,882
3010	Chief Office Assistant	1371	1	1	44,642
3037	Driver	784	2	2	45,701
3070	Supervising Office Assistant II	1222	15	15	580,319
3076	Health Center Manager	1428	1	1	46,488
3078	Supervising Office Assistant I	1039	2	2	67,652
3080	Office Assistant III	915	87	90	2,603,771
3081	Office Assistant III - Confidential	915	1	1	29,266
3110	Office Assistant II	822	37	37	957,864
3125	Office Assistant I	732	1	1	20,752
3142	Secretary III	1022	2	2	60,952
3160	Secretary IV	1128	8	8	286,861
3166	Administrative Secretary - Conf.	1259	1	1	41,002

DEPARTMENT OF COMMUNITY HEALTH - 5620

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3260	Account Clerk III	967	0	1	31,486
3520	Data Entry Operator II	809	1	1	26,338
3620	Program Technician II	1218	2	2	76,419
8227	Director of Community Health	B	<u>1</u>	<u>1</u>	<u>113,048</u>
Subtotal			682	691	\$ 33,039,337
Auto Allowance					6,156
Shift Differential					251,983
Bilingual Skill Pay					127,576
Less Salary Savings					<u>(3,041,511)</u>
TOTAL REGULAR SALARIES					\$ 30,383,541

CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM
BUDGET 5242
Special Revenue Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,114,504	\$ 711,480	\$ 195,200	\$ (516,280)	-73%
Operating Transfers Out	<u>6,370</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 1,120,874	\$ 711,480	\$ 195,200	\$ (516,280)	-73%
<u>Revenues</u>					
Use of Money & Property	\$ 22,798	\$ 5,500	\$ 1,600	\$ (3,900)	-71%
State Aid	<u>1,435,552</u>	<u>705,980</u>	<u>193,600</u>	<u>(512,380)</u>	<u>-73%</u>
Total Revenues	\$ 1,458,350	\$ 711,480	\$ 195,200	\$ (516,280)	-73%
<u>Net County Cost</u>	\$ (337,476)	\$ 0	\$ 0	\$ 0	0%

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 2004-05 Recommended Budget of \$195,200 represents a 73% (\$516,280) decrease in appropriations and revenues from the 2003-04 Adopted Budget based on preliminary funding allocations included in the 2004-05 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 \$195,200 provides for the following distributions of Proposition 99 CHIP funds:

	ALLOCATION	INTEREST	TOTAL
HOSPITAL SERVICES ACCOUNT	178,000	1,300	179,300
OTHER HEALTH SERVICES ACCOUNT	15,600	300	15,900
TOTAL	\$193,600	\$1,600	\$195,200

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 2004-05 Proposed State Budget, there will be no PSA allocation for 2004-05 that would require an Operating Transfer Out to the EMS Fund.

SUMMARY OF REVENUES

- Revenues, recommended at \$195,200, represent a 73% (\$516,280) decrease from the prior year based on preliminary funding allocations for 2004-05.
 - Use of Money and Property – Reflects the 2004-05 estimated Proposition 99 CHIP fund interest earnings.

UCALIFORNIA HEALTHCARE FOR INIDIGENTS PROGRAM – 5242

- State Aid – Represents the preliminary allocation of Proposition 99 CHIP funds for 2004-05 distributed among the following accounts:

Hospital Services Account.....	\$178,000
Physician Services Account – EMS.....	0
Other Health Services Account	\$ 15,600

**EMERGENCY MEDICAL SERVICES
BUDGET 5244
Special Revenue Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>\$ 1,272,083</u>	<u>\$ 2,009,514</u>	<u>\$ 2,159,512</u>	<u>\$ 149,998</u>	<u>7%</u>
Total Appropriations	\$ 1,272,083	\$ 2,009,514	\$ 2,159,512	\$ 149,998	7%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 1,120,274	\$ 1,360,000	\$ 1,520,000	\$ 160,000	12%
Use of Money & Property	55,076	50,000	40,000	(10,000)	-20%
State Aid	655,833	599,514	599,512	(2)	0%
Miscellaneous	0	0	0	0	0%
Operating Transfers In	<u>6,370</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 1,837,553	\$ 2,009,514	\$ 2,159,512	\$ 149,998	7%
<u>Net County Cost</u>	\$ (565,470)	\$ 0	\$ 0	\$ 0	0%

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 2004-05 Recommended Budget of \$2,159,512 represents a 7% (\$149,998) increase in appropriations and revenues over the 2003-04 Adopted Budget. The new EMSA subvention was established in 2000-01 and added to the EMS Fund appropriations at the allocation level of \$599,514 plus interest and was extended through 2003-04. **Approximately the same level is recommended for 2004-05, as the program is recommended for continuation in the 2004-05 Proposed State Budget.** In addition, Fresno County's Senate Bill 612 Penalty Assessment revenue is projected to increase this year by \$160,000 to reach \$1,520,000 in 2004-05 previously projected declines have not occurred primarily due to an increase in traffic enforcement fines. **Under existing Board policy, all PSA funds are transferred from the California Healthcare for Indigents budget (5242) into the EMS Fund. However, for the third year in a row there is no allocation to the PSA included in the Proposed State Budget. As a result, there are no PSA funds recommended for the EMS Fund in 2004-05.**

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Recommended appropriations of \$2,159,512 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.
- Seventeen percent of the designated penalty assessment revenues must be expended for EMS purposes approved by your Board.
- The CHIP and EMS Fund statutes specify the following percentage allocations of monies by funding source:

UEMERGENCY MEDICAL SERVICES – 5244

	Physicians	Hospitals	Discretionary	Administration*
EMS Funds	58%	25%	17%	Up to 10%
Proposition 99	100%	–	–	Up to 10%
EMSA Funds	100%	–	–	Up to 10%

- *Distributions of EMS, Proposition 99, and EMSA funds to providers are calculated after allowance for administrative costs.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,159,512, a 7% (\$149,998) increase over the prior year based on estimated allocations and penalty assessment revenues for 2004-05.
 - 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.
 - State Aid - Reflects EMSA program funds of \$599,512.

COUNTY MEDICAL SERVICES
BUDGET 5240
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 16,427,491	\$ 16,868,852	\$ 17,206,229	\$ 337,377	2%
Other Charges	181,108	298,000	298,000	0	0%
Operating Transfers Out	<u>53,089,348</u>	<u>47,455,225</u>	<u>51,158,686</u>	<u>3,703,461</u>	<u>8%</u>
Total Appropriations	\$ 69,697,947	\$ 64,622,077	\$ 68,662,915	\$ 4,040,838	6%
<u>Revenues</u>					
Operating Transfers In	<u>\$ 16,608,599</u>	<u>\$ 17,166,852</u>	<u>\$ 17,504,229</u>	<u>\$ 337,377</u>	<u>2%</u>
Total Revenues	\$ 16,608,599	\$ 17,166,852	\$ 17,504,229	\$ 337,377	2%
<u>Net County Cost</u>	\$ 53,089,348	\$ 47,455,225	\$ 51,158,686	\$ 3,703,461	8%

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 2004-05 Recommended Budget of **\$68,662,915** represents an **8%** (**\$3,703,461**) increase in net County cost from the 2003-04 Adopted Budget. This net County cost increase represents a projected increase in Realignment Vehicle License Fee revenues the County will receive in 2004-05 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 2004-05 Countywide revenues budget. The net County cost in this budget is offset with Countywide revenues.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Recommended funding of \$17,206,229 represents the 2004-05 estimated contract payment to Community Medical Centers for indigent health and in-custody patient care. This reflects a 2% inflationary cost adjustment of \$337,377, as provided for in the contract, over the actual 2003-04 contract payment. This adjustment is based on actual inflationary costs as of December 2003.

OTHER CHARGES

- Recommended funding of \$298,000 is included for the Emergency Medical Services rural ambulance contracts.

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 **\$51,158,686** consists of \$10,404,113 for the Health Account; \$955,639 for the Mental Health Account; **\$37,648,943** in Health (**\$26,327,641**) and Mental Health (**\$11,321,302**) matching funds equivalent to the 2004-05 estimated Realignment VLF revenues; \$727,000 in estimated 2004-05 VLF Collection Account revenues; and **\$1,422,991** in estimated Social Services VLF funds. Matching funds reflect an **8%** (**\$3,703,461**) increase in estimated VLF Realignment revenues. These funds are appropriated in this budget and transferred to the Health and Welfare Trust Fund budget (5243).

UCOUNTY MEDICAL SERVICES – 5240

SUMMARY OF REVENUES

- Operating Transfers In (\$17,504,229). Represents the reimbursement to the General Fund from the State/Local Program Realignment revenues, which offset the EMS ambulance contract costs (\$298,000) and the Community Medical Centers indigent health care contract (\$17,206,229).

HEALTH AND WELFARE TRUST FUND
BUDGET 5243
Trust Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 7,311,674	\$ 7,784,607	\$ 0	\$ (7,784,607)	-100%
Interfund Transfers Out	131,298,719	118,129,654	127,867,761	9,738,107	8%
Total Appropriations	\$ 138,610,393	\$ 125,914,261	\$ 127,867,761	\$ 1,953,500	2%
<u>Revenues</u>					
Sales Tax	\$ 67,208,571	\$ 65,307,830	\$ 75,065,693	\$ 9,757,863	15%
Other Financing	48,001,176	47,455,225	51,158,686	3,703,461	8%
Carryover	3,088,117	5,366,599	1,643,382	(3,723,217)	-69%
Intrafund Revenues	7,796,429	7,784,607	0	(7,784,607)	-100%
Total Revenues	\$ 126,094,293	\$ 125,914,261	\$ 127,867,761	\$ 1,953,500	2%
<u>Net County Cost</u>	\$ 12,516,100	\$ 0	\$ 0	\$ 0	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 deposit an amount equivalent to 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. 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. Former County Stabilization revenues were also replaced by Social Services Account revenues. The County is permitted to spend Stabilization funds for general county purposes rather than solely among the realigned social services programs.

OVERVIEW

The 2004-05 Recommended Budget of \$127,867,761 represents a 2% (\$1,953,500) increase in appropriations and revenues from the 2003-04 Adopted Budget based on projected Realignment Sales Tax and VLF revenues and carryover funds budgeted for 2003-04. Realignment Sales Tax and VLF revenue projections for 2004-05 reflect a 15% increase (\$9,757,863) and 8% increase (\$3,703,461) respectively from the 2003-04 Adopted Budget. Trust Fund Carryover is budgeted at a 69% (\$1,643,382) increase over the prior year. There is no net County cost associated with this budget.

After two years of no Sales Tax Growth Account revenue to pay for caseload growth, in 2003-04 the State Controller's Office indicated there was Social Services Realignment sales tax revenue growth of \$50.4 million statewide for 2002-03. This sales tax growth revenue will be applied toward a portion of the unfunded 2001-02 caseload growth, with the balance to be restored with future sales tax growth revenues. Fresno County received \$1.9 million in sales tax growth revenues in 2003-04, which was applied to the \$5.2 million caseload growth shortfall for 2001-02.

The 2004-05 Proposed State Budget includes a \$5.2 million projection in Social Services Realignment sales tax growth. Due to a modest turnaround in State sales tax revenues, the social services caseload growth revenues of \$5.8 million is recommended in this budget. Even with this increase, the impact to Fresno County is a permanent loss of Social Services Realignment revenues of \$5.1 million in 2001-02; \$12.1 million in 2002-03; and \$17.2 million for 2003-04. In addition, there will be a \$15.1 million continuing unfunded cost in our cost structure for 2004-05. This annual shortfall in Sales Tax Growth Allocation funding will require a larger County General Fund share of realigned social services programs. In addition, there will be no sales tax revenues to pay for caseload cost increases incurred in 2003-04 that would normally be funded with the caseload growth allocation in 2004-05.

UHEALTH AND WELFARE TRUST FUND – 5243

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- No Other Charges are recommended for 2004-05. Section 17600.20 (a) of the Welfare and Institutions Code gives Boards of Supervisors the discretion to reallocate money among accounts in the H&WTF, not to exceed 10% of the amount deposited in the account from which the funds are reallocated. In 2003-04, these appropriations reflected the accounting for Sales Tax and VLF revenues reallocated from the Health Account and Mental Health Account to the Social Services Account of the H&WTF. Due to a projected \$9.8 million increase in 2004-05 Sales Tax revenues, these transfers are not required to offset eligible costs in social service programs.
- The requirements of Section 17600.20 © of the Welfare and Institutions Code are that it must be documented that transfers from the Health and/or Mental Health Accounts do not result in any substantial change in the Board's allocation of Health or Mental Health Account moneys among services, facilities, programs or providers. For 2004-05, this finding could not be made if the transfer occurred.

INTERFUND TRANSFERS OUT

- Recommended funding represents the payments from the H&WTF to the various General Fund operating budgets. Transfers are projected at \$127,867,761 for 2004-05 as shown below:

	<u>2003-04</u>	<u>2004-05</u>	<u>Increase/ (Decrease)</u>
Sales Tax	\$ 65,307,830	\$ 75,065,693	\$ 9,757,863
County Local Match	11,359,752	11,359,752	0
County VLF Match	36,095,473	39,798,934	3,703,461
Trust Fund Carryover	<u>5,366,599</u>	<u>1,643,382</u>	<u>(3,723,217)</u>
TOTAL	\$118,129,654	\$127,867,761	\$ 9,738,107

SUMMARY OF REVENUES

- Revenues are recommended at \$127,867,761, reflecting a 2% (\$1,953,500) increase from the prior year.
 - Sales Tax (\$75,065,693). Revenues are estimated at a 15% (\$9,757,863) increase from the prior year budgeted level based on the estimated actual revenue for 2003-04 and growth revenues projected for 2004-05. Of the total \$75,065,693 in estimated sales tax revenues, \$44,940,844 is earmarked by law for social services and former juvenile justice Assembly Bill 90 programs; \$21,801,525 for mental health programs; \$9,746,315 for health programs; and \$2,837,000 to replace former County Stabilization revenues. Included in the estimated social services revenues is \$5.8 million for caseload growth revenue, which is estimated at a level based on the State's Proposed 2003-04 Budget projection increase of \$5.2 million over the prior year.
 - Other Financing (\$51,158,686). Revenues are estimated at an 8% (\$3,703,461) increase from the 2003-04 budgeted level reflecting an increase in projected VLF revenues. These revenues represent payments from the General Fund, County Medical Services budget (5240), for the required County match for health services (\$36,731,754), mental health services (\$13,003,941) and social services (\$1,422,991). The local match for health, mental health, and social services

UHEALTH AND WELFARE TRUST FUND – 5243

includes \$39,798,934 in County funds equivalent to Realignment VLF revenue received into the General Fund, which includes mental health VLF Collection Account revenue of \$727,000.

- Carryover (\$1,643,382). Realignment carryover funds are recommended for 2004-05.
- Intrafund Revenues (\$0). A reallocation of dollars from the Mental Health and Health Accounts to the Social Services Account is not recommended for 2004-05. It is projected that sufficient sales tax revenues will be available in 2004-05 to finance social services program costs without the previously made 10% transfer of funds between accounts.

JUSTICE SERVICES

JUSTICE SERVICES

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DEPARTMENT OF CHILD SUPPORT SERVICES
BUDGET 5110
General Fund

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 16,244,983	\$ 17,632,677	\$ 18,428,571	\$ 795,894	5%
Services & Supplies	7,639,062	5,619,526	5,611,857	(7,669)	0%
Fixed Assets	<u>272,183</u>	<u>105,000</u>	<u>259,526</u>	<u>154,526</u>	<u>147%</u>
Total Appropriations	\$ 24,156,229	\$ 23,357,203	\$ 24,299,954	\$ 942,751	4%
<u>Revenues</u>					
State Aid	\$ 8,240,257	\$ 7,931,249	\$ 8,240,224	\$ 308,975	4%
Federal Aid	15,813,024	15,395,954	15,995,730	599,776	4%
Intrafund Revenues	<u>102,948</u>	<u>30,000</u>	<u>64,000</u>	<u>34,000</u>	<u>113%</u>
Total Revenues	\$ 24,156,229	\$ 23,357,203	\$ 24,299,954	\$ 942,751	4%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	0	0%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	366	338	338	0	

DEPARTMENT OF CHILD SUPPORT SERVICES – 5110

FUNCTION

The Department of Child Support Services was established by the Board of Supervisors on March 27, 2001 in accordance with Senate Bill 542 and Assembly Bills 196 and 150, which restructured the Child Support Enforcement program by creating a new State Department of Child Support Services and required the transfer of all local child support programs within the District Attorney's offices to new County departments by January 1, 2003. Fresno County completed its transition on July 1, 2002. The Department of Child Support Services is responsible for establishing parentage and securing financial support for minor children. 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 child(ren).

OVERVIEW

The 2004-05 Recommended Budget of \$24,299,954 reflects an increase in appropriations and revenues over the 2003-04 Adopted Budget. There is no net County cost associated with this budget. Staffing is recommended at 338 positions, same as the prior year.

DEPARTMENT COMMENTS

The Fresno County Department of Child Support Services, under the direction of the State Department of Child Support Services, receives all of its revenue from the State (1/3) and Federal (2/3) governments. Our funding level (and ultimately the State's) depends on our performance in several areas, the more important of which are cases in which we collect current support and cases in which we collect payments on the arrears.

The Federal threshold requires the Department to collect current support in at least 40% of our cases. In Federal Fiscal Year (FFY) 2000/01, we were at the 42.31% level. In FFY 01/02, we achieved 43.8%. For 02/03, the Department worked very hard and achieved a rating of 47.9%. This was impressive in light of the fact that it is a cumulative average and during a couple of months we were above the 50% mark. This FFY, the State has set our goal at 51.9%. As of the end of April 2004, we were at 49.5%.

The threshold for collection in cases with arrears is also at 40%. Starting in FFY 00/01 and going forward, Fresno posted marks at 61.93%, 55.9%, and 55.8%, respectively. The State's goal for Fresno this FFY is 58.8%. At the end of April, with several months left in the FFY, Fresno hit 51.2%.

Fresno DCSS intends to meet the State's goals as we convert to the required child support computer system (CASES) in May 2005. This will be challenging due to the fact that it is a 30-year-old system and is a step backward for the Department, both technologically and functionally. We will also be undergoing two other conversions in the near future: The Statewide Distribution Unit (SDU) is due up in 2006, and we are slated to convert to the "ultimate" Statewide child support computer system (CCSAS) in April 2007.

The future will be challenging for us, but we *will* persevere and continue to deliver first-rate child support services to the citizens of Fresno County and beyond.

UDEPARTMENT OF CHILD SUPPORT SERVICES – 5110

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The initial planning allocation received for 2004-05 from the State remains relatively unchanged from the prior year allocation. The Department will receive additional one-time funding in the amount of \$890,000 for conversion-related activities. The Department is required to convert by May 1, 2005 to another existing child support computer program. The one-time funding will be used for overtime, extra-help, travel, postage, supplies, and equipment necessary for the conversion.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year. This includes increases in employee benefits, extra-help and overtime, based on prior year usage and conversion activity estimates.

SERVICES AND SUPPLIES

- Services and Supplies represent a slight increase over the prior year due primarily to the additional one-time conversion funding.

FIXED ASSETS

- **FIXED ASSETS \$259,526:**

8300-88777 Office Automation – Computers (R).....	\$133,900
8300-88778 Printers HP 4300 (5) (R)	14,820
8300-88779 Printers HP 9000DN (1) (R)	4,106
8300-88780 Office Automation – Conversion	106,700

- All equipment costs are fully financed with State and Federal funds.

SUMMARY OF REVENUES

- Revenues are recommended at \$24,299,954, an increase over the prior year due to additional one-time conversion funding of \$890,000. Revenues for this budget are made up of State (1/3) and Federal (2/3) government funds.

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	\$ 112,138
0210	Assistant Director of Child Support Services	C	1	1	87,386
3166	Administrative Secretary - Conf.	1259	1	1	39,788
1251	Senior Child Support Attorney	3019	2	2	186,142
1252	Child Support Attorney IV	2805	9	9	797,823
2293	Staff Analyst III	1826	4	4	230,826
2315	Child Support Services Business Manager	E	1	1	75,764
3255	Senior Accountant	1851	2	2	111,556
TBD	Child Support Services Division Manager	D	1	1	59,540
1978	Chief Child Support Officer	E	2	2	121,888
1202	Legal Assistant III	1327	2	2	78,164
2213	Systems and Procedures Analyst I	1349	2	2	73,656
2211	Systems and Procedures Analyst II	1665	2	2	97,841
2212	Systems and Procedures Analyst III	1930	1	1	58,089
2240	Senior Systems and Procedures Analyst	2161	2	2	136,587
2225	Systems and Procedures Manager	E	1	1	77,714
1977	Supervising Child Support Officer	1679	12	12	629,516
1979	Senior Child Support Officer	1428	30	30	1,353,868
1974	Child Support Officer III	1297	38	38	1,523,192
1976	Child Support Officer II	1175	39	39	1,341,593
1975	Child Support Officer I	970	25	25	719,373
1973	Child Support Assistant	940	21	21	595,004
3623	Program Technician II - Conf.	1218	1	1	34,914
3622	Program Technician I - Conf.	1088	2	2	62,374
3621	Program Technician II	1218	11	11	421,588
3620	Program Technician I	1088	1	1	34,384
3240	Supervising Account Clerk II	1237	2	2	78,186
3235	Supervising Account Clerk I	1106	5	5	174,765
3260	Account Clerk III	967	7	7	213,917
3205	Account Clerk II	860	13	13	336,747
3010	Chief Office Assistant	1371	1	1	43,328
3070	Supervising Office Assistant II	1222	9	9	347,571
3078	Supervising Office Assistant I	1039	4	4	126,872
3080	Office Assistant III	915	58	58	1,639,072
3110	Office Assistant II	822	22	22	537,810
3161	Secretary IV - Conf.	1135	1	1	\$ 35,869
3440	Stock Clerk II	827	1	1	23,928
3420	Stock Clerk I	734	1	1	20,038
Subtotal			338	338	\$ 12,638,811
Auto Allowance					6,156
Bilingual Skill Pay					30,000
Less Salary Savings					(631,941)
TOTAL REGULAR SALARIES					\$ 12,043,026

**CORONER-PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN
BUDGET 4330
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,300,467	\$ 2,647,595	\$ 2,456,566	\$ (191,029)	-7%
Services & Supplies	748,012	739,167	774,659	35,492	5%
Residual Equity Transfer	<u>4,113</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 3,052,592	\$ 3,386,762	\$ 3,231,225	\$ (155,537)	-5%
<u>Revenues</u>					
State-Other	0	0	3,000	3,000	100%
Charges for Services	551,656	660,000	715,500	55,500	8%
Misc. Revenues	24,226	25,000	55,000	30,000	120%
Use of Money & Property	44,087	75,000	50,000	(25,000)	-33%
Intrafund Revenues	<u>1,044,436</u>	<u>1,196,384</u>	<u>967,975</u>	<u>(228,409)</u>	<u>-19%</u>
Total Revenues	\$ 1,664,405	\$ 1,956,384	\$ 1,791,475	\$ (164,909)	-8%
<u>Net County Cost</u>	\$ 1,388,187	\$ 1,430,378	\$ 1,439,750	\$ 9,372	1%
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	42	42	35	(7)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 360,774
Services & Supplies	<u>15,480</u>
Total Appropriations	\$ 376,254
<u>Net County Cost</u>	\$ 376,254
	<u>2004-05</u>
Additional Positions	7

CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330

FUNCTION

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. The Public Guardian also provides payee services as an alternative to conservatorship.

OVERVIEW

The 2004-05 Recommended Budget of \$3,231,225 is a Target Budget. In order to meet the Target Budget, a total of seven filled positions are recommended for deletion, along with a reduction in forensic pathologist's hours. These reductions will result in significant impacts to Coroner, Public Administrator, and Public Guardian programs. Staffing is recommended at 35 positions, a reduction of 17% from the prior year level.

DEPARTMENT COMMENTS

Remediation of years' worth of health and safety issues existing within the Coroner's office, was a priority in the 2003-04 Fiscal Year. The financial impact to the department's budget is substantial; as contracted services used to correct the neglect are specialized and therefore costly. The 2004-05 budget will continue to feel the impact of this cleanup, as the need for adequate management of these issues will continue. In June 2003, a second Forensic Pathologist was added filling a two-year vacancy. Filling the vacancy better equipped the Coroner's Office to fulfill the mandate of determining the manner and cause of death through autopsy services but significantly affects the budget as a professional full-time salary. Public Guardian and Public Administrator services were impacted in 2003-04 and will continue to be financially impacted. The Superior Court has increasingly relied on both the Public Administrator and Public Guardian to inquire into matters not routinely handled by the office. These appointments require the setting aside of revenue producing cases and the expenditure of significant investigation and reporting time with no awarded fees.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

- Deletion of one filled Deputy Coroner position in the Coroner Division and one filled Office Assistant III position assigned half time to the Coroner Division and half-time to the PA/PG Divisions. Reduction of overtime and on-call hours for all remaining Deputy Coroners. This would result in the following impacts:

UCORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN –

4330

- Reduction from six to five available Deputy Coroners to provide 24 hour-a-day, 7 day-a-week coverage.
- Reduction in number of Deputy Coroners on-call (5 PM to 7 AM) from two to one. No backup for on-call Deputy.
- Delayed response to death scenes resulting in increased public display of a body for hours.
- Extended law enforcement or paramedics stand-by to guard dead body until a Deputy Coroner can arrive.
- Increased overtime due to insufficient coverage for illness or time off.
- Delay in processing and issuance of death certificates due to increased case load and demand for investigation to determine manner and cause of death, resulting in family's inability to:
- Obtain medical treatment for a diagnosed genetic medical condition in a timely manner,
- Access necessary financial resources such as insurance proceeds, pension benefits, social security benefits, bank accounts and safe deposit boxes, and to settle estates.
- Delay in burying the indigent or abandoned dead.
- Deletion of two filled Deputy Public Guardian positions assigned to the probate conservatorship responsibility and Lanterman-Petris-Short (LPS) responsibility and one filled Eligibility Worker position assigned to the probate conservatorship responsibility. This would result in the following impacts:
 - Reduction from eight to six available Deputy Public Guardians to staff both the probate conservatorship responsibility (the handling of the personal and estate affairs of those determined incompetent), and the LPS responsibility (mentally incompetent) of approximately 175–200 investigations, and 130 ongoing estate cases.
 - Injury, fraud or undue influence perpetrated against elderly or infirmed citizens due to lack of staff to conduct investigations and activate protective measures.
 - Loss, waste or misappropriation of assets due to unavailability of staff to quickly take control and protect the estate.
 - Sanctions by the Superior Court because of inability to complete investigations and referrals in a timely manner.
 - Dismissal of pending court actions for those who are a danger to themselves or others or who are unable to provide for their basic needs.
 - Delay in application for benefits for clients and payment of living expenses.
- Reduction of two Forensic Pathologist's services to 80% of full-time would result in the following impacts:
 - Reduction in the number of autopsies performed.
 - Delay in release of deceased for funeral arrangements.
 - Delay in providing a cause of death on the death certificate leading to a family's inability to:

UCORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330

- Obtain medical treatment for a diagnosed genetic medical condition in a timely manner,
- Access necessary financial resources such as insurance proceeds, pension benefits, social security benefits, bank accounts and safe deposit boxes and to settle estates.
- Deletion of one filled Probate Assistant position assigned to the Public Administrator Division. This would result in the following impacts:
 - Reduction of Public Administrative investigative staff from three to two handling 175–200 ongoing cases per-year.
 - Delay in making burial arrangements for Public Administrator cases that require those services for the deceased person.
 - Elimination of the only support services available to the Public Administrator Division resulting in delay of payment to creditors, delay in estate distribution, and severe reduction in information dissemination.
 - Loss, waste and misappropriation of estate assets due to lack of investigative staff to assume control and protect the estate in a timely manner.

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended represent a decrease from the prior year. This includes increases in employee benefits, unemployment, and workers compensation contribution, negotiated salary adjustments, normal step advances and promotions.
- Overtime costs for the Coroner Division were maintained at the same appropriation level; however, do not reflect actual estimated costs of \$58,907. Also, on-call pay for Deputy Coroners decreased 50% resulting in a reduction in staffing.

SERVICES AND SUPPLIES

- Services and Supplies, as recommended represent a slight increase over the prior year. Included are increased costs for liability insurance (\$31,696), household expense for collection and removal of medical, pathological, pharmaceutical, and hazardous materials waste (\$9,100) and Professional and Specialized Services (\$13,400) due to higher costs for toxicology, body removal and mobile x-ray services and other professional services required by the Coroner's Division.

SUMMARY OF REVENUES

- Revenues are recommended at \$1,791,475, a decrease from the prior year.
 - State-Other. State reimbursement for cost of submitting data under the FCANS (California Fatal Child Abuse & Neglect Surveillance) Program not previously included.
 - Charges for Services. Reflects an increase primarily due to one time revenue for reimbursement of indigent burials from trust fund monies that had not been transferred to the General Fund and projected revenue from Coroner's fees.
 - Miscellaneous Revenues. Medi-Cal Targeted Case Management reimbursement billings are estimated to increase based on an increase in rates approved for the prior year.

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- Use of Money and Property. Reflects a decrease based on prior year actual interest earnings on conservatee accounts and interest offered by financial institutions.
- Intrafund Revenues. Reflects a decrease in support services provided to the Department of Adult Services (5360). This is a result of a \$78,409 decrease in Representative Payee services due to a decrease in maximum number of cases to be assigned, and a \$150,000 decrease in estimated actual revenues to be realized from the dementia agreement.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Coroner-Public Administrator/Public Guardian's Office has requested funding above the recommended Target Budget for the restoration of staffing including associated operational costs, and conversion of an extra-help forensic technician to permanent full-time to meet operational needs of the morgue. The requests are listed below in the Department's order of priority:

Priority One – Restore funding of two filled positions, conversion of an extra-help position and increase overtime and on-call hours

The Department requests restoration of two positions in the Coroner Division and an increase in the overtime and on-call hours available for Coroner operations. Overtime and on-call hours mitigate the need for additional full-time staff to cover a 24-hour-a-day operation of an unpredictable nature. Conversion of an extra-help Forensic Technician position from extra-help to full-time is also requested as a first priority. The impacts due to the deletion of positions, overtime, and funding are outlined in the Significant Program Changes section of this narrative.

• Restore one Deputy Coroner I/II position	47,082
• Restore funding for second on-call Deputy Coroner position	16,197
• Funding of Deputy Coroner Overtime to estimated actual	15,904
• Restore funding for Office Assistant III position	35,050
• Forensic Autopsy Technician-convert from part-time extra-help	26,823
• Additional services and supplies for restored positions	<u>6,880</u>

<u>Total Net County Cost of Priority One</u>	<u>\$147,936</u>
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Priority Two – Restore funding for one Deputy Public Guardian

The public service provided in all three areas of Public Guardian responsibility (probate conservatorship, LPS and payee services) directly affects the quality of life of individuals incapable of handling their own affairs by assuring their protection and basic needs. Timely investigation is essential to being able to control the fraud, injury or undue influence to which our clients are susceptible. The further impacts of the loss of this position are outlined in the Significant Program Changes section of this narrative.

• Restore one Deputy Public Administrator/Guardian I/II	43,897
• Additional services and supplies for restored position	<u>1,715</u>

<u>Total Net County Cost of Priority Two</u>	<u>\$45,612</u>
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UCORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330

Priority Three – Restore Forensic Pathologist Positions to Full-Time

Qualified Forensic Pathologists are extremely hard to find. They provide part of the foundation of a Coroner's operation by providing the professional expertise necessary to diagnose cause of death of those cases the Coroner is mandated to investigate, as well as providing the product (the autopsy report) necessary to public health, the justice system and family well-being. The second Forensic Pathologist was hired this last year after a two-year search. Prior to hiring the previous second Pathologist, who stayed with the County for three years, the department was operated without a second Forensic Pathologist for six years during which time the caseload steadily increased beyond the capacity of one Pathologist. Further details of the impacts of this reduction are in the Significant Program Changes section of this narrative.

- Restore two Forensic Pathologists positions from 80% to full-time 61,374

Total Net County Cost of Priority Three **\$61,374**

Priority Four – Restore funding for three filled positions in the Public Guardian and Public Administrator Divisions

The Department is requesting funding to restore the positions of a Deputy Public Guardian and Eligibility Worker assigned to the Public Guardian Division and a Probate Assistant assigned to the Public Administrator Division. The impacts resulting from the loss of a Deputy Public Guardian is stated above in the Department comments associated with our Priority Two request. The Eligibility Worker and Probate Assistant both provide support and case management services to Deputies in their respective divisions. The impact resulting from the loss of these positions is stated in the Significant Program Changes section of this narrative.

- Restore one Probate Assistant position 37,532
- Restore one Deputy Public Administrator/Guardian I/II position 43,397
- Restore one Eligibility Worker I/II/III position 33,518
- Additional services and supplies for restored positions 6,885

Total Net County Cost of Priority Four **\$121,332**

Total Department Requests above Recommended Budget **\$376,254**

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	Coroner-Public Administrator	ELECTED	1	1	\$ 97,228
1772	Deputy Public Admin./Guardian I	1272	2	1	47,324
1773	Deputy Public Admin./Guardian II	1404	7	6	269,609
2259	Public Guardian Division Manager	G	1	1	48,207
3073	Probate Assistant	990	1	0	6,261
3074	Senior Probate Assistant	1229	1	1	38,851
3033	Eligibility Worker I	915	2	0	11,289
3034	Eligibility Worker II	1010	5	6	185,058
3035	Eligibility Worker III	1173	2	1	37,245
3080	Office Assistant III	915	3	2	63,828
3081	Office Assistant III - Conf.	919	1	1	26,852
3260	Account Clerk III	967	3	3	92,004
3405	Estate Property Assistant	996	2	2	63,214
4130	Deputy Coroner I	1440	3	2	94,107
4133	Deputy Coroner II	1583	3	3	144,309
2261	Coroner Division Manager	G	1	1	65,433
1525	Senior Forensic Pathologist	B	1	0	0
1531	Forensic Pathologist	B	1	0	0
1525	Senior Forensic Pathologist - 80%	B	0	1	136,619
1531	Forensic Pathologist - 80%	B	0	1	122,222
1530	Forensic Autopsy Technician	1100	1	1	30,441
2258	Business Manager PA/Coroner	F	1	1	67,808
Subtotal			42	35	\$ 1,647,909
Lead Worker Pay					3,915
Holiday Allowance					4,030
Pathologists-Weekend/Holiday Allowance					0
On-Call Allowance					15,045
Auto Allowance					6,156
Remuneration					2,106
TOTAL REGULAR SALARIES					\$ 1,679,161

FILLED POSITIONS RECOMMENDED FOR DELETION (September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
4130	Deputy Coroner I	Filled	1440	-1	\$ 50,647
1772	Deputy Public Admin./Guardian I	Filled	1272	-1	45,112
1773	Deputy Public Admin./Guardian II	Filled	1404	-1	45,612
3073	Probate Assistant	Filled	990	-1	39,247
3033	Eligibility Worker I	Filled	915	-2	77,403
3080	Office Assistant III	Filled	915	-1	36,865
Cost of Restoring Filled Positions				-7	\$ 294,886

FILLED POSITIONS RECOMMENDED FOR REDUCTION TO 80% (September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1525	Senior Forensic Pathologist - 80%	Filled	B	-1	\$ 32,393
1531	Forensic Pathologist - 80%	Filled	B	-1	28,980
Cost of Restoring Reduced Positions				-2	\$ 61,373

**PROBATION
BUDGET 3430
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,949,573	\$ 14,665,805	\$ 15,404,936	\$ 739,131	5%
Services & Supplies	5,824,456	6,383,041	5,828,238	(554,803)	-9%
Other Charges	2,787,760	3,065,628	3,065,628	0	0%
Residual Equity Transfer	140,126	0	0	0	0%
Total Appropriations	\$ 22,701,915	\$ 24,114,474	\$ 24,298,802	\$ 184,328	1%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 655,828	\$ 658,018	\$ 713,974	\$ 55,956	9%
State Aid	3,383,258	2,825,631	2,441,994	(383,637)	-14%
Federal Aid	5,025,124	2,392,392	1,783,045	(609,347)	-25%
Charges for Services	1,780,913	1,923,439	2,110,870	187,431	10%
Misc. Revenues	564,253	127	1,788,281	1,788,154	1407995%
Realignment	933,978	840,580	840,580	0	0%
Intrafund Revenues	2,528,132	2,735,683	2,689,491	(46,192)	-2%
Total Revenues	\$ 14,871,486	\$ 11,375,870	\$ 12,368,235	\$ 992,365	9%
<u>Net County Cost</u>	\$ 7,830,429	\$ 12,738,604	\$ 11,930,567	\$ (808,037)	-6%
Proposition 172 Funds	5,281,001	5,125,000	5,425,000		
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	257	247	224	(23)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 1,066,841
Services & Supplies	21,520
Other Charges	34,372
Residual Equity Transfer	52,289
Fixed Assets	65,400
Total Appropriations	\$ 1,240,422
<u>Net County Cost</u>	\$ 1,240,422
	<u>2004-05</u>
Additional Positions (restored)	22

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 Hall and Elkhorn Correctional Facility is detailed in two separate budgets (3440 and 3445). Probation-Grant funded programs are included in budget 3432.

OVERVIEW

The 2004-05 Recommended Budget of \$24,298,802 reflects a 6% (\$808,037) decrease in net County cost from the 2003-04 Adopted Budget due primarily to the loss of one time funds (\$886,566) added to this budget in 2003-04. In order to meet the Target Budget for 2004-05, a total of 20 filled and 3 vacant positions are recommended for deletion, which will result in significant impacts to Probation Field Supervision, Graffiti Abatement Program, Juvenile Court Officer services, and Traffic Hearing Officer services. This budget does include full-year funding for staff and operational costs related to the decentralization of the Information Technology Services Department and for County Schools contract positions.

DEPARTMENT COMMENTS

Arrest and Prosecution and then what! Another year of diminished resources in Probation continues to exacerbate the intent of public safety in Fresno County. This department has a documented study validating the highest ratio of Probation Officers to adult felons on Probation in the State of California. It is the general perception of the public that when someone is charged and convicted of a felony they go to prison. Not so, most stay locally within our community and are placed on Probation for 3 to 5 years in an environment with basically little or no supervision, which translates into no accountability; re-arrests occur; the cycle of crime continues; the cost to taxpayers is a bottomless pit. Resources in Juvenile and Adult Probation continue to decline. This Chief Probation Officer has documented the need for over 200 additional personnel in Juvenile and Adult Probation to make Probation's role in the Criminal Justice System in this County effective. But we continue to take steps backwards in our ability to deliver services. Investing in Probation saves dollars. A properly funded Probation Department will mitigate the cost associated with arrest and prosecution. Probation works! Probation Departments are key members of the Criminal Justice System; Probation collaborative programs play a major role in reducing juvenile crime; Probation Officers can hold the offenders accountable for their behavior; Probation, Police and Prosecutor teams suppress gang crime; Probation Departments have been successful in working with children and families in the community; Probation programs are cost effective; Probation programs are a good investment of the taxpayer dollars for public safety.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

UPROBATION – 3430

- The deletion of 11 filled Deputy Probation Officers, 3 filled and 1 vacant Probation Technician positions, and 5,288 extra-help Juvenile Correctional Officer hours in the Adult and Juvenile Field Supervision Units. This would result in the following impacts:
 - Elimination of the HEAT (Help Eliminate Auto Theft) program and Adult Gang program.
 - Supervision of most Probationers would be discontinued.
 - Services to the rural communities provided by Deputy Probation Officers would no longer be available.
 - Reduced onsite supervision of the Community Services Work program.
- The deletion of one filled Deputy Probation Officer and one filled Juvenile Correctional Officer positions in the Day Reporting Center located at Teilman School. The Day Reporting Center is an alternative to incarceration and includes electronic monitoring for the initial 30 days. Elimination of these two positions will reduce staffing of this program to one contract funded Deputy Probation Officer position to manage between 250-275 juveniles referred to the program each year.
- The deletion of three filled Deputy Probation Officer positions assigned to Juvenile Court Services. These officers are assigned to three courtrooms to represent the Probation Department. These services would no longer be provided to the Court.
- The deletion of one filled Deputy Probation Officer position assigned to the Honor Release Program. The Probation Department, as a courtesy to the Courts, has historically provided Honor Release. The officer assigned to this program assesses cases referred for honor release or bail reduction and prepares a brief report and recommendation to the Court. This program would be eliminated.
- Elimination of one vacant Deputy Probation Officer position assigned to the Graffiti Abatement program, as well as extra-help Juvenile Correctional Officer hours. This program would be eliminated
- The deletion of one vacant Deputy Probation Officer position, which was previously assigned to the Community Day School program whose funding was eliminated midyear 2003-04.

SALARIES AND BENEFITS

- Salaries and Benefits represent a net 5% increase over the prior year. This includes increases in employee benefits and overtime, based on prior year usage, and a decrease of 23 positions from the prior year.

SERVICES AND SUPPLIES

- Services and Supplies represent a 9% decrease from the prior year primarily due to a reduction in the amount of Students Targeted for Opportunities Program funding allotted to community-based organizations and Data Processing charges.

OTHER CHARGES

- Other Charges, recommended at prior year level, assume no increase in costs for California Youth Authority placements as ordered by the Court.

UPROBATION – 3430

SUMMARY OF REVENUES

- Revenues are recommended at \$12,368,235, a 9% (\$992,365) increase over the prior year.
 - Fines, Forfeitures and Penalties – Increase due to higher collections for the Adult Offender Work program based on prior year actual receipts.
 - State Aid – Represents a decrease due to a reduction in the Juvenile Justice Crime Prevention Act allocation.
 - Federal Aid – Represents a decrease in Federal revenues due to a proposed change in the definition of eligible candidate for Title IV-E claims.
 - Charges for Services – Reflects an increase due primarily to higher collections of probation services fees including probation supervision and drug testing based on prior year actual receipts. This increase is partially offset due to the cancellation of the Graffiti Abatement Program contract with the City of Fresno.
 - Miscellaneous Revenues – Represents an increase due to the estimated revenue from Adult Probation implementing Targeted Case Management claiming. Estimate annualized based on actual claim from prior year.
 - State/Local Program Social Services Realignment is at the prior year level. Realignment revenues partially fund costs for the Placement Unit, the Huron Youth Intervention project, and Deputy Probation Officers assigned to the Police/Probation teams.
 - Intrafund Revenues – Reflects a decrease primarily due to a reduction in the Proposition 36 allocation. It also reflects a minor reduction in probation services costs applied to other budgets due to lower paid staff being assigned to reimbursable functions.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Probation Department has requested funding above the recommended Target Budget for the restoration of staffing, including associated operational costs, at the prior year level; the replacement of equipment; and additional funding for placements to the California Youth Authority in the event there are increases in costs. The requests are listed below in the Department's order of priority:

PRIORITY ONE - RESTORE FUNDING FOR STAFF & OPERATIONAL COSTS - PROBATION SERVICES

The department has requested restoration of the positions required to be deleted to meet the Target Budget. Impacts due to the deletion of these positions are discussed in the Significant Program Changes section of this narrative. Restoration of funding for the following is being requested:

- | | |
|--|------------|
| • Seven Deputy Probation Officer IV | \$ 388,556 |
| • Ten Deputy Probation Officer I/II/III | 468,003 |
| • One Juvenile Correctional Officer I/II plus extra help hours | 96,249 |
| • Four Probation Technician | 114,033 |
| • Associated Services & Supplies Costs | 20,035 |

Total Net County Cost of Priority One

\$1,086,876

UPROBATION – 3430

PRIORITY TWO – REPLACEMENT OF EQUIPMENT

A primary function for Probation is the preparation and distribution of court reports. Photocopiers are required to accomplish this in the Adult Probation Division. The department has been notified that three of their existing copy machines are obsolete and require replacement, as they will not be serviceable upon expiration of current maintenance agreements. The department has also identified three fully depreciated facsimile machines requiring replacement.

In addition, the department has identified the need to replace fully depreciated equipment at the Elkhorn Correctional Facility kitchen. Elkhorn currently provides food services to both Juvenile Institutions.

SUMMARY OF EQUIPMENT REQUESTED

SMALL TOOLS:

Ice Bin equal to Model # Food Services Manager reports a S970 plus Bin Adaptor need to increase volume of ice being generated	1,485
Residual Equity Transfer out – Fleet Services For a second Food Services Transport Vehicle	50,000
Residual Equity Transfer out – Communications Replace 3 fully depreciated facsimile machines	2,289

FIXED ASSETS:

Kyocera Mita Digital Copier KM-5530 (3 - R)	Replace high use, high end, fully depreciated photo copiers at Juvenile Hall Office Support area, Forward Bound Academy and Juvenile Probation with energy efficient equipment	45,000
Proofing Cabinets-warmers (2 - N)	Modify method of transporting food to lower costs. If both of these fixed assets are not funded, will need to replace 7 Hot Carts @ \$3,000 each.	9,200
Camcarts (7 - N)		11,200

Total Net County Cost of Priority Two **\$ 119,174**

PRIORITY THREE – ADDITIONAL FUNDING FOR CALIFORNIA YOUTH AUTHORITY COMMITMENTS

The Department is requesting additional funding for California Youth Authority Commitments in anticipation of cost increases due to reduced sentencing options. The following is being requested:

- Support & Care of Other Persons 34,372

Total Net County Cost of Priority Three **\$ 34,372**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$1,240,422**

PROBATION - 3430**REGULAR SALARIES**
BUDGETED POSITIONS

JCN	TITLE	BAND/ RANGE	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
2003	Probation Services Manager	F	11	11	\$ 704,961
2005	Deputy Probation Officer IV	1827	54	46	2,612,072
2007	Deputy Probation Officer III	1654	62	52	2,974,681
2010	Deputy Probation Officer II	1467	2	2	91,698
2023	Juvenile Correctional Officer II	1328	3	2	94,257
2260	Probation Business Manager	E	1	1	76,186
2045	Probation Division Director	E	2	2	145,064
2065	Probation Technician	1033	9	5	183,893
2293	Staff Analyst III	1826	3	3	173,826
2240	Sr. Systems & Procedures Analyst	2161	1	1	67,639
2212	Systems & Procedures Analyst III	1930	1	1	55,016
3010	Chief Office Assistant	1371	2	2	87,018
3070	Supervising Office Assistant II	1222	6	6	229,982
3080	Office Assistant III	915	48	48	1,323,698
3081	Office Assistant III - Conf.	919	1	1	26,485
3161	Secretary IV - Conf.	1135	2	2	71,283
3166	Administrative Secretary - Conf.	1259	1	1	39,933
3215	Accountant II	1585	2	2	94,018
3254	Senior Accountant - Conf.	1851	1	1	58,725
3255	Senior Accountant	1851	1	1	58,725
3260	Account Clerk III	967	7	7	191,164
3621	Program Technician	1088	3	3	111,812
3623	Program Technician - Confidential	1088	2	2	66,377
3707	Information Technology Analyst IV	2114	1	1	67,077
3708	Senior Information Technology Analyst	2408	2	2	152,738
5005	Baker	922	1	1	29,232
5020	Cook	840	8	8	209,124
5029	Dietary Aide	772	8	8	186,434
5110	Sr. Cook	1106	1	1	33,466
8085	Chief Probation Officer	B	1	1	141,227
Subtotal			247	224	\$ 10,357,811
Holiday Pay					7,703
Steno Allowance					520
Auto Allowance					6,156
Detention Facility Allowance					14,300
Labor Code 4850 Costs					125
Workers' Compensation Reimbursement for LC 4850					(75)
Bilingual Skill Pay					13,800
Standby Pay					56,331
Less Salary Savings					0
TOTAL REGULAR SALARIES					\$ 10,456,671

PROBATION - 3430

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2005	Deputy Probation Officer IV	Filled	1827	-7	\$ 388,556
2007	Deputy Probation Officer III	Filled	1654	-9	394,437
2023	Juvenile Correctional Officer II	Filled	1328	-1	41,689
2065	Probation Technician	Filled	1088	-3	85,525
	Services & Supplies Costs				<u>20,035</u>
	Cost of Restoring Filled Positions			-20	\$ 930,242

VACANT POSITION RECOMMENDED FOR DELETION

(August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
2065	Probation Technician	Vacant	1088	-1	\$ <u>28,508</u>
	Cost of Restoring Vacant Positions			-1	\$ 28,508

VACANT POSITIONS RECOMMENDED FOR DELETION

(July 1, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2005	Deputy Probation Officer IV defunct CDAY*	Vacant	1827	-1	\$ 79,606
2007	Deputy Probation Officer III for GAP Contract	Vacant	1654	-1	73,566
	Extra-Help Juvenile Correctional Officer hours for GAP Contract				<u>54,560</u>
	Cost of Restoring Contract Programs			-2	\$ 207,732

* Restoration not requested as school is non operational

PROBATION - GRANTS
BUDGET 3432
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,294,628	\$ 1,138,330	\$ 1,096,471	\$ (41,859)	-4%
Services & Supplies	<u>1,107,875</u>	<u>293,067</u>	<u>256,510</u>	<u>(36,557)</u>	-12%
Total Appropriations	\$ 2,402,503	\$ 1,431,397	\$ 1,352,981	\$ (78,416)	-5%
<u>Revenues</u>					
State Aid	\$ 2,804,710	\$ 813,956	\$ 779,453	\$ (34,503)	-4%
Federal Aid	3,171	200,388	200,388	0	0%
Misc. Revenues	184	18,087	37,431	19,344	107%
Intrafund Revenues	<u>451,268</u>	<u>398,966</u>	<u>335,709</u>	<u>(63,257)</u>	-16%
Total Revenues	\$ 3,259,333	\$ 1,431,397	\$ 1,352,981	\$ (78,416)	-5%
<u>Approp. In Excess of Revenues</u>	\$ (856,830)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	23	18	18	0	

PROBATION - GRANTS – 3432

FUNCTION

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

OVERVIEW

The 2004-05 Recommended Budget of \$1,352,981 reflects a 5% (\$78,416) decrease in appropriations and revenues from the 2003-04 Adopted Budget primarily due to a reduction in Drug Partnership grant funds and Juvenile Drug Court grant funds. Grant programs funded include the Victim Witness Service Center, the Elder Abuse program, the Drug Suppression program - Probation Team, the Post-Conviction Drug Court program, the Juvenile Drug Court program, and the Violent Offenders Intensive Supervision Endeavor program. Staffing is recommended at 18 positions, which reflects the midyear reduction of Drug Suppression program positions during 2003-04.

DEPARTMENT COMMENTS

In the past decade the most successful and cost effective programs in the Probation Department have been funded through grants that may never otherwise have been funded with limited County General Funds. We aggressively seek every opportunity to apply for grants and until the grant pools started drying up in the past three years, we were very successful. It has been very frustrating for this agency to build a successful program model only to see it disappear at the end of a grant funding cycle. We have relied extensively on Federal and State grants along with collaborative funding from other agencies such as school districts and cities. In recent years, we were operating with 16 independent grant funded programs within the department. Today those numbers have dwindled to what you see on this page labeled as "Grant Programs."

SUMMARY OF CAO RECOMMENDATIONS

GRANT PROGRAMS

VICTIM WITNESS SERVICE CENTER (\$703,976)

Grant Funds:	\$703,976	County Match:	None
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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, ten Victim Witness Advocate, one Program Technician, and one Office Assistant positions.

ELDER ABUSE PROGRAM (\$100,388)

Grant Funds:	\$100,388	County Match:	None
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Provides services to victims of elder abuse including coordination of psychiatric, legal, medical, and crisis intervention services. This program funds one permanent and one extra-help Victim Witness Advocate positions. The County's required 25% match is met with Volunteer Victim Witness Advocate hours.

UPROBATION - GRANTS – 3432

DRUG SUPPRESSION PROGRAM - PROBATION TEAM (\$96,537)

Grant Funds: \$ 96,537 County Match: None

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 Grants budget (3112) and funds one Deputy Probation Officer position.

POST-CONVICTION DRUG COURT (PCDC) (\$173,286)

Grant Funds: \$173,286 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.

JUVENILE DRUG COURT (\$112,908)

Grant Funds: \$112,908 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 extra-help Deputy Probation Officer and one extra-help Probation Technician positions in the Probation budget (3430), as well as part-time staff from the District Attorney, Public Defender, and Human Services Departments.

VIOLENT OFFENDERS INTENSIVE SUPERVISION ENDEAVOR (VOISE) (\$133,333)

Grant Funds: \$100,000 County Match: \$ 33,333

This program provides intensive supervision to specialized caseloads of domestic violence offenders. This program funds one Deputy Probation Officer IV, one 50% Office Assistant III, and one extra help 60% Deputy Probation Officer III positions.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 4% decrease from the prior year primarily due to full year savings from positions deleted midyear 2003-04. Staffing is recommended at the prior year level of 18 positions.
- In the event that funding for grant programs is discontinued, the associated positions will be deleted.

SERVICES AND SUPPLIES

- Services and Supplies represent a 12% decrease from the prior year primarily due to the reduction of pass through funding for the Juvenile Drug Court.

SUMMARY OF REVENUES

- Revenues are recommended at \$1,352,981, a 5% (\$78,416) decrease from the prior year.
 - State Aid – Represents a 4% reduction from the prior year due to a decrease in funding for the Juvenile Drug Court.
 - Federal Aid – Equal to prior year funding.

UPROBATION - GRANTS – 3432

- Miscellaneous Revenues – Represents a 107% increase in anticipated prison donations for Victim Services operations.
- Intrafund Revenues – Represents a 16% decrease primarily due to full-year savings of a Probation Technician position deleted from the Post-Conviction Drug Court (PCDC) program midyear 2003-04. Costs associated with the PCDC are reimbursed through the Substance Abuse Services budget (5602). Costs for the Drug Suppression grant are reimbursed through the Sheriff Grants budget (3112). Costs for the Violent Offenders Intensive Supervision Endeavor program are reimbursed through the Probation budget (3430).

PROBATION - GRANTS - 3432

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>	
2003	Probation Services Manager	F	1	1	\$ 63,371
2005	Deputy Probation Officer IV	1827	1	1	57,968
2007	Deputy Probation Officer III	1654	2	2	101,449
2033	Victim Witness Advocate	1087	9	9	310,302
2066	Probation Technician II	1033	1	1	30,064
3080	Office Assistant III	915	3	3	81,958
3621	Program Technician I	1218	<u>1</u>	<u>1</u>	<u>38,654</u>
Subtotal			18	18	\$ 683,766
	Bilingual Skill Pay				4,200
	Shift Differential				<u>2,873</u>
TOTAL REGULAR SALARIES					\$ 690,839

**PROBATION - JUVENILE HALL
BUDGET 3440
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 12,805,263	\$ 14,049,077	\$ 10,427,855	\$ (3,621,222)	-26%
Services & Supplies	2,400,787	2,713,980	2,319,263	(394,717)	-15%
Other Charges	0	100	100	0	0%
Total Appropriations	\$ 15,206,050	\$ 16,763,157	\$ 12,747,218	\$ (4,015,939)	-24%
<u>Revenues</u>					
Federal Aid	\$ 5,613,637	\$ 2,344,925	\$ 586,231	\$ (1,758,694)	-75%
State Aid	1,072,434	1,125,790	900,480	(225,310)	-20%
Charges for Services	173,705	190,000	118,898	(71,102)	-37%
Misc. Revenues	1,232	1,800	1,800	0	0%
Juvenile Jail Pod Designation	502,310	968,639	1,023,124	54,485	6%
Realignment	764,678	723,351	857,568	134,217	19%
Intrafund Revenues	162,022	128,665	128,665	0	0%
Total Revenues	\$ 8,290,018	\$ 5,483,170	\$ 3,616,766	\$ (1,866,404)	-34%
<u>Net County Cost</u>	\$ 6,916,032	\$ 11,279,987	\$ 9,130,452	\$ (2,149,535)	-19%
Proposition 172 Funds	5,281,001	5,125,000	5,425,000		
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	215	215	118	(97)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 4,709,259
Services & Supplies	420,475
Other Charges	0
Residual Equity Transfer	37,400
Fixed Assets	0
Total Appropriations	\$ 5,167,134
Net County Cost	\$ 4,908,241
	<u>2004-05</u>
Additional Positions (restored)	97

PROBATION – JUVENILE HALL – 3440

FUNCTION

The Juvenile Hall 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 State Board of Corrections. Programs include a Youth Offender Treatment program, a Pre-Adolescent Treatment program, and Substance Abuse services. 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. In addition, the Division operates a juvenile jail pod at the adult detention facility housing 30 youth committed to the Hall.

OVERVIEW

The 2004-05 Recommended Budget of \$12,747,218 reflects a 19% (\$2,149,535) decrease in net county cost primarily due to the loss of Temporary Assistance for Needy Families (TANF)/Ranch Camp funding as proposed in the Governor's 2004-05 State Budget. With the loss of TANF funds and in order to meet the Target Budget and maintain the current bed capacity at the Elkhorn Correctional Facility, substantial reductions are required in this budget. The reductions include closing the 30-bed juvenile jail pod and reducing the operational beds at the Juvenile Hall from 285 to 104 effective September 13, 2004. The appropriations designated for operation of the jail pod would be required to fund the Juvenile Hall operation. It should be noted that if TANF funding is restored, the closure of 60 beds could still be required to meet the Target Budget due primarily to increases in employee benefit costs. Staffing is recommended at 118, a reduction of 97 positions from the prior year.

DEPARTMENT COMMENTS

It is remarkable that we must submit an operational level budget for the Juvenile Hall with the reduction of beds during a time when we have a state-of-the-art facility with 480 beds under construction. With the uncertainty of Federal dollars passed through the State known as "TANF Funds" (Temporary Assistance for Needy Families), we submitted at the deadline for the submittal of a budget proposal a staggering reduction in the Juvenile Hall budgets which fully offsets this loss of TANF revenue department-wide while meeting the targeted net County cost. Like other categorically funded programs in the department, we have depended heavily on funds other than the County General Funds to support our juvenile facilities. It has been the philosophy of this administration that our juvenile facilities, in addition to providing custody, will also provide treatment components for those juveniles under our care. Treatment components have diminished severely due to the lack of resources and now we are even at the point of having to reduce bed capacity. It has been a policy of this Board of Supervisors that we will maintain a strong accountability factor in the operation of our Juvenile Justice System. This year's budget does not provide for that philosophy.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The deletion of 97 Juvenile Correctional Officer positions associated with the closure of 211 beds is required to meet the Target Budget. This results in a reduction of Juvenile

PROPOSED BUDGET: 2004-05

UPROBATION – JUVENILE HALL – 3440

Hall operational beds (including the jail pod) from 315 to 104. The elimination of these operational beds will reduce available sentencing options for the Court and could ultimately result in more costly alternatives and infringe upon detention capabilities when dealing with pre-adjudicated youth.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 26% net decrease from the prior year. This includes a decrease of 97 positions from the prior year and an increase in employee benefits for the remaining positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 15% decrease from the prior year primarily due to a reduction in operational costs associated with the partial year closing of 211 beds.

OTHER CHARGES

- Other Charges are recommended at the prior year level for miscellaneous support costs for minors.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,616,766, a 34% (\$1,866,404) decrease from the prior year.
 - Federal Aid - Represents a 75% reduction which reflects the elimination of Temporary Assistance for Needy Families funds (\$1,758,694) in this budget effective October 1, 2004.
 - State Aid - Represents a 20% decrease from the prior year. Reflects a loss of revenue in the Meals Program based on fewer meals being served/claimed due to the reduction in beds. In addition, an increase in Department of Motor Vehicle surcharge revenue is projected based on prior year allocations.
 - Charges for Services - Estimated to decrease 37% based upon prior year actual collections adjusted to reflect the reduction in beds.
 - Miscellaneous Revenues - Recommended at the prior year level and represent the receipt of electronic monitoring fees from parents with minors in aftercare programs.
 - Juvenile Jail Pod Designation Funds - Represent funds that will be drawn down to offset costs of operating a Juvenile Hall unit in lieu of the 30-bed Juvenile Jail Pod.
 - State/Local Program Realignment Trust Funds - Reflects an increase due to additional infirmary/medical costs reimbursed with Health Realignment funds.
 - Intrafund Revenues - Reflects the prior year allocation from Human Services.

PENDING FACTORS

- The fiscal viability of the Probation Department is dependent in large part on the ability to continue to obtain state and federal funds. Categorical programs such as School Meals Program funds, Temporary Assistance for Needy Families funds and Vehicle Registration Surcharge fees are essential funding sources that are under increasing scrutiny and may be at risk. Combined, these revenue sources equal approximately 20% of Probation's operational costs for Budget 3440. This budget assumes the elimination of TANF funds effective October 1, 2004.

UPROBATION – JUVENILE HALL – 3440

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Probation Department is requesting funding above the recommended budget for restoration of staffing and operational costs associated with the closure of 211 beds and for the replacement of staff communications equipment (law enforcement radios). The requests are listed below in the Department's order of priority:

PRIORITY ONE – RESTORE FUNDING FOR 211 BEDS INCLUDING STAFF AND OPERATIONAL COSTS

In order to meet the Target Budget, the closure of 211 beds is required. The following is being requested to be restored:

• 23 Senior Juvenile Correctional Officers	\$1,389,487
• 74 Juvenile Correctional Officers	3,319,772
• Associated Services & Supplies Costs	<u>420,475</u>
<u>Subtotal of Additional Appropriation</u>	<u>\$5,129,734</u>
• State School Lunch & Breakfast Funds	\$ 137,791
• Juvenile Support Fees	<u>121,102</u>
<u>Subtotal of Additional Revenue</u>	<u>\$ 258,893</u>

<u>Total Net County Cost of Priority One</u>	<u>\$4,870,841</u>
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PRIORITY TWO – REPLACEMENT OF STAFF COMMUNICATIONS SYSTEM

The Juvenile Hall staffing configuration has been increased during the past two budget years for safety and security at the facility. The additional law enforcement radios will provide appropriate equipment for a fully operational Juvenile Hall.

<u>Total Net County Cost of Priority Two</u>	<u>\$ 37,400</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$4,908,241</u>
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PROBATION - JUVENILE HALL - 3440

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>	
2003	Probation Services Manager	F	2	2	\$ 126,741
2021	Supervising Juvenile Correctional Officer	1734	9	9	493,951
2022	Senior Juvenile Correctional Officer	1531	38	15	994,881
2023	Juvenile Correctional Officer II	1328	79	82	3,651,555
2025	Juvenile Correctional Officer I	1085	77	0	253,725
2045	Probation Division Director	E	1	1	72,662
2293	Staff Analyst III	1826	1	1	43,326
3161	Secretary IV - Conf.	1135	1	1	36,044
3432	Supervising Stock Clerk	1139	1	1	32,170
3440	Stock Clerk II	827	1	1	26,231
5052	Senior Maintenance Janitor	912	1	1	27,302
5055	Janitor	749	2	2	44,743
5130	Washer	708	2	2	43,974
Subtotal			215	118	\$ 5,847,305
Holiday Pay					131,030
Facility Differential					11,700
Steno Allowance					520
Lead Worker					9,750
Shift Differential					100,592
Labor Code 4850					306,448
Workers' Compensation Reimbursement for LC 4850					(183,869)
Bilingual Skill Pay					7,200
TOTAL REGULAR SALARIES					\$ 6,230,676

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2022	Senior Juvenile Correctional Officer	Filled	1531	-23	1,389,487
2023	Juvenile Correctional Officer II	Filled	1328	-74	3,319,772
Net County Cost to Restore Positions				-97	\$ 4,709,259

PROBATION - ELKHORN CORRECTIONAL FACILITY
BUDGET 3445
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 4,164,806	\$ 4,722,529	\$ 5,294,412	\$ 571,883	12%
Services & Supplies	1,353,791	1,558,899	1,450,719	(108,180)	-7%
Total Appropriations	\$ 5,518,597	\$ 6,281,428	\$ 6,745,131	\$ 463,703	7%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 700,000	\$ 700,000	\$ 700,000	\$ 0	0%
State Aid	296,353	341,303	341,303	0	0%
Federal Aid	1,859,656	2,492,816	660,683	(1,832,133)	-73%
Charges for Services	40,377	30,000	36,000	6,000	20%
Misc. Revenues	1,018,719	1,010,000	1,002,000	(8,000)	-1%
Realignment	868,484	811,285	887,995	76,710	9%
Total Revenues	\$ 4,783,589	\$ 5,385,404	\$ 3,627,981	\$ (1,757,423)	-33%
<u>Net County Cost</u>	\$ 735,008	\$ 896,024	\$ 3,117,150	\$ 2,221,126	248%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	67	67	67	0	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Residual Equity Transfer	\$ 12,500
Total Appropriations	\$ 12,500
Net County Cost	\$ 12,500
	<u>2004-05</u>
Additional Positions (restored)	0

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 2004-05 Recommended Budget of \$6,745,131 reflects a 248% (\$2,221,126) increase in net County cost over the prior year. The increase is primarily due to the proposed elimination of Temporary Assistance for Needy Families (TANF)/Ranch Camp funds in the Governor's Proposed State Budget, which have served as offsetting revenue (\$1,832,133) for this budget. In order to meet the Target Budget, significant barracks closures would have been required which could have resulted in substantial cost increases for California Youth Authority commitments as well as other sentencing alternatives. To avoid these impacts, significant reductions in the Juvenile Hall budget (3440) are required to maintain the current 185-bed operation level at the Elkhorn Correctional Facility and meet the Target Budget.

DEPARTMENT COMMENTS

The Elkhorn Correctional Facility, more commonly known as the Boot Camp, has been a shining example of how effective local Juvenile Justice Programs can work throughout its six years of operation. It has been a collaborative model that has succeeded expectations for multiple agencies working together with a common cause. At the deadline for submission of this budget we had no assurances that the Elkhorn Correctional Facility would receive Federal pass through money known as TANF Funds (Temporary Assistance for Needy Families). Barracks closures could result in problems with collections of other funding sources, i.e., City of Fresno donation and Realignment funding as well as potentially increase California Youth Authority commitments and costs. Thus, the Juvenile Hall budget was required to generate sufficient general fund savings over target to avoid such additional closures. We must continue to move forward with the exemplary program that has been developed and continue to build on it as a successful and cost-effective component within the Fresno County Juvenile Justice System.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 12% increase over the prior year due to increases in costs for employee benefits. Staffing is recommended at the prior year level of 67 positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 7% decrease from the prior year primarily due to a reduction in the number of electronic monitoring units budgeted for use by the aftercare programs, as well as other adjustments to appropriations based upon prior year actual expenditures.

UPROBATION – ELKHORN CORRECTIONAL FACILITY – 3445

SUMMARY OF REVENUES

- Revenues are recommended at \$3,627,981, representing a 33% (\$1,757,423) decrease from the prior year.
 - Fines, Forfeitures and Penalties - Estimated at the prior year level.
 - State Aid - School Breakfast and Lunch program revenues estimated at prior year level.
 - Federal Aid - Represents the elimination of nine months of TANF and Ranch Camp funding based on the Governor's Proposed State Budget.
 - Charges for Services - Represents an increase in collections based upon prior year actual revenue collected from support fees charged to minors' parents.
 - Miscellaneous Revenues - Represents a reduction based upon prior year actual revenues from electronic monitoring fees and corresponds with reduced use of electronic monitoring units.
 - State/Local Program Realignment - Reflects an increase in the recovery of costs associated with health services provided to minors in the boot camp program from the Department of Community Health budget (5620). It also includes the prior year allocation of Social Service Realignment funds related to the former C.K. Wakefield commitment beds now operated as the Delta Program at Elkhorn in Barrack D.

PENDING FACTORS

- The fiscal viability of the Probation Department is dependent in large part on the ability to continue to obtain state and federal funds. Categorical programs such as School Meals Program funds, TANF funds, and Realignment fees are essential funding sources that are under increasing scrutiny and may be at risk. Combined, these revenue sources have equaled approximately 57% of Probation's operational costs for Budget 3445. Due to the Governor's recommendation to discontinue funding of Probation TANF effective October 1, 2004, this budget reflects a significant increase in net County cost resulting in offsetting program reductions in the Juvenile Hall.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Probation Department has requested funding above the recommended budget for the replacement of staff communications equipment (law enforcement radios) as provided below:

PRIORITY ONE – REPLACEMENT OF STAFF COMMUNICATIONS SYSTEM

The Elkhorn Correctional Facility completed its sixth year of operation in December 2003. The radios used by Juvenile Correctional Officer staff for safety and security at the facility have become obsolete, thus necessitating their replacement.

<u>Total Net County Cost of Priority One</u>	<u>12,500</u>
<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$ 12,500</u>

PROBATION-ELKHORN CORRECTIONAL FACILITY - 3445

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>	
2003	Probation Services Manager	F	1	1	\$ 63,788
2005	Deputy Probation Officer IV	1827	1	1	57,968
2007	Deputy Probation Officer III	1654	3	3	152,757
2045	Probation Division Director	E	1	1	72,741
2021	Supervising Juvenile Correctional Officer	1734	6	6	330,114
2022	Senior Juvenile Correctional Officer	1531	12	12	577,914
2023	Juvenile Correctional Officer II	1328	37	37	1,442,491
3080	Office Assistant III	915	4	4	116,092
3161	Secretary IV - Conf.	1135	1	1	36,044
3440	Stock Clerk II	827	1	1	26,231
Subtotal			67	67	\$ 2,876,140
	Holiday Pay				308,651
	Detention Differential				3,900
	Steno Allowance				520
	Lead Worker				2,470
	Shift Differential				93,775
	Labor Code 4850				6,044
	Workers' Compensation Reimbursement for LC 4850				(3,626)
	Bilingual Skill Pay				6,000
	Salary Savings				(67,315)
TOTAL REGULAR SALARIES					\$ 3,226,559

SHERIFF BUDGET 3110 General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 39,205,038	\$ 40,019,022	\$ 41,150,361	\$ 1,131,339	3%
Services & Supplies	9,693,284	9,851,491	8,294,752	(1,556,739)	-16%
Lease Purchase Payments	1,357,801	0	1,357,802	1,357,802	100%
Fixed Assets	30,020	0	0	0	0%
Residual Equity Transfer	183,715	0	0	0	0%
Total Appropriations	\$ 50,469,858	\$ 49,870,513	\$ 50,802,915	\$ 932,402	2%
<u>Revenues</u>					
Licenses & Permits	\$ 13,311	\$ 7,500	\$ 7,500	\$ 0	0%
Fines, Forf. & Penalties	475,373	459,476	459,476	0	0%
State Aid	240,501	25,000	841,617	816,617	3266%
Federal Aid	20,539	0	0	0	0%
Charges for Services	1,017,614	993,943	993,943	0	0%
Misc. Revenues	69,142	145,000	145,000	0	0%
Residual Equity Transfer in	1,357,801	0	0	0	0%
Intrafund Revenues	199,379	48,275	37,831	(10,444)	-22%
Total Revenues	\$ 3,393,660	\$ 1,679,194	\$ 2,485,367	\$ 806,173	48%
<u>Net County Cost</u>	\$ 47,076,198	\$ 48,191,319	\$ 48,317,548	\$ 126,229	0%
Proposition 172 Funds	\$ 27,038,727	\$ 27,200,000	\$ 27,776,000		
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	425	464			

Department Requests Above Recommended Budget

	2004-05
<u>Appropriations</u>	
Salaries & Benefits	\$ 5,349,836
Services & Supplies	1,254,900
Total Appropriations	\$ 6,604,736
<u>Net County Cost</u>	\$ 6,604,736
Additional Positions	To be determined

SHERIFF – 3110

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 certain civil documents and fulfills or facilitates crime prevention activities. Community and youth services programs provide education, professional expertise, and a law enforcement presence for communities, schools, youth, and neighborhood associations. This budget finances all of these activities except incarceration of prisoners, which is included in the Adult Detention Facilities budget (3410). Grant funded programs are included in the Sheriff-Grants budget (3112).

OVERVIEW

The 2004-05 Recommended Budget of \$50,802,915 reflects an increase of \$126,229 in net County cost over the 2003-04 Adopted Budget due to the addition of rates for the PeopleSoft Financial System. A Target Budget was not provided by the Sheriff's Department, therefore, staffing and line item recommendations cannot be made. Positions and line items will be developed by the Department in conjunction with the County Administrative Office following determination by the Board on requests above target, and before the close of budget hearings. The Department submitted a requested budget that maintains current staffing and service levels. The request above target of \$6,604,736 reflects increases of \$4.7 million in employee benefits and a 48% increase in revenues over the prior year.

DEPARTMENT COMMENTS

On March 5, 2004, the Sheriff's Department submitted the first round of budget proposals that attempted to absorb the increase of \$2.4 million dollars in County negotiated salaries and benefits, salary steps and internal service fund rates. The budget met the Target Budget as requested by the County Administrative Office, with no increase in net County cost. Since that time, in order to meet the Administrative Office's round two Target Budget, we have been asked to absorb an additional \$4.7million dollars in rate increases, primarily relating to Workers' Compensation Insurance and County Retirement contributions. Lastly, due to the potential loss of revenues from the State (Cal-MMet, and booking fees) along with a significant reduction in projected revenues from the U.S. Marshall's Office for housing federal inmates, the budget gap has widened to \$12.8 million dollars. While we are painfully aware of the current state of the entire budget shortfall situation, the ability to absorb these additional expenses without serious consequences is impossible.

I had previously expressed my intention to submit a status quo budget that would have allowed me to continue to attempt to meet my professional and constitutional obligations as Sheriff to provide adequate law enforcement throughout Fresno County. Any further reductions in funding will require me to initiate draconian cuts in an already under funded Sheriff's Department. The budgets we have submitted are conservative, and are designed only to maintain existing service levels. No new programs and no additional staff are being added, even though crime rates continue to climb in unincorporated Fresno County. The delivery of service has become largely reactive at a time when it is crucial that we be proactive.

SHERIFF – 3110

We have made every effort to accommodate the Administrative Office's direction for a seriously lean budget, and we continue to search for cost effective solutions in all of our operations. However, the round two Target Budget represents a goal that is unrealistic without having devastating impacts on our Sheriff's Department and the resultant service we provide our constituents. The resulting consequences will be a noticeable reduction in public safety and public safety services to our community.

I have reviewed a large variety of budget reduction options and impacts with my remaining executive staff, and stand prepared to discuss with the Board the ramifications should they determine not to fund at our existing service level. Based on the immensity of the current directed cuts, our previous and current efforts to reduce various expenditures does little to address the totality of the situation. We have attached some of the potential public safety consequences if funding is reduced to specified target budget levels in order to provide clarity of the concerns we have if inadequate funding becomes necessary. As always, I am available to meet and discuss the impacts with you.

Cost Saving practices previously or currently being implemented:

1. Elimination of virtually all department general fund extra-help personnel including captains, lieutenants and sergeants.
2. Additional significant reductions in authorized overtime expenditures.
3. Vacancies remain unfilled in a number of Executive, Command, Management and Supervisory positions.
4. Further reductions in Services & Supplies line items.
5. Significant curtailment of training and travel related to training.
6. Termination of general fund cellular phone service for management personnel, uniformed field supervisors and most criminal investigators. Any exception to this will be addressed on case-by-case basis. Cell phone service for the on duty Watch Commander and the Mobile Command post will remain.
7. Discontinue the backfill of vacant patrol deputy positions will result in extended response times to calls for service.
8. The Cold Case Homicide Investigative Unit is being eliminated.
9. All general fund Deputy Sheriff positions are assigned as uniformed first responders or are assigned to criminal investigations.

Optional actions that may be required to make target budget reductions:

1. **Closure of all three currently filled floors of the North Annex Jail** will result in the termination of 60 Correctional Officers, release of 1,296 felons, and would result in a net County cost reduction of approximately **\$4.8 million dollars (3410 budget)**.
2. **Elimination of the helicopter program.** Currently, flight operations, fuel, repairs, mechanics salary, hangar rent, etc., are funded by AB 3229 funds. General fund costs include the salaries and benefits of three deputy sheriff pilots and two deputy sheriff flight officers. Elimination of this program and the termination of the five deputy sheriff positions and one mechanic would result in a net county cost reduction of approximately **\$500,000 (3110 Budget)**.

SHERIFF – 3110

3. **Complete elimination of the Sheriff's Department contribution to the Countywide Gang Suppression Effort through deputy assignments to MAGEC.** Termination of 16 deputy personnel including 1 lieutenant, 2 sergeants and 11 deputies which would result in a net County cost reduction of approximately \$1.5 million dollars (3110 Budget).
4. **Additional significant reductions in overtime expenditures** to backfill vacant patrol deputy positions caused by mandatory attendance at officer safety training. Result will be further delays or elimination of responses to citizen calls for service. Approx. Net County cost reduction of up to **\$1 million dollars** (3110 Budget).
5. **Optionally, either not provide law enforcement services or require charges for the policing of special events at various planned events and celebrations at County parks.** These costs could not be absorbed due to previous overtime reductions. Cost savings or revenue generation undetermined (3110 Budget).
6. **Termination of all but a limited number of general fund Community Service Officer positions.** These positions however are being slated, if possible, to be reassigned from community crime prevention programs to assignments being vacated by extra-help personnel. These areas and duties to include Court Liaison Office which results in approximately \$250,000 annually in cost savings associated with court standby and court callback. Both issues were previously negotiated with Unit 1. Other planned reassignments that previously were filled with extra-help personnel include Cal Gang Investigations, Domestic Violence Victim Services, background investigations to comply with legal mandates and Crimestoppers. Such reductions if necessary, will amount to the termination of approximately 13 filled Community Service Officer positions with an approximate net County cost reduction of **\$500,000** (3110 Budget).
7. **Elimination of the Sheriff's Department participation in the Central Valley region CAL-MMET (California Multiagency Methamphetamine Enforcement Team).** This would require the termination of 19 personnel including 1 lieutenant, 2 sergeants, 12 deputies, 1 pilot, 1 CSO, 1 senior accountant, and 1 criminalist. This formerly grant funded effort will result in reduction of net County costs of approximately **\$1.3 million** dollars for the remaining eight months of the fiscal year (November 2004 through June 2005) (3110 Budget).
8. **Elimination of Field Service Bureau deployed deputies and sergeants** impacting deputies assigned to handling calls for service in assignments on and near schools, along with officers assigned to proactive directed policing projects and crime patterns. The elimination of 34 deputies and 5 sergeants would result in a net County cost reduction of approximately **\$3.8 million dollars** (3110 Budget).
9. **Elimination of Field Service Investigators** assigned to Auto Theft and Crime and Apprehension Task Forces formed with the collaborative efforts of the CHP, the Fresno Police Department and the U.S. Marshall's Office. This elimination of effort would result in the termination of three investigator positions and result in the net County cost reduction of approximately **\$284,000** (3110 Budget).

SHERIFF – 3110

10. **Other optional net County cost reductions for the Sheriff's Department must include consideration of the dissolution of rural Field Service operational areas, including Area 4 (east of the Friant-Kern Canal) and Area 1 (west Fresno County).** Such action would require shutting down the headquarter operations in Auberry, Squaw Valley and San Joaquin. Also required would be the elimination of lieutenants, sergeants, investigators, deputies assigned to these areas. Calls for service would then be dispatched from more centralized County responders remaining out of Fresno and Selma. This action would significantly increase response times, decrease or eliminate preventative patrol service, and eliminate the response to various yet undetermined calls for service. Resultant reduction in net County cost is yet to be determined, however the reductions would amount to at least **\$2 to \$3 million dollars per area** (3110 Budget).

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

As stated in Department Comments above, the following are impacts of possible actions necessary to meet a Target Budget:

- Elimination of nearly all general fund extra-help personnel including captains, lieutenants, and sergeants, and maintaining vacancies in these positions, resulting in a loss to the Department of management and expertise.
- Significant reduction in overtime hours to backfill patrol Deputy absences for mandatory training, resulting in delays in response to calls for service.
- No backfill of vacant patrol positions, resulting in extended response times to call for service.
- Deletion of 11 deputy sheriff, 2 sergeant, and 1 lieutenant positions, resulting in the elimination of Sheriff participation in the Countywide gang suppression effort through MAGEC.
- Deletion of 12 deputy sheriff, 2 sergeant, 1 lieutenant, 1 pilot, 1 community service officer, 1 senior accountant, and 1 criminalist positions assigned to Cal-MMET (California Multiagency Methamphetamine Enforcement Team).
- Deletion of 13 General Fund Community Service Officers, resulting in the elimination of crime prevention and school-based programs.
- Deletion of 34 Deputy Sheriff and 5 Sergeant positions assigned to Field Services Bureau, resulting in a reduction of patrol officers at or near schools, and officers assigned to policing projects and crime patterns.
- Elimination of the Cold Case Homicide Investigative Unit, resulting in no investigation into homicides that occurred more than ten years ago.
- Deletion of three deputy sheriff field service investigator positions assigned to auto theft and other task forces formed in collaboration with the California Highway Patrol, Fresno Police Department, and the U.S. Marshall's Office.
- Deletion of five deputy sheriff and one mechanic positions, due to the elimination of the Helicopter Program. Flight operations, fuel, repairs, hangar rent, and other miscellaneous costs are funded with Assembly Bill 3229 funds. The five deputy sheriff positions include three pilots and two flight officers.

SHERIFF – 3110

- Elimination of law enforcement services to special events at County parks.
- Eliminate Field Service facilities including Area 4 (east of the Friant-Kern Canal) and Area 1 (west Fresno County), closing headquarter operations in Auberry, Squaw Valley, and San Joaquin, with the resulting deletion of 91 positions assigned to these areas. The result would be increased response times and elimination of any response to certain types of calls, and elimination of patrol service in those areas.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase over the prior year using the approved Target Budget figure. The object level total for Salaries and Benefits was computed by applying the same percentage factor to total appropriations as was used by the Department in the requested budget. A recommended staffing level cannot be determined, as the Department did not submit staffing requests in accordance with a Target Budget. The Department's requested staffing will be provided to the Board as a separate document.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year. The object level total for Services and Supplies was computed in the same manner as Salaries and Benefits. Specific line item amounts cannot be determined, as a Target Budget was not submitted.

LEASE PURCHASE PAYMENTS

- Recommended at the prior year level and represents the lease payments for the Sheriff fleet vehicles. In 2003-04, Lease Purchase Payments were shown under a different account number and did not appear as a separate appropriation.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,485,367, a 48% increase over the prior year.
 - Licenses and Permits – Projected to remain at the prior year level based on actual receipts.
 - Fines, Forfeitures and Penalties – Reflect the prior year level of Criminal Justice Temporary Construction funds used to offset a portion of grant match requirements.
 - State Aid – Reflects an increase due to the transfer of Cal-MMET funds to this budget from the Sheriff – Grants budget (3112).
 - Charges for Services – Projected at the prior year level for civil fees, law enforcement services, and fingerprinting fees.
 - Miscellaneous Revenues – Projected at the prior year level for Debtor Assessment funds, and revenue from property, records and training reimbursement.
 - Intrafund Revenues – Reflects a decrease due to the elimination of the Challenge Grant, and the 2004-05 midyear elimination of the G.R.E.A.T. Grant.

SHERIFF – 3110

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Sheriff's Department has requested funding above the recommended Target Budget to maintain current staffing levels and associated operational costs. The requested budget of \$57,407,651, at a net County cost of \$6,604,736 over target, would maintain current staffing and service levels.

The Department's requested budget contains significant cost savings achieved through reduction of extra-help, overtime, cell phone usage, maintaining vacancies, curtailment of training and travel for training, and elimination of the Cold Case Homicide Unit.

Specific requests above target were not provided by the Department, but will be specified during the budget hearings.

SHERIFF - 3110**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>	
0105	Sheriff	ELECTED	1		\$
3166	Administrative Secretary - Conf.	1259	1		
4075	Sheriff's Captain	D	7		
4080	Sheriff's Lieutenant	2716	14		
4085	Sheriff's Sergeant	2361	36		
4128	Senior Criminologist	2361	1		
4119	Criminalist I	1670	0		
4121	Criminalist II	2232	0		
4059	Deputy Sheriff IV	2066	40		
4055	Deputy Sheriff III	1903	157		
4053	Deputy Sheriff II	1746	25		
4120	Supervising Criminalist	2448	1		
4123	Criminalist Specialist	2400	3		
4140	Forensic Services Coordinator	2663	0		
4153	Senior Identification Technician	1662	2		
4155	Identification Technician IV	1571	8		
4154	Identification Technician III	1458	5		
4152	Identification Technician II	1261	5		
4150	Identification Technician I	1121	1		
3706	Information Technology Analyst III	1775	2		
3751	Information Technology Analyst IV	2114	2		
4178	Supervising Process Server	1182	1		
2268	Sheriff's Business Manager	E	1		
4180	Rangemaster	1722	1		
2235	Personnel Technician III - Conf.	1216	1		
4177	Process Server	1055	5		
3613	Supervising Communications Dispatcher	1642	6		
3616	Communications Dispatcher Specialist	1466	8		
3615	Communications Dispatcher III	1363	18		
3612	Communications Dispatcher II	1262	1		
3610	Communications Dispatcher I	1170	1		
4186	Senior Community Service Officer	1170	1		
4185	Community Service Officer	1024	26		
2240	Senior Systems & Procedures Analyst	2161	1		
2212	Systems and Procedures Analyst III	1930	2		
2211	Systems and Procedures Analyst II	1665	1		
3160	Secretary IV	1128	1		
3143	Secretary II - Conf.	919	1		
3141	Secretary III - Conf.	1031	0		
3713	Senior Network Systems Engineer	2408	1		
3711	Network Systems Engineer III	1759	6		
3708	Senior Information Technology Analyst	2408	1		
3709	Network Systems Engineer I	1368	0		
3752	Senior Information Technology Analyst-Sheriff	2408	0		
3712	Network Systems Engineer IV	2114	0		
3255	Senior Accountant	1851	1		
3240	Supervising Account Clerk II	1237	2		
3260	Account Clerk III	967	6		
2225	Systems and Procedures Manager	E	1		
3010	Chief Office Assistant	1371	1		
3070	Supervising Office Assistant II	1222	5		
3080	Office Assistant III	915	34		
3110	Office Assistant II	822	3		
3440	Stock Clerk II	827	1		
5037	Automotive Mechanic	1371	2		

SHERIFF - 3110

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2291	Staff Analyst I	1424	0		
2293	Staff Analyst III	1826	1		
Subtotal			453	*	\$ *
Educational Incentives					
Pilot					
Steno Allowance					
Hazardous Duty Pay					
Remuneration					
Holiday Pay					
Bilingual Skill Pay					
Labor Code 4850					
Workers' Compensation Reimbursement for LC 4850					
Annual Leave Payout - Retirements					
Less Salary Savings					
TOTAL REGULAR SALARIES					\$

*Board to provide direction during budget hearings

SHERIFF - GRANTS
BUDGET 3112
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 15,780,490	\$ 15,501,973	\$ 14,727,674	\$ (774,299)	-5%
Services & Supplies	1,925,193	2,567,873	1,558,932	(1,008,941)	-39%
Other Charges	107,738	48,275	38,699	(9,576)	-20%
Residual Equity Transfer	561,260	0	0	0	0%
Fixed Assets	1,644,845	0	0	0	0%
Total Appropriations	\$ 20,019,526	\$ 18,118,121	\$ 16,325,305	\$ (1,792,816)	-10%
<u>Revenues</u>					
Taxes	\$ 55,710	\$ 59,355	\$ 55,710	\$ (3,645)	-6%
Federal Aid	2,381,674	1,523,804	1,334,167	(189,637)	-12%
State Aid	6,214,189	4,171,297	1,376,663	(2,794,634)	-67%
Charges for Services	10,807,477	10,207,411	11,386,473	1,179,062	12%
Misc. Revenues	35,044	0	0	0	0%
Fines, Fees & Forfeitures	82,929	0	0	0	0%
Intrafund Revenues	2,078,102	2,156,254	2,172,292	16,038	1%
Total Revenues	\$ 21,655,125	\$ 18,118,121	\$ 16,325,305	\$ (1,792,816)	-10%
<u>Approp.in Excess of Revenue.</u>	\$ 1,635,599	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	217	184	169	(15)	

SHERIFF – GRANTS – 3112

FUNCTION

The Sheriff-Grants budget appropriates Federal funding for Community Development Block Grant (Crime Prevention), Marijuana Suppression, National Integrated Ballistics Identification Network, and Local Law Enforcement Block grant programs.

This budget appropriates State funding for the California Identification, Alcohol Beverage Control and Tobacco grants, as well as the Rural Crime Prevention Program. The Prisoner Transportation Unit and Helicopter programs, the Inmate Welfare Trust Fund-Offender Program Services, Sheriff's Court Services Unit, and Proposition 36 services are also funded in this budget unit. Contracts are included with the California Department of Transportation, Housing Authority of Fresno City/County, cities of San Joaquin, Mendota and Orange Cove, Street Level Narcotics, Central Unified School District, Fig Garden Police Protection District, U.S. Army Corps of Engineers - Pine Flat and Huntington Lakes recreational areas, U.S. Forest Service, and special events for public entities as well as the Boating and Waterways program.

OVERVIEW

The 2004-05 Recommended Budget represents a 10% decrease in appropriations as compared to the 2003-04 Adopted Budget. The recommended budget provides financing for 27 grant or contract programs, and reflects the elimination of four grant programs and one contract from the prior year. The eliminated funding resulted in the transfer or deletion of 18 positions. In addition, three positions have been added to the Court Services Unit, for a net reduction of 15 positions.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- This budget reflects the elimination of the following grants or contracts due to the loss of funding: Gang Resistance Education and Training (G.R.E.A.T.), Challenge Demonstration, Standards and Training for Corrections (STC), and Riverdale Joint Unified School District.
- The transfer of the remaining eight Deputy Sheriff positions assigned to the California Multi-Jurisdictional Methamphetamine Enforcement Teams (Cal-MMET) to the 3110 budget decreased appropriations and revenues in this budget. Cal-MMET will be supported in the 3110 budget with state revenues through October 31, 2004.
- Three Community Service Officer positions were added to the Courts Services Unit effective July 1, 2004. These duties were previously performed by Security Services staff of the General Services Department.

GRANT PROGRAMS

CITY OF MENDOTA

Charges for Services: \$189,732 County Match: None

Provides for law enforcement services to the City of Mendota. Funding is provided for two Deputy Sheriff positions.

USHERIFF – GRANTS – 3112

CITY OF ORANGE COVE

Charges for Services: \$220,000 County Match: None

Provides for law enforcement services to the City of Orange Cove. Funding is provided for two Deputy Sheriff positions.

STREET LEVEL NARCOTICS ENFORCEMENT - MENDOTA, ORANGE COVE, AND SAN JOAQUIN

Charges for Services: \$300,000 County Match: None

Provides for increased law enforcement services, specifically the investigation of narcotics activities, to the cities of Mendota, Orange Cove, and San Joaquin. Funding is provided for one Sheriff's Sergeant and two Deputy Sheriff positions.

CENTRAL HIGH SCHOOL WEST CAMPUS

Charges for Services: \$65,000 County Match: None

Provides for law enforcement services to Central Unified School District's Central High School West Campus for intervention, prevention, education, and enforcement activities. Funding is provided for Deputy Sheriff overtime.

CITY OF SAN JOAQUIN

Charges for Services: \$61,339 County Match: None

Provides for law enforcement services to the City of San Joaquin. Funding is provided for Deputy Sheriff overtime.

FIG GARDEN POLICE PROTECTION DISTRICT

Charges for Services: \$364,712 County Match: None

Provides for law enforcement service to the Fig Garden Police Protection District. Funding is provided for four Deputy Sheriff positions.

BOATING AND WATERWAYS (\$433,365)

Grant Funds: \$356,210 County Match: \$77,155

State grant funds provide for basic boating and safety enforcement needs of local agencies. Funding is provided for one Sheriff's Sergeant and two Deputy Sheriff positions. The County match is included in the Sheriff budget (3110) and reflects an increase of \$14,265 over the prior year due to increased employee benefits. Boat taxes (\$55,710) are allocated to this budget to offset program costs.

PINE FLAT LAKE

Charges for Services: \$25,526 County Match: None

Provides for additional law enforcement services for the U.S. Army Corps of Engineers at Pine Flat Lake, including boat patrol both on and around the lake. Funding is provided for Deputy Sheriff overtime.

HUNTINGTON LAKE RECREATIONAL AREA

Charges for Services: \$41,000 County Match: None

Provides for additional law enforcement services to the United States Department of Agriculture (USDA), Forest Service, Sierra National Forest at Huntington Lake Recreational Area to respond to calls for service, routine patrol, necessary investigation of criminal offenses, and to insure the general safety of recreational activities. Funding is provided for Deputy Sheriff overtime.

USHERIFF – GRANTS – 3112

SIERRA AND SEQUOIA NATIONAL FORESTS CONTROLLED SUBSTANCES

Charges for Services: \$22,000 County Match: None

Provides for support to the U.S. Department of Agriculture, Forest Service, Sierra and Sequoia National Forests for operations to suppress manufacturing and trafficking of controlled substances on or affecting the administration of National Forest system lands, with the priority of detection, apprehension, and prosecution. Funding is provided for Deputy Sheriff overtime.

SPECIAL EVENTS FOR PUBLIC ENTITIES

Charges for Services: \$22,200 County Match: None

Provides for law enforcement services for activities and events sponsored by various public entities. Funding is provided for Deputy Sheriff overtime.

SALARIES AND BENEFITS

- Salaries and Benefits are recommended at a 5% decrease from the prior year.
 - Six positions will be deleted effective January 1, 2005 due to the elimination of the Rural Crime Task Force funding.
 - Four positions are deleted effective July 1, 2004 due to the loss of funding from the G.R.E.A.T. and CDBG grants, and the termination of the Riverdale contract.
 - Eight remaining positions in the CalMMET program will transfer from this budget to the Sheriff budget (3110) effective July 1, 2004.
 - Three positions are recommended for addition to the Courts Services Unit.

SERVICES AND SUPPLIES

- The recommended budget reflects 2003-04 actual spending levels, relating to the remaining grants and contracts. Funding is recommended at a 39% decrease from the prior year.

SUMMARY OF REVENUES

- Revenues are anticipated to be 10% lower than 2003-04. This projection is based on actual and anticipated grants and contracts negotiated for Fiscal Year 2004-05.

SHERIFF - GRANTS - 3112

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>	
4076	Correctional Captain	E	2	2	\$ 88,222
4080	Sheriff's Lieutenant	2716	1	1	86,968
4085	Sheriff's Sergeant	2361	14	10	866,543
4073	Correctional Sergeant	1932	1	1	61,239
4059	Deputy Sheriff IV	2066	20	15	1,027,286
4055	Deputy Sheriff III	1903	27	26	1,769,844
4053	Deputy Sheriff II	1746	61	61	3,304,500
4050	Deputy Sheriff I - Bailiff	1418	6	0	0
4048	Correctional Officer IV	1675	3	3	159,237
4047	Correctional Officer III	1475	13	13	607,332
4121	Criminalist II	2277	1	0	0
4119	Criminalist I	1670	0	1	50,638
4185	Community Service Officer	1024	17	18	635,734
3080	Office Assistant III	915	3	3	86,970
5305	Helicopter Mechanic	1500	1	1	47,552
3255	Senior Accountant	1851	1	1	58,658
3240	Supervising Account Clerk II	1237	1	1	34,647
3260	Account Clerk III	967	4	4	122,530
2290	Volunteer Services Coordinator	1369	1	1	43,355
4122	Offender Programs Manager	F	1	1	64,837
4124	Offender Programs Supervisor	1572	1	1	49,846
2240	Senior Systems & Procedures Analyst	2161	1	1	68,460
1592	Recreational Therapist II	1343	1	2	82,815
1591	Recreational Therapist I	1199	1	0	0
1935	Social Worker III	1466	0	1	46,457
1940	Social Worker II	1304	2	1	41,295
Subtotal			184	169	\$ 9,207,375
Uniform Allowance					8,800
Educational Incentives					13,614
Pilot					0
Labor Code 4850					133,730
Workers' Compensation Reimbursement for LC 4850					(66,865)
Hazardous Duty Pay					1,955
TOTAL REGULAR SALARIES					\$ 9,298,609

SHERIFF - GRANTS - 3112

FILLED POSITIONS RECOMMENDED FOR DELETION

(July 1, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
4085	Sheriff's Sergeant (G.R.E.A.T.)	Filled	2361	-1	\$ 99,110
4055	Deputy Sheriff III (Riverdale Contract)	Filled	1903	-1	87,740
4185	Community Service Officer (CDBG)	Filled	1024	<u>-2</u>	<u>94,736</u>
	Cost of Restoring Filled Positions			-4	\$ 281,586

FILLED POSITIONS RECOMMENDED FOR DELETION

(January 1, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
4085	Sheriff's Sergeant (Rural Crime)	Filled	2361	-1	\$ 49,719
4059	Deputy Sheriff IV (Rural Crime)	Filled	2066	-1	44,815
4055	Deputy Sheriff III (Rural Crime)	Filled	1903	<u>-4</u>	<u>161,982</u>
	Cost of Restoring Filled Positions			-6	\$ 256,516

SHERIFF - ADULT DETENTION FACILITIES

BUDGET 3410

General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 32,215,402	\$ 32,985,018	\$ 31,188,282	\$ (1,796,736)	-5%
Services & Supplies	6,615,665	6,379,911	5,503,815	(876,096)	-14%
Other Charges	3,500	7,500	7,500	0	0%
Residual Equity Transfer	0	0	0	0	0%
Total Appropriations	\$ 38,834,567	\$ 39,372,429	\$ 36,699,597	\$ (2,672,832)	-7%
<u>Revenues</u>					
Federal Aid	1,800,000	2,811,000	2,811,000	0	0%
Fines, Forf. & Penalties	100,000	100,000	100,000	0	0%
Charges for Services	11,672,043	11,503,042	8,758,472	(2,744,570)	-24%
Ent. Fund Retained Earnings	0	0	0	0	0%
Misc. Revenues	104,109	120,000	120,000	0	0%
Intrafund Revenues	0	15,000	0	(15,000)	-100%
Total Revenues	\$ 13,676,152	\$ 14,549,042	\$ 11,789,472	\$ (2,759,570)	-19%
<u>Net County Cost</u>	\$ 25,158,415	\$ 24,823,387	\$ 24,910,125	\$ 86,738	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	431	429			

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 4,883,249
Services & Supplies	1,377,326
Total Appropriations	\$ 6,260,575
<u>Net County Cost</u>	\$ 6,260,575
Additional Positions	To be determined

SHERIFF – ADULT DETENTION FACILITIES – 3410

FUNCTION

The Adult Detention Facilities budget includes funding for the operation of the Downtown Detention and Satellite 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.

OVERVIEW

The 2004-05 Recommended Budget reflects a slight increase in net County cost over the 2003-04 Adopted Budget due to the redistribution of costs for the PeopleSoft Financial System, and reflects a loss of revenue from Booking Fees and revenue derived from housing Federal inmates. A Target Budget was not provided by the Sheriff's Department, therefore, staffing and line item recommendations cannot be made. Positions and line items will be determined by the Department in conjunction with the County Administrative Office following determinations by your Board on requests above target, and before the close of budget hearings. The Department submitted a requested budget that maintains current service levels and reflects the transfer in of eight positions from Sheriff budget (3110). To maintain fully operational jail facilities, a budget of \$42,960,172 is requested, which includes an increased net County cost of \$6,347,313 over the prior year.

The County remains under a Federal court order as a result of jail overcrowding. The Federal court order authorizes the Sheriff to release inmates from the Adult Detention Facilities or to refuse to accept inmates for booking when any facility or specific housing unit of the system reaches 90% of that capacity. The order further mandates that the Sheriff release inmates or refuse to accept newly committed inmates when the total population reaches 100% of capacity.

DEPARTMENT COMMENTS

On March 5, 2004, the Sheriff's Department submitted the first round of budget proposals that attempted to absorb the increase of \$2.4 million dollars in County negotiated salaries and benefits, salary steps and internal service fund rates. The budget met the Target Budget as requested by the County Administrative Office, with no increase in net County cost. Since that time, in order to meet the Administrative Office's round two Target Budget, we have been asked to absorb an additional \$4.7million dollars in rate increases, primarily relating to Workers' Compensation Insurance and County Retirement contributions. Lastly, due to the potential loss of revenues from the State (Cal-MMet, and booking fees) along with a significant reduction in projected revenues from the U.S. Marshall's Office for housing Federal inmates, the budget gap has widened to \$12.8 million dollars. While we are painfully aware of the current state of the entire budget shortfall situation, the ability to absorb these additional expenses without serious consequences is impossible.

I had previously expressed my intention to submit a status quo budget that would have allowed me to continue to attempt to meet my professional and constitutional obligations as Sheriff to provide adequate law enforcement throughout Fresno County. Any further reductions in funding will require me to initiate draconian cuts in an already under-funded Sheriff's Department. The budgets we have submitted are conservative, and are designed only to maintain existing service levels. No new programs and no additional staff are being added, even though crime rates continue to climb in unincorporated Fresno County. The

SHERIFF – ADULT DETENTION FACILITIES – 3410

delivery of service has become largely reactive at a time when it is crucial that we be proactive.

We have made every effort to accommodate the Administrative Office's direction for a seriously lean budget, and we continue to search for cost effective solutions in all of our operations. However, the round two Target Budget represents a goal that is unrealistic without having devastating impacts on our Sheriff's Department and the resultant service we provide our constituents. The resulting consequences will be a noticeable reduction in public safety and public safety services to our community.

I have reviewed a large variety of budget reduction options and impacts with my remaining executive staff, and stand prepared to discuss with the Board the ramifications should they determine not to fund at our existing service level. Based on the immensity of the current directed cuts, our previous and current efforts to reduce various expenditures does little to address the totality of the situation. We have attached some of the potential public safety consequences if funding is reduced to specified target budget levels in order to provide clarity of the concerns we have if inadequate funding becomes necessary. As always, I am available to meet and discuss the impacts with you.

COST SAVING PRACTICES PREVIOUSLY OR CURRENTLY BEING IMPLEMENTED

- Elimination of virtually all department general fund extra-help personnel including captains, lieutenants and sergeants.
- Additional significant reductions in authorized overtime expenditures.
- Vacancies remain unfilled in a number of Executive, Command, Management and Supervisory positions.
- Further reductions in Services & Supplies line items.
- Significant curtailment of training and travel related to training.
- Termination of general fund cellular phone service for management personnel, uniformed field supervisors and most criminal investigators. Any exception to this will be addressed on case-by-case basis. Cell phone service for the on-duty Watch Commander and the Mobile Command post will remain.
- Discontinue the backfill of vacant patrol deputy positions will result in extended response times to calls for service.
- The Cold Case Homicide Investigative Unit is being eliminated.
- All general fund deputy sheriffs are assigned as uniformed first responders or are assigned to criminal investigations.

OPTIONAL ACTIONS THAT MAY BE REQUIRED TO MAKE TARGET BUDGET REDUCTIONS

- **Closure of all three currently filled floors of the North Annex Jail** will result in the termination of 60 correctional officers, release of 1,296 felons, and would result in a net County cost reduction of approximately **\$4.8 million dollars** (3410 Budget).
- **Elimination of the helicopter program.** Currently, flight operations, fuel, repairs, mechanics salary, hangar rent etc., are funded by AB 3229 funds. General fund costs include the salaries and benefits of 3 deputy sheriff pilots and 2 deputy sheriff flight officers. Elimination of this program and the termination of the five deputy sheriff positions and one mechanic would result in a net County cost reduction of approximately **\$500,000** (3110 Budget).

SHERIFF – ADULT DETENTION FACILITIES - 3410

- **Complete elimination of the Sheriff's Department contribution to the Countywide Gang Suppression Effort through deputy assignments to MAGEC.** Termination of 16 deputy personnel including 1 lieutenant, 2 sergeants and 11 deputies which would result in a net County cost reduction of approximately **\$1.5 million dollars (3110 Budget).**
- **Additional significant reductions in overtime expenditures** to backfill vacant patrol deputy positions caused by mandatory attendance at officer safety training. Result will be further delays or elimination of responses to citizen calls for service. Approximate Net County cost reduction of up to **\$1 million dollars (3110 Budget).**
- **Optionally, either not provide law enforcement services or require charges for the policing of special events at various planned events and celebrations at County parks.** These costs could not be absorbed due to previous overtime reductions. Cost savings or revenue generation undetermined (3110 Budget).
- **Termination of all but a limited number of general fund Community Service Officer positions.** These positions however are being slated, if possible, to be reassigned from community crime prevention programs to assignments being vacated by extra-help personnel. These areas and duties to include Court Liaison Office which results in approximately \$250,000 annually in costs savings associated with court standby and court callback. Both issues were previously negotiated with Unit 1. Other planned reassignments that previously were filled with extra-help personnel include CalGang Investigations, Domestic Violence Victim Services, background investigations to comply with legal mandates and Crimestoppers. Such reductions, if necessary, will amount to the termination of approximately 13 filled Community Service Officers with an approximate net County cost reduction of **\$500,000 (3110 Budget).**
- **Elimination of the Sheriff's Department participation in the Central Valley region CAL-MMET (California Multiagency Methamphetamine Enforcement Team).** This would require the termination of 19 personnel including 1 lieutenant, 2 sergeants, 12 deputies, 1 pilot, 1 CSO, 1 senior accountant, and 1 criminalist. This formerly grant-funded effort will result in reduction of net County costs of approximately **\$1.3 million dollars** for the remaining eight months of the fiscal year (November 2004 through June 2005) (3110 Budget).
- **Elimination of Field Service Bureau deployed deputies and sergeants** impacting deputies assigned to handling calls for service in assignments on and near schools, along with officers assigned to proactive directed policing projects and crime patterns. The elimination of 34 deputies and 5 sergeants would result in a net County cost reduction of approximately **\$3.8 million dollars (3110 Budget).**
- **Elimination of Field Service Investigators** assigned to Auto Theft and crime and apprehension Task Forces formed with the collaborative efforts of the CHP, the Fresno Police Department and the U.S. Marshall's Office. This elimination of effort would result in the termination of 3 investigators and would result in the net County cost reduction of approximately **\$284,000 (3110 Budget).**
- **Other optional net County cost reductions for the Sheriff's Department must include consideration of the dissolution of rural Field Service operational areas, including Area 4 (east of the Friant-Kern Canal) and Area 1 (west Fresno County).** Such action would require shutting down the headquarter operations in Auberry, Squaw Valley and San Joaquin. Also required would be the elimination of lieutenants, sergeants, investigators, deputies assigned to these areas. Calls for service would then be dispatched from more centralized County responders remaining out of Fresno and Selma. This action would significantly increase response times, decrease or eliminate

SHERIFF – ADULT DETENTION FACILITIES – 3410

preventative patrol service, and eliminate the response to various yet undetermined calls for service. Resultant reduction in net county Cost is yet to be determined, however the reductions would amount to at least **\$2 to \$3 million dollars per area (3110 Budget)**.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- According to information presented by the Department in the Comments section above, meeting the Target Budget would result in the following actions:
- Closing three currently filled floors of the North Annex Jail and releasing 1,296 felons.
- The deletion of 60 filled Correctional Officers that currently staff the Jail floors.

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year level. The object level total for Salaries and Benefits was computed by applying the same percentage factor to total appropriations as was used in the Department's requested budget. A recommended staffing level cannot be determined, as the Department did not submit staffing requests in accordance with a Target Budget. The Department's requested budget reflects an addition of eight staff as a result of a transfer from, and a corresponding staff reduction in, Sheriff Budget (3110). The Department's staffing request will be provided to your Board as a separate document.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year. The object level total of Service and Supplies was computed in the same manner as Salaries and Benefits. Specific line item amounts cannot be determined.

SUMMARY OF REVENUES

- Revenues are recommended at a decrease from the prior year due to the loss of Booking Fees as indicated in the Governor's Proposed Budget, and a reduction of revenue derived from housing Federal inmates.
 - Federal Aid – Reflects the State Criminal Alien Assistance Program (SCAAP) funds at the prior year level.
 - Fine, Forfeitures and Penalties – Represents the use of Criminal Justice Temporary Construction funds at the prior year level.
 - Charges for Services – Reflect a decrease due to the elimination of Booking Fees and a reduction in revenue for housing Federal inmates, based on estimates from the U.S. Marshall.
 - Miscellaneous Revenues – Projected at the prior year level for State and Federal funds provided for identifying inmates who receive Supplemental Security Income (SSI).

SHERIFF – ADULT DETENTION FACILITIES - 3410

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Sheriff's Department has requested funding of \$6,260,575 above the recommended Target Budget to maintain a fully operational North Annex Jail and the addition of eight staff transferred from Sheriff budget (3110). The requested budget of \$42,960,172, with a 26% (\$6,347,313) increase in net County cost, would maintain existing service levels.

Specific requests above Target were not submitted by the Department, however, the requested budget would fund 60 correctional officer positions with associated operational costs, and provide service and supplies needed to operate the North Annex Jail.

SHERIFF - ADULT DETENTION FACILITIES - 3410

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMEND SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
4080	Sheriff's Lieutenant	2716	1		\$
4074	Correctional Lieutenant	2503	7		
4073	Correctional Sergeant	1932	30		
4048	Correctional Officer IV	1675	61		
4047	Correctional Officer III	1475	200		
4046	Correctional Officer II	1274	38		
4045	Correctional Officer I	1147	37		
4053	Deputy Sheriff II	1781	40		
4044	Inmate Supplies Coordinator	1461	1		
5090	Laundry Supervisor - Jail	983	1		
5050	Maintenance Janitor	772	3		
5055	Janitor	749	1		
4154	ID Technician III	1487	0		
4152	ID Technician II	1286	0		
4150	ID Technician I	1143	0		
3260	Account Clerk III	967	3		
3143	Secretary II - Conf.	1031	0		
3161	Secretary IV - Conf.	1135	2		
3080	Office Assistant III	915	4		
Subtotal			429	*	\$ *
Educational Incentives					
Steno Allowance					
Hazardous Duty Pay					
Bilingual Skill Pay					
Holiday Pay					
Shift Differential					
Labor Code 4850					
Workers' Compensation Reimbursement for LC 4850					
Annual Leave Payout - Retirements					

TOTAL REGULAR SALARIES

\$ *

* Board will provide direction during budget hearings

**DISTRICT ATTORNEY
BUDGET 2860
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,741,123	\$ 15,921,980	\$ 14,384,334	\$ (1,537,646)	-10%
Services & Supplies	2,432,401	2,480,585	2,739,873	259,288	10%
Fixed Assets	0	0	0	0	0%
Residual Equity Transfer	<u>31,196</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 16,204,720	\$ 18,402,565	\$ 17,124,207	\$ (1,278,358)	-7%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 1,387,599	\$ 496,900	\$ 496,900	\$ 0	0%
State Aid	642,867	496,401	589,815	93,414	19%
Federal Aid	240,304	0	38,500	38,500	100%
Charges for Services	2,394,694	2,403,032	2,574,483	171,451	7%
Misc. Revenues	120,718	132,700	109,000	(23,700)	-18%
Realignment	868,484	754,783	754,783	0	0%
Intrafund Revenues	<u>423,381</u>	<u>1,114,453</u>	<u>314,546</u>	<u>(799,907)</u>	<u>-72%</u>
Total Revenues	\$ 6,078,047	\$ 5,398,269	\$ 4,878,027	\$ (520,242)	-10%
<u>Net County Cost</u>	\$ 10,126,673	\$ 13,004,296	\$ 12,246,180	\$ (758,116)	-6%
<u>Proposition 172 Funding</u>	\$ 4,647,281	\$ 4,510,000	4,774,000		
	<u>Budgeted 2002-03</u>	<u>Current 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
Position Summary	157	178			

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>\$ 2004-05</u>
Salaries & Benefits	1,077,491
Services & Supplies	<u>213,777</u>
Total Appropriations	\$ 1,291,268
<u>Net County Cost</u>	\$ 1,291,268
Additional Positions	To be determined

DISTRICT ATTORNEY – 2860

FUNCTION

The District Attorney, under its constitutional mandate, prosecutes all criminal violations of state and local laws on behalf of the People of the State of California; is a legal advisor and the 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 and files criminal and civil actions in consumer fraud and business affairs and provides legal and investigative assistance to law enforcement agencies in 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 2004-05 Recommended Budget of \$17,124,207 reflects a 6% (\$758,116) decrease in net County cost from the 2003-04 Adopted Budget. A Target Budget was not provided by the District Attorney's Office, therefore, staffing and line item recommendations cannot be made. Positions and line items will be developed by the Department in conjunction with the County Administrative Office following determinations by the Board on requests above target, and before the close of budget hearings. The Department submitted a requested budget that maintains current staffing and service levels. The request above target of \$1,291,268 includes one-time monies of \$825,310 that was added into the Adopted Budget for 2003-04, but that were not included in the Target Budget for 2004-05.

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 growing population of the County. The investigation and prosecution of criminal violations is not a function that can be deferred. A reduction in the public safety services in the District Attorney's office will have a negative impact on the quality of life of the people of Fresno County. The requested budget submitted represents the minimum funding necessary to provide the investigative and prosecutorial function of the Department at a subsistence level. During the 2003-04 budget hearings your Board added 12 general fund positions to this budget in recognition that the District Attorneys office was not able to fulfill it's constitutional duty to the citizens of Fresno County without additional staff. Funding reductions in this budget will impact our ability to bring dangerous and violent criminals to justice and increase the impact of criminal acts on victims.

The Target Budget fails to prioritize public safety for the citizens of Fresno County. The consequences of these reductions to the citizens of Fresno County are unacceptable and it is for that reason that this department refuses to submit a budget at that level.

The County Administrative Officer's Target Budget would require the elimination of 20 currently filled prosecutor positions, or 1-in-5 current lawyer positions within the department. Reductions in nearly all of our core criminal case prosecutions would be required. Prosecutions considered for reduction would have to include: Child Abduction, Elder Abuse, Sexual Assault, Domestic Violence, general Felonies and Misdemeanors among others. Based upon average prosecutor caseloads in our office, the elimination of 20 prosecutor positions has the potential to reduce felony and misdemeanor prosecutions by approximately 8,000 per-year. Caseload submissions from primary law enforcement, however, continue to increase as a result of a growing number of local law enforcement officers.

UDISTRICT ATTORNEY – 2860

The District Attorneys Office submitted a budget that reflects our current service level and will be inadequate to deal with increasing caseloads and the unprecedented number of major homicide cases including those that may allege special circumstances. As a result, the office is currently hiring several paralegals to assist in major ongoing prosecutions. We will also be requesting additional prosecutor and support staff positions.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Target Budget represents a loss of \$1,291,268 to the District Attorney's budget. Specific impacts cannot be determined, as the Department did not submit a Target Budget. However, the Department estimates that meeting the Target Budget would require the elimination of 20 filled Deputy District Attorney positions.
- The elimination of staff, equating to one in five Attorney positions, would require a reduction in criminal prosecutions. Approximately 8,000 fewer felony and misdemeanor cases would be prosecuted each year.
- The Target Budget did not reflect the \$825,310 in one-time monies that the Board restored to the Department in 2003-04 to maintain staffing and service levels.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 10% decrease from the prior year. The object level total for Salaries and Benefits was computed by applying the same percentage factor to total appropriations as was used in the Department's requested budget. A recommended staffing level cannot be determined, as the Department did not submit staffing requests in accordance with the Target Budget. The Department's requested staffing is being provided to the Board as a separate document.

SERVICES AND SUPPLIES

- Services and Supplies represent a 10% increase over the prior year. The object level total for Services and Supplies was computed in the same manner as Salaries and Benefits. Specific line item increases cannot be determined.

SUMMARY OF REVENUES

- Revenues are recommended at \$4,878,027, a 10% (\$520,242) decrease from the prior year primarily due to the transfer of the Waste Tire, In-Home Supportive Services, and Real Estate Fraud programs to the DA Grants budget (2862).
 - Fines, Forfeitures and Penalties – Criminal Justice Temporary Construction funds are recommended at the prior year level to offset County match requirements for District Attorney – Grant programs.
 - State Aid – Represents an increase due to the Fresno Unified School District portion of the Keep Kids in School (KKIS) grant, and increased reimbursement for Witness Intimidation and DNA testing.
 - Federal Aid – Represents an increase due to the Federal Department of Justice portion of the Keep Kids in School (KKIS) grant.

UDISTRICT ATTORNEY – 2860

- Charges for Services – Represent an increase primarily related to additional revenues from the Fresno County Superior Court for the Juvenile Dependency Unit personnel costs and the Business Affairs and NSF units projected revenue increases.
- Miscellaneous Revenues – Represent a decrease in funding from the Blood Alcohol Trust Fund for reimbursement of blood alcohol testing costs. The decrease is the result of a large one-time settlement received in 2002-03, and projected in 2003-04.
- State/Local Program Social Services Realignment Trust Fund -- Projected to remain at the prior year level and represents Realignment funds that may be dedicated to former Assembly Bill 90 juvenile justice costs.
- Intrafund Revenues – Represent a decrease from the prior year primarily due to the transfer of the Waste Tire, In-Home Supportive Services, and Real Estate Fraud programs to the DA Grants budget (2862).

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The District Attorney's Office has requested funding above the recommended Target Budget to maintain current staffing levels and associated operational costs. The requested budget of \$18,415,475, at a net County cost of \$1,291,268 over target, would maintain current service and staffing levels.

The Department's requested budget contains significant cost savings achieved through hiring practices (hiring at lower than budgeted levels), and has allowed the Department to absorb increased costs related to Worker's Compensation and Liability Insurance. The requested budget reflects a \$465,958 increase in net County cost over the 2003-04 Adopted Budget, which included one-time monies not calculated into the Target Budget. Increased Retirement Contributions alone total \$485,034.

DISTRICT ATTORNEY - 2860**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>	
0075	District Attorney	ELECTED	1	.	\$.
0253	Associate District Attorney	B	1		
0255	Assistant District Attorney	C	2		
1201	Complaint Resolution Specialist	G	1		
1202	Legal Assistant III	1327	1		
1209	Chief Deputy District Attorney	C	6		
1210	Deputy District Attorney II	1996	1		
1211	Deputy District Attorney III	2397	1		
1212	Deputy District Attorney IV	2805	54		
1220	Deputy District Attorney I	1561	12		
1222	Senior Deputy District Attorney	3019	8		
1758	Investigative Assistant	1065	3		
1760	Senior District Attorney Investigator	2311	23		
1762	District Attorney Collection Assistant	1033	5		
1763	Supervising D. A. Collection Assistant	1192	1		
1793	Supervising Senior DA Investigator	2463	2		
1796	Assistant Chief of Investigations	E	1		
1797	Chief of Investigations	D	1		
1802	District Attorney Investigator II	1948	2		
2033	Victim-Witness Advocate	1087	1		
2292	Staff Analyst II	1581	1		
2297	Principal Staff Analyst	E	1		
3010	Chief Office Assistant	1371	1		
3078	Supervising Office Assistant I	1039	2		
3080	Office Assistant III	915	21		
3110	Office Assistant II	822	5		
3125	Office Assistant I	732	2		
3140	Secretary III	1022	9		
3160	Secretary IV	1128	3		
3161	Secretary IV - Conf.	1135	2		
3166	Administrative Secretary - Conf.	1259	1		
3260	Account Clerk III	967	1		
3620	Program Technician I	1088	1		
3702	IT Support Technician III	1085	1		
Subtotal			178	*	\$ *

* Board to provide direction during budget hearings

TOTAL REGULAR SALARIES

\$

DISTRICT ATTORNEY - GRANTS
BUDGET 2862
General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,057,575	\$ 2,122,643	\$ 3,214,628	\$ 1,091,985	51%
Services & Supplies	286,938	576,739	614,416	37,677	7%
Other Charges	0	0	166,598	166,598	100%
Fixed Assets	4,552	0	0	0	0%
Total Appropriations	\$ 2,349,065	\$ 2,699,382	\$ 3,995,642	\$ 1,296,260	48%
<u>Revenues</u>					
State Aid	\$ 1,666,817	\$ 1,933,530	\$ 2,314,211	\$ 380,681	20%
Federal Aid	0	136,713	145,648	8,935	7%
Charges for Services	0	0	321,850	321,850	100%
Intrafund Revenues	760,441	629,139	1,213,933	584,794	93%
Total Revenues	\$ 2,427,258	\$ 2,699,382	\$ 3,995,642	\$ 1,296,260	48%
<u>Net County Cost</u>	\$ (78,193)	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	26	25	30	5	

DISTRICT ATTORNEY – GRANTS – 2862

FUNCTION

The District Attorney Grants budget funds 17 specialized vertical prosecution units for targeted areas of crime. Grant appropriations are funded through various State and Federal agencies. Grant programs are augmented by County matching funds included in other County budgets as specified.

OVERVIEW

The 2004-05 Recommended Budget of \$3,995,642 reflects an increase in appropriations and revenues over the 2003-04 Adopted Budget primarily due to full-year funding of the Career Criminal, Childcare Fraud, Spousal Abuser Prosecution, and Urban programs added in 2003-04, and the 2004-05 addition of the Waste Tire, In-Home Supportive Service (IHSS), and Real Estate Fraud programs. The recommended budget also reflects significant increases in employee benefit rates for 2004-05.

Grant programs funded in this budget include Project Sentry; Rural Crime Prevention; Career Criminal; Childcare Fraud; Proposition 36; MAGEC; Fresno County Drug Suppression; Waste Tire; Spousal Abuser Prosecution; California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET); Workers' Compensation Insurance Fraud; In-Home Supportive Services Fraud; Automobile Insurance Fraud; Urban; Victim Restitution; and Real Estate Fraud.

Without renewed funding, the Cal-MMET program will expire September 30, 2004, eliminating one Deputy District Attorney position. Without renewed funding, the Rural Crime Prevention Program will expire December 31, 2004, eliminating two Deputy District Attorney and one Office Assistant positions. Staffing is recommended at 30 positions, a net increase of 5 positions from the prior year level due to addition of grants.

DEPARTMENT COMMENTS

The 2004-05 Recommended Budget includes 14 positions that were added during the 2003-04 Fiscal Year as a way to augment shrinking general fund dollars and provide needed fraud prosecution. The nine positions associated with the Waste Tire, In-Home Supportive Services, and Real Estate Fraud programs were added to the District Attorney-Criminal budget (2860) during last year's budget hearings and are being transferred to the District Attorney-Grants budget to monitor each program more efficiently. The five positions associated with the Career Criminal, Childcare Fraud, Spousal Abuser Prosecution Program (SAPP), and Urban programs were added midyear, 2003-04, as funding requests were approved by the various funding sources.

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 departments, they also have significant strings attached and are not the preferred method for solving shortages of general fund positions. This point is best illustrated by the fact that funding for the Cal-MMET program will expire September 30, 2004, eliminating one Deputy District Attorney position, and funding for the Rural Crime Prevention Program will expire December 31, 2004, eliminating two Deputy District Attorneys, and one Office Assistant position.

UDISTRICT ATTORNEY – GRANTS – 2862

SUMMARY OF CAO RECOMMENDATIONS

GRANT PROGRAMS

PROJECT SENTRY PROGRAM

Grant Funds: \$145,648 County Match: None

Established in 2002-03 with a three-year grant award from the United States Department of Justice, this program targets juveniles' use and possession of guns to reduce deaths, injuries, and fear of harm associated with gun violence on the streets and in the schools. Funds are distributed through the Bureau of Justice Assistance (BJA) and will intensify prosecution efforts by providing one Deputy District Attorney IV position to prosecute juvenile firearm crimes. All direct and indirect costs are funded by this program.

RURAL CRIME PREVENTION PROGRAM

Grant Funds: \$162,582 County Match: None

Created as part of the California State Budget Act of 1998, and financed originally through the Office of Criminal Justice Planning (OCJP) that was eliminated January 1, 2004, 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 caused by criminal activity and vigorously prosecute all cases. The program funds two Deputy District Attorney IV and one Office Assistant positions. All direct and indirect costs are funded by this program. This program is currently funded through December 31, 2004.

CAREER CRIMINAL VERTICAL PROSECUTION PROGRAM

Grant Funds: \$160,178 County Match: \$17,099

The Career Criminal program was implemented in this office in 1979 and operated for 23 years until eliminated June 30, 2002, due to funding uncertainty and a large required County match. This program was re-instated midyear 2003-04 and is currently funded through the OES. 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, and one Office Assistant to provide clerical support and witness coordination. The County match is included in the District Attorney budget (2860) and reflects an increase of \$17,099 over the prior year due to a corresponding \$17,099 cut in program funding. The County will continue to fund the indirect cost of \$12,477 associated with this program.

MARIJUANA SUPPRESSION PROGRAM

Grant Funds: \$91,000 County Match: \$41,943

This program has enabled the District Attorney to provide specialized services to law enforcement personnel, improving the quality of marijuana prosecution efforts, and extracting the longest possible sentences through specialized prosecutor training. The program is financed through the Sheriff-Grants budget (3112). The County match is included in the District Attorney budget (2860) and reflects an increase of \$12,240 over the prior year due to benefit increases. This program funds one Deputy District Attorney IV position. The County will continue to fund the indirect cost of \$9,574 associated with this program.

UDISTRICT ATTORNEY – GRANTS – 2862

CHILDCARE FRAUD

Grant Funds: \$117,099 County Match: None

Established in 2003-04 with Supportive Services Inc., this program targets childcare fraud and abuse. Fresno County has a significant budget for subsidized childcare and this office receives several hundred referrals a year in this area. Funds will be used to assure program integrity and send a strong message to the public by providing one District Attorney Investigator II position to investigate childcare fraud. All direct and indirect costs are funded by this program.

PROPOSITION 36-SUBSTANCE ABUSE AND CRIME PREVENTION ACT OF 2000

Grant Funds: \$48,000 County Match: \$84,943

The purpose of the Act is to divert from incarceration into community-based substance abuse treatment programs nonviolent defendants, probationers, and parolees charged with simple drug possession or drug offenses, and to enhance public safety by reducing drug-related crime and preserving jails and prisons for serious and violent offenders. The program funds a portion of one Deputy District Attorney IV position financed through the Department of Behavioral Services Proposition 36 State allocation. The County match is included in the District Attorney budget (2860) and reflects an increase of \$84,943 over the prior year due to a loss in Prop 36 funding. The County will continue to fund the indirect cost of \$9,574 associated with this program.

MULTI-AGENCY GANG ENFORCEMENT CONSORTIUM (MAGEC) PROGRAM

Grant Funds: \$275,000 County Match: None

The District Attorney's Office was selected to be the lead County agency for MAGEC in 1998. The mission of MAGEC is to eradicate criminal activity of street gangs whose members threaten, terrorize, and commit a multitude of crimes against the peaceful citizens of our community neighborhoods, schools and businesses. 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: \$110,000 County Match: \$18,803

The project's principle objective is to add resources to combat the steadily growing Fresno County drug problem. The program targets prosecution of mid-level drug dealers, thereby removing available drugs from mid-level to street-level drug dealers. This also accelerates prosecutions, allows for a greater number of convictions, and results in longer sentences for convicted drug dealers and narcotics law violators. The program funds one Deputy District Attorney IV position and is financed through the Sheriff-Grants budget (3112). The County match reflects an increase of \$8,200 over the prior year due to benefit increases. The County will continue to fund the indirect cost of \$9,118 associated with this program.

UDISTRICT ATTORNEY – GRANTS – 2862

WASTE TIRE ENFORCEMENT

Grant Funds: \$250,854 County Match: None

The program allows Fresno County to conduct 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). All direct and indirect costs are funded by this program.

SPOUSAL ABUSER PROSECUTION PROGRAM (SAPP)

Grant Funds: \$95,033 County Match: \$31,857

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. The County match reflects an increase of \$14,703 over the prior year due to midyear 2003-04 implementation and benefit increases. The County will continue to fund the indirect cost of \$9,118 associated with this program.

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

Grant Funds: \$28,875 County Match: \$1,715

The Central Valley region has been identified as the area in the State most dominated by methamphetamine. This program strengthens 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. The County match reflects a decrease of \$8,739 from the prior year due to program funding ending September 30, 2004. The County will continue to fund the indirect cost of \$2,166 associated with this program.

WORKERS' COMPENSATION INSURANCE FRAUD PROGRAM

Grant Funds: \$946,629 County Match: None

Established in January of 1992 with funding through the Department of Insurance. Assessments in Workers' Compensation insurance premiums provide funds to the District Attorneys in California 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, three Senior Investigator, one Program Technician, and one Secretary positions. All indirect costs are funded by the program.

IN-HOME SUPPORTIVE SERVICES FRAUD

Grant Funds: \$484,407 County Match: None

This program was added during the 2003-04 budget hearings with funding through the Department of Behavioral Services budget (5630) for the purpose of investigating and prosecuting In-Home Supportive Services (IHSS) fraud. The program funds one Deputy District Attorney IV, two Senior Investigator, and one Program Tech positions. All direct and indirect costs are funded by the program.

UDISTRICT ATTORNEY – GRANTS – 2862

AUTOMOBILE INSURANCE FRAUD PROGRAM

Grant Funds: \$349,578 County Match: None

Created in 1991 with funding through the Department of Insurance for the purpose of enhancing prosecution efforts and incarceration of individuals committing auto insurance fraud. The program funds one Deputy District Attorney IV, one Senior Investigator and one Legal Assistant positions. All direct and indirect costs are funded by the program.

ORGANIZED AUTOMOBILE FRAUD ACTIVITY INTERDICTION PROGRAM (URBAN GRANT)

Grant Funds: \$150,000 County Match: None

Created in 2003 with funding through the Department of Insurance for the purpose of enhancing prosecution efforts and incarceration 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 with all direct and indirect costs funded by the program.

VICTIM RESTITUTION PROGRAM

Grant Funds: \$58,113 County Match: \$4,438

Designed by the State Board of Control to impose restitution orders on convicted offenders, this program has been in operation since November of 1997. 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. The County match reflects an increase of \$4,438 over the prior year due to benefit increases. The County will continue to fund the indirect cost of \$4,179 associated with this program.

REAL ESTATE FRAUD PROGRAM

Grant Funds: \$321,850 County Match: None

The purpose of the program is to deter, investigate, and prosecute real estate fraud occurring within the County. Pursuant to Government Code § 27388, the Board of Supervisors established a \$2.00 fee 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, one Senior Investigator and one Office Assistant positions. All direct and indirect costs are funded by the program.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase due primarily to full-year funding of grant programs added in 2003-04, and funding for new grant programs in 2004-05. Additionally there were significant increases in the benefit rates for 2004-05. Funding for the Cal-MMET program will expire September 30, 2004, eliminating one Deputy District Attorney position. Funding for the Rural Crime Prevention Program will expire December 31, 2004, eliminating two Deputy District Attorney and one Office Assistant positions. Staffing is recommended at 30 positions, a net increase of 5 positions from the prior year level.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year due to full-year funding of grant programs added in 2003-04, and new grant programs for 2004-05. The increase was partially offset due to reclassifying indirect costs included in Services and Supplies as Other Charges.

UDISTRICT ATTORNEY – GRANTS – 2862

OTHER CHARGES

- Other Charges have been reclassified from Services and Supplies.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,995,642, and represent an increase over the prior year primarily due to grant programs added in 2003-04 and 2004-05.
 - State Aid represents an increase due to full-year funding of the Career Criminal, Childcare Fraud, Spousal Abuser Prosecution, and Urban programs.
 - Federal Aid reflects increased liability insurance and benefit costs associated with the funding from the United States Department of Justice for the Project Sentry program.
 - Charges for Services reflect the addition of the Real Estate Fraud program and the associated funding.
 - Intrafund Revenues represent an increase in County matching funds primarily due to the addition of the Waste Tire program from Community Health budget (5620), and the Behavioral Services budget (5630). The balance of the increase is related to the increased benefit costs included in grant matches transferred from the District Attorney budget (2860); Marijuana Suppression, Drug Suppression, and Cal-MMET program funds received from the Sheriff-Grants budget (3112); and funds from the Department of Behavioral Services budget (5600) for the Proposition 36-Substance Abuse and Crime Prevention Act of 2000 program.

PENDING FACTORS

- The 2004-05 Proposed State Budget includes the following recommendations:
 - Elimination of funding for the CalMMET program effective September 30, 2004.
 - Elimination of funding for the Rural Crimes program effective December 31, 2004.
 - If funding is restored for either of these two programs, appropriate recommendations will be made to your Board at a later date.

DISTRICT ATTORNEY - GRANTS - 2862

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>	
1202	Legal Assistant III	1327	2	2	\$ 83,891
1212	Deputy District Attorney IV	2805	12	11	1,125,057
1222	Senior Deputy District Attorney	3019	1	1	95,787
1760	Senior District Attorney Investigator	2311	5	10	733,149
1802	Deputy District Attorney Investigator II	1948	1	1	61,779
3080	Office Assistant III	915	2	2	71,824
3160	Secretary IV	1128	1	1	29,700
3620	Program Tech I	1088	0	1	34,504
3621	Program Tech II	1218	1	1	38,278
Subtotal			25	30	\$ 2,273,969
Bilingual Skill Pay					2,400
TOTAL REGULAR SALARIES					\$ 2,276,369

FILLED POSITION RECOMMENDED FOR DELETION (September 27, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1212	Deputy District Attorney IV	Filled	2805	-1	\$ 94,225
	Cost of Restoring Position			-1	\$ 94,225

FILLED POSITION RECOMMENDED FOR DELETION (January 3, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1212	Deputy District Attorney IV	Filled	2805	-2	\$ 120,768
3080	Office Assistant III	Filled	915	-1	21,119
	Cost of Restoring Positions			-3	\$ 141,887

**DISTRICT ATTORNEY - WELFARE FRAUD/CHILD
ABDUCTION/SPECIAL REMEDIES/TRAINING
BUDGET 2863
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 4,930,164	\$ 3,061,563	\$ 3,183,510	\$ 121,947	4%
Services & Supplies	1,050,353	871,424	802,089	(69,335)	-8%
Other Charges	264,882	151,615	149,966	(1,649)	-1%
Residual Equity Transfer		0		0	0%
Fixed Assets		0		0	0%
Total Appropriations	\$ 6,245,399	\$ 4,084,602	\$ 4,135,565	\$ 50,963	1%
<u>Revenues</u>					
Use of Money & Property	\$ 10,966	\$ 0	\$ 0	\$ 0	0%
State Aid	8,437	0	6,000	6,000	100%
Charges for Services	48,514	6,500	11,300	4,800	74%
Intrafund Revenues	4,649,066	3,278,102	3,335,565	57,463	2%
Total Revenues	\$ 4,716,983	\$ 3,284,602	\$ 3,352,865	\$ 68,263	2%
<u>Net County Cost</u>	\$ 1,528,416	\$ 800,000	\$ 782,700	\$ (17,300)	0%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	30	38	37	(1)	

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

FUNCTION

This budget unit contains appropriations for the District Attorney Welfare 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. 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 Criminal Division.

OVERVIEW

The 2004-05 Recommended Budget of \$4,135,565 reflects a slight decrease in net County cost from the 2003-04 Adopted Budget due to the elimination of one vacant position. Funding for Welfare Fraud Services is provided by the Department of Employment and Temporary Assistance budget (5610) and is recommended at the prior year level. The Child Abduction Unit, funded through Senate Bill 90 State Mandate reimbursements, is recommended to remain at prior year funding levels due to the deferral of State payments. This budget includes a recommended General Fund loan of \$782,700, included in the Countywide Revenue budget, to backfill the deferred State Mandate reimbursement and retain six positions. The Special Remedies Unit is funded through the Department of Child Support Services budget (5110) and is recommended to be funded at an increase from the prior year level due to an increase in benefit rates. The Training Unit is funded through the Welfare Fraud, District Attorney, District Attorney-Grants, and Department of Child Support Services budgets. Staffing is recommended at 37 positions, a decrease of 1 position from the prior 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, childcare fraud, and has established early fraud prevention. This highly effective program has recovered millions of dollars of stolen taxpayer money designated to support the County's neediest families. However, due to reduced staffing levels, there has been an overall decrease in the number of welfare fraud recoveries and convictions. 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 our County's neediest children. Yet this year, 944 fewer cases were worked on due to reduced staffing levels. The Child Abduction Unit has also been impacted by reductions due to the deferral of Senate Bill 90 State mandate reimbursements. Child abduction recoveries have decreased, hours of service to the public have been reduced, and the ability to respond to ever rising out of State and international cases has been substantially diminished. Due to reduced funding levels, these three programs are hindered from providing the community with full access to vital services.

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, represent an increase over the prior year due to increases in worker's compensation, health insurance contributions, retirement rates and normal step advances. The increases in benefit rates have resulted in the elimination of one position in the Welfare Fraud Division in order to stay within the funding level recommended by the Department of Employment and Temporary Assistance. Therefore, the staffing level has decreased by one position from the prior year.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease due primarily to revised fleet estimates based on prior year actuals and to the elimination of one position.

OTHER CHARGES

- Other Charges represent department overhead costs, which are allocated as a percentage of direct salaries. This reflects a decrease due to the elimination of one position.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,352,865, a 2% increase over the prior year.
 - State Aid represents an increase due to the reinstatement of Peace Officer Standards and Training (POST) and Extradition Fee reimbursements. The Child Abduction program continues to be unreimbursed due to the deferral of State Mandate revenues.
 - Charges for Services represent an increase due to revenue from Child Abduction cases and revenues derived from class fees for the Welfare Fraud Diversion program.
 - Intrafund Revenues represent an increase over the prior year, and reflect the recovery of costs for the Welfare Fraud program from the Department of Employment and Temporary Assistance budget (5610) and recovery of costs for the Special Remedies program from the Department of Child Support Services budget (5110).

PENDING FACTORS

- Funding of the Welfare Fraud Unit may be impacted as a result of final State and Federal allocations to the Department of Employment and Temporary Assistance. A midyear adjustment to this budget may be required.
- Funding for the Special Remedies Unit may be impacted based on final State and Federal allocations to the Department of Child Support Services.
- Should adjustments to this budget be necessary upon the adoption of the State budget, appropriate recommendations will be presented to the Board of Supervisors at a later date.

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

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>	
1212	Deputy District Attorney IV	2805	5	5	\$ 443,741
1760	Senior District Attorney Investigator	2200	4	4	295,870
1775	Collections Officer	1109	1	1	35,157
1793	Supervising District Attorney Investigator	2463	1	1	78,143
1802	District Attorney Investigator II	1854	17	16	988,006
3078	Supervising Office Assistant I	1222	1	1	32,964
3080	Office Assistant III	915	6	6	167,845
3255	Senior Accountant	1851	1	1	52,774
3260	Account Clerk III	967	1	1	30,164
3620	Program Technician I	1088	1	1	34,504
Subtotal			38	37	\$ 2,159,168
Bilingual Skill Pay					3,000
TOTAL REGULAR SALARIES					\$ 2,162,168

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1802	District Attorney Investigator II	Vacant	1948	-1	\$ 90,625
	Cost of Restoring Filled Position			-1	\$ 90,625

GRAND JURY BUDGET 2870 General Fund

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 45,738	\$ 37,500	\$ 37,528	\$ 28	0%
Total Appropriations	\$ 45,738	\$ 37,500	\$ 37,528	\$ 28	0%
<u>Net County Cost</u>	\$ 45,738	\$ 37,500	\$ 37,528	\$ 28	0%

Department Requests Above Recommended Budget

<u>Appropriations</u>	2004-05
Services & Supplies	\$ 7,472
Total Appropriations	\$ 7,472
<u>Net County Cost</u>	\$ 7,472

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 2004-05 Recommended Budget of \$37,528 represents a slight increase in net County cost over the 2003-04 Adopted Budget reflecting the redistribution of costs for the PeopleSoft Financial System.

SUMMARY OF RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies will finance office, travel, and jury witness expenses related to the Grand Jury's activities, and printing costs for the annual report. The increase is due to the shared costs of the Peoplesoft Financial System.

PENDING FACTORS

- The Grand Jury significantly overspent their budget (22%) in FY 2002-03, and is anticipated to be overspent for the current fiscal year despite cautions regarding the limitations on available County discretionary funds and requests to reduce the number of meetings and mileage claims.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

During the last two budget years, the Grand Jury has requested increases to their budget to allow for the purchase of equipment and to fund increased mileage claims. In 2003-04, the Grand Jury was provided a newer desktop computer, a new facsimile machine, and a laptop computer. They were also authorized to purchase a sorter for the photocopy machine to improve productivity.

An overall budget increase of \$7,472 is requested for any new equipment needs identified during 2004-05, and for mileage claims.

**PUBLIC DEFENDER
BUDGET 2880
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 7,915,262	\$ 8,650,625	\$ 8,405,035	\$ (245,590)	-3%
Services & Supplies	614,038	595,081	610,430	15,349	3%
Residual Equity Transfers	0	1,250	0	(1,250)	-100%
Fixed Assets	0	12,750	0	(12,750)	-100%
Total Appropriations	\$ 8,529,300	\$ 9,259,706	\$ 9,015,465	\$ (244,241)	-3%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 456,608	\$ 456,608	\$ 456,608	\$ 0	0%
Charges for Services	613,435	796,218	811,524	15,306	2%
State Aid	122,549	41,551	37,540	(4,011)	-10%
Realignment	333,479	465,908	465,908	0	0%
Intrafund Revenues	520,692	294,664	287,647	(7,017)	-2%
Total Revenues	\$ 2,046,763	\$ 2,054,949	\$ 2,059,227	\$ 4,278	0%
<u>Net County Cost</u>	\$ 82,537	\$ 7,204,757	\$ 6,956,238	\$ (248,519)	-3%
	Budgeted 2002-03	Current 2003-04	Recommended 2004-05	Increase/ Decrease	
Position Summary	100	102	80	(22)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2004-05</u>
Salaries & Benefits	\$ 1,019,856
Services & Supplies	25,557
Total Appropriations	\$ 1,045,413
<u>Net County Cost</u>	\$ 1,045,413
Additional Positions	22

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 Code and those defined by judicial decree.

OVERVIEW

The 2004-05 Recommended Budget of \$9,015,465 reflects a decrease in net County cost from the 2003-04 Adopted Budget. Meeting the target budget requires the elimination of 22% of the departmental staff. This represents a major reduction in the number of defense attorneys and an even greater reduction in support staff. Staffing is recommended at 80 positions, a decrease of 22 positions from the prior year.

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. During the budget hearings of 2003-04, our office made a commitment to continue to do more with less. In order to live up to its commitment, it was clearly stated that the Department needed the full complement of requested staff in order to meet the demand for its service. 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, and with the addition of high profile major cases, the demands on staff are far greater. Attorneys assigned to felonies and misdemeanors are carrying caseloads far in excess of the maximum recommended by the American Bar Association, and in excess of comparable counties. Similarly, in juvenile dependency and delinquency, the Public Defender attorneys are carrying excessive caseloads.

Increased law enforcement activity resulting in arrests, coupled with the filing of criminal complaints, has caused a steady increase in the number of cases requiring the services of the Public Defender. Consequently, not only does the Department need to maintain its current staffing level, but also additional staff is justified given the increase in the volume of cases and the number of serious high profile and complex cases presently being handled by the department. It should also be noted that there has been no substantial reduction in the number of Courts requiring Public Defender attorneys.

In summary it is absolutely critical that the current level of staffing 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.

UPUBLIC DEFENDER – 2880

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

- The elimination of seven filled Defense Attorney positions will require the Department to limit the number of newly filed felony and misdemeanor cases accepted for representation. Costs for providing the mandated representation will depend on how the Courts address this issue, and may ultimately result in delays in processing cases, and a higher County cost for alternate defense methods.
- The elimination of four filled Defense Investigators will cause delays in investigating and processing cases, which will ultimately result in higher caseloads.
- The elimination of 11 support staff will place a greater burden on an already reduced professional staff causing further delays and a backlog in the system.

SALARIES AND BENEFITS

- Salaries and Benefits, which account for over 93% of the Department's budget, is recommended at 3% below the prior year. The recommended budget includes the elimination of 22 positions, as well as increases in virtually all employee benefits.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year due to increases in Internal Service Fund charges and the added cost associated with the Countywide record retention program.

SUMMARY OF REVENUES

- Revenues are recommended at \$2,059,227, an increase of less than 1% from the prior year.
 - Fines, Forfeitures and Penalties – Remain unchanged from the prior year.
 - Charges for Services – Estimated at an increase based on projected costs for representation of dependency cases. Reimbursement revenue from the Fresno County Superior Court is included in the amount for Juvenile Dependency Unit personnel costs. The balance represents the collection of fees for court-appointed defense attorneys.
 - State Aid – Estimated at a decrease from the prior year based on a reduced reimbursement of costs for legal services provided to the Juvenile Drug Court.
 - Realignment funds dedicated to former Assembly Bill 90 juvenile justice programs to partially offset juvenile defense costs remain unchanged from the prior year.
 - Intrafund Revenues – Estimated at a decrease from the prior year based on reimbursement of costs for legal services provided under the CalWORKs JOBS 2000 program, Proposition 36 funding, and funding for the Post-Conviction Drug Court.

UPUBLIC DEFENDER – 2880

PENDING FACTORS

- Through March 2004, the Public Defender's Office experienced a 12 percent increase in new cases over the same period of the prior year. Trends suggest that this rate will continue throughout FY 2004-05.
- Similarly, in the outlying divisions of the Superior Court, the Public Defender experienced an 8 percent increase in new cases during the same period.
- Currently, three death penalty cases are being handled by the major crimes unit of the Public Defender's Office. These cases deplete the most experienced resources of this office, and may substantially increase costs that are not projected in the recommended budget.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

For many years, the Public Defender's Office has provided basic legal service to the citizens of Fresno County in a fiscally responsible manner. It is imperative that its current service level be maintained to ensure that the public safety network of this County continues to function properly. The Public Defender is requesting funding above the recommended Target Budget for the restoration of staffing including associated operational costs, in order to maintain current service levels. Restoration for funding of the following, in order of priority, is requested:

• Four Defense Attorney II positions	\$ 280,468
• Three Defense Attorney I positions	174,314
• Three Defense Investigator II positions	182,006
• One Defense Investigator I position	47,758
• One Legal Assistant position	35,105
• Three Office Assistant III positions	95,294
• Seven Office Assistant II positions	204,911
• Associated Services & Supplies costs	25,557

<u>TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET</u>	<u>\$1,045,413</u>
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PUBLIC DEFENDER - 2880**REGULAR SALARIES**
BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8088	Public Defender	B	1	1	\$ 119,930
0267	Assistant Public Defender	C	1	1	109,020
1208	Chief Defense Attorney	D	5	5	501,433
2209	Administrative Services Assistant	H	1	1	45,923
1245	Senior Defense Attorney	3019	8	8	766,296
1243	Defense Attorney IV	2805	39	39	3,376,977
1242	Defense Attorney III	2397	3	3	205,350
1241	Defense Attorney II	1996	4	0	43,597
1240	Defense Attorney I	1561	3	0	21,416
1766	Senior Defense Investigator	2157	1	1	61,275
1765	Defense Investigator II	1748	7	4	253,580
1764	Defense Investigator I	1442	1	0	8,268
1202	Legal Assistant III	1327	1	1	39,652
1203	Legal Assistant I	930	5	4	123,688
3254	Senior Accountant	1851	1	1	52,591
3140	Secretary III	1022	2	2	64,832
3070	Supervising Office Assistant II	1222	1	1	38,758
3080	Office Assistant III	915	11	8	240,919
3110	Office Assistant II	822	7	0	29,534
Subtotal			102	80	\$ 6,103,039
Auto Allowance					6,179
Criminal Law Specialists Incentives					37,214
Diction Allowance					522
Bilingual Skills Pay					3,614
TOTAL REGULAR SALARIES					\$ 6,150,568

FILLED POSITIONS RECOMMENDED FOR DELETION (September 13, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
1241	Defense Attorney II	Filled	1996	-4	\$ 283,528
1240	Defense Attorney I	Filled	1561	-3	176,609
1765	Defense Investigator II	Filled	1748	-3	199,599
1764	Defense Investigator I	Filled	1442	-1	48,332
1203	Legal Assistant I	Filled	930	-1	35,290
3080	Office Assistant III	Filled	915	-3	95,849
3110	Office Assistant II	Filled	822	-6	174,910
Cost of Restoring Filled Positions				-21	\$ 1,014,117

VACANT POSITION RECOMMENDED FOR DELETION (August 2, 2004)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
3110	Office Assistant II	Vacant	822	-1	\$ 31,296
Cost of Restoring Vacant Position				-1	\$ 31,296

**ALTERNATE INDIGENT DEFENSE
BUDGET 2875
General Fund**

	<u>Actual 2002-03</u>	<u>Adopted 2003-04</u>	<u>Recommended 2004-05</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>\$ 2,971,897</u>	<u>\$ 3,184,094</u>	<u>\$ 3,245,372</u>	<u>\$ 61,278</u>	<u>2%</u>
Total Appropriations	\$ 2,971,897	\$ 3,184,094	\$ 3,245,372	\$ 61,278	2%
<u>Revenues</u>					
Fines, Forf. & Penalties	<u>\$</u>	<u>\$ 450,151</u>	<u>\$ 450,151</u>	<u>\$ 0</u>	<u>0%</u>
Total Revenues	\$ 0	\$ 450,151	\$ 450,151	\$ 0	0%
<u>Net County Cost</u>	\$ 2,971,897	\$ 2,733,943	\$ 2,795,221	\$ 61,278	2%

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 2004-05 Recommended Budget of \$3,245,372 represents an increase in net County cost over the 2003-04 Adopted Budget. Recommended funding is reflective of the expenditure level experienced for alternate defense and court-appointed attorney services in fiscal year 2003-04. Funding is also included for lease costs for file storage provided by the County as currently required under the contract for Alternate Indigent Defense Services.

The County's three-year contract for Alternate Indigent Defense Services terminates on December 31, 2004, but can be extended with 180 days notice. Current plans are to extend the contract with the same provider.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year based on contract increases for Alternate Indigent Defense.

Recommended funding includes:

- First and Second Level Conflict Defense Services reflects costs for the Alternate Indigent Defense contract. Recommended funding is higher than the prior year in accordance with a scheduled January 2004 increase in the contract amount. The contractor has agreed to defer any further scheduled contract increases for Fiscal Year 2004-05 in recognition of the County's fiscal status.
- Peoplesoft Financial Charge for the shared costs of this system.
- Professional and Specialized Services funds anticipated indigent capital case investigations and expert witness costs at the prior year level.
- Court Appointed Attorneys funds, at the prior year level, 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.
- Rents and Leases funds lease costs for file storage provided by the County as required by the Alternate Indigent Defense contract.

SUMMARY OF REVENUES

- Fines, Forfeitures, and Penalties, recommended at the prior year level, represents the use of Criminal Justice Temporary Construction Funds to partially offset indigent defense costs supported by the General Fund.

**COURT ANCILLARY SERVICES
BUDGET 2838
General Fund**

	Actual 2002-03	Adopted 2003-04	Recommended 2004-05	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 605,882	\$ 646,630	\$ 613,544	\$ (33,086)	-5%
Other Charges	16,664,659	16,940,265	17,036,522	96,257	1%
Total Appropriations	\$ 17,270,541	\$ 17,586,895	\$ 17,650,066	\$ 63,171	0.4%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$	\$ 5,550,000	\$ 6,000,000	\$ 450,000	8%
Charges for Services		4,718,368	4,954,286	235,918	5%
Intrafund Revenues		80,237	0	(80,237)	-100%
Misc. Revenues		551,250	0	(551,250)	-100%
Total Revenues	\$ 0	\$ 10,899,855	\$ 10,954,286	\$ 54,431	0.5%
<u>Net County Cost</u>	\$ 17,270,541	\$ 6,687,040	\$ 6,695,780	\$ 8,740	0.1%

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 Fiscal Year. 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 Fiscal Year 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 funded by the County.

OVERVIEW

The 2004-05 Recommended Budget of \$17,650,066 reflects a slight increase in net County cost from the 2003-04 Adopted Budget primarily due to a decrease in Miscellaneous Revenues with the transfer of undesignated fees to the State. Other Charges include the County's State Trial Court Maintenance of Effort obligation of \$14,918,413.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from 2003-04.

Recommended funding includes:

- Jury and Witness Expense for juror parking. The amount of \$89,280 reflects a negotiated decrease in the contract price with the City of Fresno.
- Rents and Leases-Buildings represent a decrease due to the closing of the Selma Court.
- A decrease in Utilities based on actual usage in the prior year.

OTHER CHARGES

- Other Charges of \$17,036,522 reflect a slight increase over the prior year based on the transfer of growth revenues to the State as required by statute.

Recommended funding includes:

- The County's 2004-05 State Trial Court Maintenance-of-Effort 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.

UCOURT ANCILLARY SERVICES – 2838

- An estimated \$2.1 million of growth revenue which will be forwarded to the State under the Trial Court Funding Act provisions.
- Judicial benefits paid by the County which continue to decrease due to retirements.

SUMMARY OF REVENUES

- Revenues are recommended at \$10,954,286, an increase over the prior year based on actual receipts over the last two fiscal years.
 - Fines, Forfeitures, and Penalties. Estimated to increase based on actual receipts for court-generated revenues from various sources, including motor vehicle fines, criminal fines, and small claims filings.
 - Charges for Services. Estimated to increase based on actual court-generated revenues, primarily derived from fees for the Traffic Violator School program. Also included are revenues from collection of various court civil fees and those derived from the Family Court Services unit.

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GLOSSARY

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. For FY 2004-05 an additional ERAF is proposed.

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 are 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 ⅓ 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 ½ 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, 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.