

COUNTY OF FRESNO

2005-06 PROPOSED BUDGET

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June 20, 2005

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

Dear Board of Supervisors Members:

The 2005-2006 Proposed Budget for the County of Fresno is presented to you as a balanced fiscal document based on sound accounting practices, prudent projections of Departmental and Special Revenues, and a highly constrained Countywide Revenue target. It represents the largest budget in the history of Fresno County at over \$1.5 B. The General Fund portion of the Proposed Budget is about \$49 M larger than last year and exceeds \$1.1 B. There is little discretion in allocating revenues to meet the requirements in the Proposed Budget. Even with the increase in the budget, the rising costs of the workforce will drive a continued contraction of the number of funded positions.

Timing of Budget Hearings is again driven by lack of confidence in the ability of the State to complete its budget adoption by constitutionally mandated deadlines. Fresno County will use the best information available to adopt a budget by the beginning of the new fiscal year. The County will amend its adopted budget later, if required.

Within the Proposed Budget, the various revenue streams that make up the more discretionary Countywide Revenues have seen a healthy 8% growth since last year. Unfortunately, that growth barely replaces the one-time revenue infusion used last year to protect ongoing County operations and will do little to bridge the widening gap between rapidly growing expenditure requests and available revenues.

Since the 2002-2003 Budget, a target budget that tracks and allocates the true growth of Countywide Revenues from the base year has been used in lieu of reductions from a current service level budget. The target budget strategy provides an audit trail back to the base year for public accountability, sets realistic

BOARD OF SUPERVISORS

June 20, 2005

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expectations within County Departments, and gives the Board of Supervisors the greatest discretion in allocating any revenues available above the target. That discretionary amount, above the revenues in the Proposed Budget, is not expected to be adequate to return to a current service level budget in the foreseeable future. Key reasons for this include the permanent structural budget deficit in the State Budget and local factors such as our costly retirement system. I consider the retirement system unsustainable because of the heavy burden on the County employee and the excessive contribution now required annually from the County. In the current Proposed Budget, the County must contribute nearly \$80 M in benefit costs and debt service to support the retirement system.

We have worked hard to identify all unallocated revenues to be made available to the Board of Supervisors during Budget Hearings. This amount exceeds \$20 M and is being adjusted continuously. This year we will not have as much flexibility as in past years. One-time revenues gleaned over the last two years from liquidated encumbrances, depreciation accounts, and various dedications have been depleted and are less available. Requests above target total nearly \$57 M to meet current service levels and new requirements expand that number to \$80 M. As part of Budget Hearings, the Board of Supervisors will be able to prioritize these unfunded requirements and selectively allocate available revenues to the highest needs.

There are several strategic budget considerations that are highlighted as a result of the continued stress on our budget. I have already mentioned a steady decline in the size of the supportable workforce and the ever-growing retirement burden. In addition, cash flow has become a much more critical item as various types of reserves are depleted. A highly visible element in this analysis is the small General Reserve that has been declining in real terms. An indicator of the overall trend is the growth in the par amount of our short-term borrowing (TRAN). Another strategic consideration involves mandated loans and revenue shifts from local government to the State. While relief is doubtful in 2005-2006, Proposition 1A provides some increased level of protection in the outyears.

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 FUNDS

REQUIREMENTS

	2004-05 Adopted	2005-06 Recommended	Increase/ Decrease
<u>General Fund</u>			
Administration and Fiscal	\$ 41,051,815	\$ 43,410,536	\$ 2,358,721
Contingencies/Resv./Designations	1,140,000	1,000,000	(140,000)
Justice Services	254,529,261	242,955,842	(11,573,419)
Land Use and Development	54,517,857	60,141,821	5,623,964
Human Services	701,621,920	754,570,424	52,948,504
Internal Services	26,240,413	26,827,294	586,881
Designation	0	12,737,162	12,737,162
TOTAL GENERAL FUND	\$ 1,079,101,266	\$ 1,141,643,079	\$ 62,541,813
<u>Other Funds</u>			
Road	\$ 43,238,718	\$ 45,620,506	\$ 2,381,788
Community Redevelopment	56,488	45,244	(11,244)
Emergency Medical Services	2,159,512	2,053,790	(105,722)
CHIP	195,200	283,430	88,230
Library Funds	27,831,301	31,033,550	3,202,249
Internal Service Funds	139,246,407	144,425,272	5,178,865
Health & Welfare Trust	127,867,761	132,125,455	4,257,694
Debt Service	0	4,050,000	4,050,000
Disposal Sites	35,513,310	34,648,781	(864,529)
Other Miscellaneous	787,814	789,764	1,950
TOTAL OTHER FUNDS	\$ 376,896,511	\$ 395,075,792	\$ 18,179,281
TOTAL REQUIREMENTS	\$ 1,455,997,777	\$ 1,536,718,871	\$ 80,721,094

AVAILABLE FINANCING

Revenues

Taxes	\$ 92,766,110	\$ 247,876,085	\$ 155,109,975
Licenses, Permits, and Franchises	8,115,647	9,640,495	1,524,848
Fines, Forfeitures, and Penalties	11,574,434	11,635,688	61,254
Use of Money and Property	6,589,551	6,252,521	(337,030)
State Aid	438,066,701	345,663,772	(92,402,929)
Federal Aid	233,886,967	292,846,505	58,959,538
Other Gov't'l Aid	4,341,314	4,844,732	503,418
Charges for Services	117,013,551	119,046,112	2,032,561
Miscellaneous Revenues	18,389,479	17,092,533	(1,296,946)
Other Financing Sources	125,524,439	187,698,280	62,173,841
Intrafund Revenues	46,207,675	45,776,745	(430,930)
E&TA Designation	6,000,000	0	(6,000,000)
Juvenile Jail Pod Designation	1,023,124	559,000	(464,124)
General Reserve Draw		101,560	101,560
Blues Hills Designation	198,000	150,000	(48,000)
Tobacco Settlement Designation Draw	0	0	0
Annual Leave Designation	5,000,000	0	(5,000,000)
Teeter Fund Designation	700,000	0	(700,000)
Realignment Trust Funds	126,224,379	45,512,052	(80,712,327)
Disposal Site Revenues	35,513,310	15,241,201	(20,272,109)
Internal Service Fund Revenues	138,246,407	140,744,346	2,497,939
TOTAL REVENUES	\$ 1,415,381,088	\$ 1,490,681,627	\$ 75,300,539

Fund Balance

General Fund	\$ 22,711,224	\$ 5,500,000	\$ (17,211,224)
Other Funds	17,905,465	40,537,244	22,631,779
TOTAL FUND BALANCE	\$ 40,616,689	\$ 46,037,244	\$ 5,420,555

TOTAL FINANCING	\$ 1,455,997,777	\$ 1,536,718,871	\$ 80,721,094
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**FINANCING OF NET COUNTY COST (NCC) BY SYSTEM
IN MILLIONS**

	2004-05 ADOPTED NCC	2005-06 RECOMMENDED NCC	INCREASE/ (DECREASE)	
<u>SOURCES</u>				
<u>COUNTYWIDE REVENUES</u>				
COUNTYWIDE REVENUE	\$ 195.0	\$ 224.5	\$ 29.5	15%
REALIGNMENT VLF	42.7	45.5	2.8	7%
TOTAL COUNTYWIDE REVENUES	\$ 237.7	\$ 270.0	\$ 32.3	14%
<u>FUND BALANCE/RESERVES/DESIGNATIONS</u>				
FUND BALANCE	\$ 22.7	\$ 5.5	\$ (17.2)	(76%)
DESIGNATION DRAW	10.8	8.5	(2.3)	100%
TOTAL FUND BALANCE/RESERVE/DESIGNATIONS	\$ 33.5	\$ 14.0	\$ (19.5)	(58%)
TOTAL GENERAL FUND SOURCES TO FINANCE NET COUNTY COST	\$ 271.2	\$ 284.0	\$ 12.8	5%
<u>DISTRIBUTION</u>				
ADMINISTRATION & FISCAL	\$ 23.7	\$ 25.4	\$ 1.7	7%
CONTINGENCIES/RESV./DESIGNATIONS	1.1	22.2	21.1	1918%
JUSTICE SERVICES	149.5	135.2	(14.3)	(10%)
LAND USE & DEVELOPMENT	6.3	9.0	2.7	43%
HUMAN SERVICES DEPARTMENTS	79.4	80.6	1.2	2%
INTERNAL SERVICES	11.2	11.6	0.4	4%
TOTAL DISTRIBUTION OF NET COUNTY COST	\$ 271.2	\$ 284.0	\$ 12.8	5%

RECOMMENDED PERMANENT STAFFING

	<u>CURRENT 2004-05</u>	<u>RECOMMENDED 2005-06</u>	<u>INCREASE/ (DECREASE)</u>	
<u>GENERAL FUND</u>				
Administration & Fiscal Services	416	388	(28)	(7%)
Justice Services*	2,403	1,925	(478)	(20%)
Land Use & Development Services	310	304	(6)	(2%)
Human Services	3,552	3,486	(66)	(2%)
Internal Services	<u>257</u>	<u>245</u>	<u>(12)</u>	<u>(5%)</u>
TOTAL GENERAL FUND	6,938	6,348	(590)	(9%)
<u>OTHER FUNDS</u>				
Road/Disposal Funds	248	250	2	1%
Library Funds	377	345	(32)	(8%)
Internal Services Funds	<u>239</u>	<u>236</u>	<u>(3)</u>	<u>(1%)</u>
TOTAL OTHER FUNDS	864	831	(33)	(4%)
<u>TOTAL ALL FUNDS</u>	<u>7,802</u>	<u>7,179</u>	<u>(623)</u>	<u>(8%)</u>

* Does not include budget units that did not submit position information at target budget level:
Coroner/PA/PG. 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

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**BOARD OF SUPERVISORS
BUDGET 0110
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,112,786	\$ 1,220,445	\$ 1,306,319	\$ 85,874	7%
Services & Supplies	<u>184,514</u>	<u>210,088</u>	<u>756,813</u>	<u>546,725</u>	<u>260%</u>
Total Appropriations	\$ 1,297,300	\$ 1,430,533	\$ 2,063,132	\$ 632,599	44%
<u>Revenues</u>					
Development Serv. Fees	\$ 3,834	\$ 3,500	\$ 2,800	\$ (700)	-20%
Charges for Services	27,805	25,000	20,000	(5,000)	-20%
Misc. Revenues	2,851	2,000	1,760	(240)	-12%
Intrafund Revenues	<u>1,089</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 35,579	\$ 30,500	\$ 24,560	\$ (5,940)	-19%
<u>Net County Cost</u>	\$ 1,261,721	\$ 1,400,033	\$ 2,038,572	\$ 638,539	46%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	15	15	15	0	

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 2005-06 Recommended Budget of \$2,063,132 includes funding for current service level, board room upgrades and additional supervisor support. Staffing is recommended at 15 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a net increase of 7% over the prior year. Recommended funding includes the increases in unemployment insurance, health insurance contribution and Life & Disability Insurance; benefit adjustments; retirement rates; and normal step advances.

SERVICES AND SUPPLIES

- Services and Supplies represent a net increase of 260% from the prior year due to a new allocation of \$500,000 for Supervisor Support.

SUMMARY OF REVENUES

- Revenues are recommended at a decreased level from 2004-05.
 - Development Services Fees (\$2,800). Represent a decrease based on actual recovery of costs in 2004-05 from the Public Works and Planning Department budget (4360) for processing of land use applications.
 - Charges for Services (\$20,000). Represent a decrease based on actual recovery of costs for services provided to other County departments and agencies in the prior year.
 - Miscellaneous Revenues (\$1,760). Represent a decrease 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.

BOARD OF SUPERVISORS - 0110

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>ADOPTED SALARIES</u>
			<u>RECOMMENDED</u>	<u>ADOPTED</u>	
0415	Chairman, Board of Supervisors	Elected	1	1	\$ 95,475
0410	Member, Board of Supervisors	Elected	4	4	364,994
0420	Board Member Assistants	1301	5	5	234,439
3025	Clerk to Board of Supervisors	G	1	1	68,366
3026	Assistant Clerk, Board of Supervisors	1672	1	1	51,724
3623	Program Technician II-C	1218	2	2	77,942
3081	Office Assistant III-C	844	<u>1</u>	<u>1</u>	<u>24,528</u>
Subtotal			15	15	\$ 917,468
	Remuneration				10,530
	Auto Allowance				<u>18,468</u>
TOTAL REGULAR SALARIES					\$ 946,466

**COUNTY ADMINISTRATIVE OFFICE
BUDGET 0120
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 976,785	\$ 1,202,282	\$ 1,492,851	\$ 290,569	24%
Services & Supplies	133,609	233,165	207,666	(25,499)	-11%
Total Appropriations	\$ 1,110,394	\$ 1,435,447	\$ 1,700,517	\$ 265,070	18%
<u>Revenues</u>					
Operating Transfers In	\$ 4,024	\$ 0	\$ 0	\$ 0	0%
Other Misc.	0	0	63,018	63,018	100%
Fines, Forf. & Penalties	80,000	80,000	80,000	0	0%
Charges for Services	28,589	30,245	6,323	(23,922)	-79%
Intrafund Revenues	269,349	247,500	307,819	60,319	24%
Total Revenues	\$ 381,962	\$ 357,745	\$ 457,160	\$ 99,415	28%
<u>Net County Cost</u>	\$ 728,432	\$ 1,077,702	\$ 1,243,357	\$ 165,655	15%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	15	15	15	0	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 59,745
Services & Supplies	15,255
Total Appropriations	\$ 75,000
Net County Cost	\$ 75,000
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 all County Department Heads various local, State, and Federal government entities, non-profit agencies, businesses, and educational institutions to address community concerns and overall issues in the operation of the County. This office processes agenda items and sets Board of Supervisor meeting agendas, conducts continuous research in administrative policies and practices, with special emphasis being placed on the review of interdepartmental coordination and management to ensure that service to the public is provided in the most efficient manner possible. This office develops the annual recommended budget for the Board of Supervisors' consideration and exercises budgetary control over departmental expenditure of funds and use of personnel. The 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 2005-06 Recommended Budget represents a Target Budget. Staffing is recommended at the 2004-05 level of 15 positions.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The extra-help Public Information Officer was funded as a Request Above Target in 2004-05 budget hearings. This position is being requested as a full-time position in a Request Above Recommended Budget for 2005-06.

SALARIES AND BENEFITS

- Salaries and Benefits represent an increase from the prior year as a result of programmed salary increases, filling vacant positions, and Countywide increases in the cost of employee benefits.
- Staffing is recommended at the 2004-05 level of 15 positions.

SERVICES AND SUPPLIES

- Services and Supplies are recommended at a decrease from the prior year level based on actual costs.

SUMMARY OF REVENUES

- Revenues are recommended at an increase from the prior year level based additional Other Miscellaneous and Intrafund Revenues.
 - Other Miscellaneous (\$63,018). Zoo monies are estimated at \$31,112 to offset a portion of costs related to staff support provided to administering the Measure "Z" sales tax. Indian Gaming funds are estimated at \$31,906 to offset costs related to administration of Indian Gaming grant award funds.

UCOUNTY ADMINISTRATIVE OFFICE – 0120

- 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 (\$6,323). Recommended based on projected revenues for staff support provided on Capital Projects for the Library.
- Intrafund Revenues (\$307,819). Recommended at an increase of 24% from prior year based on projected staffing requirements.

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 and was included in Above Target Request funding in budget hearings in 2004-05 an extra-help position.

PRIORITY ONE – FUNDING FOR PUBLIC INFORMATION OFFICER POSITION

- | | |
|-----------------------|-----------------|
| • Salaries & Benefits | \$59,745 |
| • Services & Supplies | <u>\$15,255</u> |

<u>TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET</u>	<u>\$75,000</u>
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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	\$ 148,109
8211	Assistant County Administrative Officer	B	1	1	104,031
8225	Deputy County Administrative Officer	C	1	1	99,083
2247	Principal Administrative Analyst	E	3	3	210,074
2270	Senior Administrative Analyst	F	4	4	259,149
2207	Administrative Analyst III	1872	1	1	60,191
2206	Administrative Analyst II	1621	1	1	42,888
3170	Administrative Assistant to CAO	H	1	1	45,639
3166	Administrative Secretary - Conf.	1290	1	1	41,512
3141	Secretary III-Conf.	1057	<u>1</u>	<u>1</u>	<u>33,748</u>
Subtotal			15	15	\$ 1,044,424
	Steno Allowance				1,566
	Auto Allowance				<u>12,312</u>
TOTAL REGULAR SALARIES					\$ 1,058,302

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 358,014	\$ 379,867	\$ 189,683	\$ (190,184)	-50%
Services & Supplies	<u>18,367</u>	<u>23,830</u>	<u>23,188</u>	<u>(642)</u>	<u>-3%</u>
Total Appropriations	\$ 376,381	\$ 403,697	\$ 212,871	\$ (190,826)	-47%
<u>Revenues</u>					
Charges for Services	\$ 0	\$ 20,000	\$ 5,000	\$ (15,000)	-75%
Intrafund Revenues	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 0	\$ 26,000	\$ 11,000	\$ (15,000)	-58%
<u>Net County Cost</u>	\$ 376,381	\$ 377,697	\$ 201,871	\$ (175,826)	-47%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	3	3	2	(1)	

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 coordinates with local and regional representatives to develop and implement economic strategies and assists businesses that are going through the development process. The unit also assumed a coordinating role in the County's tourism activities.

OVERVIEW

The 2005-06 Recommended Budget of \$212,871 represents a 47% decrease in net County cost as compared to the 2004-05 Adopted Budget due primarily to the retirement of the Assistant County Administrative Officer - Economic Development. This position is recommended for deletion. There is a corresponding decrease in Services and Supplies due to the deletion of this position.

The Board of Supervisors continues to make the creation and retention of jobs in Fresno County a high priority. The successful achievement of the goals and objectives of the Fresno County Economic Development Strategies and the County General Plan Economic Element and Vision requires the continued County of Fresno collaboration with the County's 15 cities, school and special districts, the business sector, community-based organizations, and County residents. Within the County of Fresno, the Board of Supervisors continues to target the retention, expansion and attraction of businesses in incorporated and unincorporated communities. The County participates in specific economic development strategies for the metropolitan and rural areas through the Fresno Area Regional Jobs Initiative, the Five Cities Economic Development Authority, the Golden State Corridor, the West Side Economic Development Taskforce, and the I-5 Business Development Corridor.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Board of Supervisors has adopted the West Side Economic Development Action Plan. County staff will work with members of the West Side Economic Development Taskforce in the implementation of 42 short-term and 21 long-term joint economic development initiatives. Examples of projects to be implemented include efforts of Taskforce members for the planning and search of financial tools that may be used for the creation and expansion of regional commercial and industrial sites, implementation of the Business Expansion, Attraction, and Retention program in the West Side region, and target assistance to workers displaced because of the implementation of land retirement.
- In the eastern region, the County of Fresno has become a full-voting member of the Five Cities Authority. A work plan for 2005-06 will target transportation needs, workforce training and job preparation, tourism potential, collaborative government, land use and growth, and environmental issues.

COUNTY ADMINISTRATIVE OFFICE - ECONOMIC DEVELOPMENT - 0123

- The County of Fresno participates in efforts 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. About 430 businesses have been involved in the work of nine industry clusters. The work of the Food Technology Industry Cluster shows a great deal of potential for the identification of value-added opportunities in agriculture and the creation of jobs in this sector.
- The deletion of the Assistant County Administrative Officer – Economic Development position is recommended.

SALARIES AND BENEFITS

- Recommended funding for Salaries and Benefits represents a 50% decrease over the prior year due primarily to the deletion of the Assistant County Administrative Officer - Economic Development.

SERVICES AND SUPPLIES

- Recommended appropriations for Services and Supplies represents a 3% decrease from the prior year.

SUMMARY OF REVENUES

- Revenues are recommended at \$11,000, which represents a \$15,000 decrease from the prior year.
 - Charges for Services (\$5,000) - Estimated revenue for reimbursable staff activities including \$5,000 from the Public Works and Planning - Roads Budget (4510). These charges are associated with the implementation of the West Side Economic Development Action Plan which contains infrastructure-related planning projects for transportation corridors.
 - Intrafund Revenues (\$6,000) - Estimated revenues to finance efforts directed to the creation of training programs and facilities to benefit individuals receiving public assistance and social services.

PENDING FACTORS

- With the retirement of the Assistant County Administrative Officer – Economic Development, it is appropriate to consider all possibilities related to the administration and management of the programs this unit oversees.

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	0	\$ 0
2247	Principal Administrative Analyst	E	1	1	91,596
3166	Administrative Secretary - Conf.	1290	<u>1</u>	<u>1</u>	<u>41,512</u>
Subtotal			3	2	\$ 133,108
	Steno Allowance				<u>520</u>
TOTAL REGULAR SALARIES					\$ 133,628

VACANT POSITION RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
8211	Assistant County Administrative Officer - Econ. Dev.	Vacant	B	<u>-1</u>	<u>\$ 196,640</u>
	Cost of Restoring Vacant Position			-1	\$ 196,640

**DEBT SERVICE
BUDGET 0124
Special Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 0	\$ 0	\$ 4,050,000	\$ 4,050,000	100%
Total Appropriations	\$ 0	\$ 0	\$ 4,050,000	\$ 4,050,000	100%
<u>Revenues</u>					
Other Financing Sources	\$ 0	\$ 0	\$ 4,866,927	\$ 4,866,927	100%
Total Revenues	\$ 0	\$ 0	\$ 4,866,927	\$ 4,866,927	100%
Revenues In Excess of Appropriations	0	0	816,927	816,927	100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	0	0	0	0	

DEBT SERVICE – 0124

FUNCTION

This budget provides for the appropriations and revenues for the annual debt service payments for the County's long and short-term debt obligations including Lease Revenue Bonds and Tax and Revenue Anticipation Notes. Information is also provided regarding the County's outstanding Pension Obligation Bonds.

OVERVIEW

The Recommended 2005-06 Budget totals \$4,050,000 and includes the interest payment for the annual Tax and Revenue Anticipation Notes.

SUMMARY OF CAO RECOMMENDATIONS

The following provides a summary of Fresno County's long and short-term debt obligations and required 2005-06 debt service payments:

Lease Revenue Bonds

Juvenile Justice Campus Lease Revenue Bonds

Lease Revenue Bonds totaling \$26 million were issued by the Fresno County Financing Authority in 2004 to fund a portion of the costs associated with the construction of the County's new \$141 million Juvenile Justice Campus. The bonds have a 20-year maturity and included two years of capitalized interest. The first debt service payment is due in August 2006. There is no payment due in Fiscal Year 2005-06. See debt service calendar following this narrative.

Component	Principal Balance as of June 30, 2005	Payment Period	2005-06 Debt Service Payment
Juvenile Justice Campus	\$26,000,000	20-years	None Required

Downtown Energy Savings Project

Lease Revenue Bonds totaling \$14,375,000 were issued by the Fresno County Financing Authority in 2004 to fund the costs associated with the Downtown Energy Savings Project. The bonds have a 15-year maturity and included capitalized interest during the construction period (17 months). The first debt service payment is due in Fiscal Year 2006-07 (August 2006). Although no debt service payments are due in 2005-06, a total of \$816,927 in energy savings will be transferred into the debt service fund from the General Services Department budget 0130. See debt service calendar following this narrative.

Component	Principal Balance as of June 30, 2005	Payment Period	2005-06 Debt Service Payment
Juvenile Justice Campus	\$14,375,000	15-years	None Required

Pension Obligation Bonds

Fresno County has issued Pension Obligations Bond on three occasions. In March 1998, Fresno County issued \$184,910,000 of taxable Pension Obligation Bonds with an 11-year amortization to refund the UAAL of the Fresno County Employee's Retirement Association. In March 2002, these bonds were partially refunded in order to extend the debt servicing of the bonds to an 18-year amortization period to provide budget relief. In addition, in 2004, a total of \$327,897,749 were issued in fixed rate bonds with a 30 year amortization and a total of \$75 million were issued in variable rate bonds that can be called every 28 days. The County is currently paying the annual debt service for all three of the bond issuances.

DEBT SERVICE – 0124

A total of \$24,717,244 in debt service payments is required in 2005-06. The required debt service payment includes all administration, broker, and auction agent fees associated with the bonds. See debt service calendar and remaining maturity for all three issuances following this narrative. The required debt service payment has been incorporated into the 2005-06 retirement rate for County employees and is collected from Departments each pay period.

Component	Principal Balance as of June 30, 2005	Payment Period	2005-06 Debt Service Payment
Pension Obligations Bonds	\$550,607,749	Varied	\$24,717,244

Tax and Revenue Anticipation Notes (TRAN)

For the past 28 years the Board of Supervisors has authorized a short-term borrowing program through the issuance of a TRAN. The TRAN enables the county to maintain cash positive until anticipated taxes and revenues are received throughout the fiscal year. The cash flow analysis prepared by the Auditor-Controller/Treasurer-Tax Collector supports an issuance of a TRAN of \$90,000,000. Upon receipt of the TRAN funds, they are deposited into an interest bearing account. The recommended funding of \$4,050,000 represents the required interest payment for the TRAN. Funding for the interest payment is transferred from the Interest and Miscellaneous Expenditures budget, where it is budgeted as net County cost.

SUMMARY OF REVENUES

- Revenues are recommended at \$4,866,927 and include the following:
 - Operating transfer In from General Fund (\$4,866,927) – Represents funds to be transferred from the General Fund for the TRAN interest payment and reserve for Downtown Energy Savings Lease Revenue Bonds payments.

County of Fresno
Annual Debt Service Calendar
(Includes Bond Principal and Interest)
April 7, 2005

Fiscal Year Ending	1998 Pension Bonds	2002 Pension Bonds (Partial 1998 Refunding)	2004A Pension Bonds Fixed Rate	2004B Pension Bonds Auction Rate*	2004 Lease Revenue (Juvenile Campus)	2004B LRB (Energy Project)	Total Annual Payments
2005	4,450,553	7,579,366	6,726,472	1,359,780	894,844	146,467	21,157,483
2006	5,549,098	7,579,366	8,513,780	3,075,000	939,195	492,788	26,149,226
2007	7,516,180	7,579,366	9,488,180	3,075,000	1,978,695	1,348,056	30,985,477
2008	9,931,713	7,579,366	10,561,520	3,075,000	1,971,214	1,338,481	34,457,294
2009	12,344,661	7,579,366	11,681,537	3,075,000	1,965,670	1,335,213	37,981,447
2010	0	15,957,574	12,848,007	3,075,000	1,958,295	1,323,138	35,162,013
2011	0	15,962,271	13,990,890	3,075,000	1,954,793	1,319,294	36,302,247
2012	0	15,962,156	15,255,947	3,075,000	1,953,428	1,313,500	37,560,031
2013	0	15,965,239	16,638,136	3,075,000	1,947,415	1,310,575	38,936,365
2014	0	15,964,565	18,123,814	3,075,000	1,942,865	1,310,313	40,416,557
2015	0	15,967,204	19,422,069	3,075,000	1,945,428	1,308,825	41,718,525
2016	0	15,963,492	20,901,454	3,075,000	1,939,459	1,310,338	43,189,743
2017	0	15,965,889	22,435,013	3,075,000	1,939,875	1,307,600	44,723,377
2018	0	15,967,923	24,035,283	3,075,000	1,935,835	1,306,100	46,320,141
2019	0	15,970,424	25,693,747	3,075,000	1,933,335	1,302,800	47,975,306
2020	0	0	27,424,490	3,075,000	1,932,582	1,229,100	33,661,171
2021	0	0	29,220,000	3,075,000	1,932,341	0	34,227,341
2022	0	0	31,085,000	3,075,000	1,927,971	0	36,087,971
2023	0	0	33,025,000	3,075,000	1,924,654	0	38,024,654
2024	0	0	35,045,000	3,075,000	1,922,320	0	40,042,320
2025	0	0	37,140,000	3,075,000	1,921,360	0	42,136,360
2026	0	0	39,325,000	3,075,000	0	0	42,400,000
2027	0	0	41,595,000	3,075,000	0	0	44,670,000
2028	0	0	43,780,000	3,075,000	0	0	46,855,000
2029	0	0	46,410,000	3,075,000	0	0	49,485,000
2030	0	0	48,965,000	3,075,000	0	0	52,040,000
2031	0	0	51,620,000	3,075,000	0	0	54,695,000
2032	0	0	54,380,000	3,075,000	0	0	57,455,000
2033	0	0	44,785,000	15,417,258	0	0	60,202,258
2034	0	0	0	62,525,859	0	0	62,525,859
Totals	39,792,205	197,543,567	800,115,338	162,327,897	38,761,573	19,002,586	1,257,543,166

* Auction rate bonds initially priced at 1.05% plus 100 basis points. Interest rate on auction rate bonds subject to change every 28 days.
Auction rate bonds priced at 3.10% as of April 7, 2005. This schedule reflects 4.10% for the remaining term of the auction rate bonds.

ADVERTISING COUNTY RESOURCES

BUDGET 1930

General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 209,127	\$ 400,208	\$ 242,000	\$ (158,208)	-40%
Services and Supplies	<u>0</u>	<u>220</u>	<u>146</u>	<u>(74)</u>	<u>-34%</u>
Total Appropriations	\$ 209,127	\$ 400,428	\$ 242,146	\$ (158,282)	-40%
<u>Revenues</u>					
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 209,127	\$ 400,428	\$ 242,146	\$ (158,282)	-40%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Other Charges	
Restore tourism program funding	\$ 83,000
Restore base allocation component to EDC	75,000
Add contribution to Tourism Activities	<u>160,000</u>
Total Other Charges	\$ 318,000
Total Appropriations	\$ 318,000
<u>Net County Cost</u>	\$ 318,000

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 and to finance the cost of tourism marketing activities of the Fresno County Office of Tourism, as part of the Department of Public Works and Planning.

OVERVIEW

The 2005-06 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. This Target Budget recommendation does not include funding in the amount of \$83,000 added by the Board of Supervisors during 2004-05 Budget Hearings. Funding in the amount of \$117,000 will provide the Office of Tourism with sufficient funding to operate only through December 31, 2005.

Also recommended in this budget is the allocation of \$125,000 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. This Target Budget recommendation does not include funding in the amount of \$75,000 added by the Board of Supervisors during the 2004-05 Budget Hearings.

The EDC plays a very important role in the implementation of the Fresno County Economic Development Strategy, West Side Economic Action Plan, and business development strategies of the Five Cities Authority, the Golden State Business Development Corridor and the Fresno Regional Jobs Initiative.

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 recommended funding of \$117,000 for tourism marketing activities, from \$200,000 in 2004-05, will only allow the Office of Tourism to be operational through December 31, 2005. For the period of July 1-December 31, 2005, the recommended funding will allow Office of Tourism to continue to function as the region's tourism Destination Marketing Organization for all Fresno County, responsible for marketing the assets of Fresno County to outside travelers and tour groups in an effort to stimulate economic development and create jobs. For this period, the Office of Tourism will continue to focus its efforts on marketing existing tourism attractions to outside tourists, including the County's participation in Statewide tourism marketing events, coordination and interaction with reporters, travel writers and other related media, maintaining the new Fresno County Tourism Website and publishing the popular seasonal calendar of festivals and events which is marketed externally along with the region's attractions.

ADVERTISING COUNTY RESOURCES – 1930

- The Tourism Program uses portions of three positions authorized in other budget units. A Planning and Resource Analyst III is authorized in Public Works and Planning Budget 4360, a Community Development Manager/Director of Tourism and a Program Technician are allocated in Budget 7205-Public Works and Planning-Community Development. Work performed by these positions will be reassigned after December 31, 2005 if the program funded by the Target Budget is implemented.
- Additionally, within the proposed funding, special marketing programs such as the 2005 Fruit Trail and Fresno Golf Package would be carried out only through the 2005 season.
- The Fresno County Office of Tourism also functions as the State-designated Fresno County Film Commission assisting location professionals with location information and permitting assistance throughout the County and its 15 cities.

OTHER CHARGES

- Other Charges, recommended at \$242,000, reflect a 40% (\$158,208) reduction of funding from the prior year.

Recommended funding includes:

- A base allocation of \$125,000 for the EDC. This represents a \$75,208 funding reduction from 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. This allocation will finance staffing costs and services and supplies expenses associated with the Tourism Program. Tourism projects that promote private-public financial partnerships in advertising will continue to be encouraged.

SERVICES AND SUPPLIES

- Services and Supplies shows an allocation of \$146 to finance the cost of PeopleSoft charges in this budget unit.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The County Administrative Office has requested funding above the recommended budget for the additional allocation of \$318,000. This would include an increase in the recommended allocation to Tourism Activities in the amount of \$83,000, an increase in the recommended contribution to the EDC in the amount of \$75,000 and increasing the contribution to tourism activities by \$160,000.

PRIORITY ONE – RESTORE TOURISM PROGRAM FUNDING FOR CURRENT STAFF AND MARKETING/OPERATIONAL COSTS FOR THE PERIOD JANUARY 1–JUNE 30, 2006

The Target Budget for tourism in the amount of \$117,000 is not sufficient to fund the County's tourism efforts for a full-year. Last year, the Board appropriated \$200,000 for tourism, which is being used to complete the elements of the County's adopted Tourism Master Plan and its associated marketing and promotional efforts. The department's Fresno County Office of Tourism functions as the region's tourism Destination Marketing Organization for Fresno County, responsible for marketing the tourism assets of Fresno County to outside travelers and tour groups in an effort to stimulate economic development and create jobs.

ADVERTISING COUNTY RESOURCES – 1930

Restoration of the requested \$83,000 will bring the funding up to the current level of \$200,000 to enable the Office of Tourism to continue its operations as a Destination Marketing Organization, whereby it would continue to focus its efforts on marketing existing tourism attractions to outside tourists, including the County's participation at Statewide tourism marketing events; coordination and interaction with reporters, travel writers and other related media; maintaining the Fresno County Tourism website; and publishing of the popular seasonal calendar of festivals and events which is marketed externally along with our region's attractions.

TOTAL NET COUNTY COST OF PRIORITY ONE

\$83,000

PRIORITY TWO – RESTORE BASE ALLOCATION TO EDC

The request to restore 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

\$75,000

PRIORITY THREE – ADD CONTRIBUTION TO TOURISM ACTIVITIES

Provide additional tourism program funding, for additional staff and associated marketing and operational costs, to assist local groups to plan, develop and administer cooperative tourism events and attractions such as agritourism and other scenic trails.

The Office of Tourism is regularly approached by constituents and community leaders wishing to establish new tourism attractions and events (such as the successful new Fruit Trail and the proposed sesquicentennial event) and/or assume responsibility for existing tourism attractions and events (such as the Blossom Trail). The Office of Tourism is asked to take the lead in developing these events and attractions, bringing together the necessary partners and coordinating the ongoing administrative functions required for their sustainability. While existing staff was successful in assisting a partnership group with the creation of the Fruit Trail last season, it is impossible for the Office of Tourism to also sustain and administer these partnership efforts. With only two staff both dedicated to the coordination of all external marketing for our attractions, there are insufficient resources available to carry out the internal close work with these groups that is required to create, develop and sustain the current cooperative attractions and events, not to mention proposed new attractions and events throughout the County.

This increased funding will provide for two additional tourism staff (a Senior Staff Analyst and an Office Assistant II to be included in Budget 4360-Division 0900-Public Works and Planning Economic Development Division) and associated operational and marketing costs, to enable the County to assist groups to organize themselves for the purpose of cooperative marketing and new attraction development. Specifically, it would provide the necessary staff resources to assist with the administration of the Fresno County Fruit Trail, to assist with the development and sustainability of a new proposed westside agricultural trail and the Sierra Heritage Scenic Byway (Highway 168), and to begin work on the planned west side agritourism trail.

TOTAL NET COUNTY COST OF PRIORITY THREE

\$160,000

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

\$318,000

COUNTY CLERK - ELECTIONS

BUDGET 2850

General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,828,151	\$ 2,706,161	\$ 3,171,978	\$ 465,817	17%
Services & Supplies	2,164,658	2,283,457	2,200,464	(82,993)	-4%
Administrative Overhead	0	49,204	0	(49,204)	-100%
Residual Equity Transfer	8,298	0	0	0	0%
Fixed Assets	18,927	0	0	0	0%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Appropriations	\$ 4,020,034	\$ 5,038,822	\$ 5,372,442	\$ 333,620	7%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 115,425	\$ 105,000	\$ 111,000	\$ 6,000	6%
State Aid	0	0	0	0	0%
Charges for Services	568,282	744,000	594,700	(149,300)	-20%
Misc. Revenues	42,432	22,260	29,120	6,860	31%
Intrafund Revenues	187,034	938,904	1,620,375	681,471	73%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	\$ 913,173	\$ 1,810,164	\$ 2,355,195	\$ 545,031	30%
<u>Net County Cost</u>	\$ 3,106,861	\$ 3,228,658	\$ 3,017,247	\$ (211,411)	-7%
	<hr/>	<hr/>	<hr/>	<hr/>	
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	28	52	52	0	

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. However, the County Clerk provides election related support services to the City of Clovis when they conduct their own elections.

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

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

The Records Management Program also handles inactive paper files for Employment & Temporary Assistance, Behavioral Health and the Department of Children and Family Services. A scanning function has been implemented and all departments are working collaboratively towards a paperless solution.

OVERVIEW

The 2005-06 Recommended Budget of \$5,372,442 reflects a 7% increase in appropriations but a \$211,411 (7%) decrease in net County cost from the 2004-05 Adopted Budget. The increase in appropriations is due primarily to the Gubernatorial Primary Election in June 2006 and the level of Records Management services provided to County departments. Three elections will be conducted in 2005-06: November 2005 Uniform District Election, which is 100% revenue offset; December 2005 Retirement Board Election, which is 100% revenue offset; and June 2006 Gubernatorial Primary Election, which will require approximately 93% County General Fund dollars to offset the cost.

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's Records Management Program. A scanning function has been implemented in an effort to reduce the need for paper.

Staffing is recommended at a level of 52 positions, which includes 11 warehouse-related positions transferred in the prior year from the former HSS Administration budget (5600) and 11 scanning positions transferred from the Department of Employment and Temporary Assistance budget (5610) and 2 scanning positions transferred from the Department of Children and Family Services budget (5640). Funding for the Human Services archives warehouse and scanning function is 100% offset with State and Federal Social Services allocations.

COUNTY CLERK-ELECTIONS – 2850

DEPARTMENT COMMENTS

The 2006 Gubernatorial Primary Election will place significant demands on the County Clerk's office. Given the budgetary reductions from prior years and this year's equivalent of a 5% target budget reduction, our department is at the minimum level of staffing and resources required to conduct successful elections. Additionally, the Governor's proposed unfunded November Special Election will place a tremendous demand if one is called. Given unprecedented demands, 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.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

To minimize cost increases in this budget, the following actions are recommended:

- The implementation of an imaging function at the Seaport facility to continue reduction of ongoing Human Services archive storage costs through a consistent purge and imaging process.
- Continued County departmental participation in the Records Management program to generate a savings by the creation of retention schedules and the destruction of records within legal timeframes. Storage of these records at the Central Warehouse will reduce the County's expenses.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 17% increase over the 2004-05 adopted budget due primarily to the transfer of 13 positions from the Departments of Employment and Temporary Assistance and Children and Families Services.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 4% decrease from the prior year primarily due to lower election-related costs.

SUMMARY OF REVENUES

- Revenues are recommended at a 30% increase over the prior year due primarily to the recovery of costs associated with the warehouse operation and imaging functions implemented for various Human Services departments.
 - Licenses, Permits, and Franchises - Revenue from marriage licenses is estimated to increase 6% over the prior year.
 - State Aid - 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 a 20% decrease based on an estimated 7% revenue offset for the June 2006 Gubernatorial Primary Election. The November 2005 Uniform District Election and the December 2004 Retirement Board elections are 100% revenue offset.

COUNTY CLERK-ELECTIONS – 2850

- Miscellaneous Revenues - Estimated at a 31% increase based on prior year actual receipts. This account includes reimbursement of a one half-time Program Technician position, which is shared with Local Agency Formation Commission (\$28,000).
- Intrafund Revenues - Projected at a 73% increase based on growth of the Records Management program, including the addition of County departments and the Human Services warehousing and imaging functions.

PENDING FACTORS

- The 2005-06 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.
- Governor Schwarzenegger is proposing a special election in either October or November 2005. The \$1.5 million cost of a county-wide election 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 to 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 by January 2006. The formula for the distribution of these funds has not yet been finalized; however, Fresno County's allocation is estimated at \$1.7 million. 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) and to purchase handicap accessible voting devices, as now required under Federal law.
- Proposition 41, the Voting Modernization Bond Act of 2002, was passed by the voters in March 2002. Fresno County may be eligible for \$4,266,078, which would be applied to meet the legal requirements of the Help America Vote Act, including the accessible voting devices. Potential funding related to these measures is not included in the recommended budget.
- The County Clerk Department also plans to utilize the \$405,000 prior year monies being held by the Auditor-Controller/Treasurer-Tax Collector to meet disabled voter accessibility legal requirements of HAVA.

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	\$ 100,042
2205	Assistant Registrar of Voters	F	1	1	61,365
3029	County Clerk Program Coordinator	1738	3	3	165,520
3166	Administrative Secretary - Conf.	1290	1	1	41,555
2297	Principal Staff Analyst	E	1	1	65,260
2240	Senior Systems and Procedures Analyst	2215	1	1	71,298
3707	Information Technology Analyst IV	2114	1	1	67,086
2211	Systems and Procedures Analyst II	1707	1	1	48,566
3620	Program Technician I	1115	3	3	104,747
3621	Program Technician II	1248	5	5	200,750
3070	Supervising Office Assistant II	1253	2	2	76,029
3080	Office Assistant III	938	13	13	420,448
3110	Office Assistant II	843	16	16	448,292
3440	Stock Clerk II	827	2	2	52,946
3260	Account Clerk III	991	1	1	31,915
Subtotal			52	52	\$ 1,955,819
Remuneration					2,106
Auto Allowance					6,156
Bilingual Skill Pay					5,400
Less Salary Savings					(18,835)
TOTAL REGULAR SALARIES					\$ 1,950,646

**CENTRAL WAREHOUSE
BUDGET 8915
Internal Service Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 307,519	\$ 299,526	\$ 224,258	\$ (75,268)	-25%
Services & Supplies	6,898,931	5,219,013	3,790,137	(1,428,876)	-27%
Other Charges	23,603	32,627	32,627	0	0%
Fixed Assets	22,160	0		0	0%
Total Appropriations	\$ 7,252,213	\$ 5,551,166	\$ 4,047,022	\$ (1,504,144)	-27%
<u>Revenues</u>					
Charges for Services	\$ 7,112,160	\$ 5,459,513	\$ 3,968,842	\$ (1,490,671)	-27%
Use of Money & Property	50,493	40,000	36,200	(3,800)	-10%
Misc. Revenues	96,238	51,653	41,980	(9,673)	-19%
Total Revenues	\$ 7,258,891	\$ 5,551,166	\$ 4,047,022	\$ (1,504,144)	-27%
<u>Net Income / (Loss)</u>	\$ 6,678	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	7	4	4	0	

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 2005-06 Recommended Budget of \$4,047,022 reflects a 27% (\$1,504,144) decrease in appropriations and revenues from the 2004-05 Adopted Budget due to a reduction in countywide purchases. Staffing is recommended at four positions, a decrease of two positions from the 2004-05 Adopted Budget due to the elimination of one Supervising Stock Clerk and one Office Assistant II positions mid-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. The mezzanine within the Warehouse was removed and replaced with additional records storage racks.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 25% (\$75,268) decrease from the prior year due to the elimination of one Supervising Stock Clerk and one Office Assistant II positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 27% (\$1,428,876) decrease from the prior year due primarily to lower projected inventory sales.

OTHER CHARGES

- Depreciation Charges of \$32,627 remain at the 2004-05 level.

SUMMARY OF REVENUES

- Revenues are recommended at \$4,047,022, a 27% (\$1,504,144) 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 - Represent a 27% (\$1,490,671) decrease from the prior year due to reduced utilization of Warehouse inventory by County Departments.
 - Use of Money and Property - Reflects a reduction of 10% (\$3,800) from the prior year due to lower projected interest earnings.

CENTRAL WAREHOUSE - INTERNAL SERVICE FUND – 8915

- Miscellaneous Revenues - Reflects a 19% (\$9,673) decrease primarily related to the loss of rent revenue from Graphic Communications due to the relocation of that Division.

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	\$ 60,625
3440	Stock Clerk II	827	2	2	54,562
3080	Office Assistant III	915	<u>1</u>	<u>1</u>	<u>30,188</u>
TOTAL REGULAR SALARIES			4	4	\$ 145,375

**COUNTY COUNSEL
BUDGET 0710
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 3,485,927	\$ 3,774,653	\$ 3,857,238	\$ 82,585	2%
Services & Supplies	<u>363,238</u>	<u>312,945</u>	<u>348,523</u>	<u>35,578</u>	<u>11%</u>
Total Appropriations	\$ 3,849,165	\$ 4,087,598	\$ 4,205,761	\$ 118,163	3%
<u>Revenues</u>					
Charges for Services	\$ 373,071	\$ 472,000	\$ 71,290	\$ (400,710)	-85%
Misc. Revenues	772	250	32,975	32,725	13090%
Court Ordered	0	210,000	215,000	5,000	2%
Interfund Revenue	0	0	362,332	362,332	100%
Intrafund Revenues	<u>1,228,949</u>	<u>1,472,539</u>	<u>1,492,370</u>	<u>19,831</u>	<u>1%</u>
Total Revenues	\$ 1,602,792	\$ 2,154,789	\$ 2,173,967	\$ 19,178	1%
<u>Net County Cost</u>	\$ 2,246,373	\$ 1,932,809	\$ 2,031,794	\$ 98,985	5%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	38	39	37	(2)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	<u>\$ 131,782</u>
Total Appropriations	\$ 131,782
Additional Positions (Restored)	2
Additional Positions (New)	<u>1</u>
Total Additional Positions	3

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 2005-06 Recommended Budget of \$4,205,761 represents a \$98,985 (5%) increase in net County cost over the 2004-05 Adopted Budget. To meet Target Budget requirements, the deletion of one filled part-time Legal Assistant III position, one filled Secretary IV position, and the under filling of the Assistant County Counsel position as a Deputy County Counsel III for only part of the budget year is recommended. The four-year cumulative impact of the Target Budget represents the loss of five attorney and six support staff positions (an approximate reduction in staff of 25%).

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. However, the cumulative staff reductions since 2002-03 necessarily impact the timeliness and quantity of legal services provided general funded departments and will likely increase reliance on outside counsel.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In order to meet the required Target Budget, the following actions are recommended:
 - The deletion of one filled part-time Legal Assistant III position and one Secretary IV position.
 - Under filling the Assistant County Counsel position at the Deputy County Counsel III level. In order to meet Target Budget, this position is only funded for a partial year.
- These recommendations will result in the following:
 - Reduction of legal services for general fund departments. It will be necessary to prioritize legal services resulting in significant delays for routine matters.
 - Will likely require greater reliance upon outside counsel in civil litigation matters previously handled by County Counsel.

SALARIES AND BENEFITS

- Salaries and Benefits represent a net 2% (\$82,585) increase over the prior year. This includes increases in employee benefits, normal step advances, and elimination of funding for one half-time position and one full time position from the prior year and under filling for one vacant full-time position for a partial year.

COUNTY COUNSEL – 0710

SERVICES AND SUPPLIES

- Services and Supplies represent an 11% (\$35,578) increase from the prior year primarily due to an increase in Data Processing Services (\$33,824), PeopleSoft (\$2,023), and Postage (\$2,000).

SUMMARY OF REVENUES

- Revenues are recommended at \$2,173,967, a 1% (\$19,178) increase from budget year 2004-05 due primarily to lower estimates of services provided offset by an increase in revenue related to zoo monies to offset a portion of costs related to legal services provided in association with the Measure “Z” sales tax. For budget year 2005-06 revenue will be estimated for five revenue accounts which will separate inter and intrafund revenue amounts and place the revenue into the proper accounts.
 - Charges for Services (\$71,290) - Represents a decrease in revenue from outside County sources (e.g., COG, FCTRA, WIB) due primarily to estimates based on 2004-05 revenues and a revenue increase of \$25,000 from a PA/PG dementia cases contract.
 - Miscellaneous Revenues (\$32,975) - Revenues received from copy and facsimile fees are recommended at the prior year level (\$250) and zoo revenue is recommended based on estimated legal services (\$32,725).
 - Court Ordered Revenues (\$215,000) - Reflects revenue estimates remaining at the same level as 2004-05. (Bail Bonds - \$5,000, PA/PG - \$210,000)
 - Interfund Revenues (\$362,332) - Reflects an increase in revenue from Risk Management and a decrease in revenue from Transportation Authority, Retirement and miscellaneous County Services Areas primarily due to revenue estimates based on 2004-05 budget year revenues.
 - Intrafund Revenues (\$1,492,370) - Reflects an increase in revenue over the 2004-05 budget year primarily due to the addition of a Deputy County Counsel position for Child Protective Services work.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

County Counsel has requested funding above the Recommended Budget for the restoration of staffing at the prior year level. The requests are listed below in order of priority:

PRIORITY ONE – RESTORE FUNDING FOR STAFF (CURRENT SERVICE LEVEL)

Restoration of the two filled positions recommended for deletion to meet Target Budget, and additional funding for the Deputy County Counsel III that is under filling the Assistant County Counsel position for a partial year. Impacts due to not funding these positions are discussed in the Significant Program Changes section above. Restoration of funding for the following is being requested:

- | | |
|-----------------------------|---------------|
| • Legal Assistant III (50%) | \$19,999 |
| • Secretary IV-Conf. | 40,810 |
| • Deputy County Counsel III | <u>30,373</u> |

TOTAL NET COUNTY COST OF PRIORITY ONE

\$ 91,182

COUNTY COUNSEL – 0710

PRIORITY TWO – FUNDING FOR DEPUTY COUNTY COUNSEL IV POSITION (CODE ENFORCEMENT) **(ABOVE CURRENT SERVICE LEVEL)**

- Deputy County Counsel IV (Code Enforcement) (50%) \$ 40,600

TOTAL NET COUNTY COST OF PRIORITY TWO **\$ 40,600**

TOTAL DEPARTMENTAL REQUESTS ABOVE RECOMMENDED BUDGET **\$131,782**

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	\$ 143,320
0240	Assistant County Counsel	C	1	0	0
1207	Chief Deputy County Counsel	C	3	3	338,524
1235	Senior Deputy County Counsel	D	8	8	802,509
1234	Deputy County Counsel IV	2900	11	11	915,801
1233	Deputy County Counsel III	2439	1	2	97,613
1202	Legal Assistant III	1360	4	3	180,525
2209	Administrative Services Assistant	1686	1	1	53,632
3161	Secretary IV - Conf.	1163	4	3	122,186
3081	Office Assistant III - Conf.	942	4	4	117,994
Subtotal			38	36	\$ 2,772,104
Auto Allowance					6,156
Bilingual Skill Pay					600
TOTAL REGULAR SALARIES					\$ 2,778,860

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3161	Secretary IV - C	Filled	1163	-1	\$ 40,810
1202	Legal Assistant III (1/2 time)	Filled	1360	-1	19,999
Cost of Restoring Filled Positions				-2	\$ 60,809

INTEREST AND MISCELLANEOUS EXPENDITURES
BUDGET 2540
General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 667,754	\$ 1,796,559	\$ 1,135,661	\$ (660,898)	-37%
Other Charges	3,236,653	4,381,112	1,959,675	(2,421,437)	-55%
Other Financing Uses	0	0	4,050,000	4,050,000	100%
Residual Equity Transfers	<u>922,531</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 4,826,938	\$ 6,177,671	\$ 7,145,336	\$ 967,665	16%
<u>Revenues</u>					
Taxes	0	0	90,000	90,000	100%
Misc. Revenues	\$ 4,712	\$ 4,712	\$ 15,000	\$ 10,288	218%
Intrafund Revenues	<u>35,634</u>	<u>35,634</u>	<u>95,000</u>	<u>59,366</u>	<u>167%</u>
Total Revenues	\$ 40,346	\$ 40,346	\$ 200,000	\$ 159,654	396%
<u>Net County Cost</u>	\$ 4,786,592	\$ 6,137,325	\$ 6,945,336	\$ 808,011	13%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Services & Supplies	\$ 32,800
Other Charges	<u>500,994</u>
Total Appropriations	\$ 533,794
Net County Cost	\$ 533,794



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 2005-06 Recommended Budget of \$5,895,336 reflects a 7% (\$441,989) decrease in net County cost over the 2004-05 Adopted Budget. The decrease is primarily due to the one time appropriation in 2004-05 (\$450,000). As in 2004-05, a contribution of Proposition 172 funds to fire districts (\$1,100,000) is included in the 2005-06 Recommended Budget. In 2005-06, the County's Tax and Revenue Anticipation Notes (TRANS) borrowing is estimated at \$90,000,000 at a 4.5% coupon rate. Interest costs of \$4,050,000 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 outside agencies are recommended at the 2003-04 level.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

Recommended at \$1,135,661, reflect a 37% decrease from 2004-05 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 2005-06 Tax and Revenue Anticipation Notes. Each year the County issues Tax and Revenue Anticipation Notes to provide money to meet the General Fund's current year expenditures and to discharge its obligations and indebtedness. The principal of the notes and the interest thereon are paid from pledged property taxes and revenues the County anticipates to receive during the fiscal year.
- Countywide audit services (\$200,000). Funding will finance the annual independent audits required for the County's financial statement, Federal Single Audit Act, the Local Transportation Authority, Treasury Oversight Committee, Office of Criminal Justice Planning, American Avenue Disposal Site, the Special Report on the Blue Hills Disposal Site, and the Fresno County Employees Retirement Association.
- Federal Advocate Contract (\$80,000). Funding will finance the contract services with a Federal Legislative Advocate to more effectively represent the needs of the County of Fresno at the Federal level.

OTHER CHARGES

Recommended at \$6,009,675, represent a 37% net increase over the prior year.

Recommended Funding includes:

- Interest costs for the Tax and Revenue Anticipation Notes (TRANS). Interest related to the TRANS has been calculated by the Auditor-Controller/Treasurer-Tax Collector's Office at \$4,050,000, a \$1,650,000 increase over the prior year based on the size of borrowing and the anticipated interest rate trend.

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

- Legion of Valor Museum (\$10,000). Funding for the Legion of Valor Museum is recommended at the 2003-04 level (Target Budget). 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 (Target Budget). Funding is used to finance operational costs of the Kearney Mansion Museum, Miller Blockhouse, and archives of local history. Continued funding in the amount of \$19,000 is also recommended for maintenance and repairs to the exterior of the Kearney Mansion Museum for which the County is responsible under agreement with the Historical Society. These funds are included in the Department of Public Works and Planning - Parks and Grounds budget (7910).
- 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. Funding is recommended at the prior year 2004-05 level and represents a reduction of service from prior years to staffing four fire stations rather than five from the period of November 1, 2005 to May 15, 2006, 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 presented for the Board of Supervisors' approval during the fiscal year for retroactive approval.
- 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). Funding is recommended at the 2003-04 level (Target Budget) and includes Fresno County's financial share of a Joint Powers Agreement (JPA) between the County, City of Fresno, and the County of Madera. These funds provide the required match which allows the Area Agency on Aging to receive Federal and State funding for the provision of senior services.
- Volunteer Bureau Crossing Guard Program (\$14,231). Funding for the Crossing Guard program is recommended at the 2003-04 level (Target Budget). 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 \$30,000 from the City of Fresno and \$45,000 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.

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

SUMMARY OF REVENUES

Revenues totaling \$200,000 are recommended and include:

- Taxes Revenues (\$90,000) - Additional sales tax revenue received as a result of contract services for sales tax recovery.
- Miscellaneous Revenues (\$15,000) - Charges to user departments outside the General Fund for the cost of armored transport services (\$5,000) and charges to user departments outside the General Fund for the cost of merchant card charges (\$10,000).
- Intrafund Revenues (\$95,000) - Charges to user departments within the General Fund for the cost of armored transport services (\$45,000) and charges to user departments within the General Fund for the cost of merchant card charges (\$50,000).

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

AMADOR PLAN

The County Administrative Office has requested funding consideration above the recommended budget for the additional allocation of \$471,057 and a contract total of \$1,232,412. The value is recommended for three levels of priority. The levels are the continued funding of five stations rather than accept the reduction to four, the addition of length to the contract period, and service extension to include the Coalinga fire station as the 6th facility in the contract.

PRIORITY ONE – RESTORE FUNDING TO CONTINUE THE PROGRAM WITH THE CURRENT LEVEL OF SERVICE CONTRACTING FOR FIVE FIRE STATIONS AND DISPATCH SERVICES PER THE 2004-05 AND PREVIOUS SERVICE LEVEL FOR JULY 1 – JUNE 30, 2006.

The Target Budget for the Amador Plan is not sufficient to continue the traditional service levels of dispatch and staffing of five fire stations. The restoration of the Hurley fire station for the contract and staffing levels of two firefighters should be restored. The Amador plan provides an emergency response “network”. The five station level provides the traditional level of service for the area.

TOTAL COST OF AMADOR PLAN PRIORITY ONE

\$197,555

PRIORITY TWO – EXTEND THE 2005-06 AMADOR PLAN CONTRACT PERIOD FOR AN ADDITIONAL WORK PERIOD TO REDUCE THE RISK OF SERVICE REDUCTION BETWEEN THE AMADOR CONTRACT AND DECLARED FIRE SEASON, BUDGETED COSTS WOULD BE HIGHER THAN ACTUAL COSTS NORMALLY BILLED.

The 2004-05 Amador plan contract was contracted at the five station \$754,842 level. The normal State contract process for Amador Plan is retroactive as costs are actual. The bill for the first quarter of the 2004-05 Amador Plan (October through December 31) came in after the County was notified of a potential budget shortfall. The County staff and Fire Warden worked with CDF to establish a program to extend emergency response coverage until fire season, estimated to begin May 23rd. The modified level of service was reduced to three stations commencing April 18th. The stations temporarily closed were Hurley and Piedra. If the service level had not been modified, all five stations would have temporarily closed from about May 9th until the start of the fire season.

The additional coverage dates within the contract from mid October through the end of May reduces the risk of this occurrence. The traditional level is documented at November 1 through May 15. This additional “budgeted” level within the contract would provide funds to bill

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

against in the eventuality that another wet year ends fire season early, and/or delays fire season until June 1.

County staff and the Fire Warden plan to work with CDF to reinforce practices of expense forecasting, budget status, and service levels. The recommendations and increased contract period for funding should minimize contract exposure to reduced service levels.

The State practice of billing for actual costs could work to the County's advantage in this case. Funds will be accrued for the contract, but funds not required are either not billed or are refunded by check to the County. The most recent example is the 2003-04 State refund check to the County of \$86,252 not required for the contract.

TOTAL COST OF AMADOR PLAN PRIORITY TWO **\$146,356**

PRIORITY THREE – ADD STAFFING AT COALINGA FIRE STATION TO THE AMADOR PLAN CONTRACT FOR 2005-06, INCREASING THE CONTRACT FOR DISPATCH AND AMADOR PLAN TO SIX FIRE STATIONS, PROVIDING NON-FIRE SEASON FIRE COVERAGE TO THE WEST SIDE OF FRESNO COUNTY STATE RESPONSIBILITY AREA.

The County has requested costs be provided to extend fire coverage to the west side of the Fresno County State Responsibility Area from the Coalinga fire station. CDF has provided cost estimates to provide the same level of staffing as is contracted for the other five stations included in the Amador Plan. The Coalinga fire station requires the staffing of an engineer in order to obtain the requested staffing levels of two firefighters available 24 hours per day, seven days per week during non-fire season, resulting in slightly higher costs compared to that of the other five stations. Should this Request Above Target be approved, the Coalinga Fire Station's engine would serve, among other areas of Fresno County's west side, the Warthan Canyon and the Los Gatos Canyon.

TOTAL AMADOR PLAN PRIORITY THREE **\$127,146**

TOTAL AMADOR PLAN REQUESTS ABOVE RECOMMENDED BUDGET **\$471,057**

EMPLOYEE RECOGNITION PROGRAM

The Countywide Employee Recognition Program (ERP) was established by Board Policy No. 51 on December 16, 2003 and consists of four quarterly categories (Years of Service; Excellence in Service; Excellence in Teamwork; and Excellence in Creativity & Innovation). Each County department recognizes 1 – 3 employees per category in each of the four County ERP ceremonies. Funding is requested to provide for printing of certificates and other rewards for the employees.

TOTAL ERP REQUEST ABOVE RECOMMENDED BUDGET **\$ 2,800**

FRESNO CITY/COUNTY HISTORICAL SOCIETY

The Fresno City/County Historical Society (Historical Society) has requested funding above the prior year 2004-05 level for general support that allows the organization to perform collection and archival services and provide an appropriate facility in which to house and exhibit archives and collections.

TOTAL HISTORICAL SOCIETY REQUEST ABOVE RECOMMENDED BUDGET **\$ 3,500**

INTEREST & MISCELLANEOUS EXPENDITURES – 2540

FRESNO-MADERA AREA AGENCY ON AGING

The Fresno-Madera Area Agency on Aging (FMAAA) has requested funding to maintain the 2004-05 level of funding and represents the County of Fresno's match requirement through a Joint Powers Agreement with the City of Fresno and County of Madera.

TOTAL FMAAA REQUEST ABOVE RECOMMENDED BUDGET **\$ 10,920**

LEGION OF VALOR MUSEUM

The Legion of Valor Museum has requested funding to maintain the 2004-05 level of funding.

TOTAL LEGION OF VALOR REQUEST ABOVE RECOMMENDED BUDGET **\$ 9,000**

OPERATION CLEAN AIR

Operation Clean Air has requested funding in support of their efforts to establish the Air Quality Empowerment Zone during the 2005-06 fiscal year.

TOTAL OPERATION CLEAN AIR REQUEST ABOVE RECOMMENDED BUDGET **\$ 10,000**

SAN JOAQUIN VALLEY WATER COALITION

Fresno County has participated as a member of the San Joaquin Valley Water Coalition (Coalition) since 2001. Initial annual dues in the amount of \$10,000 were paid in October 2001, and have not been paid since then. The Coalition has submitted an invoice for \$10,000 in dues for the period July 1, 2005, to June 30, 2006.

TOTAL COALITION REQUEST ABOVE RECOMMENDED BUDGET **\$ 10,000**

UPPER KINGS RIVER WATER FORUM

The Upper Kings River Water Forum (Water Forum) will develop an Integrated Regional Water Management Plan and submit applications for Proposition 50 grant funds for both planning and project implementation. To assist in that process, the Water Forum is asking each of the water agencies, cities and the County participating in the Water Forum to contribute funds toward the grant matching requirements in equal amounts annually for the next three years.

TOTAL WATER FORUM REQUEST ABOVE RECOMMENDED BUDGET **\$ 10,000**

VOLUNTEER CENTER OF FRESNO COUNTY

The Volunteer Center has requested funding to maintain the 2004-05 level of funding.

TOTAL VOLUNTEER CENTER REQUEST ABOVE RECOMMENDED BUDGET **\$ 6,517**

TOTAL REQUESTS ABOVE RECOMMENDED BUDGET **\$ 533,794**

CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS
BUDGET 8210
General Fund

CONTINGENCIES

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	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 2003-04	Adopted 2004-05	Recommended 2005-06	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	12,737,162	12,737,162	100%
Inc. in State Budget Mitigation	0	140,000	0	(140,000)	-100%
Total Appropriations	\$ 0	\$ 140,000	\$ 12,737,162	\$ 12,597,162	8998%
<u>Net County Cost</u>	\$ 0	\$ 140,000	\$ 12,737,162	\$ 12,597,162	8998%

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 2005-06 Recommended Budget of \$1,000,000 reflects no change from the 2004-05 Adopted Budget.

SUMMARY OF CAO RECOMMENDATIONS

CONTINGENCIES

- Contingencies are recommended at \$1,000,000, which maintains the prior year funding level. During prior year, the Board used these Contingency four times. The largest use of funds was to increase the Capital Project budget for unforeseen maintenance projects. In January 2005, \$390,000 was moved to org 1910 (\$130,000 – County Plaza Sewer Line; \$110,000 – Main Jail Roof; \$120,000 – Hall of Records Electrical; \$30,000 Weights and Measures Repairs). In March, \$161,200 was moved to org 1910 to make modifications to the central plant boilers to comply with the San Joaquin Valley Air Pollution Control District Rule 4306. In April, \$115,800 was moved to org 1910 to make modifications to the heating hot water system at the Plaza Building to comply with the same rule. Additional funds (\$333,000) were used to meet increased expenditures in the Court Ancillary Services and Alternate Indigent Defense budgets.

GENERAL RESERVES

- No contribution to the General Reserves is recommended for 2005-06. The General Reserves balance will remain at \$6,000,000.

DESIGNATION

ABOVE TARGET DESIGNATION

- A total of \$12,737,163 is available to fund Requests Above Recommended (Target) Budget submitted by departments and mitigate potential funding reductions included in the 2005-06 Proposed State Budget based on the priorities of the Board of Supervisors.

COUNTYWIDE REVENUES

General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Revenues</u>					
Taxes	\$ 78,643,343	\$ 68,226,389	\$ 143,283,621	\$ 75,057,232	110%
Lic., Permits, & Fran.	4,049,438	3,700,000	4,197,793	497,793	13%
Use of Money & Property	7,552,126	4,887,985	4,790,531	(97,454)	-2%
State Aid	95,700,320	108,442,895	66,229,686	(42,213,209)	-39%
Federal Aid		1,010,000	983,000	(27,000)	-3%
Charges for Services	3,175,294	2,669,000	2,953,875	284,875	11%
Tobacco Settlement Funds	2,363,655	2,120,760	2,085,303	(35,457)	-2%
Other Miscellaneous	4,832,383	75,000		(75,000)	0%
Fleet Depreciation Funds		2,413,633		0	0%
IT Depreciation Funds		162,673		(162,673)	-100%
Personnel Benefit Reserve Fund		1,000,000		0	0%
Federal Medi-Cal Lawsuit		317,000		(317,000)	-100%
Subtotal Revenues	\$ 196,316,559	\$ 195,025,335	\$ 224,523,809	\$ 29,498,474	15%
Stabilization Realignment	\$ 2,837,000	\$ 2,837,000	\$ 2,837,000	\$ 0	0%
State H & W Realignment	38,654,132	39,798,934	42,675,052	2,876,118	7%
Total Revenues	\$ 237,807,691	\$ 237,661,269	\$ 270,035,861	\$ 32,374,592	14%

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 2005-06 recommended Countywide Revenues which support General Fund costs are recommended at \$270,035,861, representing a 2% increase compared to 2004-05 projected actual (\$6,106,224). The recommended budget reflects the continued 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 2005-06 State Budget. Positively, the recommended budget also reflects growth in Current Secured Property Taxes of \$5,738,161 greater than prior year actual receipts because of increasing assessed values and a reduction in the backlog of re-assessments performed by the Assessor's Office.

SUMMARY OF REVENUES

- Taxes (\$143,283,621) - Property taxes are estimated at a 12% increase based on increasing assessed values and additional Property Tax money levied against the schools (for ERAF III). While total Property tax revenues are recommended to grow, there is a 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 2005-06 State Budget. This is more than off-set by increasing assessed values and a reduction in the backlog of re-assessments performed by the Assessor's Office. Sales and Use tax increases 6% based on actual revenues received in the prior year. The net-net implications of the Triple Flip and the VLF Swap - reducing dollars in Sales and Use taxes and State Motor Vehicle In-Lieu tax, but correspondingly increasing dollars in Property Tax - are also considered in the recommended budget.
- Licenses, Permits, and Franchises (\$4,197,793) - Represents a 13% increase over the prior year due to growth in franchise revenues and permit revenues based on estimated actual receipts in 2004-05.
- Use of Money and Property (\$4,790,531) - Overall, represents a 2% decrease over the prior year. Rental revenue of \$1,992,000 declines over prior year based on the provisions in the lease of the University Medical Center (UMC) facility to Community Medical Centers. Positive growth can be seen in Interest earnings which are estimated at \$2,798,531. Projected by the Auditor-Controller/Treasurer-Tax Collector, and based on current interest rate trends, Interest earnings represent a 3% increase year over year.
- State Aid (\$66,229,686) - Total State revenues are estimated at a 39% decrease primarily due to the loss of approximately \$45,000,000 in State Motor Vehicle In-Lieu revenue, which was a one-time restoration of full-year vehicle license fee backfill from the State. The VLF loss will be replaced with funds transferred to the Vehicle License Fee Property Tax Compensation Fund from ERAF. In addition, a total of \$54,601,800

COUNTYWIDE REVENUES

in Proposition 172 sales tax for local public safety (up 6% from prior year estimated actual) and \$5,700,000 in State Williamson Act revenue are included in this budget.

- Federal Aid (\$983,000) - Projected at the prior year actual level based on receipts of Federal In-Lieu Taxes in 2004-05.
- Charges for Services (\$2,953,875) - Estimated at a \$284,875 increase (+11%) from the prior year based on the Auditor-Controller/Treasurer-Tax Collector's calculation of the countywide cost allocation charges.
- Tobacco Settlement Funds (\$2,085,303) - Recommended revenues at the prior year actual level based on receipts of Tobacco Settlement funds from 2004-05. Tobacco Settlement revenues are used to partially finance the General Fund match required before receiving Health and Mental Health Realignment revenues.
- State Health and Welfare Realignment (\$45,512,052) - 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 7% increase from 2004-05 adopted budget 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.

**Capital Projects
BUDGET 1910
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,280,889	\$ 0	\$ 0	\$ 0	0%
Other Financing	276,177	0	0	0	0%
Buildings & Improv.	<u>2,482,030</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 4,039,096	\$ 0	\$ 0	\$ 0	0%
<u>Revenues</u>					
Capital Designation	<u>4,039,096</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 4,039,096	\$ 0	\$ 0	\$ 0	0%
<u>Approp. in Excess of Revenues</u>	\$ 0	\$ 0	\$ 0	\$ 0	
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Services & Supplies	<u>\$2,392,000</u>
Total Appropriations	\$2,392,000
Net County Cost	\$2,392,000

CAPITAL PROJECTS – 1910

FUNCTION

This Capital Projects budget contains financing for planning, construction, repair, and improvement projects that add or preserve the value, use, or life of County-owned facilities

OVERVIEW

A Capital Projects budget was not submitted in 2004-05 due to lack of funding. There is no revenue or funding sources identified with the projects being submitted in 2005-06.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

PROJECTS

The following projects were submitted by County departments:

- **HALON FIRE SUPPRESSION SYSTEM – ITSD** **(\$548,000)**
- **BACK-UP GENERATOR – MORGUE** **(\$131,300)**
- **NEW DOMESTIC WELL – KEARNEY PARK** **(\$412,700)**
- **COURTHOUSE GARAGE – STRUCTURAL STUDY** **(\$600,000)**
- **DEFERRED MAINTENANCE** **(\$700,000)**

Deferred maintenance includes \$450,000 for unanticipated repairs, based on experience in 2004-05, and the following planned maintenance projects:

- South Annex Jail Door Controller Replacement (\$200,000)
- Parking Lot Repaving – Lot 7 (\$25,000)
- Ag Training Trailer – New Roof and Siding (\$25,000)

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,524,002	\$ 6,940,441	\$ 7,509,038	\$ 568,597	8%
Services & Supplies	3,257,598	2,482,904	2,401,552	(81,352)	-3%
Fixed Assets	763	30,000	0	(30,000)	-100%
Residual Equity Transfer		0	0	0	0%
Total Appropriations	\$ 8,782,363	\$ 9,453,345	\$ 9,910,590	\$ 457,245	5%
<u>Revenues</u>					
Lic., Permits, & Fran.	\$ 5,988	\$ 7,700	\$ 7,700	\$ 0	0%
Use of Money	108,548	97,000	98,000	1,000	1%
Federal Aid	0	0	55,000	55,000	100%
State Aid	6,609	52,000	0	(52,000)	-100%
Charges for Services	3,292,062	3,279,375	3,621,735	342,360	10%
Misc. Revenues	146,282	224,550	131,700	(92,850)	-41%
Ent. Fund Retained Earn.	0	0	0	0	0%
Intrafund Revenues	619,188	683,972	779,544	95,572	14%
Total Revenues	\$ 4,178,677	\$ 4,344,597	\$ 4,693,679	\$ 349,082	8%
<u>Net County Cost</u>	\$ 4,603,686	\$ 5,108,748	\$ 5,216,911	\$ 108,163	2%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	112	121	121	0	

Department Requests Above Recommended Budget

	2005-06
<u>Appropriations</u>	
Salaries & Benefits	\$ 52,000
Total Appropriations	\$ 52,000
<u>Net County Cost</u>	\$ 0



AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

FUNCTION

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

The Treasurer-Tax Collector branch, which includes the Treasurer, Tax Collector and Revenue Reimbursement divisions, functions as the central finance and revenue collections department to the County. The Treasurer division collects and deposits cash receipts, manages debt financing and provides banking and portfolio management services to the County and other Countywide depositors. The Tax Collector division issues and maintains property tax billings and accounts receivable. The Revenue Reimbursements division functions as the County's centralized revenue collection agency.

OVERVIEW

The 2005-06 Recommended Budget of \$ 9,910,590 reflects a net 5% (\$457,245) increase from the 2004-05 Adopted Budget. The increase is primarily the result of a 6% (\$284,599) increase in salaries coupled with a 16% (\$159,578) increase in Retirement contributions and an 8% (\$50,371) increase in Health Contributions. This increase is partially offset by a 3% (\$81,352) decrease in Services and Supplies as addressed below. The 2005-06 Recommended Budget reflects a net 8% (\$253,936) increase in revenues to help offset the 5% increase in appropriations. This increase is primarily attributable to a 10% (\$342,360) increase in Charges for Services to other externally funded departments. Staffing is recommended at 121 positions, which is the same staffing included in the 2004-05 Adopted Budget.

DEPARTMENT COMMENTS

The Fiscal Year 2005-06 budget for the ACTTC's office will not require the elimination of permanent positions, but we anticipate estimated salary savings of about \$214,000. Past vacancies have diminished efficient operations by delaying departmental audits and various financial accounting services. However, the department has realized efficiencies by sharing and cross-training divisional staff, streamlining processes and deferring purchases.

To minimize cost increases in this budget, requested services and supplies have been reduced by 3% (\$81,352). This reduction is primarily attributable to prior year one-time acquisitions such as a scanner and financial software maintenance (\$145,000); estimated bank charges for the conversion to payroll direct deposit processes (\$70,000), and Interactive Voice Response System costs (\$30,000) totaling a \$245,000 savings. This \$245,000 decrease is primarily offset by a \$162,000 increase in ITSD data processing and PeopleSoft Financial charges related to a rate increase.

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

There is a slight increase (\$6,000) in Transportation, Travel & Education. Training for professional staff is required for maintaining professional standards in the accounting industry and is a priority for this department.

The following illustrates divisional accomplishments and budgetary goals:

TREASURER

In the prior year, we developed and implemented an automated cashiering system (Microsoft Access database program) which tracked deposits, printed receipts and printed reports allowing for greater efficiency in the cash collection reconciliation process. During Fiscal Year 2004-05, we added scanners allowing cashiers to scan check information into the cashiering system. Additionally, we have completed the transfer of the cash collection process from the Revenue Reimbursement Unit to the Treasury to consolidate cashiering functions.

The Treasury has the responsibility of managing debt financing. During Fiscal Year 2004-05, we developed the Fresno County Debt Policy, providing guidelines and policies for making financing decisions.

One of the many goals during the Fiscal Year 2005-2006 is to implement true direct deposit of payroll. The current method is a manual direct deposit, not a true ACH (automated clearinghouse) method. While there will be certain transition costs, future banking costs will be reduced, many manual processes will be eliminated and convenience to the employees will be enhanced.

REVENUE AND TAX COLLECTIONS

The Revenue Reimbursement unit has increased collections over \$600,000 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 Tax Collection unit continues to conduct Internet auctions of tax defaulted properties. Fresno County acted as the lead agency of a coalition of five counties. The Fresno County contract with the Internet auction vendor allows the smaller counties to piggyback off Fresno County's contract. Over 95% of all tax defaulted properties were sold, while reducing required staff time and effort.

The Tax Collection unit contracted for an IVR (interactive voice response) – web and payment system to be implemented in early 2005-06. This will provide an increased convenience to taxpayers, who can inquire about their property tax and make their tax payments via the Internet or the automated telephone system. This will reduce staff time in answering routine questions, telephone calls and faxes. This system will allow employees to focus on specialized inquiries, processing tax payments and other property tax paperwork (bankruptcies, liens, etc.). This IVR-Web and payment system will be the framework for all types of government payments to be made on the e-government website. This system will ultimately provide benefit to many other County departments by providing the tool with which to make payments to the County. These other payments may include dog licenses, permit fees, planning fees, etc.

The property tax system is a 30-year-old legacy system, requiring a significant amount of maintenance. The combined resources of the ACTTC and Assessor's offices are not sufficient to replace the system. It is a priority in the next fiscal year to work with the Board of Supervisors to determine alternative options to fund a new integrated property system that would be utilized by both the ACTTC and Assessor's offices.

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

FINANCIAL REPORTING & AUDITS

Fiscal Year 2003-04 and early 2004-05 saw losses of significant management in the financial reporting unit as well as the audits unit. Without the day-to-day operational leadership of these key managers, priorities and tasks were less effectively tackled. In late 2004-05, the auditing and financial reporting teams were combined to create one Financial Reporting & Audits Division (FR&A).

The FR&A merge addresses some core succession planning issues, increases the knowledge base of the whole team, and allows for cross-functional training. A significant enhancement, this consolidation gives the ACTTC a flexible workforce to more evenly distribute work load for major projects, like the Comprehensive Annual Financial Report (CAFR), and increases opportunities for internal professional development.

Accordingly, we are continuing with a very aggressive training program that is designed to meet the continuing education requirements of the Board of Accountancy and *Government Auditing Standards*. FR&A team members have attended key trainings during the fiscal year on such topics as Generally Accepted Accounting Principles (GAAP), Looking for Fraud, Interviewing and Listening Skills for Auditors and Treasury Cash Count Procedures.

SPECIAL ACCOUNTING

The property tax extension and allocation functions are manually intensive. Few updates and minimal automation have occurred in this area over the years. A 2004-05 goal was to implement PC based programs that significantly improve these tasks. Launched in April of 2005, a PC based “robot” has dramatically increased efficiencies in processing special-handling checks for County departments and Special Districts. The robot has also increased efficiencies in processing garnishments, and in benefiting Payroll, Personnel, and ultimately, County employees.

The Special Accounting division has also successfully leveraged the Internet website as a method of delivering documentation to customers. For the first time, both the Tax Rate Book and Schedule of Levies are available to end-users on-line, free of charge. Previously only available in hard-copy, book format, this cost-effective distribution method reduced printing, postage, and labor costs associated with handling these documents. The on-line versions are also easier for end-users, as they can quickly edit and search for information pertaining to their specific needs rather than flipping through multiple pages. These are just two of the significant advancements in customer service from this Division's growth.

In cooperation with Revenue & Tax Collections, Special Accounting's 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.

GENERAL ACCOUNTING

The General Accounting division is responsible for signing all checks for the County as well as other depositing entities. Over 1,500 documents are processed weekly for Accounts Payable, Travel, Mileage, and other financial claims. General Accounting handles additional tasks including annual inventory certifications, over-arching fixed asset management, budget uploading and editing.

The Payroll unit is a sub-set of this division. Final review of timesheets, processing of bi-weekly payroll, as well as one-time adjustments, garnishments, and termination checks are handled in this small, dynamic unit. Monthly, they in some way assist or touch every County employee and monitor over 16,000 transactions.

Because of the diversity of tasks within this division, its team is sought to participate in a variety of projects. One example of the team's consulting is its cooperative relationship with ITSD in upgrading the Human Resources and Financial elements of the PeopleSoft system.

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

This important upgrade will strengthen the County's accounting capabilities and also will add new functionality, including a budget module.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Implementation of Direct Deposit
- Implementation of Interactive Voice Response System
- Implementation of upgrade to PeopleSoft Human Resources and Financial systems
- Implementation of department-wide document scanning project

SALARIES AND BENEFITS

- Salaries and Benefits represent a net 8% increase from the prior year. This includes increases in employee salaries and Retirement and Health Contribution benefits.

SERVICES AND SUPPLIES

- Services and Supplies represent a 3% decrease from the prior year primarily due to decreases in bank charges and computer hardware, software and training costs.

SUMMARY OF REVENUES

- Revenues are recommended at \$4,693,679, an 8% (\$349,082) increase from prior year, which is primarily due to an increase in our charges for services. Specific changes by revenue account are noted below.
 - Licenses and Permits (\$7,700) - Recommended at the 2004-05 level. Revenues are derived from the sale of Business Licenses.
 - Use of Money and Property (\$98,000) - Recommended at a \$1,000 increase over the prior year.
 - State Aid (\$0) - Recommended at a 100% (\$52,000) decrease due the loss of State Property Tax Administration Program revenues. This revenue may be reinstated if the Assessor is able to meet appropriation requirements needed to obtain the grant.
 - Charges for Services (\$3,621,735) - Recommended at a 10% (\$342,360) increase over last year due to an increase in charges for accounting and auditing services.
 - Miscellaneous Revenues (\$131,700) - Represents a 41% (\$92,850) decrease from the 2004-05 level due primarily to an estimated \$97,000 reduction in certain fees collected by the Revenue Reimbursements division in this account.
 - Intrafund Revenues (\$779,544) - Represents a 14% (\$95,572) increase over prior year due primarily to increases in charges for accounting and auditing services.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Auditor-Controller/Treasurer-Tax Collector has requested \$52,000 in funding above the recommended Target Budget if the Assessor is able to obtain State grant funding for the reimbursement of property tax administration functions performed by the Assessor and the ACTTC. The ACTTC performs property tax administration functions whether or not the grant funds are available, so if they do become available, we plan to use the funding to fill

AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410

one of our existing accountant positions in our Financial Reporting & Audits division sooner than expected, thereby reducing our estimated salary savings. This will help facilitate our audit mission 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.

PRIORITY ONE – REDUCE SALARY SAVINGS FOR AN EXISTING POSITION

- 1 Accountant Position \$ 52,000

TOTAL NET COUNTY COST OF PRIORITY ONE **\$ 52,000**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$ 52,000**

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	\$ 131,444
1777	Collections Representative III	1190	8	8	305,453
1779	Collections Representative II	1059	0	0	0
1780	Collections Representative I	932	1	1	24,684
1782	Collections Representative Supervisor	1641	1	1	53,420
2212	Systems and Procedures Analyst III	1978	0	0	0
2211	Systems and Procedures Analyst II	1707	1	1	46,262
2302	Deputy Auditor-Controller	D	1	1	91,691
2303	Deputy Treasurer-Tax Collector	D	1	1	91,270
2307	Investment Officer	F	1	1	64,147
3080	Office Assistant III	938	2	2	60,032
3110	Office Assistant II	843	2	2	48,235
3127	Payroll Technician I - Conf.	1042	6	6	196,520
3128	Payroll Technician II - Conf.	1246	2	2	78,174
3131	Supervising Payroll Technician - Conf.	1432	1	1	37,900
3166	Administrative Secretary - Conf.	1290	1	1	41,555
3205	Account Clerk II	882	19	19	496,024
3206	Account Clerk II - Conf.	887	1	1	24,069
3210	Accountant I	1404	5	2	85,710
3215	Accountant II	1625	12	10	499,431
3224	Chief Accountant	E	4	4	298,795
3235	Supervising Account Clerk I	1134	0	0	0
3240	Supervising Account Clerk II	1268	4	4	165,202
3245	Accounting Technician	1268	1	1	38,800
3255	Senior Accountant	1897	13	17	1,008,830
3260	Account Clerk III	991	25	25	789,401
3261	Account Clerk III - Conf.	993	0	0	0
3265	Principal Accountant	F	2	3	201,364
3706	Information Technology Analyst III	1775	3	3	171,464
3707	Information Technology Analyst IV	2114	2	2	136,133
3708	Senior Information Technology Analyst	2408	1	1	73,828
Subtotal			121	121	\$ 5,259,838
	Auto Allowance				6,156
	Remuneration				2,106
	Less Salary Savings				(213,779)
TOTAL REGULAR SALARIES					\$ 5,054,321

**ASSESSOR - RECORDER
BUDGET 0420
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 9,043,438	\$ 10,194,454	\$ 9,821,269	\$ (373,185)	-4%
Services & Supplies	1,545,901	1,644,199	2,090,628	446,429	27%
Fixed Assets	0	400,000	305,000	(95,000)	-24%
Total Appropriations	\$ 10,589,339	\$ 12,238,653	\$ 12,216,897	\$ (21,756)	0%
<u>Revenues</u>					
Lic., Permits, & Franchises	\$ 4,849	\$ 3,000	\$ 4,000	\$ 1,000	33%
Charges for Services	7,801,179	6,233,362	6,600,000	366,638	6%
Trust Fund	1,095,513	1,890,753	1,398,114	(492,639)	-26%
Misc. Revenues	75,611	69,750	73,750	4,000	6%
Intrafund Revenues	11,861	10,000	10,000	0	0%
Total Revenues	\$ 8,989,013	\$ 8,206,865	\$ 8,085,864	\$ (121,001)	-1%
<u>Net County Cost</u>	\$ 1,600,326	\$ 4,031,788	\$ 4,131,033	\$ 99,245	2%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	168	171	146	(25)	

Department Requests Above Recommended Budget

	2005-06
<u>Appropriations</u>	
Salaries & Benefits	\$ 1,093,698
Services & Supplies	158,500
Total Appropriations	\$ 1,252,198
<u>Revenues</u>	
State - Prop Tax Admin Program	\$ 735,271
Total Revenues	\$ 735,271
<u>Net County Cost</u>	\$ 516,927
Additional Positions (restored)	25

ASSESSOR – RECORDER – 0420

FUNCTION

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

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

All major functions of these offices are mandated.

OVERVIEW

Under requirements of Assembly Bill 818, which provides Property Tax Administration Program (PTAP) grant funds to counties to enhance property systems and reduce backlogs, the Assessor's Office must maintain a County-funded base staffing level of 128 permanent positions, 8 temporary positions used during peak workload demands, and one contract position. In addition, the County must provide the normative support and resources for these positions.

Since the implementation of Assembly Bill 818 in 1994-95, the Assessor's Division has added 12 permanent positions that are fully offset with PTAP grant funds and 2 Information Technology Analyst IV positions have been added with the transfer of application support personnel from ITSD, for a total of 142 permanent positions (12 funded by PTAP grant funds and 130 funded by the General Fund). In order to meet Target Budget, the Assessor's Division must recommend the deletion of 13 permanent positions funded by the General Fund. This reduction in staffing levels makes the Assessor ineligible to receive an annual allocation of \$1.1 million in PTAP grant funds resulting in a loss of those 12 permanent positions funded by PTAP grant funds. This results in a total reduction of 25 positions.

The Recorder's Division has 29 permanent positions to serve the public related to real property and vital statistic information. No reductions have been made in Recorder's staffing in order to prevent the loss of approximately \$300,000 in annual revenue garnered from timely indexing of documents. 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 over \$400 million a year for local government. The Assessor provides over \$50 million "discretionary" dollars annually to the General Fund of Fresno County and the Recorder provides an additional \$3.5 million. 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 and Recorder departments have seen a substantial increase in their workload in the last 36

ASSESSOR – RECORDER – 0420

months. Deed recordings have increased by 60%, Trust Deed recordings are up approximately 130%, and assessable activities have increased over 40%. In order to partially meet these demands, the Assessor has been able to fund additional positions and needed support equipment using funding provided through the PTAP. The reduction in current staff levels resulting from the Target Budget makes us ineligible to participate in this program and results in the loss of approximately \$1,100,000 in funding. The resulting loss of additional staff and resources funded under this program will cripple office operations, seriously endangering over \$5.67 million in subvention funding. It will also result in the loss and delay of property tax revenues 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 in the Recorder's Office. Even with the additional staffing authorized by the Board two years ago, we are barely coping with the current mailing and indexing backlogs. No Recorder's office staff reductions are included in the Target Budget as any reductions would jeopardize the collection of \$300,000 in revenues annually received for timely indexing.

The last of revenue collected under Government Code Section 27361(b) was used in Fiscal Year 2004-05 (\$300,000) to offset the County's General Fund expense needed for the mandated staffing levels to qualify the Assessor's Division for PTAP funds. The funds were depleted over a three-year period during tough budgetary times.

We continue to use trust fund monies, where appropriate, to staff special projects, seek greater efficiencies and provide better service. These funds are, of course, limited in use by statute, and can not be used for ongoing, general County operations. Some examples of the use of these funds are as follows:

- Purchase and implementation of an automated indexing system in the Recorder's office which will increase the accuracy and efficiency of our processes.
- Acquisition and implementation of a document management system that will allow the conversion of paper documents to digital and manage the access and retrieval of those digital documents. This will reduce the space needed for document storage and greatly increase the ability of Assessor's staff to reference and access needed information.
- Purchase and implementation of an automated workflow system in the Assessor's office. In conjunction with the document management system above, it allows us to automate work processes and allow multiple tasks to be done concurrently. These technologies, along with a new property tax system, will form the basis of our transition to a modern, "paperless" office.
- Participation in building a Statewide system allowing companies to file their Business Property Statements electronically. This allows companies to file with multiple counties simultaneously and allows the county Assessor's offices to directly import a data stream into their systems, eliminating manual entry.
- Funding additional extra-help positions and overtime to help staff meet the tremendous increase in workload in recent years.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

ASSESSOR – RECORDER – 0420

SALARIES AND BENEFITS

- Salaries and Benefits represent a 4% decrease from the prior year. This is a net result of significant decreases in staffing and the increases in worker's compensation, health insurance contributions and retirement contributions.
- Staffing is recommended at 146 positions, which includes the elimination of 25 permanent positions in the Assessor's Division.

SERVICES AND SUPPLIES

- Services and Supplies represent a 27% increase from the prior year. This is due to expenses that will be incurred during Fiscal Year 2005-06 for the implementation of electronic recording. These costs were offset with funds from the Modernization Trust Fund.

FIXED ASSETS

- Map Scanner and Printer (\$30,000) and Map/Mail Folder (\$25,000) to be used in the Recorder's Office in the processing of tract maps. Modular furniture for the Recorder's Office (\$100,000) to improve efficiency of office design in anticipation of electronic recording. All these costs are to be offset with funds from the Recorder's Modernization Trust Fund.
- Modular Furniture for the Assessor's Office (\$150,000) to redesign the office layout to coincide with a more efficient workflow and make better use of existing work areas. Costs are to be offset with trust funds banked from previous PTAP grant funds.

SUMMARY OF REVENUES

- Revenues are recommended at \$8,085,864, a 1% (\$121,001) decrease from the prior year primarily due to increases in estimated document recording fee revenues offset by the loss of revenue from our PTAP grant funds.
 - Licenses, Permits and Franchises (\$4,000). Revenues received from the sale of marriage license copies are estimated at 33% over the prior year level.
 - Charges for Services (\$6,600,000). Estimated at a 6% (\$366,638) increase, primarily due to expectations of increased Document Recording Fees.
 - Trust Fund (\$1,398,114). Represents a 26% (\$492,639) decrease from the prior year, anticipating the loss of our PTAP grant funds. Record Document Trust Fund revenue to offset the cost of personnel, transportation and travel, data processing, and equipment purchases for the implementation of electronic recording of documents (\$1,039,942); Micrographics Trust Fund revenue to offset personnel, equipment acquisition, and maintenance costs (\$31,220); PTAP revenue banked from prior grants to offset personnel costs (\$311,952); Vital Record Trust Fees revenue to purchase bank note paper (\$15,000).
 - Miscellaneous Revenues (\$73,750). Estimated at a 6% (\$4,000) 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.

ASSESSOR – RECORDER – 0420

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

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

PRIORITY ONE - RESTORATION OF 25 POSITIONS

The department requests the restoration of the 25 permanent positions and associated Services and Supplies that were eliminated from the Assessor's Office in order to achieve the net County cost required for this budget. The restoration of 13 permanent positions and associated Services and Supplies would result in the restoration of the PTAP grant funding and the remaining 12 positions requested would be funded by these grant funds. A partial restoration of the requested positions would not result in the restoration of PTAP grant funds and would be of limited help.

ADDITIONAL APPROPRIATIONS

- | | |
|-------------------------|----------------|
| • Salaries and Benefits | \$ 1,093,698 |
| • Services and Supplies | <u>158,500</u> |

Total Appropriations	\$ 1,252,198
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ADDITIONAL REVENUES

- | | |
|--------------|-------------------|
| • PTAP Grant | <u>\$ 735,271</u> |
|--------------|-------------------|

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$ 516,927</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$ 516,927</u>
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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	\$ 122,165
0217	Assistant Assessor-Recorder	D	1	1	91,541
0275	Assistant Recorder	D	1	1	66,356
1017	Chief Appraiser	E	1	1	83,242
1038	Chief Auditor-Appraiser	E	1	1	81,832
1039	Supervisor - Assessment Standards	E	1	0	22,337
1037	Supervising Auditor-Appraiser	E	1	1	75,008
1030	Senior Auditor-Appraiser	2142	2	2	137,749
1013	Auditor-Appraiser III	1803	10	9	512,545
1012	Auditor-Appraiser II	1529	1	0	10,856
1035	Supervising Appraiser	E	3	3	226,484
1025	Senior Appraiser	2142	7	6	426,674
1016	Appraiser III	1803	21	21	1,182,266
1005	Appraiser II	1529	13	8	425,462
1010	Appraiser I	1324	4	0	31,244
1003	Petroleum Appraiser Aide	1043	1	1	33,550
3707	Information Tech Analyst IV	2114	2	2	136,000
3705	Information Tech Analyst II	1505	1	1	41,640
2212	Systems & Procedures Analyst III	1978	1	1	63,472
2211	Systems & Procedures Analyst II	1707	1	1	44,628
1156	Assessment Services Supervisor	1907	1	0	16,451
1103	Supervising Cadastral Technician	1715	1	1	55,160
1126	Cadastral Technician III	1440	3	3	132,920
1157	Cadastral Technician II	1331	2	2	81,269
1124	Cadastral Technician I	1173	3	0	25,516
3166	Administrative Secretary - Conf.	1290	1	1	38,809
3010	Chief Office Assistant	1405	3	3	133,343
3070	Supervising Office Assistant II	1253	8	8	314,895
3078	Supervising Office Assistant I	1405	1	1	30,267
1021	Supervising Assessment Technician	1268	1	1	46,299
1020	Assessment Technician II	1091	5	5	174,311
3099	Property Recording Clerk	1091	7	7	222,055
3080	Office Assistant III	938	46	42	1,282,262
3110	Office Assistant II	843	13	9	244,455
3160	Secretary IV	1156	1	1	34,327
3140	Secretary III	1048	1	1	36,050
Subtotal			171	146	\$ 6,683,438
Bilingual Skill Pay					1,080
Auto Allowance					6,156
Remuneration					2,106
Less Salary Savings					(133,669)
TOTAL REGULAR SALARIES					\$ 6,559,111

ASSESSOR - RECORDER - 0420

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
<u>General Fund</u>					
1013	Auditor-Appraiser III	Filled	1803	-1	\$ 56,500
1012	Auditor-Appraiser II	Filled	1529	-1	42,568
1005	Appraiser II	Filled	1529	-3	127,704
1124	Cadastral Technician I	Filled	1173	-1	35,782
1156	Assessment Services Supervisor	Filled	1907	-1	63,984
3080	Office Assistant III	Filled	938	-1	32,511
3110	Office Assistant II	Filled	843	-4	107,132
General Fund Cost of Restoring Filled Positions				-12	\$ 466,181
<u>Property Tax Administration Grant</u>					
1025	Senior Appraiser	Filled	2142	-1	\$ 69,555
1005	Appraiser II	Filled	1529	-2	85,241
1010	Appraiser I	Filled	1324	-3	130,738
1124	Cadastral Technician I	Filled	1173	-2	71,564
3080	Office Assistant III	Filled	938	-3	\$ 97,053
PTAG Cost of Restoring Filled Positions				-11	\$ 454,151

VACANT POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
<u>General Fund</u>					
1039	Supervisor - Assessment Standards	Vacant	E	-1	\$ 84,971
General Fund Cost of Restoring Filled Position				-1	\$ 84,971
<u>Property Tax Administration Grant</u>					
1010	Appraiser I	Vacant	1324	-1	\$ 42,180
PTAG Cost of Restoring Filled Position				-1	\$ 42,180

**GENERAL SERVICES ADMINISTRATION/SECURITY
BUDGET 0130
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 3,259,617	\$ 4,070,631	\$ 4,010,518	\$ (60,113)	-1%
Services & Supplies	444,423	522,935	682,879	159,944	31%
Residual Equity Transfer	2,448	0	0	0	0%
Fixed Assets	<u>13,962</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 3,720,450	\$ 4,602,566	\$ 4,702,397	\$ 99,831	2%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 352,247	\$ 475,000	\$ 360,000	\$ (115,000)	-24%
Use of Money & Property	663,087	687,600	697,500	9,900	1%
Charges for Services	412,024	256,298	481,047	224,749	88%
Misc. Revenues	82,464	0	0	0	0%
Intrafund Revenues	<u>1,977,819</u>	<u>2,556,851</u>	<u>2,258,757</u>	<u>(298,094)</u>	<u>-12%</u>
Total Revenues	\$ 3,487,641	\$ 3,975,749	\$ 3,797,304	\$ (178,445)	-4%
<u>Net County Cost</u>	\$ 232,809	\$ 626,817	\$ 905,093	\$ 278,276	44%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	63	76	73	-3	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 199,617
Services & Supplies	10,805
Residual Equity Transfer	<u>41,275</u>
Total Appropriations	\$ 251,697
Net County Cost	\$ 251,697
	<u>2005-06</u>
Additional Positions	5

GENERAL SERVICES ADMINISTRATION/SECURITY – 0130

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$4,702,397 reflects a 44% (\$278,276) increase in net County cost over the 2004-05 Adopted Budget primarily due to increases in retirement contribution, data processing, liability and other insurance, and telephone charges. Staffing is recommended at 73 positions, a reduction of three positions from the prior year.

DEPARTMENT COMMENTS

The Department of General Services continues to efficiently provide vital internal support services for the County. Unfortunately, as resources diminish Countywide, customer requests for services such as security and maintenance are the first to be reduced or cut. Three Security Officer positions are being deleted due to departments' requests to reduce services. In order to meet the Target Budget, extra-help funding was significantly reduced, resulting in reduced or no security services provided at General Funded departments/facilities.

As in the past, General Services continues to provide significant staff support on a Countywide level through various projects such as the County energy project, the Juvenile Justice Campus, the sale of the Arco Garage property, and the Facilities Planning Committee. The lease service unit continues to be active, with staff providing oversight and administration of approximately 200 leases for facilities and property used by the County.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- As departments' resources are diminishing, requests for services such as security are being reduced. One Security Officer position is recommended for deletion based on the Department of Child Support Services' request to reduce security services. The Department of Behavioral Health is also requesting a reduced level of security services, resulting in the deletion of two Security Officer positions.
- In order to meet the required Target Budget, extra-help funding for security services was reduced. The request above the Target Budget includes funding for restoration of extra-help at the prior year level.
- The above Target Budget request also includes funding for security services for the Juvenile Justice Campus.

GENERAL SERVICES ADMINISTRATION/SECURITY – 0130

SALARIES AND BENEFITS

- Salaries and Benefits represent a 1% decrease from the prior year primarily due to the deletion of three Security Officer positions based on requests by departments to reduce security services. To meet the Target Budget, extra help funding for security services was also reduced.

SERVICES AND SUPPLIES

- Services and Supplies represent a 31% increase over the prior year due to increases in data processing, liability and other insurance, and telephone charges.

FIXED ASSETS

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

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

SUMMARY OF REVENUES

- Revenues are recommended at \$3,797,304, a 4% (\$178,445) decrease from the prior year.
 - Fines, Forfeitures, and Penalties - Represents a decrease based on the actual collection rate of parking citations.
 - Use of Money and Property - Reflects a slight increase based on estimated revenues from parking permits.
 - Charges for Services - Represents an increase for recovery of costs for security services due to realigning revenues between accounts.
 - Intrafund Revenues - Reflects a decrease primarily due to departments' requests to reduce security services.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

Funding above the recommended Target Budget is requested for 1) the restoration of extra-help at the prior year level and 2) staff and start up costs to provide security services to the Juvenile Justice Campus. The requests are listed below in order of priority.

PRIORITY ONE – RESTORE FUNDING FOR EXTRA-HELP

Security is requesting the restoration of extra-help (shown below) to be deleted to meet the Target Budget. Extra-help is utilized in Security for services provided to non-reimbursable departments/facilities. Reduction of extra-help funding will affect security services in the following areas: Courthouse; UMC Campus parking lots; Hall of Records; Kearney Park and other Parks-related areas, including Liberty Cemetery; 10th Street Campus and parking lots; and various others such as the Dependency Court, Agriculture, Cooperative Extension, Coroner and County Clerk facilities. Restoration of extra-help funding will enable Security to continue providing security services to these areas at the prior year level.

GENERAL SERVICES ADMINISTRATION/SECURITY – 0130

- Extra-Help \$121,901

TOTAL NET COUNTY COST OF PRIORITY ONE **\$121,901**

PRIORITY TWO - SECURITY SERVICES FOR THE JUVENILE JUSTICE CAMPUS

Five new Security Officer positions, as well as vehicles and other supplies (breakdown shown below) are required to support the Juvenile Justice Campus effective January 1, 2006.

- Five Security Officer Positions \$77,716
- Services & Supplies 10,805
- Vehicles & Radios 41,275

TOTAL NET COUNTY COST OF PRIORITY TWO **\$129,796**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$251,697**

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	D	1	1	\$ 111,740
2247	Principal Administrative Analyst	E	1	1	72,913
2270	Senior Administrative Analyst	F	1	1	63,246
2207	Administrative Analyst III	1872	1	1	58,952
3707	Information Technology Analyst IV	2167	2	2	139,470
3166	Administrative Secretary - Conf.	1290	1	1	41,555
3081	Office Assistant III - Conf.	942	1	1	30,089
3265	Principal Accountant	F	1	1	60,174
3255	Senior Accountant	1897	1	1	55,944
3260	Account Clerk III	991	1	1	31,914
3205	Account Clerk II	882	2	2	50,046
3080	Office Assistant III	938	2	2	58,891
5206	Chief of Security	F	1	1	60,174
3080	Office Assistant III	938	1	1	29,432
5236	Supervising Security Officer	1388	2	2	81,391
5239	Senior Security Officer	994	7	7	214,246
5237	Security Officer II	888	35	35	963,830
5238	Security Officer I	789	15	12	285,168
Subtotal			76	73	\$ 2,409,175
	Bilingual Skill Pay				4,800
	Auto Allowance				6,156
	Steno Allowance				520
	Less Salary Savings				0
TOTAL REGULAR SALARIES					\$ 2,420,651

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
5238	Security Officer I	Filled	789	-2	\$ 68,949
	Cost of Restoring Filled Positions			-2	\$ 68,949

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
5238	Security Officer I	Vacant	789	-1	\$ 34,659
	Cost of Restoring Vacant Position			-1	\$ 34,659

**FACILITY SERVICES
BUDGET 0135
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 6,839,287	\$ 7,433,798	\$ 7,934,881	\$ 501,083	7%
Services & Supplies	10,677,968	9,970,063	9,594,134	(375,929)	-4%
Residual Equity Transfer	4,946	0	0	0	0%
Other Financing Uses	0	0	766,032	766,032	100%
Fixed Assets	<u>995,995</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 18,518,196	\$ 17,403,861	\$ 18,295,047	\$ 891,186	5%
<u>Revenues</u>					
Use of Money & Property	\$ 95,925	\$ 108,406	\$ 116,563	\$ 8,157	8%
Charges for Services	2,774,556	2,888,861	3,185,650	296,789	10%
Misc. Revenues	49,283	6,108	9,000	2,892	47%
Intrafund Revenues	<u>6,407,871</u>	<u>5,742,384</u>	<u>6,072,390</u>	<u>330,006</u>	<u>6%</u>
Total Revenues	\$ 9,327,635	\$ 8,745,759	\$ 9,383,603	\$ 637,844	7%
<u>Net County Cost</u>	\$ 9,190,561	\$ 8,658,102	\$ 8,911,444	\$ 253,342	3%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	132	136	132	(4)	

Department Requests Above Recommended Budget

	<u>2005-06</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 587,318
Services & Supplies	961,164
Residual Equity Transfer	109,116
Fixed Assets	<u>7,259</u>
Total Appropriations	\$ 1,664,857
Net County Cost	\$ 1,664,857
Additional Positions	13

FACILITY SERVICES – 0135

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$18,295,047 reflects a 3% (\$253,342) increase in net County cost over the 2004-05 Adopted Budget primarily due to increases in retirement contributions and data processing charges. Staffing is recommended at 132 positions, a reduction of 4 positions from the prior year.

DEPARTMENT COMMENTS

Facility Services has taken the lead in developing and implementing the County energy project, which will increase the energy efficiency in the three detention facilities, Hall of Records, Plaza Building, and Sheriff's Administration. After payment of all program and financing costs, this project will result in guaranteed net savings to the County of at least \$4 million over the 15-year financing period. The program also includes the upgrade of some County infrastructure without using General Fund monies. In addition to routine maintenance and repair work, Facility Services has completed numerous remodeling projects. Some of the major remodel projects accomplished in the prior year include the new Graphic Communication Services facility, several Public Works offices in the Plaza building, and Plaza building restrooms with the addition of four American with Disabilities Act accessible restrooms. Facility Services has also improved information sharing within the County by implementing on-line viewing of billing documents for County departments and installing the Board Room sound system, which now broadcasts Board of Supervisors meetings on-line.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In order to meet the Target Budget, four positions that were funded mid-year to support the fully-occupied North Annex Jail are being deleted. The positions were backfilled with extra-help until recruitments could be completed. Loss of these positions will increase workload for existing staff, resulting in delayed response times and deferred maintenance. Preventive maintenance will have a lower priority than work requests or will be postponed indefinitely. The resulting backlog of work orders and deferral of maintenance could result in costly facility repairs.

FACILITY SERVICES – 0135

SALARIES AND BENEFITS

- Salaries and Benefits represent a 7% increase over the prior year. This includes increases in retirement, health insurance, and workers compensation contributions and an increase in extra-help funding for anticipated increases in electrical projects. Also reflected is the deletion of four positions to meet the Target Budget.

SERVICES AND SUPPLIES

- Services and Supplies represent a 4% decrease from the prior year primarily due to a decrease in projected utilities costs as a result of the energy savings project and the transfer of those funds to a separate account for payment on the project debt service.

OTHER FINANCING USES

- Other Financing Uses represent the savings realized from the energy conservation measures implemented during the energy efficiency project and used to pay the debt service on the project financing.

SUMMARY OF REVENUES

- Revenues are recommended at \$9,383,603, a 7% (\$637,844) increase over the prior year.
 - Use of Money and Property - Represents an increase in revenues received 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 an increase in revenues collected for recycling ink cartridges and paper.
 - Intrafund Revenues - Reflects an increase primarily due to the adjustment of utilities costs recovered from departments to more accurately reflect actual revenues.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

Funding above the recommended Target Budget is requested for: 1) the restoration of staff at the prior year level and, 2) staff and start-up costs for the Juvenile Justice Campus. The requests are listed below in order of priority.

PRIORITY ONE - RESTORE FUNDING FOR STAFF

Facility Services is requesting the restoration of the four positions (shown below) to be deleted to meet the Target Budget. Impacts of the deletion of these positions are discussed in the Significant Program Changes section of this narrative.

- | | |
|-------------------------------------|---------------|
| • Two Maintenance Plumbers | \$ 134,450 |
| • One Building Maintenance Engineer | 63,579 |
| • One Air Conditioning Mechanic | <u>67,921</u> |

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$ 265,950</u>
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FACILITY SERVICES – 0135

PRIORITY TWO - FACILITY SERVICES - JUVENILE JUSTICE CAMPUS

The County's \$26 million Juvenile Justice Campus is scheduled for occupancy by Probation Department staff and juvenile inmates in March 2006. Prior to that date, electrical, plumbing, heating, ventilation and air conditioning building systems must be tested for reliability and repaired if necessary. Industry standards show that new facilities require 60% higher maintenance than existing facilities. After occupancy, quick and reliable responses to service requests will be essential for the smooth operation of the facility and to ensure the safety of Probation Department staff and juvenile inmates. Meeting these needs will require funding as follows:

To ensure proper reliability testing and operation of building systems, the following additional positions are requested effective October 10, 2005:

- One Maintenance Plumber \$ 48,576
- One Building Maintenance Engineer 45,476
- One Air Conditioning Mechanic 48,576
- One Maintenance Electrician 46,822

To ensure timely and reliable responses to service requests and to ensure the safety of juvenile inmates and Probation Department staff after occupancy of the facility, the following additional positions are requested effective February 27, 2006:

- One Maintenance Plumber \$ 23,160
- Two Building Maintenance Engineers 43,364
- One Locksmith 22,324
- One Maintenance Painter 20,894
- Other (Shift Differential, Overtime, Jail Premium Pay, etc.) 22,176

TOTAL SALARIES & BENEFITS **\$ 321,368**

In order to properly perform their duties, staff will require a variety of equipment and tools at the site, as well as materials for repairs and maintenance. Facility Services is also responsible for utilities costs for the campus.

- Services and Supplies \$ 204,962
- Utilities 756,202

TOTAL SERVICES & SUPPLIES **\$ 961,164**

Vehicles and equipment required include three electric vehicles, one pickup, one van, one forklift, and one lift.

- Vehicles and Equipment \$ 116,375

TOTAL EQUIPMENT **\$ 116,375**

TOTAL NET COUNTY COST OF PRIORITY TWO **\$1,398,907**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$1,664,857**

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
2270	Senior Administrative Analyst	F	1	1	63,266
5201	Maintenance Services Supervisor	1823	3	3	176,151
5375	Building Maintenance Specialist	1616	2	2	104,086
5327	Maintenance Electrician	1430	9	9	428,664
5326	Maintenance Plumber	1489	9	7	345,671
5315	Maintenance Carpenter	1430	4	4	190,734
5325	Maintenance Painter	1331	5	5	220,860
5202	Building Maintenance Engineer	1385	11	10	457,130
5330	Air Conditioning Mechanic	1489	11	10	491,825
5328	Locksmith	1430	3	3	141,588
5303	Floor Installer	1170	1	1	39,889
5231	Facility Services Supervisor	2072	1	1	66,716
5061	Supervising Janitor	916	4	4	118,016
5050	Maintenance Janitor	791	9	9	229,545
5055	Janitor	768	58	58	1,404,148
3160	Secretary IV	1156	1	1	37,030
3110	Office Assistant II	843	2	2	50,606
3440	Stock Clerk II	827	1	1	27,306
Subtotal			136	132	\$ 4,675,524
Jail Premium					34,450
Bilingual Skill Pay					600
Less Salary Savings					(98,922)
TOTAL REGULAR SALARIES					\$ 4,611,652

VACANT POSITIONS RECOMMENDED FOR DELETION**(September 30, 2005)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
5326	Maintenance Plumber	Vacant	1489	-2	\$ 134,450
5202	Building Maintenance Engineer	Vacant	1385	-1	63,579
5330	Air Conditioning Mechanic	Vacant	1489	-1	67,921
Cost of Restoring Vacant Positions					-4 \$ 265,950

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,918,955	\$ 3,068,504	\$ 3,231,934	\$ 163,430	5%
Services & Supplies	5,868,506	8,743,959	6,655,167	(2,088,792)	-24%
Residual Equity Transfer Out	0	0	0	0	0%
Other Charges	2,758,374	3,181,672	2,723,938	(457,734)	-14%
Fixed Assets	5,788,103	1,235,200	3,360,700	2,125,500	172%
Total Appropriations	\$ 17,333,938	\$ 16,229,335	\$ 15,971,739	\$ (257,596)	-2%
<u>Revenues</u>					
Charges for Services	\$ 9,552,961	\$ 9,292,370	\$ 9,773,741	\$ 481,371	5%
Use of Money & Property	2,775,519	2,968,132	2,567,298	(400,834)	-14%
Sale of Fixed Assets	302,481	150,000	100,000	(50,000)	-33%
Residual Equity Transfers In	212,763	94,500	0	(94,500)	-100%
Misc. Revenues	58,903	250,700	250,700	0	0%
Depreciation Carryover	2,012,554	3,473,633	3,280,000	(193,633)	-6%
Total Revenues	\$ 14,915,181	\$ 16,229,335	\$ 15,971,739	\$ (257,596)	-2%
<u>Net Income / (Loss)</u>	\$ (2,418,757)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	50	47	47	0	

Cell: I16

Comment: Larry Wages:
Serv & Supp 2004-05
2-9-05
Includes \$2,413,633 special funding from 8911

Cell: F19

Comment: Larry Wages:
Fixed Assets - 2003-04
1-28-05
Amount from BR2 Actual Revenue

Cell: F30

Comment: Larry Wages:
Dep Carryover - 2003-04
1-28-05 Depreciation Carryover
Discuss with Wanda Grove, GS Bus Office. This number is obtained from the Jun 30, fiscal year end financial report that I have in my office. See 8911, Acct 7890, financial report ending 6-30-04. This includes only depreciation in the FY ending 6-30.

Cell: I30

Comment: Larry Wages:
Dep Carryover 2004-05
1-26-05
Includes \$2,413,733 special expense per Board action to balance 2004-05 budget.
Includes \$3,473,633 without out the adjustment.

Cell: M30

Comment: Wages:
2-25-05
Deprec Carryover - Recommended
Items that are carried over from previous yr.
Total includes only Light duty or Hybrid, Trucks /Busses, Radio Equipment, Shop Equipment, Totally Damged Vehicle, Inflation Surcharge, Microwave Relocation. Transfer In items are not included.

FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS

8910/8911

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$15,971,739 represents a 2% (\$257,596) decrease in appropriations and revenues from the 2004-05 Adopted Budget reflecting the contribution to the General Fund in the prior year and increases for replacement of equipment. Staffing is recommended at the prior year level of 47 positions.

DEPARTMENT COMMENTS

Customer satisfaction surveys continue to indicate that user departments are satisfied with the types of vehicles available and maintenance programs provided by Fleet Services. Services are also provided to the Sheriff's Department and outside public agencies.

With changes in federal and state regulations that impose stringent penalties for air and water quality violations, a Fuel Site Compliance Specialist position was established to improve monitoring of the County fueling sites, 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.

To comply with guidelines issued by the Federal Communications Commission, Fleet Services is implementing an eight-year program to replace the County's radio system. Included in this program is a three-year replacement of the County's microwave radio system to comply with FCC rules. Improvements to radio communications include adding communication sites and alternate dispatch centers for emergency services. These improvements will result in eliminating duplicate networks, as well as improve the quality of communications for both the County and participating agencies.

Fleet Services is also working with the Fresno Urban Area Work Group to improve dispatch of emergency equipment. A Countywide interoperability communication network will link radio systems used by all safety agencies working within Fresno County.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Alternate fuel vehicles, compressed natural gas, hybrid and electric, are being integrated into the Fleet Services inventory to determine operating reliability and maintenance costs. With recent mandates by the California Air Resources Board, it will be necessary to retrofit more than 100 County on-road diesel fueled vehicles by 2010 to comply with the new guidelines.

FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS

8910/8911

SALARIES AND BENEFITS

- Salaries and Benefits represent a 5% increase over the prior year primarily due to increases for retirement and workers compensation contributions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 24% decrease from the prior year primarily due to the \$2,413,633 contribution to the General Fund in the prior year. Also included is a substantial increase in the Countywide Cost Allocation.
- Other Charges represent a 14% decrease from the prior year for depreciation of vehicles and equipment.

FIXED ASSETS

- Fixed Assets reflect an increase over the prior year due to replacement of equipment and required pollution control retrofits for diesel vehicles.

- **FIXED ASSETS (\$3,360,700):**

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

Light Duty Vehicles	\$1,344,000.....	User Departments
Trucks & Buses	500,000.....	User Departments
Radio Equipment.....	350,000.....	User Departments
CARB Retro Fit	156,000.....	User Departments
Shop Equipment.....	100,000.....	Fleet Operation
Microwave Relocation	500,000.....	Radio System Operations

Replacement Equipment from Other Funds (\$410,700)

Totally Damaged Vehicles	\$110,000.....	Risk Funds - Vehicle Replacement
Auto/Physical Damage.....	80,700.....	Risk Funds - Vehicle Repair
Inflation Surcharge Fund.....	220,000.....	Offset for Equipment Purchases

SUMMARY OF REVENUES

The Fleet Services Internal Service and Equipment Funds receives the majority of its revenue from charges to user departments. In addition, some revenue is received from the sale of surplus property that has no remaining useful life and from interest earnings. Rates to user departments are based on overall operating costs, which include consideration of vehicle/equipment use and depreciation charges for equipment replacement. An inflation surcharge per meter unit supplements the replacement of vehicles and equipment.

- Revenues are recommended at \$15,971,739, a 2% (\$257,596) decrease from the prior year.
 - Charges for Services - Represents 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 replacement reserves.
 - Sale of Fixed Assets - Reflects a decrease based on actual revenues received.
 - Residual Equity Transfers In - Represents revenues from user departments to purchase equipment. No new equipment purchases have been requested.
 - Miscellaneous Revenues - Reflects reimbursements from Risk Management for the Totally Damaged Vehicle and Auto/Physical Damage programs.

FLEET SERVICES – INTERNAL SERVICE AND EQUIPMENT FUNDS
8910/8911

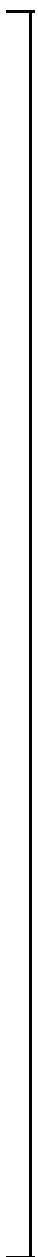
- Depreciation Carryover - Represents a decrease in the use of replacement reserves as fewer vehicles are being replaced.

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	\$ 69,590
1114	Telecommunications Systems Engineer	F	1	1	65,886
5309	Fleet Services Supervisor	1823	2	2	117,324
5332	Master Heavy Duty Mechanic	1611	2	2	103,672
5331	Master Automotive Mechanic	1611	2	2	103,672
5347	Installer	996	1	1	32,485
5348	Telecommunications Technician	1430	4	4	188,608
5360	Senior Welder	1668	1	1	50,450
5370	Welder	1371	2	2	90,336
5313	Heavy Duty Mechanic	1371	12	12	542,016
5307	Automotive Mechanic	1371	11	11	451,680
3410	Fleet Services Parts Specialist	1040	2	2	68,584
5040	Fleet Services Maintenance Custodian	842	1	1	27,069
3140	Secretary III	1048	1	1	33,710
3080	Office Assistant III	938	1	1	30,165
3110	Office Assistant II	843	1	1	23,786
3440	Stock Clerk II	827	1	1	27,281
1709	Fuel Site Compliance Specialist	1173	1	1	33,238
TOTAL REGULAR SALARIES			47	47	\$ 2,059,552

GRAPHIC COMMUNICATION SERVICES
BUDGET 8920
Internal Service Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 667,983	\$ 1,023,571	\$ 1,076,713	\$ 53,142	5%
Services & Supplies	2,107,134	3,028,862	2,801,660	(227,202)	-8%
Other Charges	22,535	12,300	20,011	7,711	63%
Fixed Assets	99,648	0	0	0	0%
Total Appropriations	\$ 2,897,300	\$ 4,064,733	\$ 3,898,384	\$ (166,349)	-4%
<u>Revenues</u>					
Charges for Services	\$ 2,546,725	\$ 4,062,733	\$ 3,896,384	\$ (166,349)	-4%
Use of Money & Property	4,523	2,000	2,000	0	0%
Ent. Fund Retained Earnings	1,785	0	0	0	0%
Total Revenues	\$ 2,553,033	\$ 4,064,733	\$ 3,898,384	\$ (166,349)	-4%
<u>Net Income/(Loss)</u>	\$ (344,267)	\$ 0	0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	12	25	25	0	



GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE

FUND – 8920

FUNCTION

Graphic Communication Services, a division of the Department of General Services, processes all outgoing County U.S. Postal mail, provides the Countywide Inter-departmental messenger service, graphic design services, offset printing, copy service and poster printing. Graphic Communication Services performs the majority of the County's graphic communication requirements in-house; specialized services and projects produced more cost effectively by private companies are contracted out.

OVERVIEW

The 2005-06 Recommended Budget of \$3,898,384 reflects a 4% (\$166,349) decrease in appropriations and revenues from the 2004-05 Adopted Budget primarily due to postage savings resulting from the consolidation of County mail and messenger services in the prior year. Staffing is recommended at 25, the same as the prior year.

DEPARTMENT COMMENTS

The consolidation of the County mail and messenger services to Graphic Communication Services has resulted in enhanced services for County departments with significant reductions in the cost of postage and overall operations. Messenger service in metro Fresno was increased from once to twice daily, while service was added in some of the rural areas. The consolidation of messenger services has reduced the number of vehicles used from 20 to 10, with a corresponding reduction in the number of drivers. Postage and supply costs were reduced significantly by increased use of presort mailings, allowing the County to take advantage of discounted postage rates. The relocation of Graphic Communication Services to the downtown area has also benefited County departments by providing a centralized location that houses all graphics services, including walk-in service for copying and other needs.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The consolidation of the mail and messenger services to Graphic Communication Services and increased use of presort mailings resulted in decreased costs in this budget and substantial savings to the County.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 5% increase over the prior year primarily due to increases in retirement and health insurance contributions.

SERVICES AND SUPPLIES

- Services and Supplies represent an 8% decrease from the prior year primarily due to decreased postage costs resulting from the consolidation of County mail services.

OTHER CHARGES

- Other Charges represent depreciation of equipment and facility.

GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE
FUND – 8920

SUMMARY OF REVENUES

- Revenues are recommended at \$3,898,384, a 4% (\$166,349) decrease from 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 2004-05.

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	\$ 53,926
1151	Graphic Arts Technician I	1030	2	2	67,167
3542	Senior Offset Equipment Operator	1004	1	1	32,792
3535	Offset Equipment Operator II	888	5	5	143,581
3070	Supervising Office Assistant II	1253	1	1	35,905
3080	Office Assistant III	938	3	3	30,165
3125	Office Assistant I	750	2	2	95,561
3037	Driver	804	<u>10</u>	<u>10</u>	<u>242,309</u>
Subtotal			25	25	\$ 701,406
TOTAL REGULAR SALARIES					\$ 701,406

PURCHASING BUDGET 0440 General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 701,974	\$ 616,294	\$ 631,066	\$ 14,772	2%
Services & Supplies	<u>88,006</u>	<u>63,008</u>	<u>80,251</u>	<u>17,243</u>	<u>27%</u>
Total Appropriations	\$ 789,980	\$ 679,302	\$ 711,317	\$ 32,015	5%
<u>Revenues</u>					
Charges for Services	12,000	0	0	0	0%
Misc. Revenues	73,528	50,000	75,000	25,000	50%
Intrafund Revenues	<u>125,300</u>	<u>125,300</u>	<u>127,266</u>	<u>1,966</u>	<u>2%</u>
Total Revenues	\$ 210,828	\$ 175,300	\$ 202,266	\$ 26,966	15%
<u>Net County Cost</u>	\$ 579,152	\$ 504,002	\$ 509,051	\$ 5,049	1%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	11	10	10	0	

PURCHASING – 0440

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$711,317 reflects a 1% (\$5,049) increase in net County cost over the 2004-05 Adopted Budget primarily due to increases in retirement contributions, data processing and PeopleSoft financial charges. Staffing is recommended at the prior year level of 10 positions.

DEPARTMENT COMMENTS

Purchasing continues to explore various avenues for improving the procurement process and provide responsive service to County departments. Several changes in the prior year enhanced the surplus property program. The assignment of a permanent Buyer position to oversee the program provided for better program tracking, thus recovering more revenue on the disposition of the assets. Department surplus coordinators were established to ensure surplus property is being utilized by the County before it is made available for disposal. Purchasing is assuming some duties related to the disposition of surplus County computers that were previously performed by the Information Technology Services Department. This will streamline the process and improve accountability. Additionally, the Purchasing e-Services site was expanded to include the listing of all surplus property, and the contract listing was integrated into the site. Providing the contract listing in electronic form eliminates the need to make numerous paper copies and distribute them to County departments and at the same time provides more up-to-date information on active County contracts.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In Fiscal Year 2005-06, the PeopleSoft purchasing module will be upgraded to a newer version. This will be a major revision and require a significant amount of staff time to implement. Funding in extra-help is requested to provide staff support during implementation.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 2% increase over the prior year primarily due to an increase in retirement contributions. Funding in extra-help was included for the upcoming upgrade of the PeopleSoft system.

SERVICES AND SUPPLIES

- Services and Supplies represent a 27% increase over prior year primarily due to increases in Data Processing and PeopleSoft Financial Charges.

PURCHASING – 0440

SUMMARY OF REVENUES

- Revenues are recommended at \$202,266, a 15% (\$26,966) increase over the prior year.
- 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 the human services departments.

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	1894	1	1	\$ 60,968
2229	Senior Buyer	1668	1	1	53,712
2231	Buyer III	1504	2	2	96,830
2232	Buyer II	1365	3	3	126,567
3080	Office Assistant III	938	<u>3</u>	<u>3</u>	<u>90,579</u>
TOTAL REGULAR SALARIES			10	10	\$ 428,656

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,801,770	\$ 10,676,406	\$ 11,745,587	\$ 1,069,181	10%
Services & Supplies	20,183,484	11,861,824	12,495,268	633,444	5%
Other Charges	680,776	407,976	0	(407,976)	-100%
Other Financing Uses	0	0	0	0	0%
Operating Transfer Out	1,500,000	0	0	0	0%
Fixed Assets	347,953	0	0	0	0%
Total Appropriations	\$ 36,513,983	\$ 22,946,206	\$ 24,240,855	\$ 1,294,649	6%
<u>Revenues</u>					
Charges for Services	\$ 32,339,394	\$ 22,496,908	\$ 24,228,355	\$ 1,731,447	8%
Use of Money & Property	645,305	25,000	12,500	(12,500)	-50%
Retained Earnings	505,321	0	0	0	0%
Residual Equity Transfers In	3,012,286	0	0	0	0%
Misc. Revenues	11,678	424,298	0	(424,298)	-100%
Total Revenues	\$ 36,513,983	\$ 22,946,206	\$ 24,240,855	\$ 1,294,649	6%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	172	125	125	0	

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. Budget Units 8905 and 8908 along with the PeopleSoft Budget Unit 8903 comprise the ITSD Internal Service Fund 1020.

OVERVIEW

The 2005-2006 Recommended Budget of \$24,240,855 reflects a 6% increase in appropriations and revenues from the 2004-05 Adopted Budget. The increase is due to three factors: An increase in Salaries and Benefits in the amount of \$1,069,181; an increase in Services and Supplies in the amount of \$633,444; and the complete elimination of depreciation expense in the form of Other Charges amounting to \$407,976. The erosion of its rate base, due to the decentralization of IT analysts and the loss of over 2,000 devices from the Countywide network, has required the department to increase rates by approximately 25% on average.

DEPARTMENT COMMENTS

ITSD has completed the transition of decentralization and downsizing. The current staffing levels appear to be adequate to provide core services. Due to the loss of applications support staff, the department is currently limited in the areas of new development and system enhancements and is finding it difficult to keep up with departmental demands for new application services. The adequacy of desktop and system availability support service levels appear acceptable, and very few, if any, significant complaints have been registered with regard to desktop service and system availability. The department has successfully reduced the staffing from a 24x7 operation to a six day, two shift work week. Thus, those systems operating on a 24x7 basis are operating in a "lights-out" environment for a small part of the time. The department has been able to make these significant staffing reductions over the past several years primarily because of the implementation of the sophisticated Network Operating Center (NOC). This facility monitors all network and server activity on a 24 x 7 basis and notifies appropriate staff (by phone) generally before a hard failure occurs.

The requirement to remain current with core enterprise level software releases is of paramount importance. To that end, with Board approval, the Department entered into a five year Enterprise Agreement with Microsoft in the 04-05 Fiscal Year. As a result, the department has successfully "rolled out" MS Office-2003 to slightly over 6,000 County employees connected to the I-Net.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT - 8905-8908

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- There are no significant program changes recommended for ITSD for Fiscal Year 2005-06:
 - The previous year's decentralization of application support, including transferring the cost of labor (IT analysts), software, and services to user departments seems to be working well. This has provided a cost-effective approach to providing the user departments with more control of their department-specific IT systems.
 - ITSD has completed the downsizing of staff required to support central core services, including: network administration; server administration; desktop administration; application hosting support; data storage administration; Microsoft Office and e-Mail; internet access; GIS; imaging; and workflow processing. These services are 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.

SALARIES AND BENEFITS

- Recommended Salaries and Benefits represent a 10% increase from the prior year adopted budget. This is due to increases in base salaries and other employee benefits. The number of funded positions remains constant at the prior year level of 125.

SERVICES AND SUPPLIES

- Services and Supplies reflects an increase of 5% from the prior year's adopted budget. This is due to software costs increasing slightly to accommodate the enterprise agreement with Microsoft. All other expenses were either held constant or reduced.

OTHER CHARGES

- Other Charges reflect a zero request for appropriations. This is due to the elimination of depreciation charges as a result of the full implementation of the equipment leasing program.

SUMMARY OF REVENUES

- Revenues are recommended at \$24,240,855, a 6% increase from the prior year. As an Internal Service Fund, ITSD is financed through charges to user departments for services rendered.
 - Charges for Services - Reflects a 8% increase from the prior year and represents the recovery of costs for services provided to user departments.
 - Use of Money and Property - Reflects a 50% decrease from the prior year based on the availability of estimated cash balances during the budget year.
 - Retained Earnings - No retained earnings are available for use during the 2005-06 FY.

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	5	5	\$ 410,856
2243	IT Business Manager	F	1	1	75,404
2243	Information Technology Division Manager	D	3	3	287,582
2257	Staff Analyst III-A	1872	1	1	59,390
3080	Office Assistant III	938	3	3	87,955
3161	Secretary IV - Conf.	1163	1	1	36,556
3166	Administrative Secretary - Conf.	1290	1	1	40,684
3255	Senior Accountant	1897	1	1	60,226
3245	Accounting Technician	1268	1	1	32,099
3260	Account Clerk III	997	4	4	124,173
3701	Information Technology Support Technician II	930	2	2	55,862
3702	Information Technology Support Technician III	1085	7	7	238,422
3703	Senior Information Technology Support Technician	1368	5	5	215,762
3705	Information Technology Analyst II	1505	3	3	142,702
3706	Information Technology Analyst III	1759	9	9	506,523
3707	Information Technology Analyst IV	2114	19	20	1,342,804
3708	Senior Information Technology Analyst	2408	12	12	918,210
3711	Network Systems Engineer III	1759	14	14	779,395
3712	Network Systems Engineer IV	2114	13	13	872,395
3713	Senior Network Systems Engineer	2408	15	15	1,148,068
3747	Senior Information Technology Analyst - Conf.	2408	1	1	76,619
3746	Information Technology Analyst IV - Conf.	2114	2	2	134,707
3745	Information Technology Analyst III - Conf.	1775	1	0	0
8045	Chief Information Officer	B	1	1	139,843
Subtotal			125	125	\$ 7,786,237
Auto Allowance					6,156
TOTAL REGULAR SALARIES					\$ 7,792,393

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$	\$ 2,345,323	\$ 3,442,283	\$ 1,096,960	47%
Other Financing Uses	<u> </u>	<u> 0</u>	<u> 171,409</u>	<u> 171,409</u>	100%
Total Appropriations	\$ 0	\$ 2,345,323	\$ 3,613,692	\$ 1,268,369	54%
<u>Revenues</u>					
Charges for Services	\$	\$ 2,345,323	\$ 3,613,692	\$ 1,268,369	54%
Total Revenues	\$ 0	\$ 2,345,323	\$ 3,613,692	\$ 1,268,369	54%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Services and Supplies	\$ <u>175,854</u>
Total Appropriations	175,854
Net County Cost	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 now provided by the Oracle 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 the general ledger. This budget unit is used to more accurately allocate expenses to user departments. Acting as an Internal Service Fund (ISF), it will recover costs associated with the operation, maintenance and upgrade of the PeopleSoft system.

OVERVIEW

The 2005-2006 recommended target budget amount is \$3,613,692. In addition, there are three requests above target totaling \$175,854. This will be the second year that the PeopleSoft Budget Unit (8903) has been broken out of the ITSD budget, and that has resulted in a more accurate distribution of costs to the operating departments and greater management visibility into the operation and cost of the PeopleSoft system.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In December 2004, the Board of Supervisors approved an upgrade project costing \$1,908,370, to be carried out over a two year period but which spans three fiscal years. This upgrade project will enable the County to implement and deploy the most current version of the Human Resources and Financial System modules. In addition, the project includes the implementation of a new Budget Preparation module. The project is viewed as mission critical for both the Auditor Controller/Treasurer-Tax Collector and the Personnel Services Departments, in that the software versions currently in operation are outdated and unsupported. In view of the recent buyout of the PeopleSoft Corporation by Oracle, this upgrade is imperative to maintain future support and guaranteed maintenance prices for the next ten years.

SERVICES AND SUPPLIES

- Services and Supplies are comprised of billable labor from ITSD, A-C/T-TC, and the Personnel Department, plus, ITSD equipment charges, software licenses and maintenance and Professional Services associated with the operation of the PeopleSoft system.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,613,692.
 - Charges for Services – Reflects the recovery of costs for services provided to user departments.

PEOPLESOFT OPERATIONS – 8903

DEPARTMENT REQUESTS ABOVE TARGET BUDGET

PRIORITY 1 - RESTORATION OF 13.3 MAN MONTHS OF TECHNICAL SUPPORT

The restoration of 13.3 man months of technical support consists of 10 man months of programmer support and 3.3 man months of database support. This component of labor was removed from the status quo budget solely to meet target budget. Approval of this request will enable the Department to continue to meet the critical work schedule of the PeopleSoft upgrade project as stipulated in the PeopleSoft Agreement approved by the Board of Supervisors in December of 2004. Should this request remain unfunded, the upgrade project time frames will be extended and may result in less critical applications being excluded from this upgrade project.

SERVICES AND SUPPLIES

TOTAL OPERATING PLAN

\$155,054

PRIORITY 2 - RESTORATION OF TECHNICAL TRAINING FOR TECHNICAL SUPPORT STAFF

To maintain and upgrade the PeopleSoft suite of applications, a specific set of technical tools referred to as "PeopleTools" is required. To be effective, technicians must be conversant in PeopleTools. One of the PeopleSoft team members was recently recruited away from the Department and must be replaced. This replacement employee will require training in PeopleTools. Failure to fund this training will mean the new staff member will be less productive and require more support from other productive members of the staff. As experience has shown, training staff in the use of PeopleTools is a "best practice" and is essential to assure the new team member is effective and productive. Should this request remain unfunded, the upgrade project time frames may be extended and may result in some functionality not being included in this upgrade.

SERVICES AND SUPPLIES

TOTAL OPERATING PLAN

\$15,500

PRIORITY 3 - RESTORATION OF TRAVEL AND TRAINING COSTS REQUIRED TO ATTEND THE ANNUAL PEOPLESOFT USERS' CONFERENCE

Traditionally, two technical support staff have attended the Annual PeopleSoft Users' Conference. Two staff members are required to cover all of the workshops and sessions provided at the users conference. This particular conference provides training, imparts valuable insight into new or changed vendor programs, encourages interaction with other PeopleSoft clients, and provides a forum for customers to voice their needs to the PeopleSoft corporate structure. For example, it was during this conference last year when County staff learned of the one time opportunity which resulted in the current two year upgrade agreement saving tens of thousands of dollars. This year will be the first year that the user's conference will be sponsored by the Oracle Corporation, the new corporate owners of the PeopleSoft products. Failure to attend this conference will limit the County's awareness of opportunities and future offerings impeding the County's ability to plan effectively.

SERVICES AND SUPPLIES

TOTAL OPERATING PLAN

\$5,300

**e-GOVERNMENT
BUDGET 8904
Internal Service Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$	\$ 907,890	\$ 0	\$ (907,890)	-100%
Total Appropriations	\$ 0	\$ 907,890	\$ 0	\$ (907,890)	-100%
<u>Revenues</u>					
Charges for Services	\$	\$ 327,890	\$ 0	\$ (327,890)	-100%
Misc. Revenues		580,000	0	(580,000)	-100%
Total Revenues	\$ 0	\$ 907,890	\$ 0	\$ (907,890)	-100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Services & Supplies	\$ 127,500
 TOTAL	 \$ 127,500

E-GOVERNMENT – 8904

FUNCTION

During fiscal year 04-05 a new ISF budget unit 8904 was created for e-Government. This organizational unit is administered by the Information Technology Services Department (ITSD) and was established to provide budget visibility for the regional e-Government initiative. The e-Government program is comprised of the multi-agency institutional network (I-Net) for transmitting electronic data more efficiently between governmental agencies. The initiative 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 was \$907,890 of which only \$1,240 was spent. The first year e-Government financial plan was partially dependent upon the award of a Regional Jobs Initiative Grant which did not materialize. The program did however apply and receive a REMOVE grant in the amount of \$380,000. The REMOVE grant proceeds were shared with the City of Fresno by agreement in the amount of \$80,000. The remaining \$300,000 was used to help offset the cost of implementation of the e-Permitting System. The receipts of the grant and the cost of the e-Permitting System were processed through the ITSD budget 8905. The REMOVE grant payments are received in arrears based on proof of payments which did not allow processing through the e-Government budget since ORG 8904 was not capitalized for such purposes.

The e-Government initiative has been underway for the past three 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 continuing with significant participation between the County of Fresno, City of Fresno, and the City of Clovis. The implementation of the County and the City of Fresno e-Permitting Systems highlighted the accomplishments of the 04-05 fiscal year.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The program is still in the very beginning stages and as such will not be self supporting via user-rate recovery for several more years. Because there is little or no direct internal revenue to be realized as a result of this program, an evaluation will be made in the upcoming year as to whether this organization should be changed from an Internal Service Fund to a General Fund Organization Unit. A recommendation will be made to the Board of Supervisors based on the finding of that evaluation.
- Services and Supplies remain at a zero level to reflect zero offsetting revenues.

SUMMARY OF REVENUES

There are no offsetting revenues.

E-GOVERNMENT – 8904

DEPARTMENTAL REQUESTS ABOVE RECOMMENDED BUDGET

PRIORITY #1 - SERVICES AND SUPPLIES FOR CENTRAL CAL ONLINE HOSTING

Services and Supplies funding in the amount of \$2,500 are requested cover to the cost of Web Hosting services for the Central Cal Online site from the parent organization of ITSD. This level of funding would allow the existing site to remain as it is today through the next fiscal year.

SERVICES AND SUPPLIES

\$2,500

PRIORITY #2 - SIX PERSON MONTHS FOR E-GOVERNMENT COORDINATION

Seventy-Five Thousand dollars (\$75,000) is requested to purchase six person months of an IT Analyst to provide the necessary labor for the e-Government coordination. Staff effort is required to coordinate and attend the e-Government sponsors, coordinators and focus group meetings. This level of support is recommended to maintain the momentum and continuity of the e-Government program. The requested position will also coordinate the addition of new county and city applications to be linked to the e-Government Portal Platform. The labor is also required, in part, to coordinate the implementation of the “New Functionality” in request #3 below.

SERVICES AND SUPPLIES

\$75,000

PRIORITY #3 - IMPLEMENTATION OF REQUIRED NEW FUNCTIONALITY

Fifty thousand dollars (\$50,000) dollars is requested to contract for assistance to the department in the implementation of two essential functions of the e-Government portal. Security/Constituent Registration and e-Payments. The Security and Constituent Registration function is required to allow constituent “customers” to register with the e-Government site once, and not be required to repeat entry of identifying information each time they elect to use the online services. The security portion of this function is prerequisite to the second main function of e-Payments which is required to accept credit card payments online. Preliminary estimates indicate that the requested contracts will require between \$15,000 and \$20,000 for online payments and \$30,000 to \$35,000 for Security and Registration.

SERVICES AND SUPPLIES

\$50,000

TOTAL OPERATING PLAN

\$127,500

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$	\$ 480,604	\$ 619,357	\$ 138,753	29%
Services & Supplies		4,710,800	4,773,811	63,011	1%
Other Charges		817,183	536,819	(280,364)	-34%
Fixed Assets		427,779	459,426	31,647	7%
Total Appropriations	\$ 0	\$ 6,436,366	\$ 6,389,413	\$ (46,953)	-1%
<u>Revenues</u>					
Charges for Services	\$	\$ 5,708,587	\$ 5,911,423	\$ 202,836	4%
Retained Earnings		300,000	0	(300,000)	-100%
Residual Equity Transfer--In			58,500	58,500	100%
Interest			18,564	18,564	100%
Depreciation Carryover		427,779	400,926	(26,853)	-6%
Total Revenues	\$ 0	\$ 6,436,366	\$ 6,389,413	\$ (46,953)	-1%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary		10	10	0	

TELECOMMUNICATIONS – 8930-8931

FUNCTION

The Telecommunications Internal Services Fund (ISF) is a discrete stand alone internal service fund. Organizationally the unit is managed as 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 unit work in conjunction with the remainder of the ITSD staff to integrate voice and data communications, manage building and closet wiring and coordinate the desktop support function. Telecommunications rates are based upon the number and type of communication devices. Direct phone bill charges are passed through to the user departments.

OVERVIEW

The 2005-06 Recommended Budget is \$6,389,413 including \$459,426 in fixed asset purchases for phone system additions and upgrades. This budget includes the current position count of ten employees.

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. The division 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. Electronic bills are now received from SBC, AT&T/Cingular Wireless and Nextel. Thus, most billing data, both cellular and long distance, is 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. The department recommends the continuance of this service for Fiscal Year 05-06 and will continue on a longer term course of determining how this and other customer service telephone functions can be integrated and/or combined for more efficiency.

SALARIES AND BENEFITS

- Salaries and Benefits include the costs for 10 positions at an increase of 29% from the prior year due to primarily to the mid-year reinstatement of 3 operator positions and Countywide increases in the cost of employee benefits.

SERVICES AND SUPPLIES

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

TELECOMMUNICATIONS – 8930-8931

OTHER CHARGES

- Other Charges represent the recommended amount of depreciation to be recovered through the rates for 2005-06. A reduction of \$280,364 is realized due to a reduction in depreciation costs from extension of the system end life by three years, as approved by the Auditor-Controller/Treasurer-Tax Collector.

FIXED ASSETS REPLACEMENT

- Fixed Assets include replacement equipment financed with depreciation funds.

SUMMARY OF REVENUES

- Revenues are recommended at \$6,389,413.
 - Charge for Services – Reflects the recovery of costs for services to user departments at \$5,911,423.
 - Interest Earned – Estimated Interest Earnings in the amount of \$18,564 are being used to reduce Communications' rates in this year's budget.
 - Depreciation Carryover of \$400,926, represents funding available to finance replacement of fully depreciated equipment in County departments.
 - Residual Equity Transfer-In of \$58,500 represents funding available from budget unit 56107001 (Cal-WIN) for purchase of replacement equipment specifically for them.

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>CURRENT</u>	<u>RECOMMENDED</u>	
3180	Office Assistant III	938	2	2	\$ 55,284
3110	Office Assistant II	843	1	1	27,593
3138	Telecommunications Services Asst II	1226	3	3	118,389
3701	Information Technology Support Technician II	930	1	1	27,273
3707	Information Technology Analyst IV	2114	1	1	68,071
3708	Senior Information Technology Analyst	2408	1	1	73,035
3706	Information Technology Analyst III	1775	<u>1</u>	<u>1</u>	<u>54,846</u>
Subtotal			10	10	\$ 424,491
TOTAL REGULAR SALARIES					\$ 424,491

**PERSONNEL SERVICES DEPARTMENT
BUDGET 1010
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,813,148	\$ 2,345,976	\$ 2,215,547	\$ (130,429)	-6%
Services & Supplies	<u>778,703</u>	<u>1,208,708</u>	<u>902,986</u>	<u>(305,722)</u>	<u>-25%</u>
Total Appropriations	\$ 2,591,851	\$ 3,554,684	\$ 3,118,533	\$ (436,151)	-12%
<u>Revenues</u>					
Charges for Services	\$ 187,719	\$ 357,227	\$ 304,412	\$ (52,815)	-15%
Miscellaneous Revenues	228	0	0	0	0%
Intrafund Revenues	<u>637,813</u>	<u>1,820,373</u>	<u>1,547,867</u>	<u>(272,506)</u>	<u>-15%</u>
Total Revenues	\$ 825,760	\$ 2,177,600	\$ 1,852,279	\$ (325,321)	-15%
<u>Net County Cost</u>	\$ 1,766,091	\$ 1,377,084	\$ 1,266,254	\$ (110,830)	-8%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	27	35	30	(5)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 276,477
Services & Supplies	<u>11,485</u>
Total Appropriations	\$ 287,962
Net County Cost	\$ 287,962
	<u>2005-06</u>
Restored Positions	5

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. Internal personnel functions (e.g., administration of disciplinary process, maintenance of departmental personnel files, initial investigation and resolution of grievances and discrimination complaints) continue to be performed within each County department. Organizationally, the Department is divided into five divisions with one administrative unit responsible for department administrative and business functions, budgeting, finance, strategic planning, research and development, legislative analysis, and administration of the classification and compensation program. Employment Services is responsible for 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, unfair labor practice charges, and personnel audits. Staff Development and Training coordinates, tracks, and evaluates all Countywide staff development and training and administers the Employee Recognition and PROFITS programs. The Risk Management and Employee Benefits Divisions are accounted for in the Risk Management budget (8925).

OVERVIEW

The 2005-06 Recommended Budget of \$3,118,533 reflects an 8% (\$110,830) decrease in net County cost from the 2004-05 Adopted Budget. In order to meet the target budget provided by the CAO, the deletion of five positions and a decrease in non-reimbursable services and supplies is recommended. This reduction will significantly reduce services to those departments primarily financed with Countywide revenues. Staffing is recommended at 30 positions, a decrease of 5 positions from the 2004-05 level.

DEPARTMENT COMMENTS

Although the Personnel Services Department has been impacted by the financial downturn over the past few years, the department continues to evolve and provide oversight for many new programs. During the prior fiscal year, the department has implemented the following: expanded educational opportunities for County employees through on-site classes; the New Employee Training/Orientation Program; the Basic Supervision Management Academy; the Employee Recognition Program and the Employee Suggestion Program. The department has also provided oversight for the negotiation and implementation of the new two-tier retirement program, negotiated multi-year Memoranda of Understanding and established the Board approved Payroll/Personnel Audit function. In addition to a number of high-level/executive recruitment efforts, we continue to provide critical support to the County Administrative Office and to department's facing organizational issues as they also struggle with dwindling resources. Given previous reductions in staffing and the extreme workload on current staff, the department has been forced to become more re-active in certain crisis situations and further reductions in staffing will only amplify this condition. As a result of intensive placement efforts, separation of employees from the County service have been avoided through previous FY workforce reductions; however, we are anticipating more difficulty in 2005-06 with the transition and placement of employees impacted by budget reductions. The maintenance of our staffing becomes even more critical as the department

PERSONNEL SERVICES DEPARTMENT – 1010

shifts from an active recruitment process to the managing of the workforce reduction activities.

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. The department has also expanded the self-funded Benefit Program to gain control over escalating health care costs. The department continues its focus on workers' compensation fraud and the Return to Work Program to help mitigate increasing Workers' Compensation costs. The department continues to identify and aggressively manage all of the Counties liability programs.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Recommendations for 2005-06 included the deletion of 5 positions:
 - In light of the significant research and verification involved in preparing for potential layoffs, any loss of staffing is magnified in terms of the additional workload imposed on remaining staff. During the first part of 2005-06, 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.
 - The elimination of one vacant Supervising Personnel Technician and one filled Personnel Analyst position will severely impact the day-to-day recruitment activities required to serve County departments. The loss of positions will increase workload of the remaining staff in the Recruitment area of the department and require an Analyst to supervise the daily activities of clerical staff resulting in an increase in the length of time to recruit for County positions.
 - The elimination of one filled Personnel Analyst position will severely impact the classification activities currently required to serve those departments that are primarily financed with Countywide revenues. The loss of one analyst in the Classification area may impact the department's ability to meet audit requirements which could jeopardize the Human Services Department's ability to be in conformance with the California Local Agency Personnel Standards as established by the California State Personnel Board.
 - The deletion of one filled Senior Personnel Analyst and one vacant Office Assistant position will reduce the Personnel Audit function which was approved by your Board in the prior fiscal year, from three positions down to one. These positions were added to conduct departmental audits to determine compliance with Memoranda of Understanding (MOU), Salary Resolution, Personnel Rule and payroll provisions. The positions were also to work closely with the Auditor's audit team and the Staff Development and Training Division to identify and assess training needs with the department and to identify necessary changes to personnel/pay policies and procedures and MOU provisions. The remaining position in the audit function will

PERSONNEL SERVICES DEPARTMENT – 1010

perform limited, informal audits that will be conducted through normal MOU negotiation and contract administration duties.

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$2,215,547, represent a 6% (\$130,429) decrease from the prior year primarily due to the elimination of three Personnel Analyst, one Supervising Personnel Technician and one Office Assistant position.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$902,986, represent a 25% (\$305,722) decrease from the prior year primarily due to a reduction in appropriations for contracted training services and a reduction in costs associated with candidate testing. In addition, costs associated with the Grove training facility, initially paid from the Personnel Budget (1010), are recommended to be split between the Personnel Budget and Risk Management Budget (8925) to appropriately reflect charges based on the current usage of the facility since relocation of staff and resources to a centralized facility was completed last fiscal year. The decrease is partially offset by an increase in Data Processing Charges resulting from corrections which were necessary to accurately reflect allocated positions and services.

SUMMARY OF REVENUES

- Revenues are recommended at \$1,852,279, a 15% (\$325,321) decrease from the prior year based on the projected level of services that will be provided to County departments in 2005-06. The reduction in anticipated revenue is due primarily to the reduction in appropriations in contracted training for which actual costs are recovered based on usage.
 - Charges for Services (\$304,412) - Reflects a decrease of 15% (\$52,815) primarily attributed to the transfer of charges to In-Home Supportive Services to the Intrafund Revenue Account.
 - Intrafund Revenues (\$1,547,867) - Reflects a decrease of 15% (\$272,506) due primarily to the reduction of training costs associated with contracted training services.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department of Personnel Services is requesting the following:

PRIORITY ONE – RESTORATION OF ONE PERSONNEL ANALYST AND ONE SUPERVISING PERSONNEL TECHNICIAN POSITION (EMPLOYMENT SERVICES – RECRUITMENT)

This request above target is necessary to restore two positions to maintain staff in a division that has an existing high workload and to keep current level recruitment services provided to County departments and to administer the workforce reduction process. Deletion of the positions will severely impact the day-to-day recruitment activities required to serve County departments. The loss of positions will increase workload of the remaining staff in the recruitment area of the department and require an analyst to supervise the daily activities of clerical staff resulting in an increase in the length of time to recruit for County positions and/or place individuals impacted by workforce reductions.

- One Filled Personnel Analyst 60,376
- One Vacant Supervising Personnel Technician 61,565

PERSONNEL SERVICES DEPARTMENT – 1010

TOTAL NET COUNTY COST OF PRIORITY ONE

\$121,941

PRIORITY TWO – RESTORATION OF ONE FILLED PERSONNEL ANALYST (CLASSIFICATION/COMPENSATION)

This request above target is necessary to restore one position to maintain staffing in the Classification/Compensation function in an effort to provide required departmental classification and compensation studies. The loss of one analyst in this area may impact the department's ability to meet audit requirements which could jeopardize the Human Services Department's ability to be in conformance with the California Local Agency Personnel Standards as established by the California State Personnel Board.

- One Filled Personnel Analyst 60,376

TOTAL NET COUNTY COST OF PRIORITY TWO

\$ 60,376

PRIORITY THREE – RESTORATION OF ONE FILLED SENIOR PERSONNEL ANALYST AND ONE VACANT OFFICE ASSISTANT POSITION (PERSONNEL/PAYROLL AUDIT)

This request above target is necessary to continue the Personnel Audit function approved by your Board in the prior year. The restoration will allow Personnel to conduct full departmental audits to determine compliance with Memoranda of Understanding (MOU), Salary Resolution, Personnel Rule and payroll provisions. The positions will work closely with the Auditor's audit team and the Staff Development and Training Division to identify and assess training needs with the department and to identify necessary changes to personnel/pay policies and procedures and MOU provisions. In addition to developing the audit function, staff have been able to assist in the timely investigation and resolution of Personnel/MOU issues.

- One Filled Senior Personnel Analyst 67,084
- One Vacant Office Assistant 38,561

TOTAL NET COUNTY COST OF PRIORITY THREE

105,645

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

\$ 287,962

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	\$ 116,216
2330	Personnel Services Manager	E	3	3	245,436
2250	Principal Personnel Analyst	E	3	3	212,966
2251	Senior Personnel Analyst	F	2	1	84,164
2249	Personnel Analyst III	1872	6	4	273,322
2252	Personnel Analyst II	1621	1	1	52,175
2253	Personnel Analyst I	1460	4	4	181,472
3161	Secretary IV - Conf.	1163	1	1	37,423
3141	Secretary III - Conf.	1057	2	2	61,173
3143	Secretary II - Conf.	942	1	1	30,325
2235	Personnel Technician III - Conf.	1246	2	2	80,197
3081	Office Assistant III - Conf.	942	5	5	138,581
3111	Office Assistant II - Conf.	850	2	1	24,695
3134	Supervising Personnel Tech - Conf.	1431	1	0	0
3166	Administrative Secretary	1290	1	1	35,874
Subtotal			35	30	\$ 1,574,019
Auto Allowance					6,156
Bilingual Skill Pay					2,400
Less Salary Savings					(38,823)
TOTAL REGULAR SALARIES					\$ 1,543,752

POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2249	Personnel Analyst III	Filled	1872	-1	\$ 60,376
2249	Personnel Analyst III	Filled	1872	-1	60,376
2251	Senior Personnel Analyst	Filled	F	-1	67,084
3134	Supervising Personnel Tech - Conf.	Vacant	1431	-1	61,565
3111	Office Assistant II - Conf.	Vacant	850	-1	\$ 38,561
Cost of Restoring Vacant Positions				-5	\$ 287,962

**RISK MANAGEMENT
BUDGET 8925
Internal Service Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,398,632	\$ 1,769,475	\$ 1,801,192	\$ 31,717	2%
Services & Supplies	68,059,683	77,987,413	84,454,475	6,467,062	8%
Other Charges	8,500	8,500	8,500	0	0%
Other Financing Uses	<u>0</u>	<u>1,000,000</u>	<u>0</u>	<u>(1,000,000)</u>	<u>-100%</u>
Total Appropriations	\$ 69,466,815	\$ 80,765,388	\$ 86,264,167	\$ 5,498,779	7%
<u>Revenues</u>					
Charges for Services	\$ 64,705,599	\$ 78,414,449	\$ 84,914,574	\$ 6,500,125	8%
Use of Money & Property	850,558	951,346	950,000	(1,346)	0%
Misc. Revenues	236,447	399,593	399,593	0	0%
HMO Insurance Reserve				0	0%
Transfer to General Fund	<u>0</u>	<u>1,000,000</u>	<u>0</u>	<u>(1,000,000)</u>	<u>-100%</u>
Total Revenues	\$ 65,792,604	\$ 80,765,388	\$ 86,264,167	\$ 5,498,779	7%
<u>Net Income/(Loss)</u>	\$ (3,674,211)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	23	26	25	(1)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 106,778
Services & Supplies	<u>2,297</u>
Total Appropriations	\$ 109,075
<u>Net County Cost</u>	0
Restored Positions	1

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 2005-06 Recommended Budget reflects a 7% increase in appropriations and revenues over the 2004-05 Adopted Budget due primarily to higher health care costs and increases in and General Liability insurance costs. The Recommended Budget includes the deletion of one Nurse Practitioner position. Staffing is recommended at 25 positions, a reduction of one position from the prior year level.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$1,801,192, represent a 2% (\$31,717) increase over the prior year due primarily to an increase in the County retirement contribution rate. The increase is partially offset by the deletion of one vacant Nurse Practitioner position.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$84,454,475, represent an 8% (\$6,467,062) 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 the general liability program.

Recommended appropriations will provide funding for the following:

- **Employee Benefits**

Health insurance benefits related to health coverage for employees, retirees, and their dependents. It should be noted that premium increases for Plan Year 2006 have not been determined; this budget includes an estimated increase of 15%.

- **Workers' Compensation**

The Self-insured Workers' Compensation program costs are based on prior year actuals. Recovery of Workers' Compensation costs are based on an annual actuarial study to determine the estimated liability for outstanding and projected

RISK MANAGEMENT – INTERNAL SERVICE FUND – 8925

claims as of June 30, 2005. Recovery of 1/8 of the Workers' Compensation account deficit is included pursuant to Board policy approved April 29, 2003.

- **General Liability**

The Self-insured General Liability program costs are based on prior year actuals. Recovery of General Liability costs are based on an annual actuarial study to determine the estimated liability for outstanding and projected claims as of June 30, 2005. Recovery of 1/9 of the General Liability account deficit is included pursuant to Board policy approved April 29, 2003.

- **Medical Malpractice**

The recommended appropriation maintains sufficient funding for 2005-06. Loss experience from Human Services Departments for public health and mental health activities has been traditionally low.

- **Unemployment Insurance**

The 2005-06 Unemployment Insurance costs based on the prior year spending levels and potential labor reductions included in the 05-06 Adopted Budget.

- **Insurance - Other**

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

OTHER CHARGES

- Recommended funding of \$8,500 represents depreciation expenses for equipment purchased in previous years.

OTHER FINANCING USES

- The prior year Adopted Budget included the transfer of \$1,000,000 in the Health Insurance Reserve Account to the General Fund to help finance the Request Above Target Budgets. The account was originally set aside to help establish future self funded benefit programs. There is no transfer recommended in the 2005-06 budget.

SUMMARY OF REVENUES

- Revenues are recommended at \$86,264,167, a 7% (\$5,498,779) increase over the prior year due primarily to charges for employee benefits, workers compensation and general liability.
 - Charges for Services (\$84,914,574) - Recommended at an 8% (\$6,500,125) increase due primarily to higher charges for health insurance, workers' compensation and general liability costs.
 - Use of Money and Property (\$950,000) - Interest earnings are recommended at the same level as the prior year.
 - Miscellaneous Revenues (\$399,593) - Estimated at the 2004-05 level.
 - HMO Reserve Transfer - There is no transfer recommended in the 2005-06 budget.

RISK 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 request above target will restore a position that 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 109,075

TOTAL NET COUNTY COST OF PRIORITY ONE **\$109,075**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$109,075**

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	\$ 232,677
2250	Principal Personnel Analyst	E	1	1	71,986
2251	Senior Personnel Analyst	F	2	2	127,419
1564	Nurse Practitioner	2775	1	0	0
2249	Personnel Analyst III	1826	7	7	399,172
2252	Personnel Analyst II	1581	1	1	43,848
2253	Personnel Analyst I	1424	1	1	43,633
2235	Personnel Technician III - Conf.	1216	2	2	80,197
2236	Personnel Technician II - Conf.	1113	2	2	69,299
2237	Personnel Technician I - Conf.	983	1	1	32,453
3161	Secretary IV - Conf.	1135	1	1	37,423
3134	Supervising Personnel Tech - Conf.	1431	1	1	39,795
3081	Office Assistant III - Conf.	919	3	3	87,088
Subtotal			26	25	\$ 1,264,990
Less Salary Savings					(33,552)
TOTAL REGULAR SALARIES					\$ 1,231,438

VACANT POSITION RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1564	Nurse Practitioner	Vacant	2775	-1	\$ 109,075
	Cost of Restoring Vacant Position			-1	\$ 109,075

LIBRARIAN BUDGET 7515 General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 152,861	\$ 194,785	\$ 234,911	\$ 40,126	21%
Services & Supplies	2,359	3,484	4,373	889	26%
Other Financing Uses	101,560	101,560	101,560	0	0%
Total Appropriations	\$ 256,780	\$ 299,829	\$ 340,844	\$ 41,015	14%
<u>Revenues</u>					
Charges For Services	\$ 3,576	\$ 29,180	\$ 21,000	\$ (8,180)	-28%
Total Revenues	\$ 3,576	\$ 29,180	\$ 21,000	\$ (8,180)	-28%
<u>Net County Cost</u>	\$ 253,204	\$ 270,649	\$ 319,844	\$ 49,195	18%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	4	4	4	0	

1

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 2005-06 Recommended Budget of \$340,844 represents a 14% increase primarily due to full-year funding for the County Librarian salary. A base General Fund contribution of \$101,560 is included as required in the Measure B Ordinance. The budget includes funding reductions for services at the Elkhorn Correctional Facility and the County adult detention facilities. 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 library 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

SIGNIFICANT PROGRAM CHANGES

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

- The reduction from full-time to half-time for a Library Assistant II providing law library and general inmate library services at the County adult detention facilities.
- Weekly distribution of recreational reading material to inmates will continue at the current level of twice a month.
- Library services to the satellite jail will be reduced. Presently library service to the satellite jail is conducted on demand. With the reduction in staff, the library's ability to respond to the demand for service will be impacted.
- Response time for inmate requests for law library questions will increase from the same working day to at least a minimum of one day.
- The reduction of library service hours to the Elkhorn Correctional Facility from 32 hours a week to 17 hours per week. With these reductions the library will no longer be able to provide some of the following services: weekly information science modules to teach library skills to assist with reading and composition, summer and other incentive reading programs, monthly programming to encourage reading, and book discussion groups. Only the basic services of check-in, limited assistance in using the library, and library maintenance will be provided at this reduced rate.

SALARIES AND BENEFITS

- Salaries and Benefits, as recommended, represent an increase over the prior year due primarily to increases in Retirement and Health Insurance Contributions; and the full funding of the County Librarian position. This budget includes the salary and benefits of the County Librarian and services to County correctional institutions. Staffing is recommended at the 2004-05 level of four positions.

LIBRARIAN – 7515

SERVICES AND SUPPLIES

- Services and Supplies, as recommended, reflect a 26% (\$889) increase over the prior year due to increases in 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.

OTHER FINANCING USES

- Other Financing Uses of \$101,560 represent the base General Fund contribution to the Library as required in the Measure B Ordinance. The transfer of the County contribution is recognized in the Library budget (7510) under revenues as a General Fund contribution.

SUMMARY OF REVENUES

- Revenues are recommended at a decrease of \$8,180 the prior year due to the elimination of library service provided to the Measure B Fund.
 - Charges for services - Revenues are derived from the Juvenile Inmate Trust Fund (\$1,000) to finance the purchase of library materials for the Elkhorn Correctional Facility Library; from the Adult Inmate Welfare Trust Fund (\$20,000) to provide Library services at the County's adult detention facilities.

PENDING FACTORS

- An inventory of historic resources in Fresno County needs to be completed; this record will help preserve landmarks for future generations. The members of the Historical Landmarks and Records Commission are reviewing this matter and will provide further recommendations in 2006-2007.

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	\$ 101,475
2167	Library Assistant - Supervisory	1101	1	1	35,463
2121	Library Assistant II	921	<u>2</u>	<u>2</u>	<u>28,635</u>
Subtotal			4	4	\$ 165,573
	Auto Allowance				<u>6,156</u>
TOTAL REGULAR SALARIES					\$ 171,729

FRESNO COUNTY FREE LIBRARY
BUDGET 7510
Library Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,393,313	\$ 5,949,737	\$ 6,320,992	\$ 371,255	6%
Services & Supplies	1,583,437	2,053,688	2,299,599	245,911	12%
Operating Transfers Out	130,759	0	0	0	0%
Contingencies	0	122,004	122,004	0	0%
Total Appropriations	\$ 7,107,509	\$ 8,125,429	\$ 8,742,595	\$ 617,166	8%
<u>Revenues</u>					
Property Taxes	\$ 5,880,172	\$ 6,107,811	\$ 6,568,969	\$ 461,158	8%
Use of Money & Property	21,713	10,000	10,000	0	0%
State Aid	487,461	475,101	400,917	(74,184)	-16%
Federal Aid	0	1,000	1,000	0	0%
Charges for Services	470,747	488,666	514,818	26,152	5%
Misc. Revenues	112,487	55,000	61,000	6,000	11%
Intrafund Revenues	6,600	0	0	0	0%
Fund Balance	1,224,054	886,291	1,084,331	198,040	22%
General Fund Contrib.	101,560	101,560	101,560	0	0%
Total Revenues	\$ 8,304,794	\$ 8,125,429	\$ 8,742,595	\$ 617,166	8%
<u>Revenues in Excess of Approp.</u>	\$ 1,197,285	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	146	144	124	(20)	

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 2005-06 Recommended Budget of \$8,742,595 reflects an 8% increase over the 2004-05 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 2005-06 of \$18,401,015 is presented in the Library Measure B budgets (7511 and 7530). Staffing is recommended at 124 positions, a reduction of 20 positions from the prior year level. This reduction is a result of the consolidation of duplicate positions between budgets 7510 and 7511 (Library Measure B).

Measure B funds have allowed annual hours of the Library to remain doubled. The increase in Fiscal Year 2004-2005 was due to the opening of the Woodward Library. Services for children and young adults will be maintained at the prior year level and include programs and service to 95 day care centers, Library programs and attendance for all age levels continue to increase. Adult literacy services will continue to qualify for matching funds under the California Library Literacy Services Act. Services for seniors improved in 2004-05 with the opening of a Resource Center within the Fresno Madera Area Agency on Aging's Senior Resource Center complex. 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. Users will soon annually check out 3 million items, which is double the number checked out prior to the passage of Measure B. Our service measure projections on the use of the Library 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, library staff is implementing self service measures such as the ability of users to reserve computers and self check out at Woodward and Clovis. Other measures will be studied in 2005-06. In addition larger facilities are needed; the backlog of space is an inhibitor to improved library service because there is not adequate study space, sufficient numbers of computers, adequate space for books and other library materials; many branches do not have a meeting room. The Governor's current proposed budget will reduce funding from the State Public Library Fund by \$75,596. This proposed loss in funding has been reflected in the reduction of the budget for Library Materials.

FRESNO COUNTY FREE LIBRARY – 7510

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Utilization of library services by existing and new borrowers continues to rise steadily each year. The continued improvement and expansion of collections and the opening of the expanded Mendota Library will contribute to these increases.

SALARIES AND BENEFITS

- Increased workload is being addressed with several methods: outsourcing of material processing, efficiencies such as self check-out, self pick-up of holds, self reservation of computers, increased use of automation, and increases in staff. Staff increases are recommended only when outsourcing and efficiencies are not feasible.
- Salaries and Benefits represent an increase over the prior year due primarily to increases in Retirement rates and Health Insurance contributions. Staffing is recommended at 124 positions, a decrease of 20 positions from the prior year level. This decrease is a result of the consolidation of positions which were duplicated in the 7510 and 7511 budgets.

SERVICES AND SUPPLIES

- Services and Supplies reflect an increase over the prior year due to increases in PeopleSoft charges and SJVLS membership fees.

CONTINGENCIES

- Contingencies remain at the prior year level, which is anticipated to be sufficient to meet 2005-06 Library needs.

SUMMARY OF REVENUES

- Revenues are recommended at \$8,742,595, an increase over the prior year.
 - Property Taxes - Represents approximately 75% of Library operating revenues for this budget. Projected at an 8% increase based on anticipated growth in assessed property values.
 - Use of Money and Property - Anticipated interest earnings on deposited funds are projected at the same level as the prior year.
 - State Aid - Projected at a 16% decrease based primarily on an estimated reduction in PLF funding. Reflects PLF (\$279,680) and In-Lieu Homeowners Property Tax reimbursements (\$121,237).
 - Federal Aid - Reflects Federal In-Lieu Property Tax revenues at the prior level.
 - Charges for Services - Estimated to increase by \$26,152 due to higher salaries and benefit rates for services provided to the San Joaquin Valley Library System for administrative support and the Talking Book Library. Also includes revenues from fines, lost books, and printing projected at \$390,000, the same level as the prior year.
 - Miscellaneous Revenues - Increase by 11% based on the projected copy fees revenue. Represents revenues generated through sales of used books, other library materials, and copy fees.
 - Fund Balance - Represents an increase based on the projected 2004-05 Library revenues and expenditures.

UFRESNO COUNTY FREE LIBRARY – 7510

- 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	\$ 78,899
1152	Graphic Arts Technician II (PT)	1151	1	0	0
1152	Graphic Arts Technician II	1151	0	1	36,845
2112	Librarian Trainee	1241	1	1	32,868
2121	Library Assistant II	921	11	17	490,141
2121	Library Assistant II (PT)	921	36	13	261,063
2145	Library Aide	614	4	4	77,772
2145	Library Aide (PT)	614	13	13	133,407
2150	Principal Librarian	G	4	4	247,670
2155	Librarian III	1763	4	4	227,029
2156	Librarian III - Supervisory	1831	11	11	635,913
2160	Librarian II	1547	4	4	187,787
2160	Librarian II (PT)	1547	3	1	22,051
2166	Senior Library Assistant	995	9	18	566,863
2166	Senior Library Assistant (PT)	995	12	2	54,480
2167	Library Assistant - Supervisory	1101	3	3	106,390
2168	Information Referral Services Coordinator	1603	1	1	51,593
2286	Business Manager	E	1	1	70,980
3037	Driver	804	2	2	51,752
3037	Driver (PT)	804	1	1	20,701
3071	Administrative Services Aide	1201	1	1	34,801
3110	Office Assistant II	843	1	2	54,241
3110	Office Assistant II (PT)	843	1	0	0
3166	Administrative Secretary - Conf.	1290	1	1	41,555
3205	Account Clerk II	882	1	1	25,794
3206	Account Clerk II - Conf.	887	1	1	27,985
3236	Supervising Account Clerk I - Conf.	1134	1	1	35,344
3622	Program Tech I -Conf.	1115	1	1	30,902
5050	Maintenance Janitor	791	7	8	200,717
5050	Maintenance Janitor (PT)	791	2	1	10,202
5055	Janitor	768	1	1	24,684
5055	Janitor (PT)	768	1	1	13,131
5061	Supervising Janitor	916	1	1	29,504
5222	Library Maintenance Supervisor	1606	1	1	45,784
5315	Maintenance Carpenter	1430	1	1	46,057
Subtotal			144	124	\$ 3,974,905
Bilingual Skill Pay					3,600
Shift Differential					12,920
TOTAL REGULAR SALARIES					\$ 3,991,425

FRESNO COUNTY LIBRARY - GRANTS
BUDGET 7512
Library Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 7,447	\$ 0	\$ 30,700	\$ 30,700	100%
Services & Supplies	181,326	238,685	281,785	43,100	18%
Fixed Assets	35,529	0	0	0	0%
Total Appropriations	\$ 224,302	\$ 238,685	\$ 312,485	\$ 73,800	31%
<u>Revenues</u>					
State Aid	\$ 2,567	\$ 0	\$ 72,000	\$ 72,000	100%
Federal Aid	25,739	0	1,800	1,800	100%
Misc. Revenues	195,996	238,685	238,685	0	0%
Total Revenues	\$ 224,302	\$ 238,685	\$ 312,485	\$ 73,800	31%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	0	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 2005-06 Recommended Budget of \$312,485 reflects a 31% (\$73,800) increase over the 2004-05 Adopted Budget with no net County cost. This increase is due to the continuation of the State and Federal grants from the prior year. No staffing is recommended for 2005-06.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits reflect a 100% increase over the prior year due to addition of extra help for the second and final year of the AprendoVan Grant Project.

SERVICES AND SUPPLIES

- Services and Supplies reflect an 18% increase over the prior year. Funding is provided by State and Federal grants and from 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 \$312,485, a 31% (\$73,800) increase over the prior year.
 - State Aid - Represents Proposition 10 (Tobacco Tax) revenue awarded by First Five Fresno County for the second and final year of the AprendoVan Project.
 - Federal Aid - Reflects National Endowment of Humanities grant funding for the second and final year of the Branching Out: Poetry for the 21st Century Grant Program.
 - 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 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 517,843	\$ 570,123	\$ 667,024	\$ 96,901	17%
Services & Supplies	847,192	2,532,286	2,585,431	53,145	2%
Contingencies	0	31,000	31,000	0	0%
Fixed Assets	721,615	250,000	294,000	44,000	18%
Total Appropriations	\$ 2,086,650	\$ 3,383,409	\$ 3,577,455	\$ 194,046	6%
<u>Revenues</u>					
Use of Money & Property	\$ 78,748	\$ 9,970	\$ 9,970	\$ 0	0%
State Aid	770,998	666,429	684,575	18,146	3%
Federal Aid	28,258	0	0	0	0%
Intergovernmental-Other	0	823,359	822,555	(804)	0%
Charges for Services	1,616,142	1,371,215	1,564,367	193,152	14%
Misc. Revenues	605	0	0	0	0%
Intrafund Revenues	300	300	300	0	0%
Fund Balance	261,766	512,136	495,688	(16,448)	-3%
Total Revenues	\$ 2,756,817	\$ 3,383,409	\$ 3,577,455	\$ 194,046	6%
<u>Revenues In Excess of Approp.</u>	\$ 670,167	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	13	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 2005-06 Recommended Budget of \$3,577,455 has been approved by the SJVLS Administrative Council and reflects an increase over the 2004-05 Adopted Budget. This increase is due to higher Retirement rates and Health Insurance Contributions and increases in salaries and benefits due to reclassifications of positions. There are no County costs associated with SJVLS activities; revenue is primarily derived from member libraries' contributions. The Fresno County Library's contribution of \$625,816 is included in the Library budget 7510. Internet access to the ValleyCat database, commercial databases, and other libraries over the Internet will continue in 2005-06. Staffing is recommended at the 2004-05 level of 13 positions.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Increase over the prior year primarily due to increases in Retirement and Health Insurance Contribution. Additional costs resulted from the reclassification of two Network Systems Engineer II positions to Network Systems Engineer III and an Office Assistant II position to Staff Analyst I.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 2% increase over the prior year primarily due to increases in the cost of online database subscriptions.

CONTINGENCIES

- Contingencies, recommended at the prior year level, are based on projected SJVLS needs for 2005-06.

FIXED ASSETS

- **Fixed Assets (\$294,000):**

Computer Equipment\$294,000New/Replacement - SJVLS Member Libraries

All equipment costs are fully financed with SJVLS member contributions.

SAN JOAQUIN VALLEY LIBRARY SYSTEM – 7520

SUMMARY OF REVENUES

- Revenues are recommended at \$3,577,455, an increase over the prior year.
 - Use of Money and Property – Represents projected interest earned on the cash fund balance.
 - 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.
 - Charges for Services – Represents an increase due primarily to a change in the method of payment for online database subscriptions. In previous years, SJVLS paid the subscription fees for online database services since all System members participated in these services. Due to funding shortages, many members have decided not to participate. Starting in 2005-06, these services will be directly billed to the members who elect to participate.
 - Intrafund Revenues – Remains at the prior year level. Reflects anticipated revenues generated for data processing services.
 - Fund Balance – Projected to decrease based on 2004-05 revenues and expenditures.

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	\$ 61,188
2155	Librarian III	1763	3	3	91,935
2157	Reference Center Coordinator	1946	1	1	50,110
2160	Librarian II	1547	2	2	70,909
2166	Senior Library Assistant	995	1	1	21,900
2291	Staff Analyst I	1460	0	1	41,639
3037	Driver	804	1	1	20,700
3071	Administrative Services Aide	1201	1	1	3,867
3110	Office Assistant II	843	1	0	0
3710	Network Systems Engineer II	1505	2	0	0
3711	Network Systems Engineer III	1759	<u>0</u>	<u>2</u>	<u>102,709</u>
TOTAL REGULAR SALARIES			13	13	\$ 464,957

LIBRARY - MEASURE B
BUDGET 7511
Library Tax Ordinance Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 5,506,701	\$ 6,877,858	\$ 7,794,921	\$ 917,063	13%
Services & Supplies	3,266,515	5,937,515	4,966,389	(971,126)	-16%
Residual Equity Transfer	161,946	2,690	64,570	61,880	2300%
Fixed Assets	400,538	70,029	203,975	133,946	191%
Contingencies	0	54,000	54,000	0	0%
Total Appropriations	\$ 9,335,700	\$ 12,942,092	\$ 13,083,855	\$ 141,763	1%
<u>Revenues</u>					
Sales Tax	\$ 9,720,767	\$ 8,468,314	\$ 7,755,261	\$ (713,053)	-8%
Use of Money & Property	234,054	50,000	50,000	0	0%
State Aid	51,414	47,256	49,135	1,879	4%
Charges for Services	970	0	0	0	
Miscellaneous Revenues	7,868	0	0	0	0%
Fund Balance	1,934,201	4,376,522	5,229,459	852,937	19%
Total Revenues	\$ 11,949,274	\$ 12,942,092	\$ 13,083,855	\$ 141,763	1%
Revenues in Excess of Approp.	\$ 2,613,574	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	222	216	204	(12)	

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 2005-06 Recommended Budget of \$13,083,855 reflects the seventh and final year of the first voter-approved Measure B funding. The Measure B Sales Tax Ordinance passed in 1998 is effective from April 1, 1999 to March 31, 2006. In November 2004, the voters of Fresno County approved the renewal of the Measure B Sales Tax Ordinance to be effective from April 1, 2006 to March 31, 2013. The recommended budget represents only a 1% increase over the 2004-05 Adopted Budget due to the shift of Measure B resources to fund capital projects in Budget 7530 and a higher fund balance carryover. An additional \$5,317,160 of Measure B funding is included in the Library - Measure B - Capital Improvements budget (7530) to finance new Library facilities and facility improvements. This budget is structured to encompass the service elements of Measure B: Service Hours, Library Materials, Literacy Services, Information and Referral, Youth and Senior Services, Equipment, Maintenance Projects, and Facilities Development approved in concept by the Board of Supervisors in July 1998. Staffing is recommended at 204 positions, is a decrease of 12 positions from the 2004-05 level.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 13% increase over the prior year due primarily to an increase in Retirement rates and Health Insurance Contribution; and the consolidation of duplicate positions with Budget 7510.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$4,966,389, reflect a 16% decrease from the prior year.

RECOMMENDED FUNDING INCLUDES:

- A \$1,239,249 decrease in Maintenance-Building and Grounds due primarily to the prior year completion of projects, including structural repairs to the San Joaquin Branch Library (\$250,000) and Central Library exterior painting and loading dock repairs (\$157,500). The replacement of the Central Library heating and air conditioning system (\$927,600) is rebudgeted for this year.
- A \$189,179 decrease in Professional and Specialized Services due primarily to a shift of San Joaquin Valley Library System membership fees to budget 7510.
- A \$147,670 increase in Small Tools and Instruments based on the need for new and replacement library equipment and furnishings.
- A \$214,847 increase in Library Materials based on compliance with Measure B's objective to increase the library materials collection.

LIBRARY – MEASURE B – 7511

- 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

(3) Mini Cargo Vans\$64,570.....New – Tech Support and Maintenance

FIXED ASSETS

Library Equipment and Furnishings \$203,975New/Replacement – Various Branches

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

CONTINGENCIES

- Contingencies remain at the prior year level of \$54,000, which is anticipated to be sufficient to meet 2005-06 Measure B utilization needs.

SUMMARY OF REVENUES

- Revenues are recommended at \$13,083,855, a 1% 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 (\$7,755,261) - Projected at an 8% 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 the prior year level based on projected interest earnings.
- State Aid (\$49,135) - Projected at a 4% increase based on prior year actual matching funds for the Adult Literacy program, which was initiated using Measure B funding.
- Fund Balance (\$5,229,459) - Represents a 19% increase over 2004-05 due primarily to projected sales tax and interest revenues in excess of budgeted revenues and rebudgeting of prior year appropriations.

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 2005-06 Proposed State Budget. Fresno County could lose an estimated \$49,135 with this action. Should adjustments to this budget be necessary upon adoption of the State Budget, recommendations will be presented to the Board at a later date.

LIBRARY - MEASURE B - 7511

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1152	Graphic Arts Technician II	1151	1	0	\$ 0
2110	Librarian I	1404	4	4	175,038
2110	Librarian I (PT)	1404	2	2	44,102
2112	Librarian Trainee	1241	2	2	65,736
2121	Library Assistant II	921	35	32	917,383
2121	Library Assistant II (PT)	921	48	44	722,279
2145	Library Aide (PT)	614	34	41	330,423
2155	Librarian III	1763	3	3	163,790
2156	Librarian III - Supervisory	1831	6	5	294,778
2160	Librarian II	1547	29	29	1,373,183
2160	Librarian II (PT)	1547	5	5	115,483
2166	Senior Library Assistant	995	22	13	409,269
2166	Senior Library Assistant (PT)	995	3	2	57,684
2175	Literacy Coordinator	1766	1	1	56,837
2290	Volunteer Coordinator	1403	1	1	45,157
2292	Staff Analyst II	1621	4	4	195,048
2293	Staff Analyst III	1872	0	1	53,389
3037	Driver	804	3	3	77,628
3080	Office Assistant III	938	1	1	28,027
3110	Office Assistant II	843	1	0	0
3110	Office Assistant II (PT)	843	1	1	6,008
3111	Office Assistant II - Conf.	850	1	1	24,206
3261	Account Clerk III - Conf.	993	1	1	31,994
5050	Maintenance Janitor	791	6	6	147,169
5055	Janitor (PT)	768	1	1	7,660
5220	Parks Groundskeeper II	886	1	1	28,524
Subtotal			<u>216</u>	<u>204</u>	<u>\$ 5,370,795</u>
Bilingual Skills Pay					6,600
Less Salary Savings					<u>(390,180)</u>
TOTAL REGULAR SALARIES					\$ 4,987,215

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

	<u>Actual</u> 2003-04	<u>Adopted</u> 2004-05	<u>Recommended</u> 2005-06	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$	\$	\$	\$	0%
Land	80,536	102,310	0	(102,310)	-100%
Buildings & Improv.	<u>5,442,377</u>	<u>3,039,376</u>	<u>5,317,160</u>	<u>2,277,784</u>	<u>75%</u>
Total Appropriations	\$ 5,522,913	\$ 3,141,686	\$ 5,317,160	\$ 2,175,474	69%
<u>Revenues</u>					
Sales Tax	\$ 1,760,919	\$ 3,141,686	\$ 5,317,160	\$ 2,175,474	69%
Miscellaneous Revenues	<u>1,786,923</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 3,547,842	\$ 3,141,686	\$ 5,317,160	\$ 2,175,474	69%
<u>Approp. in Excess of Revenues</u>	\$ (1,975,071)	\$ 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 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 2005-06 Recommended Budget of \$5,317,160 represents a 69% (\$2,175,474) increase over the 2004-05 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.

Funding for new and expanded facilities will continue to be a priority for 2005-06 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, activities included the completion of the Laton Library restoration and expansion, and the Woodward Park Regional Library; the final payment on the three-year note for the Millerton Library land acquisition; a State Bond Act grant award of \$3,546,687 to be applied toward the projected total construction cost of \$5,456,441 for the Mendota Library facility expansion project; an architect selected for the design of the new Central Library project; and the submission of State Bond Act grant applications for Fowler, Orange Cove, and Tranquility. In 2004-05, two State Bond Act grants for Orange Cove and Tranquility were awarded. The State will pay \$1,220,172 for Tranquility and \$2,807,698 for Orange Cove; the local matches are \$586,516 for Tranquility and \$1,288,838 for Orange Cove. Work on the Mendota and Central Libraries continue.

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. Additional funds are needed to complete Fowler, Clovis and Mosqueda. In addition to the limited funds available for capital development from Measure B, other revenue sources need to be adopted to meet the needs of residents. There are a variety of options including a separate tax for library construction, impact fees, etc. Details are being presented in Board workshops.

LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530

SUMMARY OF CAO RECOMMENDATIONS

BUILDINGS AND IMPROVEMENTS

- **CAPITAL FACILITIES IMPROVEMENTS (\$5,317,160)**

- **CARRYOVER PROJECTS**

- **CENTRAL LIBRARY (\$1,283,160)**

An additional \$1,283,160 is recommended for the development of the Central Library project. A total of \$1,774,056 has been appropriated in prior years.

- **FOWLER LIBRARY (\$100,000)**

Funding of \$100,000 is recommended for the Fowler Library facility expansion. This project has been a priority since 2003. State Bond Act applications were not funded. An additional \$100,000 will help accumulate funds for the future.

- **ORANGE COVE LIBRARY (\$1,216,000)**

Funding of \$1,216,000 is recommended for the Orange Cove Library facility expansion. Of this amount, \$940,430 is rebudgeted from the prior year's Round 3 Bond Act appropriations earmarked for this project. A total of \$1,288,838 will be required as the local match for this project. The State awarded State Bond Act funding of 65%, \$2,807,698.

- **TRANQUILITY LIBRARY (\$506,000)**

Funding of \$506,000 is recommended for the Tranquility Library facility expansion. Of this amount, \$387,768 is rebudgeted from prior year's Round 3 Bond Act appropriations earmarked for this project. A total of \$586,516 will be required as the local match for this project. The State awarded State Bond Act funding of 65%, \$1,220,172.

- **HVAC REPLACEMENT - CENTRAL (\$1,400,000)**

Funding of \$1,400,000 is recommended for the replacement of the Central Library heating and air conditioning system. Of this amount, \$927,600 is rebudgeted from prior year's appropriations earmarked for this project.

NEW PROJECTS (\$812,000)

- **BUILDING SIGNAGE – CALIFORNIA HISTORY ROOM (\$12,000)**

The amount of \$12,000 is recommended for the building signage for the possible relocation of the California History Room from the Central Library to the Sierra Senior Center.

- **CENTRAL LIBRARY FIRE CODE IMPROVEMENTS (\$800,000)**

Funding of \$800,000 is recommended for Central Library fire code improvements.

SUMMARY OF REVENUES

- Revenues are recommended at \$5,317,160, a \$2,175,474 increase over the prior year.
- Sales Tax (\$5,317,160) - Represents an increase of 69% (\$2,175,474) 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.

**LOCAL AGENCY FORMATION COMMISSION SUPPORT
BUDGET 4371
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 207,343	\$ 291,965	\$ 370,051	\$ 78,086	27%
Other Charges	<u>110,113</u>	<u>133,844</u>	<u>161,659</u>	<u>27,815</u>	<u>21%</u>
Total Appropriations	\$ 317,456	\$ 425,809	\$ 531,710	\$ 105,901	25%
<u>Revenues</u>					
Charges for Services	<u>\$ 207,343</u>	<u>\$ 291,965</u>	<u>\$ 370,051</u>	<u>\$ 78,086</u>	<u>27%</u>
Total Revenues	\$ 207,343	\$ 291,965	\$ 370,051	\$ 78,086	27%
<u>Net County Cost</u>	\$ 110,113	\$ 133,844	\$ 161,659	\$ 27,815	21%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	4	5	5	0	

LOCAL AGENCY FORMATION COMMISSION SUPPORT – 4371

FUNCTION

This budget appropriates funds for Fresno County's contribution to the Local Agency Formation Commission (LAFCo) under the provisions of Assembly Bill 2838 (Statutes of 2000, Chapter 761). Effective July 1, 2001, LAFCo became a separate entity, with the cities and the County each being responsible for one-half of its net operating costs, after adjusting for revenues received directly by LAFCo. Under an agreement approved by the Board of Supervisors in May 2001, and as required by Assembly Bill 2838, the County also provides staffing and support services to LAFCo on a contract basis and established a Special Revenue Fund to account for all costs and revenues associated with the LAFCo operation.

The Local Agency Formation Commission is responsible under State law to review and hold hearings on all proposals for change in organization, reorganization, annexation, and detachments for cities and special districts in the County. The Commission is also responsible for determining and periodically updating the sphere of influence for each special district and city. Although the function is required by State law, the level of review is at the discretion of the Commission.

OVERVIEW

The 2005-06 Recommended Budget of \$531,710 reflects a 21% (\$27,815) increase in net County cost over the 2004-05 Adopted Budget. Funding represents the salary and benefit costs for LAFCo personnel in accordance with the support services agreement between LAFCo and the County, and the County's financial contribution to LAFCo in accordance with the provisions of Assembly Bill 2838. Staffing is recommended at the prior year level of five positions. Administrative and support services costs in this budget and in other County department budgets will be recovered from LAFCo by the respective County departments.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 27% increase over the prior year. This includes increases in employee benefits and the full-year costs for a Program Technician position added in the prior year. These costs are fully reimbursed by LAFCo.

OTHER CHARGES

- Other Charges of \$161,659 represent the County's contribution to LAFCo under the provisions of Assembly Bill 2838.

SUMMARY OF REVENUES

- Charges for Services of \$370,051 represent reimbursement from the LAFCo Special Revenue fund (4825) for salary and benefit costs in accordance with the support services agreement between LAFCo and the County.

LOCAL AGENCY FORMATION COMMISSION SUPPORT - 4371

REGULAR SALARIES

BUDGETED POSITIONS

<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	\$ 84,373
2293	Sr. Staff Analyst	F	1	1	65,897
3166	Administrative Secretary	1211	1	1	41,902
3620	Program Technician I	1115	1	1	29,393
3145	Secretary I-Conf.	829	<u>1</u>	<u>1</u>	<u>24,182</u>
TOTAL REGULAR SALARIES			5	5	\$ 245,747

AGRICULTURE BUDGET 4010 General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 6,254,770	\$ 6,744,291	\$ 6,668,636	\$ (75,655)	-1%
Services & Supplies	1,377,904	1,588,424	1,792,968	204,544	13%
Fixed Assets	<u>20,721</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 7,653,395	8,332,715	\$ 8,461,604	\$ 128,889	2%
<u>Revenues</u>					
State Aid	\$ 4,225,478	\$ 4,532,222	\$ 4,537,929	\$ 5,707	0%
Federal Aid	282,058	8,386	10,636	2,250	27%
Charges for Services	2,100,474	2,010,317	2,195,022	184,705	9%
Misc. Revenues	<u>549</u>	<u>200</u>	<u>130</u>	<u>(70)</u>	<u>-35%</u>
Total Revenues	\$ 6,608,559	\$ 6,551,125	\$ 6,743,717	\$ 192,592	3%
<u>Net County Cost</u>	\$ 1,044,836	\$ 1,781,590	\$ 1,717,887	\$ (63,703)	-4%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	85	86	81	(5)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 268,543
Total Appropriations	<u>\$ 268,543</u>
<u>Net County Cost</u>	\$ 268,543
Additional Positions (restored)	5

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 \$4.6 billion generated for 2004. 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 2005-06 Recommended Budget of \$8,461,604 reflects a 4% (63,703) decrease in net County cost from the 2004-05 Adopted Budget. Recent turnover in staff has helped hold down the cost of salaries and benefits. Increased appropriations of \$107,388 reflect the increased cost of ITSD rates and vehicle charges. The 2005-06 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 \$4.6 billion agricultural industry, its consumers and the delivery of quality products to the consumer. Staffing is recommended at 81 positions, a decrease of 5 positions from the prior year level.

DEPARTMENT COMMENTS

Reductions made in prior years' budgets 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.

AGRICULTURE – 4010

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- 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 1% decrease from the prior year. Recommended staffing reductions and salary savings more than offset the increases in employee benefits.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 13% increase over the prior year primarily due to the vehicle rates, ITSD rates and liability rates.
 - ITSD charges increased 40%.
 - Vehicle charges increased 12%.

SUMMARY OF REVENUES

- Revenues are recommended at \$6,743,717, a 3% (\$192,592) increase over the prior year.
 - State Aid - Revenues are projected at the same level as last year.
 - Federal Aid - Revenues reflect an increase due to the revenue from grazing fees.
 - Charges for Services - Estimated at an increase based on prior year actual receipts.
 - Miscellaneous Revenues - Estimated at a decrease from the prior year level.

AGRICULTURE – 4010

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

PRIORITY ONE – POSITIONS RESTORED

The Agriculture Department has requested funding above the recommended budget to restore reductions made to the Pest Exclusion Program, Pesticide Enforcement 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. With a 5.8% reduction to staff, impacts to other programs can be expected, as well as the ability to meet program and contract commitments.

The department requests funding for the following:

- Five Agricultural/Standards Specialists \$268,543

TOTAL NET COUNTY COST OF PRIORITY ONE **\$268,543**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$268,543**

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	\$ 106,650
0212	Assistant Agricultural Commissioner/Sealer	E	1	1	77,097
1769	Deputy Agricultural Commissioner/Sealer	F	3	3	194,833
1699	Supervising Agricultural Standards/Specialist	1728	16	16	879,051
1770	Entomologist	1728	1	1	55,561
1698	Agricultural/Standards Investigator	1728	1	1	55,561
2212	Systems and Procedures Analyst III	1978	2	2	122,384
1700	Agricultural/Standards Specialist III	1520	35	34	1,641,555
1701	Agricultural/Standards Specialist II	1352	6	5	198,416
1702	Agricultural/Standards Specialist I	1223	8	5	187,253
3166	Administrative Secretary - Conf.	1290	1	1	41,512
2209	Administrative Services Assistant	H	1	1	10,591
3161	Secretary IV - Conf.	1163	2	2	74,768
3260	Account Clerk III	991	3	3	95,643
3080	Office Assistant III	938	2	2	59,832
3520	Data Entry Operator II	829	3	3	70,509
Subtotal			86	81	\$ 3,871,216
Auto Allowance					6,156
Steno Allowance					1,566
Bilingual Skill Pay					4,800
Less Salary Savings					(96,780)
TOTAL REGULAR SALARIES					\$ 3,786,958

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1701	Agricultural/Standards Specialist II	Filled	1352	-1	\$ 55,269
1702	Agricultural/Standards Specialist I	Filled	1223	-1	49,495
Cost of Restoring Filled Positions				-2	\$ 104,764

VACANT POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1700	Agricultural/Standards Specialist III	Vacant	1520	-1	\$ 69,007
1702	Agricultural/Standards Specialist I	Vacant	1223	-2	94,772
Cost of Restoring Vacant Positions				-3	\$ 163,779

**COOPERATIVE EXTENSION
BUDGET 7610
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 293,228	\$ 310,481	\$ 274,217	\$ (36,264)	-12%
Services & Supplies	154,992	150,107	199,737	49,630	33%
Residual Equity Transfer	<u>1,367</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 449,587	\$ 460,588	\$ 473,954	\$ 13,366	3%
<u>Revenues</u>					
Charges for Services	\$ 31,189	\$ 25,000	\$ 30,000	\$ 5,000	20%
Trust Funds	<u>(18,700)</u>	<u>12,140</u>	<u>29,901</u>	<u>17,761</u>	<u>146%</u>
Total Revenues	\$ 12,489	\$ 37,140	\$ 59,901	\$ 22,761	61%
<u>Net County Cost</u>	\$ 437,098	\$ 423,448	\$ 414,053	\$ (9,395)	-2%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	7	7	5	(2)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 49,674
Services & Supplies	<u>20,000</u>
Total Appropriations	\$ 69,674
Net County Cost	\$ 69,674



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, 13 Farm Advisors, a Nutrition and Family/Consumer Sciences Advisor, a Nutrition Social Marketing Administrator, and a 4-H Youth Development Advisor. In addition, there are 22 UC program staff.

OVERVIEW

The 2005-06 Recommended Budget of \$473,954 reflects a 2% (\$9,395) decrease in net County cost from the 2004-05 Adopted Budget due to the elimination of an Office Assistant II and a part-time Secretary II position effective September 30, 2005. It also includes a one-time supplementation by the Cooperative Extension Research Trust Fund (\$29,901) in an effort to prevent additional layoffs. Staffing is recommended at five 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), California State Department of Health Services, and the County of Fresno for a budget totaling \$3,844,598 with an additional \$970,000 in grants. The most serious impact of this budget is the proposed layoff of one FTE Office Assistant II. This individual plays a critical role in meeting clientele needs for Fresno County. She serves as the department receptionist in addition to performing other important clerical duties for the department such as ordering, scheduling, maintaining files, ordering/selling publications, and assisting the office manager and secretarial staff. Not funding this position would result in an already overworked secretarial staff having to assume her clerical duties in addition to answering the phones and assisting walk-in clientele. This will result in possible delays in responding to advisor and clientele needs and restricting the secretarial staff's ability to complete their regular workload in a timely manner. This individual is approximately one year from retirement. Her county position is critical in terms of her personal and family management. In addition, we are forced to layoff one half-time FTE Secretary II, which leaves us with only 3 FTE to provide clerical support, and perform the duties our receptionist currently handles, to 24 academic and program staff. At the beginning of this budget period (~June/July 2005), the University will be adding two new academic advisors (Air Quality and Nutrition, Family, & Consumer Sciences) to the Fresno County office. These individuals will require secretarial support. This Secretary II provides that same support in addition to being solely responsible for maintaining our website and preparing travel reimbursement requests for all staff. Upkeep of the website is a huge responsibility and critical to this department. Our website has been a large factor in reducing our operating costs. It cuts down on the number of calls we receive for general information. In addition it provides the opportunity to post newsletters, meeting announcements, etc. in lieu of printing and mailing. Not funding this position would add tremendous stress to an already overworked secretarial staff. Not only would they have to assume additional workload, they must absorb all receptionist responsibilities in addition to

COOPERATIVE EXTENSION – 7610

providing support for the two new positions. Eliminating this position will reduce our response time to address clientele needs and keep important information from being posted on our website in a timely manner. At a time of providing two new academic positions in this county, we must add secretarial support, not reduce it. A critical concern is the \$41,000 increase in liability rates for the department. This increase forced the decision to lay off an additional position and increase the contribution we are making from the UC Research Trust Fund. The department has submitted three additional funding level requests to avoid these layoffs and restore some of the funding to be taken from our trust fund (\$20,000 of the \$30,000 proposed). In order to meet target and maintain the funding needed for travel, we must layoff county staff. There are no other funding areas in our budget large enough to accommodate the cuts needed to meet target. From FY 02-03 to 04-05 we used up to \$63,000 of the UC research trust fund to prevent the layoff of employees we considered vital to the operation of the department. This year, we are again proposing a one-time supplementation of \$29,901 from our UC Research Trust Fund in order to cover the **drastic increase** in liability rates, meet target and avoid additional layoffs. The research trust fund was created as an account to supplement research activities for UC through the County of Fresno. We cannot justify utilizing these funds for costs that are to be covered by the County. The intent of the funds has been and will continue to be to conduct UCCE research. We consider this our only solution in meeting target and preventing additional layoffs. This budget also reflects an increase in our travel budget in order to accommodate two new academic advisor positions being added in Fresno County the first part of FY 05-06. This increase will help these two individuals conduct their program, however, travel funds for all staff is considered insufficient. The new advisor positions include air quality and nutrition, family, and consumer sciences -- two programs vital to the future of Fresno County. With the increasing concerns relative to Air Quality as it affects and is affected by agriculture in the San Joaquin Valley and for health issues facing the youth and minority populations of Fresno County, we are extremely fortunate to have UC fund these academic positions. The addition of these two new advisors will allow us to more effectively address these concerns and conduct research and education work that will benefit all Fresno County consumers. In order to conduct their work, these advisors must have the same transportation funds available to them as allotted for all other academic staff in this office.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 12% decrease from the prior year based on the elimination of one Office Assistant II and one part-time Secretary II position.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 33% increase from the prior year as a result of increased costs in liability insurance (\$41,198), ITSD/Peoplesoft charges (\$4,362), printing (\$5,000), and travel costs (\$8,000).

SUMMARY OF REVENUES

- Revenues are recommended at \$59,901 a 61% increase from the prior year.
 - Charges for Services – Increased from the prior year level based on the anticipated increase in printing costs. Revenues are generated by charges for printed material.

COOPERATIVE EXTENSION – 7610

- Trust Funds – A one-time supplementation (\$29,901) from the UC-generated Cooperative Extension Research Trust Fund is included in order to partially offset the increase in liability rates, meet target, and avoid additional layoffs.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Cooperative Extension Department has requested funding above the recommended Target Budget for the restoration of staffing 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 \$31,378

TOTAL NET COUNTY COST OF PRIORITY ONE **\$31,378**

PRIORITY TWO – 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.

- Secretary II (Part-Time) \$18,296

TOTAL NET COUNTY COST OF PRIORITY TWO **\$18,296**

PRIORITY THREE – TRUST FUND RESTORATION

The department has requested restoration of \$20,000 built into our budget from the UC Research Trust Fund. This funding was needed to help offset the drastic increase in liability insurance rates (\$41,198), and to avoid additional layoffs. Impacts are discussed in the Department Comments section and the Additional Funding Level Request justification. Restoration of funding for the following is being requested.

Services & Supplies \$20,000

TOTAL NET COUNTY COST OF PRIORITY THREE **\$20,000**

TOTAL DEPARTMENTS REQUEST ABOVE RECOMMENDED BUDGET **\$69,674**

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	2005	1	1	\$ 51,699
2290	Volunteer Services Coordinator (PT)	1750	1	1	22,565
3110	Office Assistant II	999	1	0	5,594
3140	Secretary III	1274	3	3	95,240
3142	Secretary II (PT)	1172	<u>1</u>	<u>0</u>	<u>3,192</u>
TOTAL REGULAR SALARIES			7	5	\$ 178,290

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
2290	Office Assistant II	Filled	999	-1	\$ 31,378
3142	Secretary II (PT)	Filled	938	<u>-1</u>	<u>18,296</u>
	Cost of Restoring Filled Positions			-2	\$ 49,674

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 9,706,370	\$ 10,854,435	\$ 12,212,879	\$ 1,358,444	13%
Services & Supplies	3,263,484	4,562,959	5,489,039	926,080	20%
Other Charges	4,782	33,000	33,000	0	0%
Other Financing	3,938,693	2,669,702	2,669,702	0	0%
Residual Equity Transfer	27,794	94,940	440	(94,500)	-100%
Fixed Assets	17,672	73,000	11,000	(62,000)	-85%
Total Appropriations	\$ 16,958,795	\$ 18,288,036	\$ 20,416,060	\$ 2,128,024	12%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 4,158,210	\$ 3,847,547	\$ 5,019,202	\$ 1,171,655	30%
Fines, Forf. & Penalties	19,082	21,500	21,500	0	0%
State In-Lieu Tax	3,555,042	2,669,702	0	(2,669,702)	-100%
Other Governmental Agencies	1,391,985	1,163,254	1,245,920	82,666	7%
Charges for Services	5,121,113	6,853,578	7,325,784	472,206	7%
Misc. Revenues	160,570	296,143	294,793	(1,350)	0%
Intrafund Revenues	1,426,590	1,533,450	1,856,704	323,254	21%
Designation Funding	0	198,000	150,000	(48,000)	-24%
Total Revenues	\$ 15,832,592	\$ 16,583,174	\$ 15,913,903	\$ (669,271)	-4%
<u>Net County Cost</u>	\$ 1,126,203	\$ 1,704,862	\$ 4,502,157	\$ 2,797,295	164%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	144	154	155	1	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 508,166
Services & Supplies	3,791,664
Total Appropriations	\$ 4,299,830
<u>Net County Cost</u>	\$ 4,299,830
Additional Positions (new)	6



PUBLIC WORKS AND PLANNING – 4360

FUNCTION

The Department of Public Works and Planning is responsible for providing services to the public in the areas of public works, planning, land development services, and resource management. The public works, planning, and land development services component involves administration of the County's General Plan and enforcement of building and land use standards including inspections and the issuance of building and land use permits, environmental analysis, plan reviews, code enforcement, and County Surveyor activities. In addition, the department participates in the analysis of growth management issues, including proposed sphere of influence changes. Resource management includes ground and surface water management and planning, mineral and natural resource management, solid and hazardous waste management, and County service area and waterworks district administration. Implementation and construction management of the County's Capital Projects program is administered in the Department. Other services in support of maintaining and operating the County public road system, housing, community development, economic development in the form of the Fresno County Office of Tourism, transportation, and parks and grounds are also provided by this department, but primarily funded in other budget units.

OVERVIEW

The 2005-06 Recommended Budget of \$20,416,060 reflects an increase in net County cost and includes the County Contribution to the Road Fund (\$2,669,702), not formerly shown as a net county cost. The actual increase in appropriations from 2004-05 in the portion not attributed to the contribution to the Road Fund (\$127,593) is due primarily to increased employee benefit costs and workers' compensation rates. Staffing is recommended at 155 positions, an increase of one over the 2004-05 level.

Recommended funding includes \$1,661,862 for architectural and construction management services for the County's Capital Projects program, and \$2,669,702 in General Fund contribution to be passed-through to the Road Fund. Funding in the amount of \$117,000 for the County's tourism activities reflects an \$83,000 decrease from 2004-05, which will provide the Office of Tourism with sufficient funding to operate only through December 31, 2005. 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, installation of the Phase One Liner at the American Avenue Landfill and a planned residential development in the Friant area. Building permit activity is projected to remain at record levels based on construction activity in 2004-05. Also included is funding for the Small Claims Court Advisor Service at the same level as the prior year, funded by court fees collected for this State-mandated.

DEPARTMENT COMMENTS

The 2005-06 budget recommended by the Department includes funding of six additional positions approved by the Board of Supervisors mid-year 2004-05, to support the Board's desire to encourage economic development and their directive that adequate land development permitting services be provided to the business community. The positions are in the Development Services Division and will contribute to successfully servicing the higher number of building permit and land use applications anticipated in 2005-06, creating

PUBLIC WORKS AND PLANNING – 4360

increased revenue for the division, and thereby offsetting much of the added cost of the positions.

The Tourism activities are funded by the County Administrative Office, and the proposed amount of \$117,000, down from \$200,000 in 2004-05, will only allow the Office of Tourism to carry out activities through December 31, 2005. Additional funding is needed to maintain the existing tourism activities for the entire fiscal year, and to provide for additional activities in response to public demand.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 13% increase over the prior year. This includes the addition of a Planning & Resource Analyst II position in the Special Districts section to keep pace with the increasing number of County Service Areas and Waterworks Districts, including the Juvenile Justice Campus, along with the need to respond at an appropriate level to special district customer service requests. These costs are fully offset by the benefiting districts. Also included are increases in employee benefit costs and Workers' Compensation rates, and anticipated salary increases.

SERVICES AND SUPPLIES

- Services and Supplies represent a 20% increase over the prior year due primarily to increases in the number of anticipated Environmental Impact Reports and an increased allowance for outside consultant services.

Recommended funding includes:

- An appropriation of \$480,808 for continued implementation of the Integrated Waste Management Act program. Program activities focus on developing and implementing Countywide projects related to the AB939 compliance order. Costs for this program are offset by Assembly Bill 939 surcharge revenues.
- Appropriations of \$950,000 for environmental studies of the potential hard rock excavation/sand and gravel operation projects, installation of the Phase One Liner at the American Avenue Landfill and a planned residential development in the Friant area. This activity is fully offset with applicant revenues.
- An appropriation of \$150,000, an increase from \$70,000, for additional consultant plan checking services to accommodate the high volume of plan submittals.
- An appropriation of \$75,000 for development of an Ecological Resource Inventory and Evaluation Guidebook to provide assistance to staff in evaluating environmental impacts of proposed projects on vegetation, wildlife and ecological habitats for more timely processing of environmental reviews.
- An on-going allocation of \$210,000 in the Agricultural account which reflects estimated pass-through Cross Valley Canal Water sales fully reimbursed by reservation holders.

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.

PUBLIC WORKS AND PLANNING – 4360

OTHER FINANCING

- Other Financing is recommended at the same level as the prior year, and consists of the General Fund contribution to be passed-through to the Road Fund budget (4510)

RESIDUAL EQUITY TRANSFERS/FIXED ASSETS

- **RESIDUAL EQUITY TRANSFERS (\$440):**

(2) Cellular Telephones... \$ 440New – Disposal Sites senior engineer and analyst

FIXED ASSETS

- **Fixed Assets (\$11,000):**

(1) Gas Analyzer \$11,000New – Disposal Sites

All equipment costs are fully revenue offset

SUMMARY OF REVENUES

- Revenues are recommended at \$15,913,903, a 4% (\$669,271) decrease from the prior year due primarily to the reclassification of State In-Lieu revenue (\$2,669,702) as County contribution to the road Fund, offset by increases in fee generating activity levels, hourly costs for billings, and increased pass-through expenditures.
 - Licenses, Permits and Franchises - Estimated at an increase based on projected permit and land use application activity for 2005-06.
 - Fines, Forfeitures and Penalties - Estimated at the same level based on 2004-05 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 In-Lieu Tax - These funds are no longer provided as pass-through to Road Fund. The County's contribution to the Road Fund is now shown as net County cost and has been included in a target budget adjustment.
 - Other Governmental Agencies - Estimated at an increase from the prior year. Revenue received by the Resources Division for continued implementation of Assembly Bill 939 programs, which include waste reduction and recycling, public education, and household hazardous waste programs.
 - Charges for Services - Estimated at an increase primarily due to hourly costs for interfund billings, increased pass-through revenue for Environmental Impact Reports, and increased Development Engineering activity.
 - Miscellaneous Revenues - Estimated at a slight decrease. Revenue is generated by the pass-through sale of water, bond forfeitures, sales of copies, and jury duty reimbursements. The decrease is based on 2004-05 activity.
 - Intrafund Revenues - Estimated at an increase from the prior year, based on 2004-05 intrafund billings, and increased hourly costs for intrafund billings.
 - Designation Funding - This revenue will be provided from a \$150,000 designation to fund closure costs at the Blue Hills Disposal Site.

PUBLIC WORKS AND PLANNING – 4360

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 required one additional groundwater monitoring well at the Site, which was installed, and may require more. The maintenance and additional groundwater monitoring costs represent an increase in the costs for this closed Site. Staff is currently working with DTSC regarding groundwater monitoring issues and acquiring the post closure permit for the site. Both of these issues may have additional unknown costs.
- A fee increase of approximately 4.8% is proposed for Development Services Division to offset the additional operational expenses associated with the adding of six (6) additional staff positions to provide a better level of customer service to foster economic development. A fee study will be concluded and presented to the Board prior to budget hearings in June 2005.
- The Target Budget for tourism in the amount of \$117,000, reflects the dollar amount set aside for tourism two years ago for the period February-June, 2003. It is not (nor was it ever intended to be) an amount sufficient to carry out the County's tourism efforts for a full year. Last year the Board appropriated \$200,000 for tourism, which is being used to complete the elements of the County's adopted Tourism Master Plan and its associated marketing and promotional efforts. The Department's Fresno County Office of Tourism functions as the region's tourism Destination Marketing Organization (DMO) for Fresno County, responsible for marketing the tourism assets of Fresno County to outside travelers and tour groups in an effort to stimulate economic development and create jobs.
- Additional funding of \$83,000 is needed to bring the funding up to the current level of \$200,000, which will enable the Office of Tourism to continue its operations as a DMO, whereby it would continue to focus its efforts on marketing existing tourism attractions to outside tourists, including the County's participation at Statewide tourism marketing events; coordination and interaction with reporters, travel writers and other related media; maintaining the Fresno County Tourism website; and publishing of the popular seasonal calendar of festivals and events which is marketed externally along with our region's attractions. This additional funding is being requested as a Request Above Recommended Budget in the County's Advertising County Resources budget (1930).
- The Office of Tourism is regularly approached by constituents and community leaders wishing to establish new tourism attractions and events (such as the successful new Fruit Trail and the proposed sesquicentennial event) and/or assume responsibility for existing tourism attractions and events (such as the Blossom Trail). The Office of Tourism is asked to take the lead in developing these events and attractions, bringing together the necessary partners and coordinating the ongoing administrative functions required for their sustainability. While existing staff was successful in assisting a partnership group with the creation of the Fruit Trail last season, it is impossible for the Office of Tourism to also sustain and administer these partnership efforts. With only two staff both dedicated to the coordination of all external marketing for our attractions, there are insufficient resources available to carry out the internal close work with these groups that is required to create, develop and sustain the current cooperative attractions and events, not to mention proposed new ones for throughout the County.

PUBLIC WORKS AND PLANNING – 4360

- Additional funding of \$160,000, being requested as a Request Above Recommended Budget in the County's Advertising County Resources budget (1930), will provide for two additional tourism staff and associated operational and marketing costs, to enable the County to assist groups to organize themselves for the purposes of cooperative marketing and new attraction development. Specifically, it would provide the necessary staff resources to assist with the administration of the Fresno County Fruit Trail, to assist with the development and sustainability of a new proposed west side agricultural trail and the Sierra Heritage Scenic Byway (Highway 168), and to begin work on the planned west side agritourism trail

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department has requested funding above the recommended Target Budget for Phase I of the Mendota Disposal Site clean closure, the comprehensive updating of the County's Zoning Ordinance, funding to increase code enforcement staffing, funding to add a Natural Resources Coordinator and Secretary II position, funding for a comprehensive review and update of the General Plan and funding for the graffiti abatement contract with the City of Fresno. The requests are listed below in order of priority.

PRIORITY ONE – MENDOTA DISPOSAL SITE CLEAN CLOSURE PHASE I

The 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. The estimated total cost of the project is approximately \$12 million. It is proposed that the clean closure of the Site be accomplished in phases. Phasing the project will also mitigate air quality concerns. The estimated cost of Phase I of the clean closure is \$3.15 million.

- Services & Supplies \$3,150,000

TOTAL NET COUNTY COST OF PRIORITY ONE **\$3,150,000**

PRIORITY TWO – COMPREHENSIVE UPDATE OF THE FRESNO COUNTY ZONING ORDINANCE

The Fresno County General Plan, updated in October 2000, contains numerous goals, policies and implementation programs aimed at promoting economic development, accommodating growth while preserving natural resources, protecting health and safety and improving the quality of life for the residents of Fresno County. The County Zoning Ordinance is the principal tool for implementing the County's General Plan and must by State Law be consistent with the adopted General Plan.

The Zoning Ordinance, originally adopted in 1960, has been amended several times but has never been comprehensively updated to implement the recently updated General Plan. Much of the existing provisions of the Zoning Ordinance are antiquated and do not reflect the mixed-use and smart growth directives of the General Plan. Often, staff is required to make administrative interpretations on a case-by-case basis. A comprehensive update would provide the required provisions and graphics for implementing the General Plan thus improving the Department's delivery of service. The updating of the County Zoning Ordinance is key to proactively carrying out the Board's directive of managing development (including processing applications) in an accurate and timely manner.

- Services & Supplies \$300,000

TOTAL NET COUNTY COST OF PRIORITY TWO **\$300,000**

PUBLIC WORKS AND PLANNING – 4360

PRIORITY THREE – INCREASE CODE ENFORCEMENT STAFFING

On March 15, 2005, at the conclusion of its workshop on the proposed Administrative Fines Ordinance, the Board directed the department to include in its 2005-06 draft budget, cost estimates for increasing the current level of code enforcement services. Currently, the department processes code violations on a complaint basis only. The cost estimates associated with additional staffing would increase the department's ability to respond to code violations as well as target areas in most need. In developing this approach, the department met with the City of Fresno to better understand its level of staffing and approach to code enforcement.

Currently, two Planning and Resource analysts are assigned part-time to the department's code enforcement unit. One Analyst is responsible for zoning code enforcement in the unincorporated areas of the Fresno/Clovis metropolitan area within the Neighborhood Beautification Overlay District (NBOD) while the second Analyst is responsible for code enforcement in the remaining unincorporated areas of the County.

Taking a pro-active approach to code enforcement will require that code enforcement staff perform field inspections on a regular basis, take photographs, write inspection reports, issue warnings and citations, monitor files for compliance and attend hearings. The department estimates four full-time Planning & Resource analysts will be needed in the enforcement unit in order to provide pro-active enforcement throughout the County. The four additional positions would "free-up" the two existing analysts who currently perform code enforcement to perform Zoning and permit issuance activities. It is anticipated that one analyst would be assigned to the Fresno/Clovis metropolitan area within the NBOD while the other three analysts would be assigned to the 10 unincorporated communities and to the westside and eastside areas of the County.

Additionally, two vehicles, dedicated to code enforcement staff for field inspections, would also be needed.

- Salaries & Benefits \$288,848
- Services & Supplies 19,600

TOTAL NET COUNTY COST OF PRIORITY THREE **\$308,448**

PRIORITY FOUR – NATURAL RESOURCES COORDINATOR AND SECRETARY II POSITION

The maintaining of natural resources and water management is a key element expressed in the General Plan. In support of this, the Board recently adopted new water standards and authorized a regional water study to better understand water availability to support planned development. The proposed Natural Resources Coordinator position would be responsible for oversight and coordination of natural resources functions affecting Fresno County, particularly water resources, but also including air quality and forest and mineral resources. In addition, this position would be responsible for implementation of the County's General Plan policies and Implementation Programs related to natural resources.

The Secretary II position would act in a support capacity to the Natural Resources Coordinator position.

- Salaries & Benefits \$196,382

TOTAL NET COUNTY COST OF PRIORITY FOUR **\$196,382**

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PRIORITY FIVE – GENERAL PLAN REVIEW AND UPDATE

The County is required to conduct a major review of the General Plan, including General Plan Policy Document and Background Report, every five years and revise it as deemed necessary. The department has estimated the cost to carry-out this implementation program at \$300,000. This process would include assembling a consultant team to review the County's General Plan, develop recommendations based on Board direction, prepare amendments and environmental review and conduct public workshops and attend public hearings as necessary. This also includes department administration costs to oversee this effort.

- Salaries & Benefits \$22,936
- Services & Supplies 277,064

TOTAL NET COUNTY COST OF PRIORITY FIVE **\$300,000**

PRIORITY SIX – GRAFFITI ABATEMENT IN UNINCORPORATED ISLAND AREAS OF THE CITY OF FRESNO

In March of 2005 the County entered into an agreement in the amount of \$45,000 with the City of Fresno to provide graffiti abatement in the County island areas within the boundaries of the City of Fresno. The term of the current agreement is from March 28, 2005 to March 31, 2006, and funding was identified through June 30, 2005. This above target request would provide funding for this service for July 1, 2005 to June 30, 2006. The above target request only specifies funding for the cost of the City to provide the service and does not include provision for County staff time to administer the agreement or provide any support services.

- Services & Supplies \$45,000

TOTAL NET COUNTY COST OF PRIORITY SIX **\$45,000**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$4,299,830**

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	\$ 90,526
0228	Resources Manager	D	1	1	95,216
1127	Senior Geologist	F	1	1	74,080
1140	Engineering Technician II	1489	7	7	313,227
1133	Senior Engineering Technician	1708	7	7	378,820
1134	Senior Engineer	F	4	4	292,453
1135	Engineer I	1662	1	1	46,217
1105	Engineer II	1994	1	1	58,912
1141	Principal Engineer	E	2	2	163,652
1148	Supervising Engineering	E	1	1	85,497
1144	Capital Projects Division Manager	D	1	1	92,694
1167	Senior Architect	E	1	1	84,883
1168	Architect	2519	4	4	324,376
1175	Planning and Resource Analyst I	1460	7	7	294,868
1176	Planning and Resource Analyst II	1621	11	12	578,763
1177	Planning and Resource Analyst III	1872	18	18	1,076,589
1715	Building Inspector I	1540	3	3	145,052
1716	Building Inspector II	1758	7	7	392,066
1720	Building Plans Engineer	F	1	1	74,367
1721	Supervising Building Inspector	2107	2	2	135,644
1722	Building Plans Checker III	2182	2	2	140,478
1723	Building Plans Checker II	1982	2	2	113,765
1745	Chief Building Inspector	E	1	1	82,309
2212	Systems & Procedures Analyst III	1978	1	1	63,695
2225	Systems & Procedures Manager	E	1	1	74,851
2257	Staff Analyst III - A	1872	5	5	295,013
2292	Staff Analyst II	1872	1	1	52,069
2294	Senior Staff Analyst	F	9	9	591,317
2297	Principal Staff Analyst	E	3	3	221,546
2319	Deputy Director of Planning	D	1	1	101,969
3110	Office Assistant II	843	8	8	201,438
3080	Office Assistant III	938	5	5	147,636
3081	Office Assistant III - Conf.	942	1	1	30,319
3140	Secretary III	1048	2	2	67,110
3160	Secretary IV	1156	2	2	74,486
3161	Secretary IV - Conf.	1163	2	2	74,850
3224	Chief Accountant	E	1	1	87,378
3265	Principal Accountant	F	1	1	67,587
3255	Senior Accountant	1897	3	3	181,060

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	882	2	2	\$ 55,077
3260	Account Clerk III	991	6	6	189,420
3620	Program Technician I	1115	1	1	31,011
3621	Program Technician II	1248	4	4	160,001
3708	Senior Information Technology Analyst	2408	1	1	77,489
5320	Supervising Water/Sewer Specialist	1980	1	1	63,747
5319	Water/Sewer Specialist II	1588	3	3	146,383
5321	Water/Sewer Specialist III	1723	2	2	110,930
5316	Crafts Maintenance Trainee	1200	<u>2</u>	<u>2</u>	<u>77,014</u>
Subtotal			154	155	\$ 8,377,850
Certification Allowance					2,749
License Bonus					14,614
Bilingual Pay					1,200
Steno Allowance					520
Development Services Differential					80,511
Performance Pay					3,000
Less Salary Savings					<u>(340,421)</u>
TOTAL REGULAR SALARIES					\$ 8,140,023

PUBLIC WORKS AND PLANNING - ROAD FUND
BUDGET 4510
Road Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,691,347	\$ 15,298,228	\$ 15,714,115	\$ 415,887	3%
Services & Supplies	25,114,338	27,248,750	26,645,791	(602,959)	-2%
Other Charges	45,980	516,600	3,093,000	2,576,400	499%
Fixed Assets	58,124	175,140	167,600	(7,540)	-4%
Total Appropriations	\$ 38,909,789	\$ 43,238,718	\$ 45,620,506	\$ 2,381,788	6%
<u>Revenues</u>					
Taxes	\$ 6,637,710	\$ 6,790,000	\$ 7,200,000	\$ 410,000	6%
Lic., Permits, & Franchises	201,814	115,000	170,000	55,000	48%
Use of Money & Property	293,687	453,000	303,200	(149,800)	-33%
State Aid	18,766,949	14,558,108	14,618,108	60,000	0%
Federal Aid	5,486,557	5,781,836	7,632,475	1,850,639	32%
Charges for Services	4,826,350	4,083,472	3,607,521	(475,951)	-12%
Misc. Revenues	10,522	18,600	18,250	(350)	-2%
Other Financing:					
Sale of Fixed Assets	14,696	15,000	1,250	(13,750)	-92%
Motor Vehicle in-Lieu	3,555,042	2,669,702	0	(2,669,702)	-100%
County Contribution	1,306,182	0	2,669,702	2,669,702	100%
Fund Balance	(2,189,720)	8,754,000	9,400,000	646,000	7%
Total Revenues	\$ 38,909,789	\$ 43,238,718	\$ 45,620,506	\$ 2,381,788	6%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	233	226	226	0	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Services & Supplies	\$ 11,875,830
Total Appropriations	\$ 11,875,830
Net County Cost	\$ 11,875,830

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 3,594 miles of County roads and 547 bridges. The primary function of the above three Divisions is to provide for maintenance, rehabilitation, and reconstruction of roads, bridges and attendant facilities as authorized by the California Streets and Highways Code and to provide for traffic safety. The three noted Divisions within the department also provide engineering and oversight services for Improvement Districts, County Service Areas, and other County departments.

OVERVIEW

The 2005-06 Recommended Budget of \$45,620,506 reflects a 6% (\$2,381,788) increase in appropriations and revenues from the 2004-05 Adopted Budget. Staffing is recommended at the prior year level of 226 positions.

The recommended budget for 2005-06 includes \$19.82 million for the Road Maintenance and Operations program, which represents a 1.1% (\$220,000) increase from 2004-05 funding levels. The increase for the Road Maintenance and Operations program is mainly due to the increased cost of employee benefits and operational costs. This slight increase in funding will not improve the current level of maintenance and operations services. Furthermore the continued suspension of State Aid under Proposition 42 (\$2.25 million) and the suspension of the General Fund Contribution as Maintenance-of-Effort for Proposition 42 funds (\$2.56 million) will continue to erode the Department's ability to maintain the County's road system. An appropriation of \$9.4 million is recommended for new and carryover road and bridge contract construction. This is the same as the prior year.

DEPARTMENT COMMENTS

The following highlights the most salient aspects of the Road Fund budget for 2005-06:

- The budget reflects a small increase from the 2004-05 funding levels, but a substantial decrease from the 2003-04 funding levels 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 Department continues to fund transportation planning activities (\$189,355). 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.

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The overall increase in appropriations and revenues is reflective of the allocation of funds to purchase right of way for the Friant Road project and the Measure 'C' funded Academy Avenue projects. The proposed budget also reflects the suspension of Proposition 42 road maintenance funds that 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, no change from the 2004-05 level.
 - 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), Cost Accounting Management System (CAMS), and departmental budgeting are being employed.

ROAD MAINTENANCE

The 2005-06 program consists of the following components:

Day Labor Rehabilitation, Specific Maintenance Projects, and Pavement Seals and Maintenance Overlays	\$ 5.54 million
Contract Preventative Maintenance	3.85 million
Routine Road Maintenance Activities	9.08 million
Traffic Signs and Striping	<u>1.35 million</u>
Total \$ 19.82 million	

- A total of \$5.54 million is recommended for day labor rehabilitation and specific maintenance projects for roads. Approximately \$800,000 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 \$5.54 million rehabilitation component is a recommended appropriation of \$1.7 million for pavement seals and maintenance overlays. This will fund approximately 25 miles of plant mix surfacing overlays and/or road mixed surfacing (RMS) pavement seals to be constructed by day labor forces.
- The recommended \$3.85 million for contract preventative maintenance projects will finance approximately 30 miles of chip seal projects and 30 miles of asphalt concrete overlay projects. Also, included in contract maintenance is a special Congestion Mitigation Air Quality (CMAQ) funded Shoulder Widening Program (\$506,300) 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 \$9.08 million. Although this estimated expenditure would seem to maintain a consistent level of service, the allocation of expenditure activity to the various general maintenance categories can vary. For example, in years when above average precipitation occurs, the cost for snow removal, storm response and signing, and storm damage repairs will consume more of these allocations than in normal years.

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

- Traffic signs and striping, including installation and maintenance of traffic signs, pavement markings, and line striping is recommended at \$1.35 million. This allocation continues to include funding for agreements with Caltrans for Caltrans operated traffic signals at joint State/County intersections and the City of Fresno for the maintenance of County-owned traffic signals and lighting at an annual cost of approximately \$171,000 and 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 \$19.82 million allocation in the proposed budget for road maintenance and traffic signs and striping, there is an additional allocation of \$1.2 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 2005-06 include 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 (\$640,000); various Federally funded bridge replacements and safety railing installations (\$4.6 million); and a traffic signal installation at the intersection of Academy/Belmont Avenues (\$250,000).
- 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 salaries and benefits and an increase in extra-help funding based on projected workload. The proposed budget includes a substantial increase in salary savings over the 2004-05 level based on current year experience. Staffing is recommended at 226 positions, no change from the 2004-05 level.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 2% decrease from the prior year.

Recommended funding includes:

- Eleven federally funded bridge reconstruction and bridge rail replacement projects (\$4.5 million) at various locations.
- Preventative Maintenance contract activities (\$3.85 million).
- 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 (\$640,000).
- 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.

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

- An allocation for the purchase of materials used in the maintenance of roads and traffic operations, signs and striping (\$2.84 million).
- Allocations for Professional and Specialized Services (\$2.76 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 (\$230,000).
- 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 \$3.09 million to provide for right-of-way acquisition on Friant Road, Willow Avenue to North Fork Road (\$2.93 million); Academy Avenue, Shaw Avenue to State Route 168 (\$150,000) and for the Council of Fresno County Governments membership dues (\$9,000).

FIXED ASSETS

- **FIXED ASSETS (\$167,600):**

(1) Sand/Salt Storage Bldg., Auberry Yard	\$ 80,000	Replacement – Aging Building
(1) Security Fence, Coalinga Yard	22,500	Replacement – Aging Fence
(1) Side Delivery Truck Conveyor.....	30,000	New – Cost/Labor Savings
(1) Dual Grade Laser Level	7,000	New – Cost/Labor Savings
(1) Drag Scraper (10 ft.)	18,500	New – Cost/Labor Savings
(1) Traffic Signal Conflict Monitor	9,600	New – Cost/Labor Savings

SUMMARY OF REVENUES

- Revenues are recommended at \$45,620,506, a 6% increase over 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 based on actual receipts in the prior year.
 - Use of Money and Property - Estimated at a decrease based on interest earnings on carryover funds and actual experience in the prior year.
 - State Aid - Estimated at approximately the same level due primarily to the suspension of Proposition 42 funding and the loss of State Transportation Congestion Relief Program funding.
 - Federal Aid - Estimated at an increase primarily due to the anticipated construction of several Federal bridge projects carried over from prior years and a CMAQ shoulder-widening project.

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

- Charges for Services - Estimated at a decrease based on projected reduced Measure 'C' reimbursement for a portion of right-of-way acquisition costs, 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, contract administration, and construction inspection will be 100% funded for the American Avenue Landfill Phase III Expansion and for the Community Development Block Grant (CDBG)/State Grant-funded Raisin City Water Distribution System, CDBG funded Calwa Street Improvements Phase II, and State Grant/Loan funded Water Treatment and Distribution System Improvements for County Service Area No. 49 (O'Neill/Westside School). Entry road maintenance at the American Avenue Landfill performed by County Road crews will be 100% funded by the landfill.
- Miscellaneous Revenues - 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 County Contribution are recommended at the 2004-05 level of Motor Vehicle In-Lieu revenues. The County General Fund contribution represents a decrease over the 2003-04 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 an increase over 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 authorized 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 may 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.
- The Governor's recent May budget revision included a proposal to restore the 2005/06 Proposition 42 transportation funding. If successful, this proposal would return an estimated \$3.8 million to Fresno County for road maintenance and rehabilitation purposes. Restoration of these funds would also require the County to reinstate the general fund contribution for the Maintenance-of-Effort requirement (\$2,562,915, as

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

specified in the Department Request above Recommended Budget) in order to receive these and future Proposition 42 funds.

- The funds would be used to restore Countywide road maintenance programs reduced when the initial Proposition 42 suspension went into effect in 2003. Fifty percent of the available revenue would be used for day-labor maintenance, and 50% would be used for contract pavement overlays and chip seals.
- The proposal to restore the Transportation Congestion Relief Program (TCRP) portion of Proposition 42 funding is less clear, and even if Proposition 42 funding is restored, there is no indication of whether the \$10 million in TCRP funding for Friant Road is likely to be restored. There are many more Statewide projects in the TCRP queue than the proposed allocated funds will cover, and there is as yet no agreed-upon method to determine which projects will be selected by the State for allocation. Public hearings are expected to be set in June and July to discuss prioritization procedures. Right-of-way acquisition on Friant Road is proceeding, enhancing the project's state of readiness, and staff will make every effort to insure that the project will be a strong competitor for early funding.

DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

The Department is requesting funding for the Road Fund above the recommended Target Budget to offset the loss of road maintenance funds because of the suspension of State funding through Proposition 42 and the loss of a portion of the General Fund contribution as Maintenance-of-Effort for Proposition 42 funding. The restoration of these funds is crucial to maintaining the current investment the County has in its road system and to provide a maintained system at the level expected by constituents and users. The requests are listed below in order of priority:

PRIORITY ONE – PROVIDE FUNDING TO RESTORE MAINTENANCE-OF-EFFORT FOR PROP. 42

The Department's Road Fund Priority One above Target Budget request is for \$2,562,915 resulting from the suspension of the General Fund Contribution as Maintenance-of-Effort for Proposition 42 funds in the 2004-05 Budget. The Department's Priority One request would restore to the 2005-06 Budget the portion of the General Fund contributions for Maintenance-of-Effort removed from the 2004-05 Budget. The above target funding would be utilized for additional Road Maintenance efforts with \$1,000,000 being allocated for day labor road maintenance activities resulting in approximately an additional 32 miles of lower traffic volume roadways receiving treatment and the remaining \$1,562,915 being allocated for Contract Preventative Maintenance projects resulting in approximately an additional 20 miles of higher volume roadways receiving asphalt concrete overlays or chip seals.

- | | |
|------------------------------|------------------|
| • Special Department Expense | \$1,000,000 |
| • Contracts | <u>1,562,915</u> |

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$2,562,915</u>
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PRIORITY TWO – PROVIDE FUNDING TO OFFSET LOSS OF MAINTENANCE-OF-EFFORT GENERAL FUND CONTRIBUTION IN FISCAL YEAR 2004-05 AND LOSS OF PROPOSITION 42 FUNDING IN FISCAL YEARS 2003-04, 2004-05 AND 2005-06

The department's Road Fund Priority Two above Target Budget request is for \$9,312,915 to offset the loss of funding resulting from the suspension of Proposition 42 funding by the State in the last two Fiscal Years and the continued suspension of Proposition 42 funding by the State in the coming fiscal year (\$6,750,000 loss for three years) as well as a loss of a portion of the General Fund contribution as Maintenance-of-Effort for Proposition 42 funds

PUBLIC WORKS AND PLANNING – ROAD FUND – 4510

in the 2004-05 Fiscal Year budget (\$2,562,915). The above target funding would be utilized for additional Road maintenance efforts with \$4,500,000 being allocated for day labor road maintenance activities resulting in approximately an additional 144 miles of lower traffic volume roads receiving treatment and the remaining \$4,812,915 being allocated for Contract Preventative Maintenance projects resulting in approximately an additional 62 miles of higher volume roadways receiving asphalt concrete overlays or chip seals.

- | | |
|------------------------------|------------------|
| • Special Department Expense | \$4,500,000 |
| • Contracts | <u>4,812,915</u> |

<u>TOTAL NET COUNTY COST OF PRIORITY TWO</u>	<u>\$9,312,915</u>
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<u>TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET</u>	<u>\$11,875,830</u>
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PUBLIC WORKS AND PLANNING - ROAD FUND - 4510

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
8065	Director of Public Works	B	1	1	\$ 135,737
2318	Deputy Director of Public Works	D	1	1	101,969
1105	Engineer II	1994	3	3	166,395
1130	Engineering Aide	905	1	1	26,181
1132	Engineering Technician I	1330	6	6	226,090
1140	Engineering Technician II	1489	30	30	1,401,216
1133	Senior Engineering Technician	1708	12	12	651,384
1134	Senior Engineer	F	6	6	432,383
1137	Engineer III	2191	15	15	1,031,412
1141	Principal Engineer	E	1	1	81,251
1145	Real Property Manager	E	1	1	71,010
1146	Assist. Real Property Agent	1573	2	2	92,107
1147	Field Survey Supervisor	1885	4	4	242,708
1148	Supervising Engineer	E	3	3	241,311
1149	Chief of Field Surveys	E	1	1	75,033
1150	Public Works Division Engineer	D	3	3	279,493
2256	Staff Analyst II-A	1621	1	1	52,070
2257	Staff Analyst III-A	1872	3	3	162,801
2294	Senior Staff Analyst	F	1	1	63,721
3080	Office Assistant III	938	2	2	60,376
3140	Secretary III	1048	2	2	62,871
3160	Secretary IV	1156	2	2	73,742
3166	Administrative Secretary - Conf.	1290	1	1	40,183
4060	Public Works Investigator I	1235	1	1	34,356
5410	Road Equipment Operator I	1130	26	26	874,084
5415	Road Equipment Operator II	1277	63	63	2,566,105
5420	Road Maintenance Supervisor	1747	10	10	561,604
5425	Road Operations Lead Supervisor	1526	11	11	540,133
5430	Road Superintendent	F	2	2	122,647
5445	Traffic Maintenance Supervisor	1747	1	1	56,222
5450	Traffic Equipment Operator I	1083	4	4	128,970
5455	Traffic Equipment Operator II	1214	5	5	193,159
5460	Traffic Operations Lead Supervisor	1388	1	1	44,675
Subtotal			226	226	\$ 10,893,399
Steno Allowance					520
Call-Back Allowance					40,000
Auto Allowance					6,156
Professional License Allowance					20,967
Less Salary Savings					(834,394)
TOTAL REGULAR SALARIES					\$ 10,126,648

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>\$ 2,233,527</u>	<u>\$ 2,223,000</u>	<u>\$ 2,383,000</u>	<u>\$ 160,000</u>	<u>7%</u>
Total Appropriations	\$ 2,233,527	\$ 2,223,000	\$ 2,383,000	\$ 160,000	7%
<u>Revenues</u>					
Other Governmental Aid	<u>\$ 2,233,527</u>	<u>\$ 2,223,000</u>	<u>\$ 2,383,000</u>	<u>\$ 160,000</u>	<u>7%</u>
Total Revenues	\$ 2,233,527	\$ 2,223,000	\$ 2,383,000	\$ 160,000	7%
<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, City of Clovis, and the Fresno County Rural Transit Agency (FCRTA) each year perform an analysis of the unincorporated area transit services and needs to determine the County's contribution of LTF and STA monies to Fresno Area Express (FAX), Clovis Transit (Roundup) and FCRTA, according to agreements between the County, the City of Fresno, the City of Clovis, and the FCRTA. Funds are also allocated by formula for social service transit services (through FCRTA, FAX, and the Fresno County Economic Opportunities Commission as the Consolidated Transportation Services Agencies) to unincorporated area residents. Three percent of the total Fresno County allocation is, by statute, allocated to the COFCG for regional transportation planning services including transit planning.

OVERVIEW

The 2005-06 Recommended Budget of \$2,383,000 reflects a 7% (\$160,000) increase in appropriations and revenues over the 2004-05 Adopted Budget. Recommended funding is based on State estimates, as refined by the County's Auditor-Controller, of 2005-06 sales tax revenues. The allocation to transit providers is made in September of each year through a separate Board action and is based on the most current State estimate of sales tax revenues, the adopted FCRTA budget, and actual transit use and service costs for the previous fiscal year.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies reflect a 7% 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 (\$1,375,000) for services to the unincorporated area within the Fresno urban transit service area.
- An allocation to 19 rural transit subsystems (\$570,000).
- An allocation for transportation social services (\$266,000) 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 (\$152,000) for operation of the Regional Transportation Planning Agency pursuant to the Transportation Development Act of 1972.
- An allocation to the City of Clovis (\$20,000) for paratransit services to the unincorporated area of Tarpey Village.

PUBLIC WORKS AND PLANNING – TRANSIT SERVICES – 4700

SUMMARY OF REVENUES

- Other Governmental Aid revenues of \$2,383,000 reflect a 7% (\$160,000) 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> 2003-04	<u>Adopted</u> 2004-05	<u>Recommended</u> 2005-06	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 2,318,624	\$ 9,202,963	\$ 11,008,484	\$ 1,805,521	20%
Other Charges	<u>77,782</u>	<u>362,054</u>	<u>0</u>	<u>(362,054)</u>	<u>-100%</u>
Total Appropriations	\$ 2,396,406	\$ 9,565,017	\$ 11,008,484	\$ 1,443,467	15%
<u>Revenues</u>					
Federal Aid	\$ 1,044,292	\$ 6,052,859	\$ 7,305,056	\$ 1,252,197	21%
State Aid	584,951	2,962,158	2,803,428	(158,730)	-5%
Misc. Revenues	<u>767,163</u>	<u>550,000</u>	<u>900,000</u>	<u>350,000</u>	<u>64%</u>
Total Revenues	\$ 2,396,406	\$ 9,565,017	\$ 11,008,484	\$ 1,443,467	15%
<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), and the Department's smaller housing and other grants. Included in this budget are funds from the following State Programs: CalHome, Workforce Housing Grant, Joe Serna Jr. Farmworker Housing Grant, and the Safe Drinking Water State Revolving Fund grant. Additionally, this budget includes the Federal Housing Preservation Grant, the California Integrated Waste Management Board Used Oil Recycling Program and the Department of Conservation Beverage Container Recycling Program.

OVERVIEW

The 2005-06 Recommended Budget of \$11,008,484 reflects a 15% (\$1,443,467) increase in appropriations and revenues over the 2004-05 Adopted Budget based on an increased amount of grant funds, which includes one new grant and additional allocations of existing grants. County matching requirements for the Joe Serna Jr. Farmworker Housing Grant are met through HOME, CDBG and other housing grants.

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 one new grant from the State through the Workforce Housing grant program. Additional allocations have been included for the CalHome Program for the 2004 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: \$8,105,056 County Match: None

The federal HOME Investment Partnerships Program (HOME) and American Dream Downpayment Initiative grant funds provide funds for housing rehabilitation loans, down payment assistance for home ownership, and affordable housing development projects in the nine eligible smaller partner cities and the unincorporated areas.

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

Grant Funds: \$204,000 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.

PUBLIC WORKS AND PLANNING – GRANTS – 5512

- **STATE CALHOME GRANT PROGRAM**

Grant Funds: \$665,000 County Match: None

The State CalHome grant program provides 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: \$46,778 County Match: None

Provides funds to use for the collection and recycling of beverage containers and public education for promoting beverage container recycling and/or litter clean-up activities.

- **HOUSING PRESERVATION GRANT PROGRAMS**

Grant Funds: \$100,000 County Match: None

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

- **WORKFORCE HOUSING GRANT PROGRAM**

Grant Funds: \$455,150 County Match: None

These grant funds are used to fund eligible infrastructure projects in the unincorporated areas.

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

Grant Funds: \$832,500 County Match: 1:1 over 3 years

The Joe Serna Jr., Farmworker Housing Grant Program grant funds are used to fund rehabilitation of housing for farmworkers in Fresno County. Grant funds are matched with the County's other State and Federal housing grant funds.

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

Grant Funds: \$600,000 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 20% over the prior year due primarily to an increased amount of grant funds, including one additional grant.

PUBLIC WORKS AND PLANNING – GRANTS – 5512

SUMMARY OF REVENUES

- Revenues are recommended at \$11,008,484, a 15% (\$1,443,467) 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 2005-06.
 - State Aid - Estimated at a decrease as activities associated with these grants have been completed.
 - Miscellaneous Revenues - Estimated at an increase based on anticipated revenues from housing loan repayments during the 2005-06 program year.

PUBLIC WORKS AND PLANNING COMMUNITY DEVELOPMENT BUDGET F205 General Fund					
	Actual 2019	Original 2019	Revised 2019	Original 2020	
DEPARTMENT					
EXPENSES					
Salaries & Benefits	\$ 1,300,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	77%
Supplies & Materials	1,000,000	1,000,000	1,000,000	1,000,000	100%
Travel	1,000,000	1,000,000	1,000,000	1,000,000	100%
Postage	1,000,000	1,000,000	1,000,000	1,000,000	100%
Total Expenses	\$ 4,300,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	70%
REVENUES					
Transfer In	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	100%
Transfer Out	1,000,000	1,000,000	1,000,000	1,000,000	100%
Transfer In/Out	900,000	0	0	0	0%
Transfer In/Out	1,000,000	1,000,000	1,000,000	1,000,000	100%
Total Revenues	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	100%
Net Change	\$ 3,300,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	60%
Budgetary Control					
Budgetary Control	20	20	20	20	100%

PUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT – 7205

FUNCTION

This budget contains the federal Community Development Block Grant (CDBG) funds administered by the Community Development Division of the Department of Public Works and Planning. An annual application for the County's Urban County CDBG entitlement grant funds, which is approved by the Board of Supervisors and submitted to HUD details how the funds will be spent. These grant funds are used to develop and implement a variety of projects and programs to upgrade low- and moderate-income neighborhoods throughout Fresno County and nine participating cities. The Community Development staff in this budget develop 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 affordable housing development, owner-occupied rehabilitation, down payment assistance, and rental rehabilitation. The Community Development Manager also serves as the Director of Tourism and designated Division staff carry out tourism activities to implement the County's Tourism Master Plan. The department's tourism funds are budgeted in unit 4360.

OVERVIEW

The 2005-06 Recommended Budget of \$13,708,955 reflects a 13% (\$1,615,274) increase in appropriations and revenues over the 2004-05 Adopted Budget due to an increase in carryover grant funds for projects underway.

The County's federal CDBG allocation for the 2005-06 budget year has been set by HUD at \$5,500,509. The recommended budget will finance unincorporated area Community Development programs which include public facility and infrastructure improvement projects, housing rehabilitation, and funding for community-based Social Services Agencies and the Sheriff's Area Based Policing program. The Affordable Housing programs continue to develop new marketing strategies and program modifications and pursue additional State and federal grant funds to address increased needs for housing rehabilitation in accordance with the County's Consolidated Plan adopted by the Board of Supervisors. This budget also includes CDBG funding which is provided as grants to the nine cities participating in the County's CDBG program. 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 \$5,500,509, represents a \$317,491 decrease from the previous year, due to across the board federal reductions to HUD formula grant programs. The County's CDBG allocation has remained essentially the same since 1997, while the cost of delivering projects and providing services continues to increase. For 2006-07, the Bush Administration's proposed budget is recommending cuts to the CDBG program as much as 50%. Community Development staff continues to successfully combine CDBG funds with other State and federal sources to leverage all funding opportunities and maximize available resources.

PUBLIC WORKS AND PLANNING – COMMUNITY DEVELOPMENT – 7205

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Increases in employee salaries and benefits represent a 13% increase over the prior year.

SERVICES AND SUPPLIES

- Services and Supplies represent a 2% decrease from the prior year.

Recommended funding includes:

- Appropriations for the rehabilitation of approximately 16 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 15 homes, along with the issuance of 23 Down Payment and Mortgage Assistance program loans.
- A total of \$765,076 for County public service activities, including the community-based Social Services Agencies (\$226,484) and the Sheriff's Area Based Policing program (\$538,592).
- An appropriation of \$679,745 for new public facility and infrastructure projects in the unincorporated area.

OTHER CHARGES

- Other Charges represent a 19% increase over the prior year due to an increase in carryover funds for projects in progress.
- Recommended funding for 2005-06 will provide for an estimated 48 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 \$13,708,955, a 13% (\$1,615,274) increase over the prior year. This represents an increase in carryover grant funds and program income.
 - Federal Aid - Estimated at an increase over the prior year. Includes committed but unexpended CDBG funds of \$7,003,596 and the Federal CDBG grant allocation for 2005-06 of \$5,500,509.
 - Charges for Services - Estimated at the prior year level.
 - Miscellaneous Revenues - Estimated at an increase based on actual receipts in the prior year.
 - Intrafund Revenues - Estimated at a decrease from the prior year due to a decrease in housing grant administrative cost reimbursements, and a decrease in County contribution to Tourism in the target budget.

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	\$ 92,485
1746	Principal Housing Rehabilitation Specialist	F	1	1	72,538
1749	Housing Rehabilitation Specialist III	1858	1	1	59,828
1747	Housing Rehabilitation Specialist II	1758	3	3	169,806
1748	Housing Rehabilitation Specialist I	1616	1	1	49,360
2296	Senior Economic Development Analyst	F	1	1	66,294
2294	Senior Staff Analyst	F	1	1	66,294
2297	Principal Staff Analyst	E	1	1	73,074
1177	Planning and Resource Analyst III	1872	3	3	171,719
1175	Planning and Resource Analyst I	1460	2	2	90,891
2257	Staff Analyst III-A	1872	1	1	60,260
3160	Secretary IV	1156	1	1	37,243
3621	Program Technician II	1248	2	2	69,390
3070	Supervising Office Assistant II	1253	1	1	40,364
3110	Office Assistant II	843	3	3	73,988
Subtotal			23	23	\$ 1,193,534
Bilingual Skill Pay					1,800
TOTAL REGULAR SALARIES					\$ 1,195,334

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 19,989	\$ 44,488	\$ 33,244	\$ (11,244)	-25%
Other Financing	11,581	12,000	12,000	0	0%
Total Appropriations	\$ 31,570	\$ 56,488	\$ 45,244	\$ (11,244)	-20%
<u>Revenues</u>					
Taxes	\$ 40,790	\$ 60,000	\$ 60,000	\$ 0	0%
Use of Money & Property	4,329	4,000	5,397	1,397	35%
Intergovernmental Revenues	9,879	41,000	30,925	(10,075)	-25%
Total Revenues	\$ 54,998	\$ 105,000	\$ 96,322	\$ (8,678)	-8%
<u>Reserved Tax Increment</u>	\$ 23,428	\$ 48,512	\$ 51,078	\$ 2,566	5%
<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 2005-06 Recommended Budget of \$45,244 reflects a 20% (\$11,244) decrease in appropriations and an 8% (\$8,678) decrease in revenues from the 2004-05 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 in an amount of approximately \$95,000 for future housing rehabilitation and future sewer connections in the Friant Redevelopment Area in accordance with the adopted Redevelopment Plan. The Friant redevelopment area is the only County redevelopment area currently approved by the Board of Supervisors.

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 25% decrease from the prior year. The recommended funding will provide for staff work 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.

PUBLIC WORKS AND PLANNING – COMMUNITY REDEVELOPMENT – 7540

SUMMARY OF REVENUES

- Recommended revenues of \$96,322 reflect an 8% (\$8,678) decrease from the 2004-05 funding level.
 - 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 2004-05. The total amount collected since 1995 to date is approximately \$268,000.
 - Use of Money & Property - Estimated at a slight increase over 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.

**PARKS AND GROUNDS
BUDGET 7910
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,653,347	\$ 1,971,990	\$ 2,072,582	\$ 100,592	5%
Services & Supplies	1,014,362	1,118,271	1,084,222	(34,049)	-3%
Other Charges	962	1,250	1,250	0	0%
Fixed Assets	<u>0</u>	<u>37,500</u>	<u>0</u>	<u>(37,500)</u>	<u>-100%</u>
Total Appropriations	\$ 2,668,671	\$ 3,129,011	\$ 3,158,054	\$ 29,043	1%
<u>Revenues</u>					
Use of Money & Property	\$ 53,019	\$ 60,025	\$ 50,425	\$ (9,600)	-16%
Charges for Services	609,073	714,335	711,991	(2,344)	0%
Miscellaneous	215	0	0	0	0%
Intrafund Revenues	<u>133,871</u>	<u>152,675</u>	<u>150,575</u>	<u>(2,100)</u>	<u>-1%</u>
Total Revenues	\$ 796,178	\$ 927,035	\$ 912,991	\$ (14,044)	-2%
<u>Net County Cost</u>	\$ 1,872,493	\$ 2,201,976	\$ 2,245,063	\$ 43,087	2%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	33	35	35	0	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 202,078
Services & Supplies	296,665
Residual Equity Transfer	<u>30,000</u>
Total Appropriations	\$ 528,743
<u>Net County Cost</u>	\$ 528,743
Additional Positions (new)	4



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. Additionally the section maintains the landscape at American Avenue and Southeast Regional landfills. The section also administers the Fish and Game Propagation Fund and State grants, including the 2000 Parks Bond, 2002 Park Bond, Department of Boating and Waterways, and Wildlife Conservation Board grants. The section also provides staff support to the Historic Parks Advisory Committee and the Recreation and Wildlife Commission.

OVERVIEW

The 2005-06 Recommended Budget of \$3,158,054 reflects a 2% (\$43,087) increase in net County cost over the 2004-05 Adopted Budget due primarily to an increase in employee benefit costs. The recommended staffing allocation will provide for parks and grounds maintenance on a year round basis, with additional seasonal staff during the busy summer months. Staffing is recommended at 35 positions.

DEPARTMENT COMMENTS

Parks and Grounds will provide a decreased level of service due to decreases in services and supplies and seasonal extra-help necessary to meet target budget. Parks and Grounds continues to depend heavily upon inmate labor and alternatively sentenced individuals for maintenance support.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Elimination of two seasonal extra-help staff will result in decreased service levels at Avocado Lake and Kearney Parks.
- Decreases in Services and Supplies will result in deferring some maintenance tasks, stockpiling of debris and elimination of portable toilets at Kearney Park.
- Elimination of \$19,000 contribution to the Fresno City and County Historical Society for Kearney Mansion exterior maintenance.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 5% increase over the prior year. The increase is due primarily to an increase in benefit costs and negotiated COLA.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 3% decrease from the prior year.

PARKS AND GROUNDS – 7910

OTHER CHARGES

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

SUMMARY OF REVENUES

- Revenues are recommended at \$912,991, a 2% (\$14,044) decrease from the prior year.
 - Use of Money and Property - Represents a decrease from the prior year based on revised mobile vendor contracts at County parks and grounds areas.
 - Charges for Services - Represents 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 - Represents 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 funds to restore previously deleted positions, restoring funds for Services and Supplies, funding one new administrative support position, funding for purchasing new equipment for more efficient operations, funding for contract services for remote parks and funding for consultant services to prepare a Parks Master Plan. The requests are listed below in the department's 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, resolution of customer inquiries, coordination of special events, preparation of agreements, Board of Supervisors 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.

- Salaries and Benefits \$65,762

TOTAL NET COUNTY COST OF PRIORITY ONE

\$65,762

PARKS AND GROUNDS – 7910

PRIORITY TWO – PROVIDE FUNDING TO RESTORE THREE GROUNDSKEEPER POSITIONS

In Fiscal Year 2001-02 three Parks Groundskeeper positions were deleted due to budget reductions. As a result, service levels at the County parks were reduced. Restoring the three positions will enable the County to return to former maintenance levels at Kearney, Avocado Lake and Choinumni parks. Service levels at these parks has declined in the last several years due to the elimination of the Sheriff's Inmate Labor Crew, which assisted in maintenance of the Kings River parks, and elimination of the Community Service Program at Pleasant Valley State Prison which assisted in the maintenance of Los Gatos Creek and Coalinga Mineral Springs parks. Elimination of these programs has required a service level decrease at Kearney and Avocado Lake in order to service the areas previously serviced by these programs.

- Salaries and Benefits \$114,726

TOTAL NET COUNTY COST OF PRIORITY TWO **\$114,726**

PRIORITY THREE – PROVIDE FUNDING TO RESTORE TWO EXTRA-HELP SEASONAL POSITIONS

During the preparation of the proposed 2005-06 budget, reductions in the 7910 Parks and Grounds budget were necessary to meet the target budget.

Seasonal extra-help is used at the County parks to assist in the busy use and growing season. Elimination of these funds will result in the elimination of two extra-help positions, one from Kearney Park and one from Avocado Lake Park. The result will be less frequent mowing, restroom cleaning and general park maintenance.

- Salaries and Benefits \$21,590

TOTAL NET COUNTY COST OF PRIORITY THREE **\$21,590**

PRIORITY FOUR – PROVIDE FUNDING TO RESTORE FUNDS TO LINE ITEM ACCOUNT 7220 MAINTENANCE OF BUILDINGS AND GROUNDS

During the preparation of the Proposed 2005-06 Budget, reductions in the 7910 Parks and Grounds budget were necessary to meet the target budget.

The proposed reduction includes the elimination of the \$19,000 support to the Fresno City and County Historical Society for exterior maintenance of Kearney Mansion. The 7220 account is also used to purchase all items necessary to perform repairs and improvements in the County parks and on the County grounds. Failure to restore these funds will result in the deferral of repairs to facilities used by the public. Priorities for repairs will be health and safety items with cosmetic and less critical repairs being deferred.

- 7220-Maintenance of Buildings and Grounds \$67,839

TOTAL NET COUNTY COST OF PRIORITY FOUR **\$67,839**

PRIORITY FIVE – PROVIDE FUNDING TO RESTORE FUNDS TO LINE ITEM ACCOUNT 7070 - HOUSEHOLD EXPENSE

During the preparation of the proposed 2005-06 budget, reductions in the 7910 Parks and Grounds budget were necessary to meet the target budget.

The reduction will result in no longer taking debris to the landfills. Debris, such as tree stumps, discarded appliances, furnishings and palm fronds are typically taken to the landfills as accumulated. Debris will be stored in the open fields at Kearney and Avocado Lake parks. During previous budget reductions, stockpiling was done. As a result, it took several years to sort and transport debris to the landfill. Stockpiling is unsightly, attracts vermin and is time-consuming to deal with at a future time.

PARKS AND GROUNDS – 7910

- 7070 - Household Expense \$28,826

TOTAL NET COUNTY COST OF PRIORITY FIVE **\$28,826**

PRIORITY SIX – PROVIDE FUNDING TO RESTORE FUNDS TO LINE ITEM ACCOUNT 7355-RENTS AND LEASES OF EQUIPMENT

During the preparation of the proposed 2005-06 budget, reductions in the 7910 Parks and Grounds budget were necessary to meet the target budget.

The reduction will result in the elimination of the portable toilets at Kearney Park. Several years ago, at the suggestion of the Sheriff's Department, the restrooms at Kearney Park were locked during the week. This was a result of some undesirable activities taking place in the restrooms. The use of the portables allows for only one person at a time inside because of its size. Failure to fund this item will result in necessarily opening the restrooms on weekdays and possible resumption of the undesirable activities.

- 7355-Rents and Leases of Equipment \$5,000

TOTAL NET COUNTY COST OF PRIORITY SIX **\$5,000**

PRIORITY SEVEN - NEW EQUIPMENT

SUMMARY OF EQUIPMENT REQUESTED

Residual Equity Transfer out – Fleet Services

Equipment Trailer (1-N)	For use in transporting 72" riding lawnmowers to the parks on the Kings River. Mowers are housed at Avocado Lake park, and need to be used at Choinumni, Winton and Pine Flat parks. Mowers presently are transported by being driven on County roads to the various locations. Trailering would be more efficient and much safer.	5,000
Brush Chipper (1-N)	For use on the eastside Kings River parks. At this time, tree trimmings are transported to the landfill. This is time consuming and incurs landfill charges. Purchase of a brush chipper for use in this area will enable staff to chip brush on site. Grindings can be used as soil amendments and/or groundcover for weed control. Additionally, unused grindings can be spread on the soil surface and tilled in. Using/disposing of the grindings on site will reduce costs.	25,000

TOTAL NET COUNTY COST PRIORITY SEVEN **\$30,000**

PARKS AND GROUNDS – 7910

PRIORITY EIGHT – PROVIDE FUNDING FOR CONTRACT SERVICES FOR LOS GATOS CREEK AND COALINGA MINERAL SPRINGS PARKS LINE ITEM ACCOUNT 7295 - PROFESSIONAL AND SPECIALIZED SERVICES

In January 2004 Pleasant Valley State Prison discontinued its no cost Community Service Program due to budget reductions. As such, Los Gatos Creek and Coalinga Mineral Springs Parks have had severely reduced maintenance levels. The proposed contract service with either the Fresno Conservation Corps or Pleasant Valley State Prison would return the service levels to previous levels.

- 7295-Professional and Specialized Services \$45,000

TOTAL NET COUNTY COST PRIORITY EIGHT **\$45,000**

PRIORITY NINE – PROVIDE FUNDING TO HIRE CONSULTANT TO PREPARE A COUNTY PARKS MASTER PLAN LINE ITEM ACCOUNT 7295-PROFESSIONAL AND SPECIALIZED SERVICES

The General Plan calls for a Parks Master Plan study to be conducted. Consistent with this, it is requested that \$150,000 be appropriated to hire a consultant to develop a County Parks Master Plan.

- 7295 Professional and Specialized Services\$150,000

TOTAL NET COUNTY COST OF PRIORITY NINE **\$150,000**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$528,743**

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	\$ 68,515
5241	Parks Services Supervisor	1326	2	2	87,494
5240	Senior Parks Groundskeeper	1197	5	5	194,809
5235	Parks Maintenance Worker	1192	3	3	110,795
5221	Parks Groundskeeper III	1010	15	15	389,728
5220	Parks Groundskeeper II	886	6	6	227,104
5242	Senior Tree Trimmer	1225	1	1	40,443
5244	Tree Trimmer II	1102	1	1	28,648
3080	Office Assistant III	915	<u>1</u>	<u>1</u>	<u>30,188</u>
Subtotal			35	35	\$ 1,177,724
Bilingual Pay					1,200
Less Salary Savings					<u>(35,332)</u>
TOTAL REGULAR SALARIES					\$ 1,143,592

OFF-HIGHWAY LICENSE FUND
BUDGET 7920
Special Revenue Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 0	\$ 649,100	\$ 647,405	\$ (1,695)	0%
Other Financing Uses	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 16,500	\$ 665,600	\$ 663,905	\$ (1,695)	0%
<u>Revenues</u>					
Use of Money & Property	\$ 14,914	\$ 17,376	\$ 14,900	\$ (2,476)	-14%
Intergovernmental Revenues	20,224	20,224	20,224	0	0%
Fund Balance	<u>0</u>	<u>628,000</u>	<u>628,781</u>	<u>781</u>	<u>0%</u>
Total Revenues	\$ 35,138	\$ 665,600	\$ 663,905	\$ (1,695)	0%
<u>Revenues In Excess of Approp.</u>	\$ 18,638	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 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 2005-06 Recommended Budget of \$663,905 reflects a slight decrease in appropriations and revenues from the 2004-05 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 reflects a slight decrease from 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 2005-06 for maintenance of off-road equipment used in enforcement of off-road regulations.

SUMMARY OF REVENUES

- Revenues are recommended at \$663,905, a slight decrease from 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 the prior year level based on actual vehicle registration fees.
 - Fund Balance - Estimated at a slight increase based on funding allocations in 2004-05.

**FISH AND GAME PROPAGATION FUND
BUDGET 4350
Special Revenue Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 28,226	\$ 122,214	\$ 125,859	\$ 3,645	3%
Total Appropriations	\$ 28,226	\$ 122,214	\$ 125,859	\$ 3,645	3%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 12,490	\$ 14,316	\$ 12,600	\$ (1,716)	-12%
Use of Money & Property	2,745	2,764	2,780	16	1%
Fund Balance	12,991	105,134	110,479	5,345	5%
Total Revenues	\$ 28,226	\$ 122,214	\$ 125,859	\$ 3,645	3%
Net County Cost	\$ 0	\$ 0	\$ 0	\$ 0	0%

**FISH AND GAME PROPAGATION
BUDGET 4350
Special Revenue Fund**

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 2005-06 Recommended Budget of \$125,859 represents a 3% (\$3,645) increase in appropriations and revenues from the 2004-05 Adopted Budget. Projects totaling \$32,560 are recommended by the Recreation and Wildlife Commission for six separate organizations for planned wildlife conservation and propagation activities during 2005-06.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Services and Supplies represent a 3% increase from the prior year and include \$32,560 for projects and \$93,299 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 2005-06. In 2004-05, funding in the amount of \$28,578 was budgeted for six projects and \$93,636 was budgeted in unallocated monies.

Recommended projects include:

- Central Valley Sportsmen's Club (\$4,500)
Purchase catfish and bluegill for the Annual Free Youth Fishing Derby at Woodward Park. This outdoor recreational activity is designed to introduce or reintroduce children from two to fifteen years of age to the sport of fishing.
- Critter Creek Wildlife Station (\$7,010)
Native waterfowl rehabilitation and flight enclosure.
- Fresno County Sportsmen's Club (\$8,200)
Purchase pheasants for a junior pheasant hunt to be conducted at the Mendota Wildlife Area. Purchase certificates and frames, and money for cash awards for contestants of the 51st Annual Pollution and Fire Prevention Poster Contest. Sponsor two youth to attend the Covey Kids Natural Resources Camp. Purchase catfish and/or rainbow trout and supplies for the Watson Moore Disabled Persons Fishing Derby to be held at the Fresno County Sportsmen's Club.
- Kings River Bass Club (\$7,500)
Purchase 5,000 Florida strain large mouth bass fingerlings for planting at Pine Flat Lake.
- 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.

FISH 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 \$125,859 represent a 3% (\$3,645) increase from the prior year.
- Fines, Forfeitures and Penalties – A reduction in estimated revenues is based on actual State Fish and Game fines received.
- Use of Money and Property - Reflects an increase in interest earnings from the 2004-05 level.
- Fund Balance - Reflects an increase from the prior year.

SOUTHEAST REGIONAL DISPOSAL SITE
BUDGET 9020
Solid Waste Enterprise Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 25	\$ 21,059	\$ 21,071	\$ 12	0%
Services & Supplies	305,850	489,035	560,263	71,228	15%
Fixed Assets	17,694	0	0	0	0%
Total Appropriations	\$ 323,569	\$ 510,094	\$ 581,334	\$ 71,240	14%
<u>Revenues</u>					
Misc. Revenues	\$ 204,222	\$ 283,500	\$ 210,000	\$ (73,500)	-26%
Use of Money & Property	18,186	29,300	18,000	(11,300)	-39%
Charges for Services	0	6,000	6,000	0	0%
Fund Balance	101,161	191,294	347,334	156,040	82%
Total Revenues	\$ 323,569	\$ 510,094	\$ 581,334	\$ 71,240	14%
<u>Net Income/(Loss)</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,505	\$ 779	\$ 7721	\$ 6,942	891%
Total Appropriations	\$ 1,505	\$ 779	\$ 7,721	\$ 6,942	891%
<u>Revenues</u>					
Use of Money & Property	742	1,200	1,200	0	0%
Fund Balance	\$ 763	\$ 0	\$ 6,521	\$ 6,521	100%
Total Revenues	\$ 1,505	\$ 1,200	\$ 7,721	\$ 6,521	543%
<u>Net Income/(Loss)</u>	\$ 0	\$ 421	\$ 0	\$ (421)	-100%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,415	\$ 10,210	\$ 9,536	\$ (674)	-7%
Other Charges	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 1,415	\$ 10,460	\$ 9,786	\$ (674)	-6%
<u>Revenues</u>					
Use of Money & Property	\$ 355	\$ 250	\$ 225	\$ (25)	-10%
Fund Balance	<u>1,060</u>	<u>10,210</u>	<u>9,561</u>	<u>(649)</u>	<u>-6%</u>
Total Revenues	\$ 1,415	\$ 10,460	\$ 9,786	\$ (674)	-6%
<u>Net Income/(Loss)</u>	\$ 0	\$ 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 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,062,408	\$ 1,347,825	\$ 1,539,722	\$ 191,897	14%
Services & Supplies	4,537,956	7,182,401	7,677,507	495,106	7%
Other Charges	1,598,756	2,623,694	13,152,209	10,528,515	401%
Residual Equity Transfer	1,003	0		0	0%
Fixed Assets	2,292,018	23,085,000	10,942,000	(12,143,000)	-53%
Total Appropriations	\$ 9,492,141	\$ 34,238,920	\$ 33,311,438	\$ (927,482)	-3%
<u>Revenues</u>					
Misc. Revenue	\$ 6,184	\$ 0	\$ 6,000	\$ 6,000	100%
Charges for Services	11,282,154	13,603,720	13,031,228	(572,492)	-4%
Use of Money & Property	1,418,034	1,490,018	1,388,578	(101,440)	-7%
Fund Balance	0	19,145,182	18,885,632	(259,550)	-1%
Total Revenues	\$ 12,706,372	\$ 34,238,920	\$ 33,311,438	\$ (927,482)	-3%
<u>Net Income/(Loss)</u>	\$ 3,214,231	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	19	20	22	2	

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 127,944	\$ 155,052	\$ 159,208	\$ 4,156	3%
Services & Supplies	451,709	542,269	542,853	584	0%
Other Charges	20,740	55,736	36,441	(19,295)	-35%
Fixed Assets	3,786	0	0	0	0%
Total Appropriations	\$ 604,180	\$ 753,057	\$ 738,502	\$ (14,555)	-2%
<u>Revenues</u>					
Charges for Services	\$ 459,771	\$ 389,229	\$ 554,970	\$ 165,741	43%
Use of Money & Property	24,882	27,532	25,000	(2,532)	-9%
Fund Balance	119,527	336,296	158,532	(177,764)	-53%
Total Revenues	\$ 604,180	\$ 753,057	\$ 738,502	\$ (14,555)	-2%
<u>Net Income/(Loss)</u>	\$ (0)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	2	2	2	0	

DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

FUNCTION

Fresno County operates the regional American Avenue Landfill, a small landfill near Coalinga, and a small transfer station at Shaver Lake. The County also maintains, as required by law, the Southeast Regional Disposal Site which is a closed facility. Financing for the two open and one closed disposal sites are funded through three individual enterprise funds and are detailed in three separate budgets (9020, 9026, and 9028). The Shaver Lake Transfer Station (9024) is currently funded through sufficient cash reserves and operates under a private contract. In addition, the Fresno-Clovis Metropolitan Solid Waste Commission is financed through a separate enterprise fund (9023).

Recommended funding for operation of the three disposal sites continues to be directed by State legislative action in terms of surcharges payable to the State for State solid waste activities, mandated planning, and regulatory requirements.

OVERVIEW

DISPOSAL SITE OPERATIONS

- Southeast Regional Disposal Site - 9020 Budget - The recommended budget of \$581,334 reflects a 14% (\$71,240) increase in appropriations from the 2004-05 Adopted Budget. Recommended funding provides for on-going closure/postclosure maintenance activities such as groundwater and methane monitoring.
- Fresno-Clovis Metropolitan Solid Waste Commission (FCM/SWC) - 9023 Budget – The recommended budget of \$7,721 represents an 891% (\$6,942) increase in appropriations from the 2004-05 Adopted Budget due primarily to Countywide cost allocation for Auditor-Controller charges.
- Shaver Lake Transfer Station - 9024 Budget - The recommended budget of \$9,786 represents a 6% (\$674) decrease in appropriations and revenues over the 2004-05 Adopted Budget.
- American Avenue Disposal Site - 9026 Budget - The recommended budget of \$33,311,438 reflects a 3% (\$927,482) decrease in appropriations from the 2004-05 Adopted Budget. Appropriations include \$12,200,000 for the redemption of the 1995 Solid Waste Revenue Bonds, which was authorized by the Board on May 3, 2005. Recommended appropriations also include \$6,000,000.00 for the Reclamation of Phase I (30 acres). Recommended funding assumes operating the disposal site with tonnages averaging 1,245 tons per day.

Funding is included for the preparation of plans and specifications and the installation of the Landfill Gas Collection System. Recommended funding also includes \$1,500,000 for the acquisition of properties to provide a land buffer.

Staffing is recommended at 22 positions, an increase of 2 positions over the prior year level.

- Coalinga Disposal Site - 9028 Budget - The recommended budget of \$738,502 represents a 2% (\$14,555) decrease in appropriations from the 2004-05 Adopted Budget.

DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a 13% increase over 2004-05.

Recommended funding includes:

- The addition of two Disposal Site Equipment Operator positions in budget (9026) to provide staffing for the recently constructed self hauler/recycling facility and the greenwaste facility at the American Avenue Disposal Site.
- An increase in Extra-Help and Overtime allocations in the American Avenue Disposal Site budget (9026) based on expansion activities for 2005-06.
- An increase in the Workers' Compensation rate based on loss experience.
- An increase in Health Insurance Contributions based on higher rates.
- Negotiated benefit adjustments and normal step advances.

FIXED ASSETS

- Budget 9026 – American Avenue Disposal Site

- **Fixed Assets (\$10,942,000.00):**

(1) 4 X 4 ½ Ton Pick-up Truck	\$ 37,000	New – Needed for Supervising Disposal Site Attendant and On-Site Transportation of Employees.
(3) Surveillance Cameras.....	20,000	New – Needed to Enhance Existing Security System.
(1) Radio System.....	90,000	Replacement – Existing CB System.
(1) Back-Up Scale Equipment.....	5,000	Replacement – Back-up to Existing Scale
(1) Compactor	980,000	Replacement – Aging Compactor
(1) Storage Equipment Container	15,000	New – Needed for Storage of Groundskeeping/Maintenance Equipment and Supplies
Land Acquisition	1,500,000	New – Acquire Property Adjacent to Landfill as a Buffer
(2) Computer-Aided Earth Moving Sys. ..	150,000	New – Increase Productivity
(1) Landfill Gas Collection System	700,000	New – Mandated Regulatory Requirement
Reclamation of Phase I	6,000,000	Mitigate Liability for Unlined Portion of Landfill
(1) Scraper.....	800,000	Replacement – Existing Aging Scraper
(1) Mid Size Passenger Van.....	45,000	New – Needed for Transportation of Solid Waste Operations Staff to Disposal Sites, Meetings and Training.
(1) Water Wagon	600,000	Replacement – Aging Water Wagon

SUMMARY OF REVENUES

- Total revenues are recommended at \$34,648,781, a 2% decrease over the prior year due to a decrease in appropriations.
- Miscellaneous Revenues - Represent a reduction based on estimated tonnages from the Southeast Regional Landfill area.
- Charges for Services - Represent a decrease due primarily to lower estimated revenues from decreased tonnage projections for the American Avenue Landfill.

DISPOSAL SITES AND TRANSFER STATIONS – 9020-9028

- Use of Money and Property - Primarily consists of interest earned on accumulated revenue for the American Avenue Disposal Site. Revenues are estimated at a decrease from the prior year.
- Fund Balance - Estimated at an overall decrease related primarily to the decrease in appropriations needed for the American Avenue and Coalinga Disposal Sites.

PENDING FACTORS

- The Board of Supervisors is considering a 26% reduction in the general refuse tipping fee for the American Avenue Disposal Site. The tipping fee for general refuse, which was established at \$28.80 per ton in 1993, was based on the anticipated delivery of an average of 1,200 tons per day. During the years 1997 through 2003, the daily average tonnage delivered to the Site ranged from 1,424 to 1,738 per day. The greater than expected tonnage and operating efficiency resulted in increased reserve funds in the Site Enterprise Fund. If approved, the reduced rate will become effective during the 2005-06 budget year.
- The Board of Supervisors is also considering a process to refund approximately \$25,059,600 from reserves in the American Avenue Fund by giving cash refunds to the cities that delivered waste to the site and by temporarily reducing the fee for certain landfill services benefiting customers in the unincorporated areas.

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	1747	1	1	\$ 56,222
5402	Disposal Site Attendant I	734	4	4	87,361
5403	Disposal Site Attendant II	827	2	2	53,044
5406	Supervising Disposal Site Attendant	1017	1	1	29,692
5404	Disposal Site Equipment Operator I	1130	2	4	131,585
5407	Disposal Site Equipment Operator II	1277	8	8	322,165
5408	Disposal Site Lead Supervisor	1540	<u>2</u>	<u>2</u>	<u>93,057</u>
TOTAL REGULAR SALARIES			20	22	\$ 773,126

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	\$ 26,623
5407	Disposal Site Equipment Operator II	1277	<u>1</u>	<u>1</u>	<u>41,109</u>
TOTAL REGULAR SALARIES			2	2	\$ 67,732

COMPLIANCE BUDGET 5635 General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 0	\$ 65,253	\$ 267,541	\$ 202,288	310%
Services & Supplies	<u>0</u>	<u>39,813</u>	<u>131,662</u>	<u>91,849</u>	<u>231%</u>
Total Appropriations	\$ 0	\$ 105,066	\$ 399,203	\$ 294,137	280%
<u>Revenues</u>					
Managed Care Prog-State	\$ 0	\$ 28,406	\$ 268,003	\$ 239,597	843%
Op Trans In - Special Rev	<u>0</u>	<u>76,660</u>	<u>131,200</u>	<u>54,540</u>	<u>71%</u>
Total Revenues	\$ 0	\$ 105,066	\$ 399,203	\$ 294,137	280%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	0	3	3	0	

COMPLIANCE – 5635

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$399,203 reflects full year appropriations and revenues. There is no net County cost associated with this budget. The State Managed Care allocation and realignment fund all costs. The 2004-05 Compliance budget was not adopted until March 29, 2005 after the compliance program was approved and reflects only partial year funding. Staffing is recommended at three positions.

DEPARTMENT COMMENTS

The Compliance office has trained over 900 County employees and over 200 contractors. A disclosure program has been developed to report any activities that may violate the Compliance program's mission, standards, and any applicable laws, regulations, rules or guidelines.

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a net increase of 310% over the prior year. This includes funding for a full-year. In 2004-05, salaries and benefits were only funded since March 29, 2005. There are no increases in positions for the 2005-06 year.

SERVICES AND SUPPLIES

- Services and Supplies represent a 231% increase from the prior year due to funding the program for a full-year.

SUMMARY OF REVENUES

- Revenues are recommended at \$399,203, an increase over the prior year. This represents revenue for a full-year.

COMPLIANCE - 5635

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>	
1384	Compliance Officer	D	1	1	\$ 94,768
3140	Secretary IV	926	1	1	33,280
2294	Senior Staff Analyst	F	<u>1</u>	<u>1</u>	<u>64,376</u>
Subtotal			3	3	\$ 192,424
TOTAL REGULAR SALARIES					\$ 192,424

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HUMAN SERVICES FINANCE

BUDGET 5600

General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 10,635,607	\$ 4,886,885	\$ 5,213,091	\$ 326,206	7%
Services & Supplies	5,299,592	5,183,504	1,394,476	(3,789,028)	-73%
Residual Equity Transfer	0	20,000	15,000	(5,000)	-25%
Fixed Assets	<u>24,833</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 15,960,032	\$ 10,090,389	\$ 6,622,567	\$ (3,467,822)	-34%
<u>Revenues</u>					
Federal Aid	\$ 179,013	\$ 436,770	\$ 394,954	\$ (41,816)	-10%
Charges for Services	321,971	0	0	0	0%
Trust Fund	391,963	118,923	(118,923)	(118,923)	-100%
Intrafund Revenues	<u>15,343,546</u>	<u>9,534,696</u>	<u>6,227,613</u>	<u>(3,307,083)</u>	<u>-35%</u>
Total Revenues	\$ 16,236,493	\$ 10,090,389	\$ 6,622,567	\$ (3,467,822)	-34%
<u>Net County Cost</u>	\$ (276,461)	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary		87	87	0	

Department Requests Above Recommended Budget

	<u>2005-06</u>
<u>Appropriations</u>	
Services & Supplies	<u>\$ 246,519</u>
Total Appropriations	\$ 246,519
Net County Cost	\$ 246,519

HUMAN SERVICES FINANCE – 5600

FUNCTION

The Human Services Finance budget provides for 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). State and Federal program funding, through the Human Services departments, reimburse all costs included in this budget. This budget unit has been a division of the Auditor-Controller/Treasurer-Tax Collector Department (AC/TTC) since July 1, 2004.

OVERVIEW

The 2005-06 Recommended Budget of \$6,622,567 reflects a 34% (\$3,467,822) decrease in appropriations from the 2004-05 Adopted Budget due primarily to the elimination of the remaining shared cost elements supporting the four Human Services departments. This budget now includes 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 87 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 allows for economies of scale by combining similar functions and tasks into one department. The funding streams and reporting requirements for Human Services programs are similar and interrelated.

During Fiscal Year 2004-05, the department completed the transfer, begun in Fiscal Year 2003-04, of program-related functions to the appropriate Human Services (HS) departments and eliminating the Human Services System.

“Providing timely, friendly, and accurate fiscal support services for the Human Services departments” is the vision statement which guides the department. Integration with the AC/TTC to standardize and improve processes is ongoing, as well as documentation of work flows, review of reporting requirements and deadlines, and audits of compliance with federal and state regulations.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Human Services Finance finalized the decentralization of direct support costs during 2004-05 with the transfer of the remaining shared contractual costs to the Human Services (HS) Departments of Behavioral Health, Children & Family Services, Community Health, and Employment & Temporary Assistance. Service departments will directly charge the appropriate HS department, eliminating the need

HUMAN SERVICES FINANCE – 5600

for HS Finance to allocate the costs. Therefore, HS departments will have direct control over their support costs from other County departments. The new methodology provides the mechanism to maximize revenue collection through the claiming process and eliminates unnecessary steps.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 7% increase from the prior year due primarily to the increased retirement, health insurance and Workers' Compensation rates for HS Finance.

SERVICES AND SUPPLIES

- Services and Supplies represent a 73% decrease from the prior year primarily due to the elimination of shared Countywide contractual agreements, as previously discussed.

SUMMARY OF REVENUES

- Revenues are recommended at \$6,622,567, a 34% (\$3,467,822) decrease from the prior year due to the transfer of support functions to other budget units.
 - Federal Aid reflects a decrease in Medi-Cal Administrative Activities revenues used to cover the staff cost associated with the program.
 - Physicians Services (Prop 99) Trust Fund eliminated due to midyear transfer of staff and functions to Department of Community Health.
 - Intrafund Revenues reflects the reimbursement of departmental overhead charges from other Human Services departments.

PENDING FACTORS

- The implementation of CalWin in July 2006 (a new social services information system in Employment & Temporary Assistance) and the demise of the CaseData Management System will directly impact the workflow of HS Finance. The magnitude of the impact is as yet unclear, but there will be a requirement to add check payment systems (for the Departments of Children & Family Services and Behavioral Health) as well as the replacement for the CaseData System. In addition, privacy requirements, which require changes in paper documentation and in information systems, continue to absorb resources.

DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET

PRIORITY ONE – FINANCE ITSD EXPENSES FOR THE SECURITY PORTION OF THE UNFUNDED FEDERAL MANDATE FOR HIPAA COMPLIANCE WITHIN THE COUNTY.

TOTAL NET COUNTY COST OF PRIORITY ONE **\$ 246,519**

TOTAL DEPARTMENT REQUEST ABOVE RECOMMENDED BUDGET **\$ 246,519**

HUMAN SERVICES FINANCE - 5600

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>	
3205	Account Clerk II	882	12	12	\$ 337,577
3260	Account Clerk III	991	33	33	1,027,282
3210	Accountant I	1404	4	5	239,484
3215	Accountant II	1625	3	3	157,741
3245	Accounting Technician	1268	1	1	36,035
2218	Fiscal Services Manager - HSS	D	1	1	83,317
3110	Office Assistant II	843	3	3	83,295
3080	Office Assistant III	938	5	5	150,114
3269	Patient Accounts Supervisor - Health	F	1	1	69,237
3265	Principal Accountant	F	2	2	142,157
2297	Principal Staff Analyst	E	1	0	0
3160	Secretary IV	1156	1	1	37,097
3255	Senior Accountant	1897	10	10	579,077
2294	Senior Staff Analyst	F	2	2	128,236
2240	Senior Systems & Procedures Analyst	2215	1	1	71,106
3235	Supervising Account Clerk I	1134	2	2	70,595
3240	Supervising Account Clerk II	1268	4	4	162,900
2212	Systems & Procedures Analyst III	1978	<u>1</u>	<u>1</u>	<u>58,627</u>
Subtotal			87	87	\$ 3,433,877
	Bilingual Skill Pay				3,000
	Less Salary Savings				<u>(68,678)</u>
TOTAL REGULAR SALARIES					\$ 3,368,199

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 39,741,934	\$ 44,910,460	\$ 46,043,636	\$ 1,133,176	3%
Services & Supplies	10,105,921	11,488,643	15,501,969	4,013,326	35%
Other Charges	8,621,431	6,315,769	6,949,394	633,625	10%
Residual Equity Transfer	29,433	5,216	0	(5,216)	-100%
Fixed Assets	18,775	0	0	0	0%
Total Appropriations	\$ 58,517,494	\$ 62,720,088	\$ 68,494,999	\$ 5,774,911	9%
<u>Revenues</u>					
State Aid	\$ 23,064,042	\$ 19,168,090	\$ 20,270,079	\$ 1,101,989	6%
Federal Aid	16,142,303	21,915,611	26,063,297	4,147,686	19%
Charges for Services	6,507,318	7,563,671	5,971,093	(1,592,578)	-21%
Misc. Revenues	1,023,981	983,100	1,246,001	262,901	27%
Realignment:					
Social Services	3,540,517	5,071,070	4,596,649	(474,421)	-9%
Mental Health	6,686,630	6,286,855	6,274,309	(12,546)	0%
Intrafund Revenues	253,719	1,416,552	3,758,432	2,341,880	165%
Total Revenues	\$ 57,218,511	\$ 62,404,949	\$ 68,179,860	\$ 5,774,911	9%
<u>Net County Cost</u>	\$ 1,298,983	\$ 315,139	\$ 315,139	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	704	740	699	(41)	

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Department Requests Above Recommended Budget

	<u>2005-06</u>
<u>Appropriations</u>	
Salaries & Benefits	\$ 2,261,769
Services & Supplies	35,105
Total Appropriations	\$ 2,296,874
<u>Revenues</u>	
Charges for Services	\$ (349,012)
<u>Net County Cost</u>	\$ 1,947,862
Additional Positions (restored)	41

CHILDREN AND FAMILY SERVICES – 5640

FUNCTION

The Department of Children and Family Services (DCFS), comprised of Child Protective Services and Child and Youth Mental Health Services divisions, is an indispensable component of the public safety continuum. Children and families requiring protection and mental health treatment are provided comprehensive, integrated and coordinated services. The budget supports the Departments' vision "to lead an integrated network of community partners that supports, protects and strengthens families."

OVERVIEW

The 2005-06 Recommended Budget of \$68,494,999 reflects a 9% (\$5,774,911) increase in appropriations due to increased costs. Projected revenues are \$68,179,860, a 9% (\$5,774,911) increase over the 2004-05 Adopted Budget due to an anticipated increase in Federal funds based on the implementation of revenue management and deficit offset strategies in Child Welfare Services and Mental Health Services. Recommended funding includes full-year costs for staff and functions transferred from the County Administrative Office to DCFS for support of the Interagency Council for Children and Families, as well as the addition of 10 positions approved by your Board in March 2005. The County's mandated \$4,911,788 share-of-cost associated with the Child Welfare Services allocation is financed with Social Services Realignment revenues of \$4,596,649 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 \$6,274,309. Staffing is recommended at 699 positions, a decrease of 41 positions from the prior year level.

DEPARTMENT COMMENTS

The department's mandate is to improve services with fewer resources. With continuing implementation of the Family to Family Initiative as the framework for improving outcomes for children and families, the department has realized several fiscal and program goals during the current fiscal year. These include:

- Additional increase in child welfare allocation (\$1,174,478) through increased FTE caseload activity, and an 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 Org).
- Decrease in number of children in foster placement, from 2,705 in February 2004 to 2,522 in February 2005, a decrease of 6.7%. In February 2005 there were 3,388 open child welfare cases, compared to 3,856 in February 2004, a decrease of 13.8%. Early intervention and prevention efforts and focused efforts to place children in permanent homes have reduced the number of children in or at risk of out-of-home placement.
- Aggressive expansion of Family to Family, including neighborhood collaboratives, is expected to increase family foster homes in neighborhoods with high child welfare referral/removal rates, decreasing the need for more costly emergency placement options.
- Stabilization for children whose placement is at risk of disruption through Team Decision-Making. Since September 2004 there have been 177 team interventions, resulting in placement stabilization for 38% (68) of the children involved.

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- The Child Welfare Outcomes and Accountability Act continues to be a major focus of staff activity. The Department's System Improvement Plan was submitted to the State in September 2004, and implementation is proceeding.
- Senate Bill 163 wraparound program continues to serve children in or at risk of placement at level 10 or above, or to step minors down into lower levels of placement. The services, including Multi-Dimensional Treatment Foster Care, are expected to decrease foster care costs and increase funding for early intervention and prevention.
- Incredible Years roll-out, a collaborative with Fresno Unified School District serving young children at risk of educational barriers. The district is training teachers to implement the program in the classroom setting. DCFS has completed one parenting class and currently has a class in session, facilitated by a collaboration between Children's Mental Health and Child Welfare Social Work staff. There are children's groups being conducted by DCFS Social Work staff at two K-Six sites. The parenting class is available to the public, listed in the Adult Education Course directory; DCFS is planning another course for County foster parents, including Foster Family Agencies.
- Expanding services in Adolescent Substance Abuse Treatment Services at the Tielman Day Reporting Center. As of February 2005, the Center has generated over \$78,000 in charges billable to Drug Medi-Cal since its 2004 certification.
- Implementation of financial screening at every visit and appointment reminders have decreased the number of unfunded outpatient visits and increased the rate of consumers' appointment compliance.
- Fresno County is contributing to a project with the California Institute for Mental Health (CIMH) for data collection from mental health demographic and diagnostic data elements. In support of evidence-based practice, CIMH will aggregate and analyze the data, then provide comparative reports to participating counties. Counties will use the data to identify internal and external practice trends. Over time, such analysis will help evaluate best-practice models of mental health assessment and treatment.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

In order to minimize cost increases and meet the Target Budget, the following action is recommended. Based on service volume, costs for providing the service, and net revenue generated, the following program is recommended for elimination:

- Delete 41 positions assigned to the Children's Crisis Assessment, Intervention, and Resolution (CCAIR) unit. The unit provides voluntary emergency psychiatric assessment, evaluation and treatment 24 hours-a-day, 7 days-a-week. The free-standing facility at the Heritage Centre, the only one of its kind in the Central region, is also designated as an involuntary detention facility under Welfare and Institutions Code 5150. Under State and Federal regulations, a minimum staffing level must be maintained at all times, regardless of the number of consumers being served. Because the volume of services does not consistently support the costs of doing business, the unit operates at a net loss.

Although there will be a savings of \$1,947,862 recognized for staff and services and supplies, closure will potentially result in decreased availability of intensive mental health services for children in psychiatric crisis. During calendar year 2004, the unit served 1,356 children. Without local access, there could be an increase in the number of children referred out of Fresno County for intensive mental health services, including hospitalization. In addition, lack of emergency services for foster children and youth in

CHILDREN AND FAMILY SERVICES – 5640

the juvenile justice systems may increase out-of-home placement disruptions and incarceration intensity.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 3% increase over the prior year. This includes salary and benefit costs for two positions included with the transfer of the Interagency Council for Children and Families to the department and ten positions added midyear. The increase also reflects higher rates for retirement, workers' compensation, and health insurance. Offsetting the increase is the recommended elimination of 41 positions that comprise the Children's Assessment, Intervention and Resolution (CAIR) program. Staffing is recommended at 699 positions, a decrease of 41 positions from the prior year.

SERVICES AND SUPPLIES

- Services and Supplies reflect a 35% increase over the prior year primarily due to the midyear adjustment that included the addition of several contracts for Child Welfare Services. Also contributing to the increase are the charges from the Internal Service Fund departments that were previously included in Human Services Finance (5600) that will now be directly billed to the department.

OTHER CHARGES

- Other Charges recommended at a 10% increase over the prior year based on the inclusion of the Senate Bill 163 contract with Families First, slightly offset by the reduction in overhead costs from Human Services Finance (5600) for charges now being directly billed to the Department of Children and Family Services.

SUMMARY OF REVENUES

- Revenues are recommended at \$68,179,860, a 9% (\$5,774,911) increase over the prior year.
 - State Aid – Represents an increase due to a midyear revision of the State Child Welfare Services Allocation. Also included is an increase in EPSDT (Early Periodic Screening Diagnosis and Treatment) revenues based on higher productivity levels within Children's Mental Health, offset by a decrease in revenue from the Managed Care Allocation.
 - Federal Aid – Reflects an increase based on the County Expense Claim process and continuation of revenue maximization strategies through the Title IV-E and Title XIX open-ended CWS allocations as well as the Title XX State match.
 - Charges for Services – Recommended at a decrease based on the EPSDT/Medi-Cal cost settlement of \$2,035,650 and an estimated reduction in Medi-Cal revenue due to the closure of the CAIR program. Partially offsetting this decrease is higher Medi-Cal revenue reimbursement for contracted Level 14 Group Homes due to recent Medi-Cal site certifications as well as the implementation of Drug Medi-Cal billing through the Tielman Juvenile Justice facility.
 - Miscellaneous Revenues – Represents an increase from the prior year based on the addition of the Walter S. Johnson Foundation grant and the transfer of the Interagency Council for Children and Families revenues to the Department of Children and Family Services.

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- State/Local Program Social Services Realignment – Represents a decrease from the prior year level based on the projection for available 2005-06 funds. 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 a slight decrease from the prior year based on projected revenues for 2005-06. Revenues are used to offset county share-of-cost for Medi-Cal and EPSDT claims and all other non-reimbursed Mental Health Services.
- Intrafund Revenues – Reflects an increase over the prior year primarily due to the transfer of revenue from the Dependent Children – Foster Care budget (6410) to the Department of Children and Family Services for the Senate Bill 163 program. It also reflects an increase based on the transfer of revenue from the Department of Employment and Temporary Assistance budget (5610) for Medi-Cal Administration billing for services provided by the departments' admitting interviewers.

PENDING FACTORS

- Fresno County was selected as one of four Family to Family counties to implement a fifth strategy, the Youth Transition Project, focused on preparing Probation and Child Welfare youth for emancipation from foster care. With approval of the County's proposal, the Walter S. Johnson Foundation will fund \$100,000 per year for three years; with matching Federal funding and in-kind contributions from the County and partner agencies, the project budget will exceed \$600,000 over the three-year period.
- The department will submit an application for funding to the Federal Substance Abuse and Mental Health Services Administration for a Children's System of Care Grant. If approved, the six-year budget will be approximately \$9 million, a blend of Federal funding, Medi-Cal revenue, and County in-kind match. Because the grant period is based on a Federal fiscal year, application results will not be known until at least August 2005.
- With the passage of the Mental Health Services Act, effective January 1, 2005, counties can anticipate additional funding for mental health services beginning in approximately December 2005. Although the actual funding amount per county is not yet determined, statewide estimates are approximately 15% above current baseline revenue, at \$275 million for six months in 2005, \$750 million in Fiscal Year 2005-06, and \$800 million in 2006-07, with an estimated 7% increase annually in subsequent years.
- Increased revenue shall be generated through the established eligibility verification and higher billing standard in Children's Mental Health. When billing is generated for 50% - 60% of productive time, the estimated increase in revenue will be \$5,296,866 to \$7,560,343.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The department is requesting funding above the recommended Target Budget for the restoration of staffing and all related operational costs for the following program:

RESTORE CHILDREN'S CRISIS ASSESSMENT, INTERVENTION AND RESOLUTION UNIT

Because the Children's Crisis Assessment, Intervention and Resolution (CCAIR) unit is the only children's psychiatric emergency facility in the region, the level of services provided is not available elsewhere within the county or in neighboring counties. Maintaining the

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current staffing level will allow children to be served close to their homes and families, rather than being transferred to facilities outside Fresno County for the care they need. In particular, foster children at high risk for psychiatric episodes and subsequent placement disruption can benefit from immediate access to local intensive mental health services, resulting in cost savings in both the mental health and the child welfare systems. Maintenance of intensive stabilization services contributes to decreased inpatient hospitalization and placement disruptions, and increased positive outcomes for children, youth, and their families when mental health issues threaten stability.

- Restore Salaries and Benefits for 41 positions \$2,261,769
- Restore Services and Supplies 35,105
- Restore Revenues for Charges for Services (349,012)

TOTAL NET COUNTY COST **\$1,947,862**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$1,947,862**

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	\$ 91,468
1309	Division Manager - Mental Health	E	3	2	178,367
1322	Mental Health Nurse I	1997	3	0	43,632
1323	Mental Health Nurse II	2284	3	2	157,516
1363	Clinical Supervisor	2356	14	12	893,556
1366	Chief Child Psychiatrist	A	1	1	180,440
1367	Psychiatrist	A	5	5	741,728
1450	Licensed Vocational Nurse III	1129	11	5	228,790
1463	Psychiatric Technician II	1162	1	1	37,258
1468	Psychiatric Technician III	1273	1	0	9,629
1494	Licensed Vocational Nurse II	985	1	0	7,891
1501	Admitting Interviewer I	849	3	3	75,914
1564	Nurse Practitioner	2775	2	0	44,473
1591	Recreational Therapist I	1229	2	1	37,354
1592	Recreational Therapist II	1377	6	5	229,381
1593	Senior Admitting Interviewer	1121	1	1	30,277
1670	Admitting Interviewer II	997	2	2	63,960
1910	Senior Licensed Psychologist	2232	5	5	357,630
1910	Senior Licensed Psychologist (1/2T)	2232	1	1	35,724
1911	Licensed Psychologist	2103	3	3	177,250
1915	Unlicensed Psychologist	1836	6	6	333,624
1917	Unlicensed Mental Health Clinician	1552	47	40	1,912,943
1919	Licensed Mental Health Clinician	1867	15	14	766,177
1920	Senior Licensed Mental Health Clinician	2005	25	20	1,266,074
1920	Senior Licensed Mental Health Clinician (1/2T)	2005	1	1	27,105
1924	Social Services Program Manager	E	7	7	462,306
1927	Community Mental Health Specialist I	1124	7	7	229,312
1928	Community Mental Health Specialist II	1241	25	22	861,453
1930	Social Work Supervisor	1912	43	43	2,598,978
1931	Social Work Practitioner	1640	87	87	4,442,126
1935	Social Worker III (PT)	1503	1	1	33,908
1935	Social Worker III	1503	134	134	6,396,940
1940	Social Worker II	1337	27	27	1,100,766
1945	Social Worker I	1214	46	46	1,592,829
1951	Substance Abuse Specialist I	1136	3	3	92,118
1952	Substance Abuse Specialist II	1253	2	2	80,340
1960	Mental Health Worker II	831	1	1	26,353
1963	Mental Health Worker I	685	2	0	10,659
2200	Deputy Director of Children and Family Services	D	2	2	174,954
2212	Systems and Procedures Analyst III	1978	4	4	242,799
2213	Systems and Procedures Analyst I	1383	1	1	37,362
2240	Senior Systems and Procedures Analyst	2215	1	1	70,954
2247	Principal Administrative Analyst	E	1	1	64,376
2291	Staff Analyst I	1460	1	1	39,442
2292	Staff Analyst II	1621	1	1	51,922
2293	Staff Analyst III	1872	7	7	413,396
2294	Senior Staff Analyst	F	4	4	250,640
2297	Principal Staff Analyst	E	2	2	138,164
3037	Driver	804	8	6	160,624
3070	Supervising Office Assistant II	1253	5	5	200,850
3078	Supervising Office Assistant I	1065	2	2	62,694
3080	Office Assistant III	938	88	87	2,574,141
3081	Office Assistant III - Conf.	942	2	2	59,217
3110	Office Assistant II	843	16	16	399,582
3125	Office Assistant I	750	4	4	83,724
3140	Secretary III	1048	4	4	131,812
3142	Secretary II	938	1	1	25,350
3143	Secretary II - Conf.	942	1	1	29,636
3160	Secretary IV	1156	7	6	231,725

CHILDREN AND FAMILY SERVICES - 5640

<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.	1290	1	1	\$ 40,048
3260	Account Clerk III	991	1	1	31,746
5091	Social Worker Aide I	702	6	6	119,201
5093	Social Worker Aide II	855	21	21	565,551
8072	Director of Children and Family Services	B	1	1	110,578
Subtotal			740	699	\$ 32,166,737
Auto Allowance					6,156
Bilingual Skill Pay					120,000
Shift Differential					759,780
Less Salary Savings					(2,921,898)
TOTAL REGULAR SALARIES					\$ 30,130,775

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<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	Filled	E	-1	78,268
1322	Mental Health Nurse I	Filled	1997	-3	171,901
1323	Mental Health Nurse II	Filled	2284	-1	64,644
1450	Licensed Vocational Nurse III	Filled	1129	-6	203,635
1468	Psychiatric Technician III	Filled	1273	-1	37,975
1494	Licensed Vocational Nurse II	Filled	985	-1	31,143
1564	Nurse Practitioner	Filled	2775	-2	175,092
1592	Recreational Therapist II	Filled	1377	-1	43,487
1963	Mental Health Worker I	Filled	685	-2	42,143
3037	Driver	Filled	804	-2	48,325
3160	Secretary IV	Filled	1156	-1	36,561
Cost of Restoring Filled Positions				-21	\$ 933,174

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1363	Clinical Supervisor	Vacant	2356	-2	\$ 200,884
1591	Recreational Therapist I	Vacant	1229	-1	48,341
1917	Unlicensed Mental Health Clinician	Vacant	1552	-7	443,493
1919	Licensed Mental Health Clinician	Vacant	1867	-1	78,233
1920	Senior Licensed Mental Health Clinician	Vacant	2005	-5	391,024
1928	Community Mental Health Specialist II	Vacant	1241	-3	160,779
3080	Office Assistant III	Vacant	938	-1	40,946
Cost of Restoring Vacant Positions				-20	\$ 1,363,700

**DEPARTMENT OF BEHAVIORAL HEALTH
BUDGET 5630
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 38,617,474	\$ 42,526,598	\$ 42,895,637	\$ 369,039	1%
Services & Supplies	27,060,433	26,531,244	25,288,873	(1,242,371)	-5%
Other Charges	3,571,303	2,245,409	1,762,393	(483,016)	-22%
Residual Equity Transfer	11,520	26,808	3,900	(22,908)	-85%
Fixed Assets	29,560	0	0	0	0%
Total Appropriations	\$ 69,290,290	\$ 71,330,059	\$ 69,950,803	\$ (1,379,256)	-2%
<u>Revenues</u>					
State Aid	\$ 10,443,930	\$ 11,960,370	\$ 13,512,480	\$ 1,552,110	13%
Federal Aid	6,150,779	5,902,878	5,614,146	(288,732)	-5%
Charges for Services	14,914,484	18,246,237	15,867,648	(2,378,589)	-13%
Misc. Revenues	1,338,223	902,816	1,042,462	139,646	15%
Realignment:					
Social Services	1,180,190	1,246,982	1,202,281	(44,701)	-4%
Mental Health	29,416,147	27,853,401	28,423,874	570,473	2%
Intrafund Revenues	3,897,750	5,024,572	4,095,109	(929,463)	-18%
Total Revenues	\$ 67,341,503	\$ 71,137,256	\$ 69,758,000	\$ (1,379,256)	-2%
<u>Net County Cost</u>	\$ 1,948,787	\$ 192,803	\$ 192,803	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	627	635	611	(24)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits (Balance of Jail Psychiatric Services)	\$ 477,410
Total Appropriations	\$ 477,410
Net County Cost	\$ 477,410

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, and social services program assistance. The department is organized into seven divisions: Intensive Services, Metro Services, Senior Care and Specialty Services, Community Integration Services, Regional Services, Forensic Services and Administrative Services. Crisis mental health services provided to consumers who need immediate treatment are provided within this department. 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 2005-06 Recommended Budget reflects a net County cost of \$192,803, unchanged from the prior year adopted budget. The proposed budget assumes repayment of 1999-00 audit exceptions of \$549,136. The County-operated substance abuse Perinatal Addiction Treatment and Health Services (PATHS) program has been moved to the Substance Abuse Organization 5602 budget. Staffing is recommended at 611 positions, a net decrease of 24 positions from the prior year level.

DEPARTMENT COMMENTS

The department has undertaken the challenge of redirecting its focus from the traditional medical/treatment to a recovery and wellness model for addressing mental illness and improving quality of life outcomes. In keeping with the framework of the Mental Health Services Act (Proposition 63), the department will preserve the intensive, crisis-oriented services for those who need it. Staff will actively involve consumers in their own recovery. For those individuals with serious and persistent mental illness who are currently stable, the department will maintain services that emphasize empowerment, recovery and wellness for the consumer. These programs will utilize peer support as a cornerstone, building on the person's strengths, providing them with practical tools to help them live successfully with their mental illness.

During the past fiscal year, the department has continued to emphasize improved operating efficiency and cost effectiveness. Efforts to curtail the escalating costs of pharmaceuticals have resulted in savings attributable to the increased use of samples and Patient Assistance Programs. A change to a Pharmaceutical Benefit Management (PBM) provider will produce further savings and will allow mental health consumers the convenience of obtaining their medications at any participating pharmacy.

Efforts to transition consumers residing in State hospitals and Institutions for Mental Disease (IMDs) 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.

DEPARTMENT OF BEHAVIORAL HEALTH – 5630

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

In order to meet the required Target Budget, significant administrative and program reductions which are in keeping with improved quality of life outcomes of recovery and wellness, are recommended:

- Department Administration – The deletion of six positions is the result of downsizing the department's administrative and internal support units.
 - The deletion of one vacant Health Education Specialist position will eliminate support for education and training activities at the department level.
 - Elimination of two filled positions (one Program Technician, one Office Assistant), one filled Staff Analyst position that will transfer to Substance Abuse Services to support the PATHS program, and elimination of two vacant positions (one Secretary IV and one Staff Analyst) will impact the quality and timeliness of processing agenda items, agreements, correspondence, facilities requests, inventories, reports and administrative support, as the duties of these positions will be reassigned to existing staff within the department.
- Metro Services – Reductions in the costs for medications, development of less restrictive/less costly alternatives to hospitalization services, improved billing to capture additional revenues, and integration of the STAR co-occurring treatment services into various programs throughout the department.
 - One Mental Health Worker added to assist conservatees residing out of county returning to Fresno for court appearances will result in a reduction in the department's reliance on County Security to monitor conservatees while they are waiting to appear in court.
 - Services from the Public Guardian are reduced to reflect actual caseloads for representative payee and conservatorship services in the prior year (\$270,000).
 - The implementation of cost reductions for medications, development of alternatives to hospitalization, and improved revenue generation was accomplished utilizing existing staff and resources from the Metro Services programs.
 - The elimination at mid-year of 2005-06 of two Mental Health Nurse positions and full year elimination of six positions (one Clinical Supervisor, four Senior Licensed Mental Health Clinician, one Community Mental Health Specialist) will require increased productivity of existing staff.
- Intensive Services – Privatization of food services at the Apollo program, expansion of the Psychiatric Health Facility (PHF) from 16 beds to 30 beds, and transition of crisis response services from University Medical Center to Psychiatric Assessment Center for Treatment (PACT).
 - Privatization of food services at the Apollo program will result in modest cost savings (\$17,000) and the elimination of two Cook positions.
 - Expansion of the PHF will be accomplished by utilizing existing positions as follows: seven nursing and one Mental Health Worker positions currently assigned to University Medical Center and one clinician position assigned to PACT. The expansion will be financed through net savings of \$200,000 generated by the reduction in consumer placements in contract hospitals, as reflected in the Managed

DEPARTMENT OF BEHAVIORAL HEALTH – 5630

Care 5601 budget. Ten new Mental Health Worker positions will be added to complete the expansion plan.

- The redesign of crisis response services from University Medical Center (UMC) to the PACT will be implemented which calls for all 5150 admissions to be directed to the PACT unit, except when an emergency medical condition exists. Two Mental Health Nurse, and six Licensed Vocational Nurse positions will be reassigned to staff the PHF Expansion. Crisis services at UMC will be provided for a transition period of nine months, after which the six clinicians assigned there will provide services from the PACT facility.
- The deletion of two Senior Licensed Mental Health Clinician and conversion of a Senior Licensed Mental Health Clinician to two Mental Health Worker I positions will provide the staffing needed to monitor the behavior of consumers assessed at the PACT.
- Jail Psychiatric Services – Redesign of program scope, reducing focus to crisis evaluation and stabilization per Title XV mandates.
 - The shift in program focus will result in the elimination of one Senior Licensed Psychologist position, one Unlicensed Mental Health Clinician, two Senior Licensed Mental Health Clinician positions, and an estimated savings in medication costs of \$680,000.
 - Increased nursing services will be purchased from Department of Community Health for medication dispensing (\$97,000).
- Senior Care and Specialty Services – An increase of \$33,000 for the District Attorney's Fraud Unit will provide ongoing investigation and prosecution of providers who misuse the In-Home Supportive Services program.
- PATHS Program – A total of thirteen positions will be deleted from the 5630 budget as a result of the shift of this program to Substance Abuse Services budget 5602. One Clinical Supervisor, one Licensed Mental Health Clinician, one Substance Abuse Specialist I, four Substance Abuse Specialist II, two Senior Substance Abuse Specialist, one Driver, one Supervising Office Assistant II, and two Office Assistant III will be added to Substance Abuse Services budget 5602. In addition, one vacant Social Worker Aide II position will be eliminated as a result of the closure of the Narcotic Replacement Therapy component of the program.

SALARIES AND BENEFITS

- Salaries and Benefits reflect a 1% increase from the prior year adopted budget. Staffing is recommended at 611 positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a 5% decrease due primarily to savings in pharmaceuticals, contracted services associated with Institutes of Mental Disease beds and offset by increases in data processing and PeopleSoft charges.

OTHER CHARGES

- Other Charges reflect a decrease of 22% from the 2004-05 level related to charges for Departmental Overhead Allocation and reduced use of State Hospital beds.

RESIDUAL EQUITY TRANSFERS (\$3,900)

- (1). Facsimile Machine\$1,500 Replacement – IHSS
- (1) Facsimile Machine 2,400..... Replacement – JPS

DEPARTMENT OF BEHAVIORAL HEALTH – 5630

SUMMARY OF REVENUES

- Revenues are recommended at a 2% decrease from the prior year.
 - State Aid – Increase of 13% due to Early and Periodic Screening, Diagnostic and Treatment (EPSDT), Proposition 63 planning allocation, which is a new revenue source in the department in Fiscal Year 2004-05, and State Welfare Administration revenues due to a shift in sharing ratios. These increases are partially offset by reduction in the Managed Care Allocation, reduced funding for the Assembly Bill 2034 program, and a reduction in State Department of Rehabilitation revenues to adjust estimates to reflect actual receipts in prior year.
 - Federal Aid – Decrease of 5% due to reduction in Federal Welfare Administration revenue based on a shift in the cost-sharing ratios and actual usage of the allocation for Older Adult programs, increased Federal funding for the Public Authority due to the waiver, and an allocation increase in the Federal PATHS homeless program grant.
 - Charges for Services – Represents a decrease of 13% based on actual Medi-Cal receipts in the prior year.
 - Miscellaneous Revenues – Increase of 15% for conservatee Supplemental Security Income/State Supplemental Payment reimbursements from the Public Guardian based on actual receipts.
 - State/Local Program Social Services Realignment Trust Fund – Decrease of 4% from the 2004-05 level based on available revenue. This funds the required Maintenance-of-Effort and County match to support social services Older Adult programs.
 - State/Local Program Mental Health Realignment Trust Fund – Increase of 2% due to increased available Mental Health Realignment revenue. The Mental Health Realignment Trust Fund is used to offset share of cost for Medi-Cal, and all non-reimbursed costs.
 - Intrafund Revenues – Decrease of 18% is due primarily to shift of PATHS substance abuse program and corresponding CalWORKs revenue to Org 5602. This also includes reimbursement from County Personnel for employment fitness evaluations; the second 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 estimated County Expense Claim revenue.

PENDING FACTORS

- The department intends to restructure services providing care only to consumers and those indigent adults diagnosed as serious and persistent mentally ill. Implementation of this restructure is expected to reduce the number of unsponsored consumers treated with medications and case management services. There is no cost savings assumed in the proposed budget related to this strategy. Once fully implemented, significant savings in medications and staffing costs are anticipated. This transition will affect approximately 3,000 individuals annually who are currently receiving services paid for by County realignment funding who do not have a diagnosis of serious and persistent mental illness.

DEPARTMENT OF BEHAVIORAL HEALTH – 5630

- The department is exploring opportunities for privatization of services in several programs, including the Apollo and the Psychiatric Health Facility. No savings have been included in the requested budget, but should analysis prove program feasibility and fiscal benefit, recommendations will be made to proceed during Fiscal Year 2005-06.
- The Department of Mental Health Master Plan states recovery oriented services should be part of the Mental Health delivery system. Several years ago, the department created the consumer Peer Support and Recovery Program and the United Consumer Advocacy Network (UCAN) with use of 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 will be seeking to provide permanence to these long-term extra-help employees.
- Any changes as a result of the State Budget could necessitate changes in the department budget.
- An item is scheduled for Board action that will increase the salary and benefits for Licensed Vocational Nurse classifications by \$150,000.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Department of Behavioral Health requests funding above the recommended Target Budget for the restoration of specific staffing, including reinstatement of program reductions and associated operational costs. These requests are listed below in the department's order of priority:

PRIORITY ONE – RESTORE FUNDING FOR STAFF AND OPERATIONAL COSTS – JAIL PSYCHIATRIC SERVICES TREATMENT PROGRAM

The department has requested restoration of six 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:

• Two Unlicensed Mental Health Clinician (filled)	\$147,256
• One Senior Licensed Mental Health Clinician (filled)	93,404
• One Senior Licensed Psychologist (filled)	103,309
• One Community Mental Health Specialist (filled)	59,813
• One Unlicensed Mental Health Clinician (vacant)	<u>73,628</u>
<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$477,410</u>
<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$477,410</u>

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

JCN	TITLE	BAND/ RANGE	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
1309	Division Manager - Mental Health	E	4	4	\$ 311,896
1322	Mental Health Nurse	1997	3	3	192,513
1323	Mental Health Nurse I	2284	33	31	2,387,696
1324	Health Education Specialist	1334	1	0	0
1347	Utilization Review Specialist	2176	1	1	59,592
1363	Clinical Supervisor	2356	22	20	1,530,209
1367	Psychiatrist	A	21	21	2,920,060
1450	Licensed Vocational Nurse III	1129	23	23	825,276
1454	Nursing Services Manager	E	1	1	70,460
1463	Psychiatric Technician II	1162	6	6	221,364
1450	Licensed Vocational Nurse III (PT)	1129	1	1	29,328
1467	Psychiatric Technician I	1046	1	1	29,970
1468	Psychiatric Technician III	1273	8	8	314,186
1494	Licensed Vocational Nurse II	985	1	1	32,006
1501	Admitting Interviewer I	849	5	5	138,119
1564	Nurse Practitioner	2775	1	1	86,227
1592	Recreational Therapist II	1377	7	7	313,040
1593	Senior Admitting Interviewer	1121	1	1	36,452
1670	Admitting Interviewer II	997	4	4	129,376
1904	Job Specialist II	1324	2	2	74,721
1910	Senior Licensed Psychologist	2232	3	2	144,924
1911	Licensed Psychologist	2103	1	1	68,276
1917	Unlicensed Mental Health Clinician	1552	30	29	1,406,014
1919	Licensed Mental Health Clinician	1867	13	12	691,860
1920	Senior Licensed Mental Health Clinician	2005	58	49	3,131,553
1920	Senior Licensed Mental Health Clinician (PT)	2005	1	1	52,078
1924	Social Services Program Manager	E	1	1	77,454
1926	Mental Health Consumer Advocate	1403	1	1	45,604
1927	Community Mental Health Specialist I	1124	17	16	535,660
1928	Community Mental Health Specialist II	1241	70	70	2,772,756
1930	Social Work Supervisor	1912	7	7	434,616
1931	Social Work Practitioner	1640	5	5	227,097
1935	Social Worker III	1503	52	52	2,518,559
1940	Social Worker II	1337	7	7	290,680
1945	Social Worker I	1214	11	11	339,885
1946	Medical Interpreter Escort	702	3	3	68,406
1951	Substance Abuse Specialist I	1136	1	0	0
1952	Substance Abuse Specialist II	1235	4	0	0
1953	Senior Substance Abuse Specialist	1384	2	0	0
1960	Mental Health Worker II	831	20	20	524,716
1963	Mental Health Worker I	685	11	24	398,547
2212	Systems and Procedures Analyst III	1978	4	4	243,749
2240	Senior Systems & Procedures Analyst	2215	1	1	67,906
2292	Staff Analyst II	1621	2	1	51,856
2293	Staff Analyst III	1872	8	7	402,603
2294	Senior Staff Analyst	F	4	4	234,475
2297	Principal Staff Analyst	E	3	3	206,310
2316	Deputy Director of Behavioral Health	D	1	1	86,294
2350	IHSS Public Authority Executive Director	E	1	1	70,564
0294	Assistant Director of Adult Services	D	2	2	180,102
3037	Driver	804	5	4	104,416

DEPARTMENT OF BEHAVIORAL HEALTH - 5630

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3070	Supervising Office Assistant II	1253	11	10	\$ 405,700
3078	Supervising Office Assistant I	1065	1	1	34,554
3080	Office Assistant III	938	66	63	1,886,667
3110	Office Assistant II	843	42	42	1,034,014
3110	Office Assistant II (HT)	843	1	1	12,014
3111	Office Assistant II - Confidential	850	1	1	27,612
3142	Secretary II	938	1	1	30,136
3160	Secretary IV	1156	8	7	257,949
3166	Administrative Secretary - Conf.	1290	1	1	41,886
3260	Account Clerk III	991	1	1	32,162
3620	Program Technician I	1115	1	1	36,192
3621	Program Technician II	1248	2	1	35,934
5020	Cook	861	2	0	0
5093	Social Worker Aide II	855	1	0	0
8073	Director of Adult Services	B	1	1	105,586
Subtotal			635	611	\$ 29,019,857
Auto Allowance					6,156
Shift Differential					218,152
Bilingual Skill Pay					120,016
Standby Pay					80,000
Less Salary Savings					(2,022,991)
TOTAL REGULAR SALARIES					\$ 27,421,190

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1363	Clinical Supervisor	Filled	2299	-1	\$ 106,011
1919	Licensed Mental Health Clinician	Filled	1867	-1	81,443
1920	Senior Licensed Mental Health Clinician	Filled	2005	-4	455,430
1952	Substance Abuse Specialist II	Filled	1235	-4	220,909
1953	Senior Substance Abuse Specialist	Filled	1384	-1	64,644
2293	Staff Analyst III	Filled	1872	-1	74,862
3037	Driver	Filled	804	-1	39,973
3070	Supervising Office Assistant II	Filled	1253	-1	59,089
3080	Office Assistant III	Filled	938	-2	91,248
3621	Program Technician II	Filled	1248	-1	57,396
Cost of Restoring Filled Positions				-17	\$ 1,251,005

DEPARTMENT OF BEHAVIORAL HEALTH - 5630

VACANT POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1324	Health Education Specialist	Vacant	2284	-1	\$ 53,655
1363	Clinical Supervisor	Vacant	2299	-1	101,241
1910	Senior Licensed Psychologist	Vacant	2232	-1	100,729
1917	Unlicensed Mental Health Clinician	Vacant	1552	-1	71,834
1920	Senior Licensed Mental Health Clinician	Vacant	2005	-5	401,934
1927	Community Mental Health Specialist I	Vacant	1124	-1	52,321
1951	Substance Abuse Specialist I	Vacant	1136	-1	46,515
1953	Senior Substance Abuse Specialist	Vacant	1384	-1	61,849
2292	Staff Analyst II	Vacant	1621	-1	64,248
3080	Office Assistant III	Vacant	938	-1	45,551
3160	Secretary IV	Vacant	1156	-1	50,536
5020	Cook	Vacant	861	-2	84,784
5093	Social Worker Aide II	Vacant	855	-1	36,463
Cost of Restoring Vacant Positions				-18	\$ 1,171,660

FILLED POSITIONS RECOMMENDED FOR DELETION

(December 18, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1323	Mental Health Nurse II	Filled	2284	-2	\$ 100,356
Cost of Restoring Filled Positions				-2	\$ 100,356

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,985,701	\$ 2,909,229	\$ 2,629,739	\$ (279,490)	-10%
Services & Supplies	10,356,308	11,507,679	12,151,186	643,507	6%
Other Charges	320,833	300,348	319,172	18,824	6%
Fixed Assets	<u>0</u>	<u>0</u>	<u>6,370</u>	<u>6,370</u>	<u>100%</u>
Total Appropriations	\$ 12,662,842	\$ 14,717,256	\$ 15,106,467	\$ 389,211	3%
<u>Revenues</u>					
State Aid	\$ 7,092,514	\$ 7,421,151	\$ 7,993,244	\$ 572,093	8%
Federal Aid	2,569	0	0	0	0%
Charges for Services	5,456,505	7,296,105	7,113,223	(182,882)	-3%
Intrafund Revenue	<u>(1,588)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 12,550,000	\$ 14,717,256	\$ 15,106,467	\$ 389,211	3%
<u>Net County Cost</u>	\$ 112,842	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	30	43	39	(4)	

MENTAL HEALTH MANAGED CARE – 5601

FUNCTION

Fresno County contracts with the California Department of Mental Health to operate as a Mental Health Plan and to provide services to enrolled Medi-Cal beneficiaries. Managed Care provides oversight of this State contract. Oversight responsibilities include the screening, authorization, referral, coordination, and payment of medically necessary mental health services, and ensuring that consumers receive timely access to these mental health services. Utilization Review is responsible for the Quality Improvement activities for the Mental Health Plan. These activities include providing a grievance and appeals process for consumers and ensuring that the quality management standards are enforced and monitored in all mental health service programs.

OVERVIEW

The 2005-06 Recommended Budget totals \$15,106,467. There is no County cost associated with this budget. The State Managed Care allocation, Early and Periodic Screening, Diagnosis and Treatment funds (EPSDT) and Medi-Cal patient fees fund all costs. Staffing is recommended at 39 positions, a reduction of 4 positions from the prior year level.

DEPARTMENT COMMENTS

The Managed Care program administers service agreements with 135 individual providers and 6 organizational providers of outpatient mental health services. Inpatient services are contracted with three inpatient providers in various counties across the state. Mental health services authorized for contracted providers total \$11.5 million.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The number of indigent consumers that require treatment in crisis inpatient facilities has increased and, due to the restricted bed availability in the County facility (Psychiatric Health Facility – PHF), these consumers must be cared for in more expensive contracted hospitals. Since there is no third-party payer source, the only funding available is the Managed Care Allocation or Realignment funds. In order to more efficiently use these County match funds, the Department of Behavioral Health plans to expand the PHF by 14 beds to serve indigent consumers at a significantly lower cost than contract service. As a result of this, the Managed Care budget will realize a decreased use of the Managed Care Allocation. The savings in Allocation revenue allow these funds to be budgeted to the Departments of Behavioral Health and Children and Family Services to fund mental health costs. A \$2.4 million expenditure reduction is reflected in this budget which is dependent on the PHF expansion.

SALARIES AND BENEFITS

- Salaries and Benefits represent a net decrease of 10% from the prior year. The requested budget includes increases in employee benefits and increases associated with COLA and normal step increases. These increases are offset by the elimination of four positions from the prior year.

MENTAL HEALTH MANAGED CARE – 5601

- The elimination of one Supervising Office Assistant II position in Medical Records is due to a duplication of supervisory duties created when the Medical Records Coordinator returned from extended leave. One vacant Office Assistant II position in Medical Records is also requested for deletion to achieve cost efficiencies. The remaining staff is sufficient to process the current workload.
- The elimination of one vacant Office Assistant III position and one vacant Utilization Review Specialist position in Managed Care reflects staffing pattern adjustment to reflect workload adjustments associated with the PHF expansion.

SERVICES AND SUPPLIES

- Services and Supplies represent a 6% increase from the prior year due primarily to an increase in provider contract costs based on service demand and an increase in data processing services.

OTHER CHARGES

- Other Charges are recommended at \$319,172. This represents support costs from Human Services Finance.

FIXED ASSETS (\$6,370)

(1) Copy Machine.....\$ 6,370.....(R)-Medical Records

- One replacement copier is included for Medical Records. The current copier is in a high use area and has been in use for over 6 years. Replacement is necessary due to the number of service calls necessary to keep the current copier operational and the need in that area. Funding is available through the Managed Care allocation with no net County cost.

SUMMARY OF REVENUES

- Revenues are recommended at \$15,106,467 a 3% (\$389,211) increase over the prior year.
 - State Aid – Estimated to increase due primarily to an increase in the use of the Managed Care Allocation to fund the cost of the Medical Records staff previously in the Human Services (HS) Finance budget (5600). This increase is partially offset with a reduction in estimated EPSDT revenue based on actual receipts in the current year.
 - Charges for Services – Reflects a decrease due to reduced MediCal receipts in the prior year. MediCal billing procedures changed in the prior year to comply with audit exceptions received the last two years.

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>	
1309	Division Manager - Mental Health	E	1	1	\$ 85,020
1323	Mental Health Nurse II	2284	2	2	151,415
1347	Utilization Review Specialist	2176	9	8	563,459
1363	Clinical Supervisor	2356	1	1	76,492
1444	Managed Care Coordinator	E	1	1	77,870
1550	Med. Records Coordinator	1810	1	1	58,812
1560	Provider Relations Specialist	1114	3	3	106,089
2292	Staff Analyst II	1621	1	1	51,472
2294	Senior Staff Analyst	F	1	1	66,326
3110	Office Assistant II	843	7	6	153,508
3070	Supervising Office Assistant II	1253	2	1	40,690
3080	Office Assistant III	938	13	12	359,372
3140	Secretary III	1048	1	1	30,489
Subtotal			43	39	\$ 1,821,014
Bilingual Skill Pay					4,200
Less Salary Savings					(20,754)

TOTAL REGULAR SALARIES **\$ 1,804,460**

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3070	Supervising Office Assistant II	Filled	1253	-1	\$ 60,531
	Cost of Restoring Filled Positions			-1	\$ 60,531

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
1347	Utilization Review Specialist	Vacant	2176	-1	\$ 57,354
3110	Office Assistant II	Vacant	843	-1	37,577
3080	Office Assistant III	Filled	938	-1	46,782
	Cost of Restoring Vacant Positions			-3	\$ 94,931

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**SUBSTANCE ABUSE SERVICES
BUDGET 5602
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,298,811	\$ 1,489,847	\$ 2,494,627	\$ 1,004,780	67%
Services & Supplies	15,475,721	18,843,086	20,072,743	1,229,657	7%
Other Charges	<u>372,722</u>	<u>372,759</u>	<u>338,827</u>	<u>(33,932)</u>	<u>-9%</u>
Total Appropriations	\$ 17,147,254	\$ 20,705,692	\$ 22,906,197	\$ 2,200,505	11%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 0	\$ 257,659	\$ 0	\$ (257,659)	-100%
State Aid	4,885,885	9,290,648	9,935,005	644,357	7%
Federal Aid	2,467,469	4,956,698	5,934,509	977,811	20%
Charges for Services	8,252,950	4,687,023	5,340,287	653,264	14%
Trust Fund	1,962,808	1,469,932	937,023	(532,909)	-36%
Other Financing	(158,993)	0	0	0	0%
Intrafund Revenue	<u>0</u>	<u>0</u>	<u>715,641</u>	<u>715,641</u>	<u>100%</u>
Total Revenues	\$ 17,410,119	\$ 20,661,960	\$ 22,862,465	\$ 2,200,505	11%
<u>Net County Cost</u>	\$ (262,865)	\$ 43,732	\$ 43,732	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	26	26	40	14	

SUBSTANCE ABUSE SERVICES – 5602

FUNCTION

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

OVERVIEW

The FY 2005-06 Recommended Budget of \$22,906,197, reflects an increase of 11% over the current year. Net County cost is recommended at the current year level of \$43,732, as a County match for State substance abuse funding. Staffing is recommended at 40 positions, an increase of 14 positions from 2004-05 due to the planned transfer of the Perinatal Addiction, Treatment and Health Services (PATHS) program and support staff from the Department of Behavioral Health (5630).

DEPARTMENT COMMENTS

The misuse of alcohol and other drugs creates barriers to successful life outcomes for a large percentage of Human Services' clients and families. Over the past year, significant program changes include relocating the majority of the division staff; increasing the number of adolescent treatment sites from three to 16, including rural areas; assuming responsibility for the operation of the Perinatal Addiction Treatment & Health Services (PATHS) program; closing of the PATHS Narcotic Therapy Program (NTP) and the transfer of 74 clients from the PATHS NTP to community-based providers; completion of major revisions to the Proposition 36 program; the restructuring and redesign of prevention services; and the continued cooperative effort with Departments of Employment & Temporary Assistance, Children & Family Services, and the Sheriff to develop outcome data to evaluate treatment effectiveness.

Goals for FY 2005-06 include increasing the number of adolescent admissions into treatment; implementation of quality management for the Drug Medi-Cal service providers; increasing the number of clients served through the PATHS program; implementation of a state-mandated information gathering system (CalOMs) designed to collect program outcome measurement data; and continuing to review funding announcements and to submit proposals for federal funding to enhance and expand existing services.

SUBSTANCE ABUSE SERVICES – 5602

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Transfer management and fiscal responsibility for the PATHS program and its 14 staff positions to SAS (5602). The program will be funded by Substance Abuse Prevention and Treatment (SAPT) block grant funding, CalWORKS Substance Abuse allocation, Prop. 36; Medi-Cal Drug Abuse funding and Patient Fees with no net County cost. The program's focus in FY 2005-06 will be to strengthen the curriculum by enhancing gender-specific treatment approaches, enhancing services for family members, increasing the number of individuals served and developing the site as a training opportunity through partnerships with local colleges and universities.
- Allocate full year funding (\$218,568) to support two Utilization Review Specialist and one Program Technician positions added mid-year 2004-05. The staff provide programmatic oversight and clinical accountability of Drug Medi-Cal contract providers and will implement the new State mandated reporting system.

SALARIES AND BENEFITS

- Salaries and Benefits of \$2,494,627 represent an increase of 67% (\$1,004,780), due to the addition of 14 positions related to the PATHS program. Also included are increases in employee benefits, step increases and a COLA to be effective mid-year.

SERVICES AND SUPPLIES

- Services and Supplies of \$20,072,743 represent an increase of 7% from the prior year due primarily to increases in Data Processing Services and PeopleSoft HR Charges that reflect costs for the information system and direct timekeeping charges. Professional & Specialized Services is increasing based on actual use projections and an increased number of Drug Medi-Cal providers. The Teilman Service Center program, operated by Children & Family Services, became self-sustaining through billing of Drug Medi-Cal, enabling the funds to be allocated to other treatment services for FY 2005-06.
- Slight decreases occurred within Mobile Communications, Publications and Small Tools. Slight increases occurred within Building Maintenance, Office Expense and Postage. Rents and Leases – Buildings decreased by 51%. All changes are reflective of the move to UMC campus and resulting changes in estimated expenses.

OTHER CHARGES

- Other Charges of \$338,827 reflect a decrease of 9% for departmental overhead charges from Human Services Finance (5600).

SUMMARY OF REVENUES

- Revenues are recommended at \$22,862,465, an 11% increase from the prior year.
 - Fines, Forfeitures & Penalties – Represents a 100% decrease due to the accounting method used to recognize these revenues. For FY 2005-06, these revenues are included in the Trust Fund category.
 - State Aid – Represents a 7% increase due to an adjustment in the State General Fund match to Drug Medi-Cal in 2004-05, the inclusion of the PATHS program and projected expansion of Drug Medi-Cal services, particularly in adolescent outpatient services.

SUBSTANCE ABUSE SERVICES – 5602

- Federal Aid – Represents a 20% increase due to projected expansion of Drug Medi-Cal services, particularly in adolescent outpatient services, and an increase in the Federal portion of the Substance Abuse Prevention and Treatment block grant allocation.
- Charges for Services – Reflects a 14% increase due to the transfer of the PATHS program, increases in the number of Drug Medi-Cal providers billing for services, and paying the county for monitoring and program oversight.
- Trust Fund – Reflects a 36% decrease in usage of Substance Abuse Trust funds compared to the prior year due to anticipated increases in Federal funds.
- Intrafund Revenue – Revenue included for PATHS as a share of the CalWORKs Substance Abuse allocation that partially funds that program.

PENDING FACTORS

- SB 1694, which requires an assessment of all second offender Driving Under the Influence (DUI) clients and first offender DUI clients with prior public inebriety charges could result in possible increased program costs offset with new revenues.
- Proposed federal budget changes for Federal FY 2006, particularly the recommended elimination of the Federal Safe and Drug-Free Schools and Communities programs, would mean the loss of funding for the Fresno Unified School District's Operation RID program.
- Possible increases in revenue and expenditures relative to the final outcome of the local planning for Proposition 63, the Mental Health Initiative.
- The Proposition 36 program is due to expire in FY 2005-06. Senator Ducheny has introduced legislation (SB-803) to continue the program indefinitely. The outcome of that legislation would impact approximately \$ 3,041,777 in local allocation.

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>	
1347	Utilization Review Specialist	2176	2	2	\$ 119,184
1363	Clinical Supervisor	2356	0	1	72,852
1445	Deputy Alcohol and Drug Program Administrator	E	1	1	80,106
1919	Licensed Mental Health Clinician	1867	0	1	57,746
1951	Substance Abuse Specialist I	1136	0	1	31,096
1952	Substance Abuse Specialist II	1253	6	10	376,685
1953	Senior Substance Abuse Specialist	1384	3	5	217,523
2291	Staff Analyst I	1460	1	2	79,950
2293	Staff Analyst III	1872	3	3	178,340
2294	Senior Staff Analyst	F	2	2	126,152
2297	Principal Staff Analyst	E	2	2	132,054
3037	Driver	804	0	1	26,104
3070	Supervising Office Assistant II	1253	0	1	40,690
3080	Office Assistant III	938	2	4	116,264
3110	Office Assistant II	843	2	2	53,604
3160	Secretary IV	1156	1	1	37,518
3620	Program Tech I	1115	1	1	30,537
Subtotal			26	40	\$ 1,776,405
Bilingual Skill Pay					2,600
Hazzard Duty Pay					2,400
Less Salary Savings					(87,438)
TOTAL REGULAR SALARIES					\$ 1,693,967

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 24,767,786	\$ 28,584,747	\$ 33,083,142	\$ 4,498,395	16%
Total Appropriations	\$ 24,767,786	\$ 28,584,747	\$ 33,083,142	\$ 4,498,395	16%
<u>Revenues</u>					
State Aid	\$ 0	\$ 0	\$ 3,183,819	\$ 3,183,819	100%
Federal Aid	0	0	4,898,183	4,898,183	100%
Misc Revenues	5,060	0	0	0	0%
Realignment Social Services	12,272,507	28,584,747	25,001,140	(3,583,607)	-13%
Total Revenues	\$ 12,277,567	\$ 28,584,747	\$ 33,083,142	\$ 4,498,395	16%
<u>Net County Cost</u>	\$ 12,490,219	\$ 0	\$ 0	\$ 0	0%

BEHAVIORAL HEALTH/IN-HOME SUPPORTIVE SERVICES – 6420

FUNCTION

The In-Home Supportive Services (IHSS) program is administered through the Department of Behavioral Health 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 salary-related program costs and all of the costs associated with the health benefits for the providers.

OVERVIEW

The 2005-06 Recommended Budget of \$33,083,142 is a 16% increase from the Adopted 2004-05 Budget. The County's share-of-cost is financed with Social Services Realignment revenue (\$25,001,140). The balance of \$8,082,002 represents the State and Federal share of provider health benefits.

On August 1, 2004, a Federal waiver was approved for the portion of IHSS cases that had not previously been eligible for Federal revenue offset. That represented 20% of the total caseload in Fresno County. Because of the waiver and the additional Federal revenue to offset a portion of the program costs, the County share of those costs was reduced from 20.5% to 17.5%. This allowed a shift of \$3.6 million in Social Service Realignment revenue from this program to social service programs that had been funded by County general funds.

In response to increasing cases and paid provider hours, the program instituted staff retraining and more vigorous oversight of current, as well as new cases. This effort resulted in a decrease in paid hours in Fiscal Year 2003-04 and no increase in hours in the current year. Because of this effort and resulting leveling of these caseloads, no increase is recommended in this budget.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding of \$33,083,142 represents the estimated County, State and Federal portion of provider health benefits (\$9,796,366) and the County share-of-cost paid to the State for Fresno County clients (\$23,286,776). The total number of persons to be served is projected to decrease from the current year estimate of 12,381 to 12,100 in 2005-06. This represents a 2.3% (281) decrease in number of clients served. The number of total service hours in the recommended budget will remain at the current year estimate of 14,734,611. Due to an increase in wages and the inclusion of State and Federal funding for provider health benefits (not recognized in the current year adopted budget), the total costs included in this budget have increased 16%. The County share-of-cost portion has decreased by \$3,583,607 (13%) due primarily to the Federal waiver. This decrease is impacted by an increase in provider hourly wages from \$8.00 to \$8.15 effective July 1, 2005.

BEHAVIORAL HEALTH/IN-HOME SUPPORTIVE SERVICES – 6420

STAFFING

- Staffing is recommended at the 2004-05 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). The operation of the Public Authority is provided through a contractual arrangement and included in the Department of Behavioral Health budget (5630). Also included in the Department of Behavioral Health budget (5630) are seven staff to provide a quality assurance component to the program. These dedicated and specialized staff are charged with ensuring program integrity, including fraud detection and prevention, in the administration of supportive services.

SUMMARY OF REVENUES

- Revenues are recommended at \$33,083,142, a 16% increase over the prior year.
 - State Revenue – This revenue was not included in the prior year adopted budget but was added mid-year to recognize State participation in provider health benefits.
 - Federal Revenue – Revenues were not included in the prior year adopted budget but were added mid-year to recognize Federal participation in provider health benefits.
 - State/Local Program Social Services Realignment Trust Fund – Reflects an decrease from the prior year adopted budget due to the inclusion of State and Federal revenues to offset a portion of health benefits.

PENDING FACTORS

- The Governor's Budget released in January includes a reduction in planned State participation in wages and benefits to minimum wage only, currently set at \$6.75 per hour. This would be implemented in two parts. As of July 1, 2005, the State would roll-back participation to the rates that had been approved as of June 30, 2004. On October 1, 2005, the approved rate for State participation would be reduced to minimum wage. Effective July 1, 2005, Fresno County IHSS wages are scheduled to increase to \$8.15 per-hour with \$0.60 per-hour for health benefits. Should the Governor's proposal be adopted by the legislature and Fresno County elects to continue paying the wage and benefit package, there could be an increase in County participation of over \$11 million. This change would also impact the cost of the Public Authority by increasing the County share percentage to match this aid budget.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
BUDGET 5610
General Fund**

	Actual 2003-04	Adjusted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 57,815,494	\$ 64,224,401	\$ 75,397,877	\$ 11,173,476	17%
Services & Supplies	22,982,885	25,577,227	31,669,394	6,092,167	24%
Other Charges	43,914,355	46,281,564	42,756,665	(3,524,899)	-8%
Residual Equity Transfer	136,122	371,800	254,500	(117,300)	0
Total Appropriations	\$ 124,848,856	\$ 136,454,992	\$ 150,078,436	\$ 13,623,444	10%
<u>Revenues</u>					
State Aid	\$ 62,623,770	\$ 72,205,275	\$ 50,740,333	\$ (21,464,942)	-30%
Federal Aid	55,338,724	58,368,360	92,673,105	34,304,745	59%
Designation for FY 04-05					
E&TA Services	0	850,000	0	(850,000)	-100%
Misc. Revenues	2,938,034	545,002	1,334,145	789,143	145%
Realignment Social Services	2,945,829	3,600,000	4,475,998	875,998	24%
Intrafund Revenues	54,152	204,659	173,159	(31,500)	-15%
Total Revenues	\$ 123,900,509	\$ 135,773,296	\$ 149,396,740	\$ 13,623,444	10%
<u>Net County Cost</u>	\$ 948,347	\$ 681,696	\$ 681,696	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	1,272	1,314	1,314	0	

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

FUNCTION

The Department of Employment and Temporary Assistance (E&TA) is responsible for the administration of public assistance programs, which include CalWORKs, Employment Services, Medi-Cal, Food Stamps, Refugee Assistance, and General Relief programs. 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 2005-06 Recommended Budget of \$150,078,436 reflects a 10% (\$13,623,444) increase in appropriations and estimated revenues from the 2004-05 Adopted Budget primarily due to increased benefit rates, full-year funding for 36 new positions added mid-year 2004-05 for Medi-Cal eligibility services and CalWIN pre-implementation activities, and other costs associated with CalWIN pre-implementation activities. Both the net County cost of \$681,696 and staffing level of 1,314 positions remain the same as the prior year.

In July 2004, the Federal government restarted the Hmong Refugee Resettlement Program; since then, over 2,300 refugees have been relocated to Fresno County, many of whom are receiving assistance through programs administered by the department. In addition, during the prior year, overall public assistance cases increased by 16%; CalWORKs increased by 5% (1,389 cases); non-assistance Food Stamp increased by 35% (3,935 cases); General Relief increased by 14% (125 cases); and Medi-Cal increased by 14% (9,614 cases). Upward caseload trends are anticipated to continue for 2005-06. Estimated value of cash assistance issued by the department on behalf of the needy families and foster children is \$230 million. Based on the caseload growth across all programs, all categorical aid budgets reflect an increase from the prior year. Additionally, \$109 million in Food Stamp benefits and \$459 million in Medi-Cal benefits were issued during the prior year; these amounts represent value of off-budget benefits administered by the department.

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 2005-06 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 (\$2,103,068) included in this budget represents administrative costs for General Relief and a percentage share-of-cost for the administration of Foster Care, Stage II Child Care, and the mandated match for the CalWIN State Automation System partially offset with the Department's share of County overhead costs (\$878,256) and Food Stamps repayment collections (\$90,000).

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

DEPARTMENT COMMENTS

During FY 2005-06, the Department's major focus will be CalWIN pre-implementation activities. Transition to the CalWIN Automation System is the most significant challenge faced by the Department since the implementation of Welfare Reform. CalWIN will change the business practices for all Department staff, as well as have an impact on other County Departments including: Auditor-Controller/ Treasurer-Tax Collector, County Clerk, General Services, ITSD, Children and Family Services and Behavioral Health. The challenge for all staff will be providing client services efficiently, accurately and in a timely manner while concurrently learning the new CalWIN benefit issuance system and preparing for the final implementation in July 2006.

2004-05 was marked by successful partnerships that allow our department to provide enhanced access to services and improve employment opportunities for CalWORKs recipients. New community partnerships we participated in include Children's Health Initiative, Smart Model of Care and the Regional Jobs Initiative. The department remains committed to providing quality services for the poor and needy families of Fresno County and improving access to food, shelter, medical benefits and employment services which will result in greater self-sufficiency.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The mandated Statewide Automated Welfare System, CalWIN, which will replace the current Welfare Case Data System and fully automate eligibility determination, will be implemented in July 2006. CalWIN implementation brings unprecedented changes to current business practices and requires a redesign in the delivery of services to approximately 256,038 clients. With the implementation date rapidly approaching, a number of activities are being undertaken to ensure successful implementation, including: application training for 1,314 department staff, database development for data warehousing, management reports, and CalWIN help-desk. The mid-year addition of 12 positions and increased database man-month support from ITSD will help ensure that the processes required for the smooth transition from the Case Data system to CalWIN are in place prior to the implementation date.
- Fresno County's FY 2004-05 Medi-Cal Administrative allocation was adjusted by the State to include increased funding for current caseloads. As a result, 20 permanent Medi-Cal positions were approved mid-year 2004-05 with no increase in County share of cost. Medi-Cal remains the only program administered by the department that on the State level allows for the cost-of-doing business increases. In March 2005, the department submitted a revised Proposed County Administrative Budget (PCAB) to the State Department of Health Services. The final Medi-Cal allocation, utilizing the PCAB request, will not be known until the State budget is passed.
- During Fiscal Year 2004-05, as a result of new mandates from the passing of Senate Bill 1104, the department implemented a significant number of program changes in CalWORKs Employment Services which included: participant universal engagement that ended the 18-24 month limitation of employment services for CalWORKs recipients; welfare-to-work plans within 90-days of receipt of aid; and requirement that CalWORKs participants engage in 20 hours of core activities out of their 32-35 hours of employment services participation. These requirements brought on additional

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

challenges while the department faced another year of CalWORKs funding reductions and increased caseloads. Mid-year 2004-05, the department released a request for proposal for employment services and funded 12 agreements with Community Based Organizations and other public entities. In order to mitigate funding reductions, while focusing on providing mandated services, vendor payment services and re-location services for CalWORKs recipients were eliminated.

- Effective October 1, 2004, the department implemented single warrants for CalWORKs recipients that required changing existing business practices of mailing two checks per month to mailing only one check per month to approximately 25,000 families. In order to help CalWORKs families through this change, the department partnered with Community Based Organizations to provide money management classes. Elimination of the second warrant resulted in cost savings that partially mitigated the CalWORKs Single Allocation reductions. Projected budget year savings were reduced by the increases in General Services' surcharge rate from 11.05% to 14.55% which is applied to the postage value.
- During 2004-05, the department participated in Children's Health initiative planning, which has a goal of providing health insurance access to 26,000 uninsured children in Fresno County through a single, seamless application and enrollment process for children's health coverage programs.

SALARIES AND BENEFITS

- Salaries and Benefits, recommended at \$75,397,877 represent an increase over the prior year due to full-year funding for 36 positions added mid-year and increases in health and benefit rates. Staffing is recommended at the prior year level of 1,314 positions.

Recommended funding includes:

- Full-year funding for 36 positions for the Medi-Cal Program and the CalWIN Automation System. The continuous increase of Medi-Cal cases requires additional staffing to maintain manageable caseloads and State mandated accuracy rates. Additional staffing for CalWIN is crucial to support the final phase of the CalWIN implementation and increased end-user support due to the new system.
- An increase in Extra-Help and Overtime to ensure sufficient staffing support through the CalWIN pre-conversion and training activities. It is estimated that all Eligibility, Employment Services and Office Assistant staff will require overtime during April, May and June of 2006 in order to attend weekly training on the CalWIN application while maintaining ongoing workload issues. Additionally overtime will be used during two scheduled full caseload conversion tests for the CalWIN implementation.
- An increase in Retirement, Workers' Compensation, and Health Insurance Contributions based on higher rates and actuarial studies.
- Bilingual Skill Pay for 400 employees.
- Salary Savings of 5% to accurately reflect position vacancies and recruitment timeframes.
- Negotiated salary adjustments and normal step advances.
- Staffing is recommended at 1,314 positions.

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$31,669,394, represent an increase from the prior year due to higher interdepartmental agreement costs and CalWIN deliverables.

Recommended funding includes:

- Increased charges by General Services for Janitorial Services and Building Maintenance offset with the elimination of funding for the American Disability Act remodel project on the University Medical Campus due to its completion.
- An increase in Professional and Specialized Services to reflect a transfer of interdepartmental services agreements from the HS Finance Overhead account 7868 and increases in the costs associated with charges from other County General funded departments: Auditor/Controller–Treasurer/Tax Collector, County Administrative Office, County Clerk, General Services for Security, Purchasing and Messenger Services, and the County Personnel Department. An addition of one-time funding for Domestic Violence services for the Department of Community Health is also included in this budget. These costs are offset with elimination of the Vendor Pay services agreement and the AFLP agreement with the UMC Hospital.
- An increase in Data Processing Charges due to a higher number of equipment and additional database man-month support for the CalWIN implementation.
- An increase in software direct charges due to higher deliverable and pre-implementation support costs for the CalWIN system, which is offset with an additional CalWIN allocation.

OTHER CHARGES

- Other Charges, recommended at \$42,756,665, represent a decrease from FY 2004-05 due primarily to the transfer of interdepartmental services agreements to the Services and Supplies accounts.

Recommended funding includes:

- A decrease in the Human Services Finance Overhead charges based on transfer of costs to the Professional and Specialized Services account 7295.
- A decrease in Support and Care of Persons primarily related to a reduction in Stage I childcare expenditures, reduction in employment services agreements based on the mid-year competitive bid process, and the elimination of relocation services due to CalWORKs funding reductions.

RESIDUAL EQUITY TRANSFERS

- Residual Equity Transfers, recommended at \$254,500, for the CalWIN related communications and computer equipment. Communications requests includes additional telephones and data wiring at the Heritage complex, and phone equipment for the CalWIN first level Help Desk. Computer equipment request includes three check printers that will be utilized for printing of public assistance checks and server upgrades to meet the capacity needs of the CalWIN application. CalWIN revenues are included to fully offset the purchase of the requested equipment.

(3) Printers\$150,000Replacement - For public assistance checks

Servers.....46,000Replacement - Upgrade of existing CalWIN servers

Telephone Installation.....58,500New - Heritage and CalWIN Help Desk

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

SUMMARY OF REVENUES

- Revenues are recommended at \$149,396,740 and reflect a 10% (\$13,623,444) increase from the prior year due primarily to an increase in the Medi-Cal Administration allocation and CalWIN allocation.
- State Aid – Reflects a decrease due to a change in sharing ratios for the CalWORKs Single allocation, which is now primarily funded with Federal TANF block grant funds, elimination of the State match to the Department of Labor Welfare-to-Work match funds, and the reduction in the State portion of the Stage II childcare funds offset with the increase in the Medi-cal and CalWIN project allocations.
- Federal Aid – Reflects an increase in the Medi-Cal Administrative allocation, full utilization of the CalWORKs Performance Incentive funds, and a shift in a share-of-cost in the CalWORKs Single Allocation and the Stage II childcare allocation.
- Miscellaneous Revenues – Estimated to increase due to a higher usage of the State Fraud Incentive funds; Represents reimbursement of the share-of-cost from the Coalinga Regional Center Partners and Reedley Regional Center, Fraud Incentives, Food Stamp repayments, and Express Lane Eligibility (AB 59) funds.
- State/Local Program Social Services Realignment Trust Fund – Estimated to increase; Revenues will finance a portion the County's required Maintenance-of-Effort for receipt of CalWORKs revenues.
- Intrafund Revenues – Estimated to decrease from the prior year level due to elimination of the funding for the Fair Chance program; Represents reimbursement from the Department of Behavioral Health budget (5630) for support provided to the Homeless Mentally Ill programs and Department of Children and Family Services (5640) for employment services support provided to the Independent Living program.

PENDING FACTORS

- The Governor's Fiscal Year 2005-06 Proposed State Budget contains a number of program changes, funding reductions, and funding shifts that would significantly impact the department. Administration funding reductions and program changes as proposed would have the following impacts:
- The Governor's budget includes a new incentive system, Pay for Performance, which bases a portion of the Counties' Single Allocation funding for administration and employment services on specific program outcomes. Pay for Performance is scheduled for full implementation in FY 2006-07. If implemented, during FY 2005-06, the State will measure County Employment Rates and Federal Work Participation Rates and base the FY 2006-07 allocations on these outcomes. Program changes in FY 2005-06 may be necessary in order to meet the standard required to retain the five percent of the CalWORKs Single Allocation funding.
- The Governor's budget includes a savings due to the implementation of quarterly reporting which equates to a \$122 million reduction in CalWORKs funding during the budget year. As the State has not funded cost-of-doing business increases for the CalWORKs program since the elimination of the PCAB process in FY 2000-01, any further reduction to this allocation would significantly impact the department's ability to administer this program. This is especially significant as the CalWORKs caseloads have steadily increased over the past year and the department is facing a transition to the new automated system.

EMPLOYMENT AND TEMPORARY ASSISTANCE – 5610

- A number of programmatic changes impacting CalWORKs are also proposed; this would require additional programming and changes in business practices, which may be delayed due to the 18 County rollout of the CalWIN Automation project. Full impacts of the program changes are not available at this time.
- The State of California is facing a potential Federal financial sanction for failing to meet the Federal Welfare-to-Work participation rates; the total amount of the sanction or the potential impact to Counties is not known at this time.
- Federal Temporary Assistance for Needy Families Block Grant Reauthorization is expected during the Federal Fiscal Year 2005. Current Federal legislative proposals would significantly impact CalWORKs Employment Services, as Federal participation and employment requirements would become more stringent.

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	1324	3	3	\$ 127,818
1904	Job Specialist II	1324	78	78	3,323,273
1905	Job Specialist I	1202	7	7	270,905
1907	Job Specialist III	1457	105	105	4,917,868
1924	Social Services Program Manager	E	14	14	943,137
1930	Social Work Supervisor	1912	4	4	245,927
1935	Social Worker III	1503	17	17	821,584
1940	Social Worker II	1337	8	8	343,669
1945	Social Worker I	1214	4	4	141,568
1951	Substance Abuse Specialist I	1136	5	5	201,369
2212	Systems & Procedures Analyst III	1978	6	6	363,521
2240	Senior Systems & Procedure Analyst	2215	1	1	67,828
2246	Deputy Director	D	2	2	166,844
2291	Staff Analyst I	1460	2	2	77,239
2293	Staff Analyst III	1872	14	14	764,306
2294	Senior Staff Analyst	F	3	3	207,064
2297	Principal Staff Analyst	E	2	2	138,531
3010	Chief Office Assistant	1405	2	2	90,419
3031	Social Services Program Supervisor	1611	96	96	4,881,446
3033	Eligibility Worker I	938	113	113	3,407,834
3034	Eligibility Worker II	1035	63	63	2,099,847
3035	Eligibility Worker III	1202	442	442	17,105,725
3036	Social Services Appeals Specialist	1390	9	9	402,493
3070	Supervising Office Assistant II	1253	19	19	765,201
3080	Office Assistant III	938	158	158	4,764,936
3081	Office Assistant III - Confidential	942	4	4	121,174
3110	Office Assistant II	843	59	59	1,449,691
3125	Office Assistant I	750	16	16	350,178
3160	Secretary IV	1156	5	5	185,774
3161	Secretary IV-Conf.	1163	2	2	74,906
3166	Administrative Secretary - Conf.	1290	1	1	41,494
3205	Account Clerk II	882	4	4	113,363
3240	Supervising Account Clerk II	1268	3	3	122,367
3260	Account Clerk III	991	22	22	701,061
3620	Program Technician I	1115	8	8	236,013
3622	Program Technician I -Conf.	1115	2	2	59,268
3706	Information Technology Analyst III	1775	4	4	192,554
3707	Information Technology Analyst IV	2114	1	1	69,699
3708	Senior Information Technology Analyst	2408	2	2	158,708
5093	Social Worker Aide II	885	3	3	82,500
8074	Director	B	1	1	110,916
Subtotal			1,314	1,314	\$ 50,710,018
Auto Allowance					6,156
Shift Differential					120,900
Bilingual Skill Pay					240,032
Less Salary Savings					(2,534,810)
TOTAL REGULAR SALARIES					\$ 48,542,296

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 11,175,708	\$ 11,988,480	\$ 14,316,600	\$ 2,328,120	19%
Total Appropriations	\$ 11,175,708	\$ 11,988,480	\$ 14,316,600	\$ 2,328,120	19%
<u>Revenues</u>					
State Aid	\$ 4,656,957	\$ 5,200,603	\$ 6,025,095	\$ 824,492	16%
Federal Aid	4,809,074	5,054,343	6,283,140	1,228,797	24%
Misc. Revenues	16,572	0	0	0	0%
Realignment	986,117	1,117,627	1,295,978	178,351	16%
Total Revenues	\$ 10,468,720	\$ 11,372,573	\$ 13,604,213	\$ 2,231,640	20%
<u>Net County Cost</u>	\$ 706,988	\$ 615,907	\$ 712,387	\$ 96,480	16%

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 that 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 2005-06 Recommended Budget of \$14,316,600 reflects a 19% (2,328,120) increase in appropriations over the 2004-2005 Adopted Budget primarily due to a 13% increase in the projected caseload and a 6.1% increase in the average grant per case. The County’s share of cost for this program is \$2,008,365, which is funded with \$1,295,978 in Social Services Realignment revenue and net County cost of \$712,387, which represents an increase of \$96,480 from the prior year.

Recommended funding will provide for an increase of the average caseload from the projected 1,561 cases per month in FY 2004-05 to 1,757 cases per month in 2005-06 Fiscal Year. The average grant of \$679 is based on the prior year actual grant levels.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding of \$14,316,600 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. Since FY 1999/00, the number of children receiving adoption assistance grants have increased from 678 per month to a projected 1,757 per month for FY 2005-06.
- 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 2004-05 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 the placement of children with adoptive families and case management services are provided through the Department of Children and Family Services budget (5640).

EMPLOYMENT AND TEMPORARY ASSISTANCE – AID TO ADOPTIONS – 6415

SUMMARY OF REVENUES

- Revenues are recommended at \$13,604,213, an increase of 19.6% (\$2,231,640) over the prior year based on the projected number of families receiving financial adoption assistance.
 - State Aid - Estimated to increase based on the State sharing-ratio of 37.5% for federally funded adoptions cases and 75% for non-federally funded adoptions cases.
 - Federal Aid - Estimated to increase based on the Federal sharing-ratio of 50% for federally funded adoptions cases.
 - State/Local Program Social Services Realignment Trust Fund reflects an increase over the prior year based on available realignment revenues.

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	<u>\$ 73,206</u>	<u>\$ 102,120</u>	<u>\$ 1,002,960</u>	<u>\$ 900,840</u>	<u>882%</u>
Total Appropriations	\$ 73,206	\$ 102,120	\$ 1,002,960	\$ 900,840	882%
<u>Revenues</u>					
State Aid	\$ 0	\$ 0	\$ 0	\$ 0	0%
Federal Aid	31,999	102,120	1,002,960	900,840	882%
Misc. Revenues	0	0	0	0	0%
Realignment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 31,999	\$ 102,120	\$ 1,002,960	\$ 900,840	882%
<u>Net County Cost</u>	\$ 41,207	\$ 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 the date of entry into the United States. The Federal Government provides full funding for this program.

OVERVIEW

The 2005-06 Recommended Budget of \$1,002,960 reflects an increase of \$900,840 from the 2004-05 Adopted Budget. The 2004-05 budget was amended in December 2004 to reflect an increase in appropriations and estimated revenues due to the ongoing Hmong Refugee Resettlement program. The recommended budget reflects an increase in caseload from the budgeted 25 cases per-month to the projected 199 cases per-month at the average grant of \$420. There is no net County cost for this program. All costs are offset with Federal funding.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended funding of \$1,002,960 will provide cash assistance to qualified refugees newly admitted to the United States for meeting basic needs including food, shelter, and clothing. Qualified applicants are eligible for a maximum of eight months of benefits after their arrival. After the eight-month period, some families become eligible for the 100% County-funded General Relief program until they achieve self-sufficiency or become eligible for other programs.
- The number of refugees cases projected for Fiscal Year 2005-06, estimated at 199 cases per-month, is based on the current caseload trend and projections made from actual refugee arrival data gathered from the prior year.

STAFFING

- Staffing is recommended at the 2004-05 level. Staff support for this program is provided through the Department of Employment and Temporary Assistance budget (5610).

SUMMARY OF REVENUES

- Federal Aid – Revenues are recommended at \$1,002,960. The Aid to Refugees program is 100% federally funded; there is no net County cost to administer this program.

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 144,210,152	\$ 149,000,513	\$ 169,217,008	\$ 20,216,495	14%
Total Appropriations	\$ 144,210,152	\$ 149,000,513	\$ 169,217,008	\$ 20,216,495	14%
<u>Revenues</u>					
State Aid	\$ 81,188,102	\$ 90,012,561	\$ 102,297,615	\$ 12,285,054	14%
Federal Aid	59,157,906	54,531,689	62,006,467	7,474,778	14%
Misc. Revenues	1,668,771	1,835,645	1,511,916	(323,729)	-18%
Realignment	1,742,058	2,258,542	2,859,384	600,842	27%
Total Revenues	\$ 143,756,837	\$ 148,638,437	\$ 168,675,382	\$ 20,036,945	13%
<u>Net County Cost</u>	\$ 453,315	\$ 362,076	\$ 541,626	\$ 179,550	50%

EMPLOYMENT AND TEMPORARY ASSISTANCE – CALWORKS – 6310

FUNCTION

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is administered by the Department of Employment and Temporary Assistance and provides cash assistance grants for Families with Dependent Children. Eligibility and grant levels are established by the California Department of Social Services. CalWORKs provides temporary cash assistance and complementing employment services to assist unemployed parents in securing employment that leads to personal responsibility, accountability, and self-sufficiency. Under CalWORKs, an adult recipient must participate in work activities from 30 to 35 hours per week. The majority of families receiving assistance through this program also qualify for Medi-Cal and Food Stamps. The State Safety Net Program, which provides cash assistance for the children of adults who have reached their 60-month CalWORKs lifetime time limit are also included in this budget unit.

OVERVIEW

The 2005-06 Recommended Budget of \$169,217,008 represents a 14% (\$20,216,495) increase in appropriations and estimated revenues from the 2004-05 Adopted Budget. This increase is due to the State's approval of the July 2004 Cost-of-Living Adjustment (COLA) and a projected 4.07% COLA effective in June 2005 that raised the average grant cost to \$557. Also included is projected 3% caseload increase based on the current trends and the arrival of an estimated 2,325 Hmong refugees from Thailand expected through September 2005. The County share of grant costs (2.5%) is offset with the County share of child support collections (\$811,916) and overpayment collections (\$17,500). The balance of the County share of cost is financed with \$2,859,384 of Social Services Realignment revenues resulting in a net County cost of \$541,626, which reflects an increase of \$179,550 from the prior year level.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended appropriations of \$169,217,008 will provide monthly cash assistance for an estimated 25,212 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 to gain employment and become self-sufficient. The total caseload includes cases in the State Safety Net program, which accounts for approximately 2,500 cases. State Safety Net cases are comprised of families whose adult members have reached the lifetime time-on-aid limit of 60-months and are no longer eligible for cash aid. Safety Net services are available to children who qualify based on State eligibility standards.

STAFFING

- Staffing is recommended at the 2004-05 level. Staff support for this program is provided through the Department of Employment and Temporary Assistance budget (5610).

EMPLOYMENT AND TEMPORARY ASSISTANCE – CALWORKS – 6310

SUMMARY OF REVENUES

- Revenues are recommended at \$168,675,382, an increase of 13% (\$20,036,945) over the prior year based on caseload projections for 2005-06 and the inclusion of the July 2004 and June 2005 COLAs.
 - State Aid - Estimated to increase based on the average State share-of-cost for CalWORKs and Safety Net cases.
 - Federal Aid - Estimated to increase based on the Federal share-of-cost for the projected caseload.
 - Miscellaneous Revenues - Reflects a decrease 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 based on available Realignment revenues.

PENDING FACTORS

- The Governor's 2005-06 Proposed State Budget contains a number of program changes that may impact this program:
 - A proposal to reduce the Maximum Aid Payment to CalWORKs recipients by 6.5% 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.
 - A proposal to permanently eliminate the annual Cost of Living Adjustment effective July 1, 2005 is included in the Governor's budget. Should this proposal be approved, the department would return to your board to request a reduction in appropriations. This proposal would result in General Fund savings of approximately \$166,399 due to a 2.5% County share-of-cost for CalWORKs grants.
 - A proposal to reduce the current earned income disregard to \$200 and 40%, which would result in a higher percentage of applicant's income being countable when determining the cash aid; if implemented, this action would result in reduced grants to CalWORKs recipients. Grant savings totaling \$80.4 million is projected statewide. This program change would potentially result in General Fund savings due to a 2.5% County share-of-cost for CalWORKs grants.
 - The suspension of the October 2003 COLA (3.46%) 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 recommended budget assumes the suspension of the COLA, which has resulted in a cost avoidance of \$5.9 million total funds and approximately \$146,373 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.

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

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 56,209,712	\$ 56,976,462	\$ 59,941,413	\$ 2,964,951	5%
Total Appropriations	\$ 56,209,712	\$ 56,976,462	\$ 59,941,413	\$ 2,964,951	5%
<u>Revenues</u>					
State Aid	\$ 14,057,719	\$ 13,157,790	\$ 13,929,720	\$ 771,930	6%
Federal Aid	20,292,584	22,623,969	22,955,074	331,105	1%
Misc. Revenues	1,853,172	1,284,147	1,731,502	447,355	35%
Realignment Social Services	14,207,798	1,857,325	1,990,444	133,119	7%
Total Revenues	\$ 50,411,273	\$ 38,923,231	\$ 40,606,740	\$ 1,683,509	4%
<u>Net County Cost</u>	\$ 5,798,439	\$ 18,053,231	\$ 19,334,673	\$ 1,281,442	7%

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 for children in foster care is provided by the Department of Children and Family Services and the Probation Department.

OVERVIEW

The 2005-06 Recommended Budget of \$59,941,413 represents a 5% (\$2,964,951) increase from the 2004-05 Adopted Budget based on the higher average grant for foster care placements. The recommended funding is based on a 2.4% decrease in the average number of budgeted cases per month from 3,361 in FY 04-05 to 3,279 in FY 05-06. However, the number of non-federal foster care placements has increased, while the number of federal foster care placements has decreased over the prior year, resulting in the higher county share of cost. The projected average grant for FY 05-06, which is based on the prior year actuals, is \$1,489 per case per month, which represents a 6.7% increase in the average grant from the FY 04-05 budgeted amount. The County share of cost is \$21,325,117, which is offset by \$1,990,444 in Social Services Realignment revenue with a net County cost of \$19,334,673. This represents an increase of 7% (\$1,281,442) in net County cost from the prior year.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended appropriations of \$59,941,413 will provide for housing, food, and basic needs of children that are placed in out-of-home care facilities, such as foster families, foster family agencies, and group homes. The Foster Care program anticipates a total of 3,279 cases per month for FY 05-06.

STAFFING

- Staffing is recommended at the 2004-05 level. Staff support for determining eligibility and payment processing services is provided by the Department of Employment and Temporary Assistance budget (5610). Positions that support case management activities are included in the Department of Children and Family Services budget (5640) and the Probation budget (3430).

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

SUMMARY OF REVENUES

- Revenues are recommended at \$40,606,740, a 4% (\$1,683,509) increase over the prior year based on projected caseload and grant amounts for 2005-06.
 - State Aid (\$13,929,720) - Estimated to increase based on the current State cost-sharing ratio of 20% for federally funded foster care cases and 40% for non-federally funded foster care cases.
 - Federal Aid (\$22,955,074) - Estimated to increase over the prior year based on the current Federal cost-sharing ratio of 50% for federally funded foster care cases and 70% for Emergency Assistance cases.
 - Miscellaneous Revenues (\$1,731,502) - 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 (\$1,990,444) - Estimated to increase from the prior year based on available realignment revenues

PENDING FACTORS

- 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 Enedina Rosales and the California Department of Social Services v. Tommy G. Thompson. 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 or non-federal foster care and is retroactive to December 1997. Currently, the staff is in the process of converting all eligible Rosales cases from non-federal foster care and CalWORKs into the federal foster care cases. The impact to County general fund is not known at this time as any savings resulting from transferring non-federal foster cases to federal cases, may be offset by transferring CalWORKs cases to foster care cases. Simultaneous to this effort, Federal legislation has been proposed to overturn the Rosales decision, which may reverse any savings or costs associated with this court decision.

**EMPLOYMENT AND TEMPORARY ASSISTANCE
GENERAL RELIEF
BUDGET 6645
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$ 3,613,129	\$ 4,073,756	\$ 4,607,271	\$ 533,515	13%
Total Appropriations	\$ 3,613,129	\$ 4,073,756	\$ 4,607,271	\$ 533,515	13%
<u>Revenues</u>					
State Aid	\$ 445,621	\$ 450,000	\$ 979,200	\$ 529,200	118%
Charges for Services	503,063	600,000	355,007	(244,993)	-41%
Misc. Revenues	170,378	174,848	174,800	(48)	0%
Total Revenues	\$ 1,119,062	\$ 1,224,848	\$ 1,509,007	\$ 284,159	23%
<u>Net County Cost</u>	\$ 2,494,067	\$ 2,848,908	\$ 3,098,264	\$ 249,356	9%

EMPLOYMENT AND TEMPORARY ASSISTANCE - GENERAL RELIEF – 6645

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$4,607,271 reflects a 9% (\$249,356) increase in net County cost from the prior year. This is primarily due to a 24% increase in the projected average caseload from 901 cases per month in the prior year to 1,113 cases per month in FY 2005-06. One-third of the increase in the projected average monthly caseload is due to the growth of CAPI cases and SSI/SSP interim assistance cases. The CAPI program is 100% funded by the State while the interim assistance provided to applicants of SSI/SSP are processed for repayment by the Federal government. The remainder of the increase is attributed to current caseload trends and the anticipated transfer of refugees from the Refugee Cash Assistance (RCA) program to General Relief.

SUMMARY OF CAO RECOMMENDATIONS

OTHER CHARGES

- Recommended at \$4,607,271. This represents 13% (\$533,515) increase from the prior year based on caseload projections.
 - Appropriations of \$3,302,652 will finance cash grants for needy individuals and foster children that are not eligible for other assistance programs.
 - Appropriations of \$200,000 for the performance of incapacitation evaluations for General Relief clients
 - Appropriations of \$115,419 to provide applicants with transportation assistance to attend employment and job training activities
 - Appropriations of \$10,000 to provide clothing to foster children who have pending foster care assistance applications.
 - Appropriations of \$979,200 for the CAPI program Staffing
- Staffing is recommended at the 2004-05 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.

EMPLOYMENT AND TEMPORARY ASSISTANCE - GENERAL RELIEF – 6645

SUMMARY OF REVENUES

- Revenues are recommended at \$1,509,007, a 23% (\$284,159) increase from the prior year based on projected caseload trends and reimbursement for the CAPI program.
 - State Aid (\$979,200) - Estimated to increase based on reimbursement for services provided to clients under the State Cash Assistance Program for Immigrants.
 - Charges for Services (\$355,007) - Estimated to decrease based on actual collection experience in 2004-05 for Federal repayment of interim assistance paid to clients awaiting SSI/SSP certification.
 - Miscellaneous Revenues (\$174,800) - Projected to decrease from the prior year level. This funding represents reimbursement from the Department of Adult Services 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 (\$4,800).

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

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 198,077	\$ 217,133	\$ 223,021	\$ 5,888	3%
Services & Supplies	<u>16,972</u>	<u>23,336</u>	<u>60,715</u>	<u>37,379</u>	<u>160%</u>
Total Appropriations	\$ 215,049	\$ 240,469	\$ 283,736	\$ 43,267	18%
<u>Revenues</u>					
State Aid	\$ 72,676	\$ 74,210	\$ 67,742	\$ (6,468)	-9%
Misc. Revenues	250	750	750	0	0%
Intrafund Revenue	<u>0</u>	<u>0</u>	<u>49,623</u>	<u>49,623</u>	<u>100%</u>
Total Revenues	\$ 72,926	\$ 74,960	\$ 118,115	\$ 43,155	58%
<u>Net County Cost</u>	\$ 142,123	\$ 165,509	\$ 165,621	\$ 112	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	4	4	4		

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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 2005-06 Recommended Budget of \$283,736 reflects a slight increase in net County cost from the 2004-05 Adopted Budget. Staffing is recommended at the prior year level of four positions.

DEPARTMENT COMMENTS

During the past year, the Veterans' Service Office was transferred from the County Administrative Office to the Department of Employment and Temporary Assistance (E&TA) as an effort to improve service delivery, integrate the functions of referrals and eligibility determination, and utilize potential funding sources of E&TA. In addition to this transfer of Organization 7110, a relocation of the Veterans Service Office to a new facility of the E&TA Senior Resource Center site is scheduled to be completed by the beginning of 2005-06. 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 \$223,021, reflect an increase over the prior year level due primarily to increases in Retirement Rates and Health Insurance contributions.

SERVICES AND SUPPLIES

- Services and Supplies, recommended at \$60,715, represents an increase from the prior year level due primarily to increases in Data Processing charges and annual fees for Veterans Information Management System and increases in rents due to the relocation of Veterans Services Office to the Sierra Resource Center.

SUMMARY OF REVENUES

- Revenues are recommended at \$118,115 and represent a decrease in State Aid over the prior year requested level based on State estimates, and an increase in Intrafund Revenue based on Department of Employment and Temporary Assistance estimates to offset the increases in Rents and Leases for the new location in addition to increased departmental costs.

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>RECOMMENDED</u>	<u>ADOPTED</u>	
2233	Veterans' Service Officer	G	1	1	\$ 64,524
3080	Office Assistant III	880	<u>3</u>	<u>3</u>	<u>87,696</u>
TOTAL REGULAR SALARIES			4	4	\$ 152,220

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DEPARTMENT OF COMMUNITY HEALTH
BUDGET 5620
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 38,941,381	\$ 45,315,199	\$ 45,267,422	\$ (47,777)	0%
Services & Supplies	14,585,855	19,548,492	20,047,499	499,007	3%
Other Charges	1,557,477	1,318,760	1,324,865	6,105	0%
Residual Equity Transfers	94,793	32,000	0	(32,000)	-100%
Fixed Assets	382,652	0	12,000	12,000	100%
Total Appropriations	\$ 55,562,158	\$ 66,214,451	\$ 66,651,786	\$ 437,335	1%
<u>Revenues</u>					
Lic., Permits & Franchises	\$ 116,730	\$ 125,500	\$ 120,500	\$ (5,000)	-4%
State Aid	4,344,958	8,890,236	7,970,814	(919,422)	-10%
Federal Aid	10,928,863	13,033,409	12,198,799	(834,610)	-6%
Charges for Services	10,440,293	11,861,348	12,417,108	555,760	5%
Misc. Revenues	454,716	864,860	931,276	66,416	8%
Realignment:					
Health	24,382,989	26,628,895	29,168,213	2,539,318	10%
Social Services	594,047	600,000	750,000	150,000	25%
Intrafund Revenues	2,823,221	2,667,709	1,627,779	(1,039,930)	-39%
Total Revenues	\$ 54,085,817	\$ 64,671,957	\$ 65,184,489	\$ 512,532	1%
<u>Net County Cost</u>	\$ 1,476,341	\$ 1,542,494	\$ 1,467,297	\$ (75,197)	-5%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	679	700	689	(11)	

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 2005-06 Recommended Budget reflects a 5% decrease in net County cost from the 2004-05 Adopted Budget as a result of the elimination of service prepayments to the SPCA, which were offset by the negotiated annual increase for animal control services and unreimbursed costs for Federal inmates in Jail Medical Services. All other costs incurred in this budget are revenue and Realignment offset. Staffing is recommended at 689 positions, a decrease of 11 positions from 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, CHIP 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 is committed to preserving the health and well-being of Fresno County residents. This dedication is paramount as the Central Valley is faced with a variety of new and potential public health issues. For example, the department has been instrumental in organizing a concerted effort to respond to an unprecedented nationwide influenza vaccine shortage this year. In addition, the department's Refugee Health and Tuberculosis clinics have worked closely with the California Department of Health Services and the Centers for Disease Control and Prevention to assure the health and safety of newly arriving Hmong refugees in Fresno County. In preparation for a surge in West Nile Virus activity, the Department has also taken the lead in establishing and chairing the Fresno County West Nile Virus Task Force. Finally, we continue to lead the region in public health preparedness and response to potential biologic, chemical and radiological terrorism.

The department is dedicated to providing essential public health programs, including public health nursing, maternal child and adolescent health, environmental health services, jail medical services, health promotion and disease prevention education, emergency medical services and health care for children with physical limitations and chronic diseases. Finally, as the administrator of the master agreement between the County of Fresno and Community Medical Centers, additional steps have been taken to enhance communication

DEPARTMENT OF COMMUNITY HEALTH – 5620

with the Hospital and assure compliance by both parties in order to provide quality healthcare to our medically indigent population.

Despite growing demands for public health services, the constraints of diminishing Federal, State and local resources have threatened to place a significant strain on the County's ability to maintain public health capacity. This department will continue to pursue both traditional and alternative funding sources, as well as innovative private and public collaborative agreements, to assure the health and well being of Fresno County.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In order to minimize cost increases and meet the Target Budget, the following actions are recommended:
 - The deletion of six vacant positions (one Clinical Supervisor, one Senior Licensed Mental Health Clinician, two Unlicensed Mental Health Clinicians, and two Medical Social Workers) assigned to the Mental Health Program of the Maternal, Child and Adolescent Health Division. This program provides home-based mental health services to participants enrolled in the nurse home visitation programs for pregnant and parenting women. The elimination of the six positions will not impact consumer services delivery, as collaboration with the Departments of Children and Family Services and Behavioral Health will enable the continuation of services.
 - The deletion of three vacant Substance Abuse Specialist positions, due to reduced funding from the Department of Behavioral Health. These positions were established in Fiscal Year 2000-01 when the Human Services departments created the Integrated Substance Abuse Services Program that provided a comprehensive, coordinated approach to the provision of substance abuse services. These services will continue to be provided within the Departments of Behavioral Health and Children and Family Services.
 - The deletion of one Nurse Practitioner position vacant for 19 months assigned to the Maternal Child and Adolescent Health Division (MCAH), located at the West Fresno site. This position was initially added to provide health screenings once or twice a month depending on demand. However, in November 2003 MCAH changed its focus from direct services to enhancing nurse home visitation services conducted by Public Health Nurses. As such, there will be no impact to services upon this deletion.
 - The deletion of one vacant Office Assistant position. This position provided general clerical support to the professional staff in the Administrative Support Unit, such as scheduling appointments and meetings, processing travel requests and making travel arrangements, and ordering supplies. The duties of this position were reassigned to existing staff within the department.
 - The Department of Community Health's 2005-06 Recommended Budget does not diminish the medical services to indigent persons provided by the County pursuant to the existing agreement with Community Medical Centers.

DEPARTMENT OF COMMUNITY HEALTH – 5620

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year. This decrease reflects the elimination of 11 positions and a 5% increase in budgeted salary savings offset by increased Retirement, Workers' Compensation, and Health Insurance rates. Negotiated salary and benefit adjustments and normal step advances are also included.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year due to higher Data Processing Services and Computer Service Software rate projections. In an effort to preserve existing staff levels and maintain service levels, this increase is partially offset by the recommended reduction in professional and specialized services, special departmental expense, transportation travel and education, and office expense accounts in an effort to match departmental revenues with projected costs.

OTHER CHARGES

- Other Charges reflects an increase due to higher estimated costs from Human Services Finance charged to this budget as overhead.

RESIDUAL EQUITY TRANSFERS/FIXED ASSETS

Fixed Assets (\$12,000)

- (2) High-end Scanners\$12,000.....New – Public Health Programs
Scanners are for the FileNet imaging project and are offset with Health Realignment revenues.

SUMMARY OF REVENUES

- Revenues are recommended at \$65,184,489 a 1% (\$512,532) increase over 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 disinterment fees.
 - State Aid – Represents a decrease due primarily to the elimination of trauma care and domestic violence grants, and the shift of revenues of the Ryan White and Housing Opportunities for Persons with AIDS (HOPWA) grants from this category to Federal Aid. The decrease also reflects a change in accounting practices for the handling of California Children's Services (CCS) medical provider payments, which reduced the reimbursement forecast for CCS medical provider costs. These decreases are partially offset by increased revenues from Proposition 10 pass-through funding to Exceptional Parents Unlimited for the SMART model of care project and the additional Tuberculosis Needs award to assist with the refugee population.
 - Federal Aid – Represents a decrease due primarily to lower anticipated revenues in Medi-Cal Administrative Activities based on payment history that is partially offset by the shift of Ryan White and HOPWA grant revenues to this category.
 - Charges for Services – Reflects an increase due to a higher reimbursement forecast in the CCS Administration program to offset higher personnel costs associated with an expected decrease in program vacancies. The recommended increase also reflects the adoption of Environmental Health fees at 100% cost recovery. The

DEPARTMENT OF COMMUNITY HEALTH – 5620

increases are partially offset by a forecasted decrease in Targeted Case Management revenues based on payment history.

- 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 utilized to offset the cost of clerical support, Child Restraint Trust Funds utilized for the purchase of infant and toddler car seats, EMS Trust Funds utilized for Emergency Medical Services administration costs, and the other miscellaneous trust funds that will be utilized to offset the increased costs of this budget.
- State/Local Program Health Realignment represents an increase over 2004-05, based on the Governor's January Budget estimates for Fiscal Year 2005-06, the utilization of one-time Realignment carryover, and to align revenues with anticipated program expenditures and to meet the Maintenance-of-Effort requirements. Due to a change in accounting practices, the increase also reflects the inclusion of funding which was previously transferred to the Probation Department for medical services provided at the Juvenile Justice Facilities.
- State/Local Program Social Services Realignment is estimated at a 25% increase over 2004-05. The recommended increase reflects reimbursements for additional costs in the California Children's Services Diagnosis, Treatment and Therapy program.
- Intrafund Revenues – Estimated at a decrease due mainly to the change in accounting practices to finance medical services provided in Probation's Juvenile Hall and Elkhorn facilities directly with Health Realignment revenues. The decrease also reflects a projected lower reimbursement from Human Services Substance Abuse as a result of the elimination of the School Based Education Services and Integrated Substance Abuse Services Program. The decreases are partially offset by newly negotiated additional reimbursements from the Department of Behavioral Health for services provided by Jail Medical Services to inmates receiving Jail Psychiatric Services and from the Department of Employment and Temporary Assistance for Domestic Violence – kNow More services.

PENDING FACTORS

- The Maternal, Child and Adolescent Health (MCAH) Division's four-year Federal Healthy Start Grant terminated on May 31, 2005. This grant supports the Babies First program. In October 2004, the U.S. Department of Health and Human Services, Maternal and Child Health Bureau, released Requests for Application for funding for "Eliminating Disparities in Perinatal Health." On December 7, 2004, the Board of Supervisors authorized submission of an application for these grant funds. Awards are to be announced in June 2005. If awarded, the four-year grant period will begin June 1, 2005, and end May 31, 2009. Funding of \$1,150,000 has been included within the recommended budget. Should funding not be awarded, a budget adjustment will be made.
- A classification study was completed by the Personnel Services Department Labor Relations Division in response to SEIU's request during the 2004 negotiations. Based on these studies, County Personnel will be recommending a salary adjustment to the Licensed Vocational Nurse series to equal that of the Psychiatric Technicians. If approved by your Board, the estimated costs of increase of \$211,179 will be addressed through reductions to Overtime and a selective hiring freeze.

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	\$ 95,654
1129	Geologist II	1994	1	1	63,856
1303	Health Promotion Manager	E	1	1	72,722
1305	Director of Public Health Laboratory	F	1	1	65,988
1310	Division Manager - Community Health	E	5	5	438,074
1311	Health Officer	A	1	1	155,870
1313	Division Manager - Environmental Health	E	1	1	75,556
1319	Health Education Assistant	1084	23	23	766,658
1320	Health Educator	1552	7	7	337,987
1321	Epidemiologist	1916	4	4	234,029
1323	Mental Health Nurse II	2284	1	1	75,478
1324	Health Education Specialist	1334	23	23	934,606
1330	Senior Emergency Medical Services Specialist	1842	5	5	293,134
1331	Public Health Chemist I	1408	4	4	175,492
1332	Public Health Chemist II	1583	1	1	50,700
1334	Public Health Microbiologist II	1583	2	2	94,510
1340	Public Health Laboratory Assistant I	721	2	2	43,360
1341	Public Health Laboratory Assistant II	851	2	2	54,548
1345	Public Health Nurse I	1997	23	23	1,309,675
1345	Public Health Nurse I (1/2 T)	1997	3	3	81,471
1346	Public Health Nurse II	2284	63	63	4,528,975
1355	Senior Public Health Microbiologist	1810	1	1	57,980
1356	Senior Public Health Chemist	1755	1	1	56,212
1360	Supervising Public Health Nurse	2512	14	14	1,101,022
1363	Clinical Supervisor	2356	1	0	0
1365	Public Health Physician	B	9	9	1,083,524
1370	Division Manager - Emergency Medical Services	E	1	1	75,400
1371	Dentist	B	1	1	126,334
1380	Emergency Medical Services Specialist	1709	10	10	529,690
1401	Communicable Disease Specialist I	1240	6	6	220,638
1402	Communicable Disease Specialist II	1325	16	16	671,812
1403	Supervising Communicable Disease Specialist	1472	3	3	140,898
1427	Dental Assistant II	880	4	4	104,844
1428	Medical Assistant I	767	5	5	118,579
1429	Medical Assistant II	845	11	11	290,923
1450	Licensed Vocational Nurse III	1129	30	30	1,051,908
1451	Head Nurse	2512	4	4	325,800
1454	Nursing Services Manager	E	1	1	82,524
1455	Health Aide II	776	9	9	221,624
1457	Health Aide I	624	2	2	36,894
1493	Physician Assistant	2473	2	2	158,444
1494	Licensed Vocational Nurse II	985	4	4	121,177
1496	Staff Nurse II	1971	6	6	350,801
1497	Staff Nurse III	2284	43	43	3,183,658
1501	Admitting Interviewer I	849	5	5	134,012
1510	Clinical Laboratory Technologist I	1531	1	1	49,114
1514	Clinical Laboratory Technologist II	1724	1	1	55,224
1516	Clinical Laboratory Technologist III	1887	3	3	170,776

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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>	
1555	Occupational Therapist I	1946	2	2	\$ 106,457
1557	Occupational Therapist III	2416	5	5	365,086
1564	Nurse Practitioner	2775	8	7	619,164
1580	Physical Therapist I (PT)	1946	1	1	42,055
1583	Physical Therapist III	2416	8	8	590,077
1583	Physical Therapist III (PT)	2416	1	1	61,932
1600	Rehabilitative Therapy Supervisor	2669	3	3	243,139
1610	Rehabilitative Therapy Manager	E	1	1	79,118
1635	Therapy Aide	768	2	2	49,154
1644	Radiologic Technologist II	1368	1	1	43,810
1655	Environmental Health Aide	1109	1	1	29,952
1670	Admitting Interviewer II	997	14	14	424,965
1785	Environmental Health Specialist I	1499	3	3	123,152
1787	Environmental Health Specialist II	1682	36	36	1,862,297
1789	Environmental Health Specialist III	1854	13	13	744,862
1790	Environmental Health Specialist Trainee	1308	10	10	361,920
1791	Supervising Environmental Health Specialist	2051	9	9	589,758
1917	Unlicensed Mental Health Clinician	1552	2	0	0
1919	Licensed Mental Health Clinician	1867	1	1	50,453
1920	Senior Licensed Mental Health Clinician	2005	2	1	64,272
1921	Medical Social Worker I	1442	2	0	0
1922	Medical Social Worker II	1706	3	3	160,328
1935	Social Worker III	1503	3	3	139,264
1952	Substance Abuse Specialist II	1253	3	0	0
2212	Systems and Procedures Analyst III	1978	4	4	235,655
2213	Systems and Procedures Analyst I	1383	1	1	47,803
2240	Senior Systems and Procedures Analyst	2215	1	1	70,954
2291	Staff Analyst I	1460	2	2	85,898
2293	Staff Analyst III	1872	12	12	703,731
2294	Senior Staff Analyst	F	3	3	190,086
2297	Principal Staff Analyst	E	3	3	230,620
3010	Chief Office Assistant	1405	1	1	45,006
3037	Driver	804	2	2	47,665
3070	Supervising Office Assistant II	1253	15	15	593,458
3076	Health Center Manager	1464	1	1	46,904
3078	Supervising Office Assistant I	1065	2	2	66,636
3080	Office Assistant III	938	103	103	3,014,873
3081	Office Assistant III - Confidential	942	1	1	30,186
3110	Office Assistant II	843	26	25	636,957
3140	Secretary III	1048	2	2	63,134
3160	Secretary IV	1156	8	8	288,459
3166	Administrative Secretary - Conf.	1290	1	1	41,340
3205	Account Clerk II	882	1	1	31,653
3240	Supervising Account Clerk II	1268	1	1	34,242
3260	Account Clerk III	991	4	4	126,984
3520	Data Entry Operator II	829	1	1	26,546
3621	Program Technician II	1248	2	2	78,829
8227	Director of Community Health	B	1	1	108,056
Subtotal			700	689	\$ 34,065,045
Auto Allowance					6,156
Shift Differential					269,622
Bilingual Skill Pay					127,576
Less Salary Savings					(4,848,332)
TOTAL REGULAR SALARIES					\$ 29,620,067

DEPARTMENT OF COMMUNITY HEALTH - 5620

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
1363	Clinical Supervisor	Vacant	2356	-1	\$ 89,159
1564	Nurse Practitioner	Vacant	2775	-1	104,619
1917	Unlicensed Mental Health Clinician	Vacant	1552	-2	121,362
1920	Senior Licensed Mental Health Clinician	Vacant	2005	-1	76,726
1921	Medical Social Worker I	Vacant	1442	-2	113,570
1952	Substance Abuse Specialist II	Vacant	1253	-3	150,276
3110	Office Assistant II	Vacant	843	-1	35,568
	Cost of Restoring Vacant Positions			-11	\$ 691,280

98990	98010	980
70696	69996	700
64157	63522	635
396732	392804	3928
143580	142158	1422
73451	72724	727

926927	917750	9177
73296	72570	726
122804	121588	1216

77647	76878	769
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78831 78050 781

62355 61738 617
149785 148302 1483

24280

CALIFORNIA HEALTHCARE FOR INDIGENTS PROGRAM
BUDGET 5242
Special Revenue Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 945,823	\$ 195,200	\$ 254,152	\$ 58,952	30%
Operating Transfers Out	<u>0</u>	<u>0</u>	<u>29,278</u>	<u>29,278</u>	<u>100%</u>
Total Appropriations	\$ 945,823	\$ 195,200	\$ 283,430	\$ 88,230	45%
<u>Revenues</u>					
Use of Money & Property	\$ 18,858	\$ 1,600	\$ 8,255	\$ 6,655	416%
State Aid	<u>174,224</u>	<u>193,600</u>	<u>275,175</u>	<u>81,575</u>	<u>42%</u>
Total Revenues	\$ 193,082	\$ 195,200	\$ 283,430	\$ 88,230	45%
<u>Use of Fund Balance</u>	\$ 752,741	\$ 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 2005-06 Recommended Budget of \$283,430 represents a 45% (\$88,230) increase in appropriations and revenues over the 2004-05 Adopted Budget based on preliminary funding allocations included in the 2005-06 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 \$254,152 provides for the following distributions of Proposition 99 CHIP funds:

	<u>ALLOCATION</u>	<u>INTEREST</u>	<u>TOTAL</u>
Hospital Services Account	\$246,750	\$7,402	\$254,152

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 2005-06 Proposed State Budget, Operating Transfers Out reflect an allocation of \$29,278, which includes CHIP PSA funds of \$28,425 and an interest estimate of \$853.

SUMMARY OF REVENUES

- Revenues, recommended at \$283,430, represent a 45% (\$88,230) increase over the prior year based on preliminary funding allocations for 2005-06.
 - Use of Money and Property – Reflects the 2005-06 estimated Proposition 99 CHIP fund interest earnings.
 - State Aid – Represents the preliminary allocation of Proposition 99 CHIP funds for 2005-06 distributed among the following accounts:

CALIFORNIA HEALTHCARE FOR INIDIGENTS PROGRAM – 5242

- Hospital Services Account \$246,750
- Physician Services Account – EMS \$ 28,425

**EMERGENCY MEDICAL SERVICES
BUDGET 5244
Special Revenue Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 1,706,798	\$ 2,159,512	\$ 2,053,790	\$ (105,722)	-5%
Total Appropriations	\$ 1,706,798	\$ 2,159,512	\$ 2,053,790	\$ (105,722)	-5%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 1,334,062	\$ 1,520,000	\$ 1,380,000	\$ (140,000)	-9%
Use of Money & Property	41,260	40,000	45,000	5,000	13%
State Aid	49,961	599,512	599,512	0	0%
Miscellaneous	19,594	0	0	0	0%
Operating Transfers In	0	0	29,278	29,278	100%
Total Revenues	\$ 1,444,877	\$ 2,159,512	\$ 2,053,790	\$ (105,722)	-5%
<u>Use of Fund Balance</u>	\$ 261,921	\$ 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 2005-06 Recommended Budget of \$2,053,790 represents a 5% (\$105,722) decrease in projected appropriations and revenues from the 2004-05 Adopted Budget. The new EMSA subvention was established in 2000-01 and added to the EMS Fund appropriations at the allocation level of \$599,512 plus interest and was extended through 2004-05. Approximately the same level is recommended for 2005-06, as the program is recommended for continuation in the 2005-06 Proposed State Budget. In addition, Fresno County's Senate Bill 612 Penalty Assessment revenue is projected to decrease by \$140,000 to \$1,380,000. This projected decline is based on actual 2004-05 traffic enforcement fine revenues. Recommended funding reflects Board policy that all PSA funds be transferred from the California Healthcare for Indigents budget (5242) into the EMS Fund.

SUMMARY OF CAO RECOMMENDATIONS

SERVICES AND SUPPLIES

- Recommended appropriations of \$2,053,790 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:

EMERGENCY MEDICAL SERVICES – 5244

	<u>Physicians</u>	<u>Hospitals</u>	<u>Discretionary</u>	<u>Administration*</u>
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 \$2,053,790, a 5% (\$105,722) decrease from the prior year based on estimated allocations and penalty assessment revenues for 2005-06.
 - 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.
 - Operating Transfers In - Reflects funds that will be transferred from the California Healthcare for Indigents Program budget (5242). These funds represent one-half of the Physician Services Account revenue plus interest which, by law, must first be deposited into the CHIP fund and are subsequently transferred into this budget according to Board policy.

COUNTY MEDICAL SERVICES
BUDGET 5240
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 16,868,844	\$ 17,206,229	\$ 17,575,032	\$ 368,803	2%
Other Charges	298,000	298,000	298,000	0	0%
Operating Transfers Out	<u>47,436,868</u>	<u>51,158,686</u>	<u>54,034,804</u>	<u>2,876,118</u>	<u>6%</u>
Total Appropriations	\$ 64,603,712	\$ 68,662,915	\$ 71,907,836	\$ 3,244,921	5%
<u>Revenues</u>					
Operating Transfers In	<u>\$ 17,166,844</u>	<u>\$ 17,504,229</u>	<u>\$ 17,873,032</u>	<u>\$ 368,803</u>	<u>2%</u>
Total Revenues	\$ 17,166,844	\$ 17,504,229	\$ 17,873,032	\$ 368,803	2%
<u>Net County Cost</u>	\$ 47,436,868	\$ 51,158,686	\$ 54,034,804	\$ 2,876,118	6%

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 2005-06 Recommended Budget of \$71,907,836 represents a 6% (\$2,876,118) increase in net County cost over the 2004-05 Adopted Budget. This net County cost increase represents a projected increase in Realignment Vehicle License Fee revenues the County will receive in 2005-06 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 2005-06 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 \$17,575,032 represents the 2005-06 estimated contract payment to Community Medical Centers for indigent health and in-custody patient care. This reflects a 2.4% inflationary cost adjustment of \$414,881, as provided for in the contract, over the actual 2004-05 contract payment. This adjustment is based on actual inflationary costs as of February 2005.

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 \$54,034,804 consists of \$10,404,113 for the Health Account; \$955,639 for the Mental Health Account; \$40,344,133 in Health (\$27,960,627) and Mental Health (\$12,383,506) matching funds equivalent to the 2005-06 estimated Realignment VLF revenues; \$727,543 in estimated 2005-06 VLF Collection Account revenues; and \$1,603,376 in estimated Social Services VLF funds. Matching funds reflect a 6% (\$2,876,118) increase in estimated VLF Realignment revenues. These funds are appropriated in this budget and transferred to the Health and Welfare Trust Fund budget (5243).

COUNTY MEDICAL SERVICES – 5240

SUMMARY OF REVENUES

- Operating Transfers In (\$17,873,032) - 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 (\$17,575,032).

HEALTH AND WELFARE TRUST FUND

BUDGET 5243

Trust Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Other Charges	\$	\$	\$	\$	0%
Interfund Transfers Out	132,342,075	127,867,761	132,125,455	4,257,694	3%
Total Appropriations	\$ 132,342,075	\$ 127,867,761	\$ 132,125,455	\$ 4,257,694	3%
<u>Revenues</u>					
Sales Tax	\$ 70,115,222	\$ 75,065,693	\$ 77,590,651	\$ 2,524,958	3%
Other Financing	56,016,112	51,158,686	54,034,804	2,876,118	6%
Carryover		1,643,382	500,000	(1,143,382)	-70%
Intrafund Revenues	7,626,911	0	0	0	0%
Total Revenues	\$ 133,758,245	\$ 127,867,761	\$ 132,125,455	\$ 4,257,694	3%
<u>To Carryover</u>	\$ (1,416,170)	\$ 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 2005-06 Recommended Budget of \$132,125,455 represents a 3% (\$4,257,694) increase in appropriations and revenues over the 2004-05 Adopted Budget based on projected Realignment Sales Tax and VLF revenues and carryover funds budgeted for 2004-05. Realignment Sales Tax and VLF revenue projections for 2005-06 reflect a 3% increase (\$2,524,958) and 6% increase (\$2,876,118) respectively over the 2004-05 Adopted Budget. Trust Fund Carryover is budgeted at a 70% (\$1,143,382) decrease over the prior year. There is no net County cost associated with this budget.

Fresno County received \$5,440,898 in 2004-05 for caseload growth payments for 2001-02 and a portion of funds owed for 2002-03. A balance of \$7,066,554 is still owed for 2003-04 and a portion of 2002-03. Of this amount, \$3,169,646 is projected to be received in 2005-06.

SUMMARY OF CAO RECOMMENDATIONS

INTERFUND TRANSFERS OUT

- Recommended funding represents the payments from the H&WTF to the various General Fund operating budgets. Transfers are projected at \$132,125,455 for 2005-06 as shown below:

	2004-05	2005-06	Increase/(Decrease)
Sales Tax	\$ 75,065,693	\$ 77,590,651	\$ 2,524,958
County Local Match	11,359,752	11,359,752	0
County VLF Match	39,798,934	42,675,052	2,876,118
Trust Fund Carryover	1,643,382	500,000	(1,143,382)
TOTAL	\$ 127,867,761	\$ 132,125,455	\$ 4,257,694

HEALTH AND WELFARE TRUST FUND – 5243

SUMMARY OF REVENUES

- Revenues are recommended at \$132,125,455, reflecting a 3% (\$4,257,694) increase over the prior year.
 - Sales Tax (\$77,590,651) - Revenues are estimated at a 3% (\$2,524,958) increase over the prior year budgeted level based on the estimated actual revenue for 2004-05 and growth revenues projected for 2005-06. Of the total \$77,590,651 in estimated sales tax revenues, \$43,205,811 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 \$3.1 million for caseload growth revenue, which is estimated at a level, based on the State's Proposed 2004-05 Budget projection.
 - Other Financing (\$54,034,804) - Revenues are estimated at a 6% (\$2,876,118) increase over the 2004-05 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 (\$38,364,740), mental health services (\$14,066,688) and social services (\$1,603,376). The local match for health, mental health, and social services includes \$42,675,052 in County funds equivalent to Realignment VLF revenue received into the General Fund, which includes mental health VLF Collection Account revenue of \$727,543.
 - Carryover (\$500,000) - Realignment carryover funds of \$500,000 are recommended for 2005-06.

DEPARTMENT OF CHILD SUPPORT SERVICES
BUDGET 5110
General Fund

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 17,242,158	\$ 18,428,571	\$ 18,498,715	\$ 70,144	0%
Services & Supplies	5,090,100	5,611,857	5,416,977	(194,880)	-3%
Fixed Assets	<u>187,528</u>	<u>259,526</u>	<u>151,200</u>	<u>(108,326)</u>	<u>-42%</u>
Total Appropriations	\$ 22,519,786	\$ 24,299,954	\$ 24,066,892	\$ (233,062)	-1%
<u>Revenues</u>					
State Aid	\$ 7,640,656	\$ 8,240,224	\$ 8,158,867	\$ (81,357)	-1%
Federal Aid	14,831,862	15,995,730	15,837,801	(157,929)	-1%
Intrafund Revenues	<u>47,268</u>	<u>64,000</u>	<u>70,224</u>	<u>6,224</u>	<u>10%</u>
Total Revenues	\$ 22,519,786	\$ 24,299,954	\$ 24,066,892	\$ (233,062)	-1%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	337	338	324	(14)	

DEPARTMENT OF CHILD SUPPORT SERVICES – 5110

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$24,066,892 reflects a (\$233,062) decrease in appropriations and revenues from the 2004-05 Adopted Budget. There is no net County cost associated with this budget. The department is awaiting the State funding allocation. Staffing is recommended at 324 positions, a reduction of 14 vacant positions.

DEPARTMENT COMMENTS

The past several years have shown significant changes in the Child Support Services Program at all levels. The Federal Government has changed the financial incentive measurements to refocus the program from one based upon obtaining gross collections, to one of consistent income stream and involvement. In addition to creating a separate Department at the State level and removing the local departments from the District Attorneys offices, the State of California has embarked on initiatives to improve customer service and correct previous legislative and policy inequities. These initiatives have included one time funding for outreach activities, multiple programs to compromise arrears owed to the State, and legislation to allow for disestablishment of paternity in those cases where a misidentification can be cleared up through genetic testing and the best interests of the child are served.

The Fresno County Department of Child Support Services has requested additional funding from the State of California to cover increasing expenses following four years of level or reduced recurring funding. The department remains committed to maintaining and improving core services and performance through process improvements and prioritization of resources.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Due to increased costs above the funding level expected from the State of California, this budget reflects a discontinuance of optional funding to the District Attorney for prosecution of PC 270 cases.
- The department is recommending the deletion of 14 vacant positions resulting in a salary and benefit savings of \$783,240. The positions range from senior management to staff classifications. In addition, 24 extra-help employees were released in 2004-05, which resulted in a savings of \$380,000 in salaries and benefits in 2005-06. The department is working with the Personnel Services Department to reassign the extra-help employees to other county departments, to the extent possible.

DEPARTMENT OF CHILD SUPPORT SERVICES – 5110

- During the 2005-06 budget year the State of California will commence operations of a Federally mandated State Distribution Unit (SDU). The SDU will be responsible for processing incoming payments and distributing payments to Custodial Parents, removing that responsibility from the County agency. At this time the impact on the local Child Support Service Department in workload and funding is uncertain. Other States report an initial increase in customer inquiries of up to 35%.
- During the 2005-06 budget year, the Department of Employment and Temporary Assistance will be completing a conversion to a new automated system. Due to the close relationship between the IV-A and IV-D programs, this also represents a significant change to Child Support Services. Preliminary reports from other counties experiencing this conversion suggest a significant increase in workload and caseload for Child Support Services as a result of the IV-A conversion.
- The department completed a mandated conversion to a new case management system in March 2005. An increased workload is expected as the new system contains more programming to ensure that Federal and State compliance guidelines are met.
- The Federal Department is currently having States work on National Interstate Case Reconciliation. This is a mandatory data clean up initiative to ensure data between States is consistent and useful for all States. This clean-up process is resource intensive and continues to grow as changes are made in other States. This process is expected to take upwards of two years.

SALARIES AND BENEFITS

- Salaries and Benefits remain relatively unchanged with the deletion of the 14 positions and the reduction in Overtime for special projects and backlogs.

SERVICES AND SUPPLIES

- Services and Supplies costs have been reduced to a bare minimum from prior years. The major changes are the removal of the PC 270 contract and a reduction in security and janitorial contract services.

FIXED ASSETS

- **Fixed Assets (\$151,200):**

8300-89295 Office Automation - Computers (R).....	\$103,500
8300-89296 Office Automation - Computers (R).....	47,700

All equipment costs are fully financed with State and Federal funds.

SUMMARY OF REVENUES

Revenues are recommended at \$24,066,892, a 1% decrease from the prior year. The department's budget and revenue allocation are pending on the State funding allocation. The department receives funding via the State broken down as follows: 66% Federal pass-through and 34% State. Intrafund revenues increased 10% reflecting the increased costs of salary and benefits.

PENDING FACTORS

The base administrative revenue allocation has remained unchanged for the past four years while costs have dramatically increased. To address the allocation shortfall for Fiscal Year 2005-06, the department has cut contracted services and reduced its' workforce.

DEPARTMENT OF CHILD SUPPORT SERVICES – 5110

The recommended budget includes \$532,310 in salary savings from normal employee attrition and hiring time lags. These savings will be monitored very closely next year. If the savings do not materialize, further staff and/or services and supplies reductions will be necessary. The department has submitted to the State a reallocation of \$375,000 of administrative salaries and benefits to the EDP (Electronic Data Processing) budget as an overhead charge. This shifting of revenue is still under review by the State Department of Child Support Services.

The department is recommending the discontinuance of the MOU with the District Attorney's office for the PC 270 Unit. The current MOU expires in June 2005. The PC 270 Unit handles the criminal prosecution for failure to provide child support. The Unit handles less than 500 cases a year or less than ½ of 1% of the total caseload. The Unit is comprised of four staff (two attorneys and two investigators). The District Attorney's office is not amiable to any further downsizing of the Unit. In order to fund the PC 270 Unit 10-15 filled Child Support positions would have to be eliminated. In addition, the MOU would have to be approved by the State Department of Child Support Services.

There is the potential for additional costs of \$101,000 for the department's Integrated Voice Response Unit. This automation system provides the first line of customer phone contact for Fresno County DCSS and has traditionally been paid through a separate budget for the STAR KIDS consortia in Riverside County. Additional funding has been requested to cover these costs.

Any of these pending factors not materializing as currently planned for within this budget would carry the following impacts:

- Potential for reduction in filled staff positions
- Additional reduction in services provided to customers.

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	\$ 109,119
0210	Assistant Director of Child Support Services	C	1	1	90,802
2304	Deputy Director of Child Support Services	D	1	1	83,634
2315	Child Support Business Manager	E	1	1	78,703
1250	Chief Child Support Attorney	C	1	1	101,375
1251	Senior Child Support Attorney	3094	2	2	188,702
1252	Child Support Attorney IV	2875	6	5	449,330
1253	Child Support Attorney III	2457	2	2	132,590
2225	Systems and Procedures Manager	E	1	0	0
2213	Systems and Procedures Analyst I	1383	2	0	0
2211	Systems and Procedures Analyst II	1707	2	2	106,702
2212	Systems and Procedures Analyst III	1978	1	1	63,371
2240	Senior Systems and Procedures Analyst	2215	2	2	141,928
2294	Senior Staff Analyst	F	2	2	131,948
2293	Staff Analyst III	1872	2	2	117,000
1978	Child Support Services Program Manager	E	2	2	120,718
1977	Supervising Child Support Officer	1721	12	12	656,324
1979	Senior Child Support Officer	1464	30	30	1,391,902
1974	Child Support Officer III	1329	51	51	2,118,914
1976	Child Support Officer II	1204	38	38	1,389,401
1975	Child Support Officer I	994	13	13	378,818
1973	Child Support Assistant	964	21	19	574,962
3010	Chief Office Assistant	1405	1	1	45,013
3070	Supervising Office Assistant II	1253	9	9	361,287
3078	Supervising Office Assistant I	1065	4	4	136,457
3621	Program Technician II	1248	11	11	439,787
3620	Program Technician I	1115	1	1	35,723
3080	Office Assistant III	938	57	54	1,598,440
3110	Office Assistant II	843	20	16	409,498
3125	Office Assistant I	750	1	1	21,780
3255	Senior Accountant	1897	2	2	118,620
3240	Supervising Account Clerk II	1268	2	2	81,248
3235	Supervising Account Clerk I	1134	5	5	181,655
3260	Account Clerk III	991	11	11	347,652
3205	Account Clerk II	882	9	9	239,778
1202	Legal Assistant III	1360	2	1	43,571
3166	Administrative Secretary - Conf.	1290	1	1	41,329
3161	Secretary IV - Conf.	1163	1	1	37,259
3623	Program Technician II - Conf.	1248	3	3	110,539
3081	Office Assistant III - Conf.	942	1	1	30,179
3111	Office Assistant II - Conf.	850	1	1	22,928
3440	Stock Clerk II	827	2	2	48,541
Subtotal			338	324	\$ 12,777,527
Auto Allowance					6,156
Bilingual Skill Pay					33,000
Less Salary Savings					(532,310)
TOTAL REGULAR SALARIES					\$ 12,284,373

DEPARTMENT OF CHILD SUPPORT SERVICES - 5110

VACANT POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
1202	Legal Assistant III	Vacant	1360	-1	\$ 55,613
1252	Child Support Attorney IV	Vacant	2875	-1	125,642
1973	Child Support Assistant	Vacant	964	-2	87,470
2213	Systems and Procedures Analyst I	Vacant	1383	-2	112,938
2225	Systems and Procedures Manager	Vacant	E	-1	113,573
3080	Office Assistant III	Vacant	938	-3	134,411
3110	Office Assistant II	Vacant	843	<u>-4</u>	<u>153,593</u>
	Cost of Restoring Vacant Positions			-14	\$ 783,240

**CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN
BUDGET 4330
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,621,960	\$ 2,817,340	\$ 2,368,868	\$ (448,472)	-16%
Services & Supplies	650,299	790,139	707,584	(82,555)	-10%
Equipment	<u>75,203</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 3,347,462	\$ 3,607,479	\$ 3,076,452	\$ (531,027)	-15%
<u>Revenues</u>					
State-Other	\$ 0	\$ 3,000	\$ 0	\$ (3,000)	-100%
Charges for Services	446,857	715,500	698,500	(17,000)	-2%
Misc. Revenues	4,408	55,000	0	(55,000)	-100%
Use of Money & Property	24,903	50,000	50,000	0	0%
Intrafund Revenues	<u>795,130</u>	<u>967,975</u>	<u>810,000</u>	<u>(157,975)</u>	<u>-16%</u>
Total Revenues	\$ 1,271,298	\$ 1,791,475	\$ 1,558,500	\$ (232,975)	-13%
<u>Net County Cost</u>	\$ 2,076,164	\$ 1,816,004	\$ 1,517,952	\$ (298,052)	-16%
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	42	42			

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 576,201
Services & Supplies	<u>186,601</u>
Total Appropriations	\$ 762,802
Net County Cost	\$ 762,802

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.

OVERVIEW

The 2005-06 Budget of \$3,076,452 reflects a 16% (\$298,052) decrease in net County cost over the 2004-05 Adopted Budget. A Target Budget was not submitted by the Coroner-Public Administrator/Public Guardian 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 department's Requested Budget is \$762,802 above the Target set by your Board and is the minimum amount required to maintain current service levels and staffing, with the exception of the Representative Payee Program. This program has been designated for reduction by the Department of Behavioral Health, and as such the services provided by the Public Guardian will be eliminated in September. Staffing is requested at 40 positions, which includes elimination of 2 positions associated with the Representative Payee program.

DEPARTMENT COMMENTS

As Fresno County's elected Public Administrator/Coroner and Public Guardian, I decline to present a budget for Fiscal Year 2005-06, consistent with the target net County cost established for my department. The requested budget is \$762,802 over the target amount assigned to this department and represents the minimum necessary to sustain the services of the Public Administrator, the Coroner and the Public Guardian.

We are an administratively flat, relatively small department providing services which cannot be manipulated, controlled or capped to save money. Should positions be eliminated due to lack of funding, it will not be the elimination of positions but people who dedicate each day to serving people who have little or no public voice. To submit a target budget would be to submit along with it a list of those people who would lose their jobs in our department. I decline to provide that list as it would suggest that one person is less valuable than another who would not be on the list; that one type of service provided in this office is more expendable than another. To provide this list would severely damage the teamwork that we rely on each day by creating weeks of tension and uncertainty.

CORONER-PUBLIC ADMINISTRATOR / PUBLIC GUARDIAN – 4330

I am satisfied that we have identified and have procedures to collect all revenue to which we are entitled. In all cases, collectable revenue is in direct relation to the amount of services provided. Public Administrator and Public Guardian revenue is court ordered, subject to delays inherent in court calendars and a decedent or conservatorship estate's ability to pay. Coroner fees are minimal and are either limited by statute or to the methodology of an appropriate cost study which we have recently completed.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Reduction of payee services provided by Behavioral Health will eliminate this program in the Public Guardian's program due to lack of funding. Funding is in place for three months' operations to allow for a transition process and will result in the subsequent elimination of two Eligibility Worker positions.

SUMMARY OF REVENUES

- Revenues are recommended at \$1,558,500, a decrease from the prior year.
 - Charges for Services - Reflects an overall net decrease due to reclassification of Medi-Cal Targeted Case Management reimbursements. There is a decrease in reimbursement of indigent burials from trust fund monies due to loss of one time revenue for prior years' reimbursement, which were included in Fiscal Year 2004-05.
 - Miscellaneous Revenues - There is a decrease due to the reclassification of Medi-Cal Targeted Case Management reimbursement to a different account which is included in Charges for Services above.
 - Intrafund Revenues - Reflects a net decrease of \$157,975 due to changes in funding by Behavioral Health. Includes full-year funding for two programs, and partial year funding for the Representative Payee Program which is scheduled for elimination in September.

PENDING FACTORS

- Targeted Case Management funding is dependent upon the timing of reimbursements from the State. The rate submitted for Fiscal Year 2004-05 has not yet been approved and the department has experienced delays in receiving payment from the State for Fiscal Year 2004-05. If reimbursement is delayed beyond ninety days after the end of the fiscal year, the estimated revenue is not accruable.
- Ongoing operational costs for equipment to be purchased with Homeland Securities grant monies have yet to be determined. These costs could have General Fund impacts if the County is required to provide funding for ongoing maintenance and operations.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

- The Coroner-Public Administrator/Public Guardian's Office has requested funding above the Recommended Budget to maintain the existing staffing (40), and associated Services and Supplies costs, required to continue the operations of the department.

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		\$
1773	Deputy Public Admin./Guardian II	1439	9		
2259	Public Guardian Division Manager	G	1		
3073	Probate Assistant	1015	1		
3074	Senior Probate Assistant	1260	1		
3033	Eligibility Worker I	938	1		
3034	Eligibility Worker II	1035	5		
3035	Eligibility Worker III	1202	2		
3080	Office Assistant III	938	3		
3081	Office Assistant III - Conf.	942	1		
3260	Account Clerk III	991	3		
3405	Estate Property Assistant	1021	2		
4130	Deputy Coroner I	1440	1		
4133	Deputy Coroner II	1583	5		
2261	Coroner-Public Administrator Division Manager	G	1		
1525	Senior Forensic Pathologist	A	1		
1531	Forensic Pathologist	A	1		
1530	Forensic Autopsy Technician	1128	2		
2258	PA-Coroner Business Manager	F	1		
Subtotal			42		\$
Lead Worker Pay					
Holiday Allowance					
Pathologists-Weekend/Holiday Allowance					
On-Call Allowance					
Auto Allowance					
Remuneration					
TOTAL REGULAR SALARIES					\$

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3033	Eligibility Worker I	Filled	938	-1	\$ 35,102
3034	Eligibility Worker II	Filled	1035	-1	<u>32,922</u>
Cost of Restoring Filled Positions				-2	\$ 68,024

**PROBATION
BUDGET 3430
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 14,734,631	\$ 16,545,339	\$ 16,108,376	\$ (436,963)	-3%
Services & Supplies	5,984,350	5,849,758	6,439,875	590,117	10%
Other Charges	2,701,259	3,100,000	2,238,335	(861,665)	-28%
Residual Equity Transfer	15,546	52,289	0	(52,289)	-100%
Fixed Assets	0	65,400	0	(65,400)	-100%
Total Appropriations	\$ 23,435,786	\$ 25,612,786	\$ 24,786,586	\$ (826,200)	-3%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 716,978	\$ 713,974	\$ 1,117,211	\$ 403,237	56%
State Aid	3,007,409	2,441,994	2,571,982	129,988	5%
Federal Aid	2,793,730	1,783,045	1,648,144	(134,901)	-8%
Charges for Services	2,232,952	2,184,432	2,343,830	159,398	7%
Misc. Revenues	(10,590)	1,788,281	1,226,742	(561,539)	-31%
Realignment	840,590	840,580	840,580	0	0%
Intrafund Revenues	2,373,032	2,689,491	3,000,243	310,752	12%
Total Revenues	\$ 11,954,101	\$ 12,441,797	\$ 12,748,732	\$ 306,935	2%
<u>Net County Cost</u>	\$ 11,481,685	\$ 13,170,989	\$ 12,037,854	\$ (1,133,135)	-9%
Proposition 172 Funds	\$ 5,662,203	\$ 5,425,000	\$ 6,625,000		
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	247	248	225	(23)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	2005-06
Salaries & Benefits (Restore 28 positions, add 98 positions)	\$ 6,965,057
Services & Supplies	2,052,029
Other Charges	861,665
Residual Equity Transfer	1,660,680
Fixed Assets	40,000
Total Appropriations	\$ 11,579,431
<u>Revenues</u>	
Additional Revenue	\$ (439,689)
Total Revenue	\$ 439,689
<u>Net County Cost</u>	\$ 11,139,742

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 2005-06 Recommended Budget of \$24,786,586 reflects a 9% (\$1,133,135) decrease in net County cost from the 2004-05 Adopted Budget due primarily to the loss of one time funds added to this budget in 2004-05. In order to meet the Target Budget for 2005-06, a total of 28 filled positions are recommended for deletion. The Target Budget would significantly impact the supervision of juvenile and adult probationers and reduce and/or eliminate the Community Service Work Program, the Day Reporting Center, the Traffic Hearing Officer, and services on school campuses.

DEPARTMENT COMMENTS

Contrary to public perception, most adults convicted of felonies are not sent to state prisons but instead are placed on probation at the County level. The Target Budget will discontinue the Probation Department's role in the supervision and monitoring of most of these offenders. Already, Fresno County has the lowest ratio of Probation Officers to adult felons on probation of any county in the State. As a result, most adult probationers are placed on "bank" caseloads and thereby receive little, if any, direct supervision. Not only does this result in many adult felons being inadequately held accountable for their criminality, it oftentimes leads to a continuing cycle of crime at additional risk and expense to the taxpayer. Other reductions in the Target Budget propose reductions in programs providing supervision and treatment of juvenile offenders. Clearly, if they are not deterred from continuing criminal involvement and provided opportunities for success, juvenile offenders are the adult felons of the future.

Both in the short term and in the long run, investing in probation saves dollars and protects the community. An adequately funded Probation Department allows Probation Officers to establish and operate collaborative programs designed to hold offenders accountable for their behavior. It allows Probation Officers to closely supervise probationers and protect the community from their continuing criminality. It allows Probation Officers to collect restitution for victims, to place offenders in treatment programs designed to prevent recidivism, and to keep the courts informed when offenders fail to comply with restrictions imposed by the courts. Probation programs are cost effective and proven to be successful.

PROBATION – 3430

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- In order to meet the required Target Budget, the following actions are recommended:
 - The deletion of five filled Deputy Probation Officer (DPO) IV, five filled DPO I-III, and four filled Probation Technician positions in the Adult Supervision unit. This unit supervises adults, including 6,979 convicted felons, placed on Probation by the Courts. The elimination of these positions would leave only three DPO positions to supervise over 7,700 offenders (2,567 cases per DPO) currently on Probation. This would result in the discontinuance of supervision of most probationers, the HEAT (Help Eliminate Auto Theft) program, the Adult Gang Suppression Program, three felony sex offender caseloads, and one felony DUI caseload. This could have a significant negative impact on the safety of the community.
 - The deletion of three filled DPO IV positions in the Juvenile Supervision Unit. This unit supervises minors and wards on formal and informal supervision to ensure accountability and compliance with Juvenile Court orders. Currently each field supervision DPO averages approximately 100 cases. One DPO position is assigned a specialized sex offender caseload which averages 60 cases. Elimination of these three positions would leave only two DPO positions in the unit to handle these cases. Due to this, juvenile probationers would not be supervised at the current service level, which could have potential impacts on the safety of the community and increase demand on the juvenile justice system. In addition, services to the rural communities would no longer be available.
 - Deletion of three filled DPO IV and two filled DPO I-III in the Campus Supervision Unit. This unit provides services to school campuses through a cooperative effort involving Probation, police, schools, and community-based organizations to closely monitor and supervise juvenile probationers within designated schools. In addition, the program is actively involved in developing and operating a spectrum of intervention and diversion programs designed to improve the juvenile's behavior in the community, home, and school and to restrict further entry of minors into the Juvenile Justice System. This unit currently consists of 12 officers averaging 100 cases each. Elimination of these positions could have a significantly impact on the ability to adequately supervise and provide prevention and intervention services to juveniles on school campuses.
 - Elimination of one filled DPO IV, one filled DPO I-III, and one filled Juvenile Correctional Officer (JCO) 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 positions would eliminate the Day Reporting Center.
 - The deletion of two filled JCO positions in the Community Service Work Program. This program is a custody alternative, probation sanction and intervention sanction for juveniles either on probation or referred to probation by law enforcement. The JCO positions supervise juveniles and extra-help staff at various non-profit organizations or government work sites. The program operates seven days a week holding accountable over 6,600 minors annually. Elimination of these positions would eliminate this program.

PROBATION – 3430

- The deletion of one DPO IV position that serves as the Traffic Hearing Officer. The Juvenile Traffic Officer handles all juvenile traffic matters in Fresno County which totals over 5,400 cases each year. If these cases are not handled by the Traffic Hearing Officer, they will be blended into the regular Court calendar causing a likely back log in the handling of felony cases.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 3% decrease over the prior year. This includes the elimination of 28 positions and reflects increases in salaries and benefits for the remaining employees.
- Four additional positions (three Probation Technicians and one Office Assistant) are being requested for the Adult Offender Work Program. These positions are revenue generating, which would offset the additional salary and benefit costs.
- One Program Technician-Confidential has also been added to this budget as a result of eliminating a Secretary position from the Elkhorn Correctional Facility Budget 3445.

SERVICES AND SUPPLIES

- Services and Supplies represent a 10% increase from the prior year primarily due increases in liability insurance, data processing charges, household expenses, and costs for food services and drug testing which are revenue offset.

OTHER CHARGES

- Other Charges represent a 28% reduction in order to meet the Target Budget. The recommended appropriation provides funding for California Youth Authority placements as ordered by the Court. However, it does not provide adequate appropriations for likely rate increases from the State for these services based on the current number of CYA commitments.

SUMMARY OF REVENUES

- Revenues are recommended at \$12,748,732, a 2% (\$306,935) increase over the prior year.
 - Fines, Forfeitures and Penalties – Reflects an increase due to estimated higher collections for the Adult Offender Work program based on prior year actual receipts.
 - State Aid – Represents an increase due to a higher Group Home Monthly Visit 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 based on prior year actual receipts.
 - Miscellaneous Revenues – Represents a decrease in Adult Probation Targeted Case Management claiming based on the Target Budget.
 - 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.

PROBATION – 3430

- Intrafund Revenues – Reflects an increase primarily due to increased costs associated with current level services.

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; additional funding for placements to the California Youth Authority; and additional staff and operational expenses to meet caseload demands. The requests are listed below in the Department's order of priority:

PRIORITY ONE - RESTORE FUNDING FOR STAFF & OPERATIONAL COSTS - PROBATION SERVICES

The Probation Department is requesting restoration of the 28 positions, associated Services & Supplies costs, and CYA commitment funding eliminated in order to meet the Target Budget. The request also includes funding to maintain the Elder Abuse and Violent Offender Intensive Supervision Endeavor Programs for the remaining of the fiscal year. The requested funding is as follows:

- | | |
|--|--------------|
| • Salaries & Benefits | \$ 1,747,116 |
| • Associated Services & Supplies Costs | 407,971 |
| • Other Charges for CYA Commitment costs | 861,665 |
| • Residual Equity Transfer | 13,431 |
| • Fixed Assets | 40,000 |

<u>SUBTOTAL OF ADDITIONAL APPROPRIATION</u>	<u>\$ 3,070,183</u>
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<u>ADDITIONAL REVENUE</u>	<u>\$ 439,689</u>
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<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$ 2,630,494</u>
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PRIORITY TWO – STAFF, OPERATIONAL COSTS, EQUIPMENT TO MEET DEMAND FOR SERVICE

The Probation Department is requesting a total of 98 positions and associated operational and equipment costs to bring the department to a staffing level that meets service demands. The following is being requested:

- | | |
|--|--------------|
| • Salaries & Benefits for 98 positions | \$ 5,217,941 |
| • Associated Services & Supplies Costs | 1,644,058 |
| • Residual Equity Transfers | 1,647,249 |

<u>SUBTOTAL OF ADDITIONAL APPROPRIATION</u>	<u>\$ 8,509,248</u>
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<u>TOTAL NET COUNTY COST OF PRIORITY TWO</u>	<u>\$ 8,509,248</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$ 11,139,742</u>
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PROBATION - 3430

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	11	11	\$ 733,690
2005	Deputy Probation Officer IV	1827	53	40	2,509,637
2007	Deputy Probation Officer III	1654	59	58	3,211,040
2010	Deputy Probation Officer II	1467	7	0	70,143
2023	Juvenile Correctional Officer II	1361	3	0	32,253
2260	Probation Business Manager	E	1	1	74,877
2045	Probation Division Director	E	2	2	148,812
2065	Probation Technician	1059	9	8	275,222
2293	Staff Analyst III	1872	3	3	180,780
2240	Sr. Systems & Procedures Analyst	2215	1	1	63,491
2212	Systems & Procedures Analyst III	1707	1	1	38,607
3010	Chief Office Assistant	1405	2	2	90,422
3070	Supervising Office Assistant II	1253	6	6	241,812
3080	Office Assistant III	938	48	49	1,416,252
3081	Office Assistant III - Conf.	942	1	1	28,981
3161	Secretary IV - Conf.	1163	2	2	74,850
3166	Administrative Secretary - Conf.	1290	1	1	41,553
3215	Accountant II	1625	2	2	100,103
3245	Accounting Technician	1268	1	1	35,257
3254	Senior Accountant - Conf.	1897	1	1	57,751
3255	Senior Accountant	1897	1	1	61,095
3260	Account Clerk III	991	6	6	178,697
3621	Program Technician	1248	3	3	116,300
3623	Program Technician - Confidential	1248	2	3	114,210
3707	Information Technology Analyst IV	2114	1	1	68,071
3708	Senior Information Technology Analyst	2408	2	2	154,978
5005	Baker	945	1	1	30,437
5020	Cook	9+2	8	8	215,365
5029	Dietary Aide	8+2	8	8	191,413
5110	Sr. Cook	1134	1	1	36,550
8085	Chief Probation Officer	B	1	1	122,256
Subtotal			248	225	\$ 10,714,905
Holiday Pay					20,764
Shift Pay					10,152
Steno Allowance					1,560
Auto Allowance					6,156
Detention Facility Allowance					31,200
Labor Code 4850 Costs					10,342
Workers' Compensation Reimbursement for LC 4850					(6,205)
Bilingual Skill Pay					15,600
Less Salary Savings					(107,149)
TOTAL REGULAR SALARIES					\$ 10,697,325

PROBATION - 3430

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<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	-13	\$ 914,320
2007	Deputy Probation Officer III	Filled	1654	-1	63,471
2010	Deputy Probation Office II including extra help	Filled	1467	-7	374,108
2023	Juvenile Correctional Officer II	Filled	1361	-3	164,153
2065	Probation Technician	Filled	1059	-4	154,834
				<hr/>	<hr/>
	Cost of Restoring Filled Positions			-28	\$ 1,670,886

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PROBATION - GRANTS
BUDGET 3432
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 1,057,889	\$ 1,096,471	\$ 985,039	\$ (111,432)	-10%
Services & Supplies	181,429	256,510	165,336	(91,174)	-36%
Total Appropriations	\$ 1,239,318	\$ 1,352,981	\$ 1,150,375	\$ (202,606)	-15%
<u>Revenues</u>					
State Aid	\$ 653,848	\$ 779,453	\$ 724,796	\$ (54,657)	-7%
Federal Aid	(1,791)	200,388	47,416	(152,972)	-76%
Misc. Revenues	1,723	37,431	14,798	(22,633)	-60%
Intrafund Revenues	310,395	335,709	363,365	27,656	8%
Total Revenues	\$ 964,175	\$ 1,352,981	\$ 1,150,375	\$ (202,606)	-15%
<u>Approp. In Excess of Revenues</u>	\$ 275,143	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	20	18	15	(3)	

PROBATION - GRANTS – 3432

FUNCTION

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

OVERVIEW

The 2005-06 Recommended Budget of \$1,150,375 reflects a 15% (\$202,606) decrease in appropriations and revenues from the 2004-05 Adopted Budget primarily due to the anticipated mid year elimination of funding for the Elder Abuse, Juvenile Drug Court, and VOISE grants. Grant programs with full year funding include the Victim Witness Service Center, the Drug Suppression program-Probation Team, and the Post-Conviction Drug Court program. Staffing is recommended at 15 positions, which reflects a decrease of three positions from the prior year due to the reduction in grant funding.

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 have been very successful. It continues to be a source of frustration for this agency as we build successful program models only to see them disappear at the end of the grant funding cycle. We have relied extensively on Federal and State grants along with collaborative funding from other agencies. In recent years, we have administrated as many as 16 grants; currently we oversee only six within the department.

SUMMARY OF CAO RECOMMENDATIONS

GRANT PROGRAMS

VICTIM WITNESS SERVICE CENTER (\$681,343)

Grant Funds: \$681,343 County Match: None

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. Due to increasing costs, the Program Technician position will be required to be funded as extra help rather than permanent. Funding for the restoration of this position has been included as a request above target in the Probation 3430 budget.

ELDER ABUSE PROGRAM (\$ 28,416)

Grant Funds: \$ 28,416 County Match: None

Provides services to victims of elder abuse including coordination of psychiatric, legal, medical, and crisis intervention services. This grant program funds one permanent and one extra-help Victim Witness Advocate positions and is scheduled to end September 30, 2005. Funding to maintain this program through the remainder of the fiscal year has been included as an above target request in the Probation 3430 budget. The County's required 25% match is met with Volunteer Victim Witness Advocate hours.

PROBATION - GRANTS – 3432

DRUG SUPPRESSION PROGRAM - PROBATION TEAM (\$100,283)

Grant Funds: \$ 67,186 County Match: \$33,097

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. The County match is included in the Probation 3430 current service level requested budget.

POST-CONVICTION DRUG COURT (PCDC) (\$195,283)

Grant Funds: \$195,283 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 (\$58,251)

Grant Funds: \$58,251 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. The grant funds have been reduced from \$112,908 in 2004-05 to \$58,251 in 2005-06. Due to this, there is only funding available to operate the court for approximately five months. Funding to maintain the two extra help Probation positions for the remainder of the fiscal year have been included as an above target request in the Probation 3430 budget.

VIOLENT OFFENDERS INTENSIVE SUPERVISION ENDEAVOR (VOISE) (\$23,750)

Grant Funds: \$ 19,000 County Match: \$ 4,750

This program provides intensive supervision to specialized caseloads of domestic violence offenders. This program funds one Deputy Probation Officer (DPO) IV , one 20% Office Assistant III, and one extra help 60% DPO III positions. This grant is scheduled to end on September 30, 2005. Due to this, the DPO position and extra help DPO position are scheduled for deletion at that time. Full year funding for the Office Assistant is cost applied to the Probation 3430 Budget as this position provides a majority of its services to non-grant funded areas.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 10% decrease from the prior year primarily due to positions scheduled for deletion. Staffing is recommended at 15 positions, a reduction of 3 positions from prior year level.

SERVICES AND SUPPLIES

- Services and Supplies represent a 36% decrease from the prior year primarily due to the reduction in funding in the Juvenile Drug Court program.

PROBATION - GRANTS – 3432

SUMMARY OF REVENUES

- Revenues are recommended at \$1,150,375, a 15% (\$202,606) decrease from the prior year.
 - State Aid – Represents a 7% reduction from the prior year due to reduction in funding for the Juvenile Drug Court.
 - Federal Aid – Reflects a 76% reduction from prior year due to the ending of grant funding for the Elder Abuse and VOISE programs on September 30, 2005.
 - Miscellaneous Revenues – Represents a 60% decrease in anticipated prison donations for Victim Services operations.
 - Intrafund Revenues – Represents an 8% increase primarily due to Costs associated with the PCDC are reimbursed through the Substance Abuse Services budget (5602) and the Costs for the Drug Suppression grant are reimbursed through the Sheriff Grants budget (3112). Costs for the Violent Offenders Intensive Supervision Endeavor program match 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	\$ 65,915
2005	Deputy Probation Officer IV	1827	1	0	14,705
2007	Deputy Probation Officer III	1654	2	2	106,514
2033	Victim Witness Advocate	1114	9	8	299,748
2066	Probation Technician II	1059	1	1	32,847
3080	Office Assistant III	938	3	3	88,025
3621	Program Technician I	1248	1	0	0
Subtotal			18	15	\$ 607,754
Bilingual Skill Pay					2,400
TOTAL REGULAR SALARIES					\$ 610,154

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<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	-1	75,001
2033	Victim Witness Advocate	Filled	1087	-1	48,403
Cost of Restoring Filled Positions				-2	\$ 123,404

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3621	Program Technician II	Vacant	1248	-1	18,983
Cost of Restoring Vacant Positions				-1	\$ 18,983

**PROBATION - JUVENILE HALL
BUDGET 3440
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,996,365	\$ 15,137,114	\$ 14,131,865	\$ (1,005,249)	-7%
Services & Supplies	2,341,715	2,739,738	1,875,934	(863,804)	-32%
Other Charges	0	100	100	0	0%
Residual Equity Transfers	0	37,400	0	(37,400)	-100%
Total Appropriations	\$ 16,338,080	\$ 17,914,352	\$ 16,007,899	\$ (1,906,453)	-11%
<u>Revenues</u>					
Federal Aid	\$ 4,827,905	\$ 586,231	\$ 2,286,231	\$ 1,700,000	290%
State Aid	1,006,113	1,038,271	888,390	(149,881)	-14%
Charges for Services	226,964	240,000	130,882	(109,118)	-45%
Misc. Revenues	718	1,800	0	(1,800)	-100%
Juvenile Jail Pod Designation	968,639	1,023,124	559,000	(464,124)	-45%
Realignment	852,822	857,568	0	(857,568)	-100%
Intrafund Revenues	128,664	128,665	0	(128,665)	-100%
Total Revenues	\$ 8,011,825	\$ 3,875,659	\$ 3,864,503	\$ (11,156)	0%
<u>Net County Cost</u>	\$ 8,326,255	\$ 14,038,693	\$ 12,143,396	\$ (1,895,297)	-14%
Proposition 172 Funds	\$ 5,662,203	\$ 5,425,000	\$ 6,625,000		
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	215	215	143	(72)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	2005-06
Salaries & Benefits (Restore 72 positions, add 68 positions)	\$ 5,674,653
Services & Supplies	1,320,886
Residual Equity Transfers	855,676
Fixed Assets	84,716
Total Appropriations	\$ 7,935,931
<u>Revenues</u>	
Additional Revenue	\$ (268,999)
Total Revenues	\$ 268,999
Net County Cost	\$ 7,666,932

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 Girl's 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 2005-06 Recommended Budget of \$16,007,899 reflects a 14% (\$1,895,297) decrease in net county cost from the prior year primarily due to the loss of one time funding added to this budget in 2004-05. With the loss of these funds, increased salaries and benefits costs, and in order to meet the Target Budget, substantial reductions are required in this budget. The reductions include reducing the operational beds at the Juvenile Hall from 285 to 134, plus closing the 30-bed juvenile jail pod, effective September 30, 2005. Funds designated for the Juvenile Jail Pod would be required to fund the Juvenile Hall operation. Staffing is recommended at 143, a reduction of 72 positions from the prior year.

DEPARTMENT COMMENTS

It is unfortunate that we must submit a target budget recommending a reduction of beds in Juvenile Hall as we prepare to open a state-of-the-art facility in March of this fiscal year. This department, in conjunction with this Board of Supervisors, has made a commitment to this community to hold minors accountable while providing them with appropriate treatment interventions. For some time we have seen treatment options diminish severely due to a lack of resources and we now face the loss of beds in a habitually overcrowded institution. The recommended cuts will severely hamper our recent efforts to improve services to our delinquent population and represent a substantial departure from our philosophy of holding minors accountable, protecting the community and offering interventions leading to a crime free lifestyle.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The deletion of 72 positions associated with the closure of 181 beds is required to meet the Target Budget. This results in a reduction of Juvenile Hall operational beds (including the jail pod) from 315 to 134. The elimination of these operational beds will significantly reduce available sentencing options for the Court and could ultimately result in more costly alternatives, such as the California Youth Authority, and infringe upon detention capabilities when dealing with pre-adjudicated youth.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 7% decrease from the prior year. This includes a decrease of 72 positions from the prior year and an increase in employee benefits for the remaining 143 positions.

PROBATION – JUVENILE HALL – 3440

SERVICES AND SUPPLIES

- Services and Supplies represent a 32% decrease from the prior year primarily due to funding for health services (\$853,521) provided to juveniles by the Community Health Department will no longer be appropriated in this budget. The Community Health Department will continue to provide these services and budget these costs in Budget 5620. In addition, various services and supplies have been decreased based on the reduction of staff and beds as a result of the Target Budget.

OTHER CHARGES

- Other Charges are recommended at the prior year level for miscellaneous support costs for minors.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,864,503, representing an \$11,156 decrease from the prior year adopted budget.
 - Federal Aid - Represents a 290% increase from the prior year due to the mid year restoration of Temporary Assistance for Needy Families funds in 2004-05.
 - State Aid - Represents a 14% 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 45% based upon prior year actual collections adjusted to reflect the reduction in beds.
 - Miscellaneous Revenues - No Miscellaneous Revenues are projected. Prior year Miscellaneous Revenues are now being budgeted in Charges for Services.
 - Juvenile Jail Pod Designation Funds - Represents a 45% reduction from the prior year based on the remaining funds available in this designation.
 - State/Local Program Realignment Trust Funds - No Health Realignment funds are recommended in 2005-06. The costs associated with health services provided to juveniles by the Community Health Department are no longer being budgeted in the Juvenile Hall budget. Also reflects the elimination of Social Services Realignment funds (\$4,047) for the Supervised Home Detention Program.
 - Intrafund Revenues - Reflects the discontinuance of funding (\$128,665) from the Department of Children and Family Services for Probation costs associated with services provided at the Juvenile Hall.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Probation Department is requesting funding above the recommended Target Budget for restoration of staffing and operational costs associated with the closure of 181 beds at the Juvenile Hall and for operational and start up costs associated with the opening of the Juvenile Justice Campus in March/April 2006 at a capacity of 330 beds. The requests are listed below in the Department's order of priority:

PROBATION – JUVENILE HALL – 3440

PRIORITY ONE – RESTORE FUNDING FOR 181 BEDS INCLUDING STAFF AND OPERATIONAL COSTS

In order to meet the Target Budget, the closure of 181 beds is required. The following is being requested to restore the Juvenile Hall to current service level:

- Salary and Benefits \$3,262,031
- Services & Supplies 370,573

SUBTOTAL OF ADDITIONAL APPROPRIATION **\$3,632,604**

- State School Lunch & Breakfast Funds \$ 169,881
- Juvenile Support Fees 99,118

SUBTOTAL OF ADDITIONAL REVENUE **\$ 268,999**

TOTAL NET COUNTY COST OF PRIORITY ONE **\$3,363,605**

PRIORITY TWO – OPERATIONAL AND START-UP COSTS FOR NEW JUVENILE CAMPUS

The County of Fresno is scheduled to open the new Juvenile Justice Campus in March/April 2006 at a 330 bed operational capacity. With the phasing in of beds, there is an inherent loss of economies of scale due to central functions within the campus being required to be fully operational regardless of the number of beds. In addition, transportation and holding costs of juveniles at the Tenth Street court facility are included in this request. The Department is requesting an additional 68 positions for the first phase. Funding is also being requested for start-up costs associated with the opening of a new facility.

- Salary and Benefits \$2,412,622
- Services & Supplies Costs 950,313
- Residual Equity Transfer 855,676
- Fixed Assets 84,716

TOTAL NET COUNTY COST FOR PRIORITY TWO **\$4,303,327**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$7,666,932**

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	\$ 131,818
2021	Supervising Juvenile Correctional Officer	1777	10	10	565,858
2022	Senior Juvenile Correctional Officer	1569	38	21	1,260,880
2023	Juvenile Correctional Officer II	1361	138	101	5,129,231
2025	Juvenile Correctional Officer I	1139	18	0	141,806
2045	Probation Division Director	E	1	1	75,581
3161	Secretary IV - Conf.	1163	1	1	37,425
3432	Supervising Stock Clerk	1167	1	1	34,461
3440	Stock Clerk II	827	1	1	26,623
5052	Senior Maintenance Janitor	935	1	1	29,942
5055	Janitor	768	2	2	49,378
5130	Washer	726	2	2	46,712
Subtotal			215	143	\$ 7,529,715
Holiday Pay					269,720
Facility Differential					10,400
Steno Allowance					520
Lead Worker					9,750
Shift Differential					205,681
Labor Code 4850					56,946
Workers' Compensation Reimbursement for LC 4850					(34,168)
Military Pay					6,030
Bilingual Skill Pay					10,200
Salary Savings					(321,983)
TOTAL REGULAR SALARIES					\$ 7,742,811

FILLED POSITIONS RECOMMENDED FOR DELETION

(September 30, 2005)

<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	1569	-17	970,959
2023	Juvenile Correctional Officer including Overtime and Extra Help	Filled	1361	-37	1,503,385
2025	Juvenile Correctional Officer II	Filled	1139	-18	675,504
Cost to Restore Positions				-72	\$ 3,149,848

PROBATION - ELKHORN CORRECTIONAL FACILITY
BUDGET 3445
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 4,705,759	\$ 5,294,412	\$ 4,979,031	\$ (315,381)	-6%
Services & Supplies	1,154,965	1,450,719	1,075,678	(375,041)	-26%
Residual Equity Transfer	0	12,500	0	(12,500)	-100%
Total Appropriations	\$ 5,860,724	\$ 6,757,631	\$ 6,054,709	\$ (702,922)	-10%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 600,000	\$ 700,000	\$ 700,000	\$ 0	0%
State Aid	210,518	341,303	217,475	(123,828)	-36%
Federal Aid	2,044,026	660,683	2,242,630	1,581,947	239%
Charges for Services	52,241	36,000	30,486	(5,514)	-15%
Misc. Revenues	1,020,434	1,002,000	1,012,957	10,957	1%
Realignment	830,798	887,995	571,995	(316,000)	-36%
Total Revenues	\$ 4,758,017	\$ 3,627,981	\$ 4,775,543	\$ 1,147,562	32%
<u>Net County Cost</u>	\$ 1,102,707	\$ 3,129,650	\$ 1,279,166	\$ (1,850,484)	-59%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	67	67	59	(8)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 926,327
Services & Supplies	195,082
Residual Equity Transfer	94,600
Fixed Assets	12,000
Total Appropriations	\$ 1,228,009
<u>Revenues</u>	
Additional Revenue	(393,196)
Total Net County Cost of Requests above Target	\$ 834,813

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 2005-06 Recommended Budget of \$6,054,709 reflects a 59% (\$1,850,484) decrease in net County cost over the prior year primarily due to the midyear restoration of Temporary Assistance for Needy Families funds in 2004-05. In order to meet the Target Budget the closure of one barrack (45 beds) and the loss of seven filled positions is recommended. Based on this, the operating capacity of the facility will be reduced from 185 to 140 beds.

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 seven years of operation. It has been a collaborative model that has exceeded expectations for multiple agencies working together with a common cause. Barrack closure will result in significant reduction of TANF Funds (Temporary Assistance for Needy Families) as well as other funding sources (i.e., City of Fresno donation). Additional impact of this closure will result in fewer sentencing alternatives for the courts which will increase California Youth Authority commitments and costs.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The deletion of five Juvenile Correctional Officer, one Senior Juvenile Correctional Officer, and one Deputy Probation Officer positions associated with the closure of 45 beds is required to meet the Target Budget. The elimination of these beds will limit sentencing alternatives available to the Court and will likely increase commitments to the California Youth Authority.

SALARIES AND BENEFITS

- Salaries and Benefits represent a 6% decrease over the prior year due to the closure of 45 beds in order to meet the Target Budget and also reflect increases in salary and benefits costs for the remaining staff. In addition, one Secretary IV position is proposed to be deleted in order to add a Probation Technician position to the Probation 3430 Budget. Staffing is recommended at 59 positions, which reflects a decrease of 8 positions from the prior year level of 67 positions.

PROBATION – ELKHORN CORRECTIONAL FACILITY – 3445

SERVICES AND SUPPLIES

- Services and Supplies represent a 26% decrease from the prior year primarily due to funding for health services (\$316,000) provided to juveniles by the Community Health Department will no longer be appropriated in this budget. The Community Health Department will continue to provide these services and budget these costs in Budget 5620. In addition, various services and supplies have been decreased based on the reduction of staff and beds as a result of the Target Budget.

SUMMARY OF REVENUES

- Revenues are recommended at \$4,775,543, representing a 32% increase from the prior year.
 - Fines, Forfeitures and Penalties - Estimated at the prior year level.
 - State Aid - Reflects a loss in School Breakfast and Lunch Program revenue due to reduced operational beds.
 - Federal Aid - Represents an increase due to the midyear restoration of Temporary Assistance for Needy Families funds in 2004-05. In addition, Ranch Camp funding has been adjusted to account for reduced operational beds.
 - Charges for Services - Represents a decrease in collections of support fees charged to juvenile's parents due to reduced operational beds.
 - Miscellaneous Revenues - Represents an increase based upon prior year actual revenues from electronic monitoring fees and is adjusted for reduced operational beds. This account also includes a \$1 million donation from the City of Fresno which is scheduled to end this year.
 - State/Local Program Realignment - No Health Realignment funds are recommended in 2005-06. The costs associated with health services provided to juveniles by the Community Health Department are no longer being budgeted in this budget. 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 the Elkhorn Correctional Facility.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Probation Department is requesting funding above the recommended Target Budget for restoration of staffing and operational costs associated with the closure of one barrack (45 beds) and for additional staff and equipment. The requests are listed in the Department's order of priority:

PRIORITY ONE – RESTORE FUNDING FOR TWO BARRACKS SCHEDULED FOR CLOSURE

In order to meet the Target Budget, the closure of 45 beds is required and elimination of seven positions. The following is being requested to restore the Elkhorn Correctional Facility to current service level:

• Salaries and Benefits	\$849,062
• Services & Supplies	<u>186,318</u>
<u>SUBTOTAL OF ADDITIONAL APPROPRIATION</u>	<u>\$1,035,380</u>
<u>Additional Revenue</u>	<u>393,196</u>

PROBATION – ELKHORN CORRECTIONAL FACILITY – 3445

TOTAL NET COUNTY COST OF PRIORITY ONE

\$ 642,184

PRIORITY TWO – FUNDING FOR TWO ADDITIONAL STAFF AND EQUIPMENT

The Probation Department is requesting the addition of two Juvenile Correctional Officer (JCO) positions to provide permanent positions for the graveyard shift. Extra help staff is currently filling this post 365 days per year.

Currently three Deputy Probation Officers do not have county vehicles assigned to their positions. Their job duties entail daily movement between the Probation Department's office on Tenth Street, the Forward Bound Academy, and the Elkhorn Correctional Facility. In addition, because staff utilizes their own personal vehicles, they cannot assist with the numerous transports that occur between the Juvenile Hall and the Elkhorn Correctional Facility; make home contacts to determine the aftercare and furlough needs of juveniles; or respond from their home in the event of an emergency. The Probation Department is requesting the purchase of three vehicles to correct this situation.

Elkhorn's existing exterior sound system is inadequate for the needs of the facility. The system fails to work when needed a majority of the time and does not provide adequate coverage of the entire facility. A replacement system would increase the safety of juveniles, staff, and visitors in the event of an emergency and would also allow for a more efficient operation of the facility.

- | | |
|--|---------------|
| • Salary and Benefits | \$77,265 |
| • Services & Supplies | 8,764 |
| • Residual Equity Transfer Out - Fleet | 94,600 |
| • Fixed Assets | <u>12,000</u> |

SUBTOTAL OF ADDITIONAL APPROPRIATION

\$192,629

TOTAL NET COUNTY COST OF PRIORITY TWO

\$192,629

TOTAL NET COUNTY COST FOR REQUESTS ABOVE TARGET BUDGET

\$834,813

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	\$ 63,538
2005	Deputy Probation Officer IV	1827	1	1	60,312
2007	Deputy Probation Officer III	1654	3	2	118,074
2045	Probation Division Director	E	1	1	75,216
2021	Supervising Juvenile Correctional Officer	1777	6	6	343,212
2022	Senior Juvenile Correctional Officer	1569	12	11	557,483
2023	Juvenile Correctional Officer II	1361	28	28	1,169,997
2025	Juvenile Correctional Officer I	1139	9	4	177,674
3080	Office Assistant III	938	4	4	120,752
3161	Secretary IV - Conf.	1163	1	0	0
3440	Stock Clerk II	827	1	1	26,623
Subtotal			67	59	\$ 2,712,881
Holiday Pay					81,205
Detention Differential					7,800
Steno Allowance					520
Lead Worker					3,900
Shift Differential					88,407
Labor Code 4850					16,687
Workers' Compensation Reimbursement for LC 4850					(10,012)
Bilingual Skill Pay					4,950
Military Leave Pay					81,839
Salary Savings					(141,190)
TOTAL REGULAR SALARIES					\$ 2,846,987

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
2007	Deputy Probation Officer III	Filled	1654	-1	44,905
2022	Sr. Juvenile Correctional Officer including overtime	Filled	1569	-1	57,466
2025	Juvenile Correctional Officer I including extra help and overtime	Filled	1139	-5	746,691
Cost of Restoring Filled Positions				-7	\$ 849,062

VACANT POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES & EXPENSES</u>
3161	Secretary IV - Confidential	Vacant	1163	-1	40,593
Cost of Restoring Filled Positions				-1	\$ 40,593

**SHERIFF
BUDGET 3110
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 40,494,489	\$ 45,175,665	\$ 40,178,659	\$ (4,997,006)	-11%
Services & Supplies	7,842,768	11,000,413	12,781,808	1,781,395	16%
Lease Purchase Payments	1,357,802	1,357,802	0	(1,357,802)	-100%
Fixed Assets	69,226	0	0	0	0%
Total Appropriations	\$ 49,764,285	\$ 57,533,880	\$ 52,960,467	\$ (4,573,413)	-8%
<u>Revenues</u>					
Licenses & Permits	\$ 9,259	\$ 7,500	\$ 7,500	\$ 0	0%
Fines, Forf. & Penalties	459,476	459,476	459,476	0	0%
State Aid	230,952	2,167,846	1,620,648	(547,198)	-25%
Federal Aid	32,592	0	0	0	0%
Charges for Services	820,029	993,943	993,943	0	0%
Misc. Revenues	53,872	145,000	145,000	0	0%
Residual Equity Transfer in	986,163	0	0	0	0%
Intrafund Revenues	(181,360)	37,831	0	(37,831)	-100%
Total Revenues	\$ 2,410,983	\$ 3,811,596	\$ 3,226,567	\$ (585,029)	-15%
<u>Net County Cost</u>	\$ 47,353,302	\$ 53,722,284	\$ 49,733,900	\$ (3,988,384)	-7%
Proposition 172 Funds	\$ 27,038,727	\$ 27,200,000	\$ 27,776,000	\$ 576,000	
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	464	466	337	(129)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 12,557,506
Services & Supplies	1,939,166
Equipment (Deputy Start-up Cost)	1,200,000
Total Appropriations	\$ 15,696,672

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. The Sheriff's department provides community and youth services programs that afford 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). Law enforcement contract services and grant funded programs are included in the Sheriff-Grants budget (3112).

OVERVIEW

The 2005-06 Recommended Target Budget of \$52,960,467 reflects an 7% decrease in net County cost from the 2004-05 Adopted Budget. In order to meet the target budget for 2005-06, the department will be required to eliminate a total of 129 positions. Such action would result in devastating reductions in public safety services including Patrol, Detective, Gang Suppression, Narcotics Suppression and Rural Field Services. The department submitted a requested budget that maintains current staffing and service levels and requests an additional above target amount to fund one third of the additional patrol deputies required to meet the County's objective of two deputies per 1,000 population.

The County match amount for grant programs shown in the Sheriff – Grants budget (3112) is included in this budget. For 2005-06, the amount has increased by 38% to \$2,005,607. This amount is partially offset by \$459,476 in Criminal Justice Temporary Construction funds.

DEPARTMENT COMMENTS

The Target Budget represents a goal that is unrealistic and would have devastating impacts on the ability of the Sheriff's Department to provide law enforcement services for our constituents. The resulting consequences will be an across the board reduction in public safety and public safety services to our community. Ten point six million dollars of the Law Enforcement organization's request above the Target provides for a status quo budget at the existing service level. Five million dollars of the organization's request above the Target Budget will allow the department to increase the service level in an attempt to respond to law enforcement needs generated by Fresno County's increasing population and incidence of crime. The major portion of the increased service level costs results from the addition of 30 patrol deputies in the first year of a three program to reach the target ratio of two deputies per 1,000 population established by your Board.

As always, I am available to meet and discuss budget impacts with you.

SHERIFF – 3110

THE DEPARTMENT'S REQUEST ABOVE RECOMMENDED BUDGET TO MAINTAIN THE STATUS QUO LAW ENFORCEMENT SERVICE LEVEL IS COMPRISED OF THE FOLLOWING COMPONENTS:

1. \$4.7 million. Amount needed to match 2004-05 Adopted Budget.
2. \$2.5 million. Mandated step, COLA and MOU increases.
3. \$2.5 million. Increase in contribution to retirement.
4. \$1.0 million. Increase in benefit contributions.

\$10.7 MILLION – TOTAL UNCONTROLLABLE COSTS ABOVE TARGET BUDGET

SERVICE LEVEL REDUCTIONS NECESSARY TO OFFSET UNCONTROLLABLE COSTS ABOVE TARGET BUDGET:

Reduction of extra-help staff	\$ 650,000
Reduction of Overtime	690,000
Eliminate 28 CSO Positions	1,050,000
Eliminate 15 Deputy II Positions	950,000
Eliminate 86 Deputy III Positions	6,000,000
Reduction in Services and Supplies	<u>\$ 1,400,000</u>
TOTAL	\$ 10,740,000

COSTS ABOVE TARGET BUDGET – INCREASED SERVICE LEVEL:

Salaries, Overtime & Benefits – 30 Deputies	\$ 3,200,000
Vehicles & Supplies – 30 Deputies	<u>1,800,000</u>
TOTAL	\$ 5,000,000

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- Meeting the Target Budget requires the elimination of 129 positions and greatly reducing public safety services throughout the County.
 - Increased costs from mandated salary and benefit increases totals \$6 million

SALARIES AND BENEFITS

- Salaries and benefits represent a decrease from the prior year necessary to meet the target budget amount. A total of 129 positions will be eliminated including: 28 Community Service Officer positions; 15 Deputy II and 86 Deputy III positions.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase due primarily to increases in liability insurance, fuel costs, and County match amounts for grants funded in the Sheriff – Grants budget (3112).

LEASE PURCHASE PAYMENTS

- The lease obligation for patrol vehicles was satisfied in the prior year.

SHERIFF – 3110

SUMMARY OF REVENUES

- Revenues are recommended at \$3,226,567, a 15% decrease compared to the prior year due to the adjustment made in 2004-05 to realign the Office of Emergency Services award period with the State's fiscal year which resulted in a one-time revenue increase.

PENDING FACTORS

- The department will return to the Board mid-fiscal year with a request to fund supplies needed to implement the County's graffiti abatement program. Spray rigs have been ordered and are expected to arrive in late summer or early fall.
- An amount equal to the 2004-05 vehicle lease payment has been budgeted in Garage Charges for the necessary annual replacement cost of Sheriff vehicles. The department will return to the Board to request budget transfers as purchase and lease recommendations are finalized.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Sheriff's Department has requested funding above the recommended Target Budget to maintain current staffing levels, associated operational costs and the addition of 30 deputies. The requested budget of \$68,338,009, at a net County cost of \$15,696,672 over target, would maintain current staffing and service levels and begin a three year program to provide patrol staff at the General Plan target level of two deputies per 1,000 population.

PRIORITY ONE CURRENT SERVICE LEVEL - RESTORE FUNDING FOR LAW ENFORCEMENT STAFF & OPERATIONAL COSTS

The department has requested restoration of the 129 positions required to be deleted to meet the Target Budget. Restoration of funding for the following is being requested:

- One Hundred and twenty-nine Sheriff's Deputies and CSOs \$ 9,347,506
- Associated Services & Supplies Costs 1,349,166

TOTAL NET COUNTY COST OF PRIORITY ONE **\$ 10,696,672**

PRIORITY TWO – INCREASED SERVICE LEVEL - PROVIDE FUNDING FOR YEAR ONE ENFORCEMENT UPGRADE TO TWO DEPUTIES PER 1,000 POPULATION

- Thirty Deputy Sheriff positions, vehicles and supplies \$ 5,000,000

TOTAL NET COUNTY COST OF PRIORITY TWO **\$ 5,000,000**

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET **\$ 15,696,672**

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		\$
4007	Assistant Sheriff	C	3		
3166	Administrative Secretary - Conf.	1290	1		
4075	Sheriff's Captain	D	5		
4080	Sheriff's Lieutenant	2770	15		
4085	Sheriff's Sergeant	2408	38		
4119	Criminalist I	1703	1		
4121	Criminalist II	2277	0		
4059	Deputy Sheriff IV	2107	40		
4055	Deputy Sheriff III	1941	163		
4053	Deputy Sheriff II	1781	25		
4120	Supervising Criminalist	2710	1		
4123	Criminalist Specialist	2448	3		
4140	Forensic Services Coordinator	2948	0		
4153	Senior Identification Technician	1704	2		
4155	Identification Technician IV	1602	8		
4154	Identification Technician III	1487	5		
4152	Identification Technician II	1286	5		
4150	Identification Technician I	1143	1		
3750	Information Technology Analyst III-Sheriff	1775	2		
3751	Information Technology Analyst IV-Sheriff	2114	2		
2317	Sheriff's Administrative Services Director	D	1		
4178	Supervising Process Server	1212	1		
2268	Sheriff's Business Manager	E	1		
4180	Rangemaster	1756	1		
2235	Personnel Technician III - Conf.	1246	1		
4177	Process Server	1081	5		
3613	Supervising Communications Dispatcher	1683	6		
3616	Communications Dispatcher Specialist	1495	8		
3615	Communications Dispatcher III	1390	18		
3612	Communications Dispatcher II	1287	1		
3610	Communications Dispatcher I	1193	1		
4186	Senior Community Service Officer	1193	1		
4185	Community Service Officer	1044	27		
2240	Senior Systems & Procedures Analyst	2215	1		
2212	Systems and Procedures Analyst III	1978	2		
2211	Systems and Procedures Analyst II	1707	1		
3160	Secretary IV	1156	1		
3161	Secretary IV - Conf	1163	0		
3143	Secretary II - Conf.	942	1		
3713	Senior Network Systems Engineer	2408	1		
3711	Network Systems Engineer III	1759	6		
3752	Senior Information Technology Analyst-Sheriff	2408	1		
3710	Network Systems Engineer II	1505	0		

SHERIFF - 3110

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	<u>SALARIES</u>
3712	Network Systems Engineer IV	2114	0		\$
3255	Senior Accountant	1897	2		
3240	Supervising Account Clerk II	1268	2		
3260	Account Clerk III	991	6		
2225	Systems and Procedures Manager	E	1		
3010	Chief Office Assistant	1405	1		
3070	Supervising Office Assistant II	1253	5		
3080	Office Assistant III	938	34		
3110	Office Assistant II	843	3		
3440	Stock Clerk II	827	1		
5307	Automotive Mechanic	1371	3		
2291	Staff Analyst I	1460	1		
2292	Staff Analyst II	1621	0		
Subtotal			466		
	Educational Incentives				
	Pilot				
	Steno Allowance				
	Hazardous Duty Pay				
	Remuneration				
	Auto allowance				
	Lead Worker allowance				
	Holiday Pay				
	Bilingual Skill Pay				
	Labor Code 4850				
	Workers' Compensation Reimbursement for LC 4850				
	Annual Leave Payout - Retirements				
TOTAL REGULAR SALARIES					\$

**SHERIFF - GRANTS
BUDGET 3112
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 13,538,094	\$ 14,727,674	\$ 16,117,291	\$ 1,389,617	9%
Services & Supplies	2,109,384	1,558,932	1,338,861	(220,071)	-14%
Other Charges	7,084	38,699	18,778	(19,921)	-51%
Residual Equity Transfer	(1,274)	0	0	0	0%
Fixed Assets	852,835	0	0	0	0%
Total Appropriations	\$ 16,506,123	\$ 16,325,305	\$ 17,474,930	\$ 1,149,625	7%
<u>Revenues</u>					
Taxes	\$ 3,645	\$ 55,710	\$ 61,501	\$ 5,791	10%
Federal Aid	1,608,432	1,334,167	1,073,710	(260,457)	-20%
State Aid	233,854	1,376,663	915,160	(461,503)	-34%
Charges for Services	8,575,047	11,386,473	12,391,281	1,004,808	9%
Misc. Revenues	4,424	0	153,577	153,577	0%
Fines, Fees & Forfeitures	114,686	0	0	0	0%
Intrafund Revenues	3,036,953	2,172,292	2,879,701	707,409	33%
Total Revenues	\$ 13,577,041	\$ 16,325,305	\$ 17,474,930	\$ 1,149,625	7%
<u>Approp.in Excess of Revenue.</u>	\$ (2,929,082)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2004-05	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	169	181	181	12	

SHERIFF – GRANTS – 3112

FUNCTION

The Sheriff Grants budget provides funding and accounts for revenue received to fund 28 individual grant programs and contracts.

OVERVIEW

The 2005-06 Recommended Budget represents a 7% increase in appropriations as compared to the 2004-05 Adopted Budget. The recommended budget provides financing for 28 grant or contract programs, and reflects the addition of six programs and the elimination of four programs from the prior year. The increased funding resulted in a net increase of 12 positions in 2004-05.

This budget appropriates Federal grant funding for Community Development Block Grant (Crime Prevention), Marijuana Suppression, Drug Suppression, DNA Capacity, DNA Backlog, Project Safe Neighborhood, National Integrated Ballistics Identification Network and Justice Assistance Grant programs.

This budget appropriates State funding for the California Identification Remote Access Network (CAL-ID), the Rural Crime Prevention Program, the Prisoner Transportation Unit, and the Helicopter program.

Local services funding is budgeted for the Sheriff's Court Services Unit, the Fresno-Madera Area Agency on Aging, State Indian Gaming Special Distribution Fund, Boating and Waterways program, and Proposition 36 services. Other funding in this budget unit is for law enforcement services contracts with the cities of San Joaquin, Mendota and Orange Cove, the Central Unified School District, Fig Garden Police Protection District, U.S. Army Corps of Engineers, and the U.S. Forest Service.

Appropriations from department revenue generated from the Inmate Welfare Trust Fund and the Debtors Assessment Trust Fund are also included in this budget unit.

Revenue reductions in ongoing State and Federal grants totals \$631,259. These reductions plus increases in salaries and benefits resulted in an increase of \$801,763 to the County match included in the Sheriff budget (3110) to maintain service levels for the existing programs. This amount is included in the 3110 Target Budget and partially offset by \$459,476 in Criminal Justice Temporary Construction funds.

DEPARTMENT COMMENTS

Over the past several years the department has aggressively sought to build local, state and federal partnerships and provide additional funding to augment the costs of law enforcement services for the citizens of Fresno County. Twenty-eight of these relationships are combined in this budget unit. These agreements fund additional law enforcement positions and provide the specialized safety and scientific equipment necessary to protect lives and expand the effectiveness of the department.

SHERIFF – GRANTS – 3112

SUMMARY OF CAO RECOMMENDATIONS

This budget reflects the following:

- Elimination of five (5) positions from the following grants or contracts due to the loss of funding: Alcoholic Beverage Control, Tobacco Enforcement, CalTrans and the Fresno City and County Housing Authorities.
- Addition of six (6) Community Service Officer positions to the Courts Services Unit. Five were effective as of July 27, 2004 and one was effective as of April 29, 2005. These additional positions were approved by the Courts as part of an overall staffing plan.
- Restoration of six (6) positions for the renewal of the Rural Crime Grant in October of 2004.
- Increased funding and the addition of four permanent and one extra help positions due to the following grants or contracts: FMAAA, Project Safe Neighborhood, the Debtors Assessment Trust Fund and the State Indian Gaming Special Distribution Fund.

PROGRAMS

- **Rural Crime Task Force (\$619,766)**

Grant Funds: \$212,445 County Match: \$407,321

This program was created as part of the California State Budget Act of 1998 and is financed through the State Office of Emergency Services (OES). Under the program, the District Attorney's Office and Sheriff's Department Rural Investigative Unit work in partnership with all agricultural and livestock industries/interests in Fresno County to reduce the losses caused by criminal activity and vigorously prosecute all cases. The program supports one Sheriff's Sergeant and five Deputy Sheriff positions. There is no required County match, however, the unfunded portion of salaries and benefits totals \$407,321 for a full year and is included in the Sheriff budget (3110).

- **Narcotics - Drug Suppression (\$835,487)**

Grant Funds: \$559,887 County Match: \$275,600

The Fresno County Narcotics Suppression Project, in its sixteenth year of funding, is a Countywide collaborative effort funded through the OES to provide Federal assistance for implementation of the Anti-Drug Abuse Act of 1988. The law enforcement component funds one Sheriff's Sergeant, four Deputy Sheriff, one Community Service Officer, one Criminalist, and one Office Assistant positions. Additional positions for this project are included in the District Attorney (2862) and Probation Department (3432) Grant budgets. There is no required County match, however, the unfunded portion of salaries and benefits totals \$275,600 for 2005-06 and is included in the Sheriff budget (3110).

- **Community Development Block Grant (CDBG) (\$1,120,020)**

Grant Funds: \$538,592 County Match: \$581,428

The CDBG provides funding for Sheriff's services to low and moderate income areas. The program supports two Sheriff's Sergeant, seven Deputy Sheriff and four Community Service Officer positions. The required County match represents an increase of \$32,611 from the prior year and is included in the Sheriff budget (3110).

SHERIFF – GRANTS – 3112

- **Justice Assistance Grant (JAG) (\$123,145)**

Grant Funds: \$123,145 County Match: None

This is the ninth year of funding from the U.S. Department of Justice for front line law enforcement functions, including the purchase of equipment. Adoption of a formal spending plan, required for receipt of these funds, was presented to the Board of Supervisors on March 29, 2005.

- **Marijuana Suppression Grant (\$264,068)**

Grant Funds: \$193,333 County Match: \$70,735

The purpose of this grant is the detection, prevention, apprehension, eradication, and prosecution of marijuana cultivators in Fresno County. Funding is provided for two Deputy Sheriff positions in this budget unit and an additional position in the District Attorney-Grants budget (2862). There is no required match, however, the unfunded portion of salaries and benefits totals \$70,735 and is included in the Sheriff budget (3110).

- **State COPS (AB 3229) - Law Enforcement - Helicopter Program (\$493,908)**

Grant Funds: \$315,407 County Match: \$178,501

These funds are used for front line law enforcement, specifically, operation of the department's helicopter program. The program funds one Helicopter Mechanic position and costs associated with operating the helicopter, including maintenance, parts, rental space, and fuel. There is no required match, however, the unfunded portion of maintenance and parts totals \$178,501 and is included in the Sheriff budget (3110).

- **State COPS (AB3229) - Detention Facilities - Prisoner Transportation (\$436,164)**

Grant Funds: \$243,543 County Match: \$192,621

These funds are dedicated to the operation of the Prisoner Transportation Unit for the Adult Detention Facilities. The unit is comprised of one Sheriff's Sergeant and three Deputy Sheriff positions. There is no required match, however, the unfunded portion of salaries and benefits totals \$192,621 and is included in the Sheriff budget (3110)

- **Inmate Welfare Trust Fund - Offender Program Services (\$2,230,255)**

Charges for Services: \$2,230,255 County Match: None

Penal Code section 4025 requires that money earned by the Inmate Welfare Trust Fund (IWF) be expended for the benefit, education, and welfare of the inmates confined within the jail. For these purposes, the IWF program finances the following positions within this budget: one Correctional Sergeant, one Deputy Sheriff, 14 Correctional Officers, one Offender Programs Manager, one Offender Programs Supervisor, one Volunteer Services Coordinator, two Recreational Therapists, two Social Workers, one Senior Accountant, one Supervising Account Clerk, four Account Clerks, and two Office Assistant positions. Additional planned Mentally Ill Offender and other program costs of \$2,390,000 not included in this budget will also be charged directly to the Inmate Welfare Trust Fund, for a total cost to the IWF of \$4,620,255 for 2005-06.

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SHERIFF – GRANTS – 3112

Court Services Unit (\$8,759,922)

Charges for Services: \$8,566,515 County Match: \$193,407

This unit provides bailiff services to the Fresno County Superior Court. The Court Services Unit is comprised of one Sheriff's Lieutenant, four Sheriff's Sergeant, 72 Deputy Sheriff, and 19 Community Service Officer positions. The County match is included in the Sheriff budget (3110) and represents a \$6,348 decrease from the 2004-05 budget. This match funds transportation expenses, Labor Code 4850 costs, general liability, and data processing charges associated with this unit that are non-allowable costs under the Trial Court Funding Act and which the County is required to fund.

- **Proposition 36 (\$123,056)**

Charges for Services: \$123,056 County Match: None

Proposition 36, the Substance Abuse and Crime Prevention Act of 2000, was passed by the voters in November 2000. Recommended funding finances the cost of two half-time Deputy Sheriff positions to provide security to the Proposition 36 Drug Court. Indirect costs of \$9,188 are also recovered through this program.

- **Cal-ID Remote Access Network (RAN) (\$101,068)**

Grant Funds: \$101,068 County Match: None

This program has been approved by the Fresno County CAL-ID RAN Board to provide funding for one Senior Systems and Procedures Analyst position to coordinate all aspects of the implementation and ongoing support of the Multi-Agency SuperQuery system. This system is intended to provide law enforcement agencies access to the Records Management System/Jail Management System/911 data to enhance officer and victim safety.

- **National Integrated Ballistics Identification Network (NIBIN) (\$1,500)**

Grant Funds: \$1,500 County Match: None

This joint operation/task force provides resources to assist the Department of Alcohol, Tobacco and Firearms in NIBIN investigations. Funding is provided for Sergeant overtime.

- **City of Mendota (\$202,652)**

Charges for Services: \$202,652 County Match: None

Provides for contracted law enforcement services to the City of Mendota. Funding is provided for two Deputy Sheriff positions.

- **City of Orange Cove (\$220,490)**

Charges for Services: \$220,490 County Match: None

Provides for contracted law enforcement services to the City of Orange Cove. Funding is provided for two Deputy Sheriff positions.

SHERIFF – GRANTS – 3112

- **Law Enforcement Services - Mendota, Orange Cove, and San Joaquin (\$329,560)**

Charges for Services: \$300,000 County Match: 29,560

Provides for increased patrol services 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 (\$65,000)**

Charges for Services: \$65,000 County Match: None

Provides for contracted 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 (\$61,339)**

Charges for Services: \$61,339 County Match: None

Provides for contracted law enforcement services to the City of San Joaquin. Funding is provided for Deputy Sheriff overtime.

- **Fig Garden Police Protection District (\$374,744)**

Charges for Services: \$374,744 County Match: None

Provides for contracted law enforcement service to the Fig Garden Police Protection District. Funding is provided for four Deputy Sheriff positions.

- **Boating and Waterways (\$486,645)**

Grant Funds: \$356,210 County Match: \$68,934
Boating Taxes: \$61,501

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 a decrease from the prior year due to decreased ISF charges for Mobile communication and Trans & Travel & County Garage costs. Boat taxes of \$61,501 are allocated to this budget to offset program costs.

- **Pine Flat Lake (\$25,526)**

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 (\$41,000)**

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

SHERIFF – GRANTS – 3112

of criminal offenses, and to insure the general safety of recreational activities. Funding is provided for Deputy Sheriff overtime.

- **Sierra and Sequoia National Forests Controlled Substances (\$22,000)**

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 (\$22,200)**

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.

- **Debtors Assessment Trust Fund (\$83,492)**

Charges for Services: \$83,492 County Match: None

The initial staffing and equipment costs needed by the Civil Division to process collections and payments within required time requirements have been paid directly from the fund balance. These funds will be used for two Office Assistant positions

- **DNA Capacity Enhancement Grant (\$33,528)**

Grant Funds: \$33,528 County Match: None

This grant funded from the U.S. Attorney's Office, a division of the Department of Justice, will be used to improve the infrastructure and analyzing capacity of the Forensic Laboratory's DNA Unit. Funds will be used to purchase training and other equipment to build the DNA capacity of the laboratory.

- **Project Safe Neighborhoods Program (\$83,587)**

Grant Funds: \$83,587 County Match: None

This grant funded from the Department of Justice will be used to combat gun and youth violence. Funds will be used for one Criminalist position, a ballistic water tank, and other equipment needed within the Forensic Laboratory.

- **DNA Backlog (\$78,730)**

Grant Funds: \$78,730 County Match: None

This grant funded from the Department of Justice will be used to reduce or eliminate the backlogged DNA casework. Funds will be used for overtime costs associated with the project, supplies, and for the use of accredited fee-for-service vendors.

SHERIFF – GRANTS – 3112

- **Fresno-Madera Area Agency on Aging (\$82,500)**

Grant Funds: \$75,000 County Match: \$7,500

This grant, funded from the Fresno-Madera Area Agency on Aging, a pass through grantor from the U.S. Dept of Health and Human Services, will be used to provide training to local law enforcement agencies and other mandated reporters in the identification and investigation of elder abuse programs. Funds will be used for one extra-help Deputy Sheriff position and all associated costs for training seminars. The 10% County match is required by the granting agency.

- **State Indian Gaming Special Distribution fund (\$153,577)**

Grant Funds: \$153,577 County Match: None

Funds will be used for one Deputy Sheriff position salaries and benefits and to purchase one vehicle and all associated costs for maintaining the vehicle.

SALARIES AND BENEFITS

- Salaries and Benefits are recommended at a 9% increase over the prior year primarily due to the expansion of Court Services and the net increase in grant funded positions.
- In the event that funding for grant programs is discontinued or restored, associated positions will be deleted or added accordingly.

SERVICES AND SUPPLIES

- The 2005-06 Recommended Budget reflects 2004-05 actual spending levels and is recommended at a 14% decrease from the prior year.

SUMMARY OF REVENUES

- Revenues are recommended at \$17,474,930, an increase of 7% over the prior year. This projection is based on actual grants and contracts negotiated for Fiscal Year 2005-06.

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>	
4080	Sheriff's Lieutenant	2770	1	1	93,534
4085	Sheriff's Sergeant	2408	11	11	868,376
4073	Correctional Sergeant	1932	1	1	62,123
4059	Deputy Sheriff IV	2107	12	12	807,324
4055	Deputy Sheriff III	1941	34	34	2,102,980
4053	Deputy Sheriff II	1781	62	62	3,470,837
4048	Correctional Officer IV	1739	3	3	169,510
4047	Correctional Officer III	1534	11	11	549,181
4121	Criminalist II	2277	1	1	60,246
4119	Criminalist I	1703	1	1	46,449
4185	Community Service Officer	1044	24	24	786,730
3080	Office Assistant III	938	3	3	90,508
3110	Office Assistant II	843	2	2	54,178
5305	Helicopter Mechanic	1538	1	1	49,453
3255	Senior Accountant	1897	1	1	61,002
3240	Supervising Account Clerk II	1268	1	1	37,918
3260	Account Clerk III	991	4	4	124,337
2290	Volunteer Services Coordinator	1403	1	1	45,138
4122	Offender Programs Manager	F	1	1	66,453
4124	Offender Programs Supervisor	1611	1	1	51,816
2240	Senior Systems & Procedures Analyst	2215	1	1	71,248
1592	Recreational Therapist II	1377	1	1	44,047
1591	Recreational Therapist I	1229	1	1	39,524
1935	Social Worker III	1503	1	1	48,332
1940	Social Worker II	1337	1	1	42,996
Subtotal			181	181	\$ 9,844,240
Educational Incentives					7,071
Labor Code 4850					133,730
Workers' Compensation Reimbursement for LC 4850					(66,865)
Bilingual Skills Pay					7,801
Hazardous Duty Pay					7,150
TOTAL REGULAR SALARIES					\$ 9,933,127

SHERIFF - ADULT DETENTION FACILITIES
BUDGET 3410
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 33,851,612	\$ 36,332,955	\$ 32,459,203	\$ (3,873,752)	-11%
Services & Supplies	6,534,065	6,619,717	5,772,785	(846,932)	-13%
Other Charges	2,285	7,500	7,500	0	0%
Total Appropriations	\$ 40,387,962	\$ 42,960,172	\$ 38,239,488	\$ (4,720,684)	-11%
<u>Revenues</u>					
Federal Aid	\$ 1,097,301	\$ 2,811,000	\$ 1,000,000	\$ (1,811,000)	-64%
Fines, Forf. & Penalties	100,000	100,000	100,000	0	0%
Charges for Services	12,137,525	8,758,472	10,169,945	1,411,473	16%
Misc. Revenues	30,211	120,000	25,000	(95,000)	-79%
Intrafund Revenues	0	0	13,000	13,000	100%
Total Revenues	\$ 13,365,037	\$ 11,789,472	\$ 11,307,945	\$ (481,527)	-4%
<u>Net County Cost</u>	\$ 27,022,925	\$ 31,170,700	\$ 26,931,543	\$ (4,239,157)	-14%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	429	460	299	(161)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 8,880,567
Services & Supplies	2,076,521
Total Appropriations	\$ 10,957,088

SHERIFF – ADULT DETENTION FACILITIES – 3410

FUNCTION

The Sheriff's 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 2005-06 Recommended Target Budget of \$38,239,488 reflects a 14% decrease in net County cost from the 2004-05 Adopted Budget. In order to meet the target budget for 2005-06 the detention operation will be required to eliminate a total of 161 current positions. Such action would result in devastating reductions in public safety services with wholesale jail closures. The department submitted a requested budget that maintains current staffing and service levels and requests an additional \$310,000 to enhance officer safety and operational efficiencies.

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. It is estimated that the current operating jail facilities will reach capacity within the 2005-06 Fiscal Year.

DEPARTMENT COMMENTS

The Target Budget represents a goal that is unrealistic and would have devastating impacts on the community with hundreds of inmates released on our streets. Ten point six million dollars of the Detention organization's request above the target budget provides for a status quo budget at the existing service level. Three hundred and ten thousand dollars of the organization's request above the target will buy personal protection vests for our Correctional Officers and will allow for a staff analyst to assist the Detention management.

THE DEPARTMENT'S REQUEST ABOVE RECOMMENDED BUDGET TO MAINTAIN THE EXISTING DETENTION SERVICE LEVEL IS COMPRISED OF THE FOLLOWING COMPONENTS:

1. \$1.6 million. Amount needed to match 2004-05 Adopted Budget.
2. \$1.0 million. Mandated step, COLA and MOU increases.
3. \$2.3 million. Increase in benefit and retirement contributions.
4. \$1.2 million. Increase in food and expenses for increased jail population.
5. \$1.0 million. Reduced booking fee revenue.
6. \$1.8 million. Reduced State Criminal Alien Assistance Program (SCAAP) revenue
7. \$1.3 million. Unit 2 MOU – Detention Custody Bureau Work Redesign
8. \$0.4 million. Increase to maintain current UMC service level by replacing overtime with permanent deputies.

\$10.6 MILLION – TOTAL UNCONTROLLABLE COSTS ABOVE TARGET BUDGET

SHERIFF – ADULT DETENTION FACILITIES – 3410

SERVICE LEVEL REDUCTIONS NECESSARY TO OFFSET UNCONTROLLABLE COSTS ABOVE TARGET BUDGET:

Reduction of extra-help staff	\$ 140,000
Reduction of Overtime	890,000
Eliminate 31 CO I Positions	1,280,000
Eliminate 58 CO II Positions	2,640,000
Eliminate 72 CO III Positions	4,040,000
Reduction in Services and Supplies	<u>1,610,000</u>
TOTAL	\$10,600,000

COSTS ABOVE TARGET BUDGET – INCREASED SERVICE LEVEL:

Personal Protection Vests	\$ 230,000
Staff Analyst	<u>80,000</u>
TOTAL	\$ 310,000

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- On November 2, 2004, the Board approved additional appropriations of \$2,111,805 in the 2004-05 budget. This Board item provided for the addition of 23 correctional officer positions to staff the fifth floor of the North Annex Jail, preventing the imminent release of inmates. Included in this Board item was an expectation of \$763,068 in revenue to be earned through an agreement with the Department of Corrections approved by the Board on October 26, 2004. The Department of Corrections has now decided they will not house inmates in the jail as expected, and the projected revenue will not be realized. Ongoing costs for the fifth floor are included in the requested budget.
- The 2.5% salary increase effective December 20, 2004, which increased costs by \$445,000, was not offset with additional approved appropriations. The department expects to cover this expense from vacant position salary savings.
- On March 1, 2005, the Board approved the Detention Staff Redesign Plan resulting in an expected increase in Salaries and Benefits of \$330,000, which was not offset with additional approved appropriations. The department expects to cover this expense from vacant position salary savings.
- Mandated cost increases for Salaries and Benefits in 2005-06 total \$3.3 million.
- Revenues received for 2004-05 differed from projections as follows:
 - Federal grant money for the State Criminal Alien Assistance Program was \$744,370 less than budgeted.
 - U.S. Marshal revenue for housing Federal inmates is expected to exceed budget by \$840,000 by year-end.
 - Revenue from jail booking fees are expected to exceed budget by \$475,000 by year-end.
- Meeting the Target Budget would result in the elimination of 161 positions and the closure of jail facilities.

SHERIFF – ADULT DETENTION FACILITIES – 3410

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year. Meeting the Target Budget requires the elimination of 161 positions. Information on the specific positions to be eliminated was not provided by the department. The department's requested budget maintains the current staffing level of 460 positions.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease from the prior year. Meeting the Target Budget would require the elimination of services and supplies necessary to operate the detention facilities.

SUMMARY OF REVENUES

- Revenues are recommended at \$11,307,945, a 4% net decrease from the prior year. The decrease is due to the reductions in State Criminal Alien Assistance Program funds and booking fees that are not fully offset by expected increases in billings for prisoner housing.

PENDING FACTORS

- If the requested budget is approved, the department will return to the Board with a request to add 20 Deputy Sheriff positions to replace the overtime shifts currently being worked by Deputy Sheriffs/Correctional Officers providing security at UMC. The recommended action will reduce overtime expense by an expected \$1,529,040 and increase regular salaries by \$1,979,520. The additional \$450,480 expense is included in the department's status quo service level budget request.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The Sheriff's Department has requested funding of \$10,957,088 above the recommended Target Budget to maintain the County's fully operational detention facilities. The requested budget of \$49,196,576 would maintain existing service levels and fund an added staff analyst and protective vests for the Correctional Officers.

PRIORITY ONE – CURRENT SERVICE LEVEL - RESTORE FUNDING FOR CORRECTIONAL STAFF & OPERATIONAL COSTS

The department has requested restoration of the 161 positions required to be deleted to meet the Target Budget. These positions are essential to maintaining operation of the detention facilities.

- | | |
|---|------------------|
| • One Hundred and sixty-one Correctional Officers | \$8,800,567 |
| • Associated Services & Supplies Costs | <u>1,846,521</u> |

<u>TOTAL NET COUNTY COST OF PRIORITY ONE</u>	<u>\$10,647,088</u>
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PRIORITY TWO – INCREASED SERVICE LEVEL - PROVIDE INCREASED FUNDING FOR PERSONAL PROTECTION VESTS

Personal protection vests are not currently provided to correctional officers. In 2004 there were 179 correctional officers involved in 107 use of force critical incidents in the detention facilities resulting in injuries to 30 officers.

SHERIFF – ADULT DETENTION FACILITIES – 3410

TOTAL NET COUNTY COST OF PRIORITY TWO

\$ 230,000

PRIORITY THREE – INCREASED SERVICE LEVEL - PROVIDE INCREASED FUNDING FOR DETENTION STAFF ANALYST

A Staff Analyst is needed to help the Assistant Sheriff and staff of 460 in developing and managing the specifications, RFPs, purchase contracts, revenue agreements, resolutions, board items and budget transfers associated with a \$45 million jail operation. Currently, this division competes with the entire department for the services of a single staff analyst.

TOTAL NET COUNTY COST OF PRIORITY THREE

\$ 80,000

TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

\$10,957,088

SHERIFF - ADULT DETENTION FACILITIES - 3410

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS CURRENT</u>	<u>REQUESTED SALARIES</u>
4080	Sheriff's Lieutenant	2770	1	\$ 89,070
4074	Correctional Lieutenant	2553	7	599,388
4073	Correctional Sergeant	1932	33	2,213,213
4048	Correctional Officer IV	1739	62	3,452,178
4047	Correctional Officer III	1534	205	9,989,985
4046	Correctional Officer II	1328	58	2,278,812
4045	Correctional Officer I	1198	31	1,095,082
4053	Deputy Sheriff II	1781	40	2,075,863
4044	Inmate Supplies Coordinator	1498	1	48,188
5090	Laundry Supervisor - Jail	1008	1	31,831
5050	Maintenance Janitor	791	3	76,370
5055	Janitor	768	1	24,690
4154	ID Technician III	1487	3	143,432
4152	ID Technician II	1286	4	165,406
4150	ID Technician I	1143	1	36,759
3260	Account Clerk III	991	3	95,016
3141	Secretary III - Conf.	1057	1	33,563
3161	Secretary IV - Conf.	1156	1	37,400
3080	Office Assistant III	938	3	90,508
3110	Office Assistant II	843	1	23,590
Subtotal			460	\$ 22,600,344
Educational Incentives				74,876
Steno Allowance				1,042
Hazardous Duty Pay				6,695
Bilingual Skill Pay				14,524
Holiday Pay				72,300
Labor Code 4850				873,580
Workers' Compensation Reimbursement for LC 4850				(436,790)
Annual Leave Payout - Retirements				111,821
TOTAL REGULAR SALARIES				\$ 23,318,392

**DISTRICT ATTORNEY
BUDGET 2860
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 15,036,175	\$ 15,968,510	\$ 14,468,528	\$ (1,499,982)	-9%
Services & Supplies	2,485,969	2,973,720	3,518,230	544,510	18%
Fixed Assets	6,828	0	0	0	0%
Total Appropriations	\$ 17,528,972	\$ 18,942,230	\$ 17,986,758	\$ (955,472)	-5%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 496,900	\$ 496,900	\$ 496,900	\$ 0	0%
State Aid	604,509	589,815	708,589	118,774	20%
Federal Aid	154,046	38,500	40,000	1,500	4%
Charges for Services	2,486,780	2,574,483	2,023,115	(551,368)	-21%
Misc. Revenues	127,605	109,000	108,700	(300)	0%
Special Revenues	754,783	754,783	962,360	207,577	28%
Intrafund Revenues	1,004,578	314,546	481,792	167,246	53%
Total Revenues	\$ 5,629,201	\$ 4,878,027	\$ 4,821,456	\$ (56,571)	-1%
<u>Net County Cost</u>	\$ 11,899,771	\$ 14,064,203	\$ 13,165,302	\$ (898,901)	-6%
Proposition 172 Funding	\$ 4,982,739	\$ 4,774,000	\$ 5,830,000		
	<u>Budgeted 2003-04</u>	<u>Current 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
Position Summary	157	178	142	(36)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits (restore 36 positions, add 9 positions)	\$ 3,408,471
Services & Supplies	<u>107,000</u>
Total Appropriations	\$ 3,515,471

DISTRICT ATTORNEY – 2860

FUNCTION

The District Attorney, pursuant to state constitutional mandate, prosecutes all felony and misdemeanor criminal violations of state and local laws on behalf of the People of the State of California; is a legal advisor and assistant to the Fresno County Grand Jury on civil and criminal matters; and, reviews for filing police reports submitted by all 58 law enforcement agencies in the County of Fresno. The office investigates 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 2005-06 Target Budget of \$17,986,758 reflects a 6% decrease in net County cost from the 2004-05 Adopted Budget. In order to meet the Target Budget for 2005-06 the department will be required to eliminate (36) filled positions in the core criminal prosecution budget. The department submitted a requested budget that maintains current staffing and service levels as well as adding essential additional positions.

This budget includes \$475,651 in County match and unfunded costs for grants contained in the District Attorney – Grants budget (2862), and also includes \$496,900 in Criminal Justice Temporary Construction funds to offset County match requirements.

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. 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 County Administrative Officer's Target Budget would require the elimination of twenty-eight (28) currently filled prosecutor positions as well as eight (8) investigation positions. 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. The Target Budget would eliminate one third of our prosecutor and investigator positions and would reduce felony and misdemeanor prosecutions by approximately 21,346 cases per year or 51% of the 41,672 cases prosecuted in 2004. Caseload submissions from primary law enforcement, however, continue to increase as a result of a growing number of local law enforcement officers.

Obviously, 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 will focus on our requested budget.

DISTRICT ATTORNEY – 2860

The District Attorneys Office submitted a requested budget that reflects the department's current service level and identified essential additional positions.

REQUESTS ABOVE RECOMMENDED BUDGET TO MAINTAIN CURRENT SERVICE LEVEL

1. \$1,498,853 Amount needed to sustain 2004-05 budget
2. \$471,803 Mandated step, COLA and MOU increases
3. \$410,730 Increase in retirement contributions
4. \$303,891 Increase in ITSD costs

\$2,685,277 – TOTAL COSTS ABOVE TARGET

SERVICE LEVEL REDUCTIONS NECESSARY TO OFFSET COSTS ABOVE RECOMMENDED BUDGET

Eliminate 12 Deputy District Attorney I positions	\$ 599,000
Eliminate 5 Deputy District Attorney II positions	312,000
Eliminate 3 Deputy District Attorney III positions	235,000
Eliminate 8 Deputy District Attorney IV positions	752,000
Eliminate 8 Senior DA Investigator positions	694,000
Reduction in Services & Supplies	<u>\$ 93,277</u>
TOTAL	\$2,685,277

COSTS ABOVE TARGET BUDGET – INCREASED SERVICE LEVEL

Salaries & Benefits – 9 Essential Positions	\$ 799,194
Services & Supplies	<u>31,000</u>
TOTAL	\$ 830,194

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

- The Target Budget would require the elimination of 28 currently filled prosecutor positions as well as eight investigation positions. The Target Budget would eliminate one third of prosecutor and investigator positions and reduce felony and misdemeanor prosecutions by approximately 21,346 cases per year, or 51% of the 41,672 cases prosecuted in 2004.

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease from the prior year. Meeting the Target Budget requires the elimination of 36 positions. The department's requested budget maintains the current staffing level of 178 positions.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase from the prior year. The increases are a result of increases in Data Processing and grant matches.

DISTRICT ATTORNEY – 2860

SUMMARY OF REVENUES

- Revenues are recommended at \$4,821,456, a 1% decrease from the prior year primarily due to the transfer of the Consumer Protection Unit to the District Attorney-Grants Budget but partially offset by full-year funding of the HEART program.
 - Fines, Forfeitures and Penalties - Criminal Justice Temporary Construction funds are recommended at the prior year level to offset County match requirements for District Attorney - Grants 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.
 - Charges for Services - Represent a decrease related to the transfer of the Consumer Protection program and associated revenues to the District Attorney Grants Budget.
 - Miscellaneous Revenues - Represent a decrease in funding from the Blood Alcohol Trust Fund for reimbursement of blood alcohol testing costs.
 - Special Revenue - Represents an increase related to the Indian Gaming funding and the prior year level of Realignment funds that may be dedicated to former Assembly Bill 90 juvenile justice costs.
 - Intrafund Revenues - Represent an increase from the prior year primarily due to the increase in reimbursement for various county programs.

DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET

The District Attorney's Office is requesting funding above the Target Budget to maintain current staffing levels and add nine essential additional positions. The requested budget of \$21,502,229 (including \$810,166 for the Child Abduction unit included in Budget 2863) has a net County cost of \$3,515,471 over the Target Budget. The requested budget will maintain current staffing and service levels and add nine essential positions to the department.

PRIORITY ONE – PROVIDE FUNDING FOR DEPARTMENTAL STAFF & OPERATIONAL COSTS

The department has requested funding of the 36 positions required to be deleted to meet the Target Budget. Funding for the following positions is being requested:

- | | |
|---|----------------------------|
| • Twenty-eight Attorneys and eight Investigators | \$ 2,609,277 |
| • Associated Services and Supplies | <u>76,000</u> |
| <u>TOTAL NET COUNTY COST OF PRIORITY ONE</u> | <u>\$ 2,685,277</u> |

PRIORITY TWO – PROVIDE FUNDING FOR NINE ESSENTIAL POSITIONS

Funding for the following positions is being requested:

- | | |
|--|----------------------------|
| • Nine Essential Positions | \$ 799,194 |
| • Associated Services and Supplies | <u>31,000</u> |
| <u>TOTAL NET COUNTY COST OF PRIORITY TWO</u> | <u>\$ 830,194</u> |
| <u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u> | <u>\$ 3,515,471</u> |

DISTRICT ATTORNEY - 2860**REGULAR SALARIES****BUDGETED POSITIONS**

JCN	<u>TITLE</u>	<u>BAND/ RANGE</u>	POSITIONS		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0075	District Attorney	ELECTED	1		\$ 142,237
0253	Associate District Attorney	B	1		128,307
0255	Assistant District Attorney	C	2		232,668
1201	Complaint Resolution Specialist	G	1		51,015
1209	Chief Deputy District Attorney	C	7		748,544
1210	Deputy District Attorney II	2046	5		285,891
1211	Deputy District Attorney III	2457	3		222,348
1212	Deputy District Attorney IV	2875	49		4,505,596
1220	Deputy District Attorney I	1600	12		546,069
1222	Senior Deputy District Attorney	3094	8		793,037
1758	Investigative Assistant	1092	3		105,448
1760	Senior District Attorney Investigator	2369	21		1,603,192
1762	District Attorney Collection Assistant	1059	5		170,449
1763	Supervising D. A. Collection Assistant	1222	1		39,334
1793	Supervising Senior DA Investigator	2525	3		243,873
1796	Assistant Chief of Investigations	E	1		91,807
1797	Chief of Investigations	D	1		108,547
2033	Victim-Witness Advocate	1114	1		35,891
2291	Staff Analyst I	1460	1		39,730
2292	Staff Analyst II	1621	1		51,335
2297	Principal Staff Analyst	E	1		75,728
3010	Chief Office Assistant	1405	1		45,215
3078	Supervising Office Assistant I	1065	2		68,603
3080	Office Assistant III	938	22		662,441
3110	Office Assistant II	843	8		195,466
3125	Office Assistant I	750	1		21,788
3140	Secretary III	1048	6		197,707
3141	Secretary III - Conf.	1057	2		65,878
3142	Secretary II	938	1		31,765
3160	Secretary IV	1156	3		111,911
3161	Secretary IV - Conf.	1163	1		37,427
3166	Administrative Secretary - Conf.	1290	1		41,559
3260	Account Clerk III	991	1		31,918
3702	IT Support Technician III	1085	1		34,937
Subtotal			178		\$ 11,767,661
Remuneration					2,106
Steno Allowance					520
Auto Allowance					6,156
POST Incentive					10,018
Educational Incentive					56,190
Bilingual Skills Pay					11,400
Less Salary Savings					(141,213)
TOTAL REGULAR SALARIES					\$ 11,712,838

DISTRICT ATTORNEY - GRANTS
BUDGET 2862
General Fund

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,109,569	\$ 3,214,628	\$ 4,242,454	\$ 1,027,826	32%
Services & Supplies	362,314	614,416	653,210	38,794	6%
Other Charges	0	166,598	202,314	35,716	21%
Fixed Assets	6,362	0	0	0	0%
Total Appropriations	\$ 2,478,245	\$ 3,995,642	\$ 5,097,978	\$ 1,102,336	28%
<u>Revenues</u>					
State Aid	\$ 1,784,860	\$ 2,314,211	\$ 2,373,611	\$ 59,400	3%
Federal Aid	126,546	145,648	152,867	7,219	5%
Charges for Services	0	321,850	1,016,156	694,306	216%
Intrafund Revenues	366,475	1,213,933	1,555,344	341,411	28%
Total Revenues	\$ 2,277,881	\$ 3,995,642	\$ 5,097,978	\$ 1,102,336	28%
<u>Net County Cost</u>	\$ 200,364	\$ 0	\$ 0	\$ 0	0%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	25	41	41	0	

DISTRICT ATTORNEY – GRANTS – 2862

FUNCTION

The District Attorney Grants budget funds 18 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 District Attorney budget (2860).

OVERVIEW

The 2005-06 Recommended Budget of \$5,097,978 reflects an increase in appropriations and revenues over the 2004-05 Adopted Budget primarily due to the transfer of the Consumer Protection Unit and full-year funding of the restored Cal-MMET programs in 2004-05. The Recommended Budget also reflects increases in negotiated COLA and benefit rates for 2005-06.

Grant programs funded in this budget include Project Sentry; Rural Crime Prevention; Career Criminal; Marijuana Suppression; Childcare Fraud; Consumer Protection, 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.

County match and unfunded costs for these grant programs, totaling \$475,651 are included in the District Attorney budget (2860) and an increase over last year due to increased costs in Salaries and Benefits.

Staffing is recommended at the prior year level of 41 positions.

DEPARTMENT COMMENTS

The District Attorney continues to pursue all appropriate grant programs that benefit the department and citizens of Fresno County. It is important to keep in mind that while grants add desperately needed resources to the departments, they also have significant strings attached and are not the preferred method for solving shortages of general fund positions.

SUMMARY OF CAO RECOMMENDATIONS

GRANT PROGRAMS

- Project Sentry Program

Grant Funds: \$152,867 County Match: None

Established in 2002-03 with a 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.

DISTRICT ATTORNEY – GRANTS – 2862

- Rural Crime Prevention Program

Grant Funds: \$177,640 County Match: \$136,064

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 match is included in District Attorney Budget (2860) and is a result of a proposed program reduction in the Governor's 2005-06 State Budget. The program funds two Deputy District Attorney IV and one Office Assistant positions.

- Career Criminal Vertical Prosecution Program

Grant Funds: \$160,178 County Match: \$30,809

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 reinstated mid-year 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 District Attorney Budget (2860) and increased \$13,710 due to COLA and benefit increases. The County will continue to fund the indirect cost of \$12,919 associated with this program.

- Marijuana Suppression Program

Grant Funds: \$69,600 County Match: \$65,018

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 \$23,075 over the prior year due to reductions in program funding, COLA and benefit increases. This program funds one Deputy District Attorney IV position. The County will continue to fund the indirect cost of \$9,428 associated with this program.

- Childcare Fraud

Grant Funds: \$125,984 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.

DISTRICT ATTORNEY – GRANTS – 2862

- Consumer Protection Unit

Grant Funds: \$671,687 County Match: None

On November 2, 2004, the voters of the State of California approved Proposition 64 to reform California's Unfair Competition Laws, with laws set forth in Sections 17200 and 17500 of the Business and Professions Code. Prop 64 required the District Attorney to isolate the costs of the Consumer Protection Unit in a separate budget unit to more accurately monitor the specific costs associated with this unit. This unit funds one Chief Deputy District Attorney, two Deputy District Attorneys, one Legal Assistant, one Secretary and one Office Assistant to prosecute defendants who violate the Business and Professions code sections. All direct and indirect costs are supported by funds generated by this unit.

- Proposition 36-Substance Abuse and Crime Prevention Act of 2000

Grant Funds: \$48,000 County Match: \$94,705

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 Health Proposition 36 State allocation. The County match is included in the District Attorney Budget (2860) and reflects an increase of \$9,762 over the prior year due to COLA and benefit increases. The County will continue to fund the indirect cost of \$9,899 associated with this program.

- Multi-Agency Gang Enforcement Consortium (MAGEC) Program

Grant Funds: \$226,297 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: \$72,785 County Match: \$62,203

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 is included in the District Attorney Budget (2860) and reflects an increase of \$43,400 over the prior year due to reductions in program funding, and COLA and benefit increases. The County will continue to fund the indirect cost of \$9,428 associated with this program.

DISTRICT ATTORNEY – GRANTS – 2862

- Waste Tire Enforcement

Grant Funds: \$279,083 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: \$86,480 County Match: \$49,892

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 is included in the District Attorney Budget (2860) and reflects an increase of \$18,035 over the prior year due to COLA, benefit increases, and a \$8,553 decrease in funding level. The County will continue to fund the indirect cost of \$9,428 associated with this program.

- California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET)

Grant Funds: \$105,765 County Match: \$28,780

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 with funds from the Sheriff-Grants Budget (3112). The County match is included in the District Attorney Budget (2860) and reflects an increase of \$27,065 from the prior year due to a reduction in funding of \$23,261. The County will continue to fund the indirect costs of \$9,428 associated with this program.

- Workers' Compensation Insurance Fraud Program

Grant Funds: \$880,864 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 (IHSS) Fraud

Grant Funds: \$504,462 County Match: None

This program was added during the 2003-04 budget hearings with funding through the Department of Behavioral Health 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 Investigators, and one Program Technician positions. All direct and indirect costs are funded by the program.

DISTRICT ATTORNEY – GRANTS – 2862

- Automobile Insurance Fraud Program

Grant Funds: \$508,054 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, two Senior Investigators 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: \$8,180

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 is included in the District Attorney Budget (2860) and reflects an increase of \$5,533 over the prior year due to COLA and benefit increases. The County will continue to fund the indirect cost of \$4,378 associated with this program.

- Real Estate Fraud Program

Grant Funds: \$344,469 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 reinstated and Board approved COLA and benefit increases. Staffing is recommended at 41 positions, the same level as the prior year.

SERVICES AND SUPPLIES

- Services and Supplies represent an increase over the prior year due to the addition of the Consumer Protection Unit.

OTHER CHARGES

- Other Charges represent an increase over the prior year tied to the addition of the Consumer Protection Unit.

DISTRICT ATTORNEY – GRANTS – 2862

SUMMARY OF REVENUES

- Revenues are recommended at \$5,097,978, and represent an increase over the prior year primarily due to grant programs added in 2004-05.
 - State Aid represents an increase due to additional staffing in the Auto Fraud program and overall increases in all State funded programs.
 - Federal Aid reflects COLA and benefit cost increases associated with the funding from the United States Department of Justice for the Project Sentry program.
 - Charges for Services reflect the addition of the Consumer Protection Unit and associated revenues.
 - Intrafund Revenues represent an increase primarily due to increased match requirements for Rural Crimes and COLA and benefit increases of the Waste Tire program from Community Health Budget (5620), and the IHSS program from Behavioral Health Budget (5600).

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	1360	3	3	\$ 131,353
1209	Chief Deputy District Attorney	C	1	1	101,935
1212	Deputy District Attorney IV	2875	16	16	1,496,070
1222	Senior Deputy District Attorney	3094	1	1	99,130
1760	Senior District Attorney Investigator	2369	11	11	762,867
1802	District Attorney Investigator II	1997	1	1	64,227
3080	Office Assistant III	938	4	4	120,298
3140	Secretary III	1048	1	1	33,745
3160	Secretary IV	1156	1	1	37,427
3620	Program Tech I	1115	1	1	35,944
3621	Program Tech II	1248	1	1	40,182
Subtotal			41	41	\$ 2,923,178
Educational Incentive					14,054
Bilingual Skill Pay					1,200
TOTAL REGULAR SALARIES					\$ 2,938,432

**DISTRICT ATTORNEY - WELFARE FRAUD/CHILD
ABDUCTION/SPECIAL REMEDIES/TRAINING
BUDGET 2863
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 2,731,126	\$ 3,183,510	\$ 2,950,252	\$ (233,258)	-7%
Services & Supplies	529,144	802,089	779,226	(22,863)	-3%
Other Charges	135,199	149,966	137,388	(12,578)	-8%
Residual Equity Transfer	0	0	0	0	0%
Fixed Assets	0	0	0	0	0%
Total Appropriations	\$ 3,395,469	\$ 4,135,565	\$ 3,866,866	\$ (268,699)	-6%
<u>Revenues</u>					
Use of Money & Property	\$ 10,151	\$ 0	\$ 0	\$ 0	0%
State Aid	(579,389)	6,000	4,500	(1,500)	-25%
Charges for Services	14,942	11,300	14,804	3,504	31%
Miscellaneous Revenues	12,343	0	0	0	0%
Intrafund Revenues	2,782,560	3,335,565	3,037,396	(298,169)	-9%
Total Revenues	\$ 2,240,607	\$ 3,352,865	\$ 3,056,700	\$ (296,165)	-9%
<u>Net County Cost</u>	\$ 1,154,862	\$ 782,700	\$ 810,166	\$ 27,466	4%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	37	38	34	4	

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 the Criminal Division.

OVERVIEW

The 2005-06 Recommended Budget of \$3,866,866 reflects an increase in net County cost over the 2004-05 Adopted Budget due to the increase in negotiated COLA and benefit costs. Funding for Welfare Fraud Services is provided by the Department of Employment and Temporary Assistance Budget (5610) and is recommended at an increase over the prior year level to sustain current service level operations. The Child Abduction Unit is funded through Senate Bill 90 State Mandate reimbursements, which have been deferred by the State. Funding for this unit (\$810,166) is included as an above target request in the District Attorney Criminal budget (2860), to backfill the deferred State payments and to retain six positions.

The Special Remedies Unit has been funded through the Department of Child Support Services Budget (5110) since its inception, but has been deleted from this budget due to Department of Child Support Services' decision to terminate funding of this program for 2005-06. The Department is requesting that the Board determine whether funds should be made available from Child support Services to continue this program.

The Training Unit is funded through the Welfare Fraud, Child Abduction, District Attorney, and District Attorney-Grants budgets. Staffing is recommended at 34 positions, a reduction of 4 positions 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, child care 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. 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. The Department of Child Support Services (DCSS) has decided not to continue the funding for this program for 2005-06. This Department is recommending that the Board of Supervisors direct DCSS to prioritize funding of the Special Remedies unit and continue the program for 2005-06. The Child Abduction Unit has 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.

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

SUMMARY OF CAO RECOMMENDATIONS

SALARIES AND BENEFITS

- Salaries and Benefits represent a decrease over the prior year primarily due to the elimination of funding for the Special Remedies Unit and partially offset by additional funding for the Welfare Fraud Program and increases in COLA and benefit costs. Staffing is recommended at 34 positions, a reduction of 4 positions from prior year.

SERVICES AND SUPPLIES

- Services and Supplies represent a decrease due to the loss of funding for the Special Remedies Unit.

OTHER CHARGES

- Other Charges represent department overhead costs, which are allocated as a percentage of direct salaries.

SUMMARY OF REVENUES

- Revenues are recommended at \$3,056,700, a 9% decrease from the prior year.
 - State Aid represents a decrease due to the downsizing of the Child Abduction Unit and associated 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 a decrease from the prior year due to the loss of funding for the Special Remedies program by the Department of Child Support Services Budget (5110) for 2005-06. This revenue reflects the recovery of costs for the Welfare Fraud program from the Department of Employment and Temporary Assistance Budget (5610).

PENDING FACTORS

- The District Attorney is requesting the Board to determine if funding should continue from the Department of Child Support Services for the Special Remedies Unit. If funding is reinstated, four positions will be reinstated in this budget.

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

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1212	Deputy District Attorney IV	2805	5	3	\$ 276,203
1760	Senior District Attorney Investigator	2369	4	4	307,237
1775	Collections Officer	1137	1	1	36,633
1793	Supervising District Attorney Investigator	2525	1	1	81,291
1802	District Attorney Investigator II	1997	15	13	827,576
3078	Supervising Office Assistant I	1065	1	1	34,302
3080	Office Assistant III	938	6	6	178,944
3110	Office Assistant II	843	2	2	48,529
3215	Accountant II	1625	1	1	54,936
3260	Account Clerk III	991	1	1	31,918
3620	Program Technician I	1115	<u>1</u>	<u>1</u>	<u>35,944</u>
Subtotal			38	34	\$ 1,913,511
	Bilingual Skill Pay				<u>3,600</u>
TOTAL REGULAR SALARIES					\$ 1,917,111

FILLED POSITIONS RECOMMENDED FOR DELETION (July 1, 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	\$ 255,994
1802	District Attorney Investigator II	Filled	1997	<u>-2</u>	<u>196,208</u>
	Cost of Restoring Filled Position			-4	\$ 452,202

**GRAND JURY
BUDGET 2870
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 47,529	\$ 45,000	\$ 41,047	\$ (3,953)	-9%
Total Appropriations	\$ 47,529	\$ 45,000	\$ 41,047	\$ (3,953)	-9%
<u>Net County Cost</u>	\$ 47,529	\$ 45,000	\$ 41,047	\$ (3,953)	-9%

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 2005-06 Recommended Budget of \$41,047 represents a decrease in net County cost from the 2004-05 Adopted Budget in order to meet the Target Budget.

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.

**PUBLIC DEFENDER
BUDGET 2880
General Fund**

	Actual 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 8,382,162	\$ 9,512,439	\$ 8,889,970	\$ (622,469)	-7%
Services & Supplies	542,593	638,407	698,393	59,986	9%
Residual Equity Transfers	1,250	0		0	0%
Fixed Assets	12,713	0		0	0%
Total Appropriations	\$ 8,938,718	\$ 10,150,846	\$ 9,588,363	\$ (562,483)	-6%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 456,608	\$ 456,608	\$ 456,608	\$ 0	0%
Charges for Services	1,007,947	811,524	866,104	54,580	7%
State Aid	52,045	37,540	15,916	(21,624)	-58%
Realignment	465,908	465,908	465,908	0	0%
Intrafund Revenues	2,440,053	287,647	308,657	21,010	7%
Total Revenues	\$ 4,422,561	\$ 2,059,227	\$ 2,113,193	\$ 53,966	3%
<u>Net County Cost</u>	\$ 4,516,157	\$ 8,091,619	\$ 7,475,170	\$ (616,449)	-8%
	Budgeted 2003-04	Current 2004-05	Recommended 2005-06	Increase/ Decrease	
Position Summary	102	111	85	(26)	

Department Requests Above Recommended Budget

<u>Appropriations</u>	<u>2005-06</u>
Salaries & Benefits	\$ 3,014,898
Services & Supplies	27,916
Total Appropriations	\$ 3,042,814
<u>Net County Cost</u>	\$ 3,042,814
<u>Additional Positions</u>	44

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 2005-06 Target Budget of \$9,588,363 reflects a decrease in net County cost from the 2004-05 Adopted Budget. Meeting the target budget requires the elimination of 23% of the departmental staff. This represents a major reduction in the number of defense attorneys and investigators. Staffing is recommended at 85 positions, a decrease of 26 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 2004-05, 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. The attorneys assigned to felonies continue to carry caseloads in excess of three times the American Bar Association levels. These caseloads are increasing and in addition the office is currently handling multiple death penalty cases which further drain our most experienced staff.

The relationship between Public Safety departments is such that an increase in one department affects all departments. Effective law enforcement activity and the resulting filing of criminal complaints have caused a steady increase in the demand for Public Defender services. Consequently, not only does the department need to maintain its current staffing level, but also additional attorneys are justified given the increase in the volume of cases and the number of high-profile and complex cases presently handled by the department.

To meet the increase in service level demand, 11 additional staff attorneys are necessary. Two senior attorneys are necessary to provide coverage in serious and complex cases. Four attorneys are necessary to provide for the increased felony caseloads. Four attorneys are necessary for the misdemeanor departments and one additional attorney is needed in the outlying divisions of the Superior Court.

The increased caseloads require additional support staff services. Additionally, the department has implemented a new case management system. This system, coupled with the opening of over 30,000 new files each year, creates an enormous demand on the department's existing support staff. This system requires special expertise to provide maximum benefit and coordinate with ITSD. In order to meet the demand for support

PUBLIC DEFENDER – 2880

services, a Program Technician, five Office Assistants and a Supervising Office Assistant II are necessary.

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. Accordingly, the Public Defender is submitting a three-part request for budget:

1. To maintain a status quo budget to allow for the existing level of service;
2. To add the additional staff for an above status quo budget in order for the department to provide its basic legal service required by law;
3. To maintain parity with any additions that may be approved for other Public Safety departments in order to prevent any broadening of the existing imbalance between the District Attorney's Office and the Public Defender.

SUMMARY OF CAO RECOMMENDATIONS

SIGNIFICANT PROGRAM CHANGES

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

- The elimination of twenty-one 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 three filled Defense Investigators will cause delays in investigating and processing cases, which will ultimately result in higher caseloads.
- The elimination of two 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 7% below the prior year. The recommended budget includes the elimination of 26 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 \$2,113,193, an increase of 3% over 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.

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- State Aid – Estimated to decrease by 58% due to cuts in funding for costs associated with representation of Juvenile Drug Court cases.
- 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 an increase 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.

PENDING FACTORS

- The Public Defender's Office has experienced a steady increase in the number of new cases over the last several years. This last fiscal year has shown a continued increase in cases and this trend is expected to continue throughout Fiscal Year 2005-06.
- These increases are system-wide and include the outlying divisions of the Superior Court. In addition, with the anticipated re-opening of two courts, Sanger and Selma, additional staffing needs will be required to meet the service-level created by the re-opening of these two courts.
- Currently, the Public Defender's Office Major Crimes Team continues to handle high-profile, serious and complex cases. 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 positions is requested with equal priority:

• Six Defense Attorney IV positions	\$ 516,400
• Three Defense Attorney III positions	233,199
• Twelve Defense Attorney II positions	688,091
• One Defense Investigator II position	60,257
• Two Defense Investigator I positions	87,730
• One Office Assistant III position	31,325
• One Office Assistant II position	27,741
• Associated Services & Supplies costs	<u>17,852</u>

<u>REQUEST ABOVE RECOMMENDED BUDGET (CURRENT LEVEL)</u>	<u>\$1,662,595</u>
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PUBLIC DEFENDER – 2880

• Two Senior Defense Attorney positions	\$ 269,466
• Nine Defense Attorney III positions	832,012
• One Program Technician position	43,758
• One Supervising Office Assistant II position	49,642
• Five Office Assistant II positions	175,277
• Associated Services & Supplies costs	<u>10,064</u>

<u>REQUEST ABOVE CURRENT SERVICE LEVEL</u>	<u>\$1,380,219</u>
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<u>TOTAL DEPARTMENT REQUESTS ABOVE RECOMMENDED BUDGET</u>	<u>\$3,042,814</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	\$ 121,568
0267	Assistant Public Defender	C	1	1	111,520
1208	Chief Defense Attorney	D	5	5	526,527
2209	Administrative Services Assistant	H	1	1	50,989
1245	Senior Defense Attorney	3094	10	10	995,067
1243	Defense Attorney IV	2875	35	29	2,770,033
1242	Defense Attorney III	2457	3	0	57,275
1241	Defense Attorney II	2046	12	0	165,903
1240	Defense Attorney I	1600	2	2	86,801
1766	Senior Defense Investigator	2211	1	1	63,955
1765	Defense Investigator II	1792	8	7	407,800
1764	Defense Investigator I	1478	3	1	61,752
1202	Legal Assistant III	1360	1	1	45,289
1203	Legal Assistant I	953	5	5	162,528
3215	Accountant II	1585	1	1	44,239
3140	Secretary III	1048	2	2	67,996
3070	Supervising Office Assistant II	1253	1	1	40,321
3078	Supervising Office Assistant I	1065	1	1	32,622
3080	Office Assistant III	938	10	9	273,100
3110	Office Assistant II	843	8	7	176,335
Subtotal			111	85	\$ 6,261,620
Auto Allowance					6,180
Criminal Law Specialists Incentives					39,018
Bilingual Skill Pay					3,613
TOTAL REGULAR SALARIES					\$ 6,310,431

FILLED POSITIONS RECOMMENDED FOR DELETION (September 30, 2005)

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES & EXPENSES</u>
1243	Defense Attorney IV	Filled	3094	-6	\$ 516,400
1242	Defense Attorney III	Filled	2457	-3	233,199
1241	Defense Attorney II	Filled	2046	-12	688,091
1765	Defense Investigator II	Filled	1792	-1	60,257
1764	Defense Investigator I	Filled	1478	-2	87,730
3080	Office Assistant III	Filled	938	-1	31,325
3110	Office Assistant II	Filled	843	-1	27,741
Cost of Restoring Filled Positions				-26	\$ 1,644,743

**ALTERNATE INDIGENT DEFENSE
BUDGET 2875
General Fund**

	<u>Actual 2003-04</u>	<u>Adopted 2004-05</u>	<u>Recommended 2005-06</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	<u>\$ 3,184,037</u>	<u>\$ 3,245,372</u>	<u>\$ 3,475,371</u>	<u>\$ 229,999</u>	<u>7%</u>
Total Appropriations	\$ 3,184,037	\$ 3,245,372	\$ 3,475,371	\$ 229,999	7%
<u>Revenues</u>					
Fines, Forf. & Penalties	<u>\$ 450,152</u>	<u>\$ 450,151</u>	<u>\$ 450,151</u>	<u>\$ 0</u>	<u>0%</u>
Total Revenues	\$ 450,152	\$ 450,151	\$ 450,151	\$ 0	0%
<u>Net County Cost</u>	\$ 2,733,885	\$ 2,795,221	\$ 3,025,220	\$ 229,999	8%

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 2005-06 Recommended Budget of \$3,475,371 represents an increase in net County cost over the 2004-05 Adopted Budget due to a negotiated increase in the contract for alternate indigent defense. 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.

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, and Professional and Specialized Services for the cost of expert witnesses.

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 increase in the contract amount.
- PeopleSoft Financial Charge for the shared costs of this system.
- Professional and Specialized Services funds anticipated indigent capital case investigations and expert witness costs. An increase is recommended to avoid any shortfall in this line item.
- Court Appointed Attorneys funds the cost of legal services to indigent defendants when the court must appoint a private attorney to a special circumstance case. This category also funds the cost of court appointed attorneys when the first and second level conflict defense services declare conflicts.
- 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, represent 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 2003-04	Adopted 2004-05	Recommended 2005-06	Increase/ Decrease	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Services & Supplies	\$ 646,630	\$ 613,544	\$ 658,673	\$ 45,129	7%
Other Charges	<u>17,266,157</u>	<u>17,036,522</u>	<u>18,422,988</u>	<u>1,386,466</u>	<u>8%</u>
Total Appropriations	\$ 17,912,787	\$ 17,650,066	\$ 19,081,661	\$ 1,431,595	8%
<u>Revenues</u>					
Fines, Forf. & Penalties	\$ 5,264,779	\$ 5,808,850	\$ 6,001,242	\$ 192,392	3%
Charges for Services	5,315,007	4,813,949	5,500,000	686,051	14%
Intrafund Revenues	0	0	0	0	0%
Rev. from Use of Money & Prop	18,195	0	0	0	0%
Misc. Revenues	<u>66,184</u>	<u>331,487</u>	<u>551,250</u>	<u>219,763</u>	<u>66%</u>
Total Revenues	\$ 10,664,165	\$ 10,954,286	\$ 12,052,492	\$ 1,098,206	10%
<u>Net County Cost</u>	\$ 7,248,622	\$ 6,695,780	\$ 7,029,169	\$ 333,389	5%

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 still funded by the County.

OVERVIEW

The 2005-06 Recommended Budget of \$19,081,661 reflects an increase in net County cost over the 2004-05 Adopted Budget, primarily due to an increase in facility rents and required payments to the State. Undesignated fees are reinstated in this budget as revenue and as an appropriation to make the required payment 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 7% increase over 2004-05.

Recommended funding includes:

- Jury and Witness Expense for juror parking. The amount of \$89,280 reflects the contracted price with the City of Fresno at the same level as the prior year.
- Rents and Leases-Buildings represent an increase due to negotiated rent increases for court facilities and projected rent for a replacement Selma court facility.

OTHER CHARGES

- Other Charges of \$18,422,988 reflect an 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 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. This amount does not change from year to year.

COURT ANCILLARY SERVICES – 2838

- An estimated \$3.48 million that includes growth revenue which will be forwarded to the State under the Trial Court Funding Act provisions, and undesignated fees which must be shifted to the State under an agreement with counties.
- Judicial benefits paid under an agreement between the courts and the County.

SUMMARY OF REVENUES

- Revenues are recommended at \$12,052,492, an increase over the prior year based on actual receipts over the last two fiscal years.
 - Fines, Forfeitures, and Penalties - Conservatively estimated at the prior year level 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.
 - Miscellaneous Revenues - Undesignated fees revenue is included in this budget, and appropriated for the required payment to the State as described above.