

# County of Fresno 2013-2014 Proposed Budget

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## County of Fresno

COUNTY ADMINISTRATIVE OFFICE

**JOHN NAVARRETTE**

COUNTY ADMINISTRATIVE OFFICER

May 24, 2013

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

Dear Board of Supervisors Members:

The budget transmittal letter for FY 2012-13 acknowledged that your Board has been taking the actions necessary to prepare this County for the fiscal challenges ahead. Fiscal Year 2012-13 presented numerous opportunities to exhibit that your Board, working with administration, department heads, line staff and our community partners, was indeed prepared.

- Implementation of AB 109 Public Safety Realignment continued in FY 2012-13 with approval of updates to the 2011 Implementation Plan by the Community Corrections Partnership (CCP) on March 15, 2013 and the Board of Supervisors on April 23, 2013. With the continuation of AB 109 funding for jail beds (including medical services) and Post-Release Community Supervision (PRCS) functions along with other services for the realigned population, the update included an expansion in evidence-based programs and services to reduce crime and recidivism while promoting a reduction in criminal victimization and increased public safety. These include the addition of:
  - A jail transition pod with programs and services (education, substance abuse, and community services) to help the offender transition from custody to the community;
  - Counseling and case management services designed to reduce recidivism for both in-custody and out-of-custody offenders, as well as those individuals in the pre-trial stage;
  - Homeless offender services for those on PRCS, and completing the jail transition pod and pre-trial programs (these services will be designed to divert offenders from the cycle of incarceration and homelessness), and
  - A shift in funding to provide employment services to offenders.

Working with our Sacramento lobbyists, in conjunction with other San Joaquin Valley counties, we continue to stress at the local and State level the need for growth and ongoing AB 109 funding to be based on per offender allocations to address the disparities under the current allocation formula. In this manner counties with high volume caseloads, as with Fresno County, can gain a measure of equity thereby providing all counties the ability to adequately address the AB 109 realigned population. As a member of the Realignment Allocation Committee, I will continue to carry the Board's message for equity and work with our lobbyists towards that effort.

BOARD OF SUPERVISORS  
May 24, 2013  
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- Animal Control transition of services began March 28, 2012, when the Central California Society for the Prevention of Cruelty to Animals notified the County that they would be terminating their contract to provide services effective September 30, 2012. Numerous meetings, negotiations, and a request for proposal to contract, resulted in services via the new contractor, Liberty Animal Services, becoming operative October 1, 2012, temporarily located at the re-purposed former Coroner facility. This is a success story with reduced costs and improved services based on community input and interaction, Board action and the Public Health Department's responsiveness.
- The Department of Social Services (DSS) implemented a Service Center model for the Medi-Cal and CalFresh programs which has created efficiencies and streamlined business processes that will help with the implementation of the Patient Protection and Affordable Care Act (ACA).
  - In July 2012, DSS launched the Service Center design and build stage with a goal of improving customer service; leveraging new or improved technology; increasing quality assurance; improving business efficiencies; and keeping staff and the community informed and prepared for future changes.
  - In February 2013, six lobbies were redesigned to help clients better navigate the application process, standardize business practice and improve timeliness of services. The new redesigned lobbies include self check-in kiosks with a lobby traffic system; upfront imaging; Benefits CalWIN Stations (for online applications and services); phone stations; and appointment management system technology.
  - In April 2013, DSS launched an ongoing Medi-Cal and CalFresh Service Center which included expansion of the call center; implementation of the task management tool for workload distribution; online case files; phone interviews, and centralized mail imagining.
  - In May 2013, DSS expanded the Service Center for the Medi-Cal and CalFresh Intake services.
- September 12, 2012, the Public Employee Pension Reform Act (PEPRA) was signed into law (AB 340 and AB 197). Personnel acted in early January to ensure the County was in compliance bringing an item authorizing the continued use of retirees who were in the workforce prior to PEPRA. The Board approved and confirmed rates for the new PEPRA retirement tier. Two department head positions have been recommended by the CAO and approved by resolution of your Board to return under the new PEPRA guidelines as extra-help.
- Early in the current fiscal year, your financial management team recognized an opportunity in the current financial marketplace to use our excellent credit rating, based on sound fiscal management practices, to refinance existing lease revenue bonds to reduce the County's debt burden in the future. Your debt advisory committee and Board supported those recommendations and bonds were successfully sold in September, 2012.

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- While the planning process began in 2010 when the Federal government enacted the Patient Protection and Affordable Care Act, since February 2013 local county agency engagement has intensified in preparation for the upcoming ACA responsibilities in our multiple capacities: as a social service eligibility agency, a healthcare provider agency, as well as an employer. Personnel and the Auditor-Controller/Treasurer-Tax Collector have taken preliminary steps to prepare the County of Fresno to respond as an employer subject to the ACA.
- Service and facility assessments are currently underway with recommendations for corrective actions being developed to address the needed improvements for access to healthcare for those adults and juveniles in custody, including infrastructure concerns and current regulations such as the Health Insurance Portability and Accountability Act privacy rule. The recommended budget includes a designation for budget mitigation which may be used to address this matter.

Throughout the current year your Board has continued to manage in a fiscally responsible manner, ensuring maintenance of your excellent credit rating by processing year-end and quarterly budget variance reviews as regularly scheduled Board items; and taking decisive action in real time to ensure that the County budget remained in balance when revenues or expenditures varied from the budgeted projections. Your Board continued the practice of not backfilling loss of State, Federal or grant funds with discretionary revenues ensuring that service levels would be sustainable in the upcoming budget year. Your Board also directed the addition of \$1,52M to the General Reserve in the FY 2012-13 Adopted Budget bringing the current total to \$12.9M.

The economy is showing signs of recovery with Proposition 172: Local Public Safety Sales Tax revenues being budgeted in FY 2013-14 at a 9.5% increase over the amounts budgeted for the current year. Your Board updated fees through the Master Schedule of Fee process, balancing the need for off-setting revenues with the desire to not hamper local economic recovery by overburdening the public with fee increases.

The County workforce is being rebuilt with positions being added in Social Services related to implementation of the ACA, and in public safety to continue to address jail needs and public safety realignment workloads. The recommended budget for FY 2013-14 includes funding for 6922 positions, an increase of 236 positions over the current year adopted budget.

The changes that have been implemented focused on expanding channels through which services are provided from streamlining lobbies to expansion of use of phones, internet and mail for provision of services. In addition, the new model of doing business provides flexibility of sharing work across offices which will help address caseload increases and significant program changes such as ACA.

#### Acknowledgements

Special thanks to the appointed and elected department heads and their staff for their cooperation in developing this recommended budget. The Auditor-Controller/Treasurer-Tax Collector and Internal Services Departments are essential to the production and distribution of this budget material to the Board and the public. Analysts and support staff of the County

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Administrative Office have done a remarkable job of preparing and assembling the requested documents to provide transparency to the Board and the public as the County of Fresno does the business of adopting a balanced budget.

Budget Hearing Schedule

Budget Hearings on the FY 2013-14 Fresno County Proposed Budget will begin on Monday, June 10, 2013 at 9:00 a.m. in the Board Chambers, with Budget adoption tentatively scheduled for Friday, June 14, 2013.

Respectfully submitted,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

John A. Navarrette  
County Administrative Officer

# Summary of Funds

SUMMARY OF FUNDS			
REQUIREMENTS	2012-13 Adopted	2013-14 Recommended	Increase/ (Decrease)
<u>General Fund</u>			
Administration and Fiscal	\$ 56,773,113	\$ 64,336,455	\$ 7,563,342
Contingencies/Resv./Designations	2,020,468	19,186,456	17,165,988
Justice Services	326,465,803	335,949,275	9,483,472
Land Use and Development	47,912,194	44,457,072	(3,455,122)
Capital Projects	380,507	0	(380,507)
Human Services	804,178,516	852,469,672	48,291,156
Internal Services	3,998,731	4,372,126	373,395
<b>TOTAL GENERAL FUND</b>	<b>\$ 1,241,729,332</b>	<b>\$ 1,320,771,056</b>	<b>\$ 79,041,724</b>
<u>Other Funds</u>			
Road	\$ 55,782,330	\$ 54,441,855	\$ (1,340,475)
Reserve/Designation	0	2,801,719	2,801,719
Emergency Medical Services	1,440,968	1,361,195	(79,773)
Library Funds	26,504,616	29,504,872	3,000,256
Internal Service Funds	186,298,545	187,940,426	1,641,881
Reserve/Designation	489,375	3,342,328	2,852,953
Health & Welfare Trust	155,001,075	159,270,509	4,269,434
Local Revenue Fund 2011	97,842,371	126,493,591	28,651,220
Debt Service	10,043,464	10,029,523	(13,941)
Enterprise Funds	23,942,038	42,989,516	19,047,478
Reserve/Designation	48,803	8,362	(40,441)
Other Miscellaneous	29,160	9,280	(19,880)
Designation	428	8,920	8,492
<b>TOTAL OTHER FUNDS</b>	<b>\$ 557,423,173</b>	<b>\$ 618,202,096</b>	<b>\$ 60,778,923</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,799,152,505</b>	<b>\$ 1,938,973,152</b>	<b>\$ 139,820,647</b>
<u>AVAILABLE FINANCING</u>			
<u>Revenues</u>			
Taxes	\$ 233,170,968	\$ 240,125,139	\$ 6,954,171
Licenses, Permits, and Franchises	8,504,334	8,902,054	397,720
Fines, Forfeitures, and Penalties	8,294,294	9,634,014	1,339,720
Use of Money and Property	4,639,760	3,748,677	(891,083)
State Aid	327,793,922	367,049,732	39,255,810
Federal Aid	338,044,116	359,608,082	21,563,966
Other Govt'l Aid	3,011,607	3,270,171	258,564
Charges for Services	81,162,569	65,121,596	(16,040,973)
Miscellaneous Revenues	16,789,461	15,308,169	(1,481,292)
Other Financing Sources	263,741,588	278,160,364	14,418,776
Intrafund Revenues	28,912,611	33,225,236	4,312,625
Realignment Trust Funds	155,001,075	159,270,509	4,269,434
Local Revenue Fund 2011	97,842,371	126,493,591	28,651,220
Enterprise Revenues	17,580,800	18,463,720	882,920
Internal Service Fund Revenues	181,861,385	186,344,651	4,483,266
<b>TOTAL REVENUES</b>	<b>\$ 1,766,350,861</b>	<b>\$ 1,874,725,705</b>	<b>\$ 108,374,844</b>
<u>Fund Balance</u>			
General Fund	\$ 14,056,774	\$ 30,983,437	\$ 16,926,663
Other Funds	18,744,870	33,264,010	14,519,140
<b>TOTAL FUND BALANCE</b>	<b>\$ 32,801,644</b>	<b>\$ 64,247,447</b>	<b>\$ 31,445,803</b>
<b>TOTAL FINANCING</b>	<b>\$ 1,799,152,505</b>	<b>\$ 1,938,973,152</b>	<b>\$ 139,820,647</b>



<b>RECOMMENDED PERMANENT STAFFING</b>				
	<u>CURRENT 2012-13</u>	<u>RECOMMENDED 2013-14</u>	<u>INCREASE/ (DECREASE)</u>	
<b><u>GENERAL FUND</u></b>				
Administration & Fiscal Services	330	343	13	4%
Justice Services	2,137	2,168	31	1%
Land Use & Development Services	182	190	8	4%
Human Services	<u>3,328</u>	<u>3,330</u>	<u>2</u>	0%
<b>TOTAL GENERAL FUND</b>	<b>5,977</b>	<b>6,031</b>	<b>54</b>	1%
<b><u>OTHER FUNDS</u></b>				
Road/Disposal Funds	255	252	(3)	(1%)
Library Funds	291	304	13	4%
Internal Services Funds	<u>334</u>	<u>335</u>	<u>1</u>	0%
<b>TOTAL OTHER FUNDS</b>	<b>880</b>	<b>891</b>	<b>11</b>	1%
<b><u>TOTAL ALL FUNDS</u></b>	<b><u>6,857</u></b>	<b><u>6,922</u></b>	<b><u>65</u></b>	<b><u>1%</u></b>

FINANCING OF NET COUNTY COST (NCC) BY SYSTEM IN MILLIONS					
	2012-13 ADOPTED NCC	2013-14 RECOMMENDED NCC	INCREASE/ (DECREASE)		
<b><u>SOURCES</u></b>					
<b><u>COUNTYWIDE REVENUES</u></b>					
COUNTYWIDE REVENUE	\$ 218.8	\$ 221.8	\$ 3.0	1%	
REALIGNMENT VLF	25.4	34.3	8.9	35%	
<b>TOTAL COUNTYWIDE REVENUES</b>	<b>\$ 244.2</b>	<b>\$ 256.1</b>	<b>\$ 11.9</b>	<b>5%</b>	
<b><u>FUND BALANCE/RESERVES/DESIGNATIONS</u></b>					
FUND BALANCE	\$ 14.1	\$ 31.0	\$ 16.9	120%	
<b>TOTAL FUND BALANCE/RESERVES/DESIG.</b>	<b>\$ 14.1</b>	<b>\$ 31.0</b>	<b>\$ 16.9</b>	<b>120%</b>	
<b>TOTAL GENERAL FUND SOURCES TO FINANCE NET COUNTY COST</b>	<b>\$ 258.3</b>	<b>\$ 287.1</b>	<b>\$ 28.8</b>	<b>11%</b>	
<b><u>DISTRIBUTION</u></b>					
ADMINISTRATION & FISCAL	\$ 30.2	\$ 35.5	\$ 5.3	18%	
CONTINGENCIES/RESV./DESIGNATIONS	2.0	19.2	17.2	860%	
JUSTICE SERVICES	149.2	152.5	3.3	2%	
LAND USE & DEVELOPMENT	6.0	6.1	0.1	2%	
HUMAN SERVICES SYSTEM	69.4	71.8	2.4	3%	
INTERNAL SERVICES	1.5	2.0	0.5	33%	
<b>TOTAL DISTRIBUTION OF NET COUNTY COST</b>	<b>\$ 258.3</b>	<b>\$ 287.1</b>	<b>\$ 28.8</b>	<b>11%</b>	

PROPOSITION 172 BUDGETING AS DEPARTMENTAL REVENUE			
		ADOPTED FY 2012-13	RECOMMENDED FY 2013-14
Prop 172 Total Estimated		\$55,000,000	\$60,225,000
Sheriff	64%	\$35,200,000	\$38,544,000
District Attorney	11%	\$6,050,000	\$6,624,750
Probation	25%	\$13,750,000	\$15,056,250
PROPOSITION 172 REVENUES ARE BUDGETED AT A 9.5% INCREASE OVER CURRENT YEAR ADOPTED AMOUNTS			





**Sheriff  
BUDGET 3111  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 128,341,093	\$ 135,479,589	\$ 140,912,638	\$ 5,433,049	4%
Services and Supplies	24,786,072	26,193,869	26,940,448	746,579	3%
Other Charges	6,981	7,411		(7,411)	-100%
General Fixed Assets	1,598,728	-	36,000	36,000	100%
Total Appropriations	\$ 154,732,874	\$ 161,680,869	\$ 167,889,086	\$ 6,208,217	4%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$ 167,924	\$ 139,235	\$ 175,000	\$ 35,765	26%
Fines, Forfeitures & Penalties	776,551	498,663	498,663	-	0%
Rev From Use of Money & Prop	2,433	-		-	0%
Intergovernment Revenues - St	37,320,805	37,471,013	40,934,157	3,463,144	9%
Intergovernment Rev-Federal	3,694,934	3,074,895	2,001,914	(1,072,981)	-35%
Intergovernment Revenue-Other	264,745	123,207	146,171	22,964	19%
Charges For Services	11,841,427	12,922,970	10,890,722	(2,032,248)	-16%
Miscellaneous Revenues	113,768	89,402	184,274	94,872	106%
Other Financing Sources	23,387,152	29,788,060	30,652,359	864,299	3%
Intrafund Revenue	1,001,275	334,074	293,000	(41,074)	-12%
Total Revenues	\$ 78,571,013	\$ 84,441,519	\$ 85,776,260	\$ 1,334,741	2%
<b><u>Net County Cost</u></b>	<b>\$ 76,161,861</b>	<b>\$ 77,239,350</b>	<b>\$ 82,112,826</b>	<b>\$ 4,873,476</b>	<b>6%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	998	1,024	1,035	11	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **SHERIFF - 3111**

### **FUNCTION**

The Office of the Sheriff is responsible for the apprehension of criminal suspects for crimes committed in the unincorporated areas of Fresno County. This includes investigation, gathering, documentation, preservation, analysis, and court testimony for evidence seized. The Office of the Sheriff is also responsible for providing for judicial protection, bailiff services, public screening, and court security. A third major responsibility of the Sheriff is the operation of jail facilities for the County. The detention facilities are used to detain persons awaiting court appearance and to house convicted inmates sentenced to serve terms in the local jail. The Sheriff is also mandated to serve civil court documents and fulfills or facilitates crime prevention activities, often through community and youth services programs, that afford education, professional expertise, and law enforcement presence for communities, schools, youth and neighborhood associations.

This budget finances these activities and includes Sheriff revenues from over 50 sources including inmate processing fees, Federal inmate housing charges, 2011 Realignment funding, contracts for law enforcement and Court security services, Public Safety sales tax (Proposition 172), and various service fees and grant funding.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$167,889,086 represents a 4%, (\$6,208,217) increase in appropriations over the FY 2012-13 Adopted Budget primarily due to full-year costs associated with the opening of the last closed floor of the North Annex Jail, the addition of 15 Correctional Officer positions, and the implementation of the Jail Transition Pod with AB 109 (2011 Realignment) public safety funding. The FY 2013-14 Recommended Budget reflects a 2% (\$1,334,741) increase in estimated revenue over FY 2012-13 Adopted Budget primarily due to an increase in AB 109 (2011 Realignment) public safety funding and additional Proposition 172 revenue based on current year actual receipts, partially offset by a reduction in Federal inmate housing revenue and a decrease in Federal funding associated with the expiration of grants. A 3% (\$1,832,929) salary savings has been used in calculating Regular Salaries (Account 6100) in the recommended budget. A \$1,589,709 savings in combined related benefits has been calculated for Retirement, OASDI, and Health Insurance. Staffing is recommended at 1,035 positions, a net increase of 11 positions over the current year.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** The Sheriff's Office will not exceed the authorized appropriations approved by the Board of Supervisors. The Sheriff's Office will continuously review expenditures and revenues and will report any variances to the County Administrative Office, as needed, but not less than quarterly.
- **Outcome/Result:** This goal was met. The department monitored expenditures and revenue throughout the fiscal year resulting in an estimated savings of \$1,100,000 in budgeted net County cost (NCC) for FY 2012-13. This amount is included as NCC carryover in the recommended budget. Any additional savings will be redirected to fund balance.

**FY 2013-14**

- **Goal:** The Sheriff's Office will not exceed the authorized appropriations approved by the Board of Supervisors. The Sheriff's Office will continuously review expenditures and revenues and will report any variances to the County Administrative Office, as needed, but not less than quarterly.
- **Performance Metric:** Quarterly monitoring through variance analysis and reports.

**Operational Goal**

**FY 2012-13**

Detention:

- Process inmates through booking within 12 hours
- Prioritize court ordered jail releases first
- Prioritize bail releases

**Outcomes/Results:** These goals were met and jail staff continues to monitor on a regular basis.

Field Services:

- Calls for service will be dispatched within the following timelines:
  - Priority 1 = 3 minutes
  - Priority 2 = 20 minutes
  - Priority 3 = 4 hours
  - Priority 4 = 4 hours

**Outcomes/Results:** The Operational Bureau met all four Priority goals. Review of 2012 dispatched calls for service:

- Priority 1 = 1.6 minutes
- Priority 2 = 17.1 minutes
- Priority 3 = 17.9 minutes
- Priority 4 = 2 hours
- Complete felony suspect in-custody report by end of shift.

**Outcome/Result:** Patrol Bureau met this goal – no significant issues

- Increase Field Interview Cards (FIC) by 10%

**Outcome/Result:** Patrol Bureau exceeded this goal by accomplishing a 37% increase.

FIC Stats from 2011 – 1,740

FIC Stats from 2012 – 2,382

- Maintain a report return rate of 10% or less (current shift averages between 7%-14%)

**Outcome/Result:** Patrol Bureau met this goal.

Return rate for 2011- 6.6%

Return rate for 2012 - 6.6%

- Reestablish and educate bureau on priority target crimes which are Ag crimes, gang activity, and crimes associated with methamphetamine and marijuana.

**Outcome/Result:** Patrol Bureau met this goal through Area Command meetings with Sergeants to disseminate: agricultural crimes, gang activity, crimes associated with methamphetamine and marijuana.

- Update Criminal Investigation Manual

**Outcome/Result:** The development of a standardized operational case assignment/closure procedure for all detectives in the Sheriff's Office is still in progress. The complexities and evolving nature of the Network Records Management System (NETRMS), as well as available IT / staff resources, make this a continued goal to be accomplished in calendar year 2013.

- Establish Bureau-wide Property/Robbery intelligence meetings and include partner agencies

**Outcome/Result:** Patrol Bureau met this goal by having Area Detective Sergeants establish a weekly briefing every Tuesday at 0730, that includes rotating through each area and inviting allied agencies.

- Share intelligence with similar detective units throughout county to increase case awareness and arrests

**Outcome/Result:** Patrol Bureau met this goal. Patrol Detective Units have established a mutual training day on the last Thursday of the month where time is spent on information sharing on current cases. In addition, weekly reports are forwarded to other investigative units to review (e.g., marijuana/drug related cases are sent to the Narcotics Units that are assigned to patrol detectives due to the nature of the crime (burglary). They are also sent to person crimes detectives and are shared for those crimes that are worked by patrol but have a nexus to them (e.g., assault with a deadly weapon at home invasion).

- Improve interaction with patrol in regards to current crime trends and proactive enforcement in affected areas (Intelligence led policing)

**Outcome/Result:** Patrol Bureau met this goal by having the Patrol and Detective Sergeants implement crime mapping which includes: Crimereports.com, Dashboard views of crime trends during briefing, and deploying based on the information.

- Implement strategic deployment based on crime mapping

**Outcome/Result:** Patrol Bureau initiated but has not met on a regular/consistent basis. Patrol and detectives have utilized crime mapping for deployment for proactive investigations and press details in hot spots and would like to assess data in the future to consider deploying patrol based on crime trends not on beat lines.

- Establish a baseline for current level of consumed time for patrol. The intent is to evaluate the amount of time patrol deputies spend answering calls for service and to determine how much time can be reallocated to increased directed enforcement activity (in the past the target has been an average of 60% consumed time).

**Outcome/Result:** Goal in progress. Area Commanders evaluating how is consumed time actually measured and determining how to capture accurately what a Deputy Sheriff does during a shift.

Detectives:

- Implement consistent Bureau-wide case assignment/case closure procedures

**Outcome/Result:** The development of a standardized operational case assignment/closure procedure for all detectives in the Sheriff's Office is still in progress. The complexities and evolving nature of NETRMS, as well as available IT / staff resources, make this a continued goal to be accomplished in calendar year 2013.

- Improve the crime tracking mechanism for Part 1 and Part 2 crimes to develop more effective response strategies



**Outcome/Result:** The Sheriff's Office is in the process of identifying and implementing crime analysis tools (e.g., [www.crimereports.com](http://www.crimereports.com)). The department will continue to train and pursue real time crime analysis as a means to target and reduce Part I crimes. The elimination of a crime analysis unit / personnel due to fiscal constraints left the crime analysis component on an ad hoc basis with field supervisors. In addition, at this point the emphasis has been on Part I crimes; the Office does not target Part 2 crimes.

- Continue to target multiple acre marijuana grows which have been used as a source to traffic marijuana across the nation by vehicle and U.S. Postal Service, as well as private delivery services

**Outcome/Result:** The Sheriff's Office served 50 federal search warrants in Fresno County to eradicate multi-acre marijuana grows. However, that was less than 25% of the identified grows in Fresno County in 2012. The Sheriff's Office aggressively conducted interdiction of marijuana distribution throughout the entire year of 2012. Below is the plant count and statistics of finished products seized in 2012.

	<u>Marijuana in Pounds</u>	<u>Marijuana Plant Count</u>
2012 Highway Interdiction .....	324.35 lbs. ....	75
2012 Parcels .....	755.95 lbs.	
2012 Marijuana Erad. ....	<u>1,856.00 lbs.</u> .....	<u>80,974</u>
Total .....	2,936.30 lbs. ....	81,049 Plants

- Continue the effort towards 100% eradication and reclamation of all marijuana on public lands

**Outcome/Result:** The Sheriff's Office met this goal of 100% eradication and reclamation of marijuana grows on public lands for 2012.

#### **FY 2013-14**

##### **Operational Goals:**

###### Detention:

- Reduce jail violence by 10%
- Reduce the number of inmate grievances by 10%.
- Monitor and evaluate the progress of the newly established Jail Transition Pod

###### Field Services:

- Reduce the number of at-fault accidents by 10%
- Report writing return rate (from Supervisors to line staff) of not more than 10%
- Increase "consumed time" for Deputy Sheriffs (consumed time is defined as those call types that are related to productive time and include: report writing, house checks, and those items directly related to a crime report/follow-up or self-initiated activity)
- Establish Target Crimes for Area-Based follow-up
- Implement Intelligence sharing through the use of technology

###### Detectives:

- Complete the process with the FBI to become a combined DNA index system site and be added to the National DNA index system for DNA searches
- Fill vacancies to reduce payment processing time to one week in the Civil Unit
- Reduce the amount of property/evidence currently in storage
- Increase the homicide clearance rate from 56.5% in 2012 to a minimum of 75%

- Educate additional school age children by implementing the radKIDS educational and child safety awareness program, which is based upon personal empowerment and safety education directed at elementary school age children
- Increase sex registrant offender (PC 290) compliance throughout Fresno County
- Increase the amount of pro-active Peer 2 Peer cases initiated by our affiliated Internet Crimes Against Children task force agencies
- Assist in the implementation of an enforceable county ordinance to prohibit outdoor marijuana grows
- Disrupt and dismantle drug trafficking organizations operating in Fresno County
- Decrease the sales of alcohol to minors through decoy operations at licensed establishments and undercover shoulder tap operations.
- **Performance Metric:** The Sheriff's Office will measure these goals on a monthly, quarterly, or semi-annual basis.

### **Departmental Goal**

#### **FY 2012-13**

- Update website
  - Make it more interactive for public use
  - Provide public access to criminal activity information

**Outcome/Result:** [www.fresnosheriff.org](http://www.fresnosheriff.org) website rewritten in an up-to-date, open source content management system, facilitating non-programmer updates to keep content current. Site provides public access to online crime reporting, crime mapping and access to crime stoppers and neighborhood watch while providing an opportunity for the public to sign-up online for alerts from local public safety agencies.

- Improve/standardize methods for reporting of Uniform Crime Reporting (UCR) data

**Outcome/Result:** Custom UCR reconciliation reports were developed and implemented along with training and support for our allied agencies. The Sheriff's Office is taking the lead in working with Motorola to implement system enhancements to better translate the FBI standard reporting into California's UCR standard.

#### **FY 2013-14**

- **Goal:** Maintain an ongoing partnership with the community, based on communication, cooperation and trust to promote an environment that ensures safety and peace while treating all persons with dignity and respect.
- **Performance Metric:** Implementation of an early warning system to assist supervisors in identifying employee performance that may be inconsistent with the mission, vision, or values of the Sheriff's Office.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

In November of 2012, the Fresno County Sheriff's Office and the Fresno County Probation Department were selected to be part of the National Transition from Jail to Community Initiative (TJC). Through the award, the agencies have begun a process to reverse the trend of criminal recidivism in adult correctional populations. Through the provision of evidence based planning, the jail committed to

develop jail services and programs that connect to a continuum of community services designed to enhance successful integration. This program, offset with AB 109 (2011 Realignment) public safety funding, will consist of a 72 bed pod located in the North Annex Jail. Offenders will receive services and programs aligned with evidenced based practices that are responsive to the offender's needs. Staffing for the transition pod will include: one Correctional Sergeant, two Correctional Officers, one Social Worker, and two Deputy Probation Officer positions. Full-year funding for this program in the amount of \$651,888 is included in the recommended budget.

The addition of 15 Correctional Officer positions as Phase 1 of addressing the conversion of overtime costs to full-time positions for jail staffing.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$140,912,638, represent a 4% (\$5,433,049) increase over the current year adopted budget primarily due to full-year funding for positions associated with the opening of the last closed floor of the North Annex Jail, implementation of the Jail Transition Pod, and the addition of 15 Correctional Officer positions for jail staffing. Staffing is recommended for 1,035 positions.

Recommended funding includes:

- Account 6100, Regular Salaries represent a 4% (\$2,519,416) increase over the current year primarily due to full-year funding of 23 Correctional Officer associated with the jail floor that opened on January 1, 2013.
- The addition of 15 Correctional Officer positions to address jail staffing needs.
- Full-year costs for four positions associated with implementation of the Jail Transition Pod (one Correctional Sergeant, two Correctional Officers, and one Social Worker).
- Account 6300, Overtime reflects a 2.5% (\$134,017) decrease from the current year based on a reallocation of funds to partially offset the costs for 15 new Correctional Officer positions.
- Account 6400, Retirement represents a 5% (\$2,466,537) increase, and Account 6600, Health Insurance reflects a 3% (\$171,803) increase over the current year primarily due to full-year funding of positions for the floor that opened on January 1, 2013; 15 new Correctional Officer positions; and FY 2013-14 rates.

### **Services and Supplies**

- Services and Supplies, recommended at \$26,940,448, represent a 3% (\$746,579) increase over the current year adopted budget primarily due to full-year clothing and food costs associated with the jail floor that opened on January 1, 2013.

Recommended funding includes:

- Account 7025, Clothing and Personal Supplies represent a 58% (\$58,944) increase, and Account 7055, Food represents a 9% (\$452,729) increase over the current year primarily due to full-year funding for the jail floor that opened midyear 2012-13.
- Account 7101, Liability Insurance reflects an 11% (\$205,284) decrease from the current year based on FY 2013-14 rates and prior claim history.
- Account 7345, Facility Services Rent represents a 16% (\$483,611) increase and Account 7430 Utilities represent a 19% (\$599,893) increase over the current year primarily due to full-year funding for the jail floor that opened on January 1, 2013.

- Account 7385, Small Tools and Instruments reflect a 57% (\$205,446) decrease, and Account

7400, Special Departmental Expense represents a 14% (\$373,064) decrease from the current year due primarily to the elimination of grants.

### **Other Charges**

- Other Charges, for ambulance transportation from the field to the detention facility and charges to use the Internal Services Department lease agreement are now budgeted in Services and Supplies, Account 7295, Professional and Specialized Services.

### **Fixed Assets**

- Fixed Assets represent the purchase of a vehicle for the Jail Transition Pod utilizing AB 109 funding.
- (1) Vehicle ..... \$36,000 ..... New - Jail Transition POD

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$85,776,260, a 2% (\$1,334,741) increase over the current year adopted budget primarily due to an increase in Public Safety Proposition 172 sales tax and full-year AB 109 (2011 Realignment) public safety funding for the Jail Transition Pod.
  - Licenses, Permits, and Franchises (\$175,000) – Reflect a 26% (\$35,765) increase based on current year actual receipts from gun permits.
  - Fines, Forfeitures, and Penalties (\$498,663) – Represent no change from the current year in the allocation of Criminal Justice Temporary Construction funds.
  - Intergovernmental Revenues-State (\$40,934,157) – Reflects a 9% (\$3,463,144) increase primarily due to an estimated growth in Public Safety Proposition 172 sales tax revenue based on current year actual receipts.
  - Intergovernmental Revenues–Federal (\$2,001,914) – Represents a 35% (\$1,072,981) decrease primarily due to the elimination of Federal grants.
  - Intergovernmental Revenues-Other (\$146,171) – Reflects a 19% (\$22,964) increase based on costs for the Cal-ID Remote Access Network (RAN) program in FY 2013-14.
  - Charges for Services (\$10,890,722) – Represent a 16% (\$2,032,248) decrease primarily due to a reduction in estimated Federal inmate housing revenue from \$8.1 million to \$6.3 million for FY 2013-14 based on a decrease in the average Federal inmate count during the current year.
  - Miscellaneous Revenues (\$184,274) – Reflects a 106% (\$94,872) increase primarily due to additional budgeted Sheriff trust fund revenue for one-time projects/expenses.
  - Other Financing Sources (\$30,652,359) – Represent a 3% (\$864,299) increase primarily due to additional AB 109 (2011 Realignment) public safety funding for the Jail Transition Pod.
  - Intrafund Revenue (\$293,000) – Reflects a 12% (\$41,074) decrease due to a reduction in estimated revenue from the Community Development Block Grant and the Off-Road Vehicle program.
  - Net County Cost (NCC) carryover – The Sheriff's Office NCC allocation for FY 2013-14 includes an additional \$1,100,000 that is based on the department's projected NCC carryover from FY 2012-13. The carryover is based on budget instructions and CAO approval for 100% of projected NCC savings from FY 2012-13.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated	FY 2013-14 Recommended
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		Actual	
Acct # - Licenses, Permits, & Franchises			
3193 - Guns, Explosive Fees	139,235	152,723	175,000
<b>Total</b>	<b>\$ 139,235</b>	<b>\$ 152,723</b>	<b>\$ 175,000</b>
Acct # - Fines, Forfeitures, & Penalties			
3308 - Criminal Justice Temporary Construction	498,663	498,663	498,663
<b>Total</b>	<b>\$ 498,663</b>	<b>\$ 498,663</b>	<b>\$ 498,663</b>
Acct # - Revenue from the Use of Money			
3315 - Asset Forfeiture	0	485,582	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 485,582</b>	<b>\$ 0</b>

Acct # - Intergovernment Revenues – State			
3575 – Boating Grant	452,764	289,563	452,764
3575 – Prop 69	380,000	188,926	378,000
3575 – Off Highway Vehicle	46,668	46,668	38,875
3575 – STC	212,395	212,395	197,725
3575 – POST OT Reimbursement	88,000	88,000	91,000
3575 – HEAT fund	705,000	336,603	705,000
3575 – ICAC Cal-EMA Grant	0	17,405	100,000
3575 – Indian Gaming	378,310	423,792	423,793
3575 – DNA Coverdell Grant	7,876	7,876	3,000
3577 – Prop 172 (Public Safety Sales Tax)	35,200,000	37,180,537	38,544,000
<b>Total</b>	<b>\$ 37,471,013</b>	<b>\$ 38,791,765</b>	<b>\$ 40,934,157</b>
Acct # - Intergovernment Revenues – Federal			
4375 - JAG Assistance	74,536	74,536	67,793
4375 - ICAC 09 Recovery	184,872	184,872	43,773
4375 - ICAC Continuation	296,329	296,329	296,329
4375 - Drug Suppression	393,871	393,871	361,951
4375 - Marijuana Suppression	136,370	136,370	111,565
4375 - Intellectual Property Enforcement	200,000	0	0
4375 - COPS Technology	472,714	0	0
4375 - COPS Child Sexual Predator	491,006	173,675	110,000
4380 - SCAAP	149,759	468,000	304,749
4380 - DCESP	90,000	90,000	116,400
4380 - HIDTA	516,753	516,753	540,000
4380 - DNA Backlog Reduction	68,685	68,685	49,354
<b>Total</b>	<b>\$ 3,074,895</b>	<b>\$ 2,403,091</b>	<b>\$ 2,001,914</b>
Acct # -Intergovernment Revenues – Other			
4841 – Cal-ID RAN	123,207	123,207	146,171
<b>Total</b>	<b>\$ 123,207</b>	<b>\$ 123,207</b>	<b>\$ 146,171</b>
Acct # - Charges for Services			
4941 - Debtors Assessment Fees	155,163	155,163	149,164
4941 – Civil Fees	550,853	550,853	491,000
4941 – OT/School Contracts	85,476	85,476	63,235
4975 – Fig Garden	420,060	420,060	385,368
4975 – US Army Corp of Engineers - Pine Flat	39,412	39,412	40,931
4975 – US Forest Service - Huntington Lake	35,000	35,000	35,000
4975 – Street Level Narcotics	100,000	100,000	100,000
4975 – SJ Law Enforcement	93,834	93,834	93,834
4975 – OCDETF	5,000	0	0
4975 – Joint Terrorism Task Force	4,758	0	0
4975 – Central Unified	199,526	199,526	139,300
4975 – Court Security - Family Support	232,866	232,866	232,866
4975 – Abandoned Vehicle Abatement	179,895	179,895	179,895
4975 – US Forest Service - Marijuana	55,000	55,000	30,000
4975 – Contract Services (Dispatch)	884,000	884,000	976,000

4976 – Clearance Letters	55,572	55,572	58,000
4975 – Post Conviction Drug Court	14,555	14,206	14,555
4976 – Fingerprinting Fees	44,206	44,206	41,000
4896 – IWF Reimbursement	1,508,828	1,508,828	1,558,586
5031 – Prisoner Transport Extraditions	61,805	61,805	38,588
5031 – Parole Revocation Hearings	73,721	73,721	0
5031 – Federal Inmate Housing	8,123,440	7,093,476	6,263,400
<b>Total</b>	<b>\$ 12,922,970</b>	<b>\$ 11,882,899</b>	<b>\$ 10,890,722</b>
Acct # - Miscellaneous Revenues			
5800 - Mello Roos	26,744	26,744	26,744
5800 – Prisoner Processing	0	0	7,000
5800 – Debtors Assessment Fees	0	60,000	50,000
5800 – Records	11,933	11,933	11,000
5800 – Training	0	0	530
5800 – Business Office	725	725	1,000
5800 – CDBG (Sheriff Foundation)	0	0	18,000
5800 – Social Security Incentive	50,000	50,000	50,000
5800 – Lab Fees	0	100,000	20,000
<b>Total</b>	<b>\$ 89,402</b>	<b>\$ 249,402</b>	<b>\$ 184,274</b>
Acct # - Other Financing Sources			
5951 – AB 109	11,575,672	11,575,672	11,784,496
5951 – COPS Front Line Law Enforcement	271,776	271,776	271,776
5951 – Booking Fees	1,400,000	1,400,000	1,400,000
5951 – Jail Transition POD	0	0	651,888
5951 – COPS Jail Services	276,500	276,500	276,500
5951 – Court Security	14,783,496	14,783,496	14,783,497
5951 – CalMMET	1,041,740	1,041,740	1,045,324
5951 – Rural Crime (from DA - AB 118)	438,876	438,876	438,878
<b>Total</b>	<b>\$ 29,788,060</b>	<b>\$ 29,788,060</b>	<b>\$ 30,652,359</b>
Acct # - Intrafund			
5990 - CDBG	326,074	237,356	293,000
5990 – Off-Road Vehicle	8,000	8,000	0
<b>Total</b>	<b>\$ 334,074</b>	<b>\$ 245,356</b>	<b>\$ 293,000</b>
<b>Total Revenues</b>	<b>\$ 84,441,519</b>	<b>\$ 84,620,748</b>	<b>\$ 85,776,260</b>

### **PENDING FACTORS**

Proposition 172 funding is budgeted at a 9.5% increase over the FY 2012-13 Adopted Budget level based on current year actual receipts. Representatives of the Justice agencies (Sheriff, District Attorney, and Probation) met with the Auditor-Controller/Treasurer-Tax Collector and the County Administrative Office to review projections and all agreed to the percentage increase. Representatives of these agencies will continue to monitor this revenue source and any significant deviations that materialize, will be reported to your Board.

**SHERIFF - 3111**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<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	1	\$ 164,255
4008	Undersheriff	C	1	1	127,994
4007	Assistant Sheriff	C	1	1	121,887
4075	Sheriff Captain	3359	3	3	309,494
2317	Sheriff's Administrative Services Director	D	1	1	104,034
4080	Sheriff's Lieutenant	3031	13	13	1,269,273
4085	Sheriff's Sergeant	2536	47	47	3,939,410
4059	Deputy Sheriff IV	2218	59	59	4,240,209
4055	Deputy Sheriff III	2044	193	189	12,916,060
4053	Deputy Sheriff II	1876	56	56	3,497,546
4051	Deputy Sheriff I	1522	22	22	934,291
4076	Correctional Captain	3094	1	1	98,162
4074	Correctional Lieutenant	2794	8	8	707,268
4073	Correctional Sergeant	2179	35	35	2,536,445
4048	Correctional Officer IV	1942	56	56	3,615,925
4047	Correctional Officer III	1713	216	216	12,606,659
4046	Correctional Officer II	1482	2	2	94,158
4045	Correctional Officer I	1337	100	115	4,368,065
4122	Offender Programs Manager	F	1	1	68,826
1935	Social Worker III	1678	3	3	167,719
2166	Senior Library Assistant	1112	1	1	37,036
2290	Volunteer Services Coordinator	1534	1	1	48,703
4044	Inmate Supplies Coordinator	1673	1	1	55,750
5090	Laundry Supervisor - Jail	1125	1	1	37,454
5055	Janitor	857	1	1	28,553
5050	Maintenance Janitor	883	2	2	54,819
4180	Rangemaster	1849	1	1	58,647
4185	Community Service Officer	1099	29	29	989,339
3613	Supervising Communications Dispatcher	1922	7	7	418,092
3616	Communications Dispatcher Specialist	1574	8	8	398,535
3615	Communications Dispatcher III	1464	16	16	771,506
3612	Communications Dispatcher II	1355	4	4	155,989
3610	Communications Dispatcher I	1257	8	8	295,087
3166	Administrative Secretary - Conf	1438	1	1	43,464
3161	Secretary IV - Conf	1313	2	2	87,487
3160	Secretary IV	1291	1	1	43,039
3143	Secretary II - Conf	1067	1	1	29,241
2235	Personnel Tech III - Conf	1416	1	1	47,163
2268	Sheriff's Business Manager	E	1	1	77,413
3255	Senior Accountant	2036	3	3	193,789
2293	Staff Analyst III	2048	1	1	61,883
3240	Supervising Account Clerk II	1466	3	3	146,502
3260	Account Clerk III	1106	10	10	366,522
3215	Accountant II	1743	1	1	55,303
3440	Stock Clerk II	900	1	1	28,553
5307	Automobile Mechanic	1493	2	2	94,691
5305	Aviation Mechanic	1978	1	1	54,207
4177	Process Server	1208	6	6	241,331
4140	Forensic Services Coordinator	3219	1	1	102,103
4153	Senior Identification Technician	1971	1	1	62,562

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
4155	Identification Technician IV	1686	4	4	\$ 214,020
4154	Identification Technician III	1566	6	6	298,011
4152	Identification Technician II	1354	7	7	296,744
4150	Identification Technician I	1203	4	4	140,259
4123	Criminalist Specialist	2577	5	5	408,726
4119	Criminalist I	1794	2	2	113,845
2225	Systems & Procedures Manager	E	1	1	87,356
2212	Systems & Procedures Analyst III	2164	1	1	68,643
3752	Senior Information Technology Analyst - Sheriff	2622	2	2	155,062
3751	Information Technology Analyst IV - Sheriff	2302	4	4	292,111
3713	Senior Network Systems Engineer	2622	1	1	83,207
3712	Network Systems Engineer IV	2302	5	5	361,665
3711	Network Systems Engineer III	1916	2	2	115,814
3070	Supervising Office Assistant II	1399	5	5	226,611
3080	Office Assistant III	1049	30	30	1,048,410
3110	Office Assistant II	940	2	2	54,152
3125	Office Assistant I	837	7	7	160,565
Subtotal			<b>1,024</b>	<b>1,035</b>	<b>\$ 61,097,644</b>
Educational Incentives (POST)					1,112,173
Pilot/Tactical Flight Officer					18,270
Steno Allowance					1,566
Detention Facility Allowance					19,500
Remuneration					2,114
Auto Allowance					6,180
Lead Worker Allowance					1,305
Bilingual Skill Pay					89,154
Uniform Allowance					197,500
Holiday Payout					275,591
Shift Differential/Briefing					1,489,151
LC4850					1,775,000
Less Salary Savings (3.0%)					(1,832,929)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 64,252,219</b>

**RECOMMENDED POSITIONS TO ADD (Effective June 24, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
4045	Correctional Officer I	1337	15	\$ 1,218,118
Total Cost of Adding Positions			15	\$ 1,218,118

**VACANT POSITIONS RECOMMENDED FOR DELETION (Effective June 24, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
4055	Deputy Sheriff III	2044	-1	\$ 145,656
Total Cost of Restoring Position			-1	\$ 145,656

**VACANT POSITIONS RECOMMENDED FOR DELETION (Effective September 30, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
4055	Deputy Sheriff III	2044	-3	\$ 325,331
Total Cost of Restoring Position			-3	\$ 325,331







# Coroner – Public Administrator -- 4330

## Coroner-Public Admin/Guardian BUDGET 4330 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,762,245	\$ 1,843,857	\$ 1,856,597	\$ 12,740	1%
Services and Supplies	729,410	639,778	764,776	124,998	20%
Total Appropriations	\$ 2,491,655	\$ 2,483,635	\$ 2,621,373	\$ 137,738	6%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 2,225	\$ 3,000	\$ 3,000	\$ -	0%
Charges For Services	349,153	224,170	268,000	43,830	20%
Miscellaneous Revenues	1,280	50,000	-	(50,000)	-100%
Total Revenues	\$ 352,658	\$ 277,170	\$ 271,000	\$ (6,170)	-2%
<b><u>Net County Cost</u></b>	<b>\$ 2,138,997</b>	<b>\$ 2,206,465</b>	<b>\$ 2,350,373</b>	<b>\$ 143,908</b>	<b>7%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	14	14	14	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The Coroner is mandated (Government Code Section 27491; Health and Safety Code Section 7104) 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; and to act as the County burial authority in burying the indigent or abandoned dead.

The Public Administrator is mandated (Probate Code Sections 76001, 7602 and 7620) to take control, protect and manage a decedent's estate that is subject to loss, injury, waste or misappropriation either when no other person or family is willing or appropriate, or when ordered to do so by the Superior Court. Public Administrator services include searching for family, making burial arrangements, identifying assets, paying creditors of the estate, and paying expenses of administration and distribution of the balance of the estate to the decedent's heirs or beneficiaries.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$2,621,373 represents a 6% (\$137,738) increase in appropriations over the FY 2012-13 Adopted Budget primarily as the result of a significant increase in Facility Services and Utilities rates required to operate the new Fresno County Regional Forensic Center. The FY 2013-14 recommended revenues of \$271,000 represent a 2% (\$6,170) decrease from the FY 2012-13 Adopted Budget primarily due to the County not securing an anticipated coroner services agreement with a neighboring County partially offset with additional Public Administrator Estate Fee revenue. Based on departmental staffing of 14 positions and low anticipated turnover in consultation with the CAO zero percent salary savings have been budgeted.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Generate \$50,000 in Forensic Services fees during FY 2012-13 through shared services with nearby Counties.
- **Outcome(s)/Result(s):** Nearby Counties did not use the facility during FY 2012-13

##### **FY 2013-14**

- **Goal:** Work to control (and reduce when possible) expenditures to ensure the department remains within budgeted net County costs for the year, by monitoring and attempting to reduce facility services expenses.
- **Performance Metric:** The outcome will be measured in dollars and the budget status will be reported quarterly during FY 2013-14.

#### **Operational Goal**

##### **FY 2012-13**

- **Goal:** Employ the Computerized Tomography (CT scan) digital radiology to enhance the performance of autopsies.
- **Outcome(s)/Result(s):** Staff recently began training in the utilization of the CT scan and was able to minimize the use of contracted radiology services.

**FY 2013-14**

- **Goal:** Employ the Computerized Tomography (CT scan) digital radiology to enhance the performance of autopsies and to minimize the need for contract radiology services.
- **Performance Metric:** Staff being fully trained on the CT scan to perform digital radiology and minimize the use of contract radiology services. Contract radiology services will only be used on specific cases.

**Departmental Goal**

**FY 2012-13**

- **Goal:** In each investigation of death, maximize the use of the New Regional Forensic Center facilities, technologies, and resources available to achieve more accurate diagnosis and reporting.
- **Outcome(s)/Result(s):** The facility is used to maximize the potential of the resources and new technology to provide the residents of Fresno County with efficient death investigation and diagnosis.

**FY 2013-14**

- **Goal:** Maximize the use of the New Regional Forensic Center facilities, technologies, and resources available to achieve more accurate diagnosis and reporting; generate an annual statistical report; generate a monthly workload trend and expenditure report.
- **Performance Metric:** Continue to explore opportunities to enhance and achieve efficiency of reporting and tracking while maximizing available resources.

**SUMMARY OF CAO RECOMMENDATIONS**

**Salaries and Benefits**

- Salaries and Benefits, recommended at \$1,856,597, represent a 1% (\$12,740) increase over the FY 2012-13 Adopted Budget primarily as the result of an increase in retirement costs. Staffing is recommended at 14 positions.

Recommended funding includes:

- Full-year funding for 11 Coroner positions to cover a population of approximately 948,000 over the 6,000 square miles of Fresno County 24/7, including: one Coroner-Public Administrator, one Chief Forensic Pathologist, one Forensic Pathologist, one Senior Deputy Coroner, five Deputy Coroners, one Forensic Autopsy Technician, and one Account Clerk.
- Currently there are six budgeted Deputy Coroner positions which equates to an approximate ratio of 0.63 positions per 100,000 in populations. In 2012, Kern County had a ratio of 1.00 Deputy Coroner positions per 100,000 populations and Sacramento County had a ratio of .76 Deputy Coroner positions per 100,000 populations; an increase of one Deputy Coroner over the FY 2012-13 Adopted Budget.
- Full-year funding for three Public Administrator positions, including: one Deputy Public Administrator, one Senior Probate Assistant, and one Estate Property Assistant.
- Extra-Help (Account 6200) funding for an Administrative Secretary-Confidential (7 hours per week), Deputy Coroner coverage (7.5 hours per week), Histology Technician (4.25 hours per week), and Forensic Autopsy Technician coverage for the weekends (16 hours per week).

**Services and Supplies**

- Services and Supplies, recommended at \$764,776, represent a 20% (\$124,998) increase over the FY 2012-13 Adopted Budget primarily as the result of a significant increase in Facility Services and Utilities rates required to operate the new Fresno County Regional Forensic Center. Prior year budget was based on estimated rates; this change reflects actuals.

Recommended funding includes:

- Account 7430, Utilities recommended at \$34,241 reflect a 67% (\$13,741) increase over the FY 2012-13 Adopted Budget due to the costs to operate the new Fresno County Regional Forensic Center. Prior year budget was based on estimated rates; this change reflects actual costs.
- Account 7345, Facility Operation & Maintenance recommended at \$119,093, reflects an 894% (\$107,115) increase over the FY 2012-13 Adopted Budget that was a result of insufficient rate history for the new Coroner facility available during the FY 2012-13 budget development process.
- Account 7296, Data Processing Services recommended at \$173,251, reflects an 18% (\$26,703) increase over the FY 2012-13 Adopted Budget for the service and time of ITSD staff to update and program computer systems for the new facility.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$271,000, a decrease of 2% (\$6,170), primarily as the result of the County not securing an anticipated coroner services agreement with a neighboring County. It is anticipated that the loss of revenues related to contracted coroner services revenues will be offset with additional revenues associated with Public Administrator estate fees.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	3,000	2,224	3,000
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 2,224</b>	<b>\$ 3,000</b>
Acct # - Charges for Services			
4965 – Estate Fees	138,370	140,000	181,200
5060 – Other Charges for Services	84,000	85,000	85,000
5065 – Burial Reimbursements	1,800	1,800	1,800
<b>Total</b>	<b>\$ 224,170</b>	<b>\$ 226,800</b>	<b>\$ 268,000</b>
Acct # - Miscellaneous Revenues			
5800 – Miscellaneous Revenues	50,000	0	0
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 277,170</b>	<b>\$ 229,024</b>	<b>\$ 271,000</b>

**PENDING FACTORS**

Fresno County staff will continue to discuss shared services with nearby Counties.

**CORONER-PUBLIC ADMINISTRATOR - 4330****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
0087	Public Administrator-Coroner	ELECTED	1	1	\$ 118,359
1525	Chief Forensic Pathologist	A	1	1	206,275
1531	Forensic Pathologist	A	1	1	184,508
1773	Deputy Public Administrator/Guardian II	1608	1	1	53,557
3074	Senior Probate Assistant	1407	1	1	46,876
3260	Account Clerk III	1106	1	1	36,827
3405	Estate Property Assistant	1100	1	1	34,922
4130	Deputy Coroner I	1592	4	2	101,060
4133	Deputy Coroner II	1750	1	3	166,623
4134	Senior Deputy Coroner	F	1	1	58,307
1530	Forensic Autopsy Technician	1202	<u>1</u>	<u>1</u>	<u>32,270</u>
Subtotal			<b>14</b>	<b>14</b>	\$ 1,039,584
	Auto Allowance				6,180
	Elected Officials Remuneration				2,114
	On Call (Deputy Coroner I/II)				<u>16,000</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,063,878</b>





District Attorney -- 2860

**District Attorney  
BUDGET 2860  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 20,038,378	\$ 21,830,233	\$ 22,874,166	\$ 1,043,933	5%
Services and Supplies	3,118,075	3,921,100	3,693,220	(227,880)	-6%
Total Appropriations	\$ 23,156,453	\$ 25,751,333	\$ 26,567,386	\$ 816,053	3%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 410,650	\$ 45,000	\$ 45,000	\$ -	0%
Rev From Use of Money & Prop	13	-	-	-	0%
Intergovernment Revenues - St	6,746,125	6,820,916	7,240,238	419,322	6%
Intergovernment Rev-Federal	2,046	-	215,488	215,488	100%
Charges For Services	157,536	159,000	165,000	6,000	4%
Miscellaneous Revenues	68,518	80,000	62,000	(18,000)	-23%
Other Financing Sources	425,550	577,456	766,089	188,633	33%
Intrafund Revenue	337,702	372,279	496,052	123,773	33%
Total Revenues	\$ 8,148,141	\$ 8,054,651	\$ 8,989,867	\$ 935,216	12%
<b><u>Net County Cost</u></b>	<b>\$ 15,008,312</b>	<b>\$ 17,696,682</b>	<b>\$ 17,577,519</b>	<b>\$ (119,163)</b>	<b>-1%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	151	164	174	10	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DISTRICT ATTORNEY – 2860**

### **FUNCTION**

The District Attorney is constitutionally mandated to evaluate for filing all criminal cases submitted by the 81 law enforcement agencies within Fresno County, and prosecute all felony and misdemeanor violations of state law on behalf of the People of the State of California. This includes homicides, gang violence, sexual assault, child abuse, domestic violence, identity theft, and juvenile adjudications. The District Attorney also investigates, files, and prosecutes criminal and civil actions of consumer fraud, real estate fraud, environmental crimes, welfare fraud, and financial crimes; provides restitution to local merchants and individuals who are victimized by criminal bad check writers; and, is the legal advisor to the Fresno County Grand Jury for civil and criminal matters. The Writs and Appeals unit manages and evaluates post-conviction criminal matters; researches and files writs to uphold reasonable interpretations of the law and protect lawful convictions; and appropriately responds to Habeas Petitions. This unit also provides in-depth case research and legal assistance to all attorney staff. With the recent changes to the Three Strikes Law approved by the voters with Proposition 36 in November 2012, the Writs and Appeals unit has the additional duty of preparing for resentencing hearings of three strike life inmates petitioning for release. The "Lifer Unit" handles parole hearings for murderers and others serving indeterminate life sentences seeking to be paroled. Additionally, the District Attorney provides legal guidance, investigative assistance, and training to the law enforcement agencies throughout the County.

Budget Org 2860 represents the core criminal prosecution units directly handling the District Attorney's mandated function of prosecuting all felony and misdemeanor offenses ranging from driving-under-the-influence misdemeanors to capital murder. Approximately 95% of the cases filed by the District Attorney will be prosecuted by Deputy District Attorneys funded in this budget.

Financing for the District Attorney-Grant funded programs is detailed in Org 2862.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$26,567,386 reflects a 3% (\$816,053) increase in appropriations over the FY 2012-13 Adopted Budget primarily due to the addition of positions and the transfer of positions from Org 2862. The FY 2013-14 Recommended Budget reflects a 12% (\$935,216) increase in estimated revenue over the FY 2012-13 Adopted Budget primarily due to the projected increase in Proposition 172 and 2011 Realignment revenues. A 2% (\$259,432) salary savings has been used in calculating Regular Salaries (Account 6100). A \$189,985 savings in combined, related benefits has been calculated for Retirement, OASDI, and Health Insurance. Staffing is recommended at 174, an increase of 10 positions over the current year.

### **GOAL SETTING**

The District Attorney, with the support of funding from the Board of Supervisors, will increase the safety of Fresno County citizens by accomplishing the three goals set for the upcoming year. Due to the unique duty of prosecutors and investigators to gather all the facts and to seek the truth, the singular overall goal of the District Attorney continues to be the active pursuit of justice for the public and crime victims who are negatively and often tragically impacted by criminals. The District Attorney's goals have been set in the context of current fiscal realities in Fresno County and will continue to be carried out with the utmost respect for taxpayer investment in public safety.

## **Fiscal Goal**

### **FY 2012-13**

- **Goal:** Reestablishment of the Officer-Involved Shooting/In-Custody Death Review Team.
- **Outcomes/Results:** With the support of all County law enforcement agencies and the County Board of Supervisors, the District Attorney's Officer-Involved-Shooting/In-Custody Death (OIS/ICD) Review Team was reestablished and put to work effective October 1, 2012. As part of its restoration, all law enforcement agencies met and agreed to the updated Fresno County Law Enforcement Officer-Involved Shooting (OIS) & In-Custody Death (ICD) Investigative Protocol (Protocol). The Protocol provides Countywide guidelines for thorough and objective OIS/ICD investigations.

### **FY 2013-14**

- **Goal: Establish Post-Plea Diversion Program for Select Misdemeanor Defendants.** The District Attorney's Office is actively working on the establishment of a diversion program for select misdemeanor offenders who have no significant criminal history. The diversion program will provide the misdemeanant an opportunity to accept responsibility for their offense by pleading guilty, and with the courts consent, enter into a pre-determined diversion program. The program is specifically designed to target and change criminal behavior. Restitution to the victim is a priority. Upon satisfactory completion of the program, and restitution, the case is closed by Court minute order requiring no further appearances by the prosecutor or defense counsel. An outside contractor specializing in diversion programs will provide the program services at no cost to the County or the District Attorney's Office. The main objective of the program is to reduce recidivism. Entry of judgment by minute order not only reduces the actual appearances of both prosecutor and defense counsel but will also reduce the Court's congested misdemeanor calendars.
- **Performance Metric:** The reduction of misdemeanor caseloads through early case dispositions and collection of victim restitution and fines, and a decrease in recidivism through the application of a swift and sure appropriate consequence for the crime.

## **Operational Goal**

### **FY 2012-13**

- **Goal:** Replacement of Outdated District Attorney Case Management System.
- **Outcome/Result:** The analysis of the Request For Proposal (RFP) submittals to replace the outdated case management system has reached its final stage and a new web based case management system will be selected prior to the end of FY 2012-13. The system is projected to be operational in FY 2013-14.

### **FY 2013-14**

- **Goal: Operational Web based Case Management System.** The District Attorney will ensure the implementation of a technologically advanced and secure case management system. During the transition, the District Attorney staff will work closely with the selected vendor to make certain there is an efficient, cost-effective, and timely implementation of the new case management system minimizing the transition's operational impact on the District Attorney's Office and the dozens of law enforcement agencies that utilize the District Attorney's data systems.
- **Performance Metric:** The implementation of the case management system will follow the timeline set up by mutual agreement of the District Attorney in close collaboration with the County Internal Services Department and the selected vendor.

**Departmental Goal**

**FY 2012-13**

- **Goal:** Subpoena Unit, Legal Assistants, Interns, and Volunteers
- **Outcomes/Results:** The District Attorney's Office restructured to employ classes of employees designed to make reduced professional staff more efficient. The introduction of Paralegals and Investigative Technicians along with a structured Internship and Volunteer program has aided the office in its endeavor to keep up with increasing caseloads. The paralegal component has improved the productivity of prosecutors by completing routine case organization and legal research and further assisting with the new demands on prosecutors from recent changes in law associated with Proposition 36 (Three Strikes resentencing) and AB 109 (Public Safety Realignment). The structured internship program has effectively provided talented students with a valuable learning experience while aiding in the preparation of case prosecutions. Through this successful training ground, students become personally invested in the protection of our community and develop the motivation to return as full-time dedicated prosecutors, investigators, or support staff. The creation of the Bureau of Investigations' Subpoena unit has relieved many District Attorney Investigators of routine personal service allowing them to focus their attention on more complex investigations and dangerous offenders. The Subpoena unit has increased efficiencies throughout the office.

**FY 2013-14**

- **Goal:** Work with the County Administrative Office to Complete RFP and Select New Building for the District Attorney's Office. Today, the District Attorney's Office is housed in six different buildings burdening our operation with information sharing inefficiencies, management difficulties, additional miscellaneous costs and lease payments. The main office is co-located in a building with the Public Defender's Office and Adult Probation. While interacting with our office on a daily basis, law enforcement officers and agency liaison staff, crime victims and witnesses make contact with defendants who are charged or have recently been convicted. The facility will be within close proximity to the courthouse, provide a safe environment for victims and employees, enhance office connectivity and provide ample parking.
- **Performance Metric:** The completion of the RFP process, proposal, design and construction or refurbishment of a consolidated office structure with projected occupancy in FY 2014-15.

**SUMMARY OF CAO RECOMMENDATIONS**

**Significant Program Changes**

- Two Deputy District Attorney positions assigned to the Career Criminal unit were transferred to this Org from District Attorney Grants Org 28622000 and will be funded with net County cost due to funding being eliminated from the California Emergency Management Agency, Vertical Prosecution Block Grant. This unit aggressively handles the prosecution of violent habitual criminals from filing to disposition, seeking to impose the most severe authorized sentence.
- Felony workload increases since the effective date of AB 109 (October 1, 2011) – Four Deputy District Attorney positions, two Senior District Attorney Investigators, one Paralegal, and one Office Assistant positions are recommended for addition to manage the significant felony caseload increases since the implementation of AB 109 legislation. In the first year of implementation of AB 109 (October 1, 2011 through September 30, 2012), felony case filings increased 16% over the previous one-year period (October 1, 2010 through September 30, 2011) adding 1,466 felony cases to the District Attorney's Office. For the upcoming second full-year of Realignment (October 1, 2012 through September 30, 2013) felony caseloads are projected to increase an additional 7% to a total of 23%, adding over 3,600 new felony cases in the first two years since the implementation of AB 109.

- Parole realignment to local supervision means offenders who have violated the terms of their supervision are not returned to prison under the realignment scheme. Prosecutors are now handling Post-Release Community Supervision (PRCS) hearings and will handle parole revocation hearings beginning in July 2013; further increasing the workload of the District Attorney's Office.
- In November 2012, voters in California changed the "Three Strikes Law" by approving Proposition 36. The District Attorney's Office now must appear at resentencing hearings for lifer three strike inmates petitioning for release. As of the end of April 2013, up to 77 three strike defendants could return to Fresno County for hearings and 6 have been released after resentencing by the Court. These hearings require the compilation and review of District Attorney case files and prison documents spanning multiple decades. A Deputy District Attorney and a Paralegal have been reassigned from their normal workload to full-time work on preparing for and appearing at resentencing hearings for lifer state prisoners to oppose release when appropriate. Although these resentencing hearings have substantially increased the workload, the District Attorney is not requesting additional resources to perform this function since this additional duty is of a limited duration.
- Replacement Case Management System - the District Attorney's Office is completing the analysis of responses to the RFP for replacement of its outdated STAR (Standard Tracking And Reporting) case management system. The STAR system is not sustainable leaving the District Attorney's Office vulnerable to potential total system failure. Such a failure could impact the entire justice system in this County. The committee will complete selection in May 2013, with an anticipated Board agenda item seeking vendor approval of the agreement in August/September 2013.

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$22,874,166, represent a 5% (\$1,043,933) increase over the current year adopted budget primarily due to additional staffing and the associated costs.

Recommended funding includes:

- The addition of eight positions: one Paralegal, four Deputy District Attorneys, two Senior District Attorney Investigators, and one Office Assistant.
- The transfer of two Deputy District Attorney positions from the Grant Org 2862 due to the elimination of grant funding for the Career Criminal Prosecution program.
- Account 6100, Regular Salaries reflects a 4% (\$440,745) increase over the current year primarily due to increases in staffing as detailed above.
- Account 6200, Extra-Help reflects an 118% (\$242,937) increase over the current year adopted budget to bring it closer to actual usage.
- Account 6400, Retirement Contributions represents a 5% (\$358,241) increase over the current year due to increases in staffing and rates set for FY 2013-14.
- Account 6550, Workers' Compensation Contributions represent a 17% (\$31,231) increase over the current year based on FY 2013-14 rates.

#### **Services and Supplies**

- Services and Supplies, recommended at \$3,693,220, represent a 6% (\$227,880) decrease from the current year primarily due to reductions in leased facilities rent, a decrease in the estimated payment for the replacement case management system, and lower Liability Insurance rates.

Recommended funding includes:

- Account 7039, Mobile Communications represent a 99% (\$40,852) increase over the current year based on the inclusion of lease payment costs for the replacement of radios to meet regulatory requirements effective January 1, 2013 and estimated usage for FY 2013-14.

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- Account 7101, Liability Insurance reflects a 23% (\$70,480) decrease from the current year based on FY 2013-14 rates.
- Account 7295, Professional & Specialized Services represent a 12% (\$103,732) decrease from the current year due to reductions in the number of blood alcohol testing and analysis, and a reduction associated with the estimated second payment for the new case management system replacing the outmoded and non-supportable STAR system.
- Account 7340, Rents and Leases-Buildings represent a 22% (\$97,929) decrease from the current year due to a reduction in occupied space and associated lease costs at the Multi-Agency Gang Enforcement Consortium (MAGEC) facility, as well as the completion of the tenant improvement payments for leased space at 1260 M Street.
- Account 7345, Facilities Operations & Maintenance represents a 22% (\$42,341) decrease from the current year based on FY 2013-14 rates.
- Account 7416, Transportation & Travel County Garage represents a 15% (\$36,369) increase over the current year based on FY 2013-14 rates and costs associated with the addition of staff.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$8,989,867 a 12% (\$935,216) increase over the FY 2012-13 Adopted Budget primarily due to an estimated increase in Public Safety Proposition 172 sales tax revenue and funding increases for 2011 Realignment public safety programs.

Recommended revenues include:

- Fines, Forfeitures and Penalties (\$45,000) – Reflects no change from the current year.
- Intergovernmental Revenues-State (\$7,240,238) – Represents a 6% (\$419,322) increase primarily due to an estimated 9.5% growth in Public Safety Proposition 172 sales tax revenue, partially offset with the reclassification of \$215,488 in Violence Against Women revenue as Intergovernmental Revenues-Federal.
- Intergovernmental Revenues-Federal (\$215,488) – Represents the reclassification of \$215,488 in Violence Against Women revenue as Federal instead of State revenue.
- Charges for Services (\$165,000) – Reflect a 4% (\$6,000) increase associated with revenue collected from the Fresno Police Department for a process server.
- Miscellaneous Revenues (\$62,000) – Reflects a 23% (\$18,000) decrease associated with reimbursement of blood alcohol testing and analysis received from the State of California.
- Other Financing Sources (\$766,089) – Reflects a 33% (\$188,633) increase in revenue for 2011 Realignment public safety programs.
- Intrafund Revenues (\$496,052) – Represent a 33% (\$123,773) increase based on additional staffing and salaries associated with the Real Estate Fraud program in FY 2013-14 impacting the Indirect Cost recovery for grant programs included in the DA Grants Org 2862.
- Net County Cost (NCC) Carryover – The DA's Office NCC allocation for FY 2013-14 includes an additional \$2,000,000 that is based on the department's projected NCC carryover from FY 2012-13. The carryover is based on budget instructions and CAO approval for 100% of projected NCC savings from FY 2012-13.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Licenses, Permits, & Franchises			
3315 – Asset Forfeiture	45,000	45,000	45,000
<b>Total</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

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Acct # - Intergovernment Revenues – State			
3455 - Mandate Reimbursement	512,282	400,000	545,488
3575 - Cal WRAP	65,000	80,000	65,000
3575 - Violence Against Women	188,634	0	0
3575 - POST	5,000	5,000	5,000
3577 - Proposition 172	6,050,000	6,456,000	6,624,750
<b>Total</b>	<b>\$ 6,820,916</b>	<b>\$ 6,941,000</b>	<b>\$ 7,240,238</b>
Acct # - Intergovernment Revenues – Federal			
4375 - Violence Against Women	0	184,238	215,488
<b>Total</b>	<b>\$ 0</b>	<b>\$ 184,238</b>	<b>\$ 215,488</b>
Acct # - Charges for Services			
4905 – Legal Service	74,000	80,000	80,000
4928 – NSF Collection Chgs	85,000	85,000	85,000
<b>Total</b>	<b>\$ 159,000</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>
Acct # - Miscellaneous Revenues			
5800 – Miscellaneous Revenues	80,000	62,000	62,000
<b>Total</b>	<b>\$ 80,000</b>	<b>\$ 62,000</b>	<b>\$ 62,000</b>
Acct # - Other Financing Sources			
5951 – Operating Transfer In- LLESA COPS	225,000	276,500	276,500
5951 – Operating Transfer In- ACT Investigator	162,027	196,637	212,233
5951 – Operating Transfer In- Revocation DDA	190,429	190,429	277,356
<b>Total</b>	<b>\$ 577,456</b>	<b>\$ 663,566</b>	<b>\$ 766,089</b>
Acct # - Intrafund			
5990 – Jobs 2000	190,429	180,000	190,429
5590 – Post Conviction Drug Court	38,782	38,782	38,782
5990 – Indirect from DA Grants	143,068	125,000	184,841
5990 – Auto Theft	0	82,000	82,000
<b>Total</b>	<b>\$ 372,279</b>	<b>\$ 425,782</b>	<b>\$ 496,052</b>
<b>Total Revenues</b>	<b>\$ 8,054,651</b>	<b>\$ 8,486,586</b>	<b>\$ 8,989,867</b>

## **PENDING FACTORS**

Proposition 172 funding is budgeted at a 9.5% increase over the FY 2012-13 Adopted Budget level based on current year actual receipts. Representatives of the Justice agencies (District Attorney, Sheriff and Probation) met with the ACTTC and the County Administrative Office to review projections and all agreed to the percentage increase. Representatives of these agencies will continue to monitor this revenue source and any significant deviations that materialize will be reported to your Board.

The District Attorney anticipates the selection and implementation of an operational web based case management system during the next fiscal year. To ensure the successful and seamless transition of the system, the office foresees that our subject matter experts (one Deputy District Attorney, one Senior Investigator, and one Office Assistant) will be tasked full-time to assist with the conversion, requiring backfill during the transition of systems. Added positions will also be needed to build the infrastructure, tailor and maintain the system with technological enhancements such as web apps, other practical improvements that make the system portable and with the ability to interface and integrate with allied agency databases. The system mobility will allow prosecutors and investigators to update the case information in “real time” from the field. Depending on the ultimate selection, our current two full-time equivalent information technology staff will have to be augmented.

**DISTRICT ATTORNEY - 2860****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0075	District Attorney	ELECTED	1	1	\$ 167,144
0253	Chief Assistant District Attorney	B	1	1	139,922
0255	Assistant District Attorney	C	1	1	127,211
1203	Paralegal I	1041	4	5	141,104
1209	Chief Deputy District Attorney	C	6	6	717,698
1210	Deputy District Attorney II	2285	11	11	689,779
1211	Deputy District Attorney III	2743	1	1	78,350
1212	Deputy District Attorney IV	3210	49	50	5,214,484
1220	Deputy District Attorney I	1787	7	12	574,159
1222	Senior Deputy District Attorney	3453	8	8	920,182
1758	Investigative Technician	1218	5	5	170,941
1760	Senior District Attorney Investigator	2337	21	23	1,721,424
1793	Supervising Senior DA Investigator	2972	2	2	185,159
1796	Assistant Chief of Investigations	E	1	1	101,503
1797	Chief of Investigations	D	1	1	113,979
2033	Victim-Witness Advocate	1219	1	1	38,680
2211	Systems and Procedures Analyst II	1867	1	1	51,558
2213	Systems and Procedures Analyst I	1513	1	1	47,998
2293	Staff Analyst III	2048	2	2	129,978
2339	District Attorney Business Manager	E	1	1	79,918
2355	Law Office Administrator	E	1	1	69,269
3070	Supervising Office Assistant II	1399	1	1	46,589
3078	Supervising Office Assistant I	1208	1	1	40,220
3080	Office Assistant III	1049	21	20	691,707
3125	Office Assistant I	837	5	7	158,756
3140	Secretary III	1169	3	3	116,745
3142	Secretary II	1049	1	1	35,548
3160	Secretary IV	1291	3	3	129,117
3161	Secretary IV - Conf.	1313	2	2	87,487
3166	Administrative Secretary	1438	1	1	47,894
Subtotal			<b>164</b>	<b>174</b>	\$ 12,834,503
Remuneration					2,114
Auto Allowance					6,180
POST Incentive					86,071
Educational Incentive					33,740
Bilingual Skills Pay					9,000
Less Salary Savings 2.0%					(259,432)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 12,712,176</b>



# District Attorney -- 2860

## RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1203	Paralegal I	1041	1	\$ 45,183
1220	Deputy District Attorney I	1787	4	294,664
1760	Senior District Attorney Investigator	2337	2	276,440
3125	Office Assistant I	837	<u>1</u>	<u>37,396</u>
Cost of Positions Recommended to Add			8	\$ 653,683

## POSITIONS RECOMMENDED FOR TRANSFER FROM ORG 2862 (Effective July 22, 2013)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>
1212	Deputy District Attorney IV	3210	2



District Attorney – Grants -- 2862

**District Attorney-Grants  
BUDGET 2862  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 8,637,966	\$ 9,404,358	\$ 9,790,876	\$ 386,518	4%
Services and Supplies	1,191,609	1,424,502	1,475,225	50,723	4%
Other Charges	119,744	143,068	184,841	41,773	29%
General Fixed Assets	19,635	-	-	-	0%
Total Appropriations	\$ 9,968,954	\$ 10,971,928	\$ 11,450,942	\$ 479,014	4%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 3,659,757	\$ 3,697,035	\$ 2,540,379	\$ (1,156,656)	-31%
Intergovernment Rev-Federal	656,538	625,875	639,687	13,812	2%
Charges For Services	1,427,003	1,596,529	2,363,847	767,318	48%
Miscellaneous Revenues	6,693	-	1,000,000	1,000,000	100%
Other Financing Sources	242,030	326,869	326,869	-	0%
Intrafund Revenue	3,355,660	3,086,349	3,111,225	24,876	1%
Total Revenues	\$ 9,347,681	\$ 9,332,657	\$ 9,982,007	\$ 649,350	7%
<b><u>Net County Cost</u></b>	<b>\$ 621,273</b>	<b>\$ 1,639,271</b>	<b>\$ 1,468,935</b>	<b>\$ (170,336)</b>	<b>-10%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	69	74	71	(3)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The District Attorney Grants budget funds 19 units including 12 vertical prosecution teams. The majority of the grants mandate that prosecutors carry a lower caseload in order to target the prosecution of serious, violent, and recidivist criminals and complex litigation. The grants mandate that the staff work only on grant funded cases therefore, prosecutors, investigators, and support staff assigned to these grant units are not interchangeable with the core prosecution staff in budget Org 2860. Without the grant funding from various State and Federal agencies and the Indian Gaming Special Distribution Fund, dedicated case focus and vertical prosecution would be impacted, if not eliminated.

The grant units in this budget Org include:

- The California Office of Traffic Safety (OTS) Driving Under the Influence (DUI) Alcohol and Drug Impaired Driver Vertical Prosecution program which focuses on preventing impaired driving and reducing alcohol and drug-impaired traffic fatalities and injuries.
- The Rural Crime prosecutor works collaboratively as part of the eight county Central Valley Rural Crimes Task Force concentrating on the criminal prosecution of defendants charged with theft of agricultural: equipment, vehicles, tractors, all-terrain vehicles, fuel, chemicals, produce, livestock, and all sources of metal from open fields, farms, and ranch outbuildings.
- Fresno County Mid-Level Drug Suppression [Anti-Drug Abuse Enforcement Program (ADA)] focuses on the prosecution of narcotics cases working in collaboration with law enforcement narcotics teams throughout the County.
- California Multi-Jurisdictional Methamphetamine Enforcement Team (Cal-MMET) focuses on the prosecution of narcotics cases working in conjunction with law enforcement narcotic investigation teams.
- The California Department of Insurance fraud grants include Workers' Compensation, Automobile Insurance, Organized Automobile Insurance (Urban) and Life & Annuity Insurance.
- The Real Estate Fraud Prosecution unit was statutorily created to investigate and prosecute real estate fraud crimes.
- The District Attorney is the lead County agency of the Multi-Agency Gang Enforcement Consortium (MAGEC) charged with the investigation and prosecution of gang cases.
- The Victim Restitution Program ensures convicted offenders pay restitution to the victims of their criminal offenses.
- The Identity Theft Prosecution unit prosecutes cases with a high dollar loss and/or complex cases involving multiple identity theft victims and multiple charges, and requiring numerous search warrants to gain access to financial records.
- The Consumer and Environmental Protection units are charged with the prosecution of cases involving fraudulent, deceptive, and illegal business practices that victimize Fresno County residents and law abiding businesses, threaten public safety, or endanger our local environment and natural resources.
- The Welfare Fraud unit detects, investigates, and prosecutes public aid fraud thereby saving the County, State, and Federal government's money by stopping and recovering overpayments, as well as through the deterrence of welfare fraud.
- The In-Home Supportive Services (IHSS) Fraud unit combats fraud occurring within the IHSS program, successfully terminating ongoing payments to fraudulent operators, recovering thousands

of dollars of taxpayer money, and deterring future fraud.

- The Environmental Crime (Waste Tire) investigator works with the County Department of Public Health conducting waste tire facility inspections, investigating illegal tire disposal or stockpiling and surveying points of waste tire generation to ensure compliance with applicable laws and regulations.
- The Training (Professional Standards) and Administration units coordinate training and administration of services for all investigative staff in the above units and the core criminal division.
- The Tribal Gaming unit focuses on the investigation and prosecution of criminal cases with a nexus to Indian Gaming locations.

## **OVERVIEW**

The FY 2013-14 Recommended Budget of \$11,450,942 reflects a 4% (\$479,014) increase in appropriations and a 7% (\$649,350) increase in estimated revenue over the FY 2012-13 Adopted Budget primarily due to full year funding of the expansion of the Real Estate Fraud unit. The recommended net County cost (NCC) allocation to this Org (from the District Attorney's NCC allocation) reflects a 10% (\$170,336) decrease from the FY 2012-13 Adopted Budget due to changes in funding allocations to various grant programs. Staffing is recommended at 71 positions, a decrease of 3 positions from the current year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Based on changes to grant funding and program operations, a number of position changes are included in the recommended budget as follows:

- Career Criminal – the transfer of two Deputy District Attorney positions from this Org to the District Attorney budget Org 2860. Funding for this unit was eliminated as a result of the state “trigger” cuts in FY 2011-12. The District Attorney will continue to advocate for the restoration of funding working closely with the California District Attorneys Association (CDAA) and California Emergency Management Agency (Cal EMA).
- Consumer Protection – the District Attorney’s Office continues to restructure this program with the following action:
- The deletion of one Senior District Attorney Investigator position. This position is currently vacant and the deletion will not impact ongoing activities.

As allowed by SB 1342 (Chapter 104, Statutes of 2012), in May 2013, the Board of Supervisors approved a \$5 increase (from \$3.00 to \$8.00) in the real estate instrument recording fee (to be effective June 1, 2013) to add two Deputy District Attorneys, two Senior District Attorney Investigators, one Paralegal, and one Secretary positions to the Real Estate Fraud Prosecution unit to address the increasing and persistent caseload of these complex prosecutions. Full year funding for these positions, in addition to the Deputy District Attorney and Senior Investigator positions fully funded in the current year, is included in the recommended budget.

The NCC allocated to various grant programs reflects changes as follows:

- IHSS Fraud (Org 28620600) – requires \$555,013 in NCC due to the loss of state funding. The IHSS Fraud program is still eligible for federal funding reimbursement (up to 50% of approved costs) and \$372,249 is estimated for FY 2013-14.
- Indian Gaming (Org 28621000) – requires \$79,572 of NCC due to a reduction in the Indian Gaming State Distribution Fund award.
- The recommended net County cost also supports the programs of Training (Professional

Standards) and Administration, Life and Annuity, URBAN, ID Theft, Mid-Level Drug Suppression, Rural Crime, Waste Tire, and Victim Restitution.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$9,790,876, reflect a 4% (\$386,518) increase over the FY 2012-13 adopted budget, primarily due to full-year funding of the positions associated with the expansion of the Real Estate Fraud unit.

Recommended funding includes:

- The transfer of two Deputy District Attorney positions assigned to the Career Criminal program to budget Org 2860.
- The deletion of one Senior District Attorney Investigator position due to restructuring of the Consumer Protection program.
- Full-year funding for 71 permanent positions.
- Account 6100, Regular Salaries represents a 3% (\$156,158) increase primarily due to full-year funding of the expansion of the Real Estate Fraud program.
- Account 6400, Retirement Contributions represent a 7% (\$218,263) increase primarily due to full-year funding of the expansion of the Real Estate Fraud program and increased rates for FY 2013-14.

### **Services and Supplies**

Services and Supplies, recommended at \$1,475,225, reflect a 4% (\$50,723) increase over the current year adopted budget primarily due to increased costs associated with the expansion of the Real Estate Fraud unit.

Recommended funding includes:

- Account 7040, Telephone Charges represent a 17% (\$11,734) decrease due to reduced rates for FY 2013-14.
- Account 7190, Jury and Witness Expense reflect a 69% (\$6,500) increase, Account 7295 Professional and Specialized Services represent a 14% (\$7,500) increase, and Account 7400 Special Departmental Expense reflect a 7% (\$7,500) increase due to the expansion of the Real Estate Fraud unit.
- Account 7345, Facilities Services Rent charges of \$23,027 represent a reclassification of janitorial costs from Account 7430.
- Account 7430, Utilities reflects a 38% (\$8,387) increase based on estimated usage and rates for FY 2013-14.

### **Other Charges**

- Other Charges, recommended at \$184,841, represent a 29% (\$41,773) increase over the FY 2012-13 Adopted Budget as a result of additional staffing and salaries impacting indirect costs.

## **SUMMARY OF REVENUES**

- Revenues, recommended at \$9,982,007, represent a 7% (\$649,350) increase over the FY 2012-13 adopted budget.
  - Intergovernmental Revenues-State (\$2,540,379) – Reflect a 31% (\$1,156,656) decrease primarily due the reclassification of funding for the ID Theft program to Miscellaneous Revenues.
  - Intergovernmental Revenues-Federal (\$639,687) – Represent a 2% (\$13,812) increase due to

District Attorney – Grants -- 2862

additional funding for the OTS DUI Alcohol and Drug Impaired Driver Vertical Prosecution Program.

- Charges for Services (\$2,363,847) – Reflect a 48% (\$767,318) increase primarily due to the increase in the real estate instrument recording fee effective June 1, 2013 to fund the expansion of the Real Estate Fraud program.
- Miscellaneous Revenues (\$1,000,000) – Reflect a \$1,000,000 donation from the Table Mountain Rancheria for the prosecution of identity theft crimes pending acceptance by the Board of Supervisors.
- Other Financing Sources (\$326,869) – Represent no change in 2011 Realignment funding for Rural Crimes and MAGEC from the current year.
- Intrafund Revenues (\$3,111,225) – Reflect a 1% (\$24,876) increase primarily in funding for the Welfare Fraud prosecution program that flows through the Department of Social Services.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3591 – State Indian Gaming	378,311	405,699	378,311
3575 - MAGEC	68,502	25,000	51,553
3575 – Workers Compensation Insurance Fraud	1,295,026	1,231,225	1,307,047
3575 – Automobile Insurance Fraud	522,311	430,000	525,850
3575 – URBAN Fraud	206,934	250,000	141,667
3575 – Victim Restitution Program	60,951	60,951	60,951
3575 – ID Theft	1,000,000	0	0
3575 – Life & Annuity Insurance Fraud	165,000	83,920	75,000
<b>Total</b>	<b>\$ 3,697,035</b>	<b>\$ 2,486,795</b>	<b>\$ 2,540,379</b>
Acct # - Intergovernment Revenues – Federal			
4375 – OTS Alcohol and & Drug Impa	625,875	607,000	639,687
<b>Total</b>	<b>\$ 625,875</b>	<b>\$ 607,000</b>	<b>\$ 639,687</b>
Acct # - Charges for Services			
4980 – Recording Fees-Real Estate Fraud	464,000	470,000	1,412,430
5069 – Judgement Awards- Consumer Protection	1,132,529	750,000	951,417
<b>Total</b>	<b>\$ 1,596,529</b>	<b>\$ 1,220,000</b>	<b>\$ 2,363,847</b>
Acct # - Miscellaneous Revenues			
5890 – ID Theft	0	950,000	1,000,000
<b>Total</b>	<b>\$ 0</b>	<b>\$ 950,000</b>	<b>\$ 1,000,000</b>
Acct # - Other Financing Sources			
5951 – Operating Transfer In- LLESA MAGEC	80,000	55,000	80,000
5951 – Operating Transfer In- LLESA Rural Crimes	246,869	245,000	246,869
<b>Total</b>	<b>\$ 326,869</b>	<b>\$ 300,000</b>	<b>\$ 326,869</b>
Acct # - Intrafund			
5990 – Welfare Fraud	2,466,366	2,150,000	2,492,761
5990 - IHSS	368,980	240,000	372,249
5990 – Mid-Level Drug/LLESA Cal-MMET	132,003	127,215	127,215
5990 – Waste Tire	119,000	115,000	119,000
<b>Total</b>	<b>\$ 3,086,349</b>	<b>\$ 2,632,215</b>	<b>\$ 3,111,225</b>
<b>Total Revenues</b>	<b>\$ 9,332,657</b>	<b>\$ 8,196,010</b>	<b>\$ 9,982,007</b>

DISTRICT ATTORNEY-GRANTS - 2862REGULAR SALARIESBUDGETED POSITIONSRECOMMENDED

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1202	Paralegal III	1488	3	3	\$ 141,567
1209	Chief Deputy District Attorney	C	1	1	119,042
1212	Deputy District Attorney IV	3210	22	20	2,139,160
1222	Senior Deputy District Attorney	3453	1	1	115,023
1758	Investigative Technician	1218	4	4	162,344
1760	Senior District Attorney Investigator	2337	18	17	1,323,552
1775	Collections Officer	1269	1	1	42,256
1793	Supervising District Attorney Investigator	2972	1	1	94,299
1802	District Attorney Investigator II	1971	6	6	394,164
2291	Staff Analyst I	1597	1	1	53,453
3070	Supervising DA II	1399	1	1	46,589
3080	Office Assistant III	1049	8	8	279,584
3140	Secretary III	1169	3	2	77,830
3160	Secretary IV	1291	1	2	86,078
3215	Senior Accountant	2036	1	1	64,598
3260	Account Clerk III	1106	1	1	30,540
3621	Program Tech II	1183	1	1	46,432
Subtotal			<b>74</b>	<b>71</b>	<b>\$ 5,216,511</b>
Educational Incentive					13,370
Bilingual Skills Pay					8,400
POST					82,606
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 5,320,887</b>

VACANT POSITION RECOMMENDED FOR DELETION (Effective July 22, 2013)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
1760	Senior District Attorney Investigator	2337	-1	\$ 160,454
	Cost of Position Recommended to Delete		-1	\$ 160,454

POSITIONS RECOMMENDED FOR TRANSFER TO ORG 2860 (Effective July 22, 2013)

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>
1212	Deputy District Attorney IV (Org 28622000)	3210	-2
	Total Positions to Transfer to Org 2860		-2







Public Defender -- 2880

**Public Defender  
BUDGET 2880  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 10,838,056	\$ 11,182,720	\$ 11,070,228	\$ (112,492)	-1%
Services and Supplies	1,120,872	1,256,020	1,144,481	(111,539)	-9%
Total Appropriations	\$ 11,958,928	\$ 12,438,740	\$ 12,214,709	\$ (224,031)	-2%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$ 377,358	\$ 1,010,800	\$ 1,010,800	\$ -	0%
Intergovernment Revenues - St	170,601	15,590	70,470	54,880	352%
Charges For Services	1,110,638	1,126,560	1,172,537	45,977	4%
Other Financing Sources	-	190,429	277,356	86,927	46%
Intrafund Revenue	241,578	245,025	240,414	(4,611)	-2%
Total Revenues	\$ 1,901,545	\$ 2,588,404	\$ 2,771,577	\$ 183,173	7%
<b><u>Net County Cost</u></b>	<b>\$ 10,057,383</b>	<b>\$ 9,850,336</b>	<b>\$ 9,443,132</b>	<b>\$ (407,204)</b>	<b>-4%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	79	84	88	4	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PUBLIC DEFENDER - 2880**

### **FUNCTION**

Pursuant to the 6<sup>th</sup> Amendment to the Constitution of the United States, all indigent persons charged with a criminal offense where their liberty is placed in jeopardy are entitled to legal counsel. The Public Defender is the primary source for court appointed counsel, and as such is a critical and integral part of the criminal justice system. The Public Defender counsels appointed clients of their legal rights, investigates their cases, secures witnesses, and defends the client's interest before the court. A further function of the office is to provide counsel to those minors and parents whose parental rights to childcare and custody are challenged and to those whose personal rights to self-reliance is being challenged. The Public Defender services are mandated by the California Government and Civil Codes as well as those defined by judicial decree.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$12,214,709 reflects a decrease of 2% (\$224,031) from FY 2012-13 Adopted Budget. The recommended budget includes an increase of 4 staff to a recommended 88 positions. Salary savings of 3% (\$200,103) was used in calculating departmental salaries; related benefits savings were \$138,298 resulting in total recommended salary savings of \$338,401.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Generate new juvenile revenue pursuant to Welfare and Institutions Code §903.15 (appointed juvenile counsel registration fee).
- **Outcome(s)/Result(s):** The department has completed the Master Schedule of Fees, Charges and Recovered Costs (MSF) process and will submit an updated MSF to the Board in the first quarter of FY 2013-14.

##### **FY 2013-14**

- **Goal:** The department will increase appointed counsel registration and other allowable service fee revenues.
- **Performance Metric:** The department will increase its appointed counsel registration fees (statutory authorized \$50.00 fee for counsel case appointment) revenues by 20% through increasing submittal of attorney fee forms to the court and tracking staff submissions and fees collected by the Auditor-Controller-Treasurer-Tax Collector. In calendar year 2012, the department was appointed to 23,000 adult felony and misdemeanor criminal cases with fee forms submitted to the court for 16% (3,643) of those cases. In FY 2013-14 the objective is to increase defense attorney submission of the fee forms to 100% of adult and juvenile criminal case appointments. Conservatively it is expected fee collection will increase to \$238,000, an increase of 20% above current year.

#### **Operational Goal**

##### **FY 2012-13**

- **Goal:** Continue to accept appointment on all mandated cases.
- **Outcome(s)/Result(s):** The department accepted appointment on all mandated cases in FY 2012-13. The department continued to modify and improve the utilization of its Judicial Case

Activity Tracking System (JCATS) in order to accurately track case and workload data and to maintain equitable distribution of attorney workloads.

#### **FY 2013-14**

- **Goal:** Improve the submission of all fee collection forms and the accuracy and timeliness of data collection and entry in Judicial Case Activity Tracking System (JCATS).
- **Performance Metric:** Administrative staff will conduct quality control analysis on a monthly basis through review of defense attorney compliance with submission of appointed counsel fee forms, data collection, input and reporting. The operational objectives for this goal are 100% defense attorney submission of fee forms and case data input 30-days from the date of service.

#### **Departmental Goal**

#### **FY 2012-13**

- **Goal:** Continue to align staff levels to the operational needs of the department in order to improve the cost-effective delivery of services.
- **Outcome(s)/Result(s):** In FY 2012-13 the department took a renewed approach in reviewing the Attorney job specifications and matching them more closely to case assignments. Despite attrition of experienced staff attorneys, the department processed an increase of 9% (1,728) in cases compared to the first three quarters of FY 2011-12.

#### **FY 2013-14**

- **Goal:** Continue to improve the cost-effective delivery of services by utilizing staff at their maximum capabilities based on their skill and experience and begin succession planning to cope with future attrition of experienced staff.
- **Performance Metric:** Utilize experienced defense attorney staff to serve as mentors and develop less experienced defense attorneys through mandatory training that focuses on knowledge and skill development. Trainings will be documented and tracked in the department's JCATS case management system.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

During the first quarter of FY 2012-13, the Superior Court of California, Fresno County (Superior Court) closed five outlying division criminal courts and replaced them with three additional courtrooms in downtown Fresno. As a result, clients whose cases would have been heard in outlying areas must travel to downtown Fresno for their Court hearings. In order to minimize the impact of Court closure to the Office, Public Defender staff was reassigned to the downtown office, staff functions were reorganized accordingly, and efficiencies in providing services to the public were attained.

The department faced numerous challenges in FY 2012-13 with increased workloads from several sources primarily 2011 Realignment, forced medication cases and Proposition 36 three strikes reform.

#### **AB 109 – 2011 Public Safety Realignment Act**

Under AB 109, California Public Safety Realignment shifts the responsibility for incarcerating and monitoring many low-risk offenders from the state to counties. The implementation of AB 109 continues to have a significant impact on the department. In FY 2012-13 the department experienced an increase in Post Release Community Supervision (PRCS) Hearings (802 cases through March 31, 2013 as compared to 302 cases between November 2011 and June 30, 2012). Additionally, Mandatory Supervised Release (MSR) violations have increased as well, with 55 cases through March 31, 2013 as compared to 16 cases between November 2011 and June 30, 2012. An additional staff attorney was added to handle the increased numbers of PRCS and MSR hearings. Funding for this additional

attorney position was provided by AB 118 with no increase in net County cost.

There were 20,303 cases appointed to the department during the first nine months of FY 2012-13. This equates to an increase of 8.2% (1,546) over the same period in FY 2011-12. These increases include a 16% (729) increase in new adult felony cases, a 600% (668) increase in Post Release Community Supervision (PRCS) cases and a 3.5% (325) increase in new adult misdemeanor cases. FY 2012-13 staff additions provided sufficient resources to absorb the workload increase. The department also expects an additional increase in cases beginning July 1, 2013, when 2011 Realignment will shift the responsibility of parole revocation hearings to the County. The full impacts of these parole revocation proceedings are unknown at this time.

Throughout the year the department provided several in-house training sessions to attorney staff on the AB 109 legislation that mandates "evidence-based" sentencing alternatives to incarceration. The department's ongoing partnership with Alliant International University included training on evidence-based practices and risk assessment needs to enhance public safety by preventing recidivism.

### **Forced Medication Cases - Criminal Administrative Process (CRAD) Petitions for Involuntary Medication**

Effective July 1, 2012, AB 366: Involuntary Antipsychotic Medication Hearing legislation was enacted and requires the state to now seek a court order authorizing the involuntary administration of antipsychotic medication for a Mentally Disordered Offender (MDO) or a Sexually Violent Predator (SVP) committed to a state mental hospital who refuses to take medication as prescribed. Coalinga State Hospital is located in Fresno County which houses both MDO and SVP offenders who have court commitments from other counties statewide. The legislation did not include a funding mechanism for forced medication hearing defense counsel. Since October 2012, as a cost containment strategy for the County, the Public Defender has accepted all CRAD cases filed by Coalinga State Hospital regardless of the originating county. As of March 31, 2013, the Public Defender has accepted a total of 36 Court-appointed CRAD cases with original commitments from 18 different counties throughout the State of California without an increase in net County cost. This created a cost-effective efficiency since the department already provides legal representation for newly filed criminal cases occurring at the Coalinga State Hospital. The County is actively seeking legislation to fund and secure reimbursement from offenders' counties of origin that would cover the costs of providing additional services related to CRAD cases.

### **Proposition 36 (Penal Code §1170.126) - Three Strikes Reform Act of 2012**

On November 6, 2012, California voters approved the Three Strikes Reform Act of 2012 (Proposition 36) amending the three strikes law and authorizing resentencing for certain offenders previously convicted of "three strikes" offenses and serving a life sentence. The office has received, in addition to relative phone calls, approximately 145 letters from prisoners statewide who were originally sentenced in Fresno County and are now requesting a resentencing under Proposition 36. The Assistant Public Defender, a Senior Defense Attorney and one paralegal, began the arduous task of researching each request to identify former public defender clients while working closely with the Court and other Justice Partners (including the District Attorney and Probation) to effectively administer these proceedings in a timely manner. As of March 31, 2013, the Public Defender has accepted appointment on 20 cases from the Superior Court for resentencing hearings which include former public defender clients, and clients whose original attorneys are now deceased or are no longer available. The full impact of these proceedings on the department is yet unknown; however, these cases require a significant amount of staff time. The Public Defender has absorbed this additional work within existing appropriations.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$11,070,228, represent a 1% decrease (\$112,492) from FY 2012-13 Adopted Budget. This includes a recommended 88 positions, which represents an increase of 4 positions over the current fiscal year.
  - Account 6100, Regular Salaries represents a 1% (\$4,368) decrease from current year due replacing senior staff retirements with lower level classifications, converting extra-help staff to

## Public Defender -- 2880

permanent positions and adding one office assistant position.

- Account 6200, Extra-Help represents a 93% (\$131,294) decrease from current year with \$10,432 in funding recommended to allow for the retention of three existing extra-help Defense Attorney I positions until the transition to permanent status takes effect.
- Account 6350, Unemployment Insurance represents a decrease of 55% (\$13,922) primarily as a result of reduced rates provided by Risk Management.
- Account 6400, Retirement Contributions reflect an increase of 1% (\$42,344) over the current fiscal year due to increasing rates and the conversion of extra-help staff to permanent positions.
- Account 6600, Health Insurance contributions reflect an increase of 2% (\$8,995) over the current fiscal year due to an increase in the number of covered employees.

### **Services and Supplies**

- Services and Supplies are recommended at \$1,144,481 and represent a 9% decrease (\$111,539) from current year.
  - Accounts 7205, Maintenance–Equipment represent a 9% (\$302) increase in photocopies made and other material printed as a result of the additional number of cases appointed to the department.
  - Account 7271, Books and Publications represent a 22% (\$5,181) decrease due to the department decreasing the quantity of books ordered as more information becomes available online.
  - Account 7385, Small Tools and Instruments represent a 170% increase (\$9,124) over the current fiscal year in anticipation of replacing old copy machines (2) with new digital machines for which purchase costs will fall below the fixed asset threshold.
  - Account 7415, Transportation, Travel & Education represents an 86% increase (\$1,900) which will allow the department to send new attorneys to misdemeanor and felony criminal case trial training.
  - Account 7416, Transportation and Travel County Garage represents a 29% decrease (\$16,006) primarily due to the department returning two County vehicles no longer required with the closure of the outlying courtrooms.

### **SUMMARY OF REVENUES**

- Requested revenues of \$2,771,577 reflect a 7% increase (\$183,173) over current year adopted budget.
  - State Intergovernmental Revenue reflect a 352% (\$54,880) increase due to increases in mandated claims revenues for Penal Code §4750 inmates housed at Pleasant Valley State Prison and Coalinga State Hospital.
  - Other Financing Sources reflect a 46% (\$86,927) increase due to additional allocation of AB109 – 201 Public Safety Realignment funding.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Fines, Forfeitures, & Penalties			
3308 – Criminal Justice Facility Construction	1,010,800	1,010,800	1,010,800
<b>Total</b>	<b>\$ 1,010,800</b>	<b>\$ 1,010,800</b>	<b>\$ 1,010,800</b>
Acct # - Intergovernment Revenues – State			
3455 – Juvenile Drug Court	15,590	23,167	15,590
3575 – State - Other	0	52,266	54,880

## Public Defender -- 2880

<b>Total</b>	<b>\$ 15,590</b>	<b>\$ 75,433</b>	<b>\$ 70,470</b>
Acct # - Charges for Services			
4906 – Court Appointed Attorney Fees	192,000	192,000	237,977
5047 – Cty Court Services (Title XX) Dependency	934,560	934,560	934,560
<b>Total</b>	<b>\$ 1,126,560</b>	<b>\$ 1,126,560</b>	<b>\$ 1,172,537</b>
Acct # - Other Financing Sources			
5951 – AB109 - Public Safety Realignment	190,429	190,429	277,356
<b>Total</b>	<b>\$ 190,429</b>	<b>\$ 190,429</b>	<b>\$ 277,356</b>
Acct # - Intrafund			
5990 – Post Conviction Drug Court	31,703	31,703	31,703
5990 – Jobs 2000	213,322	213,322	208,711
<b>Total</b>	<b>\$ 245,025</b>	<b>\$ 245,025</b>	<b>\$ 240,414</b>
<b>Total Revenues</b>	<b>\$ 2,588,404</b>	<b>\$ 2,648,247</b>	<b>\$ 2,771,577</b>



**PUBLIC DEFENDER - 2880****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0267	Assistant Public Defender	C	1	1	\$ 127,211
1202	Paralegal III	1488	1	1	47,189
1203	Paralegal I	1041	1	1	30,681
1204	Paralegal II	1236	2	2	78,453
1208	Chief Defense Attorney	D	2	2	246,540
1240	Defense Attorney I	1817	6	8	389,329
1241	Defense Attorney II	2323	10	14	974,496
1242	Defense Attorney III	2788	10	10	928,380
1243	Defense Attorney IV	3262	18	16	1,738,464
1245	Senior Defense Attorney	3510	7	6	701,568
1764	Defense Investigator I	1650	1	1	54,782
1765	Defense Investigator II	1999	8	8	532,856
2209	Administrative Services Assistant	1845	1	1	56,563
3070	Supervising Office Assistant II	1399	1	1	46,589
3080	Office Assistant III	1049	10	10	349,480
3125	Office Assistant I	837	1	2	45,254
3140	Secretary III	1169	2	2	73,658
3255	Senior Accountant	2036	1	1	64,598
8088	Public Defender	B	1	1	137,808
Subtotal			<b>84</b>	<b>88</b>	\$ 6,623,899
Auto Allowance					6,180
Criminal Law Specialists Incentives					31,580
Bilingual Skill Pay					8,428
Less Salary Savings 3%					(200,103)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 6,469,984</b>

**POSITIONS RECOMMENDED TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1240	Defense Attorney I	1817	3	\$ 226,221
3125	Office Assistant I	837	1	39,301
Cost of Positions Recommended to Add			4	\$ 265,522



Probation -- 3430

**Probation  
BUDGET 3430  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 19,893,327	\$ 22,624,876	\$ 23,189,484	\$ 564,608	2%
Services and Supplies	4,655,894	5,722,596	5,849,463	126,867	2%
Other Charges	114,092	348,000	864,000	516,000	148%
Residual Equity Transfers(Out)	228,224	-	-	-	0%
General Fixed Assets	6,743	48,446	48,446	-	0%
Total Appropriations	\$ 24,898,281	\$ 28,743,918	\$ 29,951,393	\$ 1,207,475	4%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 848,266	\$ 685,000	\$ 850,000	\$ 165,000	24%
Intergovernment Revenues - St	14,354,079	12,985,728	10,320,148	(2,665,580)	-21%
Intergovernment Rev-Federal	2,007,202	1,800,000	1,800,000	-	0%
Charges For Services	1,802,979	2,006,455	1,743,747	(262,708)	-13%
Miscellaneous Revenues	1,137,733	1,065,625	-	(1,065,625)	-100%
Other Financing Sources	1,822,075	6,685,153	8,508,330	1,823,177	27%
Intrafund Revenue	814,638	550,320	538,967	(11,353)	-2%
Total Revenues	\$ 22,786,971	\$ 25,778,281	\$ 23,761,192	\$ (2,017,089)	-8%
<b><u>Net County Cost</u></b>	<b>\$ 2,111,310</b>	<b>\$ 2,965,637</b>	<b>\$ 6,190,201</b>	<b>\$ 3,224,564</b>	<b>109%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	246	250	252	2	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PROBATION – 3430**

### **FUNCTION**

Probation is a State mandated justice system department responsible for preparing pre-sentence evaluations and providing post-sentence supervision of adult and juvenile offenders. The department also serves as the investigative and evaluative arm of the Fresno County Superior Court. Financing for the department's Juvenile Justice Campus is detailed in Org 3440 and the Probation grant funded programs are detailed in Org 3432.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$29,951,393 reflects a 4% (\$1,207,475) increase in appropriations over the FY 2012-13 Adopted Budget primarily due to increased costs in housing minors at the Department of Juvenile Justice (DJJ), the addition of two revenue offset Probation Technician positions, and higher retirement costs. The FY 2013-14 Recommended Budget reflects an 8% (\$2,017,089) decrease in estimated revenue from the FY 2012-13 Adopted Budget primarily due to a reduction in SB 678 funding and Targeted Case Management revenue. A 3% (\$384,425) salary savings has been used in calculating Regular Salaries (Account 6100) in the recommended budget. A \$283,850 savings in combined, related benefits has also been calculated in the recommended budget for Retirement, OASDI, and Health Insurance. Staffing is recommended at 252 positions, an increase of 2 positions.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** The fiscal goal of the Probation Department is to ensure the funding provided to the Probation Department is used in the most efficient and effective manner. This is accomplished by continuously monitoring expenditures and revenues in order to stay within the adopted net County cost and reviewing ongoing operations, contracts, and purchases of services and supplies to maximize each dollar spent. In addition, new and existing revenue streams are reviewed regularly to make sure Probation is getting the maximum revenue possible for the services provided by the department.
- **Outcomes:** The department monitored expenditures and revenue throughout the fiscal year resulting in an estimated savings of \$1,000,000 in budgeted net County cost (NCC) for FY 2012-13. This amount is included as NCC carryover in the recommended budget. Any additional savings will be redirected to fund balance.

##### **FY 2013-14**

- **Goal:** The fiscal goal of the Probation Department continues to be to ensure the funding provided to the Probation Department is used in the most efficient and effective manner. This is accomplished by continuously monitoring expenditures and revenues and reviewing ongoing operations, contracts, and purchases of services and supplies to maximize each dollar spent.
- **Performance Metric:** Success is measured by staying within or below the budgeted net County cost for the department at the end of the fiscal year.

#### **Operational Goal**

##### **FY 2012-13**

#### Probation -- 3430

- **Goal:** Recognizing the historic legislation creating AB 109, the Public Safety Realignment Act of 2011, the Operational Goal of the Probation Department will be to fund, train, integrate and implement specific public safety services related to this population.
- **Objective I:** The provision of evidence-based practices that include intensive supervision, referrals for mental health and substance abuse services, referrals to the Adult Day Reporting Center, Global Positioning Satellite (GPS) supervision and flash incarceration.
- **Outcome:** Contracts for evidence based programs are in place and services are ongoing. These include the Day Reporting Center with 89 referrals and the Turning Point Center where 1,122 offenders with substance abuse treatment needs and 130 offenders with mental health needs have been referred. In addition, AB 109 funding has been allocated for homeless supervision needs. The Pre-Trial Services program was implemented and is operational with 420 offenders referred and 120 placed in the program. GPS monitoring commenced in March of 2013 with 12 PRCS offenders and 52 pre-trial offenders on monitoring devices. Flash incarceration is also in place; a total of 554 offenders have been incarcerated (flushed) in the continuum of sanctions.
- **Objective II:** A rigorous research and evaluation plan, to include data summaries and outcomes, which will guide and measure the success of the program under the oversight of the Community Corrections Partnership (the executive body of the program).
- **Outcome:** For the first year of AB 109, Owen Research and Evaluation has been involved in an ongoing objective and evidence-based process with data from all agencies impacted by AB 109. The goals are to assess the validity and effectiveness of the justice system's response to and the outcomes for the realigned population. This first year data summary and evaluation are in the process of being finalized with results available in the near future.

#### FY 2013-14

- **Goal:** In accordance with the ongoing implementation of AB 109, the Public Safety Realignment Act of 2011, the operational goal of the Probation Department continues to be to fund, train, integrate and implement specific public safety services related to this population.
- **Performance Metric:** Success is measured through reduced criminal victimization and increased public safety as seen in the provision of evidence-based practices that include intensive supervision for specialized caseloads (sex offender, gangs and domestic violence) and a system of enhanced referrals for treatment, mental health and substance abuse services.

#### Departmental Goal

#### FY 2012-13

- **Goal:** The overall goal of the Fresno County Probation Department is to provide services that enhance public safety through crime prevention, offender supervision, victim advocacy, and support of the court.
- **Objective I:** Application and provision of evidence-based principles and programs in the juvenile, adult, and institutional divisions in order to provide for successful reintegration and rehabilitation.
- **Outcome:** Evidence-based practices have been implemented or are being implemented in the juvenile division including use of the Positive Achievement Creating Change (PACT) validated risk-needs assessment, Thinking For a Change (T4C) program, campus supervision, Youth Court, Behavioral Health Court and the Community Justice Conference (CJC). Using a validated instrument for assessment allows juvenile probation officers to develop case management plans that identify needs and treatment options for all minors. The Static Risk Offender Needs Guide (STRONG), a validated assessment tool that allows for development of case managed plans for offenders, is in place in the Adult Division. Programs that refer adult offenders to the Day

Reporting Center (DRC) are operational or pending. In addition, referrals are occurring for substance abuse and mental health treatment for adult offenders, and plans are underway to develop a program that addresses offender vocational training needs. In the institutional divisions, evidence-based practices that have shown effectiveness in reducing recidivism continue with the PACT risk assessment for juveniles at booking, T4C, and intensive substance abuse and mental health treatment.

- **Objective II:** Maximizing outreach to victims, including collection of restitution.
- **Outcome:** The Crime Victim Assistance Program continues to provide comprehensive services to crime victims including 800 contacts for restitution and 833 victims of violent crimes claims filed with the State of California for compensation. In addition, services were provided to over 5,000 victims of violent crimes in Fresno County including crisis intervention and impact statements in court.

#### **FY 2013-14**

- **Goal:** The overall goal of the Fresno County Probation Department continues to be the provision of services that enhance public safety through crime prevention, offender supervision, victim advocacy, and support of the court.
- **Performance Metric:** Success is measured through the application and provision of evidence-based principles and programs in the juvenile, adult, and institutional divisions; maximizing outreach to victims, including collection of restitution; successful completion of probation for offenders; and to expand effective rehabilitation programs provided to both juvenile and adult offenders.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The recommended budget includes the addition of two Probation Technician positions. These positions will provide services in the Juvenile Justice Crime Prevention Act (JJCPA) program and support the Deputy Probation Officers assigned to this program. Support will include, in part, data collection, and providing verification of and progress reports on minors participating in the program.

SB 678 (Chapter 608, Statutes of 2009), the California Community Corrections Performance Incentives Act, provides funding from the state to counties based on the costs avoided by the Department of Corrections and Rehabilitation due to a reduction in the percentage of adult probationers sent to prison from counties for a probation failure. The Governor's FY 2013-14 May Revise includes a reduction in funding for SB 678. With the implementation of AB 109, many of the probation failures that are not sent to prison and were previously funded through SB 678 are now being addressed through and funded by AB 109 through 2011 Realignment.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$23,189,484, represent a 2% (\$564,608) increase over the current year adopted budget primarily due to the addition of two positions and increases in employee retirement and overtime costs. Staffing is recommended at 252 positions, an increase of 2 positions.

Recommended funding includes:

- The addition of two Probation Technician positions to provide services in the JJCPA program. These positions are fully funded with JJCPA funds.
- Account 6200, Extra-Help reflects a 22% (\$65,000) decrease based on the current year's actual usage.
- Account 6300, Overtime reflects a 48% (\$145,184) increase based on the current year's actual usage.

#### Probation -- 3430

- Account 6350, Unemployment Insurance represents a 62% (\$25,514) decrease based on rates for FY 2013-14.
- Account 6400, Retirement Contribution represents a 5% (\$308,027) increase based on rates for FY 2013-14 and the addition of two Probation Technician positions.
- Account 6670, Benefits Administration represents an 8% (\$2,729) decrease based on rates for FY 2013-14.

#### **Services and Supplies**

- Services and Supplies, recommended at \$5,849,463, represent a 2% (\$126,867) increase over the current year adopted budget.

Recommended funding includes:

- Account 7101, Liability Insurance reflects a 57% (\$91,970) decrease based on rates for FY 2013-14 and past claim history.
- Account 7220, Maintenance of Buildings and Grounds reflects a 100% (\$8,000) decrease and Account 7221, Building Maintenance-General Services reflects an 80% increase (\$8,000) due to the reallocation of appropriations from Account 7220 to the appropriate account (7221).
- Account 7295, Professional and Specialized Services represent an 8% (\$165,684) increase primarily due to the budgeting of contract services for the AB 109 Adult Compliance Team with the cities of Fresno and Clovis.
- Account 7345, Facility Operations and Maintenance represents a 20% (\$61,938) decrease based on rates for FY 2013-14.
- Account 7400, Special Departmental Expense reflects a 29% (\$28,440) increase and Account 7415, Transportation, Travel & Education represents a 44% (\$20,000) increase based on actual usage in previous years.

#### **Other Charges**

- Other Charges of \$864,000 represent a 148% (\$516,000) increase over the current year adopted budget based on increases in bed costs charged by the State for housing Department of Juvenile Justice (DJJ) placements as ordered by the Fresno Superior Court. The annual cost per bed at DJJ increased from \$2,580 (for category 1-4 wards) and \$22,288 (for category 5 wards) to \$24,000 per bed for all wards starting in the current fiscal year for new commitments only.

#### **Fixed Assets**

- Fixed Assets are recommended at the current year level of \$48,446. This appropriation is for the Tree Fresno project funded with Indian Gaming Special Distribution revenue.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$23,761,192, an 8% (\$2,017,089) decrease from the current year adopted budget primarily due a reduction in SB 678 funding.
  - Fines, Forfeitures and Penalties (\$850,000) – Reflect a 24% (\$165,000) increase in Adult Offender Work Program fees based on actual receipts in the current year.
  - Intergovernmental Revenues-State (\$10,320,148) – Represents a 21% (\$2,665,580) decrease due to a significant reduction in SB 678 funding partially offset by an estimated 9.5% growth in Public Safety Proposition 172 sales tax revenue.
  - Intergovernmental Revenues-Federal (\$1,800,000) – Reflects funding at the current year level from the Title IV-E program for juvenile case management services.

Probation -- 3430

- Charges for Services (\$1,743,747) – Reflect a 13% (\$262,708) decrease primarily due to a reduction in Adult Probation Supervision fees based on estimated current year actuals.
- Miscellaneous Revenues (\$0) – Represent a reduction of \$1,065,625 in Targeted Case Management (TCM) revenue. Recent Federal programmatic changes to the TCM program resulted in a significant reduction in revenue to the Probation Department. As a result, the program is no longer viable given the staff time spent completing the required documentation and the potential pay back of prior year revenues.
- Other Financing Sources (\$8,508,330) – Reflect a 27% (\$1,823,177) increase due to additional 2011 Realignment revenue for public safety programs. Revenue to cover the contract costs for the cities of Fresno and Clovis Police Departments AB 109 Adult Compliance Team (ACT) members is budgeted in this Org to reimburse the cities.
- Intrafund Revenues (\$538,967) – Reflect a 2% (\$11,353) decrease based on anticipated funding for Deputy Probation Officers funded by other County departments for FY 2013-14.
- Net County Cost (NCC) Carryover – The Probation Department's NCC allocation for FY 2013-14 includes an additional \$1,000,000 that is based on the department's projected NCC carryover from FY 2012-13. The carryover is based on budget instructions and CAO approval for 100% of projected NCC savings from FY 2012-13.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Fines, Forfeitures, & Penalties			
3320 – Adult Offender Work Program	685,000	860,969	850,000
<b>Total</b>	<b>\$ 685,000</b>	<b>\$ 860,969</b>	<b>\$ 850,000</b>
Acct # - Intergovernment Revenues – State			
3375 – State Other	6,062,282	3,888,457	2,743,577
3577 – State Aid-Public Safety Proposition 172	6,875,000	7,532,965	7,528,125
3591 – State-Indian Gaming	48,446	0	48,446
<b>Total</b>	<b>\$ 12,985,728</b>	<b>\$ 11,421,422</b>	<b>\$ 10,320,148</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal Other	1,800,000	1,758,074	1,800,000
<b>Total</b>	<b>\$ 1,800,000</b>	<b>\$ 1,758,074</b>	<b>\$ 1,800,000</b>
Acct # - Charges for Services			
4895 – Personnel Services	658,255	657,519	661,047
4957 – Probation Presentence Report Fees	50,000	21,129	25,000
5031 – Work Furlough	5,500	3,600	5,500
5081 – Restitution Admin. Fees	2,200	0	2,200
5082 – Installment Fees	3,000	420	3000
5083 – Diversion Program Fees	9,000	8,373	9,000
5084 – Drug Testing Fees	520,000	473,476	500,000
5085 – Adult Probation Supervision Fees	700,000	432,973	475,000
5086 – Juvenile Electronic Monitoring	18,000	14,157	18,000
5087 – Juvenile Administrative Screening Fees	35,000	39,068	38,000
5088 – Domestic Violence Treatment Provider Fee	2,500	2,500	2,500
5089 – Juvenile Record Sealing Fees	3,000	3,965	4,500
<b>Total</b>	<b>\$ 2,006,455</b>	<b>\$ 1,657,180</b>	<b>\$ 1,743,747</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	1,065,625	402,850	0
<b>Total</b>	<b>\$ 1,065,625</b>	<b>\$ 402,850</b>	<b>\$ 0</b>
Acct # - Other Financing Sources			
5951 – AB 109	4,336,967	4,317,571	4,959,198
5951 – Juvenile Probation Activities	226,125	226,125	226,125
5951 – Juvenile Justice Crime Prevention Act	1,638,987	2,612,632	2,838,421
5951 – Juvenile Reentry	300,000	300,000	300,000



Probation -- 3430

5951 – Youthful Offender Block Grant	183,074	183,074	184,586
<b>Total</b>	<b>\$ 6,685,153</b>	<b>\$ 7,639,402</b>	<b>\$ 8,508,330</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	550,320	644,344	538,967
<b>Total</b>	<b>\$ 550,320</b>	<b>\$ 644,344</b>	<b>\$ 538,967</b>
<b>Total Revenues</b>	<b>\$ 25,778,281</b>	<b>\$ 24,384,241</b>	<b>\$ 23,761,192</b>

### **PENDING FACTORS**

Proposition 172 funding is budgeted at a 9.5% increase over the FY 2012-13 Adopted Budget level based on current year actual receipts. Representatives of the Justice agencies (District Attorney, Sheriff and Probation) met with the Auditor-Controller/Treasurer-Tax Collector and the County Administrative Office to review projections and all agreed to the percentage increase. Representatives of these agencies will continue to monitor this revenue source and any significant deviations that materialize, will be reported to your Board.

**PROBATION - 3430**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<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	14	14	\$ 1,051,621
2005	Deputy Probation Officer IV	1960	48	48	3,096,211
2007	Deputy Probation Officer III	1773	46	46	2,713,810
2010	Deputy Probation Officer II	1574	13	13	626,361
2015	Deputy Probation Officer I	1329	28	28	1,147,808
2023	Juvenile Correctional Officer II	1520	1	1	50,634
2045	Probation Division Director	E	3	3	245,392
2065	Probation Technician I	1053	13	15	449,932
2066	Probation Technician II	1183	7	7	268,696
2213	Systems & Procedures Analyst III	2164	1	1	68,643
2240	Sr. Systems & Procedures Analyst	2423	1	1	76,865
2260	Probation Business Manager	E	1	1	79,788
2291	Staff Analyst II	1597	1	1	48,773
2293	Staff Analyst III	2048	1	1	64,989
3010	Chief Office Assistant	1537	2	2	97,562
3070	Supervising Office Assistant II	1399	5	5	229,226
3080	Office Assistant III	1049	32	32	1,090,555
3110	Office Assistant II	940	3	3	85,123
3125	Office Assistant I	837	11	11	265,015
3143	Secretary II Conf.	1067	2	2	74,807
2209	Administrative Services Assistant	1845	1	1	58,168
3215	Accountant II	1743	2	2	110,612
3255	Senior Accountant	2036	1	1	64,598
3260	Account Clerk III	1106	4	4	147,308
3262	Supervising Accountant	2220	1	1	70,444
3621	Program Technician II	1393	1	1	46,432
3622	Program Technician I - Conf.	1266	2	2	82,576
3623	Program Technician II - Conf.	1416	1	1	39,891
3705	Information Technology Analyst III	1638	1	1	57,216
3707	Information Technology Analyst IV	2302	2	2	146,056
8085	Chief Probation Officer	FLAT	1	1	128,880
Subtotal			<b>250</b>	<b>252</b>	\$ 12,783,992
Auto Allowance					6,180
Bilingual Skill Pay					24,000
Less Salary Savings (3%)					(384,425)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 12,429,747</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2065	Probation Technician I	1053	<u>2</u>	<u>\$ 101,524</u>





Probation – Grants -- 3432

**Probation - Grants  
BUDGET 3432  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,511,442	\$ 1,561,092	\$ 1,567,292	\$ 6,200	0%
Services and Supplies	1,010,274	451,382	184,523	(266,859)	-59%
Total Appropriations	\$ 2,521,715	\$ 2,012,474	\$ 1,751,815	\$ (260,659)	-13%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 551,338	\$ 452,005	\$ 361,133	\$ (90,872)	-20%
Intergovernment Rev-Federal	1,426,367	883,567	619,627	(263,940)	-30%
Charges For Services	11,181	36,283	36,116	(167)	0%
Miscellaneous Revenues	17,462	14,000	14,000	-	0%
Intrafund Revenue	377,600	360,495	389,347	28,852	8%
Total Revenues	\$ 2,383,949	\$ 1,746,350	\$ 1,420,223	\$ (326,127)	-19%
<b><u>Net County Cost</u></b>	<b>\$ 137,767</b>	<b>\$ 266,124</b>	<b>\$ 331,592</b>	<b>\$ 65,468</b>	<b>25%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	21	19	19	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PROBATION GRANTS - 3432**

### **FUNCTION**

The Probation Grants budget contains recommended appropriations for seven programs funded by State and Federal grants and one program funded by the Fresno County Superintendent of Schools.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$1,751,815 reflects a 13% (\$260,659) decrease in appropriations and 19% (\$326,127) decrease in revenues from the FY 2012-13 Adopted Budget. The decrease in appropriations and revenues is primarily due to the ending of the Evidence Based Probation Supervision (EBPS) program (SB 678 Start-Up Grant) in December 2012. Staffing is recommended at the current year level of 19 positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Grant Programs**

##### **Drug Suppression Program - Probation Team (\$108,373)**

Grant Funds: \$43,434 County Match: \$64,939

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's Org (31116313) and funds one Deputy Probation Officer position.

##### **Victim Witness Service Center (\$861,049)**

Grant Funds: \$646,294 County Match: \$214,755

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

##### **Elder Abuse Program (\$168,318)**

Grant Funds: \$116,420 County Match: \$51,898

Provides services to victims of elder abuse including coordination of psychiatric, legal, medical, and crisis intervention services. This grant program funds two permanent Victim Witness Advocate positions and 15% of a Program Technician position.

##### **Post-Conviction Drug Court (PCDC) (\$345,913)**

Grant Funds: \$345,913 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 Department of Behavioral Health and funds two Deputy Probation Officer, one Office Assistant, and one Probation Technician positions.

##### **Juvenile Drug Court (\$40,415)**

Grant Funds: \$40,415 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 partially funds a Deputy Probation Officer position. Part-time staff from the District Attorney, Public Defender, and

the Department of Behavioral Health are also funded by this grant.

**Prevent Repeat Impaired Driving Effectively (PRIDE) (\$141,631)**

Grant Funds: \$141,631 County Match: None

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

**Juvenile Detention – Foster Youth Services Program (JD-FYSP) (\$36,116)**

Grant Funds: \$36,116 County Match: None

This program provides a liaison at the Court Schools located at the Juvenile Justice Campus. The extra-help Juvenile Correctional Officer works with the Fresno County Office of Education's Foster Youth Services Program Coordinator, Foster Youth Consultants, and the Education Services Specialist to implement the Juvenile Detention Foster Youth Services program's goals and objectives.

**Disproportionate Minority Contact-Technical Assistance Project – (DMC-TAP) (\$50,000)**

Grant Funds: \$50,000 County Match: None

This program provides funding to support Probation departments in understanding and identifying (DMC) and implementing broad systems reform. It is designed to equip these agencies with the tools and resources needed to provide leadership in developing and/or strengthening community-based DMC reduction activities. The program funds 20% of a Probation Services Manager position and 10% of a Sr. Systems & Procedures Analyst position.

**Salaries and Benefits**

- Salaries and Benefits represent a \$6,200 increase over the current year adopted budget. Staffing is recommended at the current year level of 19 positions.

**Services and Supplies**

- Services and Supplies represent a 59% (\$266,859) decrease from the current year adopted budget primarily due the ending of the EBPS program (SB 678 Start-Up Grant).

**SUMMARY OF REVENUES**

- Revenues are recommended at \$1,420,223, a 19% (\$326,127) decrease from the current year adopted budget primarily due to the ending of the EBPS program (SB 678 Start-Up Grant).
  - Intergovernmental Revenues – State (\$361,133) – Represents a 20% (\$90,872) decrease from the current year primarily due to the budgeting of revenue for the Juvenile Drug Court and DMC-TAP program in Intergovernmental Revenues - Federal for FY 2013-14.
  - Intergovernmental Revenues – Federal (\$619,627) – Reflects a net 30% (\$263,940) decrease from the current year primarily due to the ending of the EBPS program, partially offset with the budgeting of Juvenile Drug Court and DMC-TAP program revenue in this category instead of Intergovernmental Revenues – State.
  - Charges for Services (\$36,116) – Reflects a \$167 decrease from the current year allocation for the Juvenile Detention – Foster Youth Services Program.
  - Miscellaneous Revenues (\$14,000) – Reflects no change from the current year allocation.
  - Intrafund Revenues (\$389,347) – Represents an 8% (\$28,852) increase over the current year primarily due to an increase in funding for the Post-Conviction Drug Court.

Probation – Grants -- 3432

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3575 – State - Other - Juvenile Drug Court	40,872	40,415	0
3575 – State - Other - Victim Witness	361,133	361,133	361,133
3575 – State - Other - DMC	50,000	50,000	0
<b>Total</b>	<b>\$ 452,005</b>	<b>\$ 451,548</b>	<b>\$ 361,133</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal - Other- Juvenile Drug Court	0	0	40,415
4380 – Federal - Other - DMC	0	0	50,000
4380 – Federal - Other Victim Witness	309,191	309,191	271,161
4380 – Federal - Other Elder Abuse	125,000	125,000	116,420
4380 – Federal - Other OTS PRIDE	151,631	139,896	141,631
4380 – Federal - Other SB 678	297,745	270,280	0
<b>Total</b>	<b>\$ 883,567</b>	<b>\$ 844,367</b>	<b>\$ 619,627</b>
Acct # - Charges for Services			
4895 – Pesonnel Services - JDFYSP	36,283	20,000	36,116
<b>Total</b>	<b>\$ 36,283</b>	<b>\$ 20,000</b>	<b>\$ 36,116</b>
Acct # - Miscellaneous Revenues			
5800 – Miscellaneous - used for V/W Donation	14,000	14,000	14,000
<b>Total</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>
Acct # - Intrafund			
5990 – Intrafund NET	53,725	43,434	43,434
5990 – Intrafund PCDC	306,770	295,156	345,913
<b>Total</b>	<b>\$ 360,495</b>	<b>\$ 338,590</b>	<b>\$ 389,347</b>
<b>Total Revenues</b>	<b>\$ 1,746,350</b>	<b>\$ 1,668,505</b>	<b>\$ 1,420,223</b>



**PROBATION - GRANTS - 3432**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<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	\$ 75,116
2005	Deputy Probation Officer IV	1960	2	2	195,828
2007	Deputy Probation Officer III	1773	2	2	59,090
2033	Victim Witness Advocate	1219	10	10	374,244
2066	Probation Technician II	1183	1	1	32,763
3080	Office Assistant III	1049	1	1	34,948
3110	Office Assistant II	940	1	1	25,790
3621	Program Technician II	1393	<u>1</u>	<u>1</u>	<u>46,432</u>
Subtotal			<b>19</b>	<b>19</b>	\$ 844,211
	Bilingual Skills Pay				<u>1,800</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 846,011</b>



# Probation – Juvenile Justice Campus -- 3440

## Prob-Juvenile Justice Campus BUDGET 3440 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 28,855,692	\$ 29,225,879	\$ 29,551,418	\$ 325,539	1%
Services and Supplies	4,705,409	4,886,619	5,785,026	898,407	18%
Total Appropriations	\$ 33,561,101	\$ 34,112,498	\$ 35,336,444	\$ 1,223,946	4%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 809,688	\$ -	\$ -	\$ -	0%
Intergovernment Revenues - St	13,359,971	7,413,000	8,066,125	653,125	9%
Charges For Services	140,819	130,000	130,000	-	0%
Miscellaneous Revenues	8,117	-	-	-	0%
Other Financing Sources	26,640	5,430,768	10,367,079	4,936,311	91%
Intrafund Revenue	42,929	18,733	18,733	-	0%
Total Revenues	\$ 14,388,164	\$ 12,992,501	\$ 18,581,937	\$ 5,589,436	43%
<b><u>Net County Cost</u></b>	<b>\$ 19,172,937</b>	<b>\$ 21,119,997</b>	<b>\$ 16,754,507</b>	<b>\$ (4,365,490)</b>	<b>-21%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	277	277	276	(1)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The Juvenile Justice Campus Division of the Probation Department provides facilities for the detention, control, and commitment of juveniles pursuant to California State Juvenile Court law and Department of Juvenile Justice standards as audited by the Board of State and Community of Corrections. Programs provided at the state-of-the-art Juvenile Justice Campus include substance abuse for males and females, female gender specific treatment, and pre-adolescent treatment. In addition, the “Thinking for a Change” program has been integrated throughout the Campus. “Thinking for a Change” is a 22 module cognitive interactive decision making process involving correctional staff and youth. Various other programs, such as mentoring and arts, continue to be enhanced to provide juveniles a wide range of opportunities to improve their overall social and living skills.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$35,336,444 represents a 4% (\$1,223,946) increase in appropriations over the FY 2012-13 Adopted Budget primarily due to increases in utility, retirement, and workers’ compensation costs. The FY 2013-14 Recommended Budget reflects a 43% (\$5,589,436) increase in estimated revenue over the FY 2012-13 Adopted Budget primarily due to an increase in 2011 Realignment and Proposition 172 funding. A 6% (\$849,285) salary savings has been used in calculating Regular Salaries (Account 6100) in the recommended budget. A \$635,088 savings in combined, related benefits has also been calculated in the recommended budget for Retirement, OASDI, and Health Insurance Contribution. Staffing is recommended at 276 positions, a net decrease of 1 position from the current year. Funding for a total of 390 beds is included in the recommended budget which is the same as the current year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The recommended budget includes the deletion of two vacant Juvenile Correctional Officer (JCO) positions and the addition of one Probation Services Manager (PSM) position. In order to obtain operational efficiencies, the juvenile electronic monitoring program, currently operated out of the Juvenile Justice Campus by two JCOs, will be moved to Probation operations and be accomplished with existing staff within Org 3430. Based on operational needs at the Juvenile Justice Campus, including additional supervision, the addition of one PSM position is recommended. The savings resulting from deleting the two JCO positions will almost fully offset the costs to add the PSM position.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$29,551,418 represent a 1% (\$325,539) increase over the current year adopted budget primarily based on retirement and workers’ compensation rates for FY 2013-14. Staffing is recommended at 276 positions, a net decrease of 1 position from the current year.

Recommended funding includes:

- The addition of one Probation Services Manager position for operational needs.
- The deletion of two vacant Juvenile Correctional Officer positions.
- Account 6350, Unemployment Insurance reflects a 56% (\$77,689) decrease from the current year based on past claim history.
- Account 6400, Retirement represents a 3% (\$207,404) increase based on rates for FY 2013-14.

Probation – Juvenile Justice Campus -- 3440

- Account 6550, Workers' Compensation reflects an 18% (\$206,018) increase based on past claim history.
- Account 6670, Benefits Administration represents a 9% (\$3,360) decrease based on rates for FY 2013-14.

**Services and Supplies**

- Services and Supplies, recommended at \$5,785,026, represent an 18% (\$898,407) increase over the current year adopted budget primarily due to an increase in utility costs based on current year actual usage and rates for FY 2013-14.

Recommended funding includes:

- Account 7101, Liability Insurance reflects a 214% (\$101,817) increase based on rates for FY 2013-14.
- Account 7175, Insurance Other represents a 54% (\$44,529) decrease based on rates for FY 2013-14.
- Account 7345, Facility Services Rent reflects a 4% (\$50,005) increase and Account 7611, Security Services represents a 170% (\$42,055) increase based on rates for FY 2013-14.
- Account 7400, Special Departmental Expense represents a 30% (\$10,538) decrease based on current year usage.
- Account 7430, Utilities reflects a 66% (\$673,475) increase based on current year actual usage and rates for FY 2013-14.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$18,581,937, a 43% (\$5,589,436) increase over the current year adopted budget primarily due to an increase in 2011 Realignment and Proposition 172 revenue.
- Intergovernmental Revenues-State (\$8,066,125) – Reflects a 9% (\$653,125) increase due to an estimated 9.5% growth in Public Safety Proposition 172 sales tax revenue for FY 2013-14.
- Charges for Services (\$130,000) – Reflect funding at the current year level for fees (based on a sliding scale) collected from parents for the housing of minors at the Juvenile Justice Campus.
- Other Financing Sources (\$10,367,079) – Reflects a 91% (\$4,936,311) increase in 2011 Realignment revenues (including the use of carryover funds) for Local Law Enforcement Services Account and Juvenile Justice Account programs in FY 2013-14.
- Intrafund Revenues (\$18,733) – Reflect funding at the current year level for one Supervising Office Assistant position that cost applies a portion of work time to Org 3430.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3577 – Proposition 172	6,875,000	7,532,965	7,528,125
3586 – School Lunch and Milk	538,000	474,246	538,000
<b>Total</b>	<b>\$ 7,413,000</b>	<b>\$ 8,007,211</b>	<b>\$ 8,066,125</b>
Acct # - Charges for Services			
5035 – Juv Hall - Private Fees	130,000	85,022	130,000
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 85,022</b>	<b>\$ 130,000</b>
Acct # - Other Financing Sources			
5951 – Youthful Offender Block Grant	2,710,349	2,699,543	3,310,349
5951 – Juvenile Probation Activities	1,742,156	1,742,156	4,545,692

Probation – Juvenile Justice Campus -- 3440

5951 – Juvenile Camp	978,263	978,263	2,511,038
<b>Total</b>	<b>\$ 5,430,768</b>	<b>\$ 5,419,962</b>	<b>\$ 10,367,079</b>
Acct # - Intrafund			
5990 - Intrafund	18,733	18,733	18,733
<b>Total</b>	<b>\$ 18,733</b>	<b>\$ 18,733</b>	<b>\$ 18,733</b>
<b>Total Revenues</b>	<b>\$ 12,992,501</b>	<b>\$ 13,530,928</b>	<b>\$ 18,581,937</b>

### **PENDING FACTORS**

Proposition 172 funding is budgeted at a 9.5% increase over the FY 2012-13 Adopted Budget level based on current year actual receipts. Representatives of the Justice agencies (District Attorney, Sheriff and Probation) met with the Auditor-Controller/Treasurer-Tax Collector and the County Administrative Office to review projections and all agreed to the percentage increase. Representatives of these agencies will continue to monitor this revenue source and any significant deviations that materialize, will be reported to your Board.

**PROBATION - JUVENILE JUSTICE CAMPUS - 3440**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<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	3	4	\$ 300,463
2005	Deputy Probation Officer IV	1960	1	1	63,551
2015	Deputy Probation Officer I	1329	1	1	35,591
2021	Supervising Juvenile Correctional Officer	2017	15	15	1,008,113
2022	Senior Juvenile Correctional Officer	1751	47	47	2,690,646
2023	Juvenile Correctional Officer II	1520	151	151	7,612,706
2025	Juvenile Correctional Officer I	1242	29	27	972,712
2045	Probation Division Director	E	2	2	163,595
3161	Secretary IV - Conf.	1313	2	2	87,487
3070	Supervising Office Assistant II	1399	1	1	46,589
3080	Office Assistant III	1049	1	1	34,948
3110	Office Assistant II	940	3	3	79,456
3125	Office Assistant I	837	1	1	22,968
3420	Stock Clerk I	799	1	1	28,009
3432	Supervising Stock Clerk	1302	1	1	43,352
5029	Dietary Aide III	883	4	4	117,659
5027	Dietary Aide I	784	3	3	65,748
5052	Senior Maintenance Janitor	1008	2	2	63,945
5055	Janitor	857	6	6	171,320
5130	Washer	810	3	3	81,041
Subtotal			<b>277</b>	<b>276</b>	\$ 13,689,899
	Holiday Pay				187,085
	Detention Facility Differential				23,920
	Shift Differential				231,642
	Bilingual Pay				22,200
	Less Salary Savings (6%)				(849,285)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 13,305,461</b>

**VACANT POSITIONS RECOMMENDED FOR DELETION (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2025	Juvenile Correctional Officer I	Vacant	1242	-2	\$ 111,742
	Cost of Restoring Vacant Positions			-2	\$ 111,742

**POSITIONS RECOMMENDED TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2003	Probation Services Manager	Vacant	F	1	\$ 128,582
	Cost of Positions Recommended to Add			1	\$ 128,582





# Child Support Services -- 5110

## Child Support Services BUDGET 5110 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 18,164,432	\$ 18,871,218	\$ 19,013,243	\$ 142,025	1%
Services and Supplies	3,179,161	3,494,489	3,248,885	(245,604)	-7%
Total Appropriations	\$ 21,343,593	\$ 22,365,707	\$ 22,262,128	\$ (103,579)	0%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 7,255,411	\$ 7,568,546	\$ 7,535,804	\$ (32,742)	0%
Intergovernment Rev-Federal	14,084,033	14,691,882	14,628,324	(63,558)	0%
Miscellaneous Revenues	23,434	-	-	-	0%
Intrafund Revenue	103,133	105,279	98,000	(7,279)	-7%
Total Revenues	\$ 21,466,012	\$ 22,365,707	\$ 22,262,128	\$ (103,579)	0%
<b><u>Net County Cost</u></b>	<b>\$ (122,419)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Revenues in excess of expenses is a result of timing differences in adjusting revenues advances to actual expenses					
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	232	231	239	8	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The Fresno County Department of Child Support Services (FDCSS) administers and implements the Federal Child Support Program for the State of California in Fresno County. This is accomplished by assisting families with establishing parentage and the establishment and enforcement of child support and medical support in an equitable, timely, and courteous manner. By encouraging parents to provide for their children, we promote the financial, medical, and emotional well-being of children. In the process, we are committed to improving the performance of the Fresno County Child Support Program and increasing total collections annually.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$22,262,128 reflects a less than 1% (\$103,579) decrease in appropriations and revenues from the FY 2012-13 Adopted Budget. There is no net County cost associated with this budget. Staffing is recommended at 239 positions, which is an increase of 8 positions over FY 2012-13. A 2% (\$211,336) salary savings has been used in calculating the Regular Salaries (Account 6100) in the recommended budget. The related benefit cost savings (\$156,602) were also calculated for the Retirement (\$115,374), OASDI (\$16,141), and Health Insurance (\$25,087) accounts.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Cost Effectiveness.
- **Outcome(s)/Result(s):** This goal is set by the State and is calculated on a Federal Fiscal Year (FFY). For FFY 2012, October 2011–September 2012, the total child support collected was \$84.1 million. This was an increase in departmental collections over the prior FFY 2011 collections by \$1.8 million. Because collections increased by \$1.8 million and the cost of doing business remained relatively static in FFY 2012 compared to FFY 2011, the departmental overall cost effectiveness, defined as dollar collected for every dollar spent, increased in FFY 2012 to \$4.10, from \$3.70 in FFY 2011.

##### **FY 2013-14**

- **Goal:** Continue to operate efficiently and effectively to ensure FDCSS remains one of the Top 5 Counties in California for Cost Effectiveness. To this end, the FY 2013-14 goals are:
  - Continue to maximize efficiencies through reengineering, training, and automation.
  - Continue to be within the Top 5 Local Child Support Agencies having the best cost effectiveness statewide which means we need to continue with our cost effectiveness of at least \$3.70 or higher. This is higher than the \$2.25 goal the state has established for FDCSS.
  - Increase overall departmental collections by \$2.5M for a total of \$86.6M.
- **Performance Metric:** Cost Effectiveness is measured by calculating total dollars collected for every dollar expended. Cost Effectiveness is an annual calculation conducted by the State Department of Child Support Services for all Local Child Support Agencies. The State's goal is to improve the overall effectiveness and efficiencies of the State's Child Support Program. To this

## Child Support Services -- 5110

end, every Local Child Support Agency in California is challenged to have a minimum cost effectiveness of \$2.25. Fresno County Department of Child Support Services has been recognized by the State as an efficient and effective program with regards to the collections and distributions of child support. For every dollar expended, our local agency historically has exceeded this goal of \$2.25 and in FFY 2012 reached \$4.10 in cost effectiveness.

### Operational Goal

#### FY 2012-13

- **Goal:** Excellent Customer Service.
- **Outcome(s)/Result(s):** The department's customer service is centered on decreasing the wait times and the pre-court interview time. The FFY 2012 average wait time for customers to be interviewed for the Walk-In Teams was 17-18 minutes, which was lower than the FFY 2012 goal of 20-23 minutes. The FFY 2012 average wait time for customers calling into the Level 1 Call Center was 9-10 minutes, which was in line with the FFY 2012 goal of 10 minutes. The majority of calls returned within the Level 2 Phone Team were within 48 hours, which is higher than the FFY 2012 goal of returning calls within 24 hours.

#### FY 2013-14

- **Goal:** Continue looking for efficiencies that will decrease the average telephone or interview wait time for customers.
  - Walk-in Teams – The goal is to continue to maintain an average wait time of no more than 18 minutes.
  - Level 1 (Call Center) and Level 2 (Phone Team) – FDCCSS operates with a two tier call system. For customers who quickly need to update information or obtain information, they generally receive immediate assistance by the Level 1 (Call Center) which is operated by Child Support Assistants. For customers who have complex information to be conveyed or received, they are referred to Level 2 (Phone Team) where the customer will receive a call back. This team is operated by Child Support Officers. The goal for Level 1 is to have the customer's wait time no more than 7 minutes. The goal for Level 2 is to have the majority of calls successfully returned within 24 hours on a regular routine basis.
  - Court Team – FDCCSS has a team of Child Support Officers who are assigned to manage pre-court interviews at court. On the day of their court hearing, all parties present for court are interviewed prior to the time of their hearing. Because of this process, the goal is to reduce the average interview time to no more than 40 minutes per interview so we are not delaying the courts in hearing the case in a timely manner.
- **Performance Metric:** Ensure FDCCSS continues to provide timely and responsive services to Child Support customers. This is and will continue to be measured quarterly by FDCCSS Supervisory and Management staff. The primary focus groups for this measure are the customer service teams. The specific measure associated with this stated goal is to continue to decrease interview and wait times by continuing education for staff as well as finding efficiencies associated with customer contact whether in-person or by phone.

### Departmental Goal

#### FY 2012-13

- **Goal:** Establishment and Enforcement of Court Orders.
- **Outcome(s)/Result(s):** This goal is also set by the State and is calculated on the Federal Fiscal Year (FFY). In FFY 2012, the department collected 60.11% of the monthly child support ordered/billed which was 1.1% more collected on current support than FFY 2011. In FFY 2012, the department also received a payment on 63.56% of the cases that had an arrears balance,

which is 0.64% higher than the payments received in FFY 2011.

#### **FY 2013-14**

- **Goal:** Increase the collections received for current child support and the number of cases receiving payments on arrears balances.
  - Increase Current Support Distributed from 60.11% by 1.75% for a total of 61.86% distributed current support collections.
  - Increase Collections on Arrearages from 63.56% by 2% for a total of 65.56% of cases with arrearages collections.
  - Maintain the current rate of 100% of Paternity Establishment.
  - Maintain the current rate of 90% of Court Order Establishment.
- **Performance Metric:** Ensure that FDCSS is assisting families with establishing parentage and the establishment and enforcement of child support orders. Our department promotes financial, medical, and emotional well-being of children. We are committed to improving our performance by continuing to seek orders establishing paternity, medical support, and child support. Each of these areas are Federal and State performance expectations measured and reported monthly through California's statewide electronic child support system. Because this is a Federal program, California collapses all county performance measures into one statewide number and reports California's performance on a Federal fiscal year end. The State provides each County with goals in order to drive and improve statewide performance. Fresno County's goals identified above are based on maintaining or improving performance using the previous FFY as the baseline.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$19,013,243, represent a 1% (\$142,025) increase over the current year. Staffing is recommended at 239 positions, which is an increase of 8 positions over FY 2012-13.

Recommended funding includes:

- Salaries for 239 employees represent an increase of less than 1% (\$39,448) as a result of attrition and budgeting/hiring new staff at lower levels. This increase includes amounts for any step increases.
- Account 6200, Extra-Help represents a 40% decrease (\$50,000) to provide temporary staff to help during peak periods.
- Account 6350, Unemployment Insurance represents a 59% (\$44,827) decrease based on the actual department's claim calculation provided by Risk Management.
- Account 6400, Retirement Contribution represents a 3% (\$139,152) increase because of the retirement rate increase and increased staffing.
- Account 6550, Workers' Compensation Contribution represents a 10% (\$52,822) increase based on Risk Management estimates obtained from actual historical expenditures.
- Account 6600, Health Insurance Contribution represents a less than 1% (\$8,245) increase based on the quantity of staff participating, dependent coverage, and the projected vacancy rates.
- Salary savings is budgeted at 2% to reflect vacant positions.

#### **Services and Supplies**

## Child Support Services -- 5110

- Services and Supplies, recommended at \$3,248,885, represents a 7% (\$245,604) decrease from the current year.

Recommended funding includes:

- Account 7175, Insurance Other represents a 41% (\$7,605) decrease based on the rate provided by Risk Management.
- Account 7221, Building Maintenance GSA represents 25% (\$20,000) decrease based on fewer facility projects being scheduled.
- Account 7265, Office Expense represents a 3% (\$5,629) decrease in cost based on current year actual expenditures for supplies and equipment being utilized or replaced.
- Account 7268, Postage represents a 6% (\$10,000) decrease based on current year actual usage and any anticipated postage rate increases.
- Account 7287, PeopleSoft Financial Charge represents a 15% (\$1,366) decrease based on the amount allocated by the Internal Services Department (ISD).
- Account 7295, Professional and Specialized Services represents a 6% (\$42,087) decrease in contracted services to meet departmental goals and projects.
- Account 7345, Facilities Services Rent represents a 21% (\$100,243) decrease based on the amount allocated by the ISD.
- Account 7415, Transportation, Travel & Education represents a 20% (\$10,000) increase to address new/promoted staff training needs, more involvement at the State/Statewide program level and the related travel expenditures.
- Account 7416, Transportation and Travel County Garage represents a 22% (\$751) decrease based on the amount allocated by the ISD.
- Account 7430, Utilities represents a 22% (\$48,244) increase based on the estimates from ISD from actual and anticipated expenditure.
- Account 7565, Countywide Cost Allocation represents a 4% (\$8,480) decrease in the department's calculated contributions prepared by the ACTTC.
- Account 7611, Security Services represents a 30% (\$48,300) decrease based on the amount allocated by the ISD.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$22,262,128, which reflects less than a 1% (\$103,579) decrease from the current year adopted budget. The department's budget and revenue allocation are pending the final State funding allocation. The department receives two separate and distinct State funding allocations, administrative (\$20,871,646), and electronic data processing (\$1,292,482). The department receives funding via the State broken down as follows: 66% Federal pass-through and 34% State. Intrafund Revenues estimated at \$98,000 will be received for the Department of Social Services for staff support.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3494 – State-Aid-Supp Enforcement	7,568,546	7,568,546	7,535,804
<b>Total</b>	<b>\$ 7,568,546</b>	<b>\$ 7,568,546</b>	<b>\$ 7,535,804</b>
Acct # - Intergovernment Revenues – Federal			
4361 – Federal-Welfare Administration	14,691,882	14,691,882	14,628,324

Child Support Services -- 5110

<b>Total</b>	<b>\$ 14,691,882</b>	<b>\$ 14,691,882</b>	<b>\$ 14,628,324</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	105,279	105,279	98,000
<b>Total</b>	<b>\$ 105,279</b>	<b>\$ 105,279</b>	<b>\$ 98,000</b>
<b>Total Revenues</b>	<b>\$ 22,365,707</b>	<b>\$ 22,365,707</b>	<b>\$ 22,262,128</b>

**PENDING FACTORS**

At this time, revenues and appropriations are being budgeted based on the FY 2012-13 base allocations from the State without inclusion of the Revenue Stabilization funding which is contingent upon approval by the California State Legislature as part of the State Fiscal Year 2013-2014 budget. Further adjustment may be required when we receive the final State allocation letter around August.

**DEPARTMENT OF CHILD SUPPORT SERVICES - 5110**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1250	Chief Child Support Attorney	C	1	1	\$ 125,606
1251	Senior Child Support Attorney	3453	1	1	114,582
1252	Child Support Attorney IV	3210	2	2	207,964
1253	Child Support Attorney III	2743	1	2	162,443
1254	Child Support Attorney II	2285	1	0	0
1255	Child Support Attorney I	1787	3	3	148,426
1973	Child Support Assistant	1079	14	14	429,198
1974	Child Support Officer III	1483	41	47	2,294,795
1975	Child Support Officer I	1108	24	28	883,813
1976	Child Support Officer II	1345	27	21	891,415
1977	Supervising Child Support Officer	1922	12	13	785,242
1978	Child Support Services Program Manager	E	3	3	209,742
1979	Senior Child Support Officer	1634	20	23	1,157,351
2211	Systems and Procedures Analyst II	1867	1	1	59,003
2212	Systems and Procedures Analyst III	2164	2	1	68,389
2213	Systems and Procedures Analyst I	1513	0	1	39,338
2240	Senior Systems and Procedures Analyst	2423	1	1	73,538
2304	Deputy Director of Child Support Services	D	1	1	99,788
2315	Child Support Business Manager	E	1	1	83,148
3070	Supervising Office Assistant II	1399	4	4	175,643
3080	Office Assistant III	1049	30	32	1,105,917
3110	Office Assistant II	940	5	2	62,384
3125	Office Assistant I	837	8	9	198,224
3126	Office Assistant I - Conf.	851	2	2	45,552
3166	Administrative Secretary - Conf.	1438	1	1	47,718
3203	Account Clerk I	889	1	3	70,801
3205	Account Clerk II	986	5	5	158,289
3235	Supervising Account Clerk I	1273	3	2	84,484
3260	Account Clerk III	1106	6	5	183,505
3262	Supervising Accountant	2220	2	2	140,318
3620	Program Technician I	3620	1	1	38,440
3621	Program Technician II	1393	3	3	138,672
3623	Program Technician II - Conf.	1416	2	2	93,976
3625	Supervising Program Technician	1564	1	1	49,427
8100	Director of Child Support Services	B	1	1	116,064
Subtotal			<b>231</b>	<b>239</b>	\$ 10,543,195
Auto Allowance					6,180
Bilingual Skill Pay					17,400
Less Salary Savings (2%)					(211,336)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 10,355,439</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1975	Child Support Officer I	1108	4	\$ 200,849
1979	Senior Child Support Officer	1634	3	230,470
1977	Supervising Child Support Officer	1922	1	89,407
Cost of Added Positions			8	\$ 520,726





# Court Ancillary Services -- 2838

## Court Ancillary Services BUDGET 2838 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 1,793,516	\$ 1,841,724	\$ 1,841,724	\$ -	0%
Other Charges	16,377,719	16,466,444	16,466,444	-	0%
Other Financing Uses	<u>2,339,513</u>	<u>2,390,002</u>	<u>2,389,300</u>	<u>(702)</u>	<u>0%</u>
Total Appropriations	\$ 20,510,748	\$ 20,698,170	\$ 20,697,468	\$ (702)	0%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$ 4,118,473	\$ 3,402,000	\$ 3,372,000	\$ (30,000)	-1%
Rev From Use of Money & Prop	3,805	-	-	-	0%
Intergovernment Revenues - St	2,339,513	2,390,002	2,389,300	(702)	0%
Charges For Services	<u>3,373,667</u>	<u>3,226,800</u>	<u>3,256,800</u>	<u>30,000</u>	<u>1%</u>
Total Revenues	\$ 9,835,458	\$ 9,018,802	\$ 9,018,100	\$ (702)	0%
<b><u>Net County Cost</u></b>	<b>\$ 10,675,290</b>	<b>\$ 11,679,368</b>	<b>\$ 11,679,368</b>	<b>\$ -</b>	<b>0%</b>

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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 FY 1997-98. The County is responsible for paying a Maintenance-of-Effort (MOE) to the State consisting of two components: the County's contribution to Trial Court operations in FY 1994-95, and fines and forfeiture revenue remitted to the State in that same year. The County is also responsible for paying the State its share of the growth in fines and forfeiture revenue.

The Act also requires counties to maintain their obligation to provide court facilities for judicial and court positions created prior to July 1, 1996. As part of the prescribed legislation for these transfers, Fresno County established Court Facility Payments (CFPs) for its prorata share of facilities operations and maintenance costs based on historical averages (FY 1995-1996 through FY 1999-2000). This budget also includes those judicial benefits still funded by the County.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$20,697,468 reflect a \$702 decrease from the FY 2012-13 Adopted Budget, based on a slight decrease in the scheduled debt service payments for the Juvenile Justice Court. The FY 2013-14 Recommended Budget revenues of \$9,018,100 also reflect a \$702 decrease from the FY 2012-13 Adopted Budget due to slightly lower estimated revenue from the Superior Court based on the estimated debt service payments.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Services and Supplies**

- Services and Supplies are recommended at the current year level of \$1,841,724 based on CFPs for all transferred court facilities.

Recommended funding includes:

- Account 7340, Rents and Leases – Buildings represent a \$2,345 decrease from the current year based on estimated expenses of \$1,771,873 to fund CFPs for 13 court facilities and the Law Library.
- Account 7345, Facility Services Rent (\$31,625) and Account 7430, Utilities (\$31,126) reflect costs for the North Annex Jail Court. On December 9, 2008, the Board approved a Limited Use Agreement with the State whereby the North Annex Court facility continues to be utilized by the Superior Court and the County continues to maintain the facility in lieu of paying a CFP.

### **Other Charges**

- Other Charges of \$16,466,444 reflect no change from the current year.

Recommended funding includes:

- An estimated growth payment of \$1,700,000 based on fines and forfeitures revenues above the MOE.
- The County's State Trial Court MOE obligation of \$14,758,944, which includes a base court services cost obligation of \$11,222,780 and a fines and forfeitures base of \$3,536,164.
- Judicial Benefits, recommended at \$7,500, represent the same level as the current year based on the number of eligible judges.

**Other Financing Uses**

- Other Financing Uses of \$2,389,300 represent a \$702 decrease from the current year due to a slight decrease in the scheduled debt service payments.

Recommended funding includes:

- The recommended amount represents the transfer of funds received from the Administrative Office of the Courts for their 58.5% share of the Juvenile Justice Court debt service payment.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$9,018,100, a \$702 decrease from the current year.
- Fines, Forfeitures, and Penalties (\$3,372,000) – Reflect a 1% (\$30,000) decrease based on current year actual receipts and represent collections in court-generated revenues from various sources, including vehicle code fines, criminal fines, and County penalties.
- Intergovernmental Revenues-State (\$2,389,300) – Represents the interest payment of \$615,500 due August 2013 from the AOC and the principal and interest payment of \$1,773,800 due February 2014 from the AOC for their 58.5% share of the debt service payment for the Juvenile Justice Court.
- Charges for Services (\$3,256,800) – Reflects a 1% increase based on current year actual recording fees. This revenue category also includes vehicle code traffic school bail, traffic fines, and family reconciliation special certification (FRSC) fees. Under the Lockyer-Isenberg Trial Court Funding Act of 1997, the Family Court Services Unit was transferred to the Superior Court and FRSC fees were transferred to this Org to help offset the County's MOE requirements.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3293 – Pharmacy Fines	0	73	0
3294 – Vehicle Code 16028 Fines	0	210	0
3295 – Vehicle Code Fines	2,112,000	2,112,000	2,112,000
3296 – Vehicle Code Fines/Parking	18,000	80,000	18,000
3297 – Court PC 1463.07 AB 233 Or/Admin	0	177	0
3301 – Criminal Fines	48,000	18,000	18,000
3310 – Forfeitures and Penalties	0	200	0
3314 – County Penalty PC 1464 (E) 30%	1,224,000	1,224,000	1,224,000
<b>Total</b>	<b>\$ 3,402,000</b>	<b>\$ 3,434,660</b>	<b>\$ 3,372,000</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	0	1,000	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 1,000</b>	<b>\$ 0</b>
Acct # - Intergovernment Revenues – State			
3569 – Lease Revenue for JJC Court	2,390,002	2,340,470	2,389,300
<b>Total</b>	<b>\$ 2,390,002</b>	<b>\$ 2,340,470</b>	<b>\$ 2,389,300</b>
Acct # - Charges for Services			
4945 – VC 42007 County 23% Tr School Bail	2,940,000	2,940,000	2,940,000
4946 – VC 40610 County Trf Cit Ds Fee	82,800	77,000	82,800
4955 – Family Reconcil Special Serv Fees	24,000	24,000	24,000
4980 – Recording Fees	180,000	230,000	210,000
<b>Total</b>	<b>\$ 3,226,800</b>	<b>\$ 3,271,000</b>	<b>\$ 3,256,800</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	0	2,340	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 2,340</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 9,018,802</b>	<b>\$ 9,049,470</b>	<b>\$ 9,018,100</b>







# Alternate Indigent Defense -- 2875

## Alternate Indigent Defense BUDGET 2875 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 4,981,071	\$ 5,150,676	\$ 5,150,676	\$ -	0%
Total Appropriations	\$ 4,981,071	\$ 5,150,676	\$ 5,150,676	\$ -	0%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$ 1,062,530	\$ 660,409	\$ 660,409	\$ -	0%
Charges For Services	5,841	-	-	-	0%
Miscellaneous Revenues	839	-	-	-	0%
Total Revenues	\$ 1,069,210	\$ 660,409	\$ 660,409	\$ -	0%
<b><u>Net County Cost</u></b>	<b>\$ 3,911,861</b>	<b>\$ 4,490,267</b>	<b>\$ 4,490,267</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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 ancillary defense services in capital cases under Penal Code Section 987.9 are also included in this budget.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$5,150,676 reflects no increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget also includes \$660,409 in revenues, no change from the FY 2012-13 Adopted Budget. The net County cost of \$4,490,267 reflects no increase over the FY 2012-13 Adopted Budget.

During FY 2012-13 the Superior Court transferred the responsibility of reviewing claims for payment for court appointed defense attorneys, experts and other ancillary services providers for indigent parties in both criminal and civil matters to the CAO's office; this payment review function, which is conducted prior to judge's approval for payment, was completed by the Superior Court personnel. The impact of the additional claims review process has resulted in a significant increase in the CAO staffing resources and is expected to reach a total of \$80,000 for FY 2012-13; these additional operational costs have been absorbed by Org 0120 – CAO budget.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Services and Supplies**

- Services and Supplies, recommended at \$5,150,676, represent no increase over the current year adopted budget.

Recommended funding includes:

- Account 7283, Appointed Attorneys-Superior Court reflects a 2% (\$17,823) increase over FY 2012-13. Appropriations in the amount of \$1,006,489 are included to fund the cost of court appointed attorneys when both the Public Defender and contracted provider have declared a defense conflict or the Superior Court has made a capital case appointment.
- Account 7295, Professional and Specialized Services reflects a 15.5% (\$128,492) decrease from FY 2012-13. Funding in the amount of \$700,000 includes the cost of indigent capital case investigations and expert witness costs.
- Account 7301, Conflict Defense (alternate indigent defense service contract) reflects an increase of 3.27% (\$112,444) from the FY 2012-13 Adopted Budget as a result of contractual increase for conflict defense. Appropriations in the amount of \$3,438,397 are recommended for the cost of the conflict defense services, \$90,000 of those funds are designated for ancillary costs such as experts, evaluations, transcriptions from prior proceedings, and other non-attorney costs necessary to provide proper defense.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$660,409, no change from current year in funds collected for the Criminal Justice Facility Construction Fund.



Alternate Indigent Defense -- 2875

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3308 – Criminal Justice Facility Construction Fund	660,409	660,049	660,409
<b>Total</b>	<b>\$ 660,049</b>	<b>\$ 660,049</b>	<b>\$ 660,409</b>
<b>Total Revenues</b>	<b>\$ 660,049</b>	<b>\$ 660,049</b>	<b>\$ 660,409</b>



# Grand Jury -- 2870

## Grand Jury BUDGET 2870 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 44,329	\$ 55,855	\$ 55,855	\$ -	0%
Total Appropriations	\$ 44,329	\$ 55,855	\$ 55,855	\$ -	0%
<u>Revenues</u>					
<b><u>Net County Cost</u></b>	<b>\$ 44,329</b>	<b>\$ 55,855</b>	<b>\$ 55,855</b>	<b>\$ -</b>	<b>0%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary					-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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 FY 2013-14 Recommended Budget appropriations of \$55,855 reflects no change in the level of funding from FY 2012-13 Adopted Budget. The Grand Jury also receives the following in-kind support from the County: Parking - \$5,930; County Counsel - \$3,334; District Attorney - \$3,504; and CAO \$16,500. In FY 2012-13, the CAO in-kind support increased 82.79% (\$13,660) as a result of the Superior Court transferring the responsibility of all support functions required for the operation of the Grand Jury to the CAO. Additionally, in FY 2013-14, the cost of parking provided will reduce 33.31% (\$2,962) as a result of relocating the 19 designated parking stalls from the Plaza Building underground to the tower. The total Fresno County in-kind support for the Grand Jury is \$29,268, an increase of 63.45% (\$10,698).

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Services and Supplies**

- Services and Supplies are recommended at \$55,855, the same level as the current year. Individual line items have been adjusted to reflect anticipated changes.

Recommended funding includes:

- Account 7190, Jury and Witness Expense \$21,745, reflects a 6% (\$1,225) increase over the current year to accommodate a greater number of meetings the 19 Grand Jurors can hold.
- Account 7265, Office Expense of \$3,000, a reduction of 12% (\$419) based on planned reduced costs of printing the Grand Jury final report. This account also funds office supplies and the cost of Live Scan processing as part of the Superior Court's Grand Jury selection and screening process.
- Facility Related Charges (Accounts 7345 – Facility Operations and Maintenance, 7430 – Utilities and 7611 – Security) are recommended at \$5,575, a decrease of 25% (\$1,918) in ISF charges for space in the Fresno County Plaza. The decrease is primarily due to the Grand Jury requesting to stop janitorial services within the Grand Jury office area.
- Account 7417, Transportation and Travel – Commissions and Advisory Boards expenses of \$18,325 reflects a 4% (\$820) increase in the current funding and is utilized to reimburse mileage costs for the 19 Grand Jurors. In January of 2013, the mileage reimbursement rate has increased from \$.555 to \$.565 per mile above the 2012 rate.





**Board of Supervisors  
BUDGET 0110  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 1,932,168	\$ 2,074,571	\$ 2,125,638	\$ 51,067	2%
Services and Supplies	309,338	334,153	359,158	25,005	7%
Total Appropriations	\$ 2,241,506	\$ 2,408,724	\$ 2,484,796	\$ 76,072	3%
<u>Revenues</u>					
Charges For Services	\$ 17,367	\$ 15,000	\$ 14,000	\$ (1,000)	-7%
Miscellaneous Revenues	8,295	3,000	3,000	-	0%
Total Revenues	\$ 25,662	\$ 18,000	\$ 17,000	\$ (1,000)	-6%
<b><u>Net County Cost</u></b>	<b>\$ 2,215,844</b>	<b>\$ 2,390,724</b>	<b>\$ 2,467,796</b>	<b>\$ 77,072</b>	<b>3%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	19	19	19	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **BOARD OF SUPERVISORS – 0110**

### **FUNCTION**

The five members of the Board of Supervisors are elected to serve as the executive and 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 County Counsel and the County Administrative Officer who is responsible to supervise and manage County operations necessary to meet State mandates and carry out local service priorities. The Board approves contracts for public improvement projects and other specialized services; conducts public hearings on land-use and other matters, and makes appointments to various Boards and Commissions. Individual Board members represent the Board of Supervisors on a variety of Boards and Commissions. Board Member Assistants are responsible for assisting Board members in a confidential capacity by performing research, constituent liaison work, and providing administrative services. The Clerk to the Board of Supervisors (Clerk) is responsible for preparing the Board agendas and minutes, processing agenda items, coordinating Board meetings, and performing other ministerial duties in support of the Board. The Clerk also administers the property assessment equalization program, serves as filing officer for Statements of Economic Interests, and is responsible for certifications of tract and parcel maps for recordation.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriation of \$2,484,796 reflects a 3% (\$76,072) increase over FY 2012-13 Adopted Budget primarily due to an increase in retirement contribution rates and the difference between budgeted and actual salary costs. Staff turnover is expected to be minimal or non-existent so no salary savings have been included in the recommended budget.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** To have staff prepared to provide monthly fiscal data to keep department advised throughout the year on both revenues and expenditures within the adopted budget and allocated net County cost.
- **Outcome(s)/Result(s):** Staff has provided fiscal data throughout the year and assisted the County Administrative Office with monthly reports that are provided to Board members.

##### **FY 2013-14**

- **Goal:** Continue to have staff provide monthly fiscal data to keep department advised throughout the year on both revenues and expenditures within the adopted budget and allocated net County cost.
- **Performance Metric:** Board members will continue to be provided fiscal data reporting current status of divisional appropriations to assist in budgetary decisions.

#### **Operational Goal**

##### **FY 2012-13**

- **Goal:** To provide workshops as needed, to ensure conflict of interest codes and amendments follow the requirements under the Fair Political Practice Commission.



## Board of Supervisors -- 0110

- **Outcome(s)/Result(s):** Staff has provided two workshops, as needed, throughout the year and is already seeing more accurate and consistently prepared conflict of interest codes.

### FY 2013-14

- **Goal:** To continue to provide workshops as needed, to ensure conflict of interest codes and amendments follow the requirements under the Fair Political Practice Commission.
- **Performance Metric:** Staff will continue to see more accurately, timely and consistently prepared documents.

### Departmental Goal

### FY 2012-13

- **Goal:** Remain open, and seek public and departmental input as to methods by which the Clerk to the Board of Supervisors can improve access to information relating to agendas, minutes, assessment appeal applications and historical records.
- **Outcome(s)/Result(s):** Clerk to the Board's office notified departments of the 2013 deadlines for Agenda Items; departments were provided helpful information to assist in their presentations to the Board; and instructions were provided regarding how to search for an agenda item or board briefing report using the Questys Web Application.

### FY 2013-14

- **Goal:** To continue to remain open, and seek public and departmental input as to methods by which the Clerk to the Board of Supervisors can improve access to information relating to agendas, minutes, assessment appeal applications and historical records. Clerk's Office is looking into a new vendor for Board agenda access and storage which may make it easier for departments to access current and historical agenda related materials.
- **Performance Metric:** Clerk to the Board of Supervisors staff will continue to update and provide department's information and instructions as needed so that staff is informed of appropriate processes.

## SUMMARY OF CAO RECOMMENDATIONS

### Significant Program Changes

In FY 2012-13 the Board of Supervisors budget was reorganized into separate budgetary divisions for each member's district as well as the Clerk to the Board. Divisionalization of the Board's budget has afforded the opportunity for each Board member to monitor use of their district and overall departmental appropriations. Included in the division budgets are staff Salaries and Benefits as well as Services and Supplies. Additionally, Board member travel on behalf of the County, such as the One-Voice trip to Washington D.C. and representation for the California State Association of Counties (CSAC), is budgeted separately so as to clearly reflect that those appropriations are not included within each district's divisional budgets.

### Salaries and Benefits

- Salaries and Benefits represent a net increase of 2% (\$51,067) over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 6100, Regular Salaries includes 19 funded positions and reflects an 8% (\$98,352) increase over the current year adopted budget. Recommended appropriations include regular step increases.
- Account 6350, Unemployment Insurance reflects a 60% (\$4,403) decrease from the current year

Board of Supervisors -- 0110

adopted budget primarily due to a decrease in rates provided by Risk Management.

- Account 6400, Retirement Contribution reflects a 5% (\$32,264) decrease from the current year adopted budget primarily due to lower retirement tier rates for new employees.
- Account 6600, Health Insurance Contribution reflects 14% (\$12,435) decrease from the current year adopted budget primarily due to the increased number of employees opting out of County coverage.

**Services and Supplies**

- Services and Supplies represent a net increase of 7% (\$25,005) over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 7175, Property Insurance Charges reflects a 46% (\$1,077) decrease from the current year based on the rates provided by Risk Management.
- Account 7296, Data Processing Services reflects a 5% (\$6,072) decrease from the current year based on the rates provided by ISD.
- Account 7345, Facility Operation & Maintenance Charges reflects a 24% (\$13,725) increase over the current year and is based actual expenses incurred in the FY 2012-13; the rates are provided by ISD.
- Account 7415, Transportation, Travel & Education reflects a 25% (\$2,500) increase over the current year adopted budget to fund travel expenses. The department wide total is \$12,500 with each district's divisional budget appropriated \$1,000 (\$5,000) for this account. An additional \$7,500 is budgeted in division 0100 (non-assigned division) with a total of \$5,000 designated for reimbursement for expenditures for the two Board members (\$2,500 each) representing the County in the annual One Voice Washington D.C. trip. Additionally, \$2,500 designated for reimbursement for the Board member representative and chosen alternate travel expenses for California State Association of Counties (CSAC) meetings.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$17,000 and reflect a 6% (\$1,000) decrease from the 2012-13 Adopted Budget.
- Charges for Services (\$14,000) – Recommended at a 7% (\$1,000) decrease from the current year adopted budget due to an anticipated reduction in Property Tax administrative costs reimbursements through SB 2557.
- Miscellaneous Revenues (\$3,000) – Recommended unchanged.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Charges for Services			
4882 – Assessment & Tax Coll Fee #80	15,000	14,293	14,000
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 14,293</b>	<b>\$ 14,000</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	3,000	4,600	3,000
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 4,600</b>	<b>\$ 3,000</b>
<b>Total Revenues</b>	<b>\$ 18,000</b>	<b>\$ 18,893</b>	<b>\$ 17,000</b>



**BOARD OF SUPERVISORS - 0110****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0410	Member, Board of Supervisors	Elected	4	4	\$ 430,744
0415	Chairman, Board of Supervisors	Elected	1	1	121,093
0420	Board Member Assistant	1912	10	10	599,540
3025	Clerk to Board of Supervisors	E	1	1	72,219
3180	Deputy Clerk to the Board of Supervisors I	1265	2	2	77,465
3182	Deputy Clerk to the Board of Supervisors III	1584	<u>1</u>	<u>1</u>	<u>48,468</u>
Subtotal			<b>19</b>	<b>19</b>	\$ 1,349,529
	Auto Allowance				24,719
	Remuneration				<u>10,571</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,384,819</b>





County Administrative Office -- 0120

County Administrative Office  
BUDGET 0120  
General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,435,912	\$ 1,605,375	\$ 1,652,665	\$ 47,290	3%
Services and Supplies	137,151	124,904	132,237	7,333	6%
Total Appropriations	\$ 1,573,062	\$ 1,730,279	\$ 1,784,902	\$ 54,623	3%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 66,150	\$ 51,394	\$ 51,394	\$ -	0%
Intergovernment Rev-Federal	912	-	-	-	0%
Charges For Services	310	-	-	-	0%
Miscellaneous Revenues	398	-	-	-	0%
Intrafund Revenue	381,050	370,778	394,230	23,452	6%
Total Revenues	\$ 448,820	\$ 422,172	\$ 445,624	\$ 23,452	6%
<b><u>Net County Cost</u></b>	<b>\$ 1,124,242</b>	<b>\$ 1,308,107</b>	<b>\$ 1,339,278</b>	<b>\$ 31,171</b>	<b>2%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	11	11	11	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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, and develops strategic plans based on Board of Supervisors (Board) policies and direction. The CAO processes agenda items and sets Board meeting agendas, prepares or assists in Board presentations, performs legislative analysis and advocacy functions, and conducts continuous research in administrative policies and practices, with special emphasis on the review of interdepartmental coordination and management to ensure that service to the public is provided in the most efficient manner possible, including providing direct services. This office participates in the development of the annual recommended budget for the Board's consideration and exercises budgetary control over departmental expenditure of funds and use of personnel. The CAO also provides liaison and coordination activities for the budgeting, financing, and management of capital improvement projects; acts as negotiator in County litigation matters; and is responsible for all emergency related activities. The CAO is responsible for all support functions required for the operation of the Grand Jury, the reviewing of claims for payment for court appointed defense attorneys, experts and other ancillary services providers for indigent parties, administering the Fresno County Indian Gaming Local Community Benefit Committee and coordinating the Interagency Council for Children and Families.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$1,784,902 reflects a 3% (\$54,623) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$445,624 reflects a 6% (\$23,452) increase, which is a result of the Board transferring the administration of the Fresno County Indian Gaming Local Community Benefit Committee to this department and intrafund revenue adjustments for services performed including an increase to the 0.5 FTE for the coordination of the Interagency Council for Children and Families. Staffing is recommended at 11 positions, which reflects no change from the current year. Staff turnover is expected to be minimal so no salary savings have been included in the recommended budget.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Maximize revenues through annually updated Indirect Cost Rates and through seeking additional reimbursement revenues for services performed. The department will also monitor its revenues and expenditures to ensure that it remains within the budgeted net County cost.
- **Outcome(s)/Result(s):** The department submitted an updated Indirect Cost Rate to the Auditor-Controller/Tax-Collector Treasurer, which reflected the departments updated organizational structure to ensure full reimbursement for services performed; the department continually analyzes state mandate claims for revenue reimbursement opportunities; additionally, the department closely monitors their budget and will remain within the budgeted net County cost for the current fiscal year.

##### **FY 2013-14**

- **Goal:** Continue to maximize revenues through annually updating their Indirect Cost Rates,



## County Administrative Office -- 0120

reviewing State Mandate claims and analyzing additional reimbursement revenue opportunities. The department will continue to monitor its revenues and expenditures to ensure that it remains within the budgeted net County cost.

- **Performance Metric:** Departmental budget

### Operational Goal

#### FY 2012-13

- **Goal:** Review and update Management Directives and other Administrative Policies, as appropriate, by the end of the fiscal year to ensure implementation of Board direction and facilitate compliance by departments. The department will also keep County departments apprised of available grant opportunities throughout the fiscal year.
- **Outcome(s)/Result(s):** The department reviewed and updated three Management Directives and one Administrative Policy based on policy review, Board direction and legislative changes. The department updated County departments throughout the year of grant opportunities as they became available, including State mandate claims.

#### FY 2013-14

- **Goal:** Review and update Management Directives and other administrative policies, as appropriate, by the end of the fiscal year to ensure implementation of Board direction and facilitate compliance by departments. The department will keep County departments apprised of available grant opportunities throughout the fiscal year.
- **Performance Metric:** Management Directives and Administrative Policies

### Departmental Goal

#### FY 2012-13

- **Goal:** Deliver the highest quality of public services, be dedicated to finding better, more effective ways to meet the needs of our residents, and take the lead in activities to improve quality of life in Fresno County including capital improvements and revitalizing existing vacant County-owned facilities. The CAO will also meet with departments during the fiscal year to develop performance monitoring criteria and goals.
- **Outcome(s)/Result(s):** The department provided quarterly reports to the Board of Supervisors on the budget status of the County. In doing so, the County Administrative Office worked closely with departments to identify pending issues both current and projected. Identifying issues of concern early has allowed the County Administrative Office and Board to mitigate the issues throughout the course of the year to minimize, to the extent possible, their effects.

The department working with departments and the Board has continued to develop and implement policies/practices that allow the County to maintain a high bond rating. This has allowed the County to procure their annual Tax Revenue Anticipation Notes (TRAN) at competitive interest rates, saving county costs. Additionally the County in FY 2012-13 refinanced two Lease Revenue Bonds (LRBs) at a lower interest rate saving the County an estimated \$2.79 million over the life of the bonds.

#### FY 2013-14

- **Goal:** Deliver the highest quality of public services, be dedicated to finding better, more effective ways to meet the needs of our residents, and take the lead in activities to improve quality of life in Fresno County including capital improvements and revitalizing existing vacant County-owned facilities. The CAO will also meet with departments during the fiscal year to develop performance monitoring criteria and goals.
- **Performance Metric:** Quarterly budget status reports

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

In FY 2012-13, the Superior Court transferred two responsibilities to the County Administrative Office.

- The responsibility for all support functions required for the operation of the Grand Jury, including all Grand Jury investigation correspondence, press releases, publishing reports and coordinating and training members. Previously the CAO had provided budget management in support of the Grand Jury, but as a result of the transfer of responsibility the department's in-kind support increased 83% (\$13,660) over FY 2012-13.
- The responsibility of reviewing claims for payment for court appointed defense attorneys, experts and other ancillary service providers for indigent parties in both criminal and civil matters. The payment review function, which is conducted prior to judge's approval for payment, was previously completed by Superior Court personnel. The impact of the claims review process has resulted in a significant increase in CAO staff resources and is projected to reach a total cost of \$80,000 for FY 2012-13; these additional operational costs have been absorbed by the department.

On September 11, 2012, the Board transferred the Compliance Org 5635 from the County Administrative Office to the Department of Behavioral Health. On January 6, 2005, the County entered into an Integrity Agreement (IA) with the Office of Inspector General (OIG) of the United States Department of Health and Human Services (HHS). Part of the terms of the IA was for the Compliance Officer to report directly to the County Administrative Officer. The IA had a five-year term, after which the Board transferred the Compliance Office back to the Department of Behavioral Health.

On September 25, 2012, the Board directed that the administration of the Fresno County Indian Gaming Local Community Benefit Committee (IGLCBC) be transferred from Public Works & Planning to the County Administrative Office. The IGLCBG awards grants to local government agencies, including special districts, impacted by tribal gaming. Grant funding must be used to mitigate these impacts.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$1,652,665 reflect a 3% (\$47,290) increase over the current year, due to the reorganization of the department staffing structure to address current business needs. The increase was partially offset by the reduction of extra-help from the FY 2013-14 budget. Staffing is recommended at 11 positions, which reflects no change from the current year.

Recommended funding includes:

- Account 6100, Regular Salaries, recommended at \$937,100 reflects a 5% (\$45,157) increase over the FY 2012-13 Adopted Budget due to the reorganization. No salary savings are recommended for FY 2013-14, which is consistent with the current year due to minimal projected turnover.
- Account 6200, Extra-Help recommended at \$35,783, reflects a 53% (\$40,849) decrease from the FY 2012-13 Adopted Budget based on current staffing and projected need.
- Account 6400, Retirement recommended at \$521,221, reflects a 9% (\$41,987) increase from the FY 2012-13 Adopted Budget due to an increase in Regular Salaries and Retirement Contribution rates.

### **Services and Supplies**

- Services and Supplies, recommended at \$132,237 reflects a 6% (\$7,333), increase over the FY 2012-13 Adopted Budget, primarily due to the increased cost in Facility Operations and Maintenance, Professional & Specialized Services, Travel for AB 109 and other current business.

Recommended funding includes:

County Administrative Office -- 0120

- Account 7175, Insurance Other recommended at \$530, reflect a 55% (\$648) decrease from the FY 2012-13 Adopted Budget based on rates provided by Risk Management.
- Account 7295, Professional & Specialized Services recommended at \$5,000, reflect a 369% (\$3,936) increase over the FY 2012-13 Adopted Budget, based on current year costs and projected need related to projects such as the Affordable Care Act, jail needs and others.
- Account 7345, Facility Operation and Maintenance, recommended at \$29,769 reflect a 17% (\$4,310) increase over the FY 2012-13 Adopted Budget, based on estimates provided by ISD.
- Account 7415, Trans Travel - Education recommended at \$4,800, reflect a 30% (\$1,100) increase over the FY 2012-13 Adopted Budget, based on the estimated travel for California State Associations of Counties (CSAC) conferences, AB 109 related travel and legislative activities.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$445,624, a 6% (\$23,452) increase over the FY 2012-13 Adopted Budget, primarily as a result of the Board transferring the administration of the Fresno County Indian Gaming Local Community Benefit Committee to the department.
- Fines, Forfeitures & Penalties (\$51,934) – Criminal Justice Facility Construction Fund revenue estimates are based on projections of current annual receipts and are recommended at the same level as the FY 2012-13 Adopted Budget.
- Intrafund Revenue (\$394,230) – Recommended at a 6% (\$23,452) increase over the FY 2012-13 Adopted Budget. The increase is due to additional projected revenue (\$10,000) associated with the transfer of the administration of the Fresno County Indian Gaming Local Community Benefit Committee to the department and an increase in funding related to Charges for Services provided based on actuals.
- Net County Cost (NCC) Carryover – The CAO's NCC allocation for FY 2013-14 includes an additional \$67,230 that is a carryover of 100% of the department's projected NCC savings from FY 2012-13.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3308 – Criminal Justice Facilities Funds	51,394	51,394	51,394
<b>Total</b>	<b>\$ 51,394</b>	<b>\$ 51,394</b>	<b>\$ 51,394</b>
Acct # - Miscellaneous Revenues			
5800 – Misc Rev - Misc Refund	0	1,126	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 1,126</b>	<b>\$ 0</b>
Acct # - Intrafund			
5990 – Analyst Supprt to HS Dpts	244,748	236,613	244,748
5990 – MOU Charges to DCSS	14,087	12,731	14,087
5990 – Interagency Council MOU Chg	86,943	86,943	100,395
5990 – AB 109 Planning Grant Chrgs	25,000	25,000	25,000
5990 – Indian Gaming Adm Charges	0	0	10,000
5990 – MOU Charges to Ag	0	17,913	0
<b>Total</b>	<b>\$ 370,778</b>	<b>\$ 379,200</b>	<b>\$ 394,230</b>
<b>Total Revenues</b>	<b>\$ 422,172</b>	<b>\$ 431,720</b>	<b>\$ 445,624</b>

**COUNTY ADMINISTRATIVE OFFICE - 0120**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2207	Administrative Analyst III	2048	1	1	\$ 64,989
2247	Principal Administrative Analyst	E	2	2	151,641
2270	Senior Administrative Analyst	F	3	3	204,390
3081	Office Assistant III -Conf.	1067	1	1	29,714
3170	Administrative Assistant to CAO	1845	1	1	58,542
8020	County Administrative Officer (CAO)	FLAT	1	1	179,203
8211	Assistant County Administrative Officer	B	1	1	130,500
8225	Deputy County Administrative Officer	C	1	1	104,557
Subtotal			<b>11</b>	<b>11</b>	\$ 923,536
	Auto Allowance				12,359
	Cell Phone Stipend				1,205
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 937,100</b>





## Interest & Miscellaneous Expenditures -- 2540

### Interest and Misc Expenditures BUDGET 2540 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 2,136,622	\$ 3,880,450	\$ 3,511,307	\$ (369,143)	-10%
Other Charges	981,075	1,274,399	6,218,478	4,944,079	388%
Other Financing Uses	6,125,424	6,591,964	6,880,024	288,060	4%
Total Appropriations	\$ 9,243,121	\$ 11,746,813	\$ 16,609,809	\$ 4,862,996	41%
<b><u>Revenues</u></b>					
Taxes	\$ 116,709	\$ 150,000	\$ 150,000	\$ -	0%
Fines, Forfeitures & Penalties	500,000	500,000	500,000	-	0%
Intergovernment Revenues - St	200,000	200,000	-	(200,000)	-100%
Charges For Services	18,320	-	-	-	0%
Miscellaneous Revenues	147,293	132,989	151,538	18,549	14%
Residual Equity Transfers (In)	33,174	-	-	-	0%
Intrafund Revenue	102,230	153,169	159,832	6,663	4%
Total Revenues	\$ 1,117,727	\$ 1,136,158	\$ 961,370	\$ (174,788)	-15%
<b><u>Net County Cost</u></b>	<b>\$ 8,125,393</b>	<b>\$ 10,610,655</b>	<b>\$ 15,648,439</b>	<b>\$ 5,037,784</b>	<b>47%</b>

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **INTEREST AND MISCELLANEOUS EXPENDITURES – 2540**

### **FUNCTION**

The Interest and Miscellaneous Expenditures budget provides financing for expenditures that are not attributable to the operation of any specific department or that are for projects that need to be closely monitored per direction of the Board of Supervisors (Board). Appropriations primarily finance the interest costs of the County's short-term borrowing program or TRAN (Tax Revenue Anticipation Notes); debt service payments for the Lease Revenue Refunding Bonds (LRRB) and Juvenile Justice Court Facility Lease Revenue Bonds (LRBs); outside bond counsel; fire protection; economic development; Countywide audit services; Federal and State legislative advocacy; costs applicable to vacant spaces in County-owned or leased buildings, emergency repairs, and contributions to local organizations. The financial and operational activities funded in this budget are administered by a number of departments including the County Administrative Office (CAO), Auditor-Controller/Treasurer-Tax Collector (ACTTC), County Counsel, and Internal Services Department (ISD).

### **OVERVIEW**

The \$15,648,439 net County cost (NCC) of the FY 2013-14 Recommended Budget reflects a 47% (\$5,037,784) increase over the FY 2012-13 Adopted Budget. The increase in NCC is due mainly to the recommendation to budget (\$4,796,512) for the estimated amount owed to Cities' as part of the Property Tax Administrative Fee (PTAF) methodology correction. The increase is partially off-set by various appropriation decreases including, the estimated amount needed for emergency repairs to County-owned buildings (\$150,000), maintenance/utility costs of County-owned vacant spaces (\$200,000), and the shifting of NCC for Outside Counsel (\$210,000) from the Interest and Miscellaneous Org 2540 to County Counsel Org 0710. The largest NCC components for this budget are for \$6,300,000 in operating transfers to the Debt Service Org 0124 for debt service payments, \$4,800,000 for the PTAF payment and \$1,800,000 for maintenance/utility costs of County-owned vacant spaces.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Services and Supplies**

- Services and Supplies, recommended at \$3,511,307, represents a 10% (\$369,143) decrease from the FY 2012-13 Adopted Budget due primarily to the combined decrease in appropriations for emergency repairs and maintenance/utility costs of vacant spaces.

Recommended funding includes:

- Maintenance-Buildings & Grounds (\$600,000) – Reflects a 20% (\$150,000) decrease from the FY 2012-13 Adopted Budget, based on projected expenditures for emergency repairs. Due to the Facilities Services Internal Service Fund (ISF) being relatively new and in order keep department charges at a reasonable level, reserves for emergency repairs are currently not included in the ISF. The ISD administers these activities.
- PeopleSoft Financial Charges (\$3,220) – Reflects a 19% (\$740) decrease from the FY 2012-13 Adopted Budget, based on the rates provided by ISD. The charges reflect the required share of the ISD ISF costs for processing PeopleSoft transactions for Org 2540. The ISD administers these activities.
- Countywide Audit and Related Consulting Services (\$175,000) – Reflects a 13% (\$25,000) decrease from the FY 2012-13 Adopted Budget. Expenditures are for the annual independent audits required by various Government (Govt.) Codes, U.S. Govt. Auditing Standards, the Single Audit Act, and individual Federal/State grants. The audit is also necessary for the County's bond



#### Interest & Miscellaneous Expenditures -- 2540

rating and is directly related to the cost of borrowing. Reimbursements in the amount of \$26,520 are expected to be received from third party payers to offset the audit costs related to their agencies. The recommended funding also allows for other expert consulting services that may be needed to complete financial statement disclosures. The ACTTC administers these activities.

- Financial Advisor Services (\$120,000) – Recommended at the same level as the FY 2012-13 Adopted Budget. Services are needed for a financial consultant for the TRAN and other debt financing. County staff does not have the resources or expertise in these matters. Also includes the cost of printing and binding official statements as well as online bidding charges. The ACTTC administers these activities.
- Armored Transport Services (\$55,000) – Reflects a 15% (\$7,337) increase over the FY 2012-13 Adopted Budget. Services are needed to safeguard cash transport activities. The costs are 100% reimbursed by user departments. The ACTTC administers these activities.
- Revenue Collection Services (\$110,000) – Recommended at the same level as the FY 2012-13 Adopted Budget, to allow County departments to accept debit/credit card (Merchant Card) payments and provide electronic check processing services. These services facilitate receipt of revenues and enhance customer convenience. The costs are 100% reimbursed by user departments. The ACTTC administers these activities.
- Government Finance Officers Association (GFOA) (\$1,100) – Recommended at the same level as the FY 2012-13 Adopted Budget, for funding to obtain a GFOA - Certificate of Achievement, which was established to encourage local governments to go beyond minimum requirements when preparing comprehensive annual financial reports. Achieving the certificate enhances confidence in the reported financial position of the County. The ACTTC administers this activity.
- Standard & Poors (\$15,500) – Reflects a 3% (\$500) increase over the FY 2012-13 Adopted Budget, for funding to obtain bond ratings, which are required in order to issue the TRAN. The ACTTC administers this activity.
- Sales Tax Recovery (\$150,000) – Recommended at the same level as the FY 2012-13 Adopted Budget, for funding the recovery of sales tax revenues. Contracted services include analysis to help ensure vendors properly report to the State all sales tax receipts that are applicable to the County. Increased sales tax revenues fully offset the cost of the contract. The ACTTC administers these activities.
- Trustee Fees (\$11,000) – Recommended at the same level as the FY 2012-13 Adopted Budget, for funding used to pay the Bank of New York for administering the 2012 Lease Revenue Refunding Bonds (LRRB), Juvenile Court Facility LRBs and Pension Obligation Bonds (POB), as the County does not have the expertise or resources to perform these services. The POB portion (\$4,850) is 100% offset from rates charged to the County to cover POB debt. The ACTTC administers these activities.
- Bond Counsel (\$84,700) – Recommended at the same level as the FY 2012-13 Adopted Budget for services required from an outside bond counsel. County Counsel does not have the expertise regarding municipal finance matters (e.g. bond issuance), and investors expect to see a nationally recognized law firm on the bond documents. County Counsel administers these activities and incurs the bond counsel expenditures in County Counsel Org 0710. Upon request, these expenditures are later reversed from Org 0710 and charged to Org 2540.
- State and Federal Legislative Advocacy Services (\$162,012) – Remains at the same level as the FY 2012-13 Adopted Budget for contracted services with State (\$88,008) and Federal (\$74,004) Legislative Advocates. This item provides lobbyist services to more effectively represent the needs of the County on numerous issues at the State and Federal levels. The CAO administers these activities.
- Annual Membership Dues for the Five Cities Economic Development Joint Powers Authority

#### Interest & Miscellaneous Expenditures -- 2540

(JPA) (\$6,000) – Reflects a 17% (\$1,240) decrease from the FY 2012-13 Adopted Budget and represents the projected cost for the County's membership in the JPA. The JPA was established to assist member agencies to develop local economic development resources, establish cooperative relationships to pursue legislation, seek funding, plan the allocation of resources and implement the Regional Economic Development Program and strategies. The JPA now consists of eight members including the cities of Fowler, Kingsburg, Orange Cove, Parlier, Reedley, Sanger and Selma as well as the County of Fresno. Membership dues are proportionate to each member agency's population. The CAO administers these activities.

- Driver Alliant Insurance Liability (\$275) – Recommended at the same level as the FY 2012-13 Adopted Budget for the Retirement Board's insurance coverage. Government Code Section 7511 requires the County to pay for premiums related to the non-recourse clause of fiduciary liability insurance for the Fresno County Employees' Retirement Association (FCERA) Board and Administrator. The Code prohibits a public retirement plan from paying this charge. The bill is received from FCERA and processed by the CAO.
- Council of Governments (COG) Membership Dues (\$15,500) – Recommended at the same level as the FY 2012-13 Adopted Budget for annual membership dues that are required through the COG Joint Powers Agreement (JPA). COG (a mandated State and Federal-designated Regional Transportation and Metropolitan Planning agency) currently uses the dues for State and Federal lobbying efforts, which therefore cannot be funded from the Road Fund. Participation in the JPA is necessary for the County to have a voice in regional decision-making and programming of hundreds of millions of dollars in regional and local transportation funding. The CAO administers this item.
- Facility Operation & Maintenance for Vacant Spaces (\$1,800,000) – Reflects a 10% (\$200,000) decrease from the FY 2012-13 Adopted Budget based on updated actual and estimated costs of utilities, and maintenance of vacant County building spaces including University Medical Center, Elkhorn bootcamp, and the 10th Street Juvenile Hall/Court facilities. These estimates could be reduced or offset as a result of the Board's direction to consider the sale, lease or increased use of County properties. The costs do not benefit specific entities and therefore cannot be charged to departments or grants. As such, the Facility Services ISF would not be able to recover revenues for these costs, so funding for this purpose needs to be absorbed by the General Fund (Org 2540, Account 7345). The ISD administers this activity.
- Transportation, Travel & Education (\$2,000) – Recommended at the same level as the FY 2012-13 Adopted Budget for travel costs needed in order to get Standard & Poors bond ratings associated with TRAN borrowing. This expenditure Account (7415) is also used to pay for American Express Corporate Card travel expenditures. Charges are then reversed and charged to applicable departments. This activity is primarily administered by the ACTTC.
- Public Safety Realignment Act (AB 109) Planning Grant (\$200,000) - Recommended at the same level as the FY 2012-13 Adopted Budget and is used to provide reimbursement for the planning grant activities of various County departments.

#### **Other Charges**

- Other Charges, recommended at \$6,218,478 represent a 388% (\$4,944,079) increase over the FY 2012-13 Adopted Budget due to the recommendation to budget (\$4,796,512) for the estimated amount owed to Cities' as part of the Property Tax Administrative Fee (PTAF) methodology correction. The increase in Other Charges is partially off-set by costs associated with obtaining outside legal services (\$210,000) being budgeted in County Counsel Org 0710.

Recommended funding includes:

- Fresno City/County Historical Society (\$12,500) – Recommended at the same level as the FY 2012-13 Adopted Budget. Provides non-mandated funding for the operation of the Kearney Mansion Museum Complex and interior maintenance of the Kearney Mansion. The CAO

#### Interest & Miscellaneous Expenditures -- 2540

administers this activity. Additional funds are budgeted in Parks and Grounds Org 7910 of PW&P.

- 415 Retirement Replacement Plan (\$115,000) – Reflects a (\$49) decrease from the FY 2012-13 Adopted Budget for payments to past County of Fresno employees who have retired and have compensation above the IRS tax limit for retirement. The recommended funding, which is required by IRS Code 415, is based on current projected expenditures as provided by the ACTTC. The costs are fully offset by a reimbursement to Org 2540, which is made available from a like reduction in the retirement contribution to FCERA. The ACTTC administers this activity.
- Outside Counsel (\$0) – Reflects a 100% (\$210,000) decrease from the FY 2012-13 Adopted Budget. The cost of Outside Counsel is now being budgeted in County Counsel budget Org 0710.
- Amador Plan Fire Services (\$878,207) – Recommended at a 5% (\$38,116) increase over the FY 2012-13 Adopted Budget, based on the proposed agreement with CAL FIRE for FY 2013-14. Similar to FY 2012-13, funding provides for non-mandated fire protection services during the non-fire season (generally November through May) at four of five fire stations located in select foothill and mountain areas including Hurley, Blasingame, Shaver Lake, and Squaw Valley. The Piedra station is proposed for closure. Payments under this agreement are based on actual costs, which are contingent on the length of the fire season. The agreement with CAL FIRE is presented to the Board during the fiscal year for retroactive approval. The CAO administers these activities.
- Cash Shortages (\$2,500) – Recommended at a 150% (\$1,500) increase over the FY 2012-13 Adopted Budget based on actual and projected expenditures. Consistent with Management Directive 740, cash shortage reimbursements to County departments have been budgeted in Org 2540. Shortages are recommended for approval if there is no proof of fraud or gross negligence and the loss is not covered by insurance. The ACTTC administers these activities.
- Support of Organizations (\$408,759) – Represents a new line item in the first year of use. The recommended funding includes costs which were previously budgeted within their own line item accounts as well as the funding for the Cooperative Extension. The Support of Organizations account was created to fund community service programs the Board adopts funding for each fiscal year as described below:
- Cooperative Extension – (\$315,000) Reflects a 7% (\$20,204) increase over the FY 2012-13 Adopted Budget for the Cooperative Extension, which previously was budgeted in Org 7610. In FY 2012-13 the County and the Regents of the University of California (University), determined for future years to dissolve County Budget Org 7610 and create a partnership agreement in which the County will pay the University directly an amount adopted by the Board each fiscal year. The CAO administers this activity.
- Veterans Memorial Museum (\$10,000) – Remains at the same level as the FY 2012-13 Adopted Budget, for a non-mandated contribution to the Veterans Memorial Museum to promote, improve, operate or maintain the museum that preserves the County's military history and honors its veterans. The CAO administers this activity.
- Economic Development Contract (EDC) (\$28,000) – Reflects a 12% (\$3,000) increase over the FY 2012-13 Adopted Budget, due to additional funding for GIS costs. Funding will allow EDC to continue implementing non-mandated economic development marketing programs and promoting job creation in Fresno County, which is consistent with the economic element of the General Plan. The CAO administers these activities.
- Fresno-Madera Area Agency on Aging (FMAAA) (\$44,509) – Remains at the same level as the FY 2012-13 Adopted Budget. This reflects Fresno County's financial share of a Joint Powers Agreement between the County, City of Fresno, and the County of Madera to provide the FMAAA's required match which allows the FMAAA to receive Federal and State funding for the

## Interest & Miscellaneous Expenditures -- 2540

provision of senior services. The CAO administers this activity.

- Volunteer Fire Department Contribution (\$11,250) – Remains at the same level as the FY 2012-13 Adopted Budget, and represents the County's non-mandated contribution to five Volunteer Fire Departments (i.e. Big Creek, Hume Lake, Huntington Lake, Mountain Valley and Pine Ridge) to purchase various types of firefighting clothing and equipment. The CAO administers these activities.
- PTAF Repayment (\$4,796,512) – Reflects a 100% (\$4,796,512) increase over the FY 2012-13 Adopted Budget. The recommended funding reflects the estimated principal payment amount owed to Cities' as part of the Property Tax Administrative Fee (PTAF) methodology correction.
- Judgments and Damages (\$5,000) – Recommended at the same level as the FY 2012-13 Adopted Budget, based on actual and projected expenditures. Represents the County's obligation under California Commercial Code Division 3 to reimburse businesses for fraudulent or forged checks. The ACTTC administers this activity.

### **Other Financing Uses**

- Other Financing Uses is recommended at \$6,880,024, which reflects a 4% (\$288,060) increase over the FY 2012-13 Adopted Budget. This is due to the recommended addition of supplemental security to be present at the Courthouse Park (\$205,808) and the recommendation to update the sound equipment in the Board of Supervisors chambers (\$100,000).

Recommended funding includes:

- Operating Transfer Out to ISF (\$545,901) reflects a 119% (\$296,824) increase over the FY 2012-13 Adopted Budget and includes:
  - Additional Courthouse Park Security (\$205,808) reflects a 100% (\$205,808) increase over the FY 2012-13 Adopted Budget to fund supplemental security to be present at the Courthouse Park for an additional 92 hours per week. ISD administers these activities
  - Sound System Update (\$100,000) reflects a 100% (\$100,000) increase over the FY 2012-13 Adopted Budget to fund a one-time update to the sound equipment in the Board of Supervisors chambers. ISD administers these activities
- PeopleSoft Charges (Schools & Cemetery Districts) – (\$240,093) based on ITSD rates, to fund PeopleSoft financial system charges for Schools and Cemetery Districts. Government Code Section 6103 and Health & Safety Code section 9028 support that the County does not have the authority to charge such Districts for performing the Districts' data processing. ISD administers these activities.
  - Operating Transfer Out to Debt Service (\$6,334,123) reflects a (\$8,764) decrease from the FY 2012-13 Adopted Budget and includes:
    - 2012 Lease Revenue Refunding Bond (LRRB) (\$1,939,150) - The 2012 Lease Revenue Refunding Bonds (LRRB) were issued to refund (refinance) two outstanding Lease Revenue Bonds Series 2004 (Juvenile Justice Campus), and Series 2004B (Energy Projects). The budgeted amount reflects a 0.4% (\$8,265) decrease from the amount previously budgeted for the Juvenile Justice Campus Bond in FY 2012-13.
    - Juvenile Court Facility (LRB) (\$1,694,973) reflects a (\$499) decrease from the FY 2012-13 Adopted Budget for the Fresno County's 41.5% share of the debt service payment related to the Juvenile Court Facility LRBs. The Superior Court shares in the use of the facility, and their share of the debt payment (58.5%), is funded by the Administrative Office of the Courts through Court Ancillary Services Org 2838. The County's share of debt is offset by up to \$500,000 in annual Civil Assessment Fee revenues received from the Superior Court.
  - Tax Revenue Anticipation Notes (TRAN) (\$2,700,000) recommended at the same level as FY

#### Interest & Miscellaneous Expenditures -- 2540

2012-13 and is based on an estimated \$90M debt issuance at 3%. Once confirmed, if the final TRAN debt issuance amount and interest rate result in a debt requirement that is less than what is budgeted, any savings would be available for re-appropriation as approved by the Board.

More information on the above debt service payments is available in the Narrative for Org 0124–Debt Service. The ACTTC administers these activities.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$961,370 and reflect a 15% (\$174,788) decrease from the FY 2012-13 Adopted Budget, due to the funding of the Public Safety Realignment Act (AB 109) Planning Grant with prior year carry-over funding not current year revenues.
  - Taxes (\$150,000), are recommended at the same level as the FY 2012-13 Adopted Budget, and reflect 15% of the additional sales tax revenues the County projects to receive as a result of the contract for sales tax recovery services budgeted in Org 2540. This revenue, which fully offsets the costs of the contracted services, is transferred to Org 2540 from the Discretionary Revenues Org 0415, where the total projected additional sales tax revenues (\$1,000,000) is received. The ACTTC administers these activities.
  - Fines, Forfeitures & Penalties (\$500,000) are recommended at the same level as the FY 2012-13 Adopted Budget. This is the annual Civil Assessment Fee revenue received from the Superior Court, which offsets a portion of the County's share of debt for the Juvenile Court Facility LRBs. The CAO works with the Superior Court in administering this activity.
  - Intergovernment Revenues–State (\$0) are recommended at a 100% (\$200,000) decrease from the FY 2012-13 Adopted Budget, due to funding of the Public Safety Realignment Act (AB 109) Planning Grant with prior year carry-over funding not current year revenues.
  - Miscellaneous Revenues (\$151,538) are recommended at a 14% (\$18,549) increase over the FY 2012-13 Adopted Budget. Revenues include \$115,000 in revenues to fully offset the cost of the 415 Retirement Replacement Plan; \$4,850 in revenues to offset the cost of Pension Obligation Bond Trustee fees; \$26,520 for third party payor audit reimbursement, and \$5,168 in reimbursements from non-General Fund user departments for armored transport services. The ACTTC administers these activities.
  - Intrafund Revenue (\$159,832), reflects a 4% (\$6,663) increase over the FY 2012-13 Adopted Budget, for charges to General Fund user departments, to fully recover the cost of armored transport and revenue collection services. The revenues are higher due to the increased cost of armored transport services. The ACTTC administers these activities.
- AB 109 Planning Grant Funding – The recommended budget includes \$200,000 in prior year AB 109 Planning Grant funding that will be made available for FY 2013-14 AB 109 Planning Grant expenditures and which consist of \$135,975 of restricted net assets from FY 2011-12 and an estimated \$64,025 of restricted net assets from FY 2012-13. The CAO administers these activities.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Taxes			
3045 – Bradley-Burns 1% Sales/Use Tax	150,000	150,000	150,000
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
Acct # - Fines, Forfeitures, & Penalties			
3307 – Civil Assessment Fees - JJC Court	500,000	500,000	500,000
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
Acct # - Intergovernment Revenues – State			
3575 – State Other - AB 109 Planning Grant	200,000	200,000	0

## Interest &amp; Miscellaneous Expenditures -- 2540

<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 0</b>
Acct # - Miscellaneous Revenues			
5800 – Reimbursement - 415 Retirement	115,049	104,354	115,000
5800 – Reimbursement - Armored Transport Service	4,494	4,494	5,168
5800 – Reimbursement - POB Trustee Fee	4,850	4,000	4,850
5800 – Reimbursement - Transport Auth Audit	2,580	2,447	1,000
5800 – Reimbursement - Zoo Auth Audit	6,016	5,280	3,110
5800 – Reimbursement - IHSS Audit	0	0	3,710
5800 – Reimbursement - First Five Audit	0	0	7,760
5800 – Reimbursement - Coalinga & SE Reg Audit	0	0	3,790
5800 – Reimbursement - Treas Cash Count Audit	0	0	3,440
5800 – Reimbursement - Treas Compliance Audit	0	0	3,710
<b>Total</b>	<b>\$ 132,989</b>	<b>\$ 120,575</b>	<b>\$ 151,538</b>
Acct # - Intrafund			
5990 – Reimbursement - Armored Transport Service	43,169	43,169	49,832
5990 – Reimbursement - Revenue Collection Svcs	110,000	110,000	110,000
<b>Total</b>	<b>\$ 153,169</b>	<b>\$ 153,169</b>	<b>\$ 159,832</b>
<b>Total Revenues</b>	<b>\$ 1,136,158</b>	<b>\$ 1,123,744</b>	<b>\$ 961,370</b>







## Debt Service -- 0124

### Debt Service BUDGET 0124 Debt Service Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$ 9,526,583	\$ 10,043,464	\$ 10,029,523	\$ (13,941)	0%
Total Appropriations	\$ 9,526,583	\$ 10,043,464	\$ 10,029,523	\$ (13,941)	0%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 1,159	\$ -		\$ -	0%
Other Financing Sources	9,526,583	10,043,464	10,029,523	(13,941)	0%
Total Revenues	\$ 9,527,742	\$ 10,043,464	\$ 10,029,523	\$ (13,941)	0%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (1,159)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Increase of Available Net Assets	1,159				
<b><u>Budgetary Balance</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DEBT SERVICE – 0124**

### **FUNCTION**

This budget provides for the appropriations and revenues related to the annual debt service payments for the County's long and short-term debt obligations for the Tax and Revenue Anticipation Notes (TRAN), Lease Revenue Bond (LRB) for the Juvenile Justice Court Facility and Offices (Juvenile Court Facility and Offices), and Lease Revenue Refunding Bonds (LRRB). Information is also provided regarding the County's outstanding Pension Obligation Bonds (POBs).

### **OVERVIEW**

The FY 2013-14 Recommended Budget totals \$10,029,523 and reflects a 0.1% (\$13,941) net decrease from the FY 2012-13 Adopted Budget. Funding in this budget includes the scheduled LRB debt services payments for the Juvenile Court Facility and Offices (\$4,084,273), a decrease of \$1,201 from FY 2012-13 as well as the Juvenile Justice Campus and Downtown Energy Savings Project, which were refinanced and consolidated in FY 2012-13, into the 2012 Lease Revenue Refunding Bond (LRRB) Series 2012A. The FY 2013-14 payment for the 2012 LRRB (\$3,245,250) is a decrease of \$12,740 from FY 2012-13. Recommended funding for the FY 2013-14 TRAN (\$2,700,000) remains at the same level as FY 2012-13.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

On August 28, 2012, the Fresno County Financing Authority, authorized the sale and issuance of lease revenue refunding bonds to "refund" (refinance) the County's previously issued and outstanding Lease Revenue Bonds Series 2004 (Juvenile Justice Campus, Acct. 7864) and Series 2004B (Downtown Energy Projects Acct. 7865). The refinancing was structured to realize debt service savings to the County by reducing the number of total County debt service payments in relation to the 2004 Bonds, the Net Present Value savings associated with the refinancing is \$2.79 million. The 2012 LRRB were issued in the amount of \$22,425,000 with final maturity in FY 2022-23.

#### **Other Charges**

- The following provides a summary of recommended funding for the County's long and short-term debt obligations, which includes the required FY 2013-14 debt service payments for two different issuances of LRBs and the TRAN:

Juvenile Court Facility LRBs (Account 7853):

- A total of \$55,350,000 in LRBs was issued by the Fresno County Financing Authority in 2007 to finance costs associated with the construction of a shared use Juvenile Court Facility and offices to be located at the Juvenile Justice Campus. Usage of the Juvenile Court Facility is being shared by Fresno County and the Superior Court. The total principal amount of the Annual Base Rental (Lease) Payments is \$55,350,000 and is to be paid by the County. The County leases a portion of the facility and offices to the Administrative Office of the Courts (AOC), whose share of the Base Rental Payments is 58.5% of the annual payment. The bonds have a 23-year maturity and include two years of capitalized interest. The total debt service payment for FY 2013-14 is \$4,084,272 and is due in two installments: interest in October 2013 and principal and interest in April 2014. See debt service schedule following this narrative for the current and long-term annual debt service amounts.

#### Debt Service -- 0124

Principal Balance as of June 30, 2013 .....\$48,165,000

Remaining Payment Period ..... 17 years

2013-14 Debt Service Payment .....\$4,084,272

- (NOTE: An additional \$1 has been budgeted in the PeopleSoft financial system for rounding purposes reflecting a budget total of \$4,084,273.) The AOC's share of the \$4,084,273 is \$2,389,300 (58.5%), and the County's share is \$1,694,973 (41.5%). The recommended amount of \$4,084,273 reflects a \$1,201 decrease from FY 2012-13.

#### **2012 Lease Revenue Refunding Bond (LRRB) Series 2012A (Account 7864)**

- A total of \$22,425,000 in LRRBs was issued by the Fresno County Financing Authority in 2012 to refund (refinance) the County's previously issued and outstanding Lease Revenue Bonds Series 2004 (Juvenile Justice Campus) and Series 2004B (Energy Projects). The bonds have a 10-year maturity. The total debt service payment for FY 2013-14 is \$3,245,250 and is due in two installments: principal and interest in August 2013 and interest in February 2014. See debt service schedule following this narrative for the current and long-term annual debt service amounts.

Principal Balance as of June 30, 2013 .....\$22,425,000

Remaining Payment Period ..... 10 years

2013-14 Debt Service Payment .....\$3,245,250

- The recommended amount of \$3,245,250 reflects a \$12,740 decrease from the total amount budgeted for the JJC and Downtown Energy Projects in FY 2012-13.

#### **Tax Revenue Anticipation Notes (TRAN) (Account 7867)**

- For the past 35 years, the Board of Supervisors has authorized a short-term borrowing program through the issuance of a TRAN. The TRAN enables the County to maintain a positive cash flow until anticipated taxes and revenues are received throughout the fiscal year.

The recommended funding of \$2,700,000 for FY 2013-14 is based on an assumed \$90,000,000 debt issuance at 3% interest rate. This represents the same level of funding as recommended for FY 2012-13, if the final debt issuance amount and interest rate for FY 2013-14 result in a debt requirement that is significantly less than what is budgeted, any savings would be available for re-appropriation as approved by the Board.

- Upon receipt, TRAN funds are deposited into an interest bearing account. Funding for the interest payment is transferred from the Interest and Miscellaneous Expenditures budget, where it is budgeted as net County cost.

#### **Other Information**

##### **Pension Obligation Bonds (POB)**

- Fresno County has issued POBs on three occasions. In March 1998, Fresno County issued \$184,910,000 of taxable POBs with an 11-year amortization to fund the Unfunded Actuarial Accrued Liability (UAAL) of the Fresno County Employee's Retirement Association. In March 2002, these bonds were partially refunded in order to extend the debt servicing of the bonds to an 18-year amortization period to provide budget relief. In addition, in 2004, a total of \$327,897,749 in fixed rate bonds were issued with a 30-year amortization, and a total of \$75 million in variable rate bonds were issued. The \$75 million variable rate bonds were converted to fixed rate bonds on September 12, 2006 at a fixed rate of 5.56%. The maturity schedule of the converted bonds remained the same. In FY 2008-09 the debt service for the 1998 POBs was completed. The County is currently paying the annual debt service for three POB issuances. A total of \$38,138,796 in debt service payments is required in FY 2013-14, which includes all administration fees associated with the bonds. See debt service schedule and remaining maturity for all three issuances following this narrative.

Debt Service -- 0124

Principal Balance as of June 30, 2013 .....\$439,877,749

Remaining Payment Period ..... Varied

2013-14 Debt Service Payment .....\$38,138,796

- Amounts necessary to timely pay the POB debt service payments have been incorporated into the County's FY 2013-14 retirement rates and are collected from departments each pay period.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$10,029,523 and include the following:
  - Other Financing Sources (\$10,029,523) – Includes Operating Transfer In from General Fund (\$8,723,423) and Operating Transfer In from Internal Services Fund (\$1,306,100). The General Fund revenue sources are budgeted in Organization (Org) 2540 – Interest & Miscellaneous Expenditures and in Org 2838 – Court Ancillary Services. Org 2540 budgets for the TRAN interest payment (\$2,700,000); the debt service payment for the Juvenile Justice Campus portion of the 2012 LRRB (\$1,939,150); and the County share (41.5%) of the debt service payment for the Juvenile Court Facility LRBs (\$1,694,973). Org 2838 budgets for the State (AOC) share (58.5%) of the debt service payment for the Juvenile Court Facility LRBs (\$2,389,300). The total of both shares of this debt covers the total debt payment (\$4,084,273) for the Juvenile Court Facility LRBs. Finally, the Internal Services Fund revenue source is budgeted in Org 8935 – Facility Services for the Downtown Energy Savings Project portion of the 2012 LRRBs (\$1,306,100).

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Other Financing Sources			
5950 – Op Tran In from Gen Fund - 2012 LRRB	1,947,415	1,907,995	1,939,150
5950 – Op Tran In from Gen Fund - Juv Court LRBs	4,085,474	4,000,804	4,084,273
5950 – Op Tran In from Gen Fund - TRAN	2,700,000	2,700,000	2,700,000
5953 – Op Tran In from ISF - 2012 LRRB.	1,310,575	1,302,208	1,306,100
-	0	0	0
<b>Total</b>	<b>\$ 10,043,464</b>	<b>\$ 9,911,007</b>	<b>\$ 10,029,523</b>
<b>Total Revenues</b>	<b>\$ 10,043,464</b>	<b>\$ 9,911,007</b>	<b>\$ 10,029,523</b>

<b>County of Fresno</b> <b>Annual Debt Service Schedule By Fiscal Year</b> <b>For Pension Obligation Bonds (POBs) and Lease Revenue Bonds (LRBs)</b> <b>(Includes Bond Principal and Interest)</b>						
<b>Fiscal Year Ending</b>	<b>2002 POBs (Partial 1998 Refunding)</b>	<b>2004A POBs Fixed Rate</b>	<b>2004B POBs Fixed Rate</b>	<b>2007 LRBs (Energy Project)</b>	<b>2012 LRBs (2004 Refunding)</b>	<b>Total Annual Payments</b>
2014	15,964,565	18,004,231	4,170,000	4,084,272	3,245,250	45,468,318
2015	15,967,204	19,422,069	4,170,000	4,085,173	3,248,575	46,893,020
2016	15,963,492	20,901,454	4,170,000	4,082,373	3,241,600	48,358,919
2017	15,965,889	22,435,013	4,170,000	4,086,373	3,242,225	49,899,499
2018	15,967,923	24,035,283	4,170,000	4,084,373	3,235,375	51,492,953
2019	15,970,424	25,693,747	4,170,000	4,085,373	2,393,800	52,313,344
2020	-	27,424,490	4,170,000	4,082,573	1,929,775	37,606,837
2021	-	29,220,000	4,170,000	4,085,973	1,931,000	39,406,973
2022	-	31,085,000	4,170,000	4,081,866	1,925,650	41,262,516
2023	-	33,025,000	4,170,000	4,081,241	933,800	42,210,041
2024	-	35,045,000	4,170,000	4,084,441	-	43,299,441
2025	-	37,140,000	4,170,000	4,084,581	-	45,394,581
2026	-	39,325,000	4,170,000	4,084,131	-	47,579,131
2027	-	41,595,000	4,170,000	4,085,413	-	49,850,413
2028	-	43,780,000	4,170,000	4,085,350	-	52,035,350
2029	-	46,410,000	4,170,000	4,084,250	-	54,664,250
2030	-	48,965,000	4,170,000	4,085,950	-	57,220,950
2031	-	51,620,000	4,170,000	-	-	55,790,000
2032	-	54,380,000	4,170,000	-	-	58,550,000
2033	-	44,785,000	16,614,160	-	-	61,399,160
2034	-	-	63,929,160	-	-	63,929,160
<b>TOTALS</b>	<b>\$95,799,497</b>	<b>\$694,291,286</b>	<b>\$159,773,320</b>	<b>\$69,433,703</b>	<b>\$25,327,050</b>	<b>\$1,044,624,856</b>



**CONTINGENCIES, GENERAL RESERVES AND DESIGNATIONS**  
**BUDGET 8210**  
**GENERAL FUND**  
**RECOMMENDED**

<b>CONTINGENCIES</b>					
	<u>Adopted 2011-12</u>	<u>Adopted 2012-13</u>	<u>Recommended 2013-14</u>	<u>Increase/ (Decrease)</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Approp for Contingencies	\$ 750,000	\$ 500,468	\$ 750,000	\$ 249,532	50%
Total Appropriations	\$ 750,000	\$ 500,468	\$ 750,000	\$ 249,532	50%
<b><u>Net County Cost</u></b>	<b>\$ 750,000</b>	<b>\$ 500,468</b>	<b>\$ 750,000</b>	<b>\$ 249,532</b>	<b>50%</b>

<b>GENERAL RESERVES / DESIGNATIONS</b>					
	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Recommended 2013-14</u>	<u>Increase/ (Decrease)</u>	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Budget Mitigation Designation	\$ 0	\$ 0	\$ 11,367,064	\$ 11,367,064	100%
Prop 42 MOE Designation	0	0	5,569,392	5,569,392	100%
Increase in General Reserves	500,000	1,520,000	1,500,000	(20,000)	-1%
Total Appropriations	\$ 500,000	\$ 1,520,000	\$ 18,436,456	\$ 16,916,456	1113%
<b><u>Revenues</u></b>					
General Fund Designation Draw	\$ 0	\$ 0	\$ 0	\$ 0	0%
Total Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0%
<b><u>Net County Cost</u></b>	<b>\$ 500,000</b>	<b>\$ 1,520,000</b>	<b>\$ 18,436,456</b>	<b>\$ 16,916,456</b>	<b>1113%</b>

## **CONTINGENCIES, GENERAL RESERVES & 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 General Reserves in that the Board of Supervisors (Board) can transfer Contingencies and Designations during the fiscal year to finance unanticipated expenditures. The General Reserves, however, is a portion of the fund balance that is not available to finance current year expenditures except in cases where the Board declares an emergency as defined by Government Code 29127. The Board can approve increases to Contingencies, General Reserves and Designations during the fiscal year.

### **OVERVIEW**

The FY 2013-14 Recommended Budget includes \$750,000 in funding for Contingencies, which represents a 50% (\$249,532) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget includes a \$1,500,000 increase to the General Reserves of the General Fund, which reflects a 1% (\$20,000) decrease from the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget includes \$16,936,456 for two General Fund Designations. The payment of the Proposition 42 Maintenance-of-Effort (\$5,569,392) due to be paid in full to the Road Fund before June 30, 2015 and County Budget Mitigation (\$11,367,064) which represents the amount of funding available for the Board in making adjustments in budget hearings, to mitigate potential impacts in the FY 2013-14 State Budget or during the fiscal year. The designation reflects a 100% (\$16,936,456) increase over the FY 2012-13 Adopted Budget.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

#### **Contingencies**

Contingencies are recommended at \$750,000, which reflects a 50% (\$249,532) increase from the FY 2012-13 Adopted Budget of \$500,468. On August 7, 2012, \$21,726 was transferred to Park & Grounds Org 7910, to replace the heating, ventilation and air conditioning systems at the Kearney Mansion. On February 5, 2013, \$210,842 was transfer to the Department of Public Health Org 5620, to pay for one-time startup costs associated with establishing an animal control facility. On March 12, 2013, \$12,450 was transferred to the Interest & Miscellaneous Org 2540, to conduct an appraisal of the Juvenile Justice Campus farmland and farm houses. On April 23, 2013, \$233,135 was transferred to the Assessor-Recorder Org 0420 to partially mitigate the loss of Property Tax Administrative Fee (PTAF) revenue. Contingencies require a 4/5th vote to access funding.

#### **General Reserves**

A \$1,500,000 contribution to the General Reserves is recommended for FY 2013-14. With this contribution, the General Reserve balance will increase to \$14,443,004 to address potential future liabilities, which include disallowance of Pension Obligation Bond (POB) costs claimed to third party funding sources, such as federal grants, for a portion of the refinanced pension obligation bonds, estimated at \$36 million. Principles governing federal cost reimbursements are set out in Office of Management and Budget (OMB) Circular A-87 (A-87). OMB A-87 treats pension plan costs as fringe benefits that are allowable to be claimed. However, the County of Fresno refinanced certain POB's prior to the issuance of guidelines relative to allowable costs. To date, no federal claims have been denied reimbursement for reasons concerning claiming POB costs. The General Reserve, except in cases of a legally declared emergency may only be decreased at the time of adopting the budget. The general



## Contingencies, General Reserves, & Designations -- 8210

reserve may be increased any time during the fiscal year by a 4/5th vote.

### **Designations**

Two designations have been included in the recommended FY 2013-14 budget, a 100% (\$16,939,456) increase over the FY 2012-13 Adopted Budget. Designations require a 4/5th vote to access funding.

### **Proposition 42 Maintenance-of-Effort**

A designation in the amount of \$5,569,392 has been reserved for the payment of the Prop 42 Maintenance of Effort (MOE) that is due to the Road Fund by June 30, 2015. In FY 2009-10 the adopted budget included Proposition 42 funding that required an MOE contribution from the County's General Fund in the amount of \$5,569,392. The FY 2009-10 MOE payment was deferred in accordance with California Revenue and Taxation Code Section 7104.2(f)(6) until FY 2010-11. Legislative action allowed the County to further defer the payment until June 30, 2015. The Board of Supervisors is exploring legislative options which may reduce, postpone or eliminate this MOE payment. The recommendation to create a designation will allow the County to pay the Prop 42 MOE in the event that payment is required on or before June 30, 2015.

### **Budget Mitigation**

A designation in the amount of \$11,367,064 has been reserved for County budget mitigation. This represents the amount of funding available for the Board in making adjustments in budget hearings, to mitigate potential impacts in the FY 2013-14 State Budget or during the fiscal year.



# Countywide Revenues -- 0415

## Discretionary Revenues BUDGET 0415 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
<u>Revenues</u>					
Taxes	\$ 215,371,724	\$ 205,012,357	\$ 208,011,740	\$ 2,999,383	1%
Licenses, Permits & Franchises	4,410,745	4,336,355	4,336,355	-	0%
Fines, Forfeitures & Penalties	14,746	-	27,618	27,618	100%
Rev From Use of Money & Prop	4,104,879	3,795,299	3,100,000	(695,299)	-18%
Intergovernment Revenues - St	39,439,276	28,608,587	38,127,453	9,518,866	33%
Intergovernment Rev-Federal	2,294,338	1,900,000	1,900,000	-	0%
Charges For Services	2,613,676	555,395	577,255	21,860	4%
Miscellaneous Revenues	2,545,808	10,000	10,000	-	0%
Other Financing Sources	975,351	-	-	-	0%
Total Revenues	\$ 271,770,544	\$ 244,217,993	\$ 256,090,421	\$ 11,872,428	5%
<b><u>Net County Cost</u></b>	<b>\$ (271,770,544)</b>	<b>\$ (244,217,993)</b>	<b>\$ (256,090,421)</b>	<b>\$ (11,872,428)</b>	<b>5%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
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Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **COUNTYWIDE REVENUES – 0415**

### **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 in this Org are State Health and Welfare Realignment revenues, which are derived from Vehicle License Fees (VLF) that are passed through the General Fund as required by statute to finance match requirements for the receipt of 1991 Realignment Sales Tax revenues.

### **OVERVIEW**

The FY 2013-14 Countywide Revenues, which support General Fund costs, are recommended at (\$256,090,421) and represent a 5% (\$11,872,428) increase over the FY 2012-13 Adopted Budget. This increase is primarily due to a 33% (\$9,518,866) increase in Intergovernmental Revenues-State, an 18% (\$695,299) decrease in revenue from use of money and property, and a 1% (\$2,999,383) increase in taxes. The state revenues increase is primarily due to a change in accounting under 2011 Realignment. Revenue from use of money and property reflect a decrease due to a reduction in interest earnings projection. Taxes reflect an increase due to anticipated collections of penalties on current year delinquent taxes.

### **SUMMARY OF REVENUES**

- Taxes (\$208,011,740), the receipt of tax revenues are estimated at a 1% (\$2,999,383) net increase over the FY 2012-13 Adopted Budget. Sales and Use Taxes are projected to increase 6.3% (\$913,463) based on the improving economic activity in the County and property tax revenues are projected to increase by \$818,164. In addition, Teeter program revenues are projected at the same level as the FY 2012-13 Adopted Budget (\$4,000,000). In Lieu of Sales and Use Tax is projected to increase 28.4% (\$1,267,756) based on State prior year adjustment calculations.
- Licenses, Permits, and Franchises revenue is projected at the same level (\$4,336,355) as FY 2012-13 Adopted Budget for developmental service and franchise fees.
- Fines, Forfeitures & Penalties (\$27,618) represent a 100% increase over FY 2012-13 Adopted Budget because court ordered fine and fee collections was apportioned to the state in prior years.
- Revenue from Use of Money and Property (\$3,100,000) represent an 18% (\$695,299) decrease from FY 2012-13 due to a decrease in interest earnings as projected by the Auditor-Controller/Treasurer-Tax Collector (AC/TTC) based upon current interest rates, economic activity, economic forecasts and comments by the Federal Reserve Board for FY 2013-14.
- Intergovernmental Revenues-State (\$38,127,453) represents a 33% (\$9,518,866) increase over FY 2012-13. Key revenues in this category include the following:
  - State Health and Welfare Realignment (\$34,265,002) revenues, which are derived from Vehicle License Fees (VLF), are recommended at a 35% (\$8,893,419) increase over the FY 2012-13 Adopted Budget. As required by statute, the revenues are deposited into the County's General Fund, but must be used to finance 1991 match requirements as the County's Maintenance-of-Effort (MOE) 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 that fall outside the identified health, mental health, and social services program areas. During the FY 2012-13 budget preparations, the State did not distinguish between the Sales Tax and VLF portions of the new CalWORKs Assistance MOE.

## Countywide Revenues -- 0415

Since the VLF portion of the CalWORKs MOE could not be identified, the total revenue was budgeted in the Health and Welfare Trust Fund Org 5243. Subsequently the State Controller's Office released a report that differentiates the CalWORKs Assistance MOE revenue between Sales Tax and VLF. To comply with the Welfare and Institution Code Section 17604.05 in FY 2013-14 the (\$8,230,245) of the VLF revenue was budgeted in the General Fund. The balance of the increase (\$663,174) is due to a projected 4% increase in FY 2013-14 VLF revenues for Public Health and Social Services.

- Tobacco Settlement Funds (\$2,806,411) revenue is recommended at an increase of 33.3% (\$701,411) over the FY 2012-13 Adopted Budget based on actual FY 2012-13 receipts of Tobacco Settlement funds.
- Intergovernmental Revenue-Federal (\$1,900,000) revenues are projected at the same level as the FY 2012-13 Adopted Budget for Federal In-Lieu Taxes.
- Charges for Services (\$577,255) are estimated at a 4% (\$21,860) increase over the FY 2012-13 Adopted Budget based on cost allocations included in the OMB A87 Countywide Cost Allocation Plan.
- Miscellaneous Revenues (\$10,000) are projected at the same level as the FY 2012-13 Adopted Budget

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Taxes			
3005 – RDX ABX1 26 Property Tax		175,000	500,000
3006 – Redev Tax Incre Reimb	5,179,779	5,179,779	5,362,665
3007 – Suppl-Prior Unsecured	5,000	5,000	5,000
3009 – Suppl-Current Unsecured	20,000	20,000	5,000
3010 – Property Taxes-Current Secured	75,276,223	73,530,485	74,265,791
3011 – Suppl-Current Secured	800,000	800,000	900,000
3013 – Supplemental-Curr Unsec Prior	5,000	5,000	5,000
3015 – Property Taxes-Current Unsecured	3,974,266	3,974,266	4,000,000
3017 – Property Taxes-Curr Unsec Prior	140,484	140,484	100,000
3025 – Property Taxes-Prior Unsecured	66,000	66,000	66,000
3030 – Penalties & Costs-Delinq Taxes	600,000	600,000	600,000
3033 – Redemption Fees	86,719	86,719	90,000
3040 – Penalties-Current Suppl	0	0	2,000,000
3036 – Deed Fees	3,000	3,000	3,000
3045 – Bradley-Burns 1% Sales/Use Tax	14,280,000	15,043,032	15,193,463
3047 – Timber Yield Taxes	5,000	10,342	5,000
3060 – In Lieu of Sales & Use Tax Rev	4,464,317	5,675,320	5,732,073
3061 – Property Tax In-Lieu of VLF	93,913,204	92,025,099	92,945,350
3065 – Airplane Taxes	348,603	348,603	300,000
3075 – Property Transfer Taxes	1,839,762	1,900,000	1,922,421
3085 – Racehorse Taxes	5,000	5,000	10,977
3031 – Teeter Program Revenues	4,000,000	5,000,000	4,000,000
<b>Total</b>	<b>\$ 205,012,357</b>	<b>\$ 204,593,129</b>	<b>\$ 208,011,740</b>
Acct # - Licenses, Permits, & Franchises			
3171 – Development Service Fees	145,000	145,000	145,000
3183 – Franchises	4,191,355	4,191,355	4,191,355
<b>Total</b>	<b>\$ 4,336,355</b>	<b>\$ 4,336,355</b>	<b>\$ 4,336,355</b>
Acct # - Fines, Forfeitures & Penalties			
3301 – Criminal Fines	0	6,895	17,106
3314 – County Penalty Pc 1464€ 30%	0	3,000	10,512

Countywide Revenues -- 0415

<b>Total</b>	<b>0</b>	<b>9,895</b>	<b>27,618</b>
Acct # - Revenue from the Use of Money			
3380 – Interest	3,795,299	3,000,000	3,000,000
3404 – Other Rental of Bldgs & Land	0	50,485	100,000
<b>Total</b>	<b>\$ 3,795,299</b>	<b>\$ 3,050,485</b>	<b>\$ 3,100,000</b>
Acct # - Intergovernment Revenues – State			
3455 – Mandated Program - State (SB 90)	0	5,316	0
3465 – State-Motor Vehicle in-Lieu Tax	0	409,767	0
3509 – Healthcare Veh Lic Fee Revenue	25,371,583	33,601,828	34,265,002
3513 – Tobacco Settlement	2,105,000	2,105,000	2,806,411
3565 – State-I/L Homeowners Prop Tax	1,132,004	1,048,683	1,056,040
<b>Total</b>	<b>\$ 28,608,587</b>	<b>\$ 37,170,594</b>	<b>\$ 38,127,453</b>
Acct # - Intergovernment Revenues – Federal			
4370 – Federal In-Lieu Taxes	1,900,000	1,900,000	1,900,000
<b>Total</b>	<b>\$ 1,900,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,900,000</b>
Acct # - Charges for Services			
4921 – Recovery of Co Wide Cost Alloc	178,141	178,141	178,141
4923 – Gen Co. Overhead Realignment	176,852	176,852	176,852
4980 – Recording Fees	200,402	200,402	222,262
<b>Total</b>	<b>\$ 555,395</b>	<b>\$ 555,395</b>	<b>\$ 577,255</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	10,000	93,915	10,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 93,915</b>	<b>\$ 10,000</b>
<b>Total Revenues</b>	<b>\$ 244,217,993</b>	<b>\$ 251,709,768</b>	<b>\$ 256,090,421</b>







# Personnel Services -- 1010

## Personnel Services BUDGET 1010 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 2,154,216	\$ 2,288,684	\$ 2,497,901	\$ 209,217	9%
Services and Supplies	646,664	638,140	745,157	107,017	17%
Total Appropriations	\$ 2,800,880	\$ 2,926,824	\$ 3,243,058	\$ 316,234	11%
<u>Revenues</u>					
Charges For Services	\$ 619,987	\$ 713,742	\$ 687,990	\$ (25,752)	-4%
Miscellaneous Revenues	611	-	-	-	0%
Intrafund Revenue	1,142,083	1,116,365	1,052,363	(64,002)	-6%
Total Revenues	\$ 1,762,681	\$ 1,830,107	\$ 1,740,353	\$ (89,754)	-5%
<b><u>Net County Cost</u></b>	<b>\$ 1,038,199</b>	<b>\$ 1,096,717</b>	<b>\$ 1,502,705</b>	<b>\$ 405,988</b>	<b>37%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	23	23	26	3	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PERSONNEL SERVICES – 1010**

### **FUNCTION**

The Department of Personnel Services provides Countywide centralized management and administrative oversight for activities associated with personnel, labor relations, employee benefits, loss prevention training, and risk management services. Pursuant to Fresno County Ordinance Code Chapter 2.12 and Administrative Policy Number 54, these Countywide personnel services are provided from a centralized perspective to ensure uniformity and consistency of services delivered and to maximize economies of scale. Individual departments, however, are responsible for personnel actions related to employee selection, development, retention, and separation, in consultation with and/or collaboration with Personnel Services.

The overall operations of Personnel Services are managed by the Director of Personnel Services. Organizationally, Personnel Services is divided into five divisions: Administration, Employment Services, Labor Relations, Employee Benefits, and Risk Management. However, Employee Benefits and Risk Management are accounted for in the Risk Management budget (Org 8925).

Personnel Administration is responsible for the administrative and business functions, budgeting, finance, strategic planning, research and development, and legislative analysis. The Employment Services Division is responsible for recruitment and examination activities, workforce reduction processes, administration of the classification and compensation program and retention analysis, as well as for providing funding and support to the Civil Service Commission. Labor Relations is responsible for labor contract negotiations, contract administration, employee grievance resolution, employment discrimination complaints, bargaining unit determination, and unfair labor practice charges.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$3,243,058 reflects an 11% (\$316,234) increase in appropriations over the FY 2012-13 Adopted Budget, primarily due to increases in Salaries and Benefits that are a result of the recommended addition of three positions. The FY 2013-14 recommended revenues of \$1,740,353 reflect a 5% (\$89,754) decrease from the FY 2012-13 Adopted Budget. The reduction is a result of a projected decrease in labor revenue from reduced labor hourly rates charged for services, and a further increase in staff hours dedicated to non-billable departments (Sheriff and Probation), labor negotiations, and other mandated, non-billable projects. A 1% (\$14,305) salary savings has been applied to Regular Salaries and \$9,676 in related benefit savings for Retirement, OASDI and Health Insurance is also reflected in the recommended budget. Staffing is recommended at 26 positions, which is an increase of positions over the FY 2012-13 Adopted Budget.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- Organization 1010: To maximize revenue and control expenditures in budget Org 1010 to ensure it remains within budgeted net County cost (NCC) for the year.
- Org 8925: To work diligently to control (and reduce when possible) program costs of all self-insured programs and especially the workers' compensation program, which has been in a deficit position for several years.

#### **Outcome(s)/Result(s):**

- Org 1010: Personnel Services has managed to control expenditures as much as possible. Although

## Personnel Services -- 1010

revenues are estimated to be less than projected for FY 2012-13, savings to salaries and benefits, as well as savings in facility services charges, are expected to offset the decline in revenue. The department is confident it will remain within budgeted NCC for the current year.

- Org 8925: In May 2011, the Board of Supervisors adopted a funding policy that among other things, established a ten-year amortization period for recovery of the workers' compensation program deficit with the goal of funding the program at a 70% confidence level. Under this provision, the workers' compensation rates charged to County departments from FY 2012-13 through FY 2022-23 will include an amortized amount of the remaining projected program deficit as of June 30<sup>th</sup> of each year. As of the last audited fiscal year end (June 30, 2012), the deficit in the workers' compensation program was \$9 million, a reduction of \$2 million from the previous year. Assuming no waivers of the existing funding policy are adopted in the future to modify amortization of the program deficit, and all other factors remaining equal (program performance, etc.), the current deficit will be eliminated by June 30, 2023. The department would like to eliminate the program deficit before this target date, and has implemented measures to reduce its program costs and continues to look for potential savings in other areas. For example, Risk Management contracted with a consultant who has been responsible for capturing savings within the bill review and utilization review components of the workers' compensation claims administration program. In the current year, the workers' compensation program has experienced a 17% reduction in medical costs. As described further under the FY 2013-14 goals, Risk Management is recommending addition of a Personnel Analyst position that will be responsible for research, planning, and implementation of programs designed to further reduce the number and cost of claims.

### **FY 2013-14**

#### **Goal:**

- Org 1010: Personnel will continue to work diligently to control expenditures and maximize revenue during FY 2013-14 to ensure meeting its allocated NCC for the year. Personnel Services is able to charge for some labor provided only to departments with third-party funding, such as the Department of Social Services, Child Support Services, Behavioral Health, etc. General fund departments supported primarily by NCC, such as the Sheriff and Probation, cannot be charged for these services. Because the Board of Supervisors has designated Justice as the top priority, revenue streams cannot always be controlled or maximized by Personnel when a significant amount of staff time must be dedicated to the justice departments, as was the case in FY 2011-12 and FY 2012-13 triggered by Assembly Bill 109.
- Org 8925: Risk Management will focus on continuing its efforts to reduce the costs of all its self-insured programs, including workers' compensation and general liability by expanding preventive activities that assist in reducing exposure to the County and related incidence of claims. During FY 2013-14, Risk Management will work to accomplish this by increasing the number and type of training sessions available to County departments, as well as by re-establishing training programs for supervisors and managers, and by working with departments to ensure consistent practices throughout the County. This will be achieved with the addition of a Personnel Analyst position in budget Org 8925, which will be responsible for coordinating and expanding the training program, thereby reducing the exposure to future claims in the areas of workers' compensation, general liability, and employee grievances. As further explained in the narrative of budget Org 8925 (Risk Management), the Personnel Analyst position recommended for addition will also be tasked with researching the feasibility of, and creating an implementation plan for, an aggressive workers' compensation "Return to Work Program." Implementation of the program could result in material cost savings in the workers' compensation program.

#### **Performance Metric:**

- Org 1010: The outcome of this goal will be measured in dollars, and the budget status will be reported quarterly during FY 2013-14.

## Personnel Services -- 1010

- Org 8925: The results of this goal will be measured by the reduction to the number and cost of claims achieved for each of the Risk Management programs (both in the short-term and long-term).

### **Operational Goal**

#### **FY 2012-13**

- **Goal:** The task of updating and modifying Personnel Rules and the Salary Resolution (as well as corresponding Administrative Policies and Management Directives) has been a goal of Personnel Services for a number of years. Not only does some of the language in these documents need to be updated, but it is also necessary to make changes to the County policies that reflect Board direction, current practice and policy, and best practices. For example, changes to Rule 4 could hasten the response time from Personnel to the departments, provide a greater number of certified applicants, and allow greater flexibility in hiring extra-help staff. Most of these changes must be negotiated with the labor groups, which will be a time consuming and labor intensive project for Personnel Services to undertake during the upcoming fiscal year. Additionally, Personnel endeavors to ensure departments are trained in applicable labor laws and mandates, civil services rules and regulations, and best personnel practices.
- **Outcome(s)/Result(s):** This will continue to be one the most important goals to Personnel Services. During FY 2012-13, there were changes to the Personnel Rules that were of impact Countywide. This included changes to Rule 4 that allow Personnel to certify 10 names to departments instead of 7. In addition, County departments are now allowed to do a suspension of competition from an existing extra-help pool. These changes have increased efficiencies in the recruitment process and have resulted in savings to training costs. There were also many areas of the Salary Resolution that were "cleaned up" during the year. The department will continue to work on this goal. It should be noted that this is an ongoing, time-consuming project that requires negotiation with the various County labor units and consultation with County departments and the CAO.

#### **FY 2013-14**

- **Goal:** During FY 2013-14, Personnel Services will continue to work on updating and modifying Personnel Rules and the Salary Resolution (as well as corresponding Administrative Policies and Management Directives). As previously explained, accomplishment of this goal will take place over the long run (extending beyond a year), due to the complex nature of the process, which involves various moving targets and requires negotiation with labor groups.
- **Performance Metric:** Actual Personnel Rules and Salary Resolutions sections updated throughout the year.

### **Departmental Goal**

#### **FY 2012-13**

- **Goal:** Development of a five-year strategic plan with short and long-term strategic goals, update to the department's mission and vision statements, and review and update all Personnel procedure manuals.
- **Outcome(s)/Result(s):** During the current year, Personnel Services experienced an unprecedented increase in high priority workload, which shifted the focus from a long-term strategic plan to completion of short-term projects. In part, this was as a result of having to shift efforts to the large recruitments triggered by AB 109 for the Sheriff and Probation Departments. Personnel also experienced increased workload due to the number and nature of legal challenges related to labor negotiation issues from the prior year. A significant amount of staff time and other resources had to be directed to these two high priority projects.

#### **FY 2013-14**

- **Goal:** Personnel will once again have the following goal: Development of a five-year strategic plan with short and long-term strategic goals (including succession planning), update the department's

mission and vision, and review and update all Personnel procedure manuals.

- **Performance Metric:** The outcome of this goal will be measured by the actual development of the strategic plan.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The recommended budget includes the addition of three new positions: two Personnel Analysts and one Personnel Technician Confidential. One Personnel Analyst position will be assigned to the Employment Services division with primary responsibility of classification and compensation analysis. The Classification and Compensation Program was eliminated several years ago due to a necessary reduction in staff triggered by budget constraints. Consequently, only classification and compensation studies requested by the Board of Supervisors or the County Administrative Officer have been conducted (five in the past five years). The addition of an analyst will allow Personnel Services to resume this mandated function, with a focus on the Social Services agencies and other departments with revenue offset to allow funding for the position. In addition, the analyst position will enhance Personnel's efforts in assuring that all County class specifications are reviewed and updated as required by the State.

The second Personnel Analyst, and the Personnel Technician, will be assigned to the Labor Relations division, which has long been understaffed. Presently, the division has one analyst assigned to negotiations and one analyst assigned to employee grievances. Due to a reduction in staffing over the last several years, as a result of budget constraints, it has been necessary for the Labor Relations Manager to assist with all negotiations, including policy changes and other impact negotiations, which are duties typically assigned to an Analyst. The addition of an analyst and technician will allow the Labor Relations Manager to focus more on managing the day-to-day operations of the division, ensure compliance with mandated timelines, and provide a proactive focus to labor issues as they arise in an effort to resolve them at the lowest possible level.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$2,497,901 reflect a 9% (\$209,217) increase over FY 2012-13, due to the recommended addition of three positions.

Recommended funding includes:

- Staffing at 26 positions, an increase of 3 positions over current year.
- A projected 1% (\$14,305) salary savings from attrition throughout the year.
- A 10% (\$130,234) increase to Account 6100 Regular Salaries primarily due to the addition of three new positions.
- A 13% (\$88,349) increase to Account 6400 Retirement Contribution, based on an increase to retirement rates and to the addition of three new positions.
- A 9% (\$12,993) increase to Account 6600 Health Insurance Contribution, resulting from the combined effect of adding three new positions and reduced costs of existing positions due to an increase to the number of employees who have opted out of County-provided health insurance.

### **Services and Supplies**

- Services and Supplies, recommended at \$745,157, reflect a 17% (\$107,017) increase over the FY 2012-13 Adopted Budget, primarily due to increases to pass-through reimbursable costs for recruitment and pre-employment activities, as well as for costs associated with the Civil Service Commission. A portion of the increase to Services and Supplies is also attributable to increased Data Processing Services Charges assessed by ISD.

Recommended funding includes:

#### Personnel Services -- 1010

- \$404,500 in appropriations (54% of recommended Services and Supplies) for projected pass-through or reimbursable costs for which equal revenue has been included, resulting in no net County cost. Reimbursable costs include recruitment advertising, written examinations, pre-employment medical and psychological exams, and a portion of costs related to the Civil Service Commission.
- A 14% (\$10,107) increase to Account 7296 Data Processing Services as projected by ISD based on current year usage.
- A 22% (\$11,982) decrease to Account 7345 Facilities Operation and Maintenance as estimated by ISD Facilities.
- A 72% (\$50,450) increase to appropriations for the Civil Service Commission driven by an increase in appeals related to Countywide discipline and other civil service appeals.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$1,740,353, and reflect a 5% (\$89,754) decrease from the FY 2012-13 Adopted Budget. The decrease is partly attributable to an anticipated decline in labor revenue resulting from the reduction to labor hourly rates charged for services. Another factor affecting FY 2013-14 revenue projections, is the significant amount of staff hours shifted to non-billable, general fund departments (i.e. the Sheriff and Probation departments for recruitments triggered by AB 109), labor negotiation efforts, and other mandated projects for which Personnel Services cannot bill, and which the general fund is required to absorb.
  - Charges for Services is recommended at \$687,990, reflecting a 4% (\$25,752) decrease from the FY 2012-13 Adopted Budget. This decrease is primarily due to reduced FY 2013-14 labor rates adopted in the Master Schedule of Fees (MSF), which are charged to non-General Fund departments (ISF's & Enterprise) and external entities for professional services provided by Personnel staff.
  - Intrafund Revenue is recommended at \$1,052,363, a 6% (\$64,002) decrease from the FY 2012-13 Adopted Budget. This amount represents estimated charges based on the projected level of services that will be provided in FY 2013-14 to General Fund departments with third-party revenue (federal, state, grants, etc.) from which reimbursement for professional services provided by Personnel staff can be recovered. The anticipated decrease in this revenue source is primarily due to reductions to the FY 2013-14 MSF labor rates. Revenue from charge backs to County departments for reimbursable costs is also a component of this revenue category.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
5040 – Other Cty Dpts Services	713,742	682,279	687,990
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 713,742</b>	<b>\$ 682,279</b>	<b>\$ 687,990</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	1,116,365	1,067,154	1,052,363
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 1,116,365</b>	<b>\$ 1,067,154</b>	<b>\$ 1,052,363</b>
<b>Total Revenues</b>	<b>\$ 1,830,107</b>	<b>\$ 1,749,433</b>	<b>\$ 1,740,353</b>

Personnel Services -- 1010

**PERSONNEL SERVICES - 1010**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2235	Personnel Technician III - Conf.	1416	1	1	\$ 47,163
2236	Personnel Technician II - Conf.	1266	2	2	84,303
2237	Personnel Technician I - Conf.	1146	3	4	140,050
2249	Personnel Analyst III	2048	5	5	324,628
2251	Senior Personnel Analyst	F	2	2	135,746
2252	Personnel Analyst II	1774	1	1	51,404
2253	Personnel Analyst I	1597	1	3	124,828
2277	Personnel Services Manager	E	2	2	163,256
2334	Personnel Services Business Manager	E	1	1	78,692
3126	Office Assistant I - Conf.	851	1	1	25,569
3134	Supervising Personnel Technician - Conf.	1564	1	1	52,097
3166	Administrative Secretary-Conf	1438	1	1	42,632
3261	Account Clerk III - Conf.	1124	1	1	37,427
8063	Director of Personnel Services	B	1	1	122,696
Subtotal			<b>23</b>	<b>26</b>	\$ 1,430,491
Cell phone stipend					301
Auto Allowance					6,180
Less Salary Savings (1%)					<u>(14,305)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,422,667</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2237	Personnel Technician I - Conf.	1146	1	\$ 56,335
2253	Personnel Analyst I	1597	<u>2</u>	<u>149,058</u>
Cost of Adding Positions			3	\$ 205,393





# Risk Management -- 8925

## Risk Management BUDGET 8925 Internal Service Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 2,389,934	\$ 2,526,732	\$ 2,497,258	\$ (29,474)	-1%
Services and Supplies	92,107,565	94,768,222	95,358,309	590,087	1%
Other Financing Uses	1,468,124	-	-	-	0%
Total Appropriations	\$ 95,965,623	\$ 97,294,954	\$ 97,855,567	\$ 560,613	1%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 1,026,512	\$ 1,084,392	\$ 851,444	\$ (232,948)	-21%
Charges For Services	92,014,702	96,079,134	96,296,020	216,886	0%
Miscellaneous Revenues	107,168	88,509	77,000	(11,509)	-13%
Other Financing Sources	-	489,375	489,375	-	0%
Total Revenues	\$ 93,148,381	\$ 97,741,410	\$ 97,713,839	\$ (27,571)	0%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ 2,817,242</b>	<b>\$ (446,456)</b>	<b>\$ 141,728</b>	<b>\$ 588,184</b>	<b>-132%</b>
(Use of) Restoration of Cash Reserves	-	-	-	-	0%
from Loan Repayment	(1,468,124)	489,375	489,375	-	0%
Increase to / (Use of) Net Assets	(1,349,118)	(42,919)	(631,103)	(588,184)	1370%
<b><u>Budgetary Balance</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	27	27	28	1	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **RISK MANAGEMENT – 8925**

### **FUNCTION**

The Risk Management Internal Service Fund (ISF) finances the County's Risk Management and Employee Benefits programs. Administratively, these programs are managed through the Personnel Services Department. 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 assessed 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 insurance programs (Workers' Compensation, General Liability, Medical Malpractice, Unemployment, and Property/Vehicle Damage/Vehicle Replacement), directs the County's safety program, recovers damages due the County from third parties, provides risk management advice to County departments, provides loss prevention management and training, and controls mandated programs affecting employee safety. The Employee Benefits Division provides and administers comprehensive benefits for eligible employees and their dependents including, group life insurance, disability insurance, flex spending accounts, deferred compensation, other ancillary/voluntary benefit programs, as well as group health insurance for eligible employees, their dependents, and retirees. Employee Benefits also coordinates the management of personnel records, and the approval and processing of all personnel, compensation, and benefit eligibility functions in the Peoplesoft Human Resource Management System (HRMS).

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$97,855,567 reflects less than a 1% (\$560,613) increase in appropriations from the FY 2012-13 Adopted Budget due primarily to a minor increase in projected payments to health plans for active employees and their dependents (pass-through expenses). Revenues are recommended at \$97,713,839, less than a 1% change (\$27,571) from the FY 2012-13 Adopted Budget. In addition, the FY 2013-14 Recommended Budget includes a net use of retained earnings of \$631,103 resulting from the combined effect of deficit recoveries and surplus reimbursements factored into the structures of the FY 2013-14 Risk Rates. Surplus reimbursements are factored into general liability, medical malpractice, unemployment, vehicle damage, vehicle replacement, and benefit administration programs which are expected to end the current year with retained earnings; and as a result, a portion of retained earnings accumulated in these programs are being reimbursed to County departments (based on State guidelines). The property and health administration programs are projected to end the current year at a slight deficit, a portion of which will be recovered in FY 2013-14. The workers' compensation program has been in a deficit position for several years. In accordance with the funding policy adopted by the Board of Supervisors in May 2011, this deficit is being amortized over a ten-year period, with \$1,674,000 of it to be recovered in FY 2013-14. This budget also includes projected revenue from the second annual repayment of a three-year loan made to Public Works & Planning (Resources) that will restore cash reserves in the Risk Fund in the amount of \$489,375. Staffing is recommended at 28 positions, which is an increase of one position over the FY 2012-13 Adopted Budget. No salary savings was budgeted based on a history of low turnover.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

The recommended budget includes the addition of one Personnel Analyst position. This position will be responsible for coordinating and expanding the training program to other County departments with the goal of reducing the County's exposure to claims in the areas of workers' compensation, general liability, and employee grievances, thereby reducing costs of these programs. The Personnel Analyst will also be

## Risk Management -- 8925

tasked with researching the feasibility of an aggressive workers' compensation "Return to Work Program," and creating an implementation plan. Implementation of this program could result in material cost savings in the workers' compensation program.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$2,497,258 reflect a 1% (\$29,474) decrease from the FY 2012-13 Adopted Budget. Including the recommended addition of one position, the decrease to Salaries and Benefits is based on several factors, which include filling positions at lower levels, and reductions in the workers' compensation and benefit administration rates.

Recommended funding includes:

- Staffing at 28 positions, which includes the addition of one Personnel Analyst I position, as explained in the Significant Program Changes section.
- A 0.1% decrease to Regular Salaries (\$2,022), including the addition of one new position. The cost of the recommended position will be offset with savings in regular salaries, which were a result of filling vacant positions at lower levels and/or steps during FY 2012-13.
- A 3% (\$25,193) increase to Account 6400, Retirement Contribution due to increased retirement rates and additional position.
- A 67% (\$20,813) decrease to Account 6550, Workers' Compensation Contribution resulting from a reduced claim history over the last seven years.
- A 6% (\$9,846) decrease to Account 6600, Health insurance Contribution driven by an increase in the number of employees that have opted out of County health coverage.
- A 100% (\$12,000) decrease to Account 6200, Extra-Help, as no salaries for extra-help staff are being recommended due to the addition of the Personnel Analyst position.

### **Services and Supplies**

- Services and Supplies, recommended at \$95,358,309 represent less than a 1% (\$590,087) increase over the FY 2012-13 Adopted Budget, primarily due to an increase in projected payments to health plans for active employees and their dependents (pass-through expense).

Recommended funding includes:

- Appropriations of \$71,648,819, which reflect a 2% (\$1,596,931) increase over current year, for Countywide health premium payments for active and retired employees. This estimate is based on current year enrollment at 2013 health plan premium rates provided by the San Joaquin Valley Insurance Authority (SJVIA), plus a conservative contingency for enrollment growth. The total appropriations include both the employer and employee portion of health premiums, as the full premium amount must be accounted for within the Risk Management fund.
- Projected Unemployment Insurance program costs of \$1,557,518 a decrease of 31% (\$713,795) from current year adopted budget. This projected decrease in costs is based on recent trends of reduced Unemployment Insurance claims filed by former County employees.
- A decrease of 100% (\$8,643,566) to Account 7138, Prescription Medical. The Prescription Medical Self-Insurance program that was previously funded by the County was closed at the end of the 2012 plan year. Prescription coverage is now part of appropriations in Account 7170 Active Employees Health Premiums, as coverage is provided by the SJVIA.
- Projected Professional & Specialized Services costs of \$2,214,580, a decrease of 5% (\$103,429) from the current year adopted budget. This decrease is primarily associated with reductions in contract amounts with third-party administrators for workers' compensation and health administration.
- Projected Property Insurance program costs of \$242,326, an increase of 142% (\$142,326) from

the current year adopted budget. The increase to estimated costs is based on current year trends of increased claims and claim amounts filed by County departments for property damage.

### **SUMMARY OF REVENUES**

- Total revenues are recommended at \$97,713,839, a slight (\$27,571) decrease from the FY 2012-13 Adopted Budget.
- Interest Revenue is projected at \$851,444, a 21% (\$232,948) decrease from the FY 2012-13 Adopted Budget, based on actual trends of declining interest rates and includes interest from the loan made to Public Works & Planning (Resources) in April 2012.
- Unemployment Insurance Premium revenue is projected at \$938,976, a 58% (\$1,311,031) decrease from FY 2012-13. Due to a recent reduction in the number of claims filed and related claim costs, the required aggregate rate (premium) to fund the program has decreased substantially from current year.
- Workers' Compensation Premium revenue is recommended at \$16,800,000, a 6% (\$938,000) increase over FY 2012-13. This is the amount recommended by the actuary to fund the program at a 70% confidence level, and includes a factor for recovery of the program deficit over a ten year period.
- General Liability Premium revenue is recommended at \$4,039,000, a 13% (\$582,000) decrease from the FY 2012-13 Adopted Budget. This represents the funding level required to fund the program at a 70% confidence level as recommended by the program's actuary.
- Revenue from an operating transfer in from the general fund in the amount of \$489,375 is also recommended. This is the second (of three) annual repayment installments on a loan made to Public Works & Planning (Resources) for the Blue Hills Disposal Facility post-closure financial assurance instrument required by the State of California. These proceeds will partially restore cash reserves (in the amount of \$489,375) that were reduced in the Risk fund when the loan for \$1,468,124 was issued to Public Works and Planning in April 2012. Interest paid on the loan is budgeted in the Interest Revenue Account 3380.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	1,084,392	924,822	851,444
<b>Total</b>	<b>\$ 1,084,392</b>	<b>\$ 924,822</b>	<b>\$ 851,444</b>
Acct # - Charges for Services			
Mult – Premiums-Risk Programs	23,532,860	23,532,860	22,746,104
Mult – Active Employees Health Premiums	60,805,310	60,829,992	62,015,910
Mult – Retiree Health Premiums	9,867,432	8,983,016	9,632,909
Mult – Health Admin	942,326	973,628	1,034,259
5128 – Admin Fees - Other Benefits	931,206	931,206	866,838
<b>Total</b>	<b>\$ 96,079,134</b>	<b>\$ 95,250,702</b>	<b>\$ 96,296,020</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	20,000	10,000	27,000
5889 – ADRP Reimbursement	68,509	12,000	50,000
<b>Total</b>	<b>\$ 88,509</b>	<b>\$ 22,000</b>	<b>\$ 77,000</b>
Acct # - Other Financing Sources			
5950 – Operating Transfer In From General Fund	489,375	489,375	489,375
<b>Total</b>	<b>\$ 489,375</b>	<b>\$ 489,375</b>	<b>\$ 489,375</b>
<b>Total Revenues</b>	<b>\$ 97,741,410</b>	<b>\$ 96,686,899</b>	<b>\$ 97,713,839</b>



**RISK MANAGEMENT - 8925****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2235	Personnel Technician III - Conf.	1416	4	4	\$ 188,652
2236	Personnel Technician II - Conf.	1266	2	2	75,901
2237	Personnel Technician I - Conf.	1146	2	2	63,189
2249	Personnel Analyst III	2048	5	5	324,628
2251	Senior Personnel Analyst	F	3	3	205,016
2252	Personnel Analyst II	1774	4	4	213,327
2253	Personnel Analyst I	1597	0	1	40,883
2277	Personnel Services Manager	E	2	2	160,880
3081	Office Assistant III - Conf.	1067	1	1	29,826
3126	Office Assistant I - Conf.	851	3	3	70,674
3213	Accountant II - Conf.	1743	1	1	48,824
Subtotal			<b>27</b>	<b>28</b>	\$ 1,421,800

**TOTAL REGULAR SALARIES****\$ 1,421,800****RECOMMENDED POSITION TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2253	Personnel Analyst I	1597	<u>1</u>	\$ 75,937
	Cost of Adding Position		1	\$ 75,937







# Auditor–Controller/Treasurer-Tax Collector -- 0410

## Aud-Cont/Treas-Tax Collector BUDGET 0410 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 8,135,546	\$ 8,469,219	\$ 8,758,931	\$ 289,712	3%
Services and Supplies	1,886,376	2,717,050	2,744,035	26,985	1%
Total Appropriations	\$ 10,021,922	\$ 11,186,269	\$ 11,502,966	\$ 316,697	3%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$ 7,160	\$ 6,809	\$ 6,930	\$ 121	2%
Fines, Forfeitures & Penalties	-	-	1,258,984	1,258,984	100%
Rev From Use of Money & Prop	52,753	4,800	2,400	(2,400)	-50%
Intergovernment Revenues - St	29,700	78,000	24,275	(53,725)	-69%
Intergovernment Rev-Federal	260,382	204,199	151,404	(52,795)	-26%
Charges For Services	4,577,479	4,963,312	4,018,061	(945,251)	-19%
Miscellaneous Revenues	203,620	606,754	765,671	158,917	26%
Intrafund Revenue	924,069	1,015,058	973,908	(41,150)	-4%
Total Revenues	\$ 6,055,163	\$ 6,878,932	\$ 7,201,633	\$ 322,701	5%
<b><u>Net County Cost</u></b>	<b>\$ 3,966,758</b>	<b>\$ 4,307,337</b>	<b>\$ 4,301,333</b>	<b>\$ (6,004)</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	108	99	107	8	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR – 0410**

### **FUNCTION**

Auditor-Controller/Treasurer-Tax Collector's (ACTTC) mission is to promote public trust by providing exemplary accounting and financial services to our public, business, and governmental customers.

The ACTTC has two primary operations, separating the accounting, auditing and general ledger functions from the cash handling, collection and portfolio management functions.

There are two accounting divisions, General Accounting (GA) and Financial Reporting & Audits (FR&A). The FR&A division prepares the County's audited financial statements, State Controller financial reports, and State court fines reports. Additionally, this division performs audits of internal departments and funds, special financial analysis projects, rate review and accounting for various Joint Powers Agreements (JPAs), special funds and districts. This division also provides specific administrative and reporting support to County departments and external agencies claiming MediCal Administrative cost reimbursement. The GA division is responsible for the centralized accounting functions including accounts payable, budget, general ledger, fixed assets, payroll, rate reviews of Master Schedule of Fees and Indirect Cost Rate Proposal (ICRP's), and State Mandate (SB 90) reviews. Additionally, the Special Accounting unit was combined with the GA division to provide for a greater pooling of resources, cross-training and management oversight. Special Accounting (SA) functions include all accounting supporting the property tax apportionment process, cost accounting, and special check issuance.

There are also two divisions dedicated to collections and cash management/banking functions. The Treasurer division performs central finance operations including debt issuance, cash flow projections, banking operations, cash management, debt service and portfolio management. The Tax and Revenue Collections division provides for a centralized property tax collection and revenue billing and collections unit.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$11,502,966 reflect a 3% (\$316,697) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$7,201,633 reflect a 5% (\$322,701) increase over the FY 2012-13 Adopted Budget. Staffing is recommended at 107 positions, which reflects an increase of 8 positions from FY 2012-13. Recommended salaries reflect salary savings of 2% (\$101,178) and related benefits savings of \$72,722 for Retirement, OASDI and Health Insurance.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** The fiscal goal for FY 2012-13 was to improve the accurate and timely payment of Fresno County's obligations. The Accounts Payable unit is responsible for auditing and processing payments for all County departments and certain other governmental agencies. The unit processes on average 103,000 documents per year and is responsible for Internal Revenue Service 1099-Miscellaneous Income (1099) Information Returns and State Board of Equalization Sales and Use Tax reporting. Implementing the Contracts functionality features in the PeopleSoft Financial System will provide real-time online tracking and monitoring of all contract payments. It will reduce the payment processing time and provide users online information on up to date contract payments as well as available spending limits. Data reports will be used to document the number of payments that are waiting processing, and the number of days it takes to process,

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as well as the total number of payments processed.

- **Outcome(s)/Result(s):** The payment of County of Fresno obligations was significantly reduced to an average of seven days for FY 2012-13 as a result of two additional FTE staff for the accounts payable area funded by the Departments of Social Services and Behavioral Health. The contracts functionality feature was not implemented due to staff being involved in other statutory legislation that required implementation of the Affordable Health Care Act and Public Employees' Pension Reform Act (PEPRA).

#### **FY 2013-14**

- **Goal:** To implement a Countywide electronic payments (ePayables) program to expedite payments in a cost effective manner. This program allows vendors to receive payments electronically via ACH (Automated Clearing House) versus paper checks. This process change will reduce the number of paper checks issued, processing time, and provide cost savings. This program will also generate revenues to the County in the form of rebates associated with electronic payments.
- **Performance Metric:** The number of vendors who opt in to the electronic payments program.

#### **Operational Goal**

#### **FY 2012-13**

- **Goal:** The operational goal for FY 2012-13 was to complete the evaluation of the current options available to enhance and/or update the property tax system. The success of this project will be measured by first, selecting a solution by August 31, 2012 and presenting the contract to the BOS for an approval. Upon approval of the contract the department will start fit gap analysis. As of the preparation of the recommended budget the vendor has not been determined, therefore, the timeline for the fit gap analysis has yet to be quantified. This project is expected to be completed by the end of FY 2014-15.
- **Outcome(s)/Result(s):** The Request for Proposal (RFP) for new property system was completed in the summer 2012. After reviewing vendors responses, it was determined that none of them met the County's needs. Soon after, ACTTC's committee for the project started working on its next course of action and elected to utilize the free assessment services offered by the County's main frame vendor, Hewlett Packard "HP". The assessment was done in the fall 2012 and we are currently waiting for the final report. In addition to this action, staff is monitoring the progress of Riverside County's vendor in order to determine if they will be able to successfully install a property tax system. This particular vendor responded to County's RFP; however at that time they did not have any operating property systems in California, therefore were not selected by us. However, if they are successful in completing Riverside County's property system implementation, we will issue a new RFP and will review their new response. Also, the Assessor/Recorder's office has recently completed an independent RFP process for a system capable of meeting only the Assessor functions and will be making a selection shortly. Our office will observe the progress of the Assessor while continuing to monitor the progress of a few other software companies that are currently attempting to complete a system capable of handling all of the functionalities necessary in order to meet California Revenue and Tax code specifications. Based on these factors it is our current goal to release an Auditor-Tax Collector RFP by June 30, 2014.

#### **FY 2013-14**

- **Goal:** Continue to increase collections on current assignments of delinquent accounts in Revenue Collections Unit (RCU) from a current rate of 22% to a rate of 28% over the next three years. During the same time period, RCU will identify and request a release of accountability from the Board of Supervisors (BOS) on delinquent accounts identified as not collectable (as defined in BOS Resolution No. 11-150). These two goals working together will result in additional

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revenue to the County by utilizing successful collection strategies while eliminating non-collectable accounts from the electronic database will result in increased computer system efficiency.

- **Performance Metric:** Increase collection rate from 22% to 28% over the next three years and present BOS request a release of accountability during the same time period.

#### Departmental Goal

##### FY 2012-13

- **Goal:** The departmental/mission goal for FY 2012-13 was to increase the accessibility of accurate and timely operational, financial and statistical information to stakeholders by reducing the total number of staff hours to produce the Comprehensive Annual Financial Report (CAFR) by 10 percent and complete the project by mid-November. The CAFR is a large project consuming some 4,000 hours of staff time and reaching completion in mid to late December. By educating departments on the need to provide timely and accurate financial and operational information, commencing work on the project sooner, utilizing cross-trained staff, using accrual estimates, and streamlining approaches to prepare and report will ensure that staff time is reduced by 10 percent and the project is completed by mid-November. The labor distribution queries will be used to measure time spent on the project and address shortfalls if necessary.
- **Outcome(s)/Result(s):** While progress was made, the goal was not completed. The June 30, 2012 CAFR required approximately 3,800 hours completing, which was a 5% decrease from prior year with a completion date of mid-December. The timeliness of the CAFR completion was hindered by late financial information submissions by component units of the County. This goal will be continued in FY 2013-14.

##### FY 2013-14

- **Goal:** In order to continue to promote the public trust by providing exemplary accounting and financial services and strengthen internal controls over cash management, the Treasurer division will implement a new contract to consolidate all e-payment services to one vendor. The division will be responsible for cross-training County staff and creating and/or updating procedures. This new process will allow streamlining of processes and ensure continuity of services year-round, with minimal delays during heavy property tax collection seasons.
- **Performance Metric:** Within 90 days of contract implementation, the Treasurer division will have 50% of participating County departments transferred to the new contract and trained in e-payment operations, with the remaining participating County departments converted by June 30, 2014.

### SUMMARY OF CAO RECOMMENDATIONS

#### Significant Program Changes

- General and Special Accounting will continue with reduced office hours to the public and employees (9 a.m. to 12 p.m. and 1 p.m. to 4 p.m.). The reduced office hours will allow staff additional time within the day to process workload.
- Additional staff resources will continue to be dedicated to the Redevelopment Agency Dissolution process for the implementation of ABX1 26-SA.
- Additional staffing resources will be required to implement enhanced reporting requirements for Health Care Reform Act, Federal and State reporting and withholding requirements for vendors and employees and financial/human resource systems for changes in labor memorandums of understanding agreements.
- Phase out of the Auditor-Controller as the Local Government Agency (LGA) coordinator for Medi-Cal

#### Auditor–Controller/Treasurer-Tax Collector -- 0410

Administrative Activities (MAA) and Target Case Management (TCM) services as result of program changes and withdrawal of participating agencies.

- Implementation of Governmental Accounting Standards Board (GASB) pronouncements that will change the format and presentation of County financial statements.
- Addition of three Account Clerk and one Collection Representative positions to Revenue Collections unit will increase the collection of revenues for the County of Fresno.

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$8,758,931, represent a net of 3% (\$289,712) increase over the FY 2012-13 Adopted Budget, primarily due to the cost of eight new additional positions and increases in Regular Salaries, Retirement, Overtime, Workers' Compensation that are partially offset by decreases in Unemployment Insurance, Health Insurance and Benefits Administration costs. Also, included is a 2% (\$173,900) salary and related benefit savings.

Recommended funding includes:

- Account 6100, Regular Salaries reflects a 4% (\$174,727) increase over the current year Adopted Budget primarily due to addition of eight positions.
- Account 6300, Overtime reflects a 24% (\$2,717) increase over the current year Adopted Budget which is necessary to ensure timely processing of property tax collections during December 10 and April 10 property tax due dates.
- Account 6400, Retirement Contribution reflects a 4% (\$113,194) increase over the current year Adopted Budget due to increased rates and the addition of eight positions.
- Account 6550, Workers' Compensation reflects a 41% (\$12,674) increase over the current year Adopted Budget based on utilization.
- Account 6670, Benefits Administration reflects a 15% (\$2,178) decrease from due to decreased rates.

#### **Services and Supplies**

- Services and Supplies, recommended at \$2,744,035 represent a 1% (\$26,985) increase over the FY 2012-13 Adopted Budget. Significant changes by account are noted below.

Recommended funding includes:

- Account 7101, General Liability Insurance reflects a 25% (\$2,630) decrease due to reduced rates provided by Risk Management.
- Account 7175, Insurance Other reflects a 16% (\$1,245) decrease due to reduced rates provided by Risk Management.
- Account 7250, Memberships reflects an 11% (7,436) decrease mainly due to reduction in the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) memberships with Marin County.
- Account 7288, Data Processing Direct reflects a 6% (\$20,803) increase primarily for reclassifying ProSystem charges from Account 7295 to 7288 (\$12,500) as well increased vendor costs for providing services for Collections Systems (CUBS), Bloomberg Investment Software, and Sympro Fixed Income Asset Management.
- Account 7295, Professional & Specialized Services reflect a 4% (\$30,158) decrease primarily for reduced Internet auction and title search fees associated with performing a delinquent property tax sale. In FY 2012-13, delinquent property tax sales were conducted for two years and as a result expenditures associated with sales were higher. In FY 2013-14, one year of property tax sales will be conducted resulting in decreased expenditures.

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- Account 7296, Data Processing Services reflects a 3% (\$12,122) decrease due to reduced rates provided by ISD.
- Account 7345, Facility Services Rent reflects a 17% (\$37,210) increase due to higher rates provided by ISD.
- Account 7385, Small Tools & Instruments reflect a 320% (\$1,600) increase primarily due to budgeting fixed assets purchases under \$5,000 into this account instead of Account 7265, Office Expense, in FY 2013-14.
- Account 7430, Utilities reflects a 10% (\$11,053) increase due to higher rates provided by ISD.
- Account 7611, Security Services reflects a 60% (\$7,391) increase due to higher rates provided by ISD.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$7,201,633 and reflect a 5% (\$322,701) increase over the FY 2012-13 Adopted Budget primarily due to increases in Court Order Debt Collection.

Recommended funding includes:

- Fines, Forfeitures and Penalties (\$1,258,984) reflect a 100% increase due to reclassifying Court Order Debt (COD) collections from Revenue Account 4928, Collection Charges to Account 3297, Court PC1463.07 AB233.
- Revenue from Use of Money & Prop (\$2,400) reflects a 50% (\$2,400) decrease due to lower interest earnings.
- Intergovernment Revenues-State (\$24,275) reflects a 69% (\$53,725) decrease due to lower revenues from State mandated programs.
- Intergovernment Revenues-Federal (\$151,404) reflects a 26% (\$52,795) decrease due to a reduction in federally reimbursable Medi-Cal Administrative Activities (MAA) program revenues.
- Charges for Services (\$3,999,639) reflects a net 19% (\$963,673) decrease in revenues received from non-General Fund departments, outside entities and other funding sources. This decrease is primarily due to decreases in: SB-2557 Property Tax Administration Fees, PTAF (\$120,004); Auditing and Accounting fees (\$129,920); Collection Charges as fees related to COD collections are reclassified to Fines, Forfeitures and Penalties (\$822,823); Unsecured Property Tax Collections (\$29,392). The decrease is partially offset by increases in: fees for processing Special Assessments on Property Tax Rolls (\$16,485); Property Tax Administrative fees (\$11,362); Other Charges & Data Processing (\$13,115); and Investment Services fees (\$97,504).
- Miscellaneous Revenues (\$765,671) reflect a 26% (\$158,917) increase primarily due to an increase in revenues for the maintenance of the delinquent tax roll.
- Intrafund Revenues (\$973,908) reflect a 4% (\$41,150) decrease due to reductions in the department's revenue generating services provided to General Fund departments.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Taxes			
3034 – Redempt Fees-Tax Deeded Land	0	73	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 73</b>	<b>\$ 0</b>
Acct # - Licenses, Permits, & Franchises			
3160 – Business Licenses, MSF for issuing new & renewing business licenses	6,809	6,809	6,930
<b>Total</b>	<b>\$ 6,809</b>	<b>\$ 6,809</b>	<b>\$ 6,930</b>
Acct # - Fines, Forfeitures, & Penalties			

## Auditor–Controller/Treasurer-Tax Collector -- 0410

3297 – Court PC1463.07 AB233 (Court ordered debt program collections)	0	0	1,258,984
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,258,984</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	4,800	0	2,400
<b>Total</b>	<b>\$ 4,800</b>	<b>\$ 0</b>	<b>\$ 2,400</b>
Acct # - Intergovernment Revenues – State			
3455 – Mandated Programs	78,000	2,295	24,275
3565 – State-I/L Homeowners Prop Tax	0	267.91	0
3591 – State-Indian Gaming	0	2,260	0
<b>Total</b>	<b>\$ 78,000</b>	<b>\$ 4,822</b>	<b>\$ 24,275</b>
Acct # - Intergovernment Revenues – Federal			
4383 – MAA-Medi-Cal Administrativ Fees	204,199	247,018	151,404
<b>Total</b>	<b>\$ 204,199</b>	<b>\$ 247,018</b>	<b>\$ 151,404</b>
Acct # - Charges for Services			
4880 – Assessment & TC Fees for processing special assessments on property tax rolls	190,848	208,103	207,333
4882 – Assess&TaxCollFees#80 for SB2557 Prop Tax Admin Fee (PTAF)	575,146	455,142	472,344
4885 – Accounting and Auditing Services Fees	974,990	796,627	846,290
4888 – AdminSvcSB2890 for 5% Fee for Supplemental Property Tax Roll	43,453	60,970	54,815
4928 – Collection Charges	1,084,000	999,288	261,177
4929 – Unsecured Prop Tax Collection Charges	190,000	190,000	160,608
4942 – Civil Process Service (garnishments for processing each pay period per Family Code 5235(d)	5,460	6,337	5,460
5039 – County RDA Fees for AB1389 Processes	48,346	62,599	48,346
5060 – Special Dist-0.25% for Special Dist Prop Tax Rev per R&T Code, and Wire Fees	62,566	74,596	74,596
5064 – Data Processing for Title Co Access to Property Tax System	8,503	8,366	9,588
5074 – Investment Services Fees	1,780,000	1,745,828	1,877,504
4940 – Civil Process Services	0	4,079	0
<b>Total</b>	<b>\$ 4,963,312</b>	<b>\$ 4,611,935</b>	<b>\$ 4,018,061</b>
Acct # - Miscellaneous Revenues			
5771 – Revenue Recovery from Liens	168	1,927	176
5800 - Copy Charges, Dup W-2 & 1099 fees, 2yr Trnsf to General Fund, Rev from Maintaing Delinq Property Tax Roll	527,586	164,465	708,760
5831 - State Reimb for Collecting State Ordered Restitutions Related to Penal Codes 1202.4 & 1202.44	79,000	79,000	56,735
5900 – Cash Overages	0	3,705	0
<b>Total</b>	<b>\$ 606,754</b>	<b>\$ 249,097</b>	<b>\$ 765,671</b>
Acct # - Intrafund			
5990 - Charges for Accounting & Auditing Services	1,015,058	955,528	973,908
<b>Total</b>	<b>\$ 1,015,058</b>	<b>\$ 955,528</b>	<b>\$ 973,908</b>
<b>Total Revenues</b>	<b>\$ 6,878,932</b>	<b>\$ 6,075,282</b>	<b>\$ 7,201,633</b>

**AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR - 0410****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<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	\$ 153,606
1777	Collections Representative III	1282	5	6	233,833
1779	Collections Representative II	1140	2	2	62,312
2212	Systems & Procedures Analyst III	2164	1	1	68,643
2225	Systems & Procedures Manager	E	1	1	88,061
2302	Deputy Auditor-Controller	D	1	1	90,097
2303	Deputy Treasurer-Tax Collector	D	1	1	89,184
2307	Investment Officer	F	1	1	68,878
3127	Payroll Technician I - Conf.	1185	4	4	159,637
3128	Payroll Technician II - Conf.	1416	2	2	94,325
3166	Administrative Secretary - Conf.	1438	1	1	40,438
3203	Account Clerk I	889	3	15	364,011
3205	Account Clerk II	986	8	6	196,521
3210	Accountant I	1507	11	15	631,827
3215	Accountant II	1743	13	9	501,853
3225	Accounting and Financial Division Chief	E	4	4	302,146
3226	Accounting and Financial Manager	F	3	3	216,239
3240	Supervising Account Clerk II	1466	2	2	100,108
3255	Senior Accountant	2036	6	8	508,395
3260	Account Clerk III	1106	21	16	589,238
3261	Account Clerk III - Conf.	1124	1	1	37,427
3262	Supervising Accountant	2220	3	3	192,829
3706	Information Technology Analyst III	1932	2	2	122,618
3707	Information Technology Analyst IV	2302	2	2	146,056
Subtotal			<b>99</b>	<b>107</b>	<b>\$ 5,058,282</b>
	Bilingual Skills Pay				5,419
	Auto Allowance				6,180
	Remuneration				2,114
	Professional License Incentive - CPA				5,098
	Less Salary Savings (2%)				(101,178)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 4,975,915</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
3210	Accountant I	1507	2	\$ 138,494
3203	Account Clerk I	889	5	220,735
1779	Collections Representative II	1140	1	55,292
Cost of Postions Recommended to Add			8	\$ 414,521







**Assessor-Recorder  
BUDGET 0420  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 10,536,247	\$ 11,237,250	\$ 9,962,736	\$ (1,274,514)	-11%
Services and Supplies	2,284,799	4,622,847	4,862,918	240,071	5%
General Fixed Assets	6,964	2,145,000	5,075,000	2,930,000	137%
Total Appropriations	\$ 12,828,011	\$ 18,005,097	\$ 19,900,654	\$ 1,895,557	11%
<u>Revenues</u>					
Licenses, Permits & Franchises	\$ 5,041	\$ 4,500	\$ 4,500	\$ -	0%
Intergovernment Revenues - St	-	2,330,333	5,150,000	2,819,667	121%
Charges For Services	6,745,929	9,702,801	8,790,957	(911,844)	-9%
Miscellaneous Revenues	122,902	175,000	175,000	-	0%
Total Revenues	\$ 6,873,872	\$ 12,212,634	\$ 14,120,457	\$ 1,907,823	16%
<b><u>Net County Cost</u></b>	<b>\$ 5,954,140</b>	<b>\$ 5,792,463</b>	<b>\$ 5,780,197</b>	<b>\$ (12,266)</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	126	113	111	(2)	

## **ASSESSOR-RECORDER – 0420**

### **FUNCTION**

The Office of the Assessor-Recorder consists of two divisions. The Assessor's division of the Assessor-Recorder's Office has a constitutional responsibility for the annual assessment of all taxable property in the County, with the exception of State assessed property. This office certifies an annual assessment roll upon which all local governmental units rely for revenue generated from property taxes. The Assessor also determines eligibility for certain classes of exemptions permitted by State law. Since 1983, the Assessor has been responsible for supplemental assessments of properties as prescribed by Senate Bill 813. The efficient and complete operation of the Assessor's Office is critical to the funding of state and local agencies.

The Recorder's division has the responsibility 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, and equipment for research, provides copies of same as requested, and instructs the public in matters relating to information available in the Assessor and Recorder divisions.

All functions of these offices are mandated.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$19,900,654 reflects an 11% (\$1,895,557) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$14,120,457 reflect an increase of 16% (\$1,907,823) over the FY 2012-13 Adopted Budget. There are 111 positions included in the recommended budget, a decrease of 2 positions from the current year budget. The department budgeted 1% (\$54,758) salary savings.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** It is the goal of the department to remain responsive to the needs of Fresno County Taxpayers by promptly responding to the need for assessment reductions due to the continuing decline in the real estate market, to process change of ownership and other reassessable events in a timely fashion so that additional taxes to be paid are not unduly burdensome and that refunds due are not delayed, and to audit and investigate discrepancies to maximize the fair and equitable treatment of taxpayers, while staying within the fiscal challenges presented in the recommended budget.
- To that end, during this fiscal year the department will engage in a re-engineering project that will consist of a review and analysis of all assessment processes to increase efficiency by the removal of duplicate and unnecessary steps. In addition, the department will perform time studies to update existing fees and to implement new fees on optional services, as appropriate.
- **Outcome(s)/Result(s):** The department addressed the continued decline in value assessments effectively, updated processes, instituted creative efficiencies and had an audit performed of Williamson Act parcels. With current staffing levels the department continues to be challenged with completing the assessment roll without corrections required.

##### **FY 2013-14**

- **Goal:** The identification and acquisition of increased resources to further enhance the department's

ability to reduce backlogs and corrections to the assessment roll; and begin project implementation process for a new Property Assessment System.

- **Performance Metric:** Identification and allocation of fiscal resources required to purchase and implement the new Property Assessment System.

### **Operational Goal**

#### **FY 2012-13**

- **Goal:** The department is seeking to replace the COBOL based mainframe Property Tax System with a modern, server based system. The department, in conjunction with the Auditor-Controller/Treasurer-Tax Collector (AC/TTC) and the Clerk to the Board (Clerk), has prepared a Request for Proposal and is currently evaluating responses. This system will integrate with the functions of the AC/TTC and the Clerk's office. It will provide enhanced appraisal functionality; a fully Computer Assisted Mass Appraisal (CAMA) capability, workflow and reporting functions, online document filing and portable device compatibility.
- The department expects the implementation of a new Property Tax System to be a multi-year project. During this fiscal year the successful vendor, working with the department will perform a gap analysis to determine needed modifications to the proposed system to meet department working and legal requirements. In addition, department electronic data will be analyzed, cleaned and migrated into the format required for the new, server based system.
- The Recorder division will scan and digitize Vital Records and their indexes and make these documents available electronically within our current system. The Recorder will implement Touch Screen technology, making the searching of documents faster and more accessible.
- **Outcome(s)/Result(s):** During the current year the department completed two separate Requests for Proposals (RFP), one that included an integrated Property Assessment and Tax Collection functionality and a second RFP, with the primary purpose of Property Assessment System that also included the Property Tax collection functionality. The second RFP was successfully completed.

#### **FY 2013-14**

- **Goal:** Continue modernization efforts including the implementation of the new Property Assessment System, a project that will span multiple fiscal years.
- **Performance Metric:** Complete gap analysis, create a project team and begin the implementation of the new Property Assessment System.

### **Departmental Goal**

#### **FY 2012-13**

- **Goal:** It is the goal and responsibility of the Assessor to treat all taxpayers in Fresno County in a fair and equitable manner. To that end the department will continue to be proactive in identifying properties where assessments need to be adjusted due to a decline in market value; including residential, commercial and agricultural properties. Commodity prices, production and land rents will be monitored and updated so that they may be properly reflected in accurate Williamson Act assessments. The department will perform all mandatory audits of business personal property to help assure compliance and fairness. To assure equity among taxpayers, the department will vigorously defend well documented assessment appeals.
- **Outcome(s)/Result(s):** All mandatory audits have been completed. Williamson Act assessment production and land rents were updated after a review of changes in commodity prices. Residential parcels with a decline in value assessment, a review was made on the year over year change in the real estate market resulting in a minimum 10% increase in those assessments. Commercial parcels value assessments are completed on a case by case basis.

#### **FY 2013-14**

- **Goal:** The department will continue this goal of treating all taxpayers in Fresno County in a fair and equitable manner and seek continued operational efficiencies and enhancements to reduce late assessments and roll corrections.
- **Performance Metric:** A reduction of delayed property assessments, reassessments and assessment roll corrections.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Midway through FY 2012-13, the County was notified that it would receive reduced Property Tax Administrative Fee (PTAF) revenue that had the greatest impact for the Assessor with an unanticipated current year revenue shortfall of approximately \$1,000,000. To respond to the loss of revenues, the department invoked the layoff process of Assessor staffing that resulted a reduction of staff who conduct property assessments causing additional delays in assessments and reassessments and increasing corrections required to the assessment roll.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$9,962,736, represent a 11% (\$1,274,514) decrease from the current year adopted budget. Staffing is recommended at 111 positions, reflecting a decrease of 2 positions from current year budget.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 14% (\$857,634) decrease from the current year budget due to reduction in staffing.
- Account 6400, Retirement Contributions represents a 9% (\$311,141) decrease from the current year due to the reduction in staffing.
- Account 6500, OASDI Contribution represents a 10% (\$48,256) decrease from the current year budget due to the reduction in staffing.
- Account 6600, Health Insurance Benefits represents a 10% (\$83,041) decrease from the current year due to the reduction in staffing.

### **Services and Supplies**

- Services and Supplies, recommended at \$4,862,918, represent a 5% (\$240,071) increase over FY 2012-13 Adopted Budget.

Recommended FY 2013-14 funding includes:

- Account 7295, Professional & Specialized Services represents a 13% (\$252,382) increase over the current year budget due to modernization and restoration projects including archiving Recorder books, development and maintenance of Auto-Indexing of the Grantor/Grantee Index and Vital Records, eRecording and Social Security Number Redaction. These expenses are funded with Recorder Document (Modernization) Trust Fund monies. This account also includes the department's portion of the cost of a Systems & Procedures Analyst (SPA) Manager (\$76,519) position; a cost that is shared with the AC/TTC. The sum of \$150,000 is also included for consultant services related to a process transition for the County's Property Assessment System.
- Account 7296, Data Processing Services represents a 2% (\$23,360) increase over the current year budget and includes a one-time expense for data connections due to the anticipated remodel of the Vital Records unit.
- Account 7400, Special Departmental Expense recommended at \$170,000, represents the same

#### Assessor – Recorder -- 0420

funding-level continued for FY 2013-14 for special Recorder supplies that include banknote security paper for vital documents, archival film and the cost of maintaining and participating in eFiling and eRecording. All expenses in this account are funded with Recorder Trust Fund monies.

- Account 7221, Building Maintenance, recommended at \$250,000, represents no change from the current year budget. This expense is re-budgeted from current year for the alteration and remodel of the area occupied by the Recorder Vital Records division. Funding for this expense will be made from the Vital Records Modernization Trust Fund monies.
- Account 7265, Office Expense represents a 17% (\$49,981) increase over the current year budget. Of the total, \$250,000 is intended for public counter and modular workstations for the remodel of the Recorder Vital Records division. Funding for this expense will be made from the Vital Records Modernization Trust Fund monies.

#### **Fixed Assets**

- (2) Map Storage Units ..... \$30,000 ..... New-Recorder Division
- (4) Microfilm Reader/Printers ..... \$45,000 ..... Replacements-Recorder Division
- (1) Property Tax System ..... \$5,000,000 ..... Replacement-Assessor Division

### **SUMMARY OF REVENUES**

- Revenues recommended at \$14,120,457, a 16% (\$1,907,823) increase over the FY 2012-13 Adopted Budget.
- Property Tax Administration Program (PTAP) revenues are from funds held in trust and are recommended at \$5,150,000, representing a 121% (\$2,819,667) increase over the current year budget. A total of \$2,330,333 was budgeted in the current year budget to fund the acquisition cost and related expenditures of the new Assessor Property Assessment System; these funds were not utilized and are included in the total recommended for the PTAP revenues. Contracts for receipt of funds received during the years of the Property Tax Administration Grant program specifically itemized funds set aside for the system acquisition.
- Property Tax Administrative Fee (PTAF) is recommended at \$2,486,582 and represents a 29% (\$1,013,418) decrease from the current year budget. The decrease is due to a correction in allocation methodology.
- Administrative Services AB-2890 is recommended at \$400,000 and represents no change from the current year budget.
- Recording Fee is recommended at \$2,585,950 and represents a 3% (\$93,743) decrease from the current year budget. A projected increase in the number of Recorded Instrument documents requested by the public is expected to offset the reduction of recorded document fees.
- Recorded Document Fee is recommended at \$722,775 and represents a 9% (\$74,683) decrease from the current year budget.
- Micrographic Fee is recommended at \$248,000 and represents a 54% (\$290,000) decrease from the current year budget due to a reduction of revenues required for micrographics projects in FY 2013-14.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Licenses, Permits, & Franchises			
3191 – Marriage License Fees	4,500	4,900	4,500
<b>Total</b>	<b>\$ 4,500</b>	<b>\$ 4,900</b>	<b>\$ 4,500</b>
Acct # - Intergovernment Revenues – State			

Assessor – Recorder -- 0420

3568 – State Property Tax Admin Program	2,330,333	30,000	5,150,000
<b>Total</b>	<b>\$ 2,330,333</b>	<b>\$ 30,000</b>	<b>\$ 5,150,000</b>
Acct # - Charges for Services			
4882 – Assessments & Tax Collection Fees	3,500,000	2,486,582	2,486,582
4888 – Administrative Services	400,000	400,000	400,000
4980 – Recording Fees	2,679,693	20,000	2,585,950
4982 – Vital Records Trust Fees	1,652,650	0	2,217,650
4983 – Recorded Document Fees	797,458	138,372	722,775
4984 – Micrographic Fees Revenue from Trust	538,000	91,380	248,000
4987 – ERDS Fee Revenue from Trust	135,000	0	130,000
<b>Total</b>	<b>\$ 9,702,801</b>	<b>\$ 3,136,334</b>	<b>\$ 8,790,957</b>
Acct # - Miscellaneous Revenues			
5791 – Misc Sales	175,000	69,900	175,000
<b>Total</b>	<b>\$ 175,000</b>	<b>\$ 69,900</b>	<b>\$ 175,000</b>
<b>Total Revenues</b>	<b>\$ 12,212,634</b>	<b>\$ 3,241,134</b>	<b>\$ 14,120,457</b>



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

<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	\$ 142,292
0217	Assistant Assessor-Recorder	D	1	1	96,674
0275	Assistant Recorder	E	1	1	71,175
1005	Appraiser II	1641	4	4	208,172
1007	Auditor-Appraiser I	1421	1	2	77,904
1010	Appraiser I	1421	1	1	45,075
1012	Auditor-Appraiser II	1641	2	1	52,043
1013	Auditor-Appraiser III	1935	5	5	305,665
1016	Appraiser III	1935	20	20	1,228,260
1025	Senior Appraiser	2391	3	3	238,971
1030	Senior Auditor-Appraiser	2391	1	1	79,657
1038	Chief Auditor-Appraiser	E	1	1	86,443
1040	Special Properties Appraiser	2225	1	1	70,601
1103	Supervising Cadastral Technician	1914	1	1	63,544
1126	Cadastral Technician III	1610	2	2	107,324
1157	Cadastral Technician II	1487	2	2	99,024
2212	Systems & Procedures Analyst III	2164	2	1	68,643
2291	Staff Analyst I	1597	1	0	0
3070	Supervising Office Assistant II	1399	6	6	273,545
3078	Supervising Office Assistant I	1208	1	1	40,220
3080	Office Assistant III	1049	24	23	803,804
3099	Property Recording Clerk	1123	7	7	258,243
3110	Office Assistant II	940	4	4	121,369
3125	Office Assistant I	837	6	7	166,728
3140	Secretary III	1169	1	1	38,915
3166	Administrative Secretary - Conf.	1438	1	1	47,894
3620	Program Technician I	1246	1	1	38,687
3621	Program Technician II	1393	7	7	325,024
3705	Information Tech Analyst II	1638	1	1	51,063
3706	Information Tech Analyst III	1932	3	3	178,410
3707	Information Tech Analyst IV	2302	1	1	73,028
Subtotal			113	111	\$ 5,458,397
	Bilingual Skill Pay				9,135
	Auto Allowance				6,180
	Remuneration				2,114
	Less Salary Savings (1%)				(54,758)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 5,421,068</b>

**VACANT POSITIONS RECOMMENDED FOR DELETION (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2213	Systems and Procedures Analyst I	2212	-1	\$ 71,617
2291	Staff Analyst I	2291	-1	77,050
	Cost of Restoring Vacant Positions		-2	\$ 148,667



# County Counsel -- 0710

## County Counsel BUDGET 0710 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 3,825,463	\$ 4,022,089	\$ 4,212,237	\$ 190,148	5%
Services and Supplies	572,533	385,399	669,560	284,161	74%
General Fixed Assets	6,964	-	-	-	0%
Total Appropriations	\$ 4,404,961	\$ 4,407,488	\$ 4,881,797	\$ 474,309	11%
<u>Revenues</u>					
Intergovernmental Revenues - State	-	-	84,057	84,057	100%
Charges For Services	\$ 838,581	\$ 655,288	\$ 456,000	\$ (199,288)	-30%
Miscellaneous Revenues	278	-	-	-	0%
Intrafund Revenue	1,738,015	1,923,894	2,326,584	402,690	21%
Total Revenues	\$ 2,576,874	\$ 2,579,182	\$ 2,866,641	\$ 287,459	11%
<b><u>Net County Cost</u></b>	<b>\$ 1,828,087</b>	<b>\$ 1,828,306</b>	<b>\$ 2,015,156</b>	<b>\$ 186,850</b>	<b>10%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	25	28	30	2

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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, and Special Districts upon request. The department consists of 28 approved positions, including 21 attorneys and 7 support staff. In FY 2013-14, seven attorneys will represent the Department of Social Services (DSS) in Dependency Court; one attorney will represent the Public Guardian and Public Administrator in Probate Court; one attorney will represent the Local Mental Health Director in civil commitment hearings; one attorney will represent the Retirement Association; three attorneys will represent the County in general litigation (including Risk Management cases, Eminent Domain cases, section 1983 Civil Rights cases, etc.); and one attorney will represent the County in Civil Service hearings and other employment related hearings/matters. The remaining attorneys will issue opinions, review contracts, attend meetings and handle general administrative and court hearings for the Board of Supervisors, the County Administrative Office, the Grand Jury, the In-Home Supportive Services (IHSS) Public Authority, the Transportation Authority, Council of Governments (COG), approximately 21 County departments, and various other boards, committees and commissions.

### **OVERVIEW**

The FY 2013-14 Budget appropriations of \$4,881,797 reflect a net 11% (\$474,309) increase over the FY 2012-13 Adopted Budget. Budgeted revenues of \$2,866,641 reflect an 11% (\$287,459) increase over FY 2012-13 Adopted Budget due to increased intrafund revenues for services provided and the inclusion of Intergovernmental-State Revenues to reflect an anticipated payment of a State mandate claim for legal services rendered in FY 2011-12. A net County cost (NCC) allocation was provided in the amount of \$1,805,156, which is a 1% decrease in NCC contribution from the FY 2012-13 Adopted Budget. Additionally, \$210,000 in NCC was required to be budgeted in Org 0710 – County Counsel for outside legal services. This is the first time NCC for outside legal services has been budgeted in Org 0710; historically, it has been budgeted in Org 2540 – Interest and Miscellaneous Expenditures. This results in a total NCC contribution of \$2,015,156, which is a 10% (\$186,850) increase over FY 2012-13 Adopted Budget. Staffing is recommended at 31 positions, reflecting an increase of 3 positions over the FY 2012-13 Adopted Budget. No salary savings have been included in this budget due to low anticipated staff turnover.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** County Counsel's fiscal goal for FY 2012-13 was to bill and collect the revenues that have been budgeted for the fiscal year.
- **Outcome(s)/Result(s):** County Counsel appears to be on track with regard to billing and collection of revenues for FY 2012-13. A monthly review of the department's revenue report, as well as internal reports of billings that have not been paid to date, is performed to track whether yearly budget projections are being met.

##### **FY 2013-14**

- **Goal:** Once again, County Counsel's fiscal goal for FY 2013-14 is to bill and collect the revenues that have been budgeted for the fiscal year. The FY 2013-14 revenue goal of \$2,866,641 is an

ambitious goal and it will require the efforts of all attorneys to attain.

- **Performance Metric:** We will use monthly revenue reports to track our progress on a monthly basis.

### **Operational Goal**

#### **FY 2012-13**

- **Goal:** County Counsel's operational goal for FY 2012-13 was to use the department's administrative resources to support our fiscal goal by timely and accurately billing clients for legal services rendered.
- **Outcome(s)/Result(s):** County Counsel's two additional attorneys in FY 2012-13 have assisted the department in more timely responding to client requests for legal services, resulting in more timely and accurate billing of clients for legal services rendered. These additional attorneys absorbed some of the existing caseload of other attorneys, allowing the workload to be more evenly distributed and resulting in more efficient and timely service delivery. In addition, County Counsel has used monthly revenue reports to track billing of clients and their ultimate payment to insure appropriate payment.

#### **FY 2013-14**

- **Goal:** County Counsel's operational goal for FY 2013-14 is to maximize the use of available legal resources to provide well-reasoned and researched legal advice in all legal matters and vigorous advocacy in contested matters, and to provide these legal services in as timely a manner as possible.
- **Performance Metric:** The department will use monthly reports from attorneys to track workload and response time to clients.

### **Departmental Goal**

#### **FY 2012-13**

- **Goal:** County Counsel's overall goal for FY 2012-13 was to deploy additional attorney resources to more timely respond to client requests for legal services.
- **Outcome(s)/Result(s):** With the addition of two attorneys in FY 2012-13, County Counsel has been able to more timely respond to client requests for legal services. These additional attorneys absorbed some of the existing caseload of other attorneys, allowing workload to be more evenly distributed and resulting in more efficient and timely service delivery.

#### **FY 2013-14**

- **Goal:** To deploy any additional attorney and staff resources to more timely respond to client requests for legal services.
- **Performance Metric:** The department will use monthly reports from attorneys to track workload and response time to clients.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

For the first time, NCC for outside legal services is being budgeted in Org 0710, instead of Org 2540. The CAO has recommended an NCC contribution of \$210,000 for FY 2013-14 outside legal services. We have budgeted this expenditure in its own line item (Account 7294-Professional Specialized Services – Contract) and will only use these funds for outside legal services. County Counsel will not use it for any other purpose, nor does the department plan to use its departmental NCC contribution of \$1,805,156 to pay for outside legal services. Should the \$210,000 not be a sufficient amount for outside legal

## County Counsel -- 0710

services, County Counsel will advise the Board of Supervisors that additional funds are necessary.

Staffing is recommended at 31 positions, reflecting an increase of 3 positions over FY 2012-13 Adopted Budget. One Deputy County Counsel I and one Secretary II positions are recommended to be added to current staffing to avoid service reductions to NCC departments. An Accountant I/II position is recommended to be added to current staffing to handle payment of vendors, invoicing of clients, preparation and monitoring of department budget, and other financial matters as the volume and complexity of County Counsel's billing and finances has significantly increased over time.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$4,287,224, represent a 7% (\$265,135) increase over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Full-year funding for 28 positions (21 attorneys and 7 support staff), as well as funding for the addition of 1 attorney, 1 secretary and 1 accountant positions effective July 22, 2013.
- Account 6100, Regular Salaries reflects a 5% (\$123,138) increase over FY 2012-13 Adopted Budget. This increase is primarily due to increased salaries from promotions, as well as the addition of one attorney and two support staff.
- Account 6200, Extra-Help reflects a 116% (\$30,092) increase over FY 2012-13 Adopted Budget, and provides for partial year funding for one extra-help secretary position until the permanent position can be filled.
- Account 6350, Unemployment Insurance represents a 64% (\$5,963) reduction from FY 2012-13 Adopted Budget, due to decreased Unemployment Insurance rates provided by Risk Management.
- Account 6400, Retirement Contributions represents a 5% (\$61,490) increase over FY 2012-13 Adopted Budget, due to increased salaries and the addition of three staff.
- Account 6600, Health Insurance represents a 9% (\$15,476) increase over FY 2012-13 Adopted Budget, due to the addition of one attorney and one support staff.

### **Services and Supplies**

- Services and Supplies, recommended at \$669,560, represent a 74% (\$284,161) increase over FY 2012-13 Adopted Budget, due to the shift of budgeting for outside legal services in Org 0710 instead of Org 2540, Interest and Miscellaneous Expenditures and the budgeting for overdue maintenance and security improvements to the County Counsel's Office.

Recommended funding includes:

- Account 7221, Building Maintenance GSA represents a 100% (\$12,070) increase over current year for various improvement and maintenance projects, including additional work station lighting and employment of security measures for the protection of departmental personnel and the department's confidential documents.
- Account 7265, Office Expense represents an 11% (\$4,309) increase over current year, due to a need to replace aging desk chairs and printers and increased costs of office supplies, partially offset by no longer recognizing on-line legal research costs in this account.
- Account 7271, Books & Publications represents a 46% (\$15,269) increase over current year, due to recognizing on-line legal research costs in this account, increased costs for on-line legal research, partially offset by decreased subscriptions to printed materials.
- Account 7294, Professional & Specialized Services Contract represents a 100% (\$210,000) increase over current year. This is due to the shift in budgeting for outside legal services from Org 2540, Interest and Miscellaneous Expenditures to Org 0710, County Counsel for outside

County Counsel -- 0710  
legal services.

- Account 7345, Facility Services Rent represents a 49% (\$34,461) decrease from current year due to decreased rates.
- Account 7385, Small Tools & Instruments represents a 100% (\$4,000) increase over current year due to a need to replace a small copy machine.
- Account 7412, Mileage represents a 67% (\$2,000) increase over current year, due to a need to send attorneys to professional trainings necessary to meet their continuing education requirements.
- Account 7415, Transportation, Travel & Education represents a 133% (\$4,000) increase over current year, due to a need to send attorneys to professional trainings necessary to meet their continuing education requirements.
- Account 7430, Utilities represents a 5% (\$1,762) increase over current year, due to increased rates and a required contribution to the Downtown Beautification Tax.
- Account 7611, Security Services represents a 38% (\$8,771) decrease from current year, due to decreased rates provided by ISD.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$2,866,641, an 11% (\$287,459) increase over the FY 2012-13 Adopted Budget, which is primarily due to the continued increase in legal service work for departments with third party revenue and the expected receipt of State mandate monies reimbursing the department for legal services rendered for PERB matters in FY 2011-12.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3591 – State- Indian Gaming	0	2,668	0
3591 – State - PERB State Mandate 2011-12	0	0	84,057
<b>Total</b>	<b>\$ 0</b>	<b>\$ 2,668</b>	<b>\$ 84,057</b>
Acct # - Charges for Services			
4906 – Court Ordered Attorney Fees	150,000	225,000	259,000
5039 – Other Agencies Services	229,500	170,000	190,000
5040 – Other County Departments	275,788	257,788	7,000
<b>Total</b>	<b>\$ 655,288</b>	<b>\$ 652,788</b>	<b>\$ 456,000</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	1,923,894	1,923,894	2,326,584
<b>Total</b>	<b>\$ 1,923,894</b>	<b>\$ 1,923,894</b>	<b>\$ 2,326,584</b>
<b>Total Revenues</b>	<b>\$ 2,579,182</b>	<b>\$ 2,579,350</b>	<b>\$ 2,866,641</b>

**COUNTY COUNSEL - 0710****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0240	Assistant County Counsel	C	1	1	\$ 134,624
1202	Paralegal III	1488	2	2	94,378
1207	Chief Deputy County Counsel	C	1	1	121,078
1231	Deputy County Counsel I	1724	2	2	115,230
1232	Deputy County Counsel II	2211	1	1	114,334
1233	Deputy County Counsel III	2657	1	0	0
1234	Deputy County Counsel IV	3173	8	9	835,999
1235	Senior Deputy County Counsel	D	5	6	528,968
1236	Principal Deputy County Counsel	D	1	1	114,814
3126	Office Assistant I - Conf.	851	1	1	24,053
3141	Secretary III - Conf.	1189	1	1	39,594
3143	Secretary II - Conf.	1067	1	2	55,910
3161	Secretary IV - Conf.	1313	1	1	43,744
3166	Administrative Secretary - Conf.	1438	1	1	47,894
3213	Accountant II - Conf.	1743	0	1	43,887
8035	County Counsel	Flat	1	1	155,060
			<b>28</b>	<b>31</b>	\$ 2,469,567
Subtotal					
	Auto Allowance				6,180
	Bilingual Skill Pay				602
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 2,476,349</b>

**POSITIONS RECOMMENDED FOR ADDITION (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1231	Deputy County Counsel I	1724	1	\$ 72,067
3143	Secretary II - Conf.	1067	1	49,097
3213	Accountant II - Conf.	1743	1	74,987
Cost of Positions Recommended to Add			3	\$ 196,151







# County Clerk – Elections -- 2850

## County Clerk-Elections BUDGET 2850 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 2,240,520	\$ 2,503,198	\$ 2,429,838	\$ (73,360)	-3%
Services and Supplies	2,800,640	4,431,246	4,383,228	(48,018)	-1%
Other Charges	39,400	48,728	47,640	(1,088)	-2%
Total Appropriations	\$ 5,080,560	\$ 6,983,172	\$ 6,860,706	\$ (122,466)	-2%
<u>Revenues</u>					
Licenses, Permits & Franchises	\$ 112,240	\$ 107,000	\$ 110,000	\$ 3,000	3%
Intergovernment Rev-Federal	10,915	1,870,260	1,844,995	(25,265)	-1%
Charges For Services	724,118	919,726	815,913	(103,813)	-11%
Miscellaneous Revenues	53,492	41,761	37,687	(4,074)	-10%
Intrafund Revenue	755,094	394,883	383,561	(11,322)	-3%
Total Revenues	\$ 1,655,859	\$ 3,333,630	\$ 3,192,156	\$ (141,474)	-4%
<b><u>Net County Cost</u></b>	<b>\$ 3,424,701</b>	<b>\$ 3,649,542</b>	<b>\$ 3,668,550</b>	<b>\$ 19,008</b>	<b>1%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	23	24	25	1

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **COUNTY CLERK- ELECTIONS – 2850**

### **FUNCTION**

The mission of the County Clerk – Elections Department is to recognize and respect all individuals while continually improving and providing the highest quality of service, conduct elections in a manner that protects the integrity of the electoral process, and promote a positive work environment.

The County Clerk is responsible for registering voters, maintaining voter records, verifying petitions and conducting Federal, State, and County elections, as well as elections for special districts, school districts, and all cities in Fresno County. The Clerk Services division 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 storage, retrieval and destruction. The program provides assistance to all County departments to establish the legal retention and destruction timeframes for proper storage of records. Boxed records are maintained in the Records Management Center (RMC) located at the Elections Warehouse facility. The Warehouse serves as shipping and receiving facility, provides secure storage of goods, and administers the Countywide shredding agreement.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$6,860,706 reflects a 2% decrease (\$122,466) from the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$3,192,156 reflect a 4% (\$141,474) decrease from the FY 2012-13 Adopted Budget. There are 25 positions included in the recommended budget, which reflects a net increase of 1 position over the FY 2012-13 Adopted Budget. Recommended salaries reflect salary savings of 3% (\$35,387) and related benefits savings of \$5,537 for Retirement, OASDI and Health Insurance.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Have staff prepared to provide monthly fiscal data to keep department advised through the year on both revenue and expenditures within the adopted budget and allocated net County cost.
- **Outcome(s)/Result(s):** Monthly budget comparison reports have been prepared within one week of month end throughout FY 2012-13 and presented to managers for review. Program adjustments have been made timely. Department has been successful in maintaining revenues and expenditures within the adopted budget.

##### **FY 2013-14**

- **Goal:** Complete the election billing to third parties within 90 days of certification of the election.
- **Performance Metric:** For scheduled election November 5, 2013, certification is due by December 2, 2013. Billing is due by March 2, 2014.

#### **Operational Goal**

##### **FY 2012-13**

- **Goal:** Increase the number of polling places for the November 2012 Presidential General election,

## County Clerk – Elections -- 2850

while following the election code and being mindful of fiscal constraints.

- **Outcome(s)/Result(s):** There were 276 polling places for the November 2012 Presidential election, which represented an increase of 132 polling places from the November 2010 Gubernatorial General election. Total costs for the November 2012 Presidential election came in under budget while ensuring compliance with the election code.

### **FY 2013-14**

- **Goal:** To implement the Master Polling Place and Precinct Officer assignments in the Election Information Management System (EIMS) prior to the June 2014 Primary Election.
- **Performance Metric:** The target date for project completion is March 1, 2014.

### **Departmental Goal**

### **FY 2012-13**

- **Goal:** Promote a positive work environment by continuing to recognize efforts and dedication of staff through an annual Employee of the Year and Years of Service recognition event.
- **Outcome(s)/Result(s):** Elections staff was recognized by the Board of Supervisors on July 17, 2012 for successful completion of the June 2012 Presidential Primary election. A volunteer received special recognition for having worked with the department at no pay for one year.

### **FY 2013-14**

- **Goal:** Provide Years of Service certificates for staff in increments of one year, five years, and every five years thereafter. Provide an opportunity for County staff to voluntarily participate in a charitable event to coincide with Valentine's Day Weddings (i.e. The "Perfect Pair" sock drive of 2013 to benefit the homeless.)
- **Performance Metric:** Recognize staff at annual departmental meeting after the November 2013 election cycle. Coordinate a charitable giving opportunity to County staff during FY 2013-14 related to Valentine's Day.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

**Elections** – Three elections are budgeted for FY 2013-14. A special election will be conducted for the City of Firebaugh on July 23, 2013 for an estimated cost of \$35,000 and will be 100% revenue offset. The Uniform Districts Election (UDEL) will be conducted on November 5, 2013 for an estimated cost of \$128,550 and will be 100% revenue offset. A Statewide Primary Election will be held on June 3, 2014 for an estimated cost of \$2,023,859, with offsetting revenues of 12% (\$242,863).

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$2,429,838, represent a 3% (\$73,360) decrease from the FY 2012-13 Adopted Budget and is primarily due to a reduction in the amount of Extra-Help needed to conduct the scheduled elections, under filling a Program Coordinator vacancy at the Program Technician II level and an Information Technology Analyst IV vacancy at the Information Technology Analyst I level. The department is also recommending deletion of the Assistant Registrar of Voters position and the addition of one Senior Staff Analyst and one Office Assistant I positions to best meet operational needs. Staffing is recommended at 25 positions, a net increase of one position over the current year.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 1% (\$8,143) decrease from the current year budget due to filling various positions at lower levels due to turnover.

#### County Clerk – Elections -- 2850

- Account 6200, Extra-Help represents a 14% (\$35,075) decrease from the current year budget to reflect staffing needed to assist with the June 2014 Primary election.
- Account 6350, Unemployment Insurance represents a 57% (\$38,076) decrease from the current year budget based on actual claims experience and rates provided by Risk Management.
- Account 6400, Retirement Contributions reflect a 1% (\$7,815) decrease from the current year budget primarily due to lower retirement tier rates for new employees.
- Account 6550, Workers' Compensation represents a 49% (\$14,886) increase over the current year budget based on actual claims experience and rates provided by Risk Management.

#### **Services and Supplies**

- Services and Supplies, recommended at \$4,383,228, represent a 1% (\$48,018) decrease from the FY 2012-13 Adopted Budget primarily due to the type of elections scheduled and the supplies needed to conduct those elections.

Recommended funding includes:

- Account 7040, Telephone Charges represents a 27% (\$5,867) decrease from the current year budget due to a reduction in the number of phones utilized for ongoing operations and based on actual costs for prior Primary elections.
- Account 7205, Maintenance-Equipment represents a 13% (\$5,103) decrease from the current year budget due to reduction in the budgeted amount for maintenance and licensing of the OPEX sorter (equipment that sorts by-mail ballots) and fuel for the elections rental vehicles that is budgeted in Account 7400.
- Account 7271, Books and Publications represents a 47% (\$1,152) decrease from the current year budget due primarily to the elimination of the Valley Yellow Pages listing for Clerk Services.
- Account 7345, Facility Services Rent represents a 26% (\$40,490) decrease from the current year budget due to rates provided by Internal Services Department.
- Account 7400, Special Departmental Expense represents a 1% (\$16,765) increase over the current year budget based on the estimated costs to conduct three scheduled elections.

#### **Other Charges**

- Account 7868, Department Overhead Allocation represents a 2% (\$1,088) decrease from the FY 2012-13 Adopted Budget due to a decrease in the total salaries and benefits for the Clerk Services and Records Management divisions that are subject to departmental overhead allocation charges within the department's various divisions.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,192,156, a 4% (\$141,474) decrease from the FY 2012-13 Adopted Budget, which is primarily due to decreases in Charges for Services for offsetting elections revenues from participating entities in the June 2014 Primary Election.
- Licenses, Permits & Franchises are recommended at a 3% (\$3,000) increase primarily due to current year actuals for Marriage Licenses.
- Intergovernment Revenues – Federal reflect a 1% (25,265) decrease due to minimal spend down of Help America Vote Act (HAVA) grant in current year. Unexpended grant funds are rebudgeted each year.
- Charges for Services reflect a 11% (\$103,813) decrease in Election Services due to anticipated revenues for the June 2014 Primary election that are less than the revenues from the current year budgeted election cycle. Charges for Notary, Fictitious Business Name (FBN), Marriage

County Clerk – Elections -- 2850

Ceremonies, and Passport revenues are recommended to increase by 3% (\$10,000) based primarily on growth in the number of passports processed in current year.

- Miscellaneous Revenues are recommended at a 10% (\$4,074) decrease from FY 2012-13 Adopted Budget due to postage claims for a primary election (FY 2013-14) that are less than the claims during a general election cycle.
- Intrafund Revenues reflect a 3% (\$11,322) decrease from the current year adopted budget due to special project revenues from the Recorder Vital Statistics Trust Fund that will not materialize and will not be rebudgeted due to unscheduled election activities during the off-election cycle. This decrease will be offset by an increase in reimbursement for the Countywide Shredding Agreement.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Licenses, Permits, & Franchises			
3191 – Marriage Licenses	107,000	110,397	110,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 107,000</b>	<b>\$ 110,397</b>	<b>\$ 110,000</b>
Acct # - Intergovernment Revenues – Federal			
4375 – Federal Grant - HAVA	1,870,260	30,839	1,844,995
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 1,870,260</b>	<b>\$ 30,839</b>	<b>\$ 1,844,995</b>
Acct # - Charges for Services			
4892 – Election Services	520,226	1,312,348	406,413
4958 – Notary, FBN, Marriage Ceremonies, Passports	385,000	419,426	395,000
4960 – Copy & Certified Fees	14,500	14,602	14,500
–			
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 919,726</b>	<b>\$ 1,746,376</b>	<b>\$ 815,913</b>
Acct # - Miscellaneous Revenues			
5790 - Maps	300	2,257	1,000
5800 – Postage Claim	13,000	19,256	8,500
5800 – LAFCO	600	600	600
5800 – Warehouse Storage	27,861	27,576	27,587
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 41,761</b>	<b>\$ 49,689</b>	<b>\$ 37,687</b>
Acct # - Intrafund			
5990 – Recorder Vital Stats Trust Fund	30,000	0	0
5990 – Records Management	234,955	235,921	235,921
5990 – Countywide Shredding - LPI	81,200	81,200	100,000
5990 – Administrative Overhead	48,728	45,139	47,640
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 394,883</b>	<b>\$ 362,260</b>	<b>\$ 383,561</b>
<b>Total Revenues</b>	<b>\$ 3,333,630</b>	<b>\$ 2,299,561</b>	<b>\$ 3,192,156</b>

## PENDING FACTORS

This budget includes costs for three scheduled elections in FY 2013-14 – a Special Election for the City of Firebaugh in July 2013, a Uniform District Election in November 2013, and a Statewide Gubernatorial Primary election in June 2014. If no candidate receives 50% plus 1 of the total votes cast in the Special Primary Election for State Senate District 16, to be conducted in May 2013, a Special General Election would be called for July 23, 2013. The estimated cost of \$675,000 for this unscheduled election would be the responsibility of the County and would require additional net County cost.

The number of statewide initiative petitions received each year is difficult to predict. Elections Code 9030 requires that signatures submitted on these petitions be verified within 30 days. In FY 2011-12, \$26,926 was spent on signature verification activities. This budget does not include costs for hiring additional extra-help or incurring overtime costs in the event the volume of petitions received exceeds the amount that can be processed during regular office hours at existing staffing levels.

The June 2014 Gubernatorial Primary Election will be the first gubernatorial election conducted under the “Top-Two Open Primary Act.” There will be no party ballots required; all candidates running will be listed on the same ballot. It is anticipated that Fresno County may require more than one ballot card, depending on the number of candidates running. The recommended budget includes funding for a single ballot card. Additional ballot cards will result in increased printing costs of approximately \$125,000 for two cards, and \$250,000 for three cards. The cost of additional staff time, sample ballot printing, envelope printing and processing, signature capture and verification, and postage fees associated with multiple ballot cards would also be incurred and are not quantified at this time.

Election Code 14201(d) requires the Secretary of State to notify counties of any additional language requirements. Preliminary analysis of the data from the 2010 census language survey indicated that Fresno County may be required to provide voting materials in three new covered languages: Chinese, Japanese, and Khmer beginning with the June 2014 Gubernatorial Primary Election. Finalization of this language requirement and corresponding costs to implement this change is not yet complete.



**COUNTY CLERK - ELECTIONS - 2850****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<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	\$ 120,084
2205	Assistant Registrar of Voters	F	1	0	0
2225	Systems and Procedures Manager	E	1	1	79,605
2297	Principal Staff Analyst	E	1	1	70,131
2294	Senior Staff Analyst	F	0	1	68,252
3029	County Clerk Program Coordinator	1902	2	2	113,819
3080	Office Assistant III	1049	2	2	69,889
3110	Office Assistant II	940	1	1	31,294
3125	Office Assistant I	837	2	3	67,414
3166	Administrative Secretary - Conf.	1438	1	1	43,425
3255	Senior Accountant	2036	1	1	64,598
3205	Account Clerk II	986	1	1	32,834
3440	Stock Clerk II	900	1	1	28,553
3620	Program Technician I	1246	2	2	76,593
3621	Program Technician II	1393	5	5	231,719
3704	Information Technology Analyst I	1489	2	2	81,351
Subtotal			<b>24</b>	<b>25</b>	\$ 1,179,561
Remuneration					2,114
Auto Allowance					6,180
Cell Phone Stipend					600
Bilingual Skill Pay					1,806
Less Salary Savings (3%)					(35,387)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,154,874</b>

**RECOMMENDED VACANT POSITION TO BE DELETED (July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2205	Assistant Registrar of Voters	F	-1	\$ 105,058
	Cost of Positions Recommended to Delete		-1	\$ 105,058

**RECOMMENDED POSITIONS TO ADD (July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2294	Senior Staff Analyst	F	1	\$ 112,518
3125	Office Assistant I	837	1	40,294
	Cost of Positions Recommended to Add		2	\$ 152,812



# Internal Services Department – IT Services -- 8905

## Internal Services Department - Information Technology Services Budget Units 8905 and 8908 Internal Services and Equipment Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 10,526,009	\$ 12,416,563	\$ 12,829,247	\$ 412,684	3%
Services and Supplies	7,928,750	9,503,219	10,949,568	1,446,349	15%
Other Charges	50,774	103,655	103,655	-	0%
Total Appropriations	\$ 18,505,533	\$ 22,023,437	\$ 23,882,470	\$ 1,859,033	8%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 100,341	\$ 100,000	\$ 100,000	\$ -	0%
Charges For Services	19,941,059	20,670,937	22,179,970	1,509,033	7%
Miscellaneous Revenues	7,568	2,500	2,500	-	0%
Other Financing Sources			100,000	100,000	100%
Total Revenues	\$ 20,048,968	\$ 20,773,437	\$ 22,382,470	\$ 1,609,033	8%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (1,543,435)</b>	<b>\$ 1,250,000</b>	<b>\$ 1,500,000</b>	<b>\$ 250,000</b>	<b>20%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	1,543,435	(1,250,000)	(1,500,000)	(250,000)	20%
<b><u>Budgetary Balance</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	92	110	110	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **INTERNAL SERVICES DEPARTMENT – IT SERVICES – 8905 / 8908**

### **FUNCTION**

These budget units, managed by the Internal Services Department (ISD), comprise an Internal Service Fund (ISF) that provides information technology related services to Fresno County Departments and other agencies. Services provided include the functions of business analysis; system design and development; system acquisition and integration; and system operations, maintenance, and enhancements. The budget units are responsible for the design, implementation, maintenance, and operation of the data Institutional Network (I-Net) and a suite of enterprise applications that operate securely over that network. Hosting services for a wide variety of customer applications plus hosting of the County Intranet and Internet sites are also provided. Enterprise wide security for network and data access, investigative services for inappropriate use of the network, and secure remote access are additional services offered. These budget units are also responsible for HIPAA data security compliance, including annual training and audits. In addition, core Information Technology (IT) facilities, IT services and solutions, desktop hardware and software support, and training are all provided. Budget units 8905 and 8908 operate out of and comprise Fund 1020.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$23,882,470 reflects an overall 8% (\$1,859,033) increase in appropriations and revenues, over the FY 2012-13 Adopted Budget. The increase is due to anticipated requests for additional services, adjustments to reflect actual costs of absorbing the former General Services Administration Org and a midyear increase in the number of personnel in FY 2012-13.

### **GOAL SETTING**

The following sets of goals have been established for the Internal Services Department. They represent global goals that will require the involvement of all Budget Units within the department.

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Create a uniform billing system for all the internal services managed by the department. Since the goal is to bill monthly in arrears for actual services used, the system will present the units of service each customer purchased the preceding month and the rate at which each unit was billed. Simplicity in presentation and ease of understanding are paramount.
- **Outcomes/Results:** This goal is 85% complete. Remaining items to be incorporated into the single billing system are Utilities, Energy Bond Debt Service, Downtown Business Improvement District Tax, and Graphics Communications charges. Work continues on these remaining items and in the improvement of detail level provided each month.

##### **FY 2013-14**

- **Goal:** Complete and refine the uniform billing system for all the services provided by the Internal Services Department. Enhance the detail level and report format to encourage monthly review of the bill and facilitate a better understanding of the charges levied. Integrate appropriation usage reports into the billing system to facilitate customer budgetary control. Continued consolidation of like functions into a single division to eliminate redundant functions.
- **Performance Metric:** Overall project planning will identify significant accomplishment mileposts. Progress will be tracked by comparing actual accomplishment to those projections. After implementation, customer feedback will be used to identify improvement opportunities.

### **Operational Goal**

#### **FY 2012-13**

- **Goal:** Implement a single, customer friendly tracking system for “help” calls or request for services across all service units managed by the department. This would be the outward facing component of the “One Stop” approach to services provided.
- **Outcomes/Results:** A Request for Proposal was prepared and released with evaluation of the bids underway. Vendor demonstrations and final selection are to be completed by May 2013. Full implementation is estimated to take from six to eight months. High volume request types will be incorporated first, followed by lower volume request types until full implementation is accomplished.

#### **FY 2013-14**

- **Goal:** Complete implementation of the “One Stop” location to allow any request for service provided by Internal Services to follow the same request and fulfillment tracking procedure. Integrate workflow and project tracking into the outward facing “One Stop” site and report status and problems relative to any request.
- **Performance Metric:** Actual implementation of the system and customer feedback.

### **Departmental Goal**

#### **FY 2012-13**

- **Goal:** Maintain existing infrastructure and implement new and innovative technologies and approaches to providing services which will offset County cost by delivering enterprise level solutions to the County’s fixed and mobile workforce, improving efficiency and enhancing constituent satisfaction.
- **Outcomes/Results:** While this is an ongoing goal, progress can be reported. Fleet Services was able to reduce certain maintenance costs by surplus a number of older high maintenance light duty and heavy duty vehicles. Additional vehicles and equipment were retired due to lack of air pollution compliance.

Information Technology has completed the replacement of the older phone system and begun integration with the County computer system. Increased support for mobile devices, primarily in synchronized email, calendar and contacts is in place. Support for iPads and paperless agenda management was implemented. A project to create and process agenda items electronically has been initiated. Network infrastructure and security have been improved.

Radio Operations completed the work to meet the FCC Narrow Band upgrade requirements.

Facilities Services has reduced the cost of vacant building expense from projected levels with more work in progress.

County Security made significant progress at updating fire and intrusion alarm systems with more work in progress.

#### **FY 2013-14**

- **Goal:** Maintain existing infrastructure and implement new and innovative technologies where they can be demonstrated as cost effective. Improve approaches to providing services by utilizing feedback from customers to meet their ever changing needs. Leverage the mobile workforce by adopting a “bring your own device “(BYOD) environment with adequate security and privacy controls.
- **Performance Metric:** Quarterly budget reviews and customer feedback.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

As the implementation of the integrated voice and data system nears completion, voice communication will be seen as an extension of a computer based service rather than a completely separate service. Over time, voice communications will migrate from its separate budget unit and become an inherent part of networked services. Further, we are focusing on integrating the former General Services billing into our existing ITSD billing system and working on making ISD a one stop shop for a variety of services to all our customers within the County.

### **Salaries and Benefits**

- Salaries and Benefits are recommended at \$12,829,247 and represent a 3% (\$412,684) increase over the FY 2012-13 Adopted Budget. This increase is due to a midyear increase in personnel and to higher retirement costs. Extended service hours for Affordable Care Act processing by Department of Social Services personnel will also extend the hours ITSD personnel may be called upon for support.
  - Account 6100, Regular Salaries, at \$6,992,700 represents a 2% (\$131,404) increase over the current year adopted budget. This increase is due to additional personnel.
  - Account 6270, Standby Pay at \$299,777 represents a 26% (\$62,503) increase over the current year adopted budget due to a need for adequate staff to handle any emergencies.
  - Account 6300, Overtime at \$155,520 represents a 47% (\$50,003) increase over the current year adopted budget. Need varies according to emergencies and special projects.
  - Account 6400, Retirement at \$3,876,885 represents a 5% (\$180,193) increase over the current year adopted budget due to additional staff and higher retirement rates.
  - Account 6550, Workers' Compensation at \$19,288 represents a 42% (\$14,207) decrease from the current year adopted budget.
  - Account 6600, Health Insurance at \$841,467 represents a 1% (\$12,309) increase over the current year adopted budget due to additional staff.

### **Services and Supplies**

- Services and Supplies, recommended at \$10,949,568 represent a 15% (\$1,446,349) increase over the FY 2012-13 Adopted Budget. This is due to various factors explained below.

Recommended funding includes:

- Account 7101, Liability Insurance at \$27,564 represents a 155% (\$16,756) increase over the current year adopted budget.
- Account 7175, Other Insurance at \$17,544 represents a 153% increase (\$10,622) over the current year adopted budget.
- Account 7225, Maintenance-Capital Projects, at \$242,300 represents a 1054% (\$221,300) increase over the current year adopted budget. This increase is primarily due to the laying of fiber cable to Hamilton Yard/Emergency Medical Services and Affordable Care Act related cabling for the Department of Social Services.
- Account 7295, Professional and Specialized Services at \$62,600 represents a 42% (\$45,000) decrease from the adopted budget. This is due to a decrease in estimated expenses for County Counsel.
- Account 7308, IT Hardware and Supplies at \$345,000 represents a 156% (\$210,200) increase over the current year adopted budget. This increased cost is due primarily to the replacement of

Internal Services Department – IT Services -- 8905

UPS batteries and technology upgrades and equipment replacements in the Board Chambers.

- Account 7491, Accounting Services at \$2,783 represents an 87% (\$18,717) decrease from the current year adopted budget.
- Account 7492, Audit Expenses at \$16,068 represents a 543% (\$13,568) increase over the current year adopted budget. This cost fluctuates depending on audits performed by the Auditor's office.
- Account 7565, Countywide Cost Allocation at \$92,131 represents a 100% (\$92,131) increase. There was no expense budgeted in the current year. The OMB A-87 cost allocations are annually calculated by the Auditor-Controller/Treasurer-Tax Collector.
- Account 7611, Security Services at \$33,887 represents a 69% (\$13,887) increase over the current year adopted budget and reflects a more correct estimate of the need for Security.

**Other Charges**

- Other Charges, recommended at \$103,655 for depreciation expense is the same as current year adopted budget.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$22,382,470 and reflect an overall 8% (\$1,609,033) increase over the FY 2012-13 Adopted Budget. In addition, \$1,500,000 is being used from fund balance as part of the overall revenue stream. This is to help mitigate costs to the customer departments by keeping service rates nearly level.
- Charge for Services is expected to increase by 7% (\$1,509,033) over the current year adopted budget primarily due to user requests for increased service levels.
- Other Financing Sources represents \$100,000 in estimated revenues from the Interest and Miscellaneous Expense Org 2540 for technical upgrades and replacements in the Board Chambers.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Revenue from the Use of Money			
3380 - Interest	100,000	85,461	100,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 100,000</b>	<b>\$ 85,461</b>	<b>\$ 100,000</b>
Acct # - Charges for Services			
5064 – Data processing charges	20,670,937	20,005,769	22,179,970
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 20,670,937</b>	<b>\$ 20,005,769</b>	<b>\$ 22,179,970</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	2,500	17,000	2,500
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 2,500</b>	<b>\$ 17,000</b>	<b>\$ 2,500</b>
Acct # - Other Financing Sources			
5950 – Op Trans from General Fund	0	0	100,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 100,000</b>
<b>Total Revenues</b>	<b>\$ 20,773,437</b>	<b>\$ 20,108,230</b>	<b>\$ 22,382,470</b>

## Internal Services Department – IT Services -- 8905

**ISD - IT SERVICES - 8905/08****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<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 Assist	1845	2	2	\$ 117,084
2234	Information Technology Manager	E	4	4	352,689
2243	Information Technology Division Manager	D	2	2	188,181
2248	Deputy Director of Internal Services	D	1	1	105,183
2291	Staff Analyst I	1597	1	1	45,452
2354	Deputy Director of Information Services	D	1	1	100,120
3080	Office Assistant III	1049	1	1	34,948
3081	Office Assistant III - C		1	1	35,548
3110	Office Assistant II	940	1	1	31,294
3138	Telecomm Service Asst II	1342	1	1	42,569
3203	Account Clerk I	889	2	2	57,073
3205	Account Clerk II	986	1	1	35,078
3215	Accountant II	1743	1	1	55,306
3255	Senior Accountant	2036	2	2	129,196
3260	Account Clerk III	1106	5	5	177,308
3265	Principal Accountant	F	1	1	68,878
3704	Information Technology Analyst I	1489	3	3	79,486
3705	Information Technology Analyst II	1638	2	2	100,563
3706	Information Technology Analyst III	1932	7	7	505,062
3707	Information Technology Analyst IV	2302	15	15	1,095,419
3708	Senior Information Technology Analyst	2622	8	8	665,655
3709	Network Systems Engineer I	1489	12	12	545,019
3710	Network Systems Engineer II	1638	2	2	116,772
3711	Network Systems Engineer III	1916	7	7	434,435
3712	Network Systems Engineer IV	2302	9	9	657,252
3713	Senior Network Systems Engineer	2622	13	13	1,081,690
3745	Information Technology Analyst III - Conf	1932	1	1	55,593
3746	Information Technology Analyst IV - Conf.	2302	2	2	146,056
3754	Info Technology Business Mgr	F	1	1	80,492
8045	Director of Internal Services/Chief Information Officer	B	1	1	135,851
Subtotal			<b>110</b>	<b>110</b>	\$ 7,275,252
	Auto Allowance				6,180
	Salary Savings (4%)				(288,732)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 6,992,700</b>







**INTERNAL SERVICES DEPARTMENT -- TELECOMMUNICATIONS**  
**Budget Units 8930 and 8931**  
**Internal Service and Equipment Fund**

	Actual** 2011-2012	Adopted 2012-2013	Recommended 2013-2014	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 763,116	\$ 358,283	\$ 358,040	\$ (243)	0%
Services and Supplies	2,896,959	3,934,943	3,593,818	(341,125)	-9%
Operating Transfer out to ISF	1,833,567	708,516	225,000	(483,516)	-68%
General Fixed Assets	250,000	200,000	322,500	122,500	61%
Total Appropriations	\$ 5,743,642	\$ 5,201,742	\$ 4,499,358	\$ (702,384)	-14%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 51,911	\$ 5,000	\$ 5,000	\$ -	0%
Charges For Services	4,072,646	3,579,710	3,721,858	142,148	4%
Miscellaneous Revenues	420			-	-100%
Operating Transfer In from ISF	-	\$ 708,516	225,000	(483,516)	-68%
Other Financing Sources	830,994				
Total Revenues	\$ 4,955,971	\$ 4,293,226	\$ 3,951,858	\$ (341,368)	-8%
<b><u>Fund Balance: Increase/(Decrease)</u></b>	<b>\$ (787,671)</b>	<b>\$ (908,516)</b>	<b>\$ (547,500)</b>	<b>\$ 361,016</b>	<b>-40%</b>
Increase/(Decrease) in Fund Balance	787,671	908,516	547,500	(361,016)	-40%
<b><u>Budgetary Balance</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-2012	Current 2012-2013	Recommended 2013-2014	Increase/ (Decrease)	
Position Summary	8	4	4	-	

\*\* Actual 2011-12 - This column includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – TELECOMMUNICATIONS – 8930/8931**

### **FUNCTION**

The Telecommunications Unit provides voice communications through an Internal Service Fund (ISF) structure which operates from two budget organizations, and finances the operation, maintenance, upgrade, and replacement of the County's extensive telephone system. Organizationally, the unit is managed as a division of the Internal Services Department (ISD). The conversion to the integrated voice and data system, a project in progress for the last couple of years, replaced most of the aged phone equipment with state of the art equipment capable of processing integrated voice and data transmissions. The employees in this ISF coordinate technical support as requested by customer departments. Budget units 8930 and 8931 operate out of Fund 1080 along with the independent Radio Operations function.

### **OVERVIEW**

The FY 2013-14 Recommended Budget for Telecommunications is \$4,499,358 and represents a 14% (\$702,384) decrease from the FY 2012-13 Adopted Budget. This is a result of decreases in telephone charges and maintenance of the old legacy systems due to the efficiencies of the new Voice Over Internet Protocol (VOIP) system.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The implementation of the VOIP telephone system will be completed during the FY 2013-14.

### **Salaries and Benefits**

- Salaries and Benefits are recommended at \$358,040 and represent a less than 1% (\$243) decrease from the current year. This is attributable to staffing changes, retirement, health, and insurance rates.

Recommended funding includes:

- Account 6100, Regular Salaries, at \$182,572 represent a 1% (\$1,872) increase over the current year adopted budget. This is due to a promotion of an Office Assistant III to a Telecommunications Services Assistant I.
- Account 6350, Unemployment Insurance, at \$2,576 represents a 62% (\$4,133) decrease from the current year adopted budget. This insurance premium is calculated by Risk Management.
- Account 6400, Retirement Contribution, at \$103,135 represents a 6% (\$5,610) increase over the current year adopted budget based on rates provided in budget instructions.
- Account 6550, Worker's Compensation Contribution, at \$14,776 represents a 16% (\$2,772) decrease from the current year adopted budget. Charges are determined by Risk Management.

### **Services and Supplies**

- Services and Supplies are recommended at \$3,593,818 and represent a 9% (\$341,125) decrease from the current year adopted budget. This is due to a decrease in telephone charges, equipment maintenance cost, building maintenance, hardware and supplies, and operating leases.

Recommended funding includes:

- Account 7205, Maintenance Equipment at \$30,500 represents a 79% (\$117,500) decrease from the current year adopted budget. This reflects the decreasing requirement to maintain the old

## ISD – Telecommunications -- 8930

phone system and the completion of the new VOIP telephone system plus a transfer of some of the expense to Account 7345.

- Account 7308, Hardware, Parts, and Supplies at \$12,490 represents a 204% (\$8,381) increase over the current year adopted budget. This increase is a result of expenses to repair the paging system which is not part of VOIP.
- Account 7309, Computer Service Software at \$155,250 represents a 188% (\$101,250) increase over the current year adopted. This increase is for Integrated Voice Response licenses and support which is more reliant on the computerized systems than the old phone system.
- Account 7345, Facility Services Operations and Maintenance at \$122,263 represents an 835% (\$109,188) increase over the current year adopted budget. This increase reflects a more refined and accurate budgeting process as facility maintenance was previously budgeted in Account 7205.
- Account 7355, Rents & Leases Equipment at \$1,018,289 represents a 10% (\$108,455) decrease from the current year adopted budget. This decrease is a result of fewer new leases being created as the new phone system is completed.
- Account 7565, Countywide Cost Allocation at \$44,460 represents a 100% (\$44,460) increase over the current year adopted budget as the current year received a credit. The OMB A-87 cost allocations are calculated by the Auditor-Controller/Treasurer-Tax Collector.

### **Other Charges**

- Other Charges at \$225,000 represent a 68% (\$483,516) decrease from the current year adopted budget. This decrease reflects the upgrade of the communications network to narrowband compliance using new equipment and hence the subsequent decrease in maintenance requirements for aging equipment.

### **Fixed Assets**

- Fixed Assets are recommended at \$322,500 which represents a 61% (\$122,500) increase over the current year adopted budget. This funding is used to pay for requested new system hardware which will not be leased and is entirely driven by departmental requests.

Moves, Adds, and Changes for Legacy System .....	\$112,500 - New/Replacement
Uninterruptable Power Supply Hardware .....	90,000 - New
Increased Capacity Batteries .....	65,000 - New
Integrated Voice Response Backup Server .....	<u>55,000</u> - New
Total .....	\$322,500

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,951,858 and represent a 8% (\$341,368) decrease from the FY 2012-13 Adopted Budget. In addition, \$547,500 is being used from the fund balance as part of the overall revenue stream. This money comes from the accumulated depreciation account and will be used to fund replacement of some aging phone network and paging system.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	5,000	10,438	5,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 5,000</b>	<b>\$ 10,438</b>	<b>\$ 5,000</b>
Acct # - Charges for Services			
5501 – Telephone Services	3,551,574	2,742,183	3,721,858
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 3,551,574</b>	<b>\$ 2,742,183</b>	<b>\$ 3,721,858</b>
Acct # - Other Financing Sources			
7565 – Recovery of Countywide Cost Alloc.	28,136	0	0
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 28,136</b>	<b>\$ 0</b>	<b>\$ 0</b>
Acct # - Intrafund			
5953 – Op Trans in From ISF	708,516	0	225,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 708,516</b>	<b>\$ 0</b>	<b>\$ 225,000</b>
<b>Total Revenues</b>	<b>\$ 4,293,226</b>	<b>\$ 2,752,621</b>	<b>\$ 3,951,858</b>

**ISD - TELECOMMUNICATIONS - 8930/31**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3080	Telecommunications Services Asst I	1219	1	1	\$ 36,686
3138	Telecommunications Services Asst II	1342	2	2	84,812
3706	Information Technology Analyst III	1932	<u>1</u>	<u>1</u>	<u>61,074</u>
Subtotal			<b>4</b>	<b>4</b>	\$ 182,572
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 182,572</b>





**INTERNAL SERVICES DEPARTMENT -- Radio Operations**  
**Budget Units 8932 and 8934**  
**Internal Service and Equipment Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 403,241	\$ 397,835	\$ 407,945	\$ 10,110	3%
Services and Supplies	\$ 1,664,246	1,385,178	1,318,021	(67,157)	-5%
Other Charges	\$ 44,045	44,045	44,045	-	0%
Other Financing Uses	\$ -	-	200,000	200,000	100%
General Fixed Assets	\$ 113,001	250,000	288,000	38,000	15%
Total Appropriations	\$ 2,224,533	\$ 2,077,058	\$ 2,258,011	\$ 180,953	9%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 31,668	\$ 500	\$ 500	\$ -	0%
Charges For Services	\$ 1,405,564	1,521,558	1,567,372	45,814	3%
Miscellaneous Revenues	\$ 1,164,426	-	2,139	2,139	100%
Intrafund Revenue	\$ -	-	200,000	200,000	100%
Total Revenues	\$ 1,437,232	\$ 1,522,058	\$ 1,770,011	\$ 247,953	16%
<b><u>Fund Balance: Increase/(Decrease)</u></b>	<b>\$ (787,301)</b>	<b>\$ (555,000)</b>	<b>\$ (488,000)</b>	<b>\$ (67,000)</b>	<b>12%</b>
Increase/(Decrease-i.e. Use of)					
Available Net Assets	787,301	555,000	200,000	(355,000)	-64%
Increase/(Decrease-i.e. Use of) Reserve					
for: Fixed Asset Replacement			288,000	288,000	100%
<b><u>Budgetary Balance</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted	Current	Requested	Increase/	
	2011-12	2012-13	2013-14	(Decrease)	
Position Summary	7	4	4	-	

\*\* Actual 2011-12 - This column includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – RADIO OPERATIONS – 8932 / 8934**

### **FUNCTION**

The Radio Shop provides radio communications through an Internal Service Fund (ISF) that operates from two budget organizations, and finances the operation, maintenance, upgrade, and replacement of the County's extensive radio communication network. Organizationally the unit is managed as a division of the Internal Services Department (ISD). Radio and pager communications are provided for law enforcement agencies, emergency medical services, and other departments that have field operations. Budget units 8932 and 8934 operate out of Fund 1080 along with the independent telecommunications function.

### **OVERVIEW**

The FY 2013-14 Recommended Budget for the Radio Shop is \$2,258,011 and represents a 9% (\$180,953) increase over the FY 2012-13 Adopted Budget. This increase is due to new radio equipment being leased and, when needed, replaced. The increase is also the result of dedicated Institutional Network (I-Net) lines being assigned to the Radio Shop where they are used as part of the transmission system. Recommended staffing remains at the current level of four positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Throughout the past year, staff completed an upgrade to the radio network to meet the narrowband requirement mandated by the Federal Communication Commission. The leasing model created in FY 2012-13 to lease the necessary equipment proved successful and was expanded to include portable radios. Those leases will be carried forward into FY 2013-14 along with new leases for necessary equipment. Several dedicated I-Net lines specifically assigned to the Radio Shop have now been properly accounted for and will be paid using Account 7044.

#### **Salaries and Benefits**

- Salaries and Benefits are recommended at \$407,945 and represent a 3% (\$10,110) increase over the current year adopted budget.

Recommended funding includes:

- Account 6100, Regular Salaries at \$218,790 represents no change from the current year adopted budget. Staffing remains unchanged at four positions and no salary savings are included due to that small number.
- Account 6300, Overtime Pay at \$19,394 represents a 39% (\$5,408) increase over the current year adopted budget. The requirement for the network to be fully operational on a 24/7 basis in order to support the needs of law enforcement and emergency medical operations require the use of overtime. The increase is a reflection of current year actual costs.
- Account 6350, Unemployment Insurance at \$127 represents a 77% decrease from the current year adopted budget.
- Account 6400, Retirement Contribution at \$83,455 represents a 5% (\$3,724) increase over the current year due to an increase in the retirement contribution rate.

#### **Services and Supplies**

- Services and Supplies are recommended at \$1,318,021 and represent a 5% (\$67,157) decrease from the FY 2012-13 Adopted Budget. This decrease is due to leasing replacements for aging radio

## ISD – Radio Operations -- 8932

network equipment with equipment capable of operating under the narrowband mandate and the elimination of maintenance for that replaced equipment.

Recommended funding includes:

- Account 7044, I-Net Line Charges at \$28,253 represents a 100% (\$28,253) increase over the current year adopted budget. This account will be used to pay for I-Net Line expenses that are dedicated to Radio Operations.
- Account 7205, Maintenance-Equipment at \$290,050 represents a 65% (\$114,030) increase over the current year adopted budget. A significant increase to Account 7205 is the result of not budgeting Account 7275, Inventory Purchases, and recognizing costs to this account.
- Account 7221, Building Maintenance---GSA at \$13,044 represents a 74% (\$5,544) increase over the current year adopted budget. This account now accurately accounts for building maintenance provided by Facility Services.
- Account 7225, Maintenance-Capital Projects at \$0 represents a 100% (\$80,000) decrease from the current year adopted budget. This significant decrease reflects no maintenance for capital projects expected in FY 2013-14 as the upgrade to the air conditioning unit and generators at one antenna location have been completed.
- Account 7275, Inventory Purchases at \$0 represents a 100% (\$10,400) decrease from the current year adopted budget. This reflects the move away from purchasing equipment and buying parts to maintain it, to leasing new equipment and having it repaired while still under warranty. All repairs and maintenance parts for other radio related equipment will now be charged to Account 7205, Maintenance-Equipment.
- Account 7296, Data Processing Services at \$15,439, represents a 95% (\$7,507) increase over the current year adopted budget. This increase accounts for the use of computer and network use provided by ITSD. This is a correction to a previous miscalculation in the FY 2012-13 Adopted Budget.
- Account 7309, Computer Service Software at \$4,250 represents a 69% (\$9,325) decrease from the current year adopted budget. Completion of programming to new narrowband compliant equipment has resulted in a decrease to this account for FY 2013-14.
- Account 7340, Rents & Leases – Buildings at \$127,722 represents a 21% (\$22,585) increase over the current year adopted budget. This increase includes the contractual rate increases to applicable leased tower sites.

### **Other Charges**

- Other Charges are recommended at \$44,045 and represents no change from the current year adopted budget. These charges are for depreciation on the remaining owned elements of the existing network.

### **Other Financing Uses**

- The recommended budget anticipates using \$200,000 of operational reserve funds as a means of reducing rates to users. This is a 100% increase over the current year adopted budget.

### **Fixed Assets**

- Fixed Assets are recommended at \$288,000 and represents a 15% (\$38,000) increase over the current year adopted budget. This funding is used to pay for necessary upgrades to the existing network equipment when leasing is not cost effective or available.

Radio Network.....\$250,000..... Radio Network Equipment - Replacement

Radio Antenna at Hamilton Yard .....\$38,000..... Removal

## SUMMARY OF REVENUES

- Revenues are recommended at \$1,770,011 and represent a 16% (\$247,953) increase over the FY 2012-13 Adopted Budget. In addition, \$288,000 is being used from the fixed asset reserves to fund replacement of aging network equipment. An additional \$200,000 will also be used from operational reserves to lower rates. As of May 1, 2013, the combined operational and reserve balance in this fund is \$1.3 million.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Revenue from the Use of Money			
3380 - Interest	500	8,131	500
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 500</b>	<b>\$ 8,131</b>	<b>\$ 500</b>
Acct # - Charges for Services			
5060 – Other charges for Current Services	1,521,558	1,651,534	1,567,372
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 1,521,558</b>	<b>\$ 1,651,534</b>	<b>\$ 1,567,372</b>
Acct # - Miscellaneous Revenues			
5800 – Credit from A-87	0	0	2,139
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,139</b>
Acct # - Intrafund			
5953 – Op Trans in From ISF	0	0	200,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 200,000</b>
<b>Total Revenues</b>	<b>\$ 1,522,058</b>	<b>\$ 1,659,665</b>	<b>\$ 1,770,011</b>

**ISD - RADIO OPERATIONS - 8932/34**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1114	Telecommunications Systems Manager	E	1	1	\$ 71,058
5348	Telecommunications Technician	1558	<u>3</u>	<u>3</u>	<u>147,732</u>
Subtotal			<b>4</b>	<b>4</b>	218,790
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 218,790</b>



ISD – PeopleSoft Operations -- 8933

PeopleSoft Operations  
BUDGET 8933  
Internal Service Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 147,112	\$ 150,633	\$ 145,199	\$ (5,434)	-4%
Services and Supplies	2,394,974	2,950,710	2,851,401	(99,309)	-3%
Total Appropriations	\$ 2,542,086	\$ 3,101,343	\$ 2,996,600	\$ (104,743)	-3%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 5,946	\$ -		\$ -	0%
Charges For Services	2,542,121	2,854,435	2,756,508	(97,927)	-3%
Other Financing Sources	224,850	246,908	240,092	(6,816)	-3%
Total Revenues	\$ 2,772,917	\$ 3,101,343	\$ 2,996,600	\$ (104,743)	-3%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (230,830)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	230,830	-		-	0%
<b><u>Budgetary Balance</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	1	1	1	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD - PEOPLESOFT OPERATIONS – 8933**

### **FUNCTION**

PeopleSoft Operations is an Internal Service Fund (ISF), managed by the Internal Services Department (ISD), that provides for the maintenance, operation, and technical support of the enterprise-wide Human Resources Management and Financial Management Information Systems. The Human Resources system provides tracking, reporting, and control of personnel information, time and labor, calculation of payroll, calculation of related payroll taxes, and other issues in support of the County's biweekly payroll. The Financial Management system processes County financial activity for the general ledger, accounts receivable, accounts payable, purchasing, and fixed assets. The system also includes the Budget Planning module which is used in creating the annual departmental budgets and hence the overall comprehensive County budget. This PeopleSoft Operations budget unit is used to accurately allocate the costs of operation of this enterprise wide system to all users of it. As an ISF, costs associated with the operation, maintenance, technical support, and system upgrades of the enterprise-wide PeopleSoft system will be recovered in a fair and equitable manner. Budget Unit 8933 operates out of and solely comprises Fund 1030.

### **OVERVIEW**

The FY 2013-14 Recommended Budget for PeopleSoft Operations is \$2,996,600 and represents a 3% (\$104,743) decrease from the FY 2012-13 Adopted Budget. The staffing level remains unchanged at one position and because of the single position, there are no salary savings.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$145,199, represent a 4% (\$5,434) decrease from the current year adopted budget. This is due to the replacement of a management position with that of a Senior IT Analyst. The staffing level remains constant at one position.

Recommended funding includes:

- Account 6100, Regular Salaries at \$83,207, represents a 5% (\$4,515) decrease from the current year and reflects the elimination of a management position that is being replaced with a Senior IT Analyst. There is no salary savings because of only one person being involved.

#### **Services and Supplies**

- Account 7295, Professional & Specialized Services, at \$517,347 represents an 8% (\$37,194) increase over the current year. This is due primarily to an increase in charges from the Auditor's department for Auditor's staff to provide expertise on system needs.
- Account 7296, Data Processing Services, at \$1,184,537, represents an 8% (\$103,248) decrease from the current year. This is due primarily to the improved efficiency and effectiveness of the newer hardware and software.
- Account 7309, Computer Services Software, at \$1,043,500, represents a 7% (\$76,000) decrease from the current year. This is due primarily to a negotiated savings in contracted software maintenance.
- Account 7565, Countywide Cost Allocation, at \$78,930 represents an 83% (\$35,689) increase over the current year. The A-87 Cost Allocation plan is calculated by the Special Accounting division of the Auditor-Controller/Treasurer-Tax Collector's office.



## **SUMMARY OF REVENUES**

- Revenues are recommended at \$2,996,600, and represent a 3% (\$104,743) decrease from the FY 2012-13 Adopted Budget

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
5064 – Data Procesing Charges	2,854,435	2,786,004	2,756,508
<b>Total</b>	<b>\$ 2,854,435</b>	<b>\$ 2,786,004</b>	<b>\$ 2,756,508</b>
Acct # - Other Financing Sources			
5950 – Operating Transfer In From General Fund	246,908	249,077	240,092
-	0	0	0
<b>Total</b>	<b>\$ 246,908</b>	<b>\$ 249,077</b>	<b>\$ 240,092</b>
<b>Total Revenues</b>	<b>\$ 3,101,343</b>	<b>\$ 3,035,081</b>	<b>\$ 2,996,600</b>

**ISD - PEOPLESFT OPERATIONS - 8933**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2234	Sr. InfoTechnology Analyst - Conf.	E	<u>1</u>	<u>1</u>	<u>\$ 83,207</u>
Subtotal			1	1	\$ 83,207
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 83,207</b>





ISD – General Services – Administration -- 0130

General Services Admin  
BUDGET 0130  
General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 1,106,768	\$ -		\$ -	0%
Services and Supplies	95,877	-		-	0%
Total Appropriations	\$ 1,202,645	\$ -	\$ -	\$ -	0%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$ 148,454	\$ -		\$ -	0%
Charges For Services	999,914	-		-	0%
Miscellaneous Revenues	3,015	-		-	0%
Total Revenues	\$ 1,151,383	\$ -	\$ -	\$ -	0%
<b><u>Net County Cost</u></b>	<b>\$ 51,262</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **GENERAL SERVICES ADMINISTRATION – 0130**

### **OVERVIEW**

On April 17, 2012, the Board approved an action to discontinue this Org as part of the consolidation of common functions of the Internal Services Department. Effective FY 2012-13, all Internal Services Department Administration and Business Office functions, which includes those formerly provided under this Org, have been consolidated under Org 8905 – IT Services. Facility lease functions provided by this Org is being provided under Org 0440 – Purchasing.







**Internal Services Department - Facility Services**  
**BUDGET 8935**  
**Internal Services Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 7,626,381	\$ 7,961,838	\$ 8,227,305	\$ 265,467	3%
Services and Supplies	13,096,708	21,718,093	20,390,396	(1,327,697)	-6%
Other Financing Uses	1,286,496	1,310,575	1,310,313	(262)	0%
Total Appropriations	\$ 22,009,585	\$ 30,990,506	\$ 29,928,014	\$ (1,062,492)	-3%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 108,721	\$ 35,523	\$ 157,312	\$ 121,789	343%
Intergovernment Revenues - St	349,044	417,110	442,080	24,970	6%
Charges For Services	20,716,863	30,502,118	31,653,725	1,151,607	4%
Miscellaneous Revenues	146,504	35,755	29,470	(6,285)	-18%
Total Revenues	\$ 21,321,132	\$ 30,990,506	\$ 32,282,587	\$ 1,292,081	4%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ 688,453</b>	<b>\$ -</b>	<b>\$ (2,354,573)</b>	<b>\$ (2,354,573)</b>	<b>100%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	(688,453)	-	2,354,573	2,354,573	100%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	99	99	99	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – FACILITY SERVICES – 8935**

### **FUNCTION**

Facility Services is responsible for the mechanical, electrical, structural, and custodial maintenance of County-owned facilities. In addition to routine and preventive maintenance, remodeling and modifications to County facilities, Facility Services provides computer cabling and furniture moves as requested by County departments.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$29,928,014 reflects a 3% (\$1,062,492) decrease from the FY 2012-13 Adopted Budget. The decrease is primarily due to a change in methodology for the department's planned recovery and establishment of a 60-day working capital reserve. Staffing is recommended to remain at the current level of 99 positions. Staff is developing a plan to realign service delivery such that extra-help positions will be converted to permanent positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$8,227,305, represent a 3% (\$265,467) increase over the current adopted budget year primarily due to increases in Extra-Help and benefit costs.

Recommended funding includes:

- Account 6100, Regular Salaries at \$3,900,499 represent a 1% (\$26,281) decrease from the current year adopted budget primarily due to staff turnover resulting in replacement of staff at entry levels.
- Account 6200, Extra-Help at \$397,768 represents a 17% (\$58,000) increase over the current year adopted budget primarily due to an increased need for extra-help in janitorial positions until positions can be converted into permanent positions.
- Account 6350, Unemployment Insurance at \$16,642 represents a 60% (\$24,825) decrease from the current year adopted budget. Charges are determined by Risk Management.
- Account 6400, Retirement Contributions at \$2,166,090 represents a 3% (\$55,888) increase over the current year adopted budget based on rates provided in budget instructions.
- Account 6550, Workers' Compensation Contribution at \$545,262 represents a 6% (\$33,546) decrease from the current year adopted budget. Charges are determined by Risk Management.
- Account 6600, Health Insurance Contribution at \$795,964 represents a 42% (\$234,948) increase over the current year adopted budget based on preliminary projections available at the time rates for the coming year were being developed. The resulting over-recovery will be credited back to users in the next year.

#### **Services and Supplies**

- Services and Supplies, recommended at \$20,390,396, represent a 6% (\$1,327,697) decrease from the current year adopted budget primarily due to a change in methodology for the department's planned recovery of a 60-day working capital.

Recommended funding includes:

- Account 7070, Household Expense at \$700,000 represents a 9% (\$59,000) increase over the

## ISD – Facility Services -- 8935

current year adopted budget. Cost is driven by contracted prices for FY 2013-14 from suppliers and service providers.

- Account 7175, Insurance Other at \$351,215 represents a 210% (\$237,988) increase over current year adopted budget. Charges are determined by Risk Management and represent an increase in claims.
- Account 7205, Maintenance – Equipment at \$1,521,063 represents a 62% (\$583,263) increase over the current year adopted budget. Increase is primarily due to budgeting expenses in this account that were previously budgeted in Account 7220 and to address deferred and backlogged maintenance.
- Account 7220, Maintenance – Buildings & Grounds at \$1,434,479 represents a 10% (\$164,812) decrease from the current year adopted budget. The decrease is the result of basing the budgeted amount on current year estimated actuals and due to expenses previously budgeted in this account being budgeted in Account 7205 for FY 2013-14.
- Account 7295, Professional & Specialized Services at \$4,230,605 represents an 11% (\$526,508) decrease from the current year adopted budget. The decrease is the result of basing the budgeted amount on estimates for each of the vendors where services are anticipated and due to expenses previously budgeted in this account now being budgeted in Account 7296 for FY 2013-14.
- Account 7296, Data Processing Services at \$622,446 represents a 120% (\$339,994) increase over the current year adopted budget primarily due to expenses previously budgeted in Account 7295 being budgeted in this account for FY 2013-14.
- Account 7431, County Departmental Utilities at \$10,599,467 represents a 12% (\$1,164,439) increase over the current year adopted budget primarily due to factoring in new accounts formerly managed by Public Works and rate increases estimated by PG&E. Rates are determined by service providers and overall expense is based on usage by County departments.
- Account 7491, Accounting Services at \$10,000 represents an 82% (\$47,046) decrease from the current year adopted budget and is primarily due to the FY 2012-13 budget including charges for a financial audit projected to be completed within the current year.
- Account 7564, Other Expense at \$0 represents a 100% (\$2,950,086) decrease from the current year primarily due to a change in methodology for the department's planned recovery of a 60-day working capital reserve.
- Account 7565, Overhead-A-87 Countywide Cost Allocation at \$64,149 represents a 40% (\$43,087) decrease from the current year. The OMB A-87 Countywide Cost Allocation is calculated by the Auditor-Controller/Treasurer-Tax Collector.

### **Other Uses**

- Other Financing Uses, recommended at \$1,310,313, is essentially the same as the current year adopted budget and represents the actual amount of debt service required for financing the energy project.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$32,282,587 represent a 4% (\$1,292,081) increase over the 2012-13 Adopted Budget. This increase is primarily due to a change in the three-year recovery plan to return this budget unit to solvency and achieve a reserve of 60 days of operating capital. Therefore, the recommended revenues exceed the recommended appropriations by \$2,354,573.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3404 - Other Rental of Bldgs & Land	35,523	152,220	157,312
<b>Total</b>	<b>\$ 35,523</b>	<b>\$ 152,220</b>	<b>\$ 157,312</b>
Acct # - Intergovernment Revenues – State			
3575 – State - Other	417,110	471,094	442,080
<b>Total</b>	<b>\$ 417,110</b>	<b>\$ 471,094</b>	<b>\$ 442,080</b>
Acct # - Charges for Services			
4900 – Dept Energy Debt Service	1,341,879	1,244,576	1,417,466
5046 – Interfund Utilities reimb	9,453,528	11,308,874	11,515,964
5060 – Other Charges for Curr Services	19,706,711	13,359,935	18,720,295
<b>Total</b>	<b>\$ 30,502,118</b>	<b>\$ 25,913,385</b>	<b>\$ 31,653,725</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	35,755	29,352	29,470
<b>Total</b>	<b>\$ 35,755</b>	<b>\$ 29,352</b>	<b>\$ 29,470</b>
<b>Total Revenues</b>	<b>\$ 30,990,506</b>	<b>\$ 26,566,051</b>	<b>\$ 32,282,587</b>

**ISD - FACILITY SERVICES - 8935**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3110	Office Assistant II	1033	1	1	\$ 31,294
3125	Office Assistant I	837	1	1	23,490
3160	Secretary IV	1419	1	1	43,039
3440	Stock Clerk II	933	1	1	28,553
5050	Maintenance Janitor	970	6	8	233,910
5055	Janitor	942	38	36	1,000,871
5061	Supervising Janitor	1124	3	3	98,945
5201	Maintenance Services Supervisor	2067	3	3	183,927
5202	Building Maintenance Engineer	1563	10	10	471,651
5230	Facility Services Manager	E	1	1	75,716
5231	Facility Services Supervisor	2349	1	1	71,906
5303	Floor Installer	1320	1	1	40,429
5315	Maintenance Carpenter	1614	1	1	49,433
5325	Maintenance Painter	1502	3	3	137,886
5326	Maintenance Plumber	1680	9	9	460,926
5327	Maintenance Electrician	1614	6	6	289,865
5328	Locksmith	1614	3	3	148,299
5330	Air Conditioning Mechanic	1680	9	9	441,768
5375	Building Maintenance Specialist	2032	1	1	68,591
Subtotal			<b>99</b>	<b>99</b>	\$ 3,900,499
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 3,900,499</b>



ISD – Fleet Services -- 8910

**Internal Services Department - Fleet Services**  
**BUDGET 8910 and 8911**  
**Internal Service and Equipment Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 2,558,639	\$ 2,769,254	\$ 2,677,584	\$ (91,670)	-3%
Services and Supplies	7,323,718	9,051,692	9,671,636	619,944	7%
Other Charges	791,659	2,117,526	2,595,659	478,133	23%
Residual Equity Transfers(Out)	18,241	-	-	-	0%
General Fixed Assets	2,642,935	3,435,100	3,589,000	153,900	4%
Total Appropriations	\$ 13,335,192	\$ 17,373,572	\$ 18,533,879	\$ 1,160,307	7%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 93,718	\$ -	\$ -	\$ -	0%
Intergovernment Revenues - St	100,000	-	-	-	0%
Charges For Services	13,335,917	13,938,472	15,051,344	1,112,872	8%
Miscellaneous Revenues	97,962	-	75,000	75,000	100%
Other Financing Sources	141,204	1,100,000	1,702,500	602,500	55%
Residual Equity Transfers (In)	837,680	165,000	115,000	(50,000)	-30%
Total Revenues	\$ 14,606,480	\$ 15,203,472	\$ 16,943,844	\$ 1,740,372	11%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (1,271,288)</b>	<b>\$ 2,170,100</b>	<b>\$ 1,590,035</b>	<b>\$ (580,065)</b>	<b>-27%</b>
Increase/(Decrease) in Fund Balance	1,987,933	-	181,465	181,465	100%
Increase/(Decrease-i.e. Use of) Reserve					0%
for: Fixed Asset Replacement	(716,645)	(2,170,100)	(1,771,500)	398,600	-18%
<b><u>Budgetary Balance</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	30	30	30	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – FLEET SERVICES – 8910/8911**

### **FUNCTION**

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. Transportation services are provided through a central motor pool.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$18,533,879 reflects a 7% (\$1,160,307) increase in appropriations and 11% (\$1,740,372) increase in revenues over the FY 2012-13 Adopted Budget. The increase is due primarily to an expected increase in the cost of fuel, purchases of new vehicles and heavy duty equipment, and depreciation on those new vehicles and heavy duty equipment. A total of \$1,771,500 is being used from the equipment replacement reserves fund balance as part of the overall revenue stream. The reserve funds are derived primarily from the collection of depreciation charges and are used to fund the replacement of vehicles and heavy duty equipment. Staffing is recommended to remain at the current year level of 30 positions. No salary savings have been used in the recommended budget as a result of minimal turnover due to small number of staff for this budget unit.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$2,677,584, represent a 3% (\$91,670) decrease from the current year adopted budget due to overall decreases in Workers' Compensation charges and health insurance costs. Staffing is recommended at the current year level of 30 positions.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 2% (\$24,586) decrease from the current year adopted budget due to hiring an additional Equipment Services Assistant as opposed to hiring an additional Mechanic.
- Account 6400, Retirement Contributions represents a 1% (\$8,445) increase over the current year adopted budget due to increased retirement rates.
- Account 6550, Workers' Compensation Contribution represents a 34% (\$74,987) decrease from the current year adopted budget. These charges are assessed by Risk Management.
- Account 6600 Health Insurance represents an 11% (\$23,909) decrease from the current year adopted budget due to the filing of waivers of health insurance coverage by employees and adjustments in dependent care coverage.

#### **Services and Supplies**

- Services and Supplies recommended at \$9,671,636, represents a 7% (\$619,944) increase over the current year adopted budget primarily due to increases in projected work to be sent to outside vendors for vehicle maintenance and repair and estimated increases in the price of fuel, diesel, and propane.

Recommended funding includes:

- Account 7205, Maintenance-Equipment represents a 287% (\$932,094) increase over the current year adopted budget primarily due to a projected increase in work to be sent to outside vendors. Additionally there was a change in methodology to budget all expenses related to outside repair and maintenance work in Account 7205 as opposed to a portion of this work being budgeted in



## ISD – Fleet Services -- 8910

Account 7275 in the current year.

- Account 7275, Inventory Purchases represents a 53% (\$590,699) decrease from the current year adopted budget due to a change in methodology to only use Account 7275 to budget inventoried parts and lubricants kept at the Fleet Services shop.
- Account 7295, Professional & Specialized Services represents an 80% (\$429,586) decrease from the current year adopted budget primarily due to a change in methodology to budget estimated costs related to accounting and business analysis services in Account 7296.
- Account 7296, Data Processing Services represent a 142% (\$366,021) increase over the current year adopted budget primarily due to an increase in projected costs for business office support which was previously budgeted in Account 7295.
- Account 7309, Computer Service Software represents a 48% (\$91,375) increase over the current year adopted budget primarily due to projected installation costs of network cabling at the department's 19 fuel sites.
- Account 7355, Operating Leases Equipment represents a 165% (\$75,600) increase over the current year adopted budget primarily due to projected increases resulting from the establishment of a new Enterprise Rent-a-Car agreement available to County departments.
- Account 7400, Special Departmental Expense represents a 9% (\$518,462) increase over the current year adopted budget due to projected increases in the price of fuel, diesel, and propane.
- Account 7564, Other Expenses represents a 100% (\$276,487) decrease from the current year adopted budget due to a change in methodology for the department's planned recovery and establishment of a 60-day working capital reserve.

### **Other Charges**

- Other Charges, recommended at \$2,595,659, represent a 23% (\$478,133) increase over the current year adopted budget primarily due to projected increases in depreciation costs resulting from depreciation charges for newer vehicles and equipment that replaced older fully depreciated vehicles.

### **Fixed Assets**

- Fixed Assets, recommended at \$3,589,000, represent a 4% (\$153,900) increase over the current year adopted budget primarily due to an increase in planned purchases of Heavy Duty Equipment on behalf of the Public Works and Planning - Road Fund to replace aging vehicles and equipment.

(58) Light Duty Vehicles ..... \$1,185,000 ..... Replacement – User Departments

(8) Heavy Duty Equipment ..... \$350,000 ..... Replacement – User Departments

(2) Shop Equipment ..... \$36,500 ..... Replacement – Fleet Services

(4) Totally Damaged Vehicles ..... \$75,000 ..... Replacement

(5) CARB Retrofits (Heavy Duty) ..... \$125,000 ..... Emission Standards Compliance

(5) Vehicles (75110100) ..... \$115,000 ..... Replacement – Library

(23) Heavy Duty Equipment (Road Fund). \$1,702,500 ..... Replacement – Public Works

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$16,943,844, an 11% (\$1,740,372) increase over the current year adopted budget, primarily due to an increase in projected revenue resulting from the recovery of costs for the services provided to user departments. In addition, \$1,817,500 is being recovered directly from user departments for the purchase of vehicles and heavy duty equipment. Further, \$1,771,500 is being used from the replacement reserve fund balance as part of the overall revenue

ISD – Fleet Services -- 8910

stream. The replacement reserves fund balance is derived from the collection of depreciation and inflation revenue, sale of fixed assets and the interest earnings on available reserve funds. The reserve funds are used primarily for the replacement of vehicles and heavy duty equipment

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
4921 – Recovery of Co. Wide Cost Alloc	223,084	223,084	88,574
5040 – Other Cty Dpts Services	655,967	161,135	694,858
5060 – Other Charges For Curr Servs	13,059,421	10,763,715	14,267,912
<b>Total</b>	<b>\$ 13,938,472</b>	<b>\$ 11,147,934</b>	<b>\$ 15,051,344</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	0	37,082	25,000
5806 – Loss Recovery - Risk Management	0	52,100	50,000
<b>Total</b>	<b>\$ 0</b>	<b>\$ 89,182</b>	<b>\$ 75,000</b>
Acct # - Other Financing Sources			
5959 – Transfer From Trust Fund	1,100,000	1,299,236	1,702,500
<b>Total</b>	<b>\$ 1,100,000</b>	<b>\$ 1,299,236</b>	<b>\$ 1,702,500</b>
Acct # - Residual Equity Transfer (In)			
5986 – Residual Equity Transfer In	165,000	155,192	115,000
<b>Total</b>	<b>\$ 165,000</b>	<b>\$ 155,192</b>	<b>\$ 115,000</b>
<b>Total Revenues</b>	<b>\$ 15,203,472</b>	<b>\$ 12,691,544</b>	<b>\$ 16,943,844</b>

**ISD - FLEET SERVICES - 8910/11**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1709	Fuel Site Compliance Specialist	1330	1	1	\$ 40,690
3080	Office Assistant III	1153	2	2	69,896
3110	Office Assistant II	1033	1	1	29,806
3140	Secretary III	1285	1	1	38,915
3410	Fleet Services Parts Specialist	1173	2	2	71,828
5307	Automotive Mechanic	1547	6	5	230,305
5309	Fleet Services Supervisor	2137	2	2	130,814
5313	Heavy Duty Mechanic	1547	7	7	327,031
5331	Master Automotive Mechanic	1983	1	1	60,161
5332	Master Heavy Duty Mechanic	1983	1	1	60,161
5340	Equipment Service Assistant	1124	2	3	93,882
5360	Senior Welder	2046	1	1	62,040
5365	Fleet Services Manager	E	1	1	72,689
5370	Welder	1547	2	2	94,690
Subtotal			<b>30</b>	<b>30</b>	\$ 1,382,908
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,382,908</b>



# ISD – Graphic Communication Services -- 8920

## Internal Services Department - Graphic Communications Services BUDGET 8920 Internal Service Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,099,145	\$ 1,034,027	\$ 1,043,130	\$ 9,103	1%
Services and Supplies	2,111,469	2,307,095	2,182,038	(125,057)	-5%
Other Charges	-	6,422	6,423	1	0%
Total Appropriations	\$ 3,210,613	\$ 3,347,544	\$ 3,231,591	\$ (115,953)	-3%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ (6,229)	\$ -		\$ -	0%
Charges For Services	3,015,300	2,450,269	2,922,691	472,422	19%
Miscellaneous Revenues	68	592,720	571,059	(21,661)	-4%
Other Financing Sources	-	304,555		(304,555)	-100%
Total Revenues	\$ 3,009,138	\$ 3,347,544	\$ 3,493,750	\$ 146,206	4%
<b><u>Revenues (Over)/Under Expenses</u></b>	<b>\$ 201,475</b>	<b>\$ -</b>	<b>\$ (262,159)</b>	<b>\$ (262,159)</b>	<b>100%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	(201,475)	-	262,159	262,159	100%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	20	16	16	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – GRAPHIC COMMUNICATION SERVICES - 8920**

### **FUNCTION**

Graphic Communication Services processes all outgoing County U.S. postal mail and provides the Countywide messenger mail 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 FY 2013-14 Recommended Budget of \$3,231,591 reflects a 3% (\$115,953) decrease in appropriations from the FY 2012-13 Adopted Budget. The decrease is primarily due to a change in methodology to establish and maintain a 60-day working capital reserve. Staffing is recommended to remain at the current level of 16 positions. No salary savings have been used in this recommended budget because of the small staff and low turnover with the concurrence of the County Administrative Office.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$1,043,130, represent a 1% (\$9,130) increase over the current year adopted budget primarily due to increases in Retirement Contributions.

Recommended funding includes:

- Account 6100, Regular Salaries at \$506,584 represents a 2% (\$7,956) decrease from the current year adopted budget primarily due to the hiring of two new drivers at entry level, filling vacancies created by drivers at higher salary steps.
- Account 6350, Unemployment Insurance at \$7,887 represents a 7% (\$580) decrease from the current year adopted budget.
- Account 6400, Retirement Contributions at \$274,143 represents a 1% (\$2,592) increase over the current year adopted budget.
- Account 6550, Workers' Compensation Contribution at \$84,691 represents a 6% (\$5,036) decrease from the current year adopted budget.

#### **Services and Supplies**

- Services and Supplies at \$2,182,038 represent a 5% (\$125,057) decrease from the current year adopted budget primarily due to a change in methodology for the division's planned recovery of a 60-day working capital reserve and a decrease in store supplies.

Recommended funding includes:

- Account 7039, Mobile Communications at \$0 represents a 100% (\$4,635) decrease from the current year adopted budget due to the discontinued use of pagers.
- Account 7280, Store Supplies at \$160,720 represents a 22% (\$44,979) decrease from the current year adopted primarily due to the decline of in-house printing and more outside contracting.
- Account 7295, Professional & Specialized Services at \$468,049 represents a 331% (\$359,470)

ISD – Graphic Communication Services -- 8920

increase over the current year adopted budget primarily due to the increased use of outside contractors.

- Account 7296, Data Processing Services at \$66,694 represents a 36% (\$17,754) increase over the current year adopted budget primarily due to business office expenses previously budgeted in Account 7295 being budgeted in this account for FY 2013-14.
- Account 7430, Utilities at \$37,890 represents a 100% (\$18,985) increase over the current year adopted budget reflecting actual usage and projected rate increases from utility providers.
- Account 7491, Accounting Services at \$2,156 represents a 67% (\$4,404) decrease from the current year adopted budget.
- Account 7564, Other Expense at \$0 represents a 100% (\$477,248) decrease from the current year primarily due to a change in methodology for the division's planned recovery of a 60-day working capital reserve.

**Other Charges**

- Other Charges, recommended at \$6423 is essentially unchanged from the FY 2012-13 Adopted Budget and represents a depreciation expense on improvements to the building.

**SUMMARY OF REVENUES**

- Revenues at \$3,493,750 represent a 4% (\$146,206) increase over the current year adopted budget. The recommended increase is primarily due to an increase in projected revenue resulting from the recovery of costs for the services provided to user departments. The revenue for FY 2013-14 includes a credit of \$74,249 for the recovery of the A-87 Countywide Cost Allocation as calculated by the Auditor-Controller/Treasurer-Tax Collector.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
4921 – Recover of Co Wide Cost Alloc	304,555	304,552	74,249
5048 – Postage Charges	1,415,762	1,455,110	1,607,328
5060 – Other Charges for Current Services	1,034,507	10,303,980	1,241,114
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 2,754,824</b>	<b>\$ 12,063,642</b>	<b>\$ 2,922,691</b>
Acct # - Miscellaneous Revenues			
5800 – Misc Revenue	592,720	496,843	571,059
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 592,720</b>	<b>\$ 496,843</b>	<b>\$ 571,059</b>
<b>Total Revenues</b>	<b>\$ 3,347,544</b>	<b>\$ 12,560,485</b>	<b>\$ 3,493,750</b>

**ISD - GRAPHIC COMMUNICATION SERVICES - 8920**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
1152	Graphic Arts Technician II	1298	1	1	\$ 39,624
2217	Graphic Communication Services Manager	H	1	1	56,706
3037	Driver	987	8	8	219,596
3110	Office Assistant II	1033	2	2	62,348
3205	Account Clerk II	1083	1	1	32,708
3535	Offset Equipment Operator II	1002	2	2	61,100
3542	Senior Offset Equipment Operator	1132	1	1	34,502
Subtotal			<b>16</b>	<b>16</b>	\$ 506,584
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 506,584</b>







**Internal Services Department - Security**  
**BUDGET 8970**  
**Internal Services Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 3,213,672	\$ 3,301,888	\$ 3,301,053	\$ (835)	0%
Services and Supplies	1,236,298	1,586,501	1,453,883	(132,618)	-8%
Total Appropriations	\$ 4,449,969	\$ 4,888,389	\$ 4,754,936	\$ (133,453)	-3%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 300,313	\$ 329,849	\$ 250,000	\$ (79,849)	-24%
Rev From Use of Money & Prop	606,261	593,249	614,726	21,477	4%
Charges For Services	3,383,806	3,965,291	3,944,966	(20,325)	-1%
Miscellaneous Revenues	54,888	-	-	-	0%
Total Revenues	\$ 4,345,267	\$ 4,888,389	\$ 4,809,692	\$ (78,697)	-2%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ 104,703</b>	<b>\$ -</b>	<b>\$ (54,756)</b>	<b>\$ (54,756)</b>	<b>100%</b>
Increase in Fund Balance	-	-	54,756	54,756	100%
<b><u>Budgetary Balance</u></b>	<b>\$ 104,703</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	43	43	43	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – SECURITY – 8970**

### **FUNCTION**

The Internal Services Department (ISD) – Security Budget Unit 8970 is an Internal Service Fund (ISF) that is responsible for the physical security of County facilities and employees. Security administers the County parking program, which includes enforcement of parking regulations in all County parking areas. Other services provided by Security include centralized County identification badge services and administration of the County's security access control system.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$4,754,936 reflects a 3% (\$133,453) decrease in appropriations and a 2% (\$78,697) decrease in estimated revenues from the FY 2012-13 Adopted Budget. The \$54,756 difference between the two represents the contribution to the establishment of a 60-day working capital reserve. Staffing is recommended to remain at the current year level of 43 positions. No salary savings were included in the recommended budget.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$3,301,053 represent a \$835 decrease from the current year adopted budget due to filling open Security Officer II positions at entry level. Staffing is recommended at the current year level of 43 positions.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 4% (\$57,830) decrease from the current year adopted budget due to filling open Security Officer II positions as Security Officer I.
- Account 6350, Unemployment Insurance represents a 69% (\$9,415) increase over the current year adopted budget due to an increase in unemployment insurance charges assessed by Risk Management.
- Account 6550, Workers' Compensation Contribution represents an 8% (\$5,535) increase over the current year adopted budget due to increased Workers Compensation Charges assessed by Risk Management.
- Account 6600, Health Insurance Contribution represents a 17% (\$50,887) increase over the current year due to a change in estimating dependent health coverage.

#### **Services and Supplies**

- Services and Supplies, recommended at \$1,453,883, represent an 8% (\$132,618) decrease from the current year adopted budget mainly due to a change in methodology of planning the department's recovery of a 60-day working capital reserve.

Recommended funding includes:

- Account 7221, Bldg Maint–GSA represents a 100% (\$23,601) decrease from the current year adopted budget primarily due to the direction of ISD Facility Services to budget for all labor and material costs related to direct maintenance request in Account 7345.
- Account 7295, Professional & Specialized Services represents a 58% (\$95,962) increase over the current year adopted budget primarily due to the costs associated with providing additional security services to Courthouse Park.

ISD – Security Services -- 8970

- Account 7296, Data Processing Services represents a 118% (\$80,793) increase over the current year adopted budget primarily due to business office support costs being budgeted in this account rather than Account 7295.
- Account 7345, Facility Services Rent represents a 66% (\$37,058) increase over the current year adopted budget primarily due to the direction of ISD Facility Services to budget for all facility costs in Account 7345 as opposed to previously budgeting a portion of facility costs in Account 7221.
- Account 7416, Trans & Travel County Garage represents a 14% (\$27,324) increase over the current year adopted budget primarily due to the planned replacement of two assigned vehicles which will result in increased costs for depreciation.
- Account 7564 Other Expenses represents a 100% (\$345,174) decrease from the current year adopted budget due to a change in for the department's planned recovery and establishment of a 60-day working capital reserve.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$4,809,692 and reflect an overall 2% (\$78,697) decrease from the current year adopted budget. The decrease is primarily due to a reduction in revenue received from the recovery of OMB A-87 Countywide cost allocation as calculated by the Auditor-Controller/Treasurer-Tax Collector. The overall decrease in the FY 2013-14 Recommended Budget will result in reduced security charges to user departments.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3296 – Vehicle Code Fines/Parking	329,849	272,175	250,000
<b>Total</b>	<b>\$ 329,849</b>	<b>\$ 272,175</b>	<b>\$ 250,000</b>
Acct # - Revenue from the Use of Money			
3401 – County Parking Facilities	593,249	634,300	614,726
<b>Total</b>	<b>\$ 593,249</b>	<b>\$ 634,300</b>	<b>\$ 614,726</b>
Acct # - Charges for Services			
4921 – Recovery of Co Wide Cost Alloc	140,303	140,303	59,650
5040 – Other Cty Dpts Services	3,712,042	4,781,380	3,885,316
5043 – Serv Other County Dept.-P.Y.	112,946	0	0
<b>Total</b>	<b>\$ 3,965,291</b>	<b>\$ 4,921,683</b>	<b>\$ 3,944,966</b>
<b>Total Revenues</b>	<b>\$ 4,888,389</b>	<b>\$ 5,828,158</b>	<b>\$ 4,809,692</b>

**ISD - SECURITY - 8970**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3080	Office Assistant III	1153	1	1	\$ 38,446
3140	Secretary III	1285	1	1	38,915
5206	Chief of Security	F	1	1	69,635
5236	Supervising Security Officer	1574	2	2	96,413
5237	Security Officer II	1090	29	27	875,559
5238	Security Officer I	968	3	5	112,945
5239	Senior Security Officer	1239	6	6	227,695
Subtotal			<b>43</b>	<b>43</b>	\$ 1,459,608
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,459,608</b>







ISD – Purchasing -- 0440

**Purchasing  
BUDGET 0440  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 773,104	\$ 973,665	\$ 1,019,825	\$ 46,160	5%
Services and Supplies	73,110	98,242	109,243	11,001	11%
Total Appropriations	\$ 846,214	\$ 1,071,907	\$ 1,129,068	\$ 57,161	5%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$ -	\$ 153,544	\$ -	\$ (153,544)	-100%
Charges For Services	177,864	366,520	414,136	47,616	13%
Miscellaneous Revenues	154,313	114,662	120,000	5,338	5%
Intrafund Revenue	166,303	-	67,738	67,738	100%
Total Revenues	\$ 498,480	\$ 634,726	\$ 601,874	\$ (32,852)	-5%
<b><u>Net County Cost</u></b>	<b>\$ 347,734</b>	<b>\$ 437,181</b>	<b>\$ 527,194</b>	<b>\$ 90,013</b>	<b>21%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	11	12	12	-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **ISD – PURCHASING – 0440**

### **FUNCTION**

Purchasing 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. The County surplus property program and the Cal-Card (credit card) program are also administered by Purchasing.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$1,129,068 reflects a 5% (\$57,161) increase over the FY 2012-13 Adopted Budget, primarily due to the addition of one position during the current year. The FY 2013-14 Recommended Budget revenues of \$601,874 reflect a 5% (\$32,852) decrease from the FY 2012-13 Adopted Budget, primarily due to the redirection of the Plaza building and Juvenile Justice Campus rental revenue from this budget unit to Org 0415 - Countywide Revenues. To offset this change, Purchasing was allowed additional net County cost allocation. The FY 2013-14 net County cost for this department is \$527,194. Staffing is recommended to remain at the current year level of 12 positions. No salary savings have been used in calculating Regular Salaries in the recommended budget as a result of limited turnover and a small number of staff.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

During FY 2012-13, a review was conducted of the Plaza building and Juvenile Justice Campus rental revenue currently being deposited in this budget unit. Upon this review it was determined that it would be more appropriate to redirect this revenue to Org 0415 - Countywide Revenues. As a result, departmental revenue for this budget unit decreased by \$153,544, offset by an additional net County cost allocation.

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$1,019,825, represent a net 5% (\$46,160) increase over the current year primarily due to the addition of one position and related benefits during the current year and a reduction in Extra-Help.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 5% (\$23,494) increase over the current year due to the addition of one position during the current year.
- Account 6200, Extra-Help represents a 34% (\$15,367) decrease from the current year due to reducing the need for extra-help as a result of hiring a Buyer I as a permanent position. Extra-Help is used to handle additional specialized procurement requests by user departments and expected increases in workloads.
- Account 6350, Unemployment Insurance represents a 62% (\$1,904) decrease from the current year due to decreased unemployment insurance rates assessed by Risk Management.
- Account 6400, Retirement Contribution represents a 6% (\$16,042) increase over the current year due to an increase in retirement rates and an increase in staff.
- Account 6600, Health Insurance represents a 28% (\$20,938) increase over the current year due to an increase in health insurance contributions resulting from an increase in staffing levels and

ISD – Purchasing -- 0440  
adjustments in dependent care coverage.

### **Services and Supplies**

- Services and Supplies, recommended at \$109,243, represent an 11% (\$11,001) increase over the current year primarily due to projected increases to business office support costs.

Recommended funding includes:

- Account 7221, Building Maintenance-GSA represents a 100% (\$12,520) decrease from the current year due to the direction of ISD Facility Services to budget for all labor and material costs related to direct maintenance requests in account 7345.
- Account 7266, Interoffice Messenger Mail represents a 49% (\$2,600) decrease from the current year due to a reduction of one interoffice messenger mail stop.
- Account 7296, Data Processing Services represent a 34% (\$11,556) increase over the current year due to projected increases in business office support costs that were not budgeted in the current year as part of merging the former General Services division in with the combined Internal Services Department.
- Account 7345, Facility Services Rent represents a 237% (\$15,466) increase over the current year primarily due to the direction of ISD Facility Services to budget for all Facility costs in Account 7345 as opposed to previously budgeting a portion of Facility costs in Account 7221.
- Account 7611, Security Services represents a 98% (\$4,264) decrease from the current year to due to an adjustment on projected actual costs as directed by ISD Security Services.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$601,874 and represent a 5% (\$32,852) decrease from the current year primarily due to the redirection of the Plaza building and Juvenile Justice Campus rental revenue from this budget unit to Org 0415 - Countywide Revenues. This reduction was offset with an increase in net County cost allocation.
- Charge for Services is estimated to increase 9% (\$35,392) for additional billings to departments for purchasing and lease management services.
- Intrafund Revenue is estimated to increase 100% (\$67,738) to recognize revenue from the Department of Social Services for a dedicated Buyer position, an arrangement which was begun in the current year.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3404 – Other Rental Of Bldgs & Land	153,544	141,428	0
<b>Total</b>	<b>\$ 153,544</b>	<b>\$ 141,428</b>	<b>\$ 0</b>
Acct # - Charges for Services			
5040 – Other Cty Dpts Services	366,520	378,744	414,136
<b>Total</b>	<b>\$ 366,520</b>	<b>\$ 378,744</b>	<b>\$ 414,136</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	114,662	121,731	120,000
<b>Total</b>	<b>\$ 114,662</b>	<b>\$ 121,731</b>	<b>\$ 120,000</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	0	22,706	67,738
<b>Total</b>	<b>\$ 0</b>	<b>\$ 22,706</b>	<b>\$ 67,738</b>
<b>Total Revenues</b>	<b>\$ 634,726</b>	<b>\$ 664,609</b>	<b>\$ 601,874</b>



ISD – Purchasing -- 0440

**ISD - PURCHASING - 0440**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2220	Purchasing Manager	E	1	1	\$ 75,716
2229	Senior Buyer	1891	1	0	0
2230	Buyer I	1189	3	3	103,982
2231	Buyer III	1705	3	3	164,078
2232	Buyer II	1494	0	1	40,951
2294	Senior Staff Analyst	F	1	1	66,764
3080	Office Assistant III	1153	1	1	38,315
3110	Office Assistant II	1033	2	1	31,294
3125	Office Assistant I	837	0	1	24,090
Subtotal			12	12	\$ 545,190
TOTAL REGULAR SALARIES					\$ 545,190



**Department of Public Health**  
**BUDGET 5620**  
**General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 43,330,671	\$ 47,559,067	\$ 48,631,768	\$ 1,072,701	2%
Services and Supplies	16,041,429	19,057,770	19,586,848	529,078	3%
Residual Equity Transfers(Out)	27,122	-	18,000	18,000	100%
General Fixed Assets	70,287	-	15,700	15,700	100%
Total Appropriations	\$ 59,469,509	\$ 66,616,837	\$ 68,252,316	\$ 1,635,479	2%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$ 64,085	\$ 106,751	\$ 106,751	\$ -	0%
Fines, Forfeitures & Penalties	6,998	10,000	10,000	-	0%
Intergovernment Revenues - St	7,420,374	8,040,368	7,573,074	(467,294)	-6%
Intergovernment Rev-Federal	9,381,248	12,164,416	13,372,316	1,207,900	10%
Charges For Services	13,024,636	15,107,487	14,915,504	(191,983)	-1%
Miscellaneous Revenues	1,045,684	1,262,941	1,398,059	135,118	11%
Other Financing Sources	24,086,033	25,544,052	25,824,646	280,594	1%
Intrafund Revenue	1,952,331	2,582,104	2,555,197	(26,907)	-1%
Total Revenues	\$ 56,981,388	\$ 64,818,119	\$ 65,755,547	\$ 937,428	1%
<b><u>Net County Cost</u></b>	<b>\$ 2,488,120</b>	<b>\$ 1,798,718</b>	<b>\$ 2,496,769</b>	<b>\$ 698,051</b>	<b>39%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	438	481	483	2

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DEPARTMENT OF PUBLIC HEALTH – 5620**

### **FUNCTION**

The mission of the Department of Public Health is to promote, preserve and protect the health of the community. The department serves four essential public health functions. These functions include health care, community health, environmental health, and emergency preparedness and response. These essential functions are carried out through services provided in six divisions including Children's Medical Services, Emergency Medical Services, Community Health, Environmental Health, Correctional Health, and Public Health Nursing. This budget also funds the County's Office of Emergency Services and the County's contract with Liberty Animal Control Services L.L.C. to provide animal pound, quarantine services, and leash law enforcement.

### **OVERVIEW**

The FY 2013-14 Recommended Budget is recommended at \$68,252,316 and reflects a 2% (\$1,635,479) increase in total appropriations from the FY 2012-13 Adopted Budget and a 39% (\$698,051) increase net County cost due primarily to medical costs from opening the last floor at the Jail. Net County cost is allocated to this budget for: 1) the annual cost for the County's contract with the Liberty Animal Control Services LLC; 2) the cost of medical services provided to Federal inmates housed at the Jail; and 3) medical costs related to the opening of the last Jail floor. All other costs incurred in this budget are revenue and Realignment offset. Staffing is recommended at 483 positions, an increase of 2 positions over the current year adopted budget, including a salary savings rate of 2.54% resulting in a savings of \$691,735 in Regular Salaries plus \$507,043 in Retirement Contribution, OASDI, and Health Insurance benefit costs. The recommended FY 2013-14 Department of Public Health budget does not diminish the medical services provided to indigents pursuant to the existing agreement with Community Medical Centers.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Shift Environmental Health realignment dollars to fee for service programs. The Department of Public Health (DPH) will evaluate those Environmental Health activities that have historically been funded, fully or partially, with health realignment dollars to determine whether a more appropriate funding stream exists, i.e. fee for service.
- **Outcome(s)/Result(s):** Status – March 1, 2013. This project is underway and the division expects an updated fee package to go to the Board in June of 2013.

##### **FY 2013-14**

- **Goal:** Shift Public Health Nursing Realignment funds to more fiscally sustainable activities. The Department of Public Health will evaluate those Maternal Child and Adolescent Health (MCAH) activities that have historically been funded with Health Realignment dollars to determine whether a more appropriate funding stream exists.
- **Performance Metrics:**
  - Identify and evaluate program activities funded with Health Realignment.
  - Determine alternative funding streams.
  - Optimize the division's Federal Financial Participation (FFP) match.
  - Develop a division strategic plan by June 2014.



**Operational Goal**

**FY 2012-13**

- **Goal:** Implement Critical Violation Tracking for Consumer Food and Recreational Health Inspections. The Environmental Health division has shifted its inspection activity to incorporate a risk-based approach. This approach focuses on those violations that potentially cause the greatest threat to public health. Critical violations will be tracked using an existing software product licensed by the division and amending the current inspection workflow.
- **Outcome(s)/Result(s):** Status – March 1, 2013. The following milestones have been met:
  - The Violation Tacking Module has been acquired, installed and tested.
  - Workflow for entering data has been developed.
  - Data on inspections since July 1, 2013 has been collected paper format
  - Standard data collection forms have been created for Food, Recreational Health and Body Art Programs.
- **Current Tasks being implemented:**
  - Data from July 1, 2013 is being collated and prepared for data entry.
- **Future Tasks to be completed by the end of the fiscal year:**
  - Data will be entered into the tracking system
  - Analysis will be completed on trends, frequencies, and outcomes for the Consumer Food Program
  - Recreational Health Program and Body Art Program Data will be collected.

**FY 2013-14**

- **Goal:** Implement the operational framework of the Life Course Model. The division of Public Health Nursing will reframe its activities to utilize the Life Course Model to promote optimal health and well-being of women and their families in an effort to increase the health of the overall community. This will be accomplished through direct care services as well as inter and intra agency collaboration working towards policy and systems change.
- **Performance Metrics:**
  - Implement and train staff on the Life Course Model.
  - Administer the Planning for Healthy Futures Questionnaire. Input data into the Management Information System (MIS) quarterly.
  - Continue work on the Baby Friendly Hospital Initiative with the goal of increasing breastfeeding rates in Fresno County. Increase the number of Fresno County delivery hospitals completing the Baby-Friendly Hospital Readiness assessment from two to six.
  - Develop a division strategic plan by June 2014.

**Departmental Goal**

**FY 2012-13**

- **Goal:** Reduce incidence of communicable disease in our community. Illness from preventable disease is a significant health risk and cost to our community. The Department of Public Health will reduce the incidence of communicable disease in Fresno County through the inspection, licensing, and education of 4,800 retail food facilities and 1,320 public pools and spas.
- **Outcome(s)/Result(s):** Status – March 1, 2013. The Environmental Health division conducted an average of 3,931 inspections for the first two quarters. Staff is on target to achieve this goal for the remainder of the fiscal year. Food borne illness investigations are conducted with 24 hours of notification. Additionally the division has increased coordination with the Community Health Program, Public Health Lab, and State agency partners to ensure timely investigation of suspected illnesses.

**FY 2013-14**

- **Goal:** Increase promotion, preservation and protection of the community's health. Addressing the needs of women and their families will improve our community for generations to come. The Department of Public Health will provide interventional services to pregnant and parenting women, high-risk infants, and their families.
- **Performance Metrics:**
  - Conduct an average of 7,200 home visits per year.
  - Conduct an average of 100 provider site visits per year.
  - Conduct an average of 60 group sessions per year.
  - Provide assistance to an average of 90 child care providers per year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$48,631,768, represents a 2% (\$1,072,701) increase over FY 2012-13 Adopted Budget due to negotiated salaries, increased benefit rates, and 14 new positions added midyear FY 2012-13. Staffing is recommended at 483 positions, an increase of 2 positions over current year for Jail Psychiatric Services.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 1% (\$386,987) increase over current year budget due to an increase in staff of two positions, normal step increases, and planned promotions, including Bilingual Skills Pay of \$56,550 and Shift Differential of \$268,806.
- Account 6400, Retirement Contributions represents a 5% (\$638,992) increase over current year based on rates included in budget instructions and increased staffing.
- Account 6350, Unemployment represents a 58% (\$70,382) decrease from current year based on actual loss history for the DPH and rates provided by Risk Management.
- Account 6550, Workers' Compensation represents a 6% (\$42,610) decrease from current year based on rates provided by Risk Management.
- Account 6200, Extra-Help represents a 26% (\$140,427) increase over current year due primarily to the utilization of extra-help for Jail medical services in lieu of overtime as well as use in the Children's Medical Services, Emergency Medical Services, and Environmental Health Divisions.

### **Services and Supplies**

- Services and Supplies, recommended at \$19,586,848, represent a 3% (\$529,078) increase over FY 2012-13 Adopted Budget due primarily to increased costs for special legal services and increased contracted services and supplies.

Recommended funding includes:

- Account 7039, Mobile Communications represents a 31% (\$14,593) decrease from current year based on rates and actual usage forecasted for FY 2013-14.
- Account 7235, Medical, Dental and Laboratory Supplies represents a 14% (\$225,840) decrease from current year due primarily to savings realized from eliminated tests in the Public Health Laboratory.
- Account 7295, Professional and Specialized Services represents a 4% (\$429,034) increase over current year due to increased special legal counsel fees and other contracted services.
- Account 7101, Liability Insurance represents a 15% (\$21,440) decrease from current year based on rates provided by Risk Management.

## Public Health -- 5620

- Account 7205, Maintenance-Equipment represents a 23% (\$31,975) decrease from current year based on actual expenditures in FY 2012-13.
- Account 7345, Facility Services-Rent represents a 40% (\$248,662) increase over current year based on FY 2013-14 General Services rates to maintain the Brix/Mercer Complex and Jail Infirmary.
- Account 7416, Transportation Travel-County Garage represents an 18% (\$56,528) increase over current year based on rates forecasted for FY 2013-14. Estimated additional miles 166,000.
- Account 7400, Special Departmental Expense represents a 13% (\$76,414) decrease from current year due to decreased funding in the Housing Opportunity for People with AIDS (HOPWA) program.
- Account 7430, Utilities represents a 15% (\$75,189) increase over current year based on rates provided by General Services and actual usage forecasted for FY 2013-14.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$65,755,547 a 1% (\$937,428) increase over the FY 2012-13 Adopted Budget primarily due to new revenues received for Community Transformation Grant and an increase in funding to Maternal, Child, and Adolescent Health Grant.
  - Licenses, Permits and Franchises (\$106,751) - Reflects no change from current year. These revenues are derived from animal and business license fees paid to Environmental Health, and burial and disinterment fees.
  - Fines, Forfeitures, and Penalties (\$10,000) - Reflects no change from the current year. These revenues are derived from fines and penalties resulting from non-compliance with Environmental Health regulations.
  - Intergovernment Revenues-State (\$7,573,074) - Represents a 6% (\$467,294) decrease from the current year due primarily to a shift of California Children's Services and First Five revenues to different accounts in this budget.
  - Intergovernment Revenues-Federal (\$13,372,316) - Represents a 10% (\$1,207,900) increase over current year primarily due to new revenues awarded to Fresno in the Community Transformation Grant and increased Maternal, Child, and Adolescent Health revenues.
  - Charges for Services (\$14,915,504) – Estimated at a 1% (\$191,983) decrease from current year due to decreased revenues in the Public Health Laboratory environmental testing.
  - Miscellaneous Revenues (\$1,398,059) - Represents an 11% (\$135,118) increase over current year based on actual trust fund revenues used to finance services and track specific funding sources. These include Vital Statistics Trust Funds utilized to offset the cost of clerical support, Child Restraint Trust Funds utilized for the purchase of infant and toddler car seats, EMS Trust Funds utilized for Emergency Medical Services administration costs, and other miscellaneous trust funds that will be utilized to offset the costs of this budget.
  - Other Financing Sources-Realignment (\$25,824,646), estimated at a 1% (\$280,594) increase over FY 2012-13 Adopted Budget as follows:
    - State/Local Program Health Realignment (\$20,510,151) - Represents a decrease of \$169,894 from current year due to available Realignment funding for Public Health after funding increased costs for OMB A-87 charges as calculated by the Auditor-Controller/Treasurer-Tax Collector as well as a forecasted increase in the cost of the Master Agreement for Indigent and Inmate Medical Care.
    - State/Local Program Social Services Realignment (\$1,380,370) – Represents an increase of

Public Health -- 5620

\$15,488 over current year based on reimbursement to medical providers in the California Children's Services program.

- State/Local Mental Health Realignment (\$1,856,537) budgeted at the same level as FY 2012-13 Adopted Budget for Jail Psychiatric Services.
- AB109 Realignment (\$2,077,588) for health care provided to AB109 inmates housed at the Jail.
- Intrafund Revenues (\$2,555,197) - Estimated at a 1% (\$26,907) decrease from FY 2012-13 Adopted Budget due primarily to a decrease in environmental and clinical lab testing for Correctional, Community, and Environmental Health Programs.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Licenses, Permits, & Franchises			
3155 – Animal Licenses	50,000	35,187	50,000
3192 – Burial Permits	16,751	17,265	16,751
3195 – License and Permit Fees	40,000	13,318	40,000
<b>Total</b>	<b>\$ 106,751</b>	<b>\$ 65,770</b>	<b>\$ 106,751</b>
Acct # - Fines, Forfeitures, & Penalties			
3303 – Civil Fines	10,000	1,332	10,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 1,332</b>	<b>\$ 10,000</b>
Acct # - Intergovernment Revenues – State			
3503 – State EMS	394,115	394,115	394,115
3504 – State Tobacco	167,073	167,073	150,000
3505 – State CCS	2,648,240	2,200,000	2,080,576
3506 – State AIDS	377,420	377,420	401,150
3525 – State TB	294,912	275,000	323,254
3529 – State Immunization	392,719	392,719	472,333
3530 – State Other Health	3,234,491	3,000,000	3,190,659
3541 – State CHDP Administration	410,242	410,242	408,604
3543 – State CHDP Screening	63,341	55,000	49,568
3575 – State Other	57,815	57,815	102,815
<b>Total</b>	<b>\$ 8,040,368</b>	<b>\$ 7,329,384</b>	<b>\$ 7,573,074</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal Other	8,527,469	8,000,000	9,582,973
4382 – MCH Federal	3,336,947	3,495,572	3,639,343
4383 – MAA Medi-Cal Administrative Activities	300,000	300,000	150,000
<b>Total</b>	<b>\$ 12,164,416</b>	<b>\$ 11,795,572</b>	<b>\$ 13,372,316</b>
Acct # - Charges for Services			
4895 – Personnel Services	1,191,465	1,191,465	1,231,526
4981 – Recording Fees	285,000	285,000	285,000
5007 – Lab Water Testing	580,000	63,979	90,569
5010 – Environmental Health Fees	4,852,005	4,103,796	4,852,005
5011 – Milk Inspection Fees	233,290	145,737	233,290
5012 – Soft Serve Ice Cream	22,500	5,409	40,500
5013 – Recreational Health	462,850	477,723	462,850
5014 – Water Well Permits	365,560	277,238	365,560
5015 – Organized Camps	16,883	16,402	16,883
5027 – Managed Care Medi-Cal	197,070	103,466	142,070
5033 – Patient Fees Private Pay	168,982	96,631	106,982
5034 – Patient Fees Insurance	20,000	4,692	7,000
5036 – Patient Fees Medi-Cal	5,972,163	5,801,230	6,327,541
5037 – Health Lab Tests	85,000	9,002	20,000
5038 – Patient Fees Medicare	25,000	9,771	21,000
5039 – Other Agencies	629,719	359,358	712,728
<b>Total</b>	<b>\$ 15,107,487</b>	<b>\$ 12,950,899</b>	<b>\$ 14,915,504</b>

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Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	1,262,941	1,117,866	1,398,059
<b>Total</b>	<b>\$ 1,262,941</b>	<b>\$ 1,117,866</b>	<b>\$ 1,398,059</b>
Acct # - Other Financing Sources			
5951 - Realignment	25,544,052	25,544,052	25,824,646
<b>Total</b>	<b>\$ 25,544,052</b>	<b>\$ 25,544,052</b>	<b>\$ 25,824,646</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	2,582,104	2,278,787	2,555,197
<b>Total</b>	<b>\$ 2,582,104</b>	<b>\$ 2,278,787</b>	<b>\$ 2,555,197</b>
<b>Total Revenues</b>	<b>\$ 64,818,119</b>	<b>\$ 61,083,662</b>	<b>\$ 65,755,547</b>

**PENDING FACTORS**

Implementation of the Affordable Care Act (ACA) will commence in January 2014. The Governor proposes to expand Medi-Cal in 2014 to meet the terms and conditions of the ACA. Mandatory Medi-Cal expansion will enhance Medi-Cal services to patients currently eligible for the program and expand coverage to a significant population currently not eligible. In January 2013, Governor Brown released his FY 2013-14 budget. The Governor anticipates new State costs associated with this mandatory expansion. Optional Medi-Cal expansion will move certain indigent adults from county indigent care programs to Medi-Cal. The Governor anticipates that counties will realize 1991 Health Realignment savings when indigent adults are moved to Medi-Cal. The Governor has indicated he intends to transfer those local health realignment savings to the State to cover the new costs of mandatory Medi-Cal expansion. It is unknown how much Health Realignment would be at risk.

In FY 2012-13, Fresno County set up a temporary (12 month) animal shelter at the old morgue facility located on Nielsen Ave, an undertaking that required significant site and facility improvements. In October 2012, the County's animal control contractor, Liberty Animal Control Services, occupied the site and began providing animal control services on behalf of the County. On February 5, 2013 (BAI Item #6), staff presented to the Board alternative site locations and Board direction was to continue operations from the existing facility and return with recommendations for needed improvements to properly house animals at the Nielsen facility on an interim basis (5 – 10 years) while other broader animal shelter issues are pursued. Although the facility has served well as a temporary site, there are necessary improvements required in order for the property to adequately serve as the permanent shelter, specifically permanent building for housing animals, permanent offices space, animal intake area, and clinic area. In FY 2013-14, an RFQ (Request for Quotations) will be issued for these improvements. No County funds have been allocated for this purpose. The department will return to your Board with a cost estimate and a request for Board direction on how to proceed.

**DEPARTMENT OF PUBLIC HEALTH - 5620****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<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	\$ 108,915
1304	Public Health Program Manager	E	1	1	73,002
1310	Division Manager - Public Health	E	3	3	304,824
1313	Division Manager - Environmental Health	E	1	1	96,694
1319	Health Education Assistant	1211	6	6	233,373
1320	Health Educator	1733	6	6	344,622
1321	Epidemiologist	2118	3	3	191,499
1323	Mental Health Nurse II	2454	1	1	40,963
1324	Health Education Specialist	1490	15	15	671,008
1327	Nutrition Education Coordinator	1733	1	1	45,327
1330	Senior Emergency Medical Services Specialist	2016	6	6	374,561
1331	Public Health Chemist I	1511	1	1	39,437
1332	Public Health Chemist II	1699	1	1	53,900
1335	Public Health Microbiologist I	1511	2	2	80,930
1340	Public Health Laboratory Assistant I	804	2	2	45,528
1341	Public Health Laboratory Assistant II	950	1	1	31,645
1345	Public Health Nurse I	2147	20	20	1,178,466
1346	Public Health Nurse II	2454	38	38	3,023,971
1355	Senior Public Health Microbiologist	1980	1	1	59,824
1356	Senior Public Health Chemist	1919	1	1	60,880
1360	Supervising Public Health Nurse	3147	8	8	769,756
1363	Clinical Supervisor	2458	1	1	77,979
1365	Public Health Physician	B	10	10	1,325,855
1367	Psychiatrist	A	2	2	203,242
1370	Division Manager - Emergency Medical Services	E	1	1	97,223
1380	Emergency Medical Services Specialist	1869	7	7	407,086
1401	Communicable Disease Specialist I	1384	2	2	83,989
1402	Communicable Disease Specialist II	1479	10	10	492,669
1403	Supervising Communicable Disease Specialist	1611	2	2	102,217
1427	Dental Assistant II	889	1	1	32,745
1428	Medical Assistant I	856	2	2	44,778
1429	Medical Assistant II	942	8	8	246,759
1450	Licensed Vocational Nurse III	1421	18	19	894,900
1451	Head Nurse	3147	3	4	373,968
1454	Nursing Services Manager	E	1	1	106,737
1455	Health Aide II	866	2	2	56,188
1463	Psychiatric Technician II	1298	1	1	43,238
1465	Licensed Vocational Nurse I (Step 3)	1168	12	8	247,576
1467	Psychiatric Technician I	1168	7	7	224,214
1468	Psychiatric Technician III	1421	2	2	94,670
1494	Licensed Vocational Nurse II	1298	3	6	226,656
1495	Staff Nurse I	2049	5	5	268,995
1496	Staff Nurse II	2119	5	4	221,224
1497	Staff Nurse III	2454	23	23	1,884,321
1501	Admitting Interviewer I	947	4	4	107,440
1510	Clinical Laboratory Technologist I	1643	1	1	45,295
1557	Occupational Therapist III	2696	3	3	250,127
1564	Nurse Practitioner	3106	0	1	77,995
1580	Physical Therapist I	2174	1	1	56,862
1583	Physical Therapist III	2696	8	8	706,220
1593	Senior Admitting Interviewer	1282	2	2	83,415
1610	Rehabilitative Therapy Manager	E	1	1	95,213
1635	Therapy Aide	857	3	3	80,580

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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>	
1670	Admitting Interviewer II	1114	11	11	380,612
1785	Environmental Health Specialist I	1609	4	4	\$ 196,287
1787	Environmental Health Specialist II	1805	29	29	1,598,658
1789	Environmental Health Specialist III	1990	17	17	1,070,625
1791	Supervising Environmental Health Specialist	2382	9	9	695,676
1919	Licensed Mental Health Clinician	2085	1	2	109,068
1920	Senior Licensed Mental Health Clinician	2240	1	1	74,617
1921	Medical Social Worker I	1612	1	1	53,697
1922	Medical Social Worker II	1904	1	1	63,424
1928	Community Mental Health Specialist II	1385	1	1	46,136
2212	Systems and Procedures Analyst III	2164	4	4	274,608
2213	Systems and Procedures Analyst I	1513	1	1	39,490
2240	Senior Systems and Procedures Analyst	2423	1	1	76,869
2291	Staff Analyst I	1597	2	2	93,548
2292	Staff Analyst II	1774	2	2	103,755
2293	Staff Analyst III	2048	9	9	584,748
2294	Senior Staff Analyst	F	2	2	136,738
2297	Principal Staff Analyst	E	2	2	150,675
3070	Supervising Office Assistant II	1399	6	6	279,612
3080	Office Assistant III	1049	59	58	2,018,625
3081	Office Assistant III - Conf.	1067	1	1	35,543
3110	Office Assistant II	940	8	11	319,399
3125	Office Assistant I	837	13	11	254,223
3160	Secretary IV	1291	6	6	258,026
3166	Administrative Secretary - Conf.	1438	1	1	39,408
3203	Account Clerk I	889	3	3	73,008
3205	Account Clerk II	986	1	1	27,400
3215	Accountant II	1743	2	2	110,753
3240	Supervising Account Clerk II	1466	2	2	97,668
3260	Account Clerk III	1106	8	8	294,736
3620	Program Technician I	1246	1	1	35,534
3621	Program Technician II	1393	1	1	46,402
8227	Director of Public Health	B	1	1	178,686
Subtotal			<b>481</b>	<b>483</b>	<b>\$ 26,907,755</b>
Auto Allowance					6,180
Shift Differential					268,806
Bilingual Skill Pay					56,550
Less Salary Savings (2.54%)					<u>(691,735)</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 26,547,556</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1919	Licensed Mental Health Clinician	2085	1	\$ 57,734
1564	Nurse Practitioner	3106	1	81,195
Cost of Positions Recommended to Add			2	\$ 138,929





# Emergency Medical Services -- 5244

## Emergency Medical Services BUDGET 5244 Emergency Medical Services

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 631,481	\$ 1,440,968	\$ 1,361,195	\$ (79,773)	-6%
Total Appropriations	\$ 631,481	\$ 1,440,968	\$ 1,361,195	\$ (79,773)	-6%
<u>Revenues</u>					
Fines, Forfeitures & Penalties	\$ 1,218,459	\$ 1,375,171	\$ 1,302,070	\$ (73,101)	-5%
Rev From Use of Money & Prop	47,124	65,797	59,125	(6,672)	-10%
Total Revenues	\$ 1,265,583	\$ 1,440,968	\$ 1,361,195	\$ (79,773)	-6%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (634,102)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
(Decrease-Use of) Available Fund Balance	-	-	-	-	0%
Increase/(Decrease-i.e. Use of) Designa- tion for: Capital Projects	-	-	-	-	0%
<b><u>Budgetary Balance</u></b>	<b>\$ (634,102)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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. This budget formerly distributed funds from the California Healthcare for Indigents Program (CHIP). However, on September 17, 2009, the California Department of Public Health issued a letter to CHIP health services programs that the State does not anticipate any future funding of CHIP/EMSA for this program.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$1,361,195 represents a 6% (\$79,773) decrease in projected appropriations and revenues from the FY 2012-13 Adopted Budget. There is no net County cost or staffing included in this budget.

#### **Services and Supplies**

- Recommended funding includes:
  - Recommended appropriations of \$1,361,195 will be available to pay physician and hospital claims for emergency care performed in a general acute care hospital for persons who cannot afford to pay, and for whom payment will not be made through any private coverage or by any program funded in whole or in part by the Federal Government.
  - Distributions of EMS, Proposition 99 funds to providers are calculated after allowing for administrative costs.
  - Seventeen percent of the designated penalty assessment revenues must be expended for EMS purposes approved by your Board.
  - The EMS fund statutes specify the percentage allocations of funds for EMS at 58% for physicians, 25% for hospitals, and 17% for discretionary use.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$1,361,195, which represents a 6% (\$79,773) decrease from the FY 2012-13 Adopted Budget. This projection is based on a comparison of previous fiscal year actuals and current activity of fines collected. Specific changes by revenue accounts are noted below.
  - Fines, Forfeitures, and Penalties (\$1,302,070) – Represents a 5% (\$73,101) decrease due to declining projected EMS designated penalty assessments which, by law, are divided into the following subaccounts: Physicians, Hospitals, Discretionary, and Administration.
  - Use of Money and Property (\$59,125) – Represents a 10% (\$6,672) reduction and includes estimated interest earnings on balances in each of the following subaccounts: Senate Bill 612 Physicians, Hospitals, Discretionary, and Administration. Estimates are based on average receipts for the past three fiscal years.

Emergency Medical Services -- 5244

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3313 – SB612 Penalty Assessments	1,375,171	1,375,171	1,302,070
<b>Total</b>	<b>\$ 1,375,171</b>	<b>\$ 1,375,171</b>	<b>\$ 1,302,070</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	65,797	65,797	59,125
<b>Total</b>	<b>\$ 65,797</b>	<b>\$ 65,797</b>	<b>\$ 59,125</b>
<b>Total Revenues</b>	<b>\$ 1,440,968</b>	<b>\$ 1,440,968</b>	<b>\$ 1,361,195</b>



# County Medical Services -- 5240

## County Medical Services BUDGET 5240 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 20,768,032	\$ 20,844,528	\$ 21,450,189	\$ 605,661	3%
Other Financing Uses	44,823,429	36,731,335	45,624,754	8,893,419	24%
Total Appropriations	\$ 65,591,461	\$ 57,575,863	\$ 67,074,943	\$ 9,499,080	16%
<u>Revenues</u>					
Other Financing Sources	\$ 20,768,032	\$ 20,844,528	\$ 21,450,189	\$ 605,661	3%
Total Revenues	\$ 20,768,032	\$ 20,844,528	\$ 21,450,189	\$ 605,661	3%
<b><u>Net County Cost</u></b>	<b>\$ 44,823,429</b>	<b>\$ 36,731,335</b>	<b>\$ 45,624,754</b>	<b>\$ 8,893,419</b>	<b>24%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **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. 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. Assembly Bill 118 (2011 Realignment) requires that VLF revenues that would have previously gone to the Mental Health Account, prior to the implementation of 2011 Realignment, were redirected to fund the CalWORKs Assistance MOE Account and no longer flow through the County General Fund. 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 includes funding for the County's payment to Community Medical Centers for indigent healthcare and specialty medical care for in-custody patients.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$67,074,943 represents a 16% (\$9,499,080) increase in appropriations based on AB 118 legislation and projected VLF revenue. Budgeted revenues of \$21,450,189 reflect a 3% (\$605,661) increase over FY 2012-13 Adopted Budget due to an estimated increase in VLF revenues. A 24% (\$8,893,419) increase in net County cost from the FY 2012-13 Adopted Budget is due to the shift of \$8,230,245 in VLF revenues for the CalWORKs MOE to Org 5240 and a projected increase in VLF of 4%. By statute, VLF portion of 1991 Realignment flows through the County General Fund and is reflected as Countywide revenues. Due to AB 118, VLF that used to be deposited for Mental Health is now comingled with sales tax funds as a form of the CalWORKs MOE payment and will not flow through the County General Fund but will be deposited directly in the H&WTF. As CalWORKs MOE is part of 2011 Realignment, and the State labels the entire CalWORKs MOE as sales tax without splitting the deposits between sales tax and VLF, the funds will be deposited directly to the H&WTF Budget (Org 5243) as State revenue.

#### **Services and Supplies**

- Recommended funding of \$21,450,189 represents the FY 2013-14 budget for indigent health and in-custody patient care and represents a 3% (\$605,661) increase over the FY 2012-13 Adopted Budget.

#### **Other Financing Uses**

- Operating Transfers Out reflects the mandated County local match to qualify Fresno County for Local Health and Welfare Realignment sales tax revenue. The local match of \$45,624,754 consists of \$10,404,113 for the Health Account; \$955,639 for the Mental Health Account; \$23,766,629 in Public Health matching funds equivalent to the FY 2012-13 estimated Realignment VLF revenues; \$727,543 in estimated VLF Collection Account revenues; \$1,540,585 in estimated Social Services VLF funds; and \$8,230,245 in CalWORKs MOE. Matching funds reflect a 24% increase (\$8,893,419) in estimated VLF Realignment revenues. These funds are appropriated in this budget and transferred to the H&WTF Budget (Org 5243).

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$21,450,189, a 3% increase over the FY 2012-13 Adopted Budget for State/Local program Realignment revenues needed to offset the contract with Community Medical Centers for indigent and inmate health care.

County Medical Services -- 5240

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Other Financing Sources			
5951 - Realignment	20,844,528	21,016,772	21,450,189
<b>Total</b>	<b>\$ 20,844,528</b>	<b>\$ 21,016,772</b>	<b>\$ 21,450,189</b>
<b>Total Revenues</b>	<b>\$ 20,844,528</b>	<b>\$ 21,016,772</b>	<b>\$ 21,450,189</b>





# Behavioral Health – Public Guardian -- 5630

## Behavioral Health BUDGET 5630 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 41,752,364	\$ 48,415,490	\$ 48,061,865	\$ (353,625)	-1%
Services and Supplies	71,536,595	95,465,105	110,103,962	14,638,857	15%
Residual Equity Transfers(Out)	-	165,000	-	(165,000)	-100%
Total Appropriations	\$ 113,288,959	\$ 144,045,595	\$ 158,165,827	\$ 14,120,232	10%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 10,901	\$ 6,400	\$ 7,500	\$ 1,100	17%
Intergovernment Revenues - St	40,055,771	52,038,235	58,774,312	6,736,077	13%
Intergovernment Rev-Federal	21,674,412	31,759,626	38,409,811	6,650,185	21%
Charges For Services	3,139,964	660,971	598,862	(62,109)	-9%
Miscellaneous Revenues	1,618,450	3,130,070	3,510,066	379,996	12%
Other Financing Sources	38,056,475	47,023,312	47,906,428	883,116	2%
Intrafund Revenue	8,249,202	8,906,862	8,464,735	(442,127)	-5%
Total Revenues	\$ 112,805,176	\$ 143,525,476	\$ 157,671,714	\$ 14,146,238	10%
<b><u>Net County Cost</u></b>	<b>\$ 483,783</b>	<b>\$ 520,119</b>	<b>\$ 494,113</b>	<b>\$ (26,006)</b>	<b>-5%</b>
	Budgeted 2011-12	Current 2012-13	Requested 2013-14	Increase/ (Decrease)	
Position Summary	514	514	515	1	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **BEHAVIORAL HEALTH – 5630**

### **FUNCTION**

The Department of Behavioral Health is responsible for providing mental health treatment, substance abuse treatment and prevention, early intervention, and other supportive services to clients throughout Fresno County. The department is divided into three operational units: Substance Abuse Services, Mental Health Services, and the Public Guardian Office.

The Substance Abuse Services (SAS) unit is responsible for planning, developing, and administering a countywide substance abuse prevention and treatment service delivery system. SAS offers a range of primary and secondary prevention and treatment services which include residential non-medical detoxification, short and long-term residential and outpatient programs, and ancillary services including sober living centers. Beginning with FY 2011-12, SAS assumed responsibility for the oversight of the Mental Health and Substance Use Disorder treatment contract for the new AB 109 population. The unit also functions as the point of contact for Fresno County with the State Department of Health Care Services for all alcohol and drug services and activities.

The Mental Health Services unit includes County and contracted providers serving all ages. The unit provides or arranges to provide a wide array of services including prevention and early intervention, outpatient specialty mental health services, medication support, acute psychiatric inpatient hospitalization, placement, supported education and employment, and independent living skills at programs to meet the individual needs of mental health clients at over 28 sites, including schools and other community-based locations. Services are provided in the metropolitan and rural areas of the County. This unit also provides housing opportunities for mentally ill clients through its partnership with the local housing authority, administrative functions of the department, and coordination of the Compliance Program. The Federal Medicaid regulations mandate a Compliance Plan, Compliance Officer, and Compliance Committee in order to prevent, detect, and report fraud. The Compliance Program performs and/or monitors compliance audits and reviews; develops, and/or coordinates compliance risk assessments; and provides or coordinates trainings and education; as well as investigates or reports issues of possible non-compliance.

The Public Guardian unit, through Probate Code 2920a, Welfare and Institutions Code Section 5351, is mandated to manage the personal and estate affairs of those determined incompetent by the Superior Court in order to protect those individuals from fraud or undue influence and their estates from loss, waste, or misappropriation. A probate conservatorship is usually the last resort when no other resources are available. The Public Guardian investigates the need for conservatorship and petitions the Court for appointment, if necessary. Once Court appointed, the Public Guardian is responsible for all case management aspects of the conservatee's life including their finances, estate, residence, medical needs, and personal needs. The Public Guardian currently handles 471 clients including cases of clients under conservatorship and 29 cases being investigated. The Public Guardian is reimbursed from the conservatee's estate, if there are available resources, approximately 20 to 24 months after Court appointment.

### **OVERVIEW**

The department's FY 2013-14 Recommended Budget of \$158,165,827 reflects a 10% (\$14,120,232) increase over the FY 2012-13 Adopted Budget, which is due to an increase in Drug Medi-Cal services costs, an increase in the AB 109 Substance Abuse, expansion of Mental Health Service agreement, increase in Managed Care inpatient hospitalization costs, implementation of MHSA Innovations Programs, and estimated renovation costs for the tentative UMC building/campus. There is no net County cost associated with the Substance Abuse and Mental Health divisions of the department. Net County cost of \$494,113, which reflects a decrease of 5% (\$26,006) from FY 2012-13 Adopted Budget is

#### Behavioral Health – Public Guardian -- 5630

recommended to support the services of the Public Guardian Office. Salaries and Benefits reflects a salary savings of 2.7% resulting in a savings of \$714,663 in Regular Salaries and \$444,235 in Retirement, OASDI, and Health Insurance benefit costs. Staffing is recommended at the current level of 515 positions, an increase of 1 over the FY 2012-13 Adopted Budget.

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** Increase Mental Health Medi-Cal revenue.
- **Outcome(s)/Result(s):** In a comparison of revenues from July 1, 2012 to December 31, 2012, Medical Federal reimbursement in the department has increased 7.12% (\$624,690) over the prior year July 1, 2011 to December 31, 2011.

##### **FY 2013-14**

- **Goal:** Increase Mental Health Medi-Cal revenue.
- **Performance Metric:** Compare revenue collections for July 1, 2012 through December 31, 2012 to July 1, 2013 through December 31, 2013.

#### **Operational Goal**

##### **FY 2012-13**

- **Goal:** Increase capacity through expanded access to the system.
- **Outcome(s)/Result(s):** In comparison of clients served from July 1, 2012 to December 31, 2012, capacity within the system has increased 7.32% (1,004) more clients served than July 1, 2011 to December 31, 2011 time period.

##### **FY 2013-14**

- **Goal:** Increase capacity through expanded access to the system.
- **Performance Metric:** Comparison of clients served for similar periods year-over-year

#### **Departmental Goal**

##### **FY 2012-13**

- **Goal:** Reduce repeat admissions to inpatient psychiatric hospitals.
- **Outcome(s)/Result(s):** In comparison of admissions from July 1, 2012 to December 31, 2012, inpatient hospital repeat admissions decreased 8.62% (37) from prior year July 1, 2011 to December 31, 2011.

##### **FY 2013-14**

- **Goal:** Reduce repeat admissions to inpatient psychiatric hospitals.
- **Performance Metric:** Comparison of similar period repeat admissions year-over-year

## **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

The Significant Program Changes for the Department of Behavioral Health are highlighted below.

The department contracted with Exodus Recovery, Inc. and opened the Exodus Crisis Stabilization Center in FY 2012-13 for the operation of a crisis stabilization center to provide services to clients who are 18 years or older, who are exhibiting acute psychiatric symptoms that have been placed on a 5150 designation or on a voluntary basis.

## Behavioral Health – Public Guardian -- 5630

As of July 1, 2013, the department will contract Adult and Children's Rural Services. This includes the Kerman Clinic, the Selma Regional Center Clinic, and the Coalinga Regional Center Clinic. This is projected to reduce stress on the department's limited resources, increase mental health outpatient treatment services by increasing system capacity with provider, and allow future capacity to serve effectively the expected increase in the number of Severely Emotionally Disturbed (SED) referrals for mental health assessment and treatment under Affordable Care Act and Healthy Families.

The "Katie A." class action lawsuit against the State of California was settled on December 1, 2011, and will require counties to expand the array and intensity of mental health services to children who are in foster care or at imminent risk of foster care placement by summer of 2012. The department has included MHSA funding allocated for the Team Decision Making program and 2011 Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Realignment funding required complying with the Core Practice Model that includes the provision of Intensive Care Coordination and Intensive Home-Based Mental Health Services.

On May 14, 2013, the Board approved the transfer of the Compliance Program and all related staff and expenses to Org 5630 – Behavioral Health, effective June 24, 2013. Org 5635 will be dissolved and no appropriations or revenues have been budgeted for FY 2013-14 within Org 5635.

On March 23, 2010, the President signed into law the Patient Protection and Affordable Care Act (ACA). The Affordable Care Act includes mental health and substance abuse disorders as one of the ten included categories. The ACA includes provisions to expand Medi-Cal coverage to adults solely based on an income under 138% of the Federal Poverty Level and to enhance coverage for currently eligible individuals. As a result, many indigent adults currently receiving care in the department of Behavioral Health will become eligible for Medi-Cal as of January 2014, shifting the cost of services from Mental Health Realignment to Federal reimbursement. In 2020, Federal Financial Participation will be reduced to 90%. This cost sharing arrangement has the potential to free up Mental Health Realignment funds.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$48,061,865, represent a 1% (\$353,625) decrease from the FY 2012-13 Adopted Budget and include full-year funding for 515 positions, an increase of 1 over the FY 2012-13 Adopted Budget. The recommended budget includes a 2.7% salary savings.

Recommended funding includes:

- Account 6100, Regular Salaries recommended at \$26,221,886 reflect a 2% (\$607,431) decrease from current year primarily due to conversion of positions to improve ability to provide services and filling vacant positions at the lowest step.
- Account 6200, Extra-Help recommended at \$613,000 reflects a 21% (\$104,706) increase over current year based on the projected need for part-time psychiatrists for both children and adult mental health operations, as well as LVNs and Mental Health Clinicians.
- Account 6270, Standby Pay recommended at \$55,417 reflects significant (\$55,137) increase over current year to ensure staff is available on nights, weekends, and holidays to assist in the placement of conservatees and improve placement in the appropriate level of care.
- Account 6300, Overtime recommended at \$319,645 reflects a 40% (\$90,565) increase over current year based on projected need for adult crisis services operations.
- Account 6350, Unemployment Insurance recommended at \$91,117 reflects a 56% (\$113,984) decrease from current year based on rates provided by Risk Management.

### **Services and Supplies**

- Services and Supplies, recommended at \$110,103,962, reflect a 15% (\$14,638,857) increase over the FY 2012-13 Adopted Budget due to increased indigent inpatient hospital utilization, Institutions for Mental Disease (IMD), increased utilization of Drug Medi-Cal services, treatment services for the County's AB 109 population, MHSA expanded program costs and increase OMB A-87 countywide

cost allocation, as calculated by Auditor-Controller/Treasurer-Tax Collector (AC/TTC).

Recommended funding includes:

- Account 7223, Managed Care Providers-Mental Health reflects a 61% (\$1,190,935) increase over current year due to increase in cost for individual and group providers.
- Account 7294, Professional and Specialized Contracts reflect a 14% (\$8,509,033) increase over current year, which is due to increased Drug Medi-Cal treatment services, an increase in contracted services for the AB 109 population, increase in IMD costs and State hospital beds, and increased MHSA program costs.
- Account 7295, Professional and Specialized Services reflect a 15% (\$3,450,913) increase over current year primarily due to increased MHSA program and Managed Care indigent inpatient hospital costs.
- Account 7309, Computer Software reflects a 182% (\$767,107) increase over current year due to a projected increase in costs associated with the department's information system, scanners, electronic health medical records and Avatar practice case management (Avatar PM) software enhancements.
- Account 7415, Trans, Travel & Education reflects a 156% (\$81,952) increase over current year to allow for travel and training costs associated with the new Affordable Care Act, County Alcohol and Drug Program (CADPACC), inmate eligibility, California Mental Health Directors Association and training for new MHSA programs. MHSA related trainings are covered by MSHA revenues.
- Account 7565, Countywide Cost Allocation reflects a 98.6% increase (\$313,034) based on OMB A-87 rates as calculated by AC/TTC.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$157,671,714 a 10% (\$14,146,238) increase over the Adopted FY 2012-13 Adopted Budget. Significant changes by specific revenue source are noted below.
  - Intergovernmental Revenues–State, recommended at \$58,774,312, reflect a 13% (\$6,736,077) increase over the FY 2012-13 Adopted Budget. This is primarily due to increased MHSA funds to support expanded programs approved by the State and Board. MHSA related programs match forecasted revenues with expenditures.
  - Intergovernmental Revenues–Federal, recommended at \$38,409,811, reflect a 21% (\$6,650,185) increase over the FY 2012-13 Adopted Budget. This is primarily due to an increase in estimated Medi-Cal revenue for Mental Health and Substance Abuse treatment to Healthy Families transition to Medi-Cal and increase in reimbursements based on costs
  - Other Financing Sources–Realignment, recommended at \$47,906,428, reflect a 2% (\$883,116) increase over the FY 2012-13 Adopted Budget. This is primarily due to the increase in realignment of the State reimbursement portion of Drug Medi-Cal Services and EPSDT related services rendered.
  - Intrafund Revenues, recommended at \$8,464,735, reflect a 5% (\$442,127) decrease from the FY 2012-13 Adopted Budget. This is primarily due to a decrease in charges to other departments related to Mental Health and Substance Abuse treatment such as outsourcing Youthlink to provider.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 – Interest Earned	6,400	6,413	7,500
<b>Total</b>	<b>\$ 6,400</b>	<b>\$ 6,413</b>	<b>\$ 7,500</b>
Acct # - Intergovernment Revenues – State			
3519 – Drug Abuse - State	445,817	445,817	445,817
3520 – Rehabilitation - State	579,899	0	0
3523 – Managed Care - State	7,990,541	7,990,541	8,878,549
3530 – Other Health - State	257,930	257,930	198,518
3535 – State MHSA	42,764,048	32,094,224	49,251,428
<b>Total</b>	<b>\$ 52,038,235</b>	<b>\$ 40,788,512</b>	<b>\$ 58,774,312</b>
Acct # - Intergovernment Revenues – Federal			
4375 – Federal Grants	0	603,074	506,203
4380 – Federal Other	5,625,232	4,178,397	5,731,015
4383 – MediCal Administrative Activities	608,647	0	559,055
4404 – Cur Yr MH QA - SDMC	537,659	537,659	584,488
4408 – SDMC Patient - CY	18,270,414	23,085,371	23,532,558
4428 – Drug MediCal Federal - CY	5,498,426	5,722,122	6,287,823
4402 – MediCal Admin - Federal	1,160,782	1,160,782	1,147,603
4410 – Medicare - Federal	58,466	81,846	58,466
4403 – Pr Yr MH QA - SDMC	0	179,673	2,600
4426 – Drug MediCal Federal - PY	0	647,377	0
<b>Total</b>	<b>\$ 31,759,626</b>	<b>\$ 36,196,301</b>	<b>\$ 38,409,811</b>
Acct # - Charges for Services			
4965 – Estate Fees	322,897	380,493	340,000
5033 – Private Pay - Patient	253,225	253,225	199,517
5034 – Insurance Fees - Patient	84,849	84,849	59,345
4895 – Personnel	0	47,517	0
<b>Total</b>	<b>\$ 660,971</b>	<b>\$ 766,084</b>	<b>\$ 598,862</b>
Acct # - Miscellaneous Revenues			
5800 – Misc Other	3,130,070	3,130,070	3,510,066
5831 – Refunds & Abatements	0	686	0
<b>Total</b>	<b>\$ 3,130,070</b>	<b>\$ 3,130,756</b>	<b>\$ 3,510,066</b>
Acct # - Other Financing Sources			
5951 – Realignment (MH/SA/AB109/Probation)	47,023,312	47,023,312	47,906,428
<b>Total</b>	<b>\$ 47,023,312</b>	<b>\$ 47,023,312</b>	<b>\$ 47,906,428</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	8,906,862	10,867,038	8,464,735
<b>Total</b>	<b>\$ 8,906,862</b>	<b>\$ 10,867,038</b>	<b>\$ 8,464,735</b>
<b>Total Revenues</b>	<b>\$ 143,525,476</b>	<b>\$ 138,778,416</b>	<b>\$ 157,671,714</b>

### **PENDING FACTORS**

A portion of the State Department of Alcohol and Drug Programs was consolidated into the Department of Health Care Services effective July 1, 2012. Talks are on-going concerning the budget consolidation. There is possible impact on the expansion of covered services to consumers.

There is a possible annual increase or decrease to MHSA funds available. The current pending adjustment amount for FY 2011-12 to be transferred in FY 2013-14 has not been determined yet. Under Revenue and Taxation Code, the Department of Finance in consultation with Franchise Tax Board is to determine the annual adjustment amount for the MHSA funds for the following year. This allows the Governor's proposed budget to divert MHSA funds to pay counties for any outstanding mandated SB 90

#### Behavioral Health – Public Guardian -- 5630

claims. It is unclear if funds will be diverted to pay all or selected outstanding SB90 claims from FY 2008-09 through FY 2010-11. The Governor's FY 2013-14 proposed budget also diverts MHSA to fund EPSDT, mental health managed care psychiatric inpatient hospital services, outpatient treatment services through county mental health plans and special education students through AB 3632. The Statewide MHSA allocation has not been determined yet.

The implementation impacts of the Affordable Care Act (ACA) in January 2014 will depend on the State's approach to implementation and use of funding sources. The Governor's FY 2013-14 proposed budget stated that the administration is considering implementing either a County or State-administered Medi-Cal option. The details of these alternatives have not yet been finalized. The current State-administered expansion proposal does not include a shift of mental health realignment or a reduction in County's capacity to provide mental health services to undocumented indigent adults; however, if reductions were made to Mental Health Realignment or other funding sources, the department would return to the Board to reduce revenue and associated costs. Should a County-administered option be implemented, the department may need to increase staffing to meet the mandated service level, increase space for outpatient facility locations to provide services to this additional population, and increase our Federal revenue estimates. The department will work closely with the County Administrative Office, and will present the Board with necessary adjustments in staffing and revenue.

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

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2316	Deputy Director	D	2	2	\$ 186,004
1309	Division Manager - Mental Health	E	5	5	426,426
1322	Mental Health Nurse I	2147	1	1	55,822
1323	Mental Health Nurse II	2454	1	1	81,432
1347	Utilization Review Specialist	2344	8	8	549,208
1363	Clinical Supervisor	2458	20	20	1,511,248
1366	Chief Child Psychiatrist	A	1	1	206,525
1367	Psychiatrist	A	11	11	1,416,858
1368	Child Psychiatrist	A	2	2	380,016
1368	Child Psychiatrist (PT)	A	1	1	86,502
1445	Deputy Alcohol and Drug Program Administrator	E	1	1	84,474
1447	Quality Improvement Coordinator	2458	1	1	77,688
1450	Licensed Vocational Nurse III	1421	9	9	424,242
1465	Licensed Vocational Nurse I	1168	6	6	194,417
1468	Psychiatric Technician III	1421	2	2	94,276
1494	Licensed Vocational Nurse II	1298	2	2	82,711
1501	Admitting Interviewer I	947	9	9	251,303
1550	Medical Records Coordinator	1980	1	1	62,582
1560	Provider Relations Specialist	1200	5	5	172,354
1564	Nurse Practitioner	2982	3	3	283,388
1593	Senior Admitting Interviewer	1282	1	1	42,536
1670	Admitting Interviewer II	1114	7	7	257,206
1772	Deputy Public Administrator/Guardian I	1457	3	3	154,596
1773	Deputy Public Administrator/Guardian II	1608	4	4	234,416
1910	Senior Licensed Psychologist	2491	1	1	66,821
1910	Senior Licensed Psychologist (1/2 time)	2491	1	1	41,327
1911	Licensed Psychologist	2349	1	1	61,074
1917	Unlicensed Mental Health Clinician	1733	53	53	2,730,833
1919	Licensed Mental Health Clinician	2085	38	38	2,338,366
1920	Senior Licensed Mental Health Clinician	2240	40	40	2,932,500
1927	Community Mental Health Specialist I	1255	22	22	810,370
1928	Community Mental Health Specialist II	1385	52	52	2,361,718
1951	Substance Abuse Specialist I	1268	4	4	138,464
1952	Substance Abuse Specialist II	1399	5	5	193,480
1953	Senior Substance Abuse Specialist	1611	7	7	350,736
1960	Mental Health Worker II	929	4	4	121,358
1963	Mental Health Worker I	766	0	0	0
1965	Parent Partner I	751	1	1	19,526
1967	Peer Support Specialist I	739	12	12	258,194
1968	Peer Support Specialist II	895	6	6	155,402
2212	Systems & Procedures Analyst III	2164	4	4	273,520
2240	Senior Systems & Procedures Analyst	2423	1	1	76,570
2259	Public Guardian Division Manager	F	1	1	57,382
2291	Staff Analyst I	1597	3	3	134,374
2292	Staff Analyst II	1774	6	6	300,061
2293	Staff Analyst III	2048	6	6	388,440
2294	Senior Staff Analyst	F	8	8	548,964
2297	Principal Staff Analyst	E	2	2	155,870
2321	Compliance Officer	E	1	1	77,177
2335	Mental Health Services Act Education & Training Coordinator	2286	1	1	72,228
2336	Behavioral Health Business Manager	E	1	1	75,010
2337	Diversity Services Coordinator	2286	1	1	65,520
2338	Mental Health Services Act Financial Analyst	F	1	1	69,506
3035	Eligibility Worker III	1343	2	2	89,180



# Behavioral Health – Public Guardian -- 5630

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
3037	Driver	898	5	5	\$ 133,250
3070	Supervising Office Assistant II	1399	5	5	232,050
3080	Office Assistant III	1049	52	52	1,787,401
3081	Office Assistant III Confidential	1067	1	1	27,742
3110	Office Assistant II	940	4	4	107,703
3125	Office Assistant I	837	9	9	219,551
3140	Secretary III	1169	1	1	40,704
3160	Secretary IV	1291	8	8	344,353
3166	Administrative Secretary - Confidential	1438	1	1	47,710
3203	Account Clerk I	889	4	4	99,855
3205	Account Clerk II	986	5	5	156,543
3210	Accountant I	1507	1	1	39,182
3215	Accountant II	1743	2	2	111,936
3240	Supervising Account Clerk II	1466	2	2	88,660
3255	Senior Accountant	2036	2	2	128,700
3260	Account Clerk III	1106	6	6	220,116
3262	Supervising Accountant	2220	2	2	133,822
3405	Estate Property Assistant	1100	1	1	34,788
3620	Program Technician I	1246	2	2	84,739
3621	Program Technician II	1393	8	8	372,337
3622	Program Technician I - Confidential	1266	2	2	86,077
8073	Director of Behavioral Health	B	1	1	120,796
Subtotal			515	515	\$ 26,898,216
Auto Allowance					6,180
Bilingual Skills Pay					32,153
Less Salary Savings (2.7%)					(714,663)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 26,221,886</b>



# Social Services -- 5610

## Department of Social Services BUDGET 5610 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 166,324,221	\$ 165,847,936	\$ 175,339,896	\$ 9,491,960	6%
Services and Supplies	51,893,409	54,495,154	61,842,654	7,347,500	13%
Other Charges	29,646,350	30,541,321	39,720,347	9,179,026	30%
Residual Equity Transfers(Out)	505,322	-	561,220	561,220	100%
General Fixed Assets	89,955	-	95,814	95,814	100%
Total Appropriations	\$ 248,459,257	\$ 250,884,411	\$ 277,559,931	\$ 26,675,520	11%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 73,432,779	\$ 62,527,351	\$ 73,554,391	\$ 11,027,040	18%
Intergovernment Rev-Federal	137,679,615	147,487,921	158,846,727	11,358,806	8%
Charges For Services	1,950,263	2,524,225	-	(2,524,225)	-100%
Miscellaneous Revenues	2,443,632	1,170,843	791,324	(379,519)	-32%
Other Financing Sources	29,610,700	31,128,572	34,892,690	3,764,118	12%
Intrafund Revenue	5,421,225	5,290,847	9,199,033	3,908,186	74%
Total Revenues	\$ 250,538,214	\$ 250,129,759	\$ 277,284,165	\$ 27,154,406	11%
<b><u>Net County Cost</u></b>	<b>\$ (2,078,957)</b>	<b>\$ 754,652</b>	<b>\$ 275,766</b>	<b>\$ (478,886)</b>	<b>-63%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	2,182	2,320	2,320	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DEPARTMENT OF SOCIAL SERVICES – 5610**

### **FUNCTION**

The Fresno County Department of Social Services (DSS) provides a variety of services that protect the children and adults in our community from abuse and neglect and provides a safety net through a range of public assistance and employment services programs. The Department of Social Services is responsible for the administration of child welfare services, adult services, and public assistance programs.

Child welfare services are aligned with mandated child welfare core services components consisting of Emergency Response, Family Maintenance, Family Reunification, and Permanency Planning. Permanency and successful outcomes are incorporated under the Independent Living Program (ILP) and Adoptions Program. Adult services includes the Adult Protective Services (APS) and In-Home Supportive Services (IHSS) Programs. Public assistance programs administered by the department include CalWORKs, Employment Services, CalFresh (formerly Food Stamps), Foster Care and Adoptions Assistance, General Relief, Medi-Cal, Refugee Cash Assistance, and the Adolescent Family Life Program (AFLP). These programs focus on providing temporary and supportive services to individuals and families in need, while assisting them to achieve their goal of self-sufficiency.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$277,559,931 reflects an 11% (\$26,675,520) increase in appropriations over the FY 2012-13 Adopted Budget primarily due to the full-year cost of 138 positions that were added in the current year, increase in employer contribution rates for retirement, increase in direct client services due to State program changes, and the projected cost of children's mental health services for CalWORKs clients as provided by Department of Behavioral Health and managed care providers. The FY 2013-14 Recommended Budget reflects \$277,284,165 in revenues, an increase of 11% (\$27,154,406) over the FY 2012-13 Adopted Budget.

The total County share obligation for all programs prior to 2011 Realignment is (\$15,135,376), which includes the Maintenance-of-Effort (MOE) and required match for Social Services Programs, which is reduced by the department's contribution to general Countywide overhead through cost allocation A-87 process managed by Auditor Controller/Treasurer-Tax Collector (\$1,140,707). The balance is funded with 1991 Social Services Realignment (\$13,718,903) and net County cost (\$275,766). The County share-of-cost for programs realigned under 2011 realignment is (\$21,173,787) and is 100% offset with 2011 Realignment funds.

Staffing is recommended at the current year level of 2,320 positions. A 7.5% (\$7,730,610) salary savings has been used in calculating Regular Salaries (Account 6100) in the recommended budget. An additional \$4,748,501 benefit cost savings was also calculated for salary savings impact to the Retirement, OASDI, and Health Insurance accounts.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** The FY 2012-13 Fiscal Goal was to increase the number of relative placements by 5% through implementation of the California Partners for Permanency (CAPP) Federal grant and ongoing improvement in services provided to families, including implementation of a Kinship Resource and Support Center for foster children placed in out of home care. The Kinship Center provides a full array of supportive services to meet the needs of relative care providers with the

## Social Services -- 5610

goal of increased permanency for youth through stable relative placements. In order to achieve this goal, relative placements must account for at least 40% of total placements.

- **Outcome(s)/Result(s):** As of January 2013, relative placements account for 40% of all placements made by the department. To date meeting the 5% relative placement goal has resulted in a cost decrease of approximately \$269,808 and a County share-of-cost decrease of \$113,319.

### FY 2013-14

- **Goal:** The Department is recommending to maintain this fiscal goal and to increase the number of relative placements by targeting an additional 5% increase in relative placements. The department continues its work through implementation of the California Partners for Permanency (CAPP) Federal grant and ongoing improvement in services provided to families, including implementation of a Kinship Resource and Support Center for foster children placed in out of home care. The continued work under these projects should assist in meeting the new 5% goal and should result in an estimated total cost decrease of \$462,528 and a County share-of-cost decrease of \$194,262.
- **Performance Metric:** Monthly tracking is already in place to track foster care placements by placement type to track the relative placements in relation to all placement types.

### Operational Goal

#### FY 2012-13

- **Goal:** The two operational goals for FY 2012-13 were to reduce the volume of walk-in clients in the IHSS Program by 10% and reduce the number of clients unduly discontinued from receiving benefits in the CalWORKs and CalFresh Program by 10%.
- **Outcome(s)/Result(s):** As of January 31, 2013, the IHSS Program has reduced its volume of walk-in clients by 13%, which is higher than the current year target. In the CalWORKs and CalFresh Programs, the percentage reduction in unduly discontinued cases achieved through January 2013 is 9%. The department is continuing its efforts to achieve the target 10% reduction by June 30, 2013.

#### FY 2013-14

- **Goal:** The department is recommending continuing the goal of reducing unduly discontinued cases in the budget year. We are also recommending adding the Medi-Cal program to the existing CalWORKs and CalFresh measurement. Additionally, due to the implementation of the DSS Service Center Project, the department would like to add an additional goal of ensuring lobby wait times will decrease to 30 minutes or less for 95% of the population. The department plans to achieve this additional goal through different strategies, one of which is to increase the number of online applications through the Benefits CalWIN (California Work Opportunity and Responsibility to Kids Information Network) application for the CalFresh and Medi-Cal Programs. An increase in online applications will result in a corresponding decrease in walk-in applications thereby easing lobby traffic. The IHSS Program goal of reducing walk-in clients by 10% has been met and processes are set in place to maintain at current level, therefore this goal is not recommended to be continued.
- **Performance Metric:** In FY 2013-14, the goal will be to reduce unduly discontinued cases in Medi-Cal, CalWORKs and CalFresh by an additional 10%. The decrease in lobby wait times will be measured through the use of Kiosk check in system to evaluate that 95% of walk-ins are waiting 30 minutes or less.

### Departmental Goal

#### FY 2012-13

## Social Services -- 5610

- **Goal:** The Core Mission Goal for FY 2012-13 was to increase the number of CalWORKs recipients entering into subsidized and unsubsidized employment from the current monthly average of 4% to 5% of Welfare-to-Work (WTW) enrollees. Increasing this percentage will lead to increased self-sufficiency and transitioning off of aid due to employment.
- **Outcome(s)/Result(s):** As of January 31, 2013, the average percentage of WTW enrollees that attained unsubsidized employment was 4.5% (365 enrollees). The department is continuing its efforts to achieve the 5% (405 enrollees) target by the end of the current fiscal year.

### FY 2013-14

- **Goal:** The department is recommending continuing this goal in FY 2013-14 with the target to surpass the 5% goal that was set for the current year. The implementation of the Assembly Bill (AB) 98 Subsidized Employment Program and increased efforts in working with employers and other partners in the community are some of the major strategies in place to attain this goal.
- **Performance Metric:** Assuming enrollee averages remain the same, in order to surpass the 5% goal, monthly enrollees attaining unsubsidized employment would need to be above 405 on a monthly basis.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

As part of the FY 2012-13 State Budget, the legislature passed Assembly Bill (AB) 1494, which provided for the transition of Healthy Families Program enrollees to the Medi-Cal Program effective January 1, 2013. Healthy Families is the current, State-administered program that provides low-cost insurance for children, teens, and pregnant mothers. The transition to the County-administered Medi-Cal Program will shift 20,457 Healthy Families cases to the County, or a 25% caseload increase, and increase the number of new applications for assistance received per month by 440 (12% increase). The 45 positions added in the current year and implementation of the DSS Service Center allowed the department to absorb and handle the increased workload due to the Healthy Families transition. The total cost of the added positions is 100% funded through the Medi-Cal Administrative Allocation.

The department implemented the DSS Service Center (Service Center) for the CalFresh and Medi-Cal Programs in the current year. The Service Center is a significant change in business processes and is a Client Needs Based/Task Management business model with a “no wrong door” policy, where clients can access services through multiple channels including Service Center locations, through web-based applications (Benefits CalWIN) and through the Department’s Call Center. Under the new model, the department transitioned from “one worker/one case” case management to task-based management, where intake and ongoing case maintenance eligibility functions are converted into tasks and equitably distributed among workers. The Service Center is focused on improving customer service, leveraging new or improved technology, increasing quality assurance, and improving business efficiencies to assist the department in addressing future change.

The scheduled implementation of the Affordable Care Act (ACA) in October 2013 will make changes and significantly increase the workload in the Medi-Cal Program. According to State estimates, the department will receive an estimated 45,011 applications for expanded Medi-Cal and 16,875 applications for Covered California health insurance subsidies and products in 2014, which represents a 94% increase in intake applications per worker. Ongoing Medi-Cal cases are expected to increase by 39,733 cases, or a 261% increase in ongoing caseloads to a total of 141,411 ongoing cases. The 93 positions added in the current year to address this workload reflects significant efficiency assumptions based on estimated caseloads, technology, and policy assumptions. The department will continue to evaluate staffing needs as pending factors are assessed and may return to your Board with additional staffing recommendations during the budget year. Cost of positions will be fully offset with State and Federal revenues from the Medi-Cal and CalWIN Allocations.

**Salaries and Benefits**

- Salaries and Benefits, recommended at \$175,339,896 represent a 6% (\$9,491,960) increase over the current year adopted budget primarily due to the full-year funding for 138 positions that were added midyear for Healthy Families transition and preparation for implementation of ACA in October 2013, Retirement Contribution rate increases, and anticipated cost of promotions. Staffing is recommended at 2,320 positions, which reflects the current year staffing level.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 4% (\$4,121,451) increase over the current year primarily due to anticipated cost of the full-year cost of 138 positions that were added in the current year.
- Account 6200, Extra-Help represents a 40% (\$246,239) decrease from the current year based on projected program need.
- Account 6300, Overtime represents a 151% (\$1,778,388) increase over the current year due to overtime cost associated with continued implementation of the DSS Service Center. The increase in overtime costs will be 100% funded by State and Federal revenues from the Cal-Fresh and Medi-Cal allocation.
- Account 6350, Unemployment Insurance represents a 60% (\$267,505) decrease from the current year based on actual department claim calculations provided by Risk Management.
- Account 6400, Retirement represents a 6% (\$2,835,563) increase over the current year based on updated Retirement Contribution rates and full-year retirement benefit costs for 138 positions that were added in the current year.
- Account 6500, OASDI, Account 6550, Workers' Compensation, Account 6600, Health Insurance, and Account 6650, Life and Disability Insurance, represent a combined 6% (\$1,378,784) increase over the current year adopted budget based on updated rates provided by Risk Management and Personnel and current OASDI percent calculations.
- Salary savings recommended at 7.5% (\$7,730,610) accounts for normal recruitment timeframes, unpaid leave of absences, and savings associated with employee turnover.

**Services and Supplies**

- Services and Supplies, recommended at \$61,842,654, represent a 13% (\$7,347,500) increase over the current year adopted budget primarily due to increased cost of direct client services due to reengagement of CalWORKs clients, increased CalWIN System costs due to programming associated with implementation of the Affordable Care Act (ACA), and increased Internal Service Fund (ISF) charges.

Recommended funding includes:

- Account 7101, Liability Risk represents a 25% (\$122,562) decrease from the current year adopted budget based on rates provided by Risk Management.
- Account 7221, Building Maintenance-GSA represents a 100% (\$1,024,270) decrease from the current year adopted budget due to the shift of costs previously charged to this account to Account 7345.
- Account 7268, Postage represents a 9% (\$168,902) increase, and Account 7269, Printing represents a 49% (\$289,591) increase over the current year adopted budget based on actual caseload growth and notification requirements to applicants/recipients of public assistance, and increase in postage rate.
- Account 7294, Professional and Specialized Services-Contracts represents a 46% (\$3,479,703) increase over the current year adopted budget primarily due to costs associated with the Hewlett

## Social Services -- 5610

Packard Maintenance contract renewal to address CalWIN Information Network (CalWIN) system improvement costs associated with program changes and implementation of the Affordable Care Act (ACA). Increased cost is covered through the CalWIN allocation.

- Account 7295, Professional and Specialized Services represents a 6% (\$883,628) increase over the current year adopted budget based on projected increases in contracted and interdepartmental charges in the budget year.
- Account 7296, Data Processing Services represents a 19% (\$1,275,444) increase over the current year adopted budget based on estimated connectivity, application labor, and PC rental costs for the budget year and full-year connectivity costs for the 138 positions added in the current year.
- Account 7340, Rents & Leases-Bldgs. Represents a 7% (\$383,544) increase over current year adopted budget to account for negotiated rent increases and to fund client lobby improvements to DSS Service Center locations.
- Account 7345, Facility Services-Rent represents an 82% (\$1,595,431) increase due to the shift of costs previously charged to Account 7221 to this account.
- Account 7416, Transportation Travel-Co. Garage represents a 14% (\$114,676) increase based on rates provided by ISD.
- Account 7611, Security Services represents a 21% (\$322,697) increase over the current year adopted budget based on projected need and rates provided by the ISD, Security Services.

### **Other Charges**

- Other Charges, recommended at \$39,720,347, represent a 30% (\$9,179,026) increase over the current year adopted budget.

Recommended funding includes:

- An increase of (\$1,546,730) due to inclusion of the In-Home Supportive Services (IHSS) Maintenance-of-Effort (MOE) cost for IHSS Administration.
- An increased cost of (\$2,084,822) for Human Trafficking and Domestic Violence Assistance Services, which is 100% offset with SB 1569 funds, and costs associated with the reengagement of CalWORKs recipients previously exempt from employment related activities through temporary work exemptions.
- A 32% (\$352,463) increase in Substance Abuse related services, 100% offset with CalWORKs Substance Abuse and Mental Health allocation.
- Increase of (\$4,622,180) for consolidating children's mental health services under a proposed agreement. Currently services are provided by the Department of Behavioral Health (DBH) and various managed care providers.
- Increase of 16% (\$1,092,603) for child care subsidies for CalWORKs clients reengaging in employment related activities beginning January 1, 2013 after the sunset of temporary work exemptions.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$277,284,165, an 11% (\$27,154,406) increase over the FY 2012-13 Adopted Budget based on actual current year State and Federal program allocations.
- Intergovernment Revenues-State recommended at \$73,554,391, reflects an 18% (\$11,027,040) increase over the current year adopted budget based on the actual current year CalWIN, Medi-Cal, CalFresh, and CalWORKs allocations.



Social Services -- 5610

- Intergovernment Revenues-Federal, recommended at \$158,846,727, reflects an 8% (\$11,358,806) increase over the current year adopted budget based on the Federal revenue drawdown of the current year Medi-Cal, CalFresh, and CalWORKs Allocations, Child Welfare Services Title IV-E revenue, and a change in the revenue account used for Medi-Cal Federal Financial Participation (FFP) revenues for the Wraparound Program. FFP revenues for the Wraparound Program were previously budgeted under the Charges for Services object level.
- Charges for Services, recommended at \$0, reflect a 100% (\$2,524,225) decrease due to a change in the account used for budgeting FFP revenues for the SB 163 Foster Care Wraparound Program, which are now budgeted under Intergovernment Revenues-Federal object level.
- Miscellaneous Revenues, recommended at \$791,324, reflect a 32% (\$379,519) decrease from the current year adopted budget based on reduced availability of third party funds from child welfare grants (i.e. First 5, California Endowment and Stuart Family to Family).
- Social Services Realignment Revenues, recommended at \$34,892,690, reflect a 12% (\$3,764,118) increase over the current year adopted budget due to an increase in 2011 Realignment revenues.
- Intrafund Revenues, recommended at \$9,199,033, reflect a 74% (\$3,908,186) increase based on mental health funding from the DBH to partially cover the cost of the proposed children's mental health contract.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Intergovernment Revenues – State			
3480 – State-Welfare-Administration	61,190,729	63,122,744	72,246,746
3526 – MCAH-State Mat Child Health	66,205	0	0
3539 – EPSDT Aid-State	1,139,973	1,717,013	1,184,722
3575 – State-Other	130,444	122,923	122,923
<b>Total</b>	<b>\$ 62,527,351</b>	<b>\$ 64,962,679</b>	<b>\$ 73,554,391</b>
Acct # - Intergovernment Revenues – Federal			
4361 – Federal-Welfare-Administration	146,874,204	145,122,063	154,817,331
4380 – Federal-Other	15,328	199,457	0
4382 – MCAH-Federal Mat Child Health	598,389	579,866	579,866
4408 – SDMC Patient Current Yr	0	2,182,754	3,449,530
<b>Total</b>	<b>\$ 147,487,921</b>	<b>\$ 146,084,140</b>	<b>\$ 158,846,727</b>
Acct # - Charges for Services			
5036 – MediCal Fees-Patient	2,524,225	0	0
<b>Total</b>	<b>\$ 2,524,225</b>	<b>\$ 0</b>	<b>\$ 0</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	1,170,843	1,327,711	791,324
<b>Total</b>	<b>\$ 1,170,843</b>	<b>\$ 1,327,711</b>	<b>\$ 791,324</b>
Acct # - Other Financing Sources			
5951 – Op Trans In From Special Rev Fund	31,128,572	31,128,572	34,892,690
<b>Total</b>	<b>\$ 31,128,572</b>	<b>\$ 31,128,572</b>	<b>\$ 34,892,690</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	5,290,847	3,619,375	9,199,032
<b>Total</b>	<b>\$ 5,290,847</b>	<b>\$ 3,619,375</b>	<b>\$ 9,199,033</b>
<b>Total Revenues</b>	<b>\$ 250,129,759</b>	<b>\$ 247,174,926</b>	<b>\$ 277,284,165</b>

### **PENDING FACTORS**

The implementation of the Affordable Care Act (ACA) in October 2013 will reflect a significant change and increase in caseloads for the Medi-Cal Program. In the current year, 93 positions were added as part of the first phase of addressing this workload. The number of positions added was based on assuming significant efficiencies that will be achieved from State and Federal automation and policy changes related to ACA. However, these program changes and automation projects have not been fully implemented by the State. The department is monitoring these changes and will be continuously evaluating workload and staffing needs as these policies are finalized. The department may need to return to your Board in the budget year with additional funding recommendations to address ACA implementation.

Social Services -- 5610

**DEPARTMENT OF SOCIAL SERVICES - 5610**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

JCN	TITLE	BAND/ RANGE/	POSITIONS		RECOMMENDED SALARIES
			CURRENT	RECOMMENDED	
1904	Job Specialist II	1,478	33	33	\$ 1,705,003
1905	Job Specialist I	1,343	13	13	533,446
1907	Job Specialist III	1,626	131	131	7,097,336
1924	Social Services Program Manager	E	24	24	1,778,869
1930	Social Work Supervisor	2,135	53	53	3,640,166
1931	Social Work Practitioner	1,831	111	111	6,265,916
1935	Social Worker III	1,678	169	169	9,410,247
1940	Social Worker II	1,492	57	57	2,917,951
1945	Social Worker I	1,355	58	58	2,418,243
1951	Substance Abuse Specialist I	1,268	1	1	38,217
1952	Substance Abuse Specialist II	1,268	2	2	93,177
2200	Deputy Director	D	5	5	435,244
2211	Systems & Procedures Analyst II	1,867	1	1	56,080
2212	Systems & Procedures Analyst III	2,164	11	11	751,818
2213	Systems & Procedures Analyst I	1,513	1	1	41,464
2225	Systems & Procedures Manager	E	1	1	89,784
2240	Senior Systems & Procedure Analyst	2,423	2	2	153,729
2291	Staff Analyst I	1,597	2	2	87,532
2292	Staff Analyst II	1,774	7	7	382,893
2293	Staff Analyst III	2,048	10	10	649,878
2294	Senior Staff Analyst	F	4	4	276,530
2297	Principal Staff Analyst	E	4	4	310,942
2332	Social Services Finance Division Chief	E	1	1	75,299
2341	Financial Analyst I	1,597	3	3	138,540
2342	Financial Analyst II	1,774	1	1	59,268
2343	Financial Analyst III	2,048	2	2	129,978
2361	Social Services Finance Manager	F	3	3	202,197
3010	Chief Office Assistant	1,537	1	1	48,781
3031	Social Services Program Supervisor	1,874	116	116	7,023,322
3033	Eligibility Worker I	1,049	228	228	7,235,144
3034	Eligibility Worker II	1,155	150	150	5,609,591
3035	Eligibility Worker III	1,343	449	449	19,850,617
3036	Social Services Appeals Specialist	1,552	14	14	716,954
3037	Driver	898	6	6	168,966
3070	Supervising Office Assistant II	1,399	39	39	1,739,478
3080	Office Assistant III	1,049	279	279	9,645,476
3081	Office Assistant III-Conf.	1,067	3	3	106,645
3110	Office Assistant II	940	71	71	2,140,769
3125	Office Assistant I	837	95	95	2,362,197
3140	Secretary III	1,169	3	3	117,874
3142	Secretary II	1,049	7	7	250,040
3143	Secretary II-C	1,067	1	1	37,566
3144	Secretary I	940	3	3	83,849
3160	Secretary IV	1,291	18	18	770,647
3161	Secretary IV-Conf.	1,313	1	1	43,744
3166	Administrative Secretary - Conf.	1,438	1	1	47,904
3203	Account Clerk I	889	8	8	197,279
3205	Account Clerk II	986	3	3	98,825
3210	Accountant I	1,507	2	2	92,302
3215	Accountant II	1,743	3	3	153,224
3240	Supervising Account Clerk II	1,466	5	5	237,509
3255	Senior Accountant	2,036	2	2	126,122
3260	Account Clerk III	1,106	37	37	1,360,906
3620	Program Technician I	1,246	6	6	233,988
3621	Program Technician II	1,393	17	17	787,107
3623	Program Technician II -Conf.	1,416	6	6	278,595
3624	Supervising Program Technician - Conf.	1,564	1	1	49,616
3625	Supervising Program Technician	1,564	1	1	49,616
3704	Information Technology Analyst I	1,489	2	2	81,612
3706	Information Technology Analyst III	1,932	2	2	135,401
3707	Information Technology Analyst IV	2,302	3	3	219,083
3708	Senior Information Technology Analyst	2,622	2	2	166,408
5091	Social Worker Aide I	784	8	8	202,666
5093	Social Worker Aide II	956	16	16	506,525
8072	Director	B	1	1	125,489
Subtotal			2,320	2,320	\$ 102,841,584
Auto Allowance					6,180
Lead Worker Pay					68,672
Bilingual Skill Pay					354,807
Shift Differential					7,115
Child Welfare Differential					233,086
Less Salary Savings (7.5%)					(7,730,610)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 95,780,834</b>



# DSS – Aid to Adoptions -- 6415

## Aid to Adoptions BUDGET 6415 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$ 23,786,411	\$ 26,972,286	\$ 28,485,950	\$ 1,513,664	6%
Total Appropriations	\$ 23,786,411	\$ 26,972,286	\$ 28,485,950	\$ 1,513,664	6%
<b><u>Revenues</u></b>					
Intergovernment Rev-Federal	\$ 10,516,305	\$ 11,852,471	\$ 12,626,326	\$ 773,855	7%
Miscellaneous Revenues	15,208	21,194	32,948	11,754	55%
Other Financing Sources	9,567,657	11,861,262	12,963,824	1,102,562	9%
Total Revenues	\$ 20,099,170	\$ 23,734,927	\$ 25,623,098	\$ 1,888,171	8%
<b><u>Net County Cost</u></b>	<b>\$ 3,687,241</b>	<b>\$ 3,237,359</b>	<b>\$ 2,862,852</b>	<b>\$ (374,507)</b>	<b>-12%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DSS - AID TO ADOPTIONS – 6415**

### **FUNCTION**

The Aid to Adoptions Program eligibility and payment system is administered by the Department of Social Services (DSS) and provides assistance payments to qualified parents who need financial assistance in order to adopt a child. Assistance payments aid families who adopt 'hard-to-place' children with the cost of food, housing, other basic needs, and some special needs (i.e. ongoing counseling, health needs, etc.). Families are eligible until the child reaches the age of 18. Due to the implementation of Assembly Bill 12, families are also eligible for extended payment benefits up to age 19, provided the child was at least age 16 at time of adoption. Youth with a mental or physical disability are eligible for extended benefits up to the age of 21 regardless of the age of the child at time of adoption. Staff support for eligibility and payment processing services, as well as positions that support case management and placement activities, are included in the DSS budget (Org 5610).

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$28,485,950 represents a 6% (\$1,513,664) increase over the FY 2012-13 Adopted Budget based on current Aid to Adoptions caseload trends. The estimated offsetting revenue (\$25,623,098) reflects an 8% (\$1,888,171) increase over the current year adopted budget and net County cost (\$2,862,852) reflects a 12% (\$374,507) decrease from the current year adopted budget. The County's share-of-cost (\$15,826,676) for this program is funded with 1991 Realignment revenues (\$1,093,817), 2011 Realignment revenues (\$11,870,007) and net County cost of \$2,862,852.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Other Charges**

- Recommended funding of \$28,485,950 represents a 6% (\$1,513,664) increase over the current year adopted budget based on current year caseloads and average grant projections. The average caseload includes 21 cases currently participating in the SB 163 Wraparound program in lieu of group home placement
- The Aid to Adoptions recommended budget compared to FY 2012-13 Adopted Budget caseload reflects 3% (81) caseload growth over the current year's projected cases of 2,558 per month to 2,639 cases per month in FY 2013-14 based on current caseload trends. The recommended budget also includes the estimated impact of the 2.56% California Necessities Index (CNI) increase to the average grant, which accounts for \$746,692 in increased cost for FY 2013-14.

Recommended funding includes:

- Federal Aid to Adoptions cases, budgeted at \$25,252,651, reflect an increase of \$1,521,878 over the current year to finance a monthly average of 2,331 cases at a rounded average grant of \$903.
- Non-Federal Aid to Adoptions cases, budgeted at \$3,200,351, reflect a decrease of \$33,814 from the current year to finance a monthly average of 308 cases at a rounded average grant of \$866.
- Estimated welfare repayments in the amount of \$32,948. These costs are incurred by the department and therefore funds are budgeted in the recommended funding, but are reduced from the total cost claimed under Federal and Non-Fed Aid to Adoptions cases.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$25,623,098, an 8% (\$1,888,171) increase over the current year adopted budget based on projected caseload and average grant amounts for FY 2013-14 and available Realignment revenues allocated to this program. Significant changes by specific revenue source are noted below.
  - Intergovernment Revenues-Federal recommended at \$12,626,326, reflects a 7% (\$773,855) increase over the current year adopted budget based on the statutory ratios for federal cases.
  - Miscellaneous Revenues-Welfare Repayments recommended at \$32,948, reflects a 55% (\$11,754) increase over the current year adopted budget based on welfare repayment collection trends.
  - Other Financing Sources recommended at \$12,963,824, reflect a 9% (\$1,102,562) increase over the current year adopted budget and consists of \$1,093,817 in 1991 Realignment and \$11,870,007 in 2011 Realignment.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal Other	11,852,471	11,745,487	12,626,326
<b>Total</b>	<b>\$ 11,852,471</b>	<b>\$ 11,745,487</b>	<b>\$ 12,626,326</b>
Acct # - Miscellaneous Revenues			
5777 – Welfare Repayments	21,194	32,984	32,948
<b>Total</b>	<b>\$ 21,194</b>	<b>\$ 32,984</b>	<b>\$ 32,948</b>
Acct # - Other Financing Sources			
5951 – Op Trans In From Special Rev F (Realignment)	11,861,262	11,492,452	12,963,824
<b>Total</b>	<b>\$ 11,861,262</b>	<b>\$ 11,492,452</b>	<b>\$ 12,963,824</b>
<b>Total Revenues</b>	<b>\$ 23,734,927</b>	<b>\$ 23,270,923</b>	<b>\$ 25,623,098</b>

## **PENDING FACTORS**

The Governor's January Budget included a State calculated California Necessities Index (CNI) increase of 2.56% for all Group Home and Foster Home rates for FY 2012-13. As the Aid to Adoptions assistance payments are based on foster home rates, the projected CNI increase was accounted for in the recommended budget. If the actual CNI increase for FY 2013-14 is different, the department may need to return to your Board with recommended actions to make the applicable budget adjustments.





**CalWORKS  
BUDGET 6310  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$ 157,332,259	\$ 158,104,759	\$ 157,006,577	\$ (1,098,182)	-1%
Total Appropriations	\$ 157,332,259	\$ 158,104,759	\$ 157,006,577	\$ (1,098,182)	-1%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 45,610,003	\$ 58,809,491	\$ 58,781,551	\$ (27,940)	0%
Intergovernment Rev-Federal	78,756,762	65,927,104	64,584,185	(1,342,919)	-2%
Miscellaneous Revenues	658,189	538,219	1,053,256	515,037	96%
Other Financing Sources	30,030,008	30,273,081	30,625,173	352,092	1%
Total Revenues	\$ 155,054,963	\$ 155,547,895	\$ 155,044,165	\$ (503,730)	0%
<b><u>Net County Cost</u></b>	<b>\$ 2,277,296</b>	<b>\$ 2,556,864</b>	<b>\$ 1,962,412</b>	<b>\$ (594,452)</b>	<b>-23%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DSS - CALWORKS – 6310**

### **FUNCTION**

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

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$157,006,577 represents a 1% (\$1,098,182) decrease from the FY 2012-13 Adopted Budget based on current year CalWORKs caseload trends. The estimated offsetting revenues (\$155,044,165) reflect a decrease of less than 1% (\$503,730) and net County cost (\$1,962,412) reflects a 23% (\$594,452) decrease from the current year. The County's share-of-cost (\$32,587,585) for this program is funded with \$29,239,544 in 2011 Realignment, \$1,385,629 in 1991 Realignment, and net County cost of \$1,962,412. Staffing for eligibility and payment processing services is provided under the Department of Social Services budget (Org 5610).

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Senate Bill (SB) 1041 repealed the prior Budget Act of 2011 action and restored the Earned Income Disregard (EID) for CalWORKs recipients. Currently, the EID used in the grant calculation for CalWORKs recipients is up to the first \$112 of earned income per month. Effective October 1, 2013, the first \$225 per month of initial earned income and 50% of any remaining earned income will be disregarded from the grant calculation. On average, an estimated 220 cases in FY 2013-14 will remain eligible each month instead of being discontinued as a result of earnings over the eligibility limit. This equates to a \$56 increase in grants, which is approximately \$147,840 annually.

Additionally, SB 1041 created new time limitations on the Employment Services Welfare to Work (WTW) 24-month time clock and alignment of CalWORKs hourly work requirements to federal participation requirements with changes to certain WTW exemptions. These changes were effective January 1, 2013; however, it is anticipated that the WTW 24-month clock limitation will not have an impact until January 1, 2015.

#### **Other Charges**

- Recommended appropriations of \$157,006,577 represent a 1% (\$1,098,182) decrease from the FY 2012-13 Adopted Budget based on caseload and average grant projections.

Recommended funding includes:

- The FY 2013-14 Recommended Budget CalWORKs caseload reflects a 2% (441 cases) decrease from a monthly average of 29,213 cases in FY 2012-13 to a monthly average of 28,772 cases in FY 2013-14 based on current caseload trends. An average grant of \$453 is projected for the budget year.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$155,044,165, which represent less than a 1% (\$503,730) decrease from the FY 2012-13 Adopted Budget, based on current year caseload projections. Significant changes in revenue sources are listed below:
  - Intergovernment Revenues (State), recommended at \$58,781,551, reflects less than a 1% (\$27,940) decrease from the current year based on caseload projections and associated statutory funding ratios for CalWORKs cases.
  - Intergovernment Revenues (Federal), recommended at \$64,584,185, reflects a 2% (\$1,342,919) decrease based on caseload projections and associated statutory funding ratios for CalWORKs cases.
  - Miscellaneous Revenues, recommended at \$1,053,256, reflects a 96% (\$515,037) increase based on two items:
    - \$53,219 decrease in welfare overpayment collections based on current collection trends;
    - \$568,256 increase in child support collections due to the end of the child support revenue suspension for FY 2013-14. The suspension began FY 2011-12 and legislation extended the suspension through FY 2012-13.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3491 – Intergovernment Revenues - State	58,809,491	57,480,117	58,781,551
<b>Total</b>	<b>\$ 58,809,491</b>	<b>\$ 57,480,117</b>	<b>\$ 58,781,551</b>
Acct # - Intergovernment Revenues – Federal			
4362 – Intergovernment Revenues - Federal	65,927,104	63,981,070	64,584,185
<b>Total</b>	<b>\$ 65,927,104</b>	<b>\$ 63,981,070</b>	<b>\$ 64,584,185</b>
Acct # - Miscellaneous Revenues			
5777 – Welfare & Child Support Repayments	538,219	500,000	1,053,256
<b>Total</b>	<b>\$ 538,219</b>	<b>\$ 500,000</b>	<b>\$ 1,053,256</b>
Acct # - Other Financing Sources			
5951 - Realignment	30,273,081	30,625,173	30,625,173
<b>Total</b>	<b>\$ 30,273,081</b>	<b>\$ 30,625,173</b>	<b>\$ 30,625,173</b>
<b>Total Revenues</b>	<b>\$ 155,547,895</b>	<b>\$ 152,586,360</b>	<b>\$ 155,044,165</b>

## **PENDING FACTORS**

The full impact of the Earned Income Disregard (EID) changes will not be known until after implementation in October 2013. The estimated impact of the changes was based on the best available information in the current year. The full impact of the implementation of the 24-month State participation time clock limit is not anticipated to affect CalWORKs cost until January 2015. If actual impacts are significantly different, the department may need to return to your Board midyear with the appropriate recommended actions.

Assembly Bill (AB) 6, Chapter 501, Statutes of 2011, requires that the State transition recipients from reporting their family unit status using quarterly reports to semiannual reports for CalWORKs and CalFresh recipients beginning in April 2013, with full implementation no later than October 1, 2013. Due to unforeseen challenges obtaining a Federal waiver, it is anticipated that California will implement this change October 1, 2013, and not earlier. The implementation of a semiannual reporting process could potentially impact the CalWORKs program as the required reporting frequency of income and living situation changes that potentially impact eligibility and the level of

DSS – CalWORKs -- 6310

benefits is decreased. However, this impact cannot be projected until the process is implemented and actual caseloads are reported and observed. If this process results in an increase or decrease in CalWORKs program costs, the department will return to your Board midyear with the appropriate recommended actions.

The Governor's January budget does not extend the suspension of County share of child support collections. The FY 2013-14 Recommended Budget includes revenue from child support collections in the amount of \$568,256, which reduces the projected County share-of-cost for the CalWORKs program. If the final FY 2013-14 State budget results in continued suspension of County share of child support collections, the department may need to return to your Board midyear with the appropriate recommended actions to address the potential shortfall.





# DSS – Aid to Refugees -- 6615

## Aid to Refugees BUDGET 6615 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Other Charges	\$ 6,823	\$ 20,664	\$ 38,736	\$ 18,072	87%
Total Appropriations	\$ 6,823	\$ 20,664	\$ 38,736	\$ 18,072	87%
<u>Revenues</u>					
Intergovernment Rev-Federal	\$ 3,748	\$ 20,664	\$ 38,736	\$ 18,072	87%
Miscellaneous Revenues	158	-	-	-	0%
Total Revenues	\$ 3,906	\$ 20,664	\$ 38,736	\$ 18,072	87%
<b><u>Net County Cost</u></b>	<b>\$ 2,917</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

**DSS – AID TO REFUGEES – 6615****FUNCTION**

The Federal Refugee Cash Assistance (RCA) program is administered by the Department of Social Services and provides public assistance to refugees newly admitted to the United States. Assistance payments are intended to provide food, housing, and basic needs for individuals and families with no dependent children. Qualified applicants are eligible for a maximum of eight months of benefits from their date of entry into the United States. The program is 100% Federally funded with the Cash, Medical, and Administration Grant through the Office of Refugee Resettlement. Staffing for eligibility services is provided through the Department of Social Services Budget (Org. 5610).

**OVERVIEW**

The FY 2013-14 Recommended Budget of \$38,736 reflects an 87% (\$18,072) increase over the FY 2012-13 Adopted Budget based on current year caseload trends. There is no net County cost for this program as all costs are offset with Federal funding.

**SUMMARY OF CAO RECOMMENDATIONS****Other Charges**

- Recommended funding of \$38,736 reflects an 87% (\$18,072) increase over the current year based on caseload and average grant projections. The budgeted RCA caseload reflects a 100% increase from 6 cases in FY 2012-13 to 12 cases in FY 2013-14.

Recommended funding includes:

- \$38,736, which is an increase of \$18,072 to finance a monthly average of 12 cases per month with an average grant of \$269.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$38,736, an 87% (\$18,072) increase over the current year, based on current year caseload and average grant projections.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal Other	20,664	38,472	38,736
<b>Total</b>	<b>\$ 20,664</b>	<b>\$ 38,472</b>	<b>\$ 38,736</b>
<b>Total Revenues</b>	<b>\$ 20,664</b>	<b>\$ 38,472</b>	<b>\$ 38,736</b>







# DSS – Dependent Children – Foster Care -- 6410

## Dependent Children-Foster Care BUDGET 6410 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Charges	\$ 42,552,812	\$ 45,798,192	\$ 44,990,187	\$ (808,005)	-2%
Total Appropriations	\$ 42,552,812	\$ 45,798,192	\$ 44,990,187	\$ (808,005)	-2%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 2,145,633	\$ 698,338	\$ 2,837,637	\$ 2,139,299	306%
Intergovernment Rev-Federal	12,312,633	15,685,540	14,285,127	(1,400,413)	-9%
Miscellaneous Revenues	1,100,001	911,488	1,404,393	492,905	54%
Other Financing Sources	13,817,801	20,558,559	20,238,973	(319,586)	-2%
Intrafund Revenue	46,679	45,476	136,932	91,456	201%
Total Revenues	\$ 29,422,747	\$ 37,899,401	\$ 38,903,062	\$ 1,003,661	3%
<b><u>Net County Cost</u></b>	<b>\$ 13,130,065</b>	<b>\$ 7,898,791</b>	<b>\$ 6,087,125</b>	<b>\$ (1,811,666)</b>	<b>-23%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DSS – DEPENDENT CHILDREN – FOSTER CARE – 6410**

### **FUNCTION**

The Foster Care Assistance Payment Program is administered by the Department of Social Services and provides funding for food, housing, and basic needs of children placed in out-of-home care facilities. Such facilities include foster family homes, foster family agencies, and group homes. This budget includes funding for the Kinship Guardianship Assistance Program (Kin-GAP), which is intended to enhance family preservation and stability by promoting stable placements of children with relatives, and appropriations for “County only” foster care placements. Case management and placement services are provided through the Department of Social Services (Org 5610).

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$44,990,187 represents a 2% (\$808,005) decrease from the FY 2012-13 Adopted Budget based on current year caseload trends, and an estimated 2.56% California Necessities Index (CNI) increase due to court orders related to Group Home and Foster Home litigation. The estimated offsetting revenues (\$38,903,062) reflect a 3% (\$1,003,661) increase and net County cost (\$6,087,125) reflects a 23% (\$1,811,666) decrease. The County share-of-cost (\$26,326,098) for this program is funded with 1991 Realignment revenues (\$10,883,774), 2011 Realignment revenues (\$9,355,199) and net County cost of (\$6,087,125).

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Assembly Bill (AB) 12 authorized several changes to Foster Care and Kin-GAP including increasing the upper child age limit eligibility from 18 years to 19 years beginning January 2012 and from 19 years to 20 years beginning January 2013. Prior to the AB 12 Extended Foster Care (EFC) Program, the Courts could order foster care for a child over 18 and the County would be required to issue 100% County funds for the placement of the child. EFC added two years of eligibility for qualifying children and provided offsetting funding for federal-eligible cases. Participation in AB 12 Extended Foster Care (EFC) is voluntary for the youth, and youth can exit and enter the program at any time prior to their eligibility expiring. The FY 2013-14 Recommended Budget includes an estimated 165 cases per month in EFC, based on the current year trend.

### **Other Charges**

- Recommended funding of \$44,990,187 represents a 2% (\$808,005) decrease from the current year based on actual caseload and average grant trends.
- The overall budgeted caseload reflects 2,325 average monthly cases in FY 2013-14 based on current year caseload trends, a decrease of 0.4% (10 cases) from the current year adopted caseload. The FY 2013-14 budgeted weighted average grant (\$1,579) accounts for the State's estimated 2.56% CNI increase for the foster home and group home rates.

Recommended funding includes:

- Federal and State foster care cases budgeted at \$37,310,669, a decrease of \$2,840,709, from the current year budget, to finance a monthly average of 1,528 minor and 163 Non-Minor Dependent (NMD) EFC cases at an average grant of \$1,794 and \$2,261, respectively. Recommended funding includes an estimated rate increase to foster home and group home rates of 2.56% based on the state's estimate of the CNI rate.

- Kin-GAP cases budgeted at \$4,235,369, an increase of \$957,653 over the current year budget, to finance a monthly average of 432 cases at an average grant of \$817. Recommended funding includes a State-estimated rate increase of 2.56% to eligible cases, projected at 19% of the caseload based on current caseload trends.
- Emergency Assistance foster care cases budgeted at \$2,012,984, an increase of \$165,392 over the current year budget, to finance an average of 121 cases per-month at an average grant of \$1,386 per-month. Recommended funding includes an estimated rate increase to foster home and group home rates of 2.56% based on the State's estimate of the CNI rate.
- Emergency Shelter Care and County Only foster care cases budgeted at \$493,125, a decrease of \$28,381 from current year budget, to finance an average of 81 cases per month at an average grant of \$507 per-month. Recommended funding includes a State-estimated rate increase of 2.56% to eligible case.
- Estimated welfare repayments and SSI revenues in the amount of \$938,040. These costs are incurred by the department and therefore funds are budgeted in the recommended funding, but are reduced from the total cost claimed under Federal and Non-Federal Foster Care cases.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$38,903,062, a 3% (\$1,003,661) increase over the current year budget, based on projected caseload and average grant amounts for FY 2013-14. Significant changes by specific revenue source are noted below:
  - Intergovernment Revenues-State, recommended at \$2,837,637 reflects an increase of 306% (\$2,139,299), which reflects the shift of Kin-GAP Federal eligible cases to Kin-GAP state eligible cases.
  - Intergovernment Revenues-Federal, recommended at \$14,285,127 reflect a decrease of 9% (\$1,400,413), based on statutory ratios for federal cases including Federally eligible Kin-GAP cases and an allocation of \$1,335,817 in Federal Title XX funds, which decreased \$2,298,636 from the adopted FY 2012-13 budget. These are capped federal funds allocated to counties for social services programs in place of 2011 Realignment Funds.
  - Miscellaneous Revenues, recommended at \$1,404,393 reflect an increase of 54% (492,905) based on current year welfare repayments (\$96,516), Child Support collections (\$466,353) due to the end of the child support revenue suspension for FY 2013-14, and Social Security Income (\$841,524) reimbursement receipts.
  - Other Financing Sources-Revenues, recommended at \$20,238,973, reflect a 2% (\$319,586) decrease from the current year, based on the 2011 Realignment share-of-cost and available 1991 Realignment.
  - Intrafund Revenues, recommended at \$136,932, reflect an increase of 201% (\$91,456) over the current year, based on actual case costs eligible to be covered with Child Welfare Services Emergency Assistance - Temporary Assistance to Needy Families (EA TANF) revenues.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3493 – State-Aid-Foster Care	698,338	3,722,015	2,837,637
<b>Total</b>	<b>\$ 698,338</b>	<b>\$ 3,722,015</b>	<b>\$ 2,837,637</b>
Acct # - Intergovernment Revenues – Federal			
4364 – Federal-Aid-Foster Care	15,685,540	12,730,835	14,285,127
<b>Total</b>	<b>\$ 15,685,540</b>	<b>\$ 12,730,835</b>	<b>\$ 14,285,127</b>

DSS – Dependent Children – Foster Care -- 6410

Acct # - Miscellaneous Revenues			
5777 – Welfare Repayments	54,647	96,516	96,516
5800 – Other Miscellaneous	856,841	841,519	841,524
5779 – Child Support Collections	0	0	466,353
<b>Total</b>	<b>\$ 911,488</b>	<b>\$ 938,035</b>	<b>\$ 1,404,393</b>
Acct # - Other Financing Sources			
5951 - Op Trans In From Special Rev F (Realignment 1991 & 2011)	20,558,559	22,618,292	20,238,973
<b>Total</b>	<b>\$ 20,558,559</b>	<b>\$ 22,618,292</b>	<b>\$ 20,238,973</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	45,476	136,930	136,932
<b>Total</b>	<b>\$ 45,476</b>	<b>\$ 136,930</b>	<b>\$ 136,932</b>
<b>Total Revenues</b>	<b>\$ 37,899,401</b>	<b>\$ 40,146,107</b>	<b>\$ 38,903,062</b>

### **PENDING FACTORS**

The Governor's January Budget does not extend the suspension of County share of Child Support Collections. The FY 2013-14 Recommended Budget includes revenue from Child Support Collections in the amount of \$466,353, which reduces the projected County share-of-cost for the Foster Care Program in the budget year. If the final FY 2013-14 State Budget results in continued suspension of County share of Child Support Collections, the department may need to return to the Board midyear with the appropriate recommended actions to address the potential shortfall.

The Governor's January Budget includes a State-calculated California Necessities Index (CNI) increase of 2.56% for all Group Home and Foster Home rates for FY 2013-14. This increase is accounted for in the recommended budget for Foster Care. If the Final FY 2013-14 State budget and calculation of the actual CNI rate increase are significantly different from the Governor's Budget, the department may need to return to your Board midyear with the appropriate budget adjustments.







# DSS – General Relief -- 6645

## General Relief BUDGET 6645 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Other Charges	\$ 9,364,940	\$ 11,254,415	\$ 11,190,803	\$ (63,612)	-1%
Total Appropriations	\$ 9,364,940	\$ 11,254,415	\$ 11,190,803	\$ (63,612)	-1%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 1,318,498	\$ 1,477,680	\$ 1,454,904	\$ (22,776)	-2%
Charges For Services	1,199,887	1,260,678	1,260,678	-	0%
Miscellaneous Revenues	48,570	53,590	72,748	19,158	36%
Total Revenues	\$ 2,566,955	\$ 2,791,948	\$ 2,788,330	\$ (3,618)	0%
<b><u>Net County Cost</u></b>	<b>\$ 6,797,985</b>	<b>\$ 8,462,467</b>	<b>\$ 8,402,473</b>	<b>\$ (59,994)</b>	<b>-1%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DSS –GENERAL RELIEF- 6645**

### **FUNCTION**

The General Relief (GR) Program is administered by the Department of Social Services 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 Resolution adopted by the Board of Supervisors. This budget also includes 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). CAPI is a 100% reimbursed state categorical assistance program which 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. Staffing for eligibility and payment processing services is provided through the Department of Social Services budget (Org 5610).

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$11,190,803 reflects a 1% (\$63,612) decrease from the FY 2012-13 Adopted Budget. Recommended appropriations for the General Relief Program (\$9,663,151) represent less than 1% (\$59,993) decrease from the FY 2012-13 Adopted Budget. Recommended appropriations for the CAPI program (\$1,527,652) represents less than 1% (\$3,618) decrease from the adopted budget based on actual FY 2012-13 caseload trends. The estimated offsetting revenue for the budget (\$2,788,330) reflects a less than 1% (\$3,618) decrease and net County cost (\$8,402,473) reflects a 1% (\$59,994) decrease from the FY 2012-13 Adopted Budget.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Other Charges**

- Recommended funding of \$11,190,803 reflects a 1% (\$63,612) decrease from the current year based on caseload and average grant projections.

Recommended funding includes:

- General Relief Program costs in the amount of \$9,663,151, which is comprised of the following components:
- \$9,307,128 to finance a monthly average of 3,478 General Relief cases at an average grant of \$223.
- \$85,512 for the performance of medical incapacity evaluations.
- \$43,200 for the performance of mental health incapacity evaluations.
- \$227,311 to provide applicants with transportation assistance to complete job search activities and attend scheduled doctor/health services related appointments.
- CAPI costs in the amount of \$1,454,904 to finance a monthly average of 167 CAPI cases at an average grant of \$726.
- Estimated welfare repayments in the amount of \$72,748. These costs are incurred but are reduced from the cost claimed under the State CAPI program.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$2,788,330, which reflect a less than 1% (\$3,618) decrease from the FY 2012-13 Adopted Budget and is based on current year caseload projections and reimbursements for the CAPI Program.
- Intergovernment Revenues-State (\$1,454,904) – Estimated to decrease from current year adopted budget by 2% (\$22,776) based on a lower projection of caseloads in the State CAPI Program.
- Charges for Services (\$1,260,678) – Estimated to remain the same based on trends for actual revenues received in FY 2012-13 for Federal repayment of interim assistance paid to clients waiting for SSI/SSP certification.
- Miscellaneous Revenues (\$72,748) – Estimated to increase over current year adopted budget by 36% (\$19,158) based on actual CAPI overpayment collections received in FY 2012-13.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3575 – State Other	1,477,680	1,266,652	1,454,904
<b>Total</b>	<b>\$ 1,477,680</b>	<b>\$ 1,266,652</b>	<b>\$ 1,454,904</b>
Acct # - Charges for Services			
4927 – Interim Assistance-Welfare	1,260,678	1,260,678	1,260,678
<b>Total</b>	<b>\$ 1,260,678</b>	<b>\$ 1,260,678</b>	<b>\$ 1,260,678</b>
Acct # - Miscellaneous Revenues			
5777 – Welfare Repayments	53,590	66,741	72,748
<b>Total</b>	<b>\$ 53,590</b>	<b>\$ 66,741</b>	<b>\$ 72,748</b>
<b>Total Revenues</b>	<b>\$ 2,791,948</b>	<b>\$ 2,594,071</b>	<b>\$ 2,788,330</b>



DSS – Veterans' Service Office -- 7110

**Veterans' Service Office  
BUDGET 7110  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 341,957	\$ 390,285	\$ 395,930	\$ 5,645	1%
Services and Supplies	121,154	126,819	125,772	(1,047)	-1%
Total Appropriations	\$ 463,111	\$ 517,104	\$ 521,702	\$ 4,598	1%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 85,277	\$ 84,063	\$ 82,653	\$ (1,410)	-2%
Miscellaneous Revenues	49,111	69,092	77,379	8,287	12%
Intrafund Revenue	247,336	242,987	240,708	(2,279)	-1%
Total Revenues	\$ 381,724	\$ 396,142	\$ 400,740	\$ 4,598	1%
<b><u>Net County Cost</u></b>	<b>\$ 81,387</b>	<b>\$ 120,962</b>	<b>\$ 120,962</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	5	5	5	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The Veterans' Service Office (VSO) assists veterans, their spouses, widows, and dependents in applying for Federal and State benefits through the California Department of Veterans Affairs (CDVA). The office provides assistance in filing applications and claims for the following benefits: pensions, compensations, education, medical, insurance, burials, headstones, and discharge upgrades. The Veterans Service Office also makes referrals to other agencies as needed for services that are not offered by the Veterans Administration. Additionally, the Fresno Veterans Service Office has an agreement with Madera County to act as their VSO and provide services to veterans in Madera two days per week. Revenue received as a result of the agreement is included in this budget and has helped mitigate VSO operating costs, thus reducing net County costs.

### **OVERVIEW**

The FY 2013-14 Recommended Budget reflects appropriations of \$521,702, an increase of 1% (\$4,598) over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget reflects revenues of \$400,740, an increase of 1% (\$4,598) over the FY 2012-13 Adopted Budget. Staffing is recommended at five positions, which is the same level as the current year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$395,930, represent a 1% (\$5,645) increase over the current year adopted budget due to salary step increases and associated benefit increases. Staffing is recommended at five positions. No salary savings were included in the recommended budget due to the small number of staff.

Recommended funding includes:

- Account 6350, Unemployment Insurance represents a 70% (\$272) decrease in Unemployment Insurance based on Risk Management rates.
- Account 6400, Retirement Contribution represents a 5% (\$5,387) increase in retirement based on changes in actual costs and increase in retirement rates.
- Account 6500, OASDI Contribution represents less than a 1% (\$42) increase based on the projected Regular Salaries and contribution rates.
- Account 6550, Workers' Compensation Contribution represents a 2% (\$12) decrease based on Risk Management rates.
- Account 6650, Life and Disability Insurance Contribution represents a 1% (\$4) increase based on Risk Management rates.
- Account 6670, Administrative Benefits Contribution represents a 9% (\$61) decrease based on Risk Management rates.

### **Services and Supplies**

- Services and Supplies, recommended at \$125,772, represent a 1% (\$1,047) decrease from the current year adopted budget.

Recommended funding includes:

DSS – Veterans' Service Office -- 7110

- Account 7040, Telephone Charges represents a 48% (\$1,130) decrease based on the number of units correction from 10 budgeted to 5 actual units being used and charged using updated communication rates.
- Account 7101, Liability Risk represents a 10% (\$1,182) decrease based on Risk Management rates.
- Account 7265, Office Expense represents a 56% (\$1,535) increase based on current year actual usage. Increased cost primarily due to increased consumption of printer ink associated with printing required forms for veterans benefits applications.
- Account 7268, Postage represents a 22% (\$608) increase based on current year actual usage and postal rate increase.
- Account 7355, Rents and Leases-Equipment represents an 87% (\$850) increase based on current year actuals including increased copier costs and copy expenses for Medi-Cal submissions.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$400,740, a one percent (\$4,598) decrease from the current year adopted budget based on estimated allocations and projections of revenue for FY 2012-13. Significant changes by specific revenue source are noted below:
  - Miscellaneous Revenues recommended at \$77,379 reflects a 12% (\$8,287) increase based on an increase to the revenue agreement with Madera County.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3560 – State Aid for VA	84,063	81,244	82,653
<b>Total</b>	<b>\$ 84,063</b>	<b>\$ 81,244</b>	<b>\$ 82,653</b>
Acct # - Miscellaneous Revenues			
5800 – Revenue Agreements	69,092	69,564	77,379
<b>Total</b>	<b>\$ 69,092</b>	<b>\$ 69,564</b>	<b>\$ 77,379</b>
Acct # - Intrafund			
5990 - Intrafund	242,987	225,789	240,708
<b>Total</b>	<b>\$ 242,987</b>	<b>\$ 225,789</b>	<b>\$ 240,708</b>
<b>Total Revenues</b>	<b>\$ 396,142</b>	<b>\$ 376,597</b>	<b>\$ 400,740</b>

**VETERANS' SERVICE OFFICE - 7110**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2233	Veterans' Service Officer	F	1	1	\$ 68,617
3080	Office Assistant III	1049	1	1	34,941
3628	Veterans' Services Representative I	1221	<u>3</u>	<u>3</u>	<u>116,186</u>
Subtotal			<b>5</b>	<b>5</b>	\$ 219,744
TOTAL REGULAR SALARIES					<b>\$ 219,744</b>







# DSS – In-Home Supportive Services -- 6420

## In Home Supportive Services BUDGET 6420 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Other Charges	\$ 39,293,075	\$ 41,087,520	\$ 37,657,571	\$ (3,429,949)	-8%
Total Appropriations	\$ 39,293,075	\$ 41,087,520	\$ 37,657,571	\$ (3,429,949)	-8%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 3,536,261	\$ 3,847,099	\$ 5,484,332	\$ 1,637,233	43%
Intergovernment Rev-Federal	7,254,182	7,425,759	5,704,756	(1,721,003)	-23%
Miscellaneous Revenues	(31,099)	-	-	-	0%
Other Financing Sources	22,922,877	22,548,583	23,051,706	503,123	2%
Total Revenues	\$ 33,682,220	\$ 33,821,441	\$ 34,240,794	\$ 419,353	1.24%
<b><u>Net County Cost</u></b>	<b>\$ 5,610,855</b>	<b>\$ 7,266,079</b>	<b>\$ 3,416,777</b>	<b>\$ (3,849,302)</b>	<b>-53%</b>
		29,814,662	26,468,483	(3,346,179)	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary -

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DSS – IN-HOME SUPPORTIVE SERVICES - 6420**

### **FUNCTION**

The In-Home Supportive Services (IHSS) Program is administered by the Department of Social Services (DSS) and provides in-home services to eligible aged, blind, or disabled individuals as an alternative to out of home care. IHSS recipients are unable to perform certain activities themselves and are unable to remain safely in their own homes unless such services are available. This may include meal preparation, laundry, heavy cleaning, non-medical personal services, transportation and protective supervision. Services are rendered by IHSS providers who are hired and employed by the IHSS recipients. The IHSS Public Authority serves as the 'employer of record' for providers and participates in union contract negotiations. IHSS Public Authority costs are budgeted in Org 5611. This budget reflects the total IHSS provider health benefits costs and the County share of providers' salaries, payroll taxes, workers' compensation, and Case Management Information and Payroll System (CMIPS) charges.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$37,657,571 reflects an 8% (\$3,429,949) decrease from the FY 2012-13 Adopted Budget. The total County share-of-cost for the recommended budget is \$26,468,483, which represents an 11% (\$3,346,179) decrease from the FY 2012-13 Adopted Budget and is offset by 1991 Realignment (\$23,051,706) and net County cost of \$3,416,777. The net County cost included in this budget represents a 53% (\$3,849,302) decrease from the FY 2012-13 Adopted Budget, which is primarily due to the July 1, 2012 implementation of the IHSS Maintenance-of-Effort (MOE). Staff support for program eligibility services is provided through the DSS budget (Org 5610). The IHSS Public Authority budget (Org 5611) serves as the 'employer of record' for IHSS providers.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Effective July 1, 2012, the State implemented a Maintenance-of-Effort (MOE) for the IHSS Program. Prior to the IHSS MOE, the County share-of-cost for IHSS was determined through statutory sharing ratios and the County was responsible for approximately 17.6% of the total cost of the IHSS Program. Under the MOE, the County share-of-cost became a set amount that was equal to the actual County share-of-cost incurred by each County for FY 2011-12. The County must pay that set amount regardless of the actual IHSS Program expenditures. Through the IHSS MOE, the County will not be financially impacted by any caseload increases; however, the County will also not realize any financial savings resulting from caseload decreases. Based on current statute, the IHSS MOE can be increased by the State for the following reasons: 1) County negotiated wage and/or benefits increases that take effect after July 1, 2012; and 2) an annual inflation factor of 3.5% beginning July 1, 2014, and each year thereafter, with the exception of years where there is 'negative growth' in 1991 Realignment.

In March 2013, the State and the IHSS beneficiaries and labor organizations reached a settlement resolving two of the major lawsuits being heard by the federal courts regarding reduction of State participation in IHSS wages and the State proposed 20% across the board reduction in IHSS hours. The settlement rescinds the reduction of State participation in IHSS provider wages, but will reinstate a 3.6% across the board reduction in hours that was scheduled to sunset on July 1, 2013 in addition to a 4.4% reduction, for a total of 8% reduction in hours. The recommended budget accounts for appropriations related to the total health benefits cost payment decreases due to the 8% reduction in hours. However, as the County share of health benefit costs are a set amount as part of the IHSS MOE, the cost savings associated with the 8% reduction will be recovered by the State.

**Other Charges**

- Recommended funding of \$37,657,571 reflects an 8% (\$3,429,949) decrease from the Adopted FY 2012-13 Budget, includes the reinstatement of the across the board 3.6% reduction in hours and an additional 4.4% reduction (total of 8%), effective July 1, 2013.

Recommended funding includes:

- In-Home Supportive Services (IHSS) MOE for FY 2013-14 of \$26,468,483.
- Provider health benefits of \$11,189,088 based on the benefit rate of \$0.85 per hour and a projected 1,096,969 average paid hours per month for FY 2013-14.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$34,240,794 which reflect a 1% (\$419,353) increase over the FY 2012-13 Adopted Budget due to the the across the board 8% reduction of IHSS authorized hours, implementation of the IHSS MOE, and 1991 Realignment receipts.
- Intergovernment Revenues-State (\$5,484,332) – Estimated to increase 43% (\$1,637,233) based on the State share of projected health benefit cost and reimbursement of the costs incurred above the MOE.
- Intergovernment Revenues-Federal (\$5,704,756) – Estimated to decrease 23% (\$1,721,003) based on Federal share of projected health benefit costs and no longer accounting for the Title XIX waiver revenue, which was used to offset salary costs incurred due to system errors. The County is only paying the MOE share, and all other cost will be financed with State and Federal funds accordingly.
- Other Financing Sources-1991 Realignment (\$23,051,706) – Reflects an increase of 2% (\$503,123) based on available Realignment revenues for this program.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
-	3,847,099	5,764,848	5,484,332
<b>Total</b>	<b>\$ 3,847,099</b>	<b>\$ 5,764,848</b>	<b>\$ 5,484,332</b>
Acct # - Intergovernment Revenues – Federal			
-	7,425,759	5,996,548	5,704,756
<b>Total</b>	<b>\$ 7,425,759</b>	<b>\$ 5,996,548</b>	<b>\$ 5,704,756</b>
Acct # - Other Financing Sources			
5951 – 1991 Realignment	22,548,583	22,548,583	23,051,706
<b>Total</b>	<b>\$ 22,548,583</b>	<b>\$ 22,548,583</b>	<b>\$ 23,051,706</b>
<b>Total Revenues</b>	<b>\$ 33,821,441</b>	<b>\$ 34,309,979</b>	<b>\$ 34,240,794</b>

## **PENDING FACTORS**

As part of the FY 2012-13 budget the State enacted the Coordinated Care Initiative (CCI), which adds IHSS services to care coordination for persons that also receive Medi-Cal and Medicare services. Implementation of the IHSS MOE was part of this initiative. Adopted legislation includes poison pill provisions that specify two distinct criteria that must be met: 1) The State must receive Federal approval of the CCI; and 2) the CCI cannot be evaluated as a failure.

In March 2013, the State received Federal approval and entered into a Memorandum of Understanding to implement CCI in eight counties through a three-year demonstration project. Federal approval is limited to only the eight demonstration counties. Assessment of the CCI demonstration project's success or failure would likely occur upon the project's completion in September 30, 2016. The IHSS MOE will continue until such time that either the CCI demonstration project is evaluated as a failure and or the Federal Government does not give statewide implementation approval.







# In-Home Supportive Services – Public Authority -- 5611

## IHSS-Public Authority BUDGET 5611 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 485,825	\$ 519,449	\$ 530,612	\$ 11,163	2%
Services and Supplies	439,129	492,491	\$ 994,517	502,026	102%
Total Appropriations	\$ 924,955	\$ 1,011,940	\$ 1,525,129	\$ 513,189	51%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 243,293	\$ 238,248	\$ 592,855	\$ 354,607	149%
Intergovernment Rev-Federal	371,597	371,619	\$ 582,462	210,843	57%
Miscellaneous Revenues	213	-	\$ -	-	0%
Other Financing Sources	97,356	199,685	\$ 145,231	(54,454)	-27%
Intrafund Revenue	207,270	202,388	\$ 204,581	2,193	1%
Total Revenues	\$ 919,729	\$ 1,011,940	\$ 1,525,129	\$ 513,189	51%
<b><u>Net County Cost</u></b>	<b>\$ 5,226</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	7	7	7	-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

The In-Home Supportive Services Public Authority (Public Authority) is the employer of record for In-Home Supportive Services (IHSS) homecare providers for the purpose of negotiating wages, benefits and working conditions with the local union. The Public Authority provides homecare provider services skills training and operates the Provider Registry, which assists IHSS Recipients with finding homecare Providers. Registry services also include, but are not limited to: IHSS Provider recruitment and screening; an initial background check; tracking Department of Justice fingerprint scanning and review of monthly background checks for as long as a Provider remains on the Registry; and maintaining a Registry of available Providers available to IHSS Recipients. The Public Authority also enrolls and provides all Providers, including non-registry providers, state-mandated training, and Recipient and Provider support services.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$1,525,129 reflect a net 51% (\$513,189) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$1,525,129 reflect a net 51% (\$513,189) increase over the FY 2012-13 Adopted Budget, with no net County cost. Staffing is recommended at seven positions. Due to limited number of staff no salary savings are included in the budget. The fiscal summary for this budget reflects net County cost of \$5,266 in the FY 2011-12 Actual column. IHSS Public Authority (Org 5611) in FY 2011-12 was budgeted to be 100% covered with State, Federal and County match coming from realignment. However, due to timing of revenues at the end of the fiscal year and the department's challenges at year-end to ensure the total of State, Federal, and realignment funds match exactly to the expenditures to ensure no net County cost usage, the department was \$5,266 off in its calculation. While this amount is reflected on FY 2011-12 Actual Budget on the fiscal summary for this Org, the department was actually \$1,189,016 under its total net County cost for all Social Services Orgs in FY 2011-12.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Effective July 1, 2012, the State implemented Maintenance-of-Effort (MOE) for the IHSS Program, which is comprised of three components: IHSS Administration, IHSS Services, and Public Authority Administration. Prior to the IHSS MOE, the County share-of-cost for the Public Authority was determined through statutory sharing ratios and the County was responsible for approximately 17.6% of the total cost. Under the MOE, the County share-of-cost became a set amount that was equal to the actual share-of-cost incurred by each county for FY 2011-12. The County must pay that set amount regardless of the actual Public Authority expenditures. Through the IHSS MOE, the County will not be financially impacted by any expenditure increases; however, the County will also not realize any financial savings resulting from expenditure decreases. Based on the current statute, the IHSS MOE can be increased by the State for an annual inflation factor of 3.5% beginning July 1, 2014, and each year thereafter, with the exception of years where there is 'negative growth' in 1991 Realignment. The FY 2013-14 Recommended Budget reflects the IHSS MOE amount for the Public Authority. Any costs incurred above the MOE will be reimbursed by the State with State and Federal funds.

On March 4, 2013, the Case Management Information Payrolling System II (CMIPS II) was implemented to replace the existing system. CMIPS II created new processes which required staff to conduct new tasks. The FY 2013-14 Recommended Budget reflects the Department of Social Services (DSS) administrative overhead charges of approximately \$608,212 which is an increase from FY 2012-13 Adopted Budget of \$370,435 or 156%. The increase reflects anticipated DSS Overhead Charge

increases due to CMIPS II implementation and programmatic changes which were necessary to address additional workload processes.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$530,612, represent a 2% (\$11,163) increase over the current year adopted budget. Staffing is recommended at seven positions and represents no change from current year adopted budget.

Recommended funding includes:

- Account 6100, Regular Salaries represents an increase of 1% (\$3,153), which includes full-year funding for seven positions.
- Account 6350, Unemployment Insurance includes a 35% (\$471) decrease from the current year adopted budget based on Risk Management rates.
- Account 6400, Retirement Contributions includes a 5% (\$6,757) increase over the current year adopted budget based on changes in salary costs and the updated Retirement rate.
- Account 6500, OASDI Contribution includes a 1% (\$241) increase over the current year adopted budget based on actual OASDI rates applied to projected regular salary costs.
- Account 6550, Workers' Compensation Contribution includes a 5% (\$1,558) increase over the current year adopted budget based on Risk Management rates.
- Account 6670, Benefits Administration includes an 11% (\$105) decrease from the current year adopted budget based on Risk Management rates.
- Salary savings are not included due to the small size of the department and minimal staffing of seven positions.

### **Services and Supplies**

- Services and Supplies, recommended at \$994,517, represent a 102% (\$502,026) increase over the current year primarily due to CMIPS II implementation and the inclusion of the Public Authority MOE invoice, which is partially offset by reductions in other costs.

Recommended funding includes:

- Account 7040, Telephone Charges includes a 10% (\$237) increase based on IT communication rates.
- Account 7101, Liability Risk includes a 13% (\$304) decrease based on Risk Management rates.
- Account 7265, Office Expense includes a 108% (\$2,593) increase based on current year actuals.
- Account 7266, Interoffice Mail includes a 2% (\$65) increase based on Internal Services – Graphic Communications rates.
- Account 7269, Printing includes a 33% (\$1,750) increase due to implementation of new State forms for Provider enrollment and orientations, and an increase in Provider enrollments.
- Account 7286, PeopleSoft HR Charges includes a 24% (\$269) increase based on PeopleSoft budget rates.
- Account 7287, PeopleSoft Financial Charges includes a 17% (\$338) decrease based on PeopleSoft budget rates.
- Account 7294, Professional & Specialized Services-Contracts includes a 2% (\$441) increase for the cost of the HOMCare Registry Provider software.
- Account 7295, Professional and Specialized Services reflect a 131% (\$495,223) increase which is primarily due to the IHSS Public Authority MOE (\$128,287) and estimated time spent by DSS

#### In-Home Supportive Services – Public Authority -- 5611

staff in Org 5610 performing Public Authority functions (\$370,435) as a result of CMIPS II implementation. The increase in activities provided to this Org by Org 5610 is estimated to be high during the first full-year of the new CMIPS II System, as staff incorporates and becomes familiar with the new process and forms required. There has also been an increase in consumer inquiries due to the change, which has impacted the level of support this Org has needed. However, as both consumers and employees become familiar with the new procedures, it is anticipated that Org 5610 support will return to its normal levels prior to implementation of CMIPS II. This increase in cost does not impact the County's share-of-cost for the IHSS Public Authority. Because of the MOE, the County's share for this Org is set at the FY 2011-12 level and any additional costs incurred in FY 2013-14 will be 100% covered by State and Federal funding.

- Account 7296, Data Processing Services includes a 5% (\$1,372) increase based on IT Services rates.
- Account 7355, Rents & Leases-Equipment includes a 69% (\$1,429) increase based primarily on current year projected copier costs.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$1,525,129 a 51% (\$513,189) increase over the FY 2012-13 Adopted Budget. Specific changes by revenue accounts are noted below:
  - State Revenues recommended at \$592,855, represents a 149% (\$354,607) increase over FY 2012-13 Adopted Budget based on the current year implementation of the MOE.
  - Federal Revenues recommended at \$582,462, represents a 57% (\$210,843) decrease from the current year based on actual Federal-eligible cases.
  - Other Financing Sources recommended at \$145,231, represents a 27% (\$54,454) decrease from the current year Social Services 1991 Realignment revenues based on increased available State revenue.
  - Intrafund Revenues recommended at \$204,581, represents a 1% (\$2,193) increase over the current year based on actual Public Authority staff time performing IHSS Administrative functions, which is paid for by Org 5610.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
-	238,248	233,086	592,855
<b>Total</b>	<b>\$ 238,248</b>	<b>\$ 233,086</b>	<b>\$ 592,855</b>
Acct # - Intergovernment Revenues – Federal			
-	371,619	229,001	582,462
<b>Total</b>	<b>\$ 371,619</b>	<b>\$ 229,001</b>	<b>\$ 582,462</b>
Acct # - Other Financing Sources			
-	199,685	187,972	145,231
<b>Total</b>	<b>\$ 199,685</b>	<b>\$ 187,972</b>	<b>\$ 145,231</b>
Acct # - Intrafund			
-	202,388	206,016	204,581
<b>Total</b>	<b>\$ 202,388</b>	<b>\$ 206,016</b>	<b>\$ 204,581</b>
<b>Total Revenues</b>	<b>\$ 1,011,940</b>	<b>\$ 856,075</b>	<b>\$ 1,525,129</b>

## **PENDING FACTORS**

As part of the FY 2012-13 budget the State enacted the Coordinated Care Initiative (CCI), which adds IHSS services to care coordination for persons who also receive Medi-Cal and Medicare services. Implementation of the IHSS MOE was part of this initiative. The IHSS MOE is comprised of three components: IHSS Administration, IHSS Services, and Public Authority Administration. Adopted legislation includes poison pill provisions that specify two distinct criteria that must be met: 1) The State must receive Federal approval of the CCI; and 2) The CCI cannot be evaluated as a failure.

In March 2013, the State received Federal approval and entered into a Memorandum of Understanding to implement CCI in eight counties through a three-year demonstration program. Federal approval is limited to only the eight demonstration counties. Assessment of the CCI demonstration program success or failure would likely occur upon the program's completion on September 30, 2016. The IHSS MOE will continue until such time that either the CCI demonstration program is evaluated as a failure, and or the Federal Government does not give statewide implementation approval.

In-Home Supportive Services – Public Authority -- 5611

**IHSS - PUBLIC AUTHORITY - 5611**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1931	Social Work Practitioner	1896	1	1	\$ 52,700
3080	Office Assistant III	1086	<u>6</u>	<u>6</u>	<u>221,451</u>
Subtotal			<b>7</b>	<b>7</b>	\$ 274,151
	Bilingual Skill Pay				<u>1,807</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 275,958</b>







# Health & Welfare Trust Fund -- 5243

## Health and Welfare Trust BUDGET 5243 Local Health and Welfare Trust

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Financing Uses	\$ 145,046,620	\$ 155,001,075	\$ 159,270,509	\$ 4,269,434	3%
Total Appropriations	\$ 145,046,620	\$ 155,001,075	\$ 159,270,509	\$ 4,269,434	3%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 99,560,295	\$ 118,269,740	\$ 113,645,755	\$ (4,623,985)	-4%
Other Financing Sources	46,997,553	36,731,335	45,624,754	8,893,419	24%
Total Revenues	\$ 146,557,848	\$ 155,001,075	\$ 159,270,509	\$ 4,269,434	3%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (1,511,228)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
(Decrease-Use of) Available Fund Balance	-	-	-	-	0%
Increase/(Decrease-i.e. Use of) Designa- tion for: Capital Projects	-	-	-	-	0%
<b><u>Budgetary Balance</u></b>	<b>\$ (1,511,228)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

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

### **FUNCTION**

Assembly Bill 1288 of 1991 requires counties to establish a local Health and Welfare Trust Fund (H&WTF) for proceeds of sales tax designated for State/Local Program Realignment. Counties must also deposit into the fund the Vehicle License Fee (VLF) revenue they receive in the County's General Fund from the Local Revenue Fund of the State for Realignment. In addition, the statute requires counties to deposit a continuing match of local funds for health and mental health services in order to continue receiving sales tax revenue. Assembly Bill 118 (2011 Realignment) required counties to add a CalWORKs Assistance Maintenance of Effort (MOE) Account to the H&WTF. 2011 Realignment also changed the funding source for the Mental Health account to a portion of the 1.0625% in Sales Tax that funds the 2011 Realignment programs. Sales Tax and VLF revenues that would have otherwise gone to the Mental Health Account prior to the implementation of 2011 Realignment were redirected to fund the CalWORKs Assistance MOE Account. The CalWORKs Assistance MOE is separate from the CalWORKs Single Allocation MOE that is budgeted in the Department of Social Services (DSS) Org 5610. The CalWORKs Assistance MOE is a floating number and is set annually to the amount of Sales Tax and VLF revenues each County receives in their CalWORKs Assistance MOE 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 CalWORKs assistance payments. Realignment funds deposited in the Social Services Account can only be used to fund the County share of cost for social services programs realigned in 1991. Health Realignment funds are designated solely for providing health programs and can only be expended on those services or programs that were included as part of the Realignment enabling legislation (WIC Section 17609). Mental Health Realignment funds can only be used for mental health programs included in the 1991 legislation, which includes all community-based specialty mental health services for severely and persistently mentally ill adults and children with severe emotional disturbances, state hospital services for civil commitments, long-term nursing facility care, and the state portion of the Short/Doyle Medi-Cal Program. CalWORKs MOE funds can only be used to fund a portion of CalWORKs assistance payments in lieu of State General Funds

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$159,270,509 reflect a 3% (\$4,269,434) increase in appropriations and estimated revenues over the FY 2012-13 Adopted Budget. Realignment Sales Tax revenues, recommended at \$113,645,755, reflect a net decrease of \$4,623,985 primarily due to removal of \$10,790,885 in CalWORKs MOE VLF revenues that were incorrectly budgeted as Sales Tax in the current year adopted budget. This decrease is partially offset by an increase in the Sales Tax base due to earned caseload growth payments that were received in October 2012. Realignment VLF revenues, recommended at \$45,624,754, reflect an increase of \$8,893,419 primarily due to inclusion of the CalWORKs MOE VLF revenues and a projected 4% VLF growth in the budget year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Consumer spending directly affects the amount of realignment revenue received. The significant decline in sales tax that started in FY 2007-08 has stabilized in FY 2009-10 and during the last three fiscal years, the sales tax receipts have increased, however no sales tax growth has been included in the recommended budget. Based on statutes, in the years that sales tax receipts exceed prior year base, the funds will be first utilized to fund earned caseload growth within the Social Services account, which are based on statutory calculations performed by the State using realigned program expenditures for each county. Fresno County was paid \$6,147,758 in caseload growth during FY 2012-13, which were

#### Health & Welfare Trust Fund -- 5243

earned in FY 2007-08, FY 2008-09, and FY 2009-10. The department did not earn any caseload growth in FY 2010-11 and FY 2011-12 and, based on current projections, does not anticipate earning any calculated caseload growth in FY 2012-13. Any additional Sales Tax collected by the State in FY 2013-14 that is in excess of the adjusted base, will first be utilized to pay counties that had earned caseload growth in fiscal years 2010-11, 2011-12, and 2012-13. Based on this, no Sales Tax caseload growth revenues were included in the recommended budget.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$159,270,509, a 3% (\$4,269,434) increase over current year adopted budget. Significant changes by specific revenue source are noted below.
  - Sales Tax Revenues recommended at \$113,645,755 reflect a net decrease of 4% (\$4,623,985) from the current year. This decrease is primarily due to removal of \$10,790,885 in CalWORKs MOE VLF revenues that were incorrectly labeled as Sales Tax in the current year adopted budget. This decrease is partially offset by an increase in the Sales Tax base due to earned caseload growth payments that were received in October 2012. Additionally, Trust Fund carryover of \$3,486,799 from the current year to FY 2013-14 is included in this account.
  - Operating Transfer In Revenues recommended at \$45,624,754 reflect an increase of 24% (\$8,893,419) over the current year adopted budget. The total is comprised of the County match (\$11,359,752), which is established in statute, and the projected Vehicle License Fees (\$34,265,002), including the CalWORKs Assistance MOE VLF revenues, which were incorrectly budgeted as Sales Tax in the current year adopted budget.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3508 – Healthcare Sales Tax Revenue	118,269,740	116,306,714	113,645,755
<b>Total</b>	<b>\$ 118,269,740</b>	<b>\$ 116,306,714</b>	<b>\$ 113,645,755</b>
Acct # - Other Financing Sources			
5950 – Op Trans In From General Fund (VLF and County Match)	36,731,335	44,651,398	45,624,754
<b>Total</b>	<b>\$ 36,731,335</b>	<b>\$ 44,651,398</b>	<b>\$ 45,624,754</b>
<b>Total Revenues</b>	<b>\$ 155,001,075</b>	<b>\$ 160,958,112</b>	<b>\$ 159,270,509</b>

### **PENDING FACTORS**

If the State collects enough Sales Tax to pay the remaining earned caseload to all counties, including what the calculated earned caseload growth will be for all counties in FY 2012-13, any balance in Sales Tax collected will be distributed through a 'General Growth' distribution process that will allocate general growth funds to all counties based on statutory ratios. Calculations for general growth are not anticipated to be completed until October 2013 as caseload growth calculations takes priority. In the current year, caseload growth payments were made on October 2012. If the County receives general growth distribution in FY 2013-14, the department will return to your Board with an appropriate budget adjustment.



2011 Local Revenue Trust Fund -- 0271

Local Revenue Fund 2011 (Fund 0271)					
Various Organizations					
Special Revenue Fund					
	Actual	Adopted	Recommended	Increase/	
	2011-12	2012-13	2013-14	(Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Other Financing Uses	\$ 66,478,774	\$ 97,842,371	\$ 126,493,591	\$ 28,651,220	29%
Total Appropriations	\$ 66,478,774	\$ 97,842,371	\$ 126,493,591	\$ 28,651,220	
<b><u>Revenues</u></b>					
Intergovernment Revenues-State	\$ 74,323,687	\$ 97,842,371	\$ 126,493,591	\$ 28,651,220	29%
Total Revenues	\$ 74,323,687	\$ 97,842,371	\$ 126,493,591	\$ 28,651,220	
<b><u>Net County Cost</u></b>	\$ -	\$ -	\$ -	\$ -	

## **LOCAL REVENUE FUND 2011 - VARIOUS ORGS (FUND 0271)**

### **FUNCTION**

As a part of the FY 2011-12 State Budget, the California Legislature enacted a series of trailer bills that realigned State funding for various programs to the counties. Assembly Bills (AB) 118 and X1 16 and Senate Bill (SB) 89 established the accounting structure for realignment and identified 1.0625% of existing State Sales Tax and a specified portion of Vehicle License Fees (VLF) to cover the cost of this realignment (2011 Realignment). In the County, Special Revenue Fund 0270 (Local Revenue Fund 2011) was created to comply with 2011 Realignment legislation and receive the funds for 2011 Realignment purposes. On June 27, 2012, the California Legislature enacted SB 1020, which established the permanent funding structure for the Local Revenue Fund 2011 beginning FY 2012-13. Special Revenue Fund 0271 was created in order to implement the accounting structure changes required by SB 1020.

The State's share-of-cost for the following programs or funding sources are now provided through 2011 Realignment: Rural Crime Prevention, Multi-Agency Gang Enforcement Consortium (MAGEC), Sheriff's Booking Fees, Cal-MMET, Probation Grants, Juvenile Camps and Ranches, Citizens' Option for Public Safety (COPS), Juvenile Justice Crime Prevention Act (JJCPA), Trial Court Security, Youthful Offender Block Grant, Juvenile Reentry Grant, Early and Periodic Screening, Diagnosis and Treatment (EPSDT), Mental Health Managed Care, Substance Abuse Treatment, Adult Protective Services, Foster Care, Child Welfare Services, Adoptions Assistance, and Child Abuse Prevention. In addition, funding for AB 109 (Public Safety Realignment Act), which transferred responsibility for housing and supervising three distinct inmate and parolee populations from the California Department of Corrections and Rehabilitation (CDCR) to counties, was also established through 2011 Realignment and is budgeted under the Local Community Corrections Subaccount of the Local Revenue Fund 2011. Funding for parole revocation hearings related to AB 109 is budgeted in the District Attorney and Public Defender Subaccount.

2011 Realignment legislation also made accounting structure changes to the existing 1991 Realignment Accounts, which by statute are budgeted under the Health and Welfare Realignment Trust Fund and funded with 1991 Realignment Sales Tax and VLF. Funding for Mental Health Programs is now funded with a portion of the 2011 Realignment Sales Tax and is budgeted under the Mental Health Account of the Health and Welfare Realignment Trust Fund. Further, 1991 Realignment Sales Tax and VLF revenues previously utilized for Mental Health Programs were redirected to the newly created CalWORKs Assistance Maintenance-of-Effort (MOE) Account. Unlike traditional MOEs, where a County will have to spend a statutorily set amount regardless of available realignment funds, the new CalWORKs Assistance MOE is a "floating" number and is set annually, in arrears, to the amount of realignment funds actually received in that specific account for a given fiscal year. The new CalWORKs Assistance MOE is separate from and does not replace the existing CalWORKs Single Allocation MOE.

### **OVERVIEW**

The FY 2013-14 Recommended Budget for Local Revenue Fund 2011 is \$126,493,591 and is comprised of seven individual subaccounts and additional special accounts separately budgeted as a funding source under various Orgs, which provides funding for programs administered by the District Attorney, Public Defender, Probation, Sheriff, and the Departments of Behavioral Health and Social Services. The FY 2013-14 Local Revenue Fund 2011 Summary Table at the end of this narrative illustrates the FY 2013-14 funding estimates for each Local Revenue Fund 2011 Org and the budgeted uses of those funds under each General Fund Department Org.

### **SUMMARY OF CAO RECOMMENDATIONS**

**Significant Program Changes**

The accounting structure for the Local Revenue Fund 2011 was established for FY 2011-12 through Assembly Bill (AB) 118, ABX1 16, and Senate Bill (SB) 89. The funding structure for FY 2012-13 and subsequent fiscal years was enacted by the California Legislature on June 27, 2012 through SB 1020. On September 25, 2012, your Board, through Agenda Item No. 6, approved the creation of Special Revenue Fund 0271 to implement the accounting structure changes needed to comply with SB 1020. The new and permanent funding structure for the Local Revenue Fund 2011 is organized into two main accounts, the Law Enforcement Services Account and Support Services Account, with seven individual subaccounts and additional special accounts that are separately budgeted under various Orgs under Fund 0271. The FY 2012-13 Adjusted Budget for Fund 0271 reflects two additional months of appropriations and estimated revenues to allow Fund 0271 to meet General Fund realignment accruals for July and August 2012, which were not included in the adopted budget. This was a one-time accounting adjustment needed to establish the normal encumbrance-accrual process for 2011 Realignment revenues. The FY 2013-14 Recommended Budget for Fund 0271 reflects the 12-month projection of Sales Tax and VLF revenues for 2011 Realignment.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$126,493,591 for FY 2013-14 and are based on budgeting projected Sales Tax and VLF received in the current year.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3575 – State Other-Trial Court Security	14,783,496	0	14,783,497
3575 – State Other-Community Corrections	17,991,956	0	21,223,649
3575 – State Other-Rural Crime Prevention	685,745	685,747	685,747
3575 – State Other-Multi-Agency Gang Enforc Consort (MAGEC)	80,000	55,000	80,000
3575 – State Other-Booking Fees-Sheriff	1,400,000	0	1,400,000
3575 – State Other-War on Meth (Cal-MMET)	1,041,740	0	1,045,324
3575 – State Other-County Probation Grants	1,968,281	0	4,771,817
3575 – State Other-Juvenile Camps & Ranches	978,263	0	2,511,038
3575 – State Other-District Attorney	190,429	190,429	277,356
3575 – State Other-Public Defender	190,429	190,429	277,356
3575 – State Other-JJCPA	1,638,987	0	2,838,421
3575 – State Other-Youth Offender Block Grant	3,197,923	0	3,799,435
3575 – State Other-Juvenile Reentry Grant	333,355	0	300,000
3575 – State Other-COPS Sheriff-Front Line Service	271,776	0	271,776
3575 – State Other-COPS Sheriff-Detention	276,500	0	276,500
3575 – State Other-COPS DA	225,000	276,500	276,500
3575 – State Other-Protective Services	38,489,810	40,068,251	42,398,993
3575 – State Other-Drug Court	799,712	0	817,279
3575 – State Other-Nondrug Medi-Cal Substance Abuse Treatment Sevices	100,000	0	103,412
3575 – State Other-Drug Medi-Cal	6,304,507	0	7,375,913
3575 – State Other-Mental Health (EPSDT)	6,894,462	0	12,101,029
3575 – State Other-Mental Health (Managed Care)	0	0	8,878,549
<b>Total</b>	<b>\$ 97,842,371</b>	<b>\$ 41,466,356</b>	<b>\$ 126,493,591</b>
<b>Total Revenues</b>	<b>\$ 97,842,371</b>	<b>\$ 41,466,356</b>	<b>\$ 126,493,591</b>

2011 Local Revenue Trust Fund -- 0271

FY 2013-14 Recommended Budget  
Local Revenue Fund 2011

SPECIAL REVENUE FUND 0271		Enhancing Law Enforcement Activities Subaccount								
Fund 0271 Org Description	28610100 Rural Crime Prevention	28610200 Multi-Agency Gang Enf. Con. MAGEC	31180200 Booking Fees Sheriff	31180300 War on Meth Cal-MMET	34330100 County Probation Grants	34330300 Juvenile Camps & Ranches	34370100 JJCPA <sup>2</sup>	31190100 COPS <sup>1</sup> Sheriff Front Line Services	31190200 COPS Sheriff Detention	28670100 COPS District Attorney
Sales Tax / VLF	\$ 685,747	\$ 80,000	\$ 1,400,000	\$ 1,045,324	\$ 4,771,817	\$ 2,511,038	\$ 2,838,421	\$ 271,776	\$ 276,500	\$ 276,500
DEPARTMENT ORG										
31113260 - Ag Crime Task Force	438,878									
31113350 - ASU Patrol Helicopter								271,776		
31114000 - Main Jail Admin.			1,400,000							
31114701 - Prisoner Warrants & Transport									276,500	
31115702 - Court Security				1,045,324						
31116328 - Cal-MET										276,500
2860 - District Attorney										
28621500 - Rural Crime Prev. Task Force	246,869									
28624500 - MAGEC Grant		80,000								
2880 - Public Defender										
34309999 - Probation					226,125		2,838,421			
34409999 - Probation JJC					4,545,692	2,511,038				
5630 - EPSDT <sup>3</sup>										
5630 - Substance Abuse Contracts										
5630 - Managed Care										
5630 - Drug Court Partnership										
5610 - Foster Care Program										
5610 - Adoptions Assistance Program										
5610 - Child Welfare Services Prog										
5610 - Adult Protective Services Prog										
6410 - Foster Care Assistance Pymts										
6415 - Adoptions Assistance Pymts										
CCP <sup>4</sup> Recommends allocation of AB 109 funds for Board approval										
GRAND TOTAL	\$ 685,747	\$ 80,000	\$ 1,400,000	\$ 1,045,324	\$ 4,771,817	\$ 2,511,038	\$ 2,838,421	\$ 271,776	\$ 276,500	\$ 276,500
Balance	-	-	-	-	-	-	-	-	-	-
<sup>1</sup> COPS - Citizens' Option for Public Safety <sup>2</sup> JJCPA - Juvenile Justice Crime Prevention Act <sup>3</sup> EPSDT - Early & Periodic Screening, Diagnosis, & Treatment <sup>4</sup> CCP - Community Corrections Partnership										



2011 Local Revenue Trust Fund -- 0271

FY 2013-14 Recommended Budget  
Local Revenue Fund 2011

SPECIAL REVENUE FUND 0271	District Attorney & Public Defender Subaccount		Trial Court Security Subaccount	Local Community Corrections Subaccount	Youthful Offender Block Grant Special Account	Juvenile Reentry Grant Special Account	Behavioral Health Subaccount				
Fund 0271 Org Description	2866 District Attorney	2881 Public Defender	3117 Trial Court Security Account	3436 Local Community Corrections Account	3434 Youthful Offender Block Grant	3435 Juvenile Reentry Grant	5632 Drug Court Account Sub. Abuse	5633 Nondrug Medi-Cal Sub. Abuse	5634 Drug Medi-Cal Account Sub. Abuse	5637 Mental Health Account (EPSDT)	5636 Mental Health Account (Managed Care)
Sales Tax / VLF	\$ 277,356	\$ 277,356	\$ 14,783,497	\$ 21,223,649	\$ 3,799,435	\$ 300,000	\$ 817,279	\$ 103,412	\$ 7,375,913	\$ 12,101,029	\$ 8,878,549
DEPARTMENT ORG											
31113260 - Ag Crime Task Force											
31113350 - ASU Patrol Helicopter											
31114000 - Main Jail Admin.											
31114701 - Prisoner Warrants & Transport											
31115702 - Court Security			14,783,497								
31116328 - Cal-MET											
2860 - District Attorney	277,356										
28621500 - Rural Crime Prev. Task Force											
28624500 - MAGEC Grant											
2880 - Public Defender		277,356									
34309999 - Probation					184,586	300,000					
34409999 - Probation JJC					3,310,349						
5630 - EPSDT <sup>1</sup>											
5630 - Substance Abuse Contracts					304,500						
5630 - Managed Care											
5630 - Drug Court Partnership							817,279				
5610 - Foster Care Program											
5610 - Adoptions Assistance Program											
5610 - Child Welfare Services Prog											
5610 - Adult Protective Services Prog											
6410 - Foster Care Assistance Pymts											
6415 - Adoptions Assistance Pymts											
CCP <sup>4</sup> Recommends allocation of AB 109 funds for Board approval				21,223,649							
GRAND TOTAL	\$ 277,356	\$ 277,356	\$ 14,783,497	\$ 21,223,649	\$ 3,799,435	\$ 300,000	\$ 817,279	\$ 103,412	\$ 7,375,913	\$ 12,101,029	\$ 8,878,549
Balance	-	-	-	-	-	-	-	-	-	-	-
<sup>1</sup> COPS - Citizens' Option for Public Safety <sup>2</sup> JJCPA - Juvenile Justice Crime Prevention Act <sup>3</sup> EPSDT - Early & Periodic Screening, Diagnosis, & Treatment <sup>4</sup> CCP - Community Corrections Partnership											

2011 Local Revenue Trust Fund -- 0271

FY 2013-14 Recommended Budget  
Local Revenue Fund 2011

SPECIAL REVENUE FUND 0271		Protective Services Subaccount							
Fund 0271 Org Description	6210							TOTAL Projected Collections	
	Adult Prot. Services Program	Foster Care Program	Foster Care Assistance Payments	Child Welfare Services Program	Adoptions Assistance Program	Adoptions Assistance Payments	Child Abuse Prevention		
Sales Tax / VLF							\$ 42,398,993	\$ 126,493,591	
DEPARTMENT ORG									
31113260 - Ag Crime Task Force								438,878	
31113350 - ASU Patrol Helicopter								271,776	
31114000 - Main Jail Admin.								1,400,000	
31114701 - Prisoner Warrants & Transport								276,500	
31115702 - Court Security								14,783,497	
31116328 - Cal-MET								1,045,324	
2860 - District Attorney								553,856	
28621500 - Rural Crime Prev. Task Force								246,869	
28624500 - MAGEC Grant								80,000	
2880 - Public Defender								277,356	
34309999 - Probation								3,549,132	
34409999 - Probation JJC								10,367,079	
5630 - EPSDT <sup>1</sup>								12,101,029	
5630 - Substance Abuse Contracts								7,783,825	
5630 - Managed Care								8,878,549	
5630 - Drug Court Partnership								817,279	
5610 - Foster Care Program		1,175,304						1,175,304	
5610 - Adoptions Assistance Program						792,087		792,087	
5610 - Child Welfare Services Prog				17,263,505				17,595,031	
5610 - Adult Protective Services Prog	1,611,365							1,611,365	
6410 - Foster Care Assistance Pymts			9,355,199					9,355,199	
6415 - Adoptions Assistance Pymts							11,870,007	11,870,007	
CCP <sup>4</sup> Recommends allocation of AB 109 funds for Board approval								21,223,649	
GRAND TOTAL	\$ 1,611,365	\$ 1,175,304	\$ 9,355,199	\$ 17,263,505	\$ 792,087	\$ 11,870,007	\$ 331,526	\$ 126,493,591	
Balance								-	
<sup>1</sup> COPS - Citizens' Option for Public Safety									
<sup>2</sup> JJCPA - Juvenile Justice Crime Prevention Act									
<sup>3</sup> EPSDT - Early & Periodic Screening, Diagnosis, and Treatment									
<sup>4</sup> CCP - Community Corrections Partnership									





# Compliance -- 5635

Compliance BUDGET 5635 General Fund					
	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 241,991	\$ 262,428	\$ -	\$ (262,428)	-100%
Services and Supplies	27,607	26,502	-	(26,502)	-100%
Total Appropriations	\$ 269,597	\$ 288,930	\$ -	\$ (288,930)	-100%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ 229,024	\$ 245,359	\$ -	\$ (245,359)	-100%
Intergovernment Rev-Federal	11,839	-	-	-	0%
Miscellaneous Revenues	39	-	-	-	0%
Other Financing Sources	32,231	43,571	-	(43,571)	-100%
Total Revenues	\$ 273,133	\$ 288,930	\$ -	\$ (288,930)	-100%
<b><u>Net County Cost</u></b>	<b>\$ (3,536)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	3	2	-	(2)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **COMPLIANCE – 5635**

### **FUNCTION**

The Compliance Program performs and/or monitors compliance audits and reviews; develops, and/or coordinates compliance risk assessments; and provides or coordinates trainings and education; as well as investigates or reports issues of possible non-compliance of mental health services. In FY 2010-11, the County fulfilled its commitment to a five-year Integrity Agreement with the Office of Inspector General of the U.S. Department of Health and Human Services requiring that the Compliance Program Office be separated from the Department of Behavioral Health, which it was established to review. Although the Integrity Agreement is no longer in effect, the Compliance Program continues to complete annual reviews and trainings will continue to be performed for Medicare, County programs, contractors, and medication services to ensure compliance with State and Federal regulations. On May 14, 2013, the Board approved the transfer of the Compliance Program and all related staff and expenses to Org 5630 – Behavioral Health, effective June 24, 2013. Org 5635 will be dissolved and no appropriations or revenues have been budgeted for FY 2013-14 within this org.

**COMPLIANCE - 5635**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2293	Staff Analyst	2122	0	0	\$ 0
2321	Compliance Officer	E	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal			0	0	\$ 0
TOTAL REGULAR SALARIES					\$ 0

Positions being transferred to 5630 June 24, 2013.





# Agriculture -- 4010

## Agriculture BUDGET 4010 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 8,794,812	\$ 8,689,535	\$ 8,743,102	\$ 53,567	1%
Services and Supplies	2,368,361	2,474,032	2,495,141	21,109	1%
Residual Equity Transfers(Out)	21,392	-	-	-	0%
Total Appropriations	\$ 11,184,565	\$ 11,163,567	\$ 11,238,243	\$ 74,676	1%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$ 555,365	\$ 550,000	\$ 650,000	\$ 100,000	18%
Fines, Forfeitures & Penalties	6,330	24,000	19,000	(5,000)	-21%
Intergovernment Revenues - St	6,161,593	6,172,923	6,025,638	(147,285)	-2%
Intergovernment Rev-Federal	14,649	5,000	5,000	-	0%
Charges For Services	2,465,954	2,439,866	2,187,800	(252,066)	-10%
Miscellaneous Revenues	213,997	176,500	165,500	(11,000)	-6%
Intrafund Revenue	135,443	134,000	149,000	15,000	11%
Total Revenues	\$ 9,553,332	\$ 9,502,289	\$ 9,201,938	\$ (300,351)	-3%
<b><u>Net County Cost</u></b>	<b>\$ 1,631,233</b>	<b>\$ 1,661,278</b>	<b>\$ 2,036,305</b>	<b>\$ 375,027</b>	<b>23%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	78	77	83	6	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **AGRICULTURE – 4010**

### **FUNCTION**

**“Promoting agriculture and a fair marketplace through equal enforcement of laws for the protection of society and the environment”** is the Vision Statement adopted by the Agriculture Department. The department is committed to promoting Fresno County agriculture, fostering public confidence by assuring a fair and equitable marketplace, protecting environmental quality through the sound application of pesticide and worker safety regulations, preserving agricultural land use for future generations, and minimizing the pest risk pathways of exotic and harmful pests. The department is organized into seven districts which are located in Firebaugh, Fresno, Huron, Kerman, Reedley, Sanger, and Selma. All administrative functions and related activities occur in the Fresno district area. Program responsibilities and activities occur in all of the districts and staff provides services to the general public and the agricultural industry for the following nine programs:

- Pest Detection – Monitoring urbanized and crop areas for quarantine pests with traps and surveys;
- Pest Eradication - Treating and eliminating unwanted quarantine pests of significance as they occur in the urban and agricultural setting;
- Pest Management-Control – Limiting the spread or controlling pests of significance, including weeds, vertebrate pests, and insects;
- Pest Exclusion-Plant Quarantine – Inspecting incoming and outgoing pathways of pest introduction, including export certification and high risk pest exclusion facilities;
- Pesticide Use Enforcement and Apiary – Enforcing regulations covering agricultural and structural use of pesticides and apiaries;
- Nursery and Seed Inspection – Inspecting nursery stock to be used for farm planting and retail nursery stock, and enforcing seed law regulations;
- Fruit and Vegetable Quality Control – Inspecting fruits and vegetables for compliance with State and Federal standards;
- County Weed and Rodent Control – Providing service to other County departments for weed and rodent control; and
- Weights and Measures – Ensuring the public gets what they paid for through the enforcement of national and state standards for weighing, measuring, and transaction devices.

### **OVERVIEW**

Revenues are recommended at \$9,201,938, a 3% decrease (\$300,351) from the FY 2012-13 Adopted Budget, and appropriations are recommended at \$11,238,243, a 1% increase (\$74,676) over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget reflects a 23% (\$375,027) increase in net County cost over the FY 2012-13 Adopted Budget. Salary savings were calculated at the agreed upon 4% (\$178,839) level with corresponding reductions in Retirement (\$97,362), OASDI (\$11,097), and Health Insurance (\$20,551) accounts. Staffing is recommended at 83 positions, an increase of 6 positions.

The FY 2013-14 Recommended Budget increase in NCC funding will provide extra staffing to support the department’s function to promote a fair marketplace and allow the enforcement of laws for the protection of the environment, field worker safety, and the monitoring of pesticide applications near schools and urban boundaries. The extra staff will also allow the department to meet requirements of the Department of Pesticide Regulation (DPR) and requirements established for the distribution of Unclaimed Gas Tax (UGT) funding by the State. The DPR work plan sets forth the guidelines for monitoring pesticides in the

## Agriculture -- 4010

county and for the protection of the environment, worker safety, the consumer and the community, which the department is currently not in compliance with due to staffing shortages. Failure to meet the work plan goals could result in the loss of budgeted Mill Tax revenue in the amount of over \$500,000 in State funding. The recommended budget ensures the DPR work plan is met as well as ensuring UGT funding is not at risk of being withheld by the State. The State requires the County to provide Maintenance-of-Effort general fund support equal to the average funding of the past five years. The recommended budget ensures the County meets its State required funding level while providing needed services to Agriculture along with the community as a whole. The budgeted State UGT revenues are \$1.44 million for the FY 2013-14.

The staffing positions requested will provide the support needed to fulfill our function and meet the requirements the State has set, including the monitoring of pesticide applications and the environmental impact on the County of Fresno. A position will be added to the investigation unit, which is currently 1 to 1-1/2 years behind with enforcement of environmental and worker safety violations. Our workload related to the Asian Citrus Psyllid (ACP) threat (as seen in Tulare County last year), with an increase in nursery stock shipments from Florida into the County, will benefit from increased staffing. Adding staff to district offices will allow us to decrease overtime and travel costs while providing a greater presence in the field. Additional staff will also allow us to increase consumer protection and ensure safe and higher quality produce for the consumer.

## **GOAL SETTING**

### **Fiscal Goal**

#### **FY 2012-13**

- **Goal:** Development of a Land Use Application Review Fee by November 1, 2012.
- **Outcome(s)/Result(s):** This goal was accomplished in January 2013. The department completed its study for these fees; an agenda item to add these fees to the Master Schedule of Fees went to the Board of Supervisors on January 10, 2013, and the new fees went into effect that day. Estimated revenue collection was \$12,000 for the current year. The delay in going to the Board for this fee has reduced our FY 2012-13 revenue collection estimates to \$8,000.

#### **FY 2013-14**

- **Goal:** Apply for Grant Funding from San Joaquin Valley Citizens for a Healthy Environment.
- **Performance Metric:** The application, if accepted, would fund the updating of two existing online pesticide education modules and add two additional modules for the purpose of educating pesticide users on the safe and proper application of pesticides. Once the application is accepted, the Department of Agriculture will work in collaboration with the Internal Services Department to update and create additional modules.

Planning will begin in the current fiscal year with implementation of the modules by September 2013. Once the total cost of the project is determined, the department will request reimbursement (up to a maximum grant amount of \$50,000).

### **Operational Goal**

#### **FY 2012-13**

- **Goal:** Automation of Annual Crop and Livestock Production Report.
- **Outcome(s)/Result(s):** The crop report is a mandated program with General Fund support only, so the department is looking to improve efficiencies in the program and the main components of this goal have been met, but the department is also seeking to refine the process to provide further efficiencies and cost reductions. General fund support for this program was reduced from \$110,470 to \$73,848, a reduction of 33% (\$36,622) which is greater than the projected \$20,470 reduction.

**FY 2013-14**

- **Goal:** Succession Planning.
- **Performance Metric:** During the recent recruitments for management positions, it has become clear that there is a limited pool of employees that qualify or desire to move upward in the department. The department will work to encourage, coach and equip employees to progress in their career.
  - During the first quarter of this year, we will begin to require an interview process for any Agricultural/Standards Specialist II who is qualified and desiring to move to an Agricultural/Standards Specialist III position. During this interview process, we will get a greater understanding of the employee's desire to promote and what we need to do to foster their growth.
  - During the second quarter, we will begin to look at ways to provide training that will help our employees pass the tests required for each level of management. Some of the current plans include lunchtime study groups and Pesticide Use Enforcement training.
  - Each level of management from Supervisor to Deputy and then Agricultural/Commissioner/Sealer requires its own set of licenses, which will require its own specialized training, which we will work to develop over FY 2013-14.

**Departmental Goal**

**FY 2012-13**

- **Goal:** Glassy-winged Sharpshooter Outreach (GWSS).
- **Outcome(s)/Result(s):** The goal was to reach out to the agriculture industry to increase the educational outreach on the GWSS Survey and Treatment Program. Four meetings were conducted from the west side, southeast, southwest and the western portions of the County. Over 2,000 people were contacted and addressed through these meetings along with email blasts and newsletters. The first meeting was conducted in Kerman in August 2012 followed by one in October at the University of California Cooperative Extension center. The meeting originally planned for Parlier was changed to Selma and held in December 2012. Another meeting was added to Easton and held in February 2013.

**FY 2013-14**

- **Goal:** Replace retiring Canine Team
- **Performance Metric:** The inspecting of incoming pathways of pest introduction is a core component of our Pest Exclusion-Plant Quarantine program. Inspections such as the ones performed at Fed Ex and UPS are each done with one of our canine teams. One of the teams, including both the handler and the canine, will retire during the upcoming fiscal year and will need to be replaced. The process to train a new canine and work them with their new owner can take up to ten months.
  - The first six months of the year would include time to find a new dog and begin the training.
  - After six months we would begin to work the canine with the handler. In some cases once this training begins, it is determined that the canine will not work out and the search to find another begins. The desire would to have a new working team by June 30, 2014.

**SUMMARY OF CAO RECOMMENDATIONS**

**Significant Program Changes**

Due to the fact that growers now have the enhanced ability to enter pesticide use reports for themselves online or through a third party vendor by using the CalAgPermits System, the pesticide use reporting data entry revenue agreement with California Agriculture Commissioner and Sealers Association will be reduced by 33% (\$27,949) as agreed upon by the Commissioners' Association and the California

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$8,743,102 represent a 1% increase (\$53,567) over the current year. Staffing is recommended at 83 positions, an increase of 6 positions. The increase in staffing will allow the department to increase services in areas that have seen a reduction in the past along with securing State funding based on levels of service provided. The addition of these positions will allow the department to meet requirements of the Department of Pesticide Regulation work plan and provide enforcement of environmental and worker safety violations, thus eliminating the risk of losing significant State revenues for not meeting regulations.

Recommended funding includes:

- Account 6100, Regular Salaries increased by 5% (\$188,588) due to an increase of six positions over FY 2012-13 Adopted Budget.
- Account 6200, Extra-Help decreased by 15% (\$106,183) due to decreases in the European Grapevine Moth (EGVM) program and the addition of more full-time staff.
- Account 6300, Overtime decreased 4% (\$9,000) due to increased staffing levels to provide needed support.
- Account 6400, Retirement Contribution increased by 6% (\$137,506) due to an increase of six positions.
- Account 6500, OASDI increased by 3% (\$11,072) due to an increase of six positions.

### **Services and Supplies**

- Services and Supplies, recommended at \$2,495,141, represent a 1% (\$21,109) increase over the FY 2012-13 Adopted Budget primarily due to an increase in material costs used in the Pest and Weed management programs.

Recommended funding includes:

- Account 7010, Agriculture represents a 14% increase (\$10,627) due to the increase in materials for the Pest Management program.
- Account 7011, Agriculture-Weed Killer represents a 14% increase (\$10,511) due to an increase in materials for the weed management program.
- Account 7296, Data Processing Services represents a 27% increase (\$88,081) due to the increased need for information technology staff hours for the development of programs to automate the reporting provided to the State. The initial outlay will be offset by future savings to the number of man hours and costs used to produce these reports.
- Account 7415, Trans, Travel, and Education represents a 35% increase (\$1,652) primarily due to bi-annual continuing education classes scheduled for FY 2013-14.
- Account 7416, Transportation & Travel-County Garage represents a 7% decrease (\$83,730), and is a result of the new billing system in Fleet to bill for actual costs.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$9,201,938, a 3% decrease (\$300,351) from the current year adopted budget, which is primarily due to decreases in the following:
  - Decreased funding is anticipated for the Citrus Maturity agreement (\$93,694) due to the historical decrease in the amount of funding utilized. If there is a freeze, then the department can renegotiate for additional funding.

#### Agriculture -- 4010

- Based on current fee structure which was reduced in January, 2013, we estimate a reduction in fees collected in the Phytosanitary certificate program a decrease of (\$135,066).
- EGVM program requirements have been reduced along with the funding for this project for a decrease of (\$182,000).

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Licenses, Permits, & Franchises			
3160 – Business Licenses	550,000	650,000	650,000
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 650,000</b>	<b>\$ 650,000</b>
Acct # - Fines, Forfeitures, & Penalties			
3301 – Criminal Fines	24,000	24,000	19,000
<b>Total</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 19,000</b>
Acct # - Intergovernment Revenues – State			
3545 – State-aid for Agriculture	4,706,187	4,706,187	4,548,205
3555 – State-aid-Pesticide Mill Assessment	1,444,686	1,444,686	1,459,133
3575 – State-Other	22,050	18,300	18,300
<b>Total</b>	<b>\$ 6,172,923</b>	<b>\$ 6,169,173</b>	<b>\$ 6,025,638</b>
Acct # - Intergovernment Revenues – Federal			
4368 – Federal-Grazing Fees	5,000	5,000	5,000
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
Acct # - Charges for Services			
4935 – Agriculture Services	2,420,866	2,420,866	2,177,800
5060 – Other Charges for Current Services	8,000	8,000	5,000
5064 – Data Processing Fees	11,000	11,000	5,000
<b>Total</b>	<b>\$ 2,439,866</b>	<b>\$ 2,439,866</b>	<b>\$ 2,187,800</b>
Acct # - Miscellaneous Revenues			
5793 – Rodent Control	175,000	175,000	165,000
5800 – Other Miscellaneous	1,500	1,500	500
<b>Total</b>	<b>\$ 176,500</b>	<b>\$ 176,500</b>	<b>\$ 165,500</b>
Acct # - Intrafund			
5990 - Intrafund	134,000	134,000	149,000
<b>Total</b>	<b>\$ 134,000</b>	<b>\$ 134,000</b>	<b>\$ 149,000</b>
<b>Total Revenues</b>	<b>\$ 9,502,289</b>	<b>\$ 9,598,539</b>	<b>\$ 9,201,938</b>

### **PENDING FACTORS**

At the Federal level, the uncertainty of the reauthorization of the current Farm Bill leaves the department not knowing what level of cuts to plan for or anticipate. Estimates indicate that majority of cuts would affect the Supplemental Nutrition Assistance Program (SNAP), which accounts for 80% of the Farm Bill; however, it is anticipated that some reductions will be realized for the commodity and conservation titles of the bill as well. The major contract that could be impacted is the USDA Canine Agreement, which funds the detection dog team. In addition, the Glassy-winged Sharpshooter Area Wide Survey and Treatment Program may also experience a reduction.

**AGRICULTURE - 4010****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1698	Agricultural/Standards Investigator	2126	1	2	\$ 120,975
1699	Supervising Agricultural/Standards Specialist	2126	14	14	944,198
1700	Agricultural/Standards Specialist III	1848	29	24	1,404,436
1701	Agricultural/Standards Specialist II	1644	5	6	311,175
1702	Agricultural/Standards Specialist I	1488	11	20	826,614
1769	Deputy Agricultural Commissioner/Sealer	E	3	3	225,504
1770	Entomologist	2126	1	1	66,275
2345	Agricultural Business Manager	E	1	1	73,289
3080	Office Assistant III	1049	2	1	34,948
3110	Office Assistant II	940	1	1	31,294
3125	Office Assistant I	837	2	3	68,814
3166	Administrative Secretary - Conf.	1438	1	1	47,894
3260	Account Clerk III	1106	2	2	73,654
3620	Program Technician I	1246	2	2	76,854
3623	Program Technician II - Conf.	1416	1	1	47,163
8005	Agricultural Commissioner/Sealer	D	1	1	117,894
Subtotal			<b>77</b>	<b>83</b>	\$ 4,470,980
Auto Allowance					6,180
Bilingual Skill Pay					3,000
Less Salary Savings (4%)					(178,839)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 4,301,320</b>

**POSITIONS RECOMMENDED FOR ADDITION (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1702	Agricultural/Standards Specialist I	Vacant	1488	5	\$ 187,339
1698	Agricultural/Standards Investigator	Vacant	2126	1	53,533
Cost of Adding Positions				6	\$ 240,872





# Cooperative Extension -- 7610

## Cooperative Extension BUDGET 7610 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 249,569	\$ 248,734	\$ -	\$ (248,734)	-100%
Services and Supplies	209,270	184,838	-	(184,838)	-100%
Total Appropriations	\$ 458,839	\$ 433,572	\$ -	\$ (433,572)	-100%
<u>Revenues</u>					
Charges For Services	\$ 28,106	\$ 10,000	\$ -	\$ (10,000)	-100%
Miscellaneous Revenues	155,339	128,776	-	(128,776)	-100%
Total Revenues	\$ 183,445	\$ 138,776	\$ -	\$ (138,776)	-100%
<b><u>Net County Cost</u></b>	<b>\$ 275,394</b>	<b>\$ 294,796</b>	<b>\$ -</b>	<b>\$ (294,796)</b>	<b>-100%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	3	3	-	(3)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

**COOPERATIVE EXTENSION – 7610****FUNCTION**

Cooperative Extension was established in 1917 to provide education and research programs in agriculture; nutrition, family, and consumer sciences; 4-H youth development; and community development through a partnership between the University of California (UC) and the County of Fresno. In FY 2012-13, the County and the Regents of the University of California determined for future years to dissolve County budget Org 7610 and create a partnership agreement in which the County will pay the University directly an amount adopted by the Board each fiscal year. The County Administrative Office will administer this activity. There are no appropriations or revenues budgeted in the FY 2013-14 Recommended Budget. Effective FY 2013-14, the support of the Cooperative Extension program will be budgeted in Org 2540 – Interest and Miscellaneous Expenditures as a line item expenditure. Org 7610 has been dissolved; however, services will continue to be provided through the partnership agreement between the County and the UC. County staff will transition prior to the beginning of FY 2013-14 so no appropriations have been included in this budget.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
5060 – County Auto & Storage Reimbursement	10,000	15,000	0
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 15,000</b>	<b>\$ 0</b>
Acct # - Miscellaneous Revenues			
5800 – UCCE Research & Educational Trust Funds	128,776	128,776	0
<b>Total</b>	<b>\$ 128,776</b>	<b>\$ 128,776</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 138,776</b>	<b>\$ 143,776</b>	<b>\$ 0</b>

Cooperative Extension -- 7610

**COOPERATIVE EXTENSION - 7610**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2400	Cooperative Extension Administrative Coordinator	2122	1	0	\$ 0
3140	Secretary III	1248	<u>2</u>	<u>0</u>	<u>0</u>
Subtotal			<b>3</b>	<b>0</b>	\$ 0
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 0</b>

**VACANT POSITIONS DELETED (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2400	Cooperative Extension Administrative Coordinator	2122	-1	\$ 88,183
3140	Secretary III	1248	<u>-2</u>	<u>134,247</u>
	Cost of Restoring Vacant Positions		-3	\$ 222,430



Public Works & Planning -- 4360

Public Works and Planning  
BUDGET 4360  
General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 5,176,502	\$ 5,317,098	\$ 5,559,136	\$ 242,038	5%
Services and Supplies	2,127,648	2,210,365	1,992,516	(217,849)	-10%
Other Charges	-	38,056	14,880	(23,176)	-61%
Other Financing Uses	7,716	489,375	489,375	-	0%
General Fixed Assets	11,181	10,000	-	(10,000)	-100%
Total Appropriations	\$ 7,323,047	\$ 8,064,894	\$ 8,055,907	\$ (8,987)	0%
<b><u>Revenues</u></b>					
Licenses, Permits & Franchises	\$ 2,939,683	\$ 2,928,684	\$ 3,062,518	\$ 133,834	5%
Fines, Forfeitures & Penalties	(6,500)	26,757	22,276	(4,481)	-17%
Intergovernment Revenues - St	31,648	-	-	-	0%
Intergovernment Rev-Federal	4,600	-	-	-	0%
Intergovernment Revenue-Other	1,191	-	-	-	0%
Charges For Services	2,248,053	2,054,121	1,959,332	(94,789)	-5%
Miscellaneous Revenues	83,656	399,025	200,345	(198,680)	-50%
Other Financing Sources	1,468,124	-	-	-	0%
Intrafund Revenue	391,861	110,876	370,159	259,283	234%
Total Revenues	\$ 7,162,316	\$ 5,519,463	\$ 5,614,630	\$ 95,167	2%
<b><u>Net County Cost</u></b>	<b>\$ 160,731</b>	<b>\$ 2,545,431</b>	<b>\$ 2,441,277</b>	<b>\$ (104,154)</b>	<b>-4%</b>

## **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 components of Org 4360 involve 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. This Org also provides services related to environmental analysis, plan reviews, code enforcement, County Surveyor activities, growth management issues, regional and cooperative planning, ground and surface water management and planning, mineral and natural resource management. Another function within this budget provides for the administration, design and implementation of the County's Capital Projects program. In addition, Org 4360 includes economic development activities of the Fresno County Office of Tourism. Other services in support of maintaining and operating the County public road system, housing, community development, solid and hazardous waste management, County service area and waterworks district administration, transportation, and parks and grounds are also provided by this department, but primarily funded in other budget units.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$8,055,907 reflect a less than 1% (\$8,987) decrease from the FY 2012-13 Adopted Budget, and FY 2013-14 estimated revenues of \$5,614,630 reflect a 2% (\$95,167) increase over the FY 2012-13 Adopted Budget.

Staffing is recommended at 49 positions, an increase of 4 positions over FY 2012-13. These positions are proposed to provide an increased level of customer service in response to existing and projected workload demands and are partially offset with development and permitting fees. No salary savings have been used in calculating Regular Salaries in the recommended budget with the concurrence of the County Administrative Office.

Recommended funding includes \$860,240 for architectural and construction management services for the County's Capital Projects program, which is offset by funded projects. A net County cost allocation of \$12,000 is included for the County's tourism activities, which are focused solely on the two agri-tourism trails as necessary for the trails to continue.

Departmental staff will continue to be involved in the processing of significant development projects and associated Environmental Impact Reports for proposed sand and gravel operation projects, large solar proposals, updating of the Community Plans, comprehensive review and update of the County's General Plan and Zoning Ordinance, and activities related to the expansion and annexation of cities. Building permit activity is expected to increase moderately based on projected construction activity in FY 2013-14.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

With continued reduced net County cost allocations, code enforcement efforts will be primarily focused on health and safety code related violations. Neighborhood beautification and land use violations (inappropriate use/activities per Zoning/Williamson Act) would be given secondary priority.

### **Salaries and Benefits**

- Salaries and Benefits represent a 5% (\$242,038) increase over the FY 2012-13 Adopted Budget due to the addition of four positions and retirement rate increases.

## Public Works & Planning -- 4360

Recommended funding includes:

- Forty-five positions in the Development Services division and four positions in the Capital Projects division for a total of 49 positions.

### **Services and Supplies**

- Services and Supplies represent a 10% (\$217,849) decrease from the FY 2012-13 Adopted Budget.

Recommended funding includes:

- An appropriation of \$12,000 in net County cost allocation to pay for tourism related activities. These activities are solely to maintain the Blossom and Fruit Trails, along with the related website maintenance, media relations and no-cost marketing cooperatives as time and funding permit.
- Appropriations of \$194,957 to support ongoing capital projects. These appropriations are fully offset by funded projects.
- An appropriation of \$215,278 in net County cost for monitoring of closed landfills as mandated by Title 27 of the California Code of Regulations.
- An appropriation of \$118,440 for the energy maintenance projects for various County buildings. This appropriation is funded by rebates from PG&E.

### **Other Charges**

- Other Charges represent a 61% (\$23,176) decrease from the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Interest payment in the amount of \$14,880 for the Blue Hills loan from Risk Management.
- Second installment of a three-year loan repayment for a letter of credit in the amount of \$489,375 for the Blue Hills Disposal site to demonstrate Financial Assurance for the regulatory approved estimated post closure amount, as required by California Code of Regulations Title 22 § 66264.145. An additional net County cost allocation has been provided for these payments.

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$5,614,630, a 2% (\$95,167) increase over the FY 2012-13 Adopted Budget due primarily due to:
  - Licenses, Permits and Franchises - Estimated at an increase of 5% (\$133,834) based on projected permit and land use application activity for FY 2013-14.
  - Fines, Forfeitures and Penalties - Estimated at a decrease of 17% (\$4,481) based on FY 2012-13 activities which included a pilot Code Enforcement Amnesty Program that will carry over to FY 2013-14. Revenue is generated through the collection of administrative fines for code violations.
  - Charges for Services - Estimated at a decrease of 5% (\$94,789) primarily due to a slight decrease in Development Services activities.
  - Miscellaneous Revenues - Estimated at a decrease of 50% (\$198,680). Revenue is generated by bond forfeitures, sales of copies, and jury duty reimbursements. The estimated decrease is due to the completion of energy-based maintenance projects funded by the American Recovery and Reinvestment Act.
  - Intrafund Revenues - Estimated at an increase of 234% (\$259,283) over FY 2012-13. The increase is due to the revenue reclassification from the Charges for Services account for capital projects activities.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Licenses, Permits, & Franchises			
3170 – Construction Permits	2,481,380	2,481,380	2,593,494
3180 – Land Use Permits	428,134	428,134	452,719
3185 – Agricultural Preserve-App Fees	19,170	19,170	16,305
<b>Total</b>	<b>\$ 2,928,684</b>	<b>\$ 2,928,684</b>	<b>\$ 3,062,518</b>
Acct # - Fines, Forfeitures, & Penalties			
3303 – Civil Fines	26,757	26,757	22,276
<b>Total</b>	<b>\$ 26,757</b>	<b>\$ 26,757</b>	<b>\$ 22,276</b>
Acct # - Charges for Services			
4895 – Personnel Services	2,378	2,378	6,361
4910 – Plan & Engineering Services	451,493	451,493	765,251
4911 – Env Impact Report	390,841	390,841	164,000
4912 – Env Applications	223,365	223,365	228,395
4916 – General Plans/Amendments	42,000	42,000	35,000
4918 – Specific Plans/Amendments	67,660	67,660	109,020
5039 – Other Agencies Services	69,888	69,888	96,724
5040 – Services to Other County Depts	806,496	806,496	554,581
<b>Total</b>	<b>\$ 2,054,121</b>	<b>\$ 2,054,121</b>	<b>\$ 1,959,332</b>
Acct # - Miscellaneous Revenues			
5789 – Non-taxable Sales	397	397	331
5800 – Miscellaneous Revenues	397,580	136,940	199,464
5882 – Cty Emp Witness and Jury Fees	1,048	1,048	550
<b>Total</b>	<b>\$ 399,025</b>	<b>\$ 138,385</b>	<b>\$ 200,345</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	110,876	110,876	370,159
<b>Total</b>	<b>\$ 110,876</b>	<b>\$ 110,876</b>	<b>\$ 370,159</b>
<b>Total Revenues</b>	<b>\$ 5,519,463</b>	<b>\$ 5,258,823</b>	<b>\$ 5,614,630</b>

### **PENDING FACTORS**

Operational revenue for the Development Services division originates from two primary sources: a General Fund allocation and fees for services provided. The department, similar to other local jurisdictions throughout the state, has seen significant declines in construction activities which have forced reductions in staffing levels in the department's Development Services division. However, based on the upward trend of application submittals over the last three years it is anticipated that fees and revenue will increase for FY 2013-14. For example, building permit applications have increased from FY 2009-10 to FY 2011-12 (specifically 3,633 permits issued in FY 2009-10, 3,861 permits issued in FY 2010-11 and 4,140 permits issued in FY 2011-12). Land use application activity is projected to rise as well. While application submittals fell last year (FY 2011-12) to 89 submittals, as compared to the two prior fiscal years, submittals are on pace for FY 2012-13 to exceed FY 2009-10 and FY 2010-11 (103 submittals) with 69 submittals the first six months. It is anticipated that FY 2013-14 activity would be comparable to the current fiscal year. Applications related to mapping proposals have also increased. In FY 2010-11, 190 applications were submitted, in FY 2011-12, 228 applications were submitted and FY 2012-13 is projected at 250 applications. It is anticipated that FY 2013-14 activity would be comparable to the current fiscal year. Lastly, grading permits/vouchers submittals have increased. Specifically, 336 grading permits/vouchers were issued in FY 2009-10, a drop to 307 issued in FY 2010-11 and 387 issued in FY 2011-12).



Overall, the Development Services division is experiencing an increase in application submittals which, unless staffing is increased, the division will not be able to process in a timely manner thus resulting in customer service concerns. It is expected that the four new positions recommended with this budget will address these concerns.

**PUBLIC WORKS AND PLANNING - 4360****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0223	Development Services Manager	D	1	1	\$ 95,239
1133	Senior Engineering Technician	1957	1	1	65,198
1134	Senior Engineer	2845	1	1	81,850
1135	Engineer I	1850	1	2	93,795
1137	Engineer III	2438	1	1	81,197
1144	Capital Projects Division Manager	D	1	1	109,490
1168	Architect	2756	2	2	174,922
1175	Planner I	1616	1	1	44,804
1176	Planner II	1794	6	6	337,892
1177	Planner III	2072	6	6	396,276
1178	Senior Planner	2551	3	3	214,124
1179	Principal Planner	2806	1	1	89,001
1715	Building Inspector I	1718	0	1	42,263
1716	Building Inspector II	1962	4	4	254,583
1720	Building Plans Engineer	2696	1	1	85,556
1721	Supervising Building Inspector	2305	1	1	73,106
1722	Building Plans Checker III	2428	2	2	161,768
1745	Chief Building Inspector	2859	1	1	90,724
2293	Staff Analyst III	2048	3	3	194,967
2319	Deputy Director of Planning	D	1	1	117,815
3080	Office Assistant III	1049	2	2	69,896
3110	Office Assistant II	940	2	2	62,588
3125	Office Assistant I	837	1	2	42,436
3160	Secretary IV	1291	1	1	43,039
3620	Program Technician I	1246	0	1	30,652
3621	Program Technician II	1393	1	1	46,431
Subtotal			<b>45</b>	<b>49</b>	\$ 3,099,612
License Bonus					9,757
Bilingual Pay					602
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 3,109,971</b>

**RECOMMENDED POSITIONS TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1135	Engineer I	1850	1	\$ 74,450
1715	Building Inspector I	1718	1	69,526
3125	Office Assistant I	837	1	36,657
3620	Program Technician I	1246	1	51,916
Cost of Positions Recommended to Add			4	\$ 232,550





PW&P – Road Fund -- 4510

Public Works & Planning-Roads  
BUDGET 4510  
Special Revenue Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 19,435,582	\$ 19,597,667	\$ 19,388,874	\$ (208,793)	-1%
Services and Supplies	31,776,062	33,892,663	34,693,981	801,318	2%
Other Charges	886,826	2,275,000	350,000	(1,925,000)	-85%
General Fixed Assets	28,458	17,000	9,000	(8,000)	-47%
Total Appropriations	\$ 52,126,927	\$ 55,782,330	\$ 54,441,855	\$ (1,340,475)	-2%
<b><u>Revenues</u></b>					
Taxes	\$ 8,905,659	\$ 5,870,006	\$ 8,856,899	\$ 2,986,893	51%
Licenses, Permits & Franchises	452,988	325,000	450,000	125,000	38%
Rev From Use of Money & Prop	341,323	400,000	350,000	(50,000)	-13%
Intergovernment Revenues - St	26,236,816	22,141,320	28,179,065	6,037,745	27%
Intergovernment Rev-Federal	5,311,060	8,063,143	15,771,169	7,708,026	96%
Charges For Services	11,354,480	12,649,679	3,534,441	(9,115,238)	-72%
Miscellaneous Revenues	150,802	20,100	102,000	81,900	407%
Other Financing Sources	-	572,624	-	(572,624)	-100%
Total Revenues	\$ 52,753,128	\$ 50,041,872	\$ 57,243,574	\$ 7,201,702	14%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (626,201)</b>	<b>\$ 5,740,458</b>	<b>\$ (2,801,719)</b>	<b>\$ (8,542,177)</b>	<b>-149%</b>
Increase/(Decrease-Use of) Available Fund					
Balance	626,201	(5,740,458)	2,801,719	8,542,177	-149%
<b><u>Budgetary Balance</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	198	198	196	(2)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P – 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 (PW&P) are responsible for the implementation of specified road and bridge improvement projects, and the maintenance and operation of 3,517 miles of County roads and 562 bridges. The primary function of the above three divisions is to provide for maintenance, rehabilitation, and reconstruction of roads, bridges and attendant facilities as authorized by the California Streets and Highways Code, and to provide for traffic safety. The three noted divisions within the department also provide engineering and construction services for Special Districts, County Service Areas, and other County departments.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$54,441,855 reflect a 2% (\$1,340,475) decrease from the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$57,243,574 reflect a 14% (\$7,201,702) increase over the FY 2012-13 Adopted Budget. Road Fund 0010 reserves will be increased by the amount of \$2,801,719 to balance the FY 2013-14 Recommended Budget. Staffing is recommended at 196 positions due to the decrease of 2 vacant positions in the recommended budget. Salary savings of \$106,254 (1%) are included in Salaries and Benefits.

The FY 2013-14 Recommended Budget includes \$26.93 million for the Road Maintenance and Operations program, which represents a 10% (\$2.45 million) increase over FY 2012-13 adopted funding levels. The increase for the Road Maintenance and Operations program is for additional expenditures targeted for contract preventive and day labor reconstruction and routine road maintenance. Funding in the FY 2013-14 Recommended Budget reflects projects as outlined in the Road and Bridge Construction section below.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

- **Goal:** The Department of Public Works and Planning will strive to reduce operational costs by decreasing safety related incidents by 5% in FY 2012-13. Future cost reductions will be realized by:
  - Reduction in future Workers' Compensation rates assigned to department;
  - Potential reduction in our liability costs since some department's injury claims involve damage to County and/or public equipment/property;
  - Reduction in Overtime and Extra-Help costs incurred as a result of coverage for employees away from work due to injury;
  - Lowered risk of possible safety violations and fines (e.g. Cal-OSHA).
  - Attainment of this goal will be measured by reduction of lost days to less than 260 for the FY 2012-13 and by less than 20 reportable incidents occurring in FY 2012-13.
- **Outcomes/Results:** We are meeting our fiscal goal of decreasing safety-related incidents by 5%, thus striving to reduce operational costs both currently and prospectively. As of March 1, 2013, as measured by the current number of nine recordable incidents and 133 lost work days, we are currently on target to exceed our fiscal year goal of less than 20 reportable safety-related incidents and to meet our goal of less than 260 lost days. Immediate savings are realized in reduced Overtime

needed to complete projects. Future savings will be realized in reduced Workers' Compensation costs.

#### **FY 2013-14**

- **Goal:** PW&P will continue to strive to reduce operational costs by maintaining or reducing the number of safety-related incidents in FY 2013-14. Future cost reductions will be realized by:
  - Reduction in future Workers' Compensation rates assigned to department;
  - Potential reduction in our liability costs since some departments' injury claims involve damage to County and/or public equipment/property;
  - Reduction in Overtime and Extra-Help costs incurred as a result of coverage for employees away from work due to injury;
  - Lowered risk of possible safety violations and fines (e.g. Cal-OSHA).
- **Performance Metric:** Attainment of this goal will be measured by maintaining or reducing the current fiscal year's number of lost days to less than 260 and less than 20 recordable incidents in FY 2013-14.

#### **Operational Goal**

#### **FY 2012-13**

- **Goal:** PW&P will establish attainable project delivery schedules by developing and implementing work plans. The goal has been set to meet 98% of the projected work plans.
  - The division managers will be required to produce work plans for projects being developed in their divisions, identifying milestones to be delivered, and the resources required to deliver the project.
  - Department will hold a monthly status meeting to review project schedule, costs and scope, and make any necessary adjustments to remain on schedule.
- **Outcomes/Results:** PW&P identified 76 projects that were being developed or constructed as of July 1, 2012 to set up the benchmarks to be used on the tracking. Milestones selected to track have assisted in reducing risks that lead to slippage of projects. The milestones that were to be tracked were:
  - **Schedule** - Environment, Design and Construction milestones (date of completion) were established for the 76 projects for a total of 228 measurable schedules.
  - **Costs** – Resources (\$) were calculated by identifying tasks to complete and time in hours to complete the task for the milestones identified in the schedule for the projects for a total of 228 measurable resources used per milestone.
  - **Scope** – The primary scope of each project was identified prior to completion of the work plan identifying the schedule and costs for 76 projects for a total of 76 identified scopes to be tracked.
  - During the first six status meetings, careful analysis of the cost and scope was done for each project to quantify the expenses on the projects and correlate the burn rate to the amount of product produced, i.e., it is expected that 30% of available Preliminary Engineering funds be expended when the 30% construction plans had been completed. Along with this analysis, scope changes were discouraged so as not to delay the project. Every division was responsible to report on the three milestones making all correlations to insure that projects remained on schedule. The results at midyear are as follows:
  - **Schedule** – Two projects, Church & MLK Signal and Barstow & West Avenue Signal Award dates had to be pushed back due to the City of Fresno not obtaining easements required for the boring pits. 99.12% of the schedule goal was met at midyear for FY 2012-13.

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- **Costs** – One project, Copper Avenue Bike Lane, expended close to twice the allocated Construction Engineering funds due to extension of time for bad weather. 99.56 % of the Costs goal was met at midyear for the FY 2012-13.
- **Scope** – On one project, FY 2011-12 County Overlay, the scope was changed in construction to reduce the amount of grinding and fabric that was used at the intersections. 98.68 % of the scope was met at midyear for FY 2012-2013.
- **Overall** – The average percentage achieved for the current year operational goal was 99.12%.

#### FY 2013-14

- **Goal:** PW&P will establish attainable project delivery schedules by developing and implementing work plans. The goal has been set to meet 98% of the projected work plans.
- **Performance Metric:** The division managers will be required to produce work plans for projects being developed in their divisions, identifying milestones to be delivered and the resources required to deliver the project.
  - Department will hold a monthly status meeting to review project schedule, costs and scope and make any necessary adjustments to remain on schedule.

#### Departmental Goal

#### FY 2012-13

- **Goal:** PW&P will improve customer service.
  - Each division shall be tasked with increasing their awareness of the quality of service and how it is accepted by the public. Once detected, negative feedback shall be escalated to the section supervisor and the section supervisor will make contact with the individual, and if possible, will resolve the issue.
  - The department will make available to the public, a web based survey where complaints and/or comments can be received, responses will be generated, communication will be required with complainant, and final resolution documented.
  - The department will discuss and quantify negative comments quarterly and make adjustments to reduce negative comments. The public will be encouraged to participate in the survey.
- **Outcomes/Results:** Web based survey was implemented and paper copies were mailed to over 2,000 water/sewer customers. Survey results for the first half of the fiscal year show that 97% of respondents (over 800 received) rated our service as good or better.
  - Division supervisory staff responded to complainants and/or those submitting negative comments to identify what could be done to improve service. Where able, we incorporated recommendations, including adding GIS information for public download access and adding additional information/resources on various sections' webpages.
  - Approximately one-third of department staff have participated in our in-house developed customer service training. All remaining staff are expected to complete the training by the end of the fiscal year. Divisions have incorporated customer service training into staff meetings and the performance evaluation process.
  - A number of "user friendly" approaches have been incorporated based on public and staff input, including: implementing land use application processing enhancements; "scrolling" displays accessible to the public to provide guidance, contact information, locations, office hours, and available services; and implementing internal timelines to better meet our customers' needs.
  - The U.S. Department of Housing and Urban Development (HUD)'s most recent Annual Community Assessment of the County's federal grant programs has recognized that the County



continues to meet and exceed its goals related to housing and community development. Additionally, HUD has recognized the County's HOME program as the best performing HOME program in the State of California (out of 93 jurisdictions). HUD has commended the County and its partners for continued hard work and commitment to serving the needs of the County's neediest populations.

#### **FY 2013-14**

- **Goal:** PW&P will continue to improve customer service.
  - Each division shall be tasked with increasing their awareness of the quality of service and how it is accepted by the public. Once detected, negative feedback will be escalated to the section supervisor and the section supervisor will make contact with individual and if when possible, will resolve the issue. Regular feedback will occur at the division management level in order to determine solutions when issues cannot be resolved at the section supervisor level.
  - The department will continue to make available to the public, a web based survey where complaints and/or comments can be received, responses will be generated, communication will be required with complainant when possible, and the final resolution documented.
  - The department will discuss and quantify negative comments quarterly and make adjustments to reduce negative comments. The public will be encouraged to participate in the survey.
- **Performance Metric:** Meet or exceed the current survey results of 97% of respondents rating service as good or better.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Some of the decrease in appropriations is reflective of the completion of contracts on several large, multi-year projects for several phases of Academy Avenue and Manning Avenue (Crawford to Hill). However, much of the overall budget still reflects an allocation of funds for specific Measure "C" and Federal Aid projects that will be awarded for construction or have significant design engineering completed in the coming fiscal years.

The allocation of funding also considered the current unstable prices of oil products, such as asphalt concrete and liquid asphalts, and aggregate materials used in road maintenance and new construction.

Staffing is recommended at 196 positions, a reduction of 2 vacant positions that are being recommended for deletion.

The department continues its team-based approach in seeking to identify avenues for improving service to our clients and other County departments. This is evident in the scheduling of heavy equipment usage by our road maintenance yards so as to promote sharing of the equipment. This venture has allowed us to reduce our heavy equipment fleet by approximately 29% from previous years. This includes working with other jurisdictions on projects of common interest. The use of advanced electronic and computer technology in areas such as Geographic Information Systems (GIS) and Cost Accounting Management System (CAMS) are being employed.

#### **Road Maintenance**

The FY 2013-14 programs consist of the following components:

Day Labor Rehabilitation, Specific Maintenance Projects, and Pavement Seals and Maintenance Overlays .....	\$5.52 Million
Contract Preventive Maintenance .....	\$8.49 Million
Routine Road Maintenance Activities .....	\$9.96 Million

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Traffic Signs and Striping .....\$1.34 Million

Traffic Safety and Operations .....\$1.62 Million

Total .....\$26.93 Million

A total of \$ 5.52 Million is recommended for day labor rehabilitation and specific maintenance projects for roads. These funds will be expended for the rehabilitation of approximately 25 miles of selected lower traffic volume roads by day labor forces. Approximately \$300,000 (not included in the \$5.52 Million allocation) has been budgeted for maintenance of private roads in the County Service Areas (CSAs). The CSAs will reimburse the Road Fund for all maintenance work.

The recommended \$8.49 Million for contract preventive maintenance projects will provide for the maintenance treatment of approximately 37 miles of slurry seals on residential streets, 25 miles of chip seal projects, and 13 miles of asphalt concrete overlay. The preventive maintenance allocation also reflects \$ 1.74 Million of Congestion Mitigation and Air Quality (CMAQ) Shoulder projects throughout the County.

Pothole patching, shoulder maintenance, and other routine road maintenance activities, including culvert maintenance, storm damage repairs, tree trimming, and snow removal are recommended at \$ 9.96 million. The allocation of expenditure activity to the various general maintenance categories can vary in any given year. For example, in years when above average precipitation occurs, the cost for snow removal, storm response and signing, and storm damage repairs will consume more of these allocations than in normal years.

Traffic signs and striping, including installation and maintenance of traffic signs, pavement markings, and line striping is recommended at \$1.34 million. This allocation includes funding for agreements with Caltrans for Caltrans operated traffic signals at joint State/County intersections at an annual cost of approximately \$50,000 and the City of Fresno for the maintenance of County-owned traffic signals and lighting at an annual amount of approximately \$130,000 and with a private contractor in the annual amount of \$20,000 to maintain a traffic signal and lighting installed by the State on Jayne Avenue in the Coalinga area as a condition of development for the State Hospital facility (traffic volumes entering and leaving the facility warranted a traffic signal on Jayne Avenue and since Jayne Avenue is a County road, the signal became the property of the County).

Included in the \$26.93 million allocation in the proposed budget for road maintenance and traffic signs and striping, there is an allocation of \$1.62 million for traffic safety and operations activities. This allocation provides for the preparation and review of Traffic Safety Studies to determine the need for four-way stop signs, other traffic control devices, traffic control needs, review and approval of encroachment permits for work to be done within the County road right-of-way, issuance of oversize load permits for County roads, and various other operational and safety roadway related activities. This allocation also includes the Traffic Census (traffic count program) section in the Maintenance and Operations division.

**Road and Bridge Construction**

- Major projects for FY 2013-14 include:
  - Measure C Funded, Fruit Avenue Bike Lane and Americans with Disability Act Compliance projects (\$580,000);
  - Federally funded Jensen Avenue, Golden State to Maple Avenue Road Improvements (\$850,000) – Cooperative with City of Fresno;
  - Two Safe Route to School projects (\$580,000);
  - Congestion Mitigation and Air Quality - San Diego, Belmont to Shaw Shoulder Improvements (\$800,000) and Belmont, SR 145 to Yuba Shoulder Improvements (\$940,000);
  - One federally funded bridge replacement project, Outside Main Canal on Bass Avenue (\$1.88

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million), and two bridge improvement projects, bridge re-vegetation and joint seal replacements at multiple bridge locations (\$1.5 million);

- One federally funded Highway Safety Project, Nees/Wahoe Left Turn (\$711,000);
- One State funded Seismic Retrofit Project, Delta Mendota on Sierra (\$350,000);
- One Federal Railroad Crossing Improvement Project, Mtn. View/UPRR (\$230,000)

**Salaries and Benefits**

- Salaries and Benefits, recommended at \$19,388,874, represent a 1% (\$208,793) decrease from the current year due to the elimination of two vacant positions in the recommended budget. Staffing is recommended at 196 positions.

**Services and Supplies**

- Services and Supplies reflect a 2% (\$801,318) increase over FY 2012-13 primarily due to a increases in road maintenance services and professional engineering consultants for bridge design.

Recommended funding includes:

- Road and Bridge projects delineated above;
- Account 7295, Professional and Specialized Services represents a 28% (\$1,072,844) increase over the current year 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;
- Account 7355, Rents & Leases-Equipment represents a less than 1% (\$1,500) decrease from the current year for rental of equipment not available from Fleet Services periodically necessary for road maintenance;
- Account 7416, Transportation and Travel County Garage is recommended at \$4.7 million, level with the current year, to reimburse the Fleet Services Org 8910/11 for the cost of operating and maintaining all vehicles, including construction equipment; and
- Account 7430, Utilities represents a 2% (\$9,037) decrease for payments for County traffic signals, road maintenance yard facilities, and sign shop and resident engineer field trailers.

**Other Charges**

- Other Charges are recommended at \$350,000 for right-of-way acquisition for various on- going projects.

**Fixed Assets**

- Copier to replace existing machine. The existing copier is eight years old and has broken down repeatedly leading to higher maintenance costs.

(1) Copy Machine..... \$9,000..... Replacement

**SUMMARY OF REVENUES**

- Revenues are recommended at \$57,243,574, a 14% (\$7,201,702) increase over the current year adopted budget, which is primarily due to the completion of various federally funded projects. Significant changes by specific revenue source are noted below:
  - Taxes – Represents a 51% (\$2,986,893) increase to reflect actual experience in the current year.

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- Licenses, Permits, and Franchises – Revenues generated through the collection of Road Privileges and Permit fees represents a 38% (\$125,000) increase over the current level based on actual receipts in the current year.
- Use of Money and Property – Revenue represents a 13% (\$50,000) decrease based on interest earnings on carryover funds and actual experience in the current year.
- State Aid – Estimated at a 27% (\$6,037,745) increase over the current year due to increase revenue in Highway Users Tax.
- Federal Aid – Estimated at a 96% (\$7,708,026) increase over from the current year primarily due to the various Federal Bridge and CMAQ projects being funded.
- Charges for Services – Estimated at a 72% (\$9,115,238) decrease from the current year based on projected Measure “C” reimbursement for right-of-way acquisition costs and road construction for the various phases of the Mountain View and Academy Avenue projects. Measure “C” will additionally fund 100% of all design costs for the Mountain View Avenue projects. Other design, contract administration, and construction inspection will be 100% funded for the American Avenue Landfill Projects and the Assessment District funded County Service Area. Road maintenance activities performed by County Road crews on County Service Area roads will be 100% reimbursed by the various road zones receiving the maintenance service.
- Reserves of Road Fund 0010 will be increased by the amount of \$2,801,719 in the FY 2013-14 Recommended Budget.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Taxes			
3043 – Local Trans-1/4% Sales Tax	1,720,963	1,720,963	3,656,899
3044 – Measure C-1/2% Sales Tax	4,149,043	4,149,043	5,200,000
<b>Total</b>	<b>\$ 5,870,006</b>	<b>\$ 5,870,006</b>	<b>\$ 8,856,899</b>
Acct # - Licenses, Permits, & Franchises			
3175 – Road Privileges and Permits	325,000	325,000	450,000
<b>Total</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 450,000</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	400,000	400,000	350,000
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 350,000</b>
Acct # - Intergovernment Revenues – State			
3459 – Highway User Tax 2103	8,000,000	8,000,000	14,221,065
3460 – Highway User Tax 2104	7,000,000	7,000,000	8,000,000
3461 – Highway User Tax 2106	1,000,000	1,000,000	1,000,000
3462 – Highway User Tax 2105	5,300,000	5,300,000	3,800,000
3546 – State Aid Construction	0	0	390,000
3547 – State TEA 21 Match and Exchange	368,000	368,000	368,000
3575 – State-Other	473,320	473,320	400,000
<b>Total</b>	<b>\$ 22,141,320</b>	<b>\$ 22,141,320</b>	<b>\$ 28,179,065</b>
Acct # - Intergovernment Revenues – Federal			
4365 – Federal-Construction	7,763,143	7,763,143	15,471,169
4366 – Federal-Forest Reserve Revenue	300,000	300,000	300,000
<b>Total</b>	<b>\$ 8,063,143</b>	<b>\$ 8,063,143</b>	<b>\$ 15,771,169</b>
Acct # - Charges for Services			
4910 – Plan & Engineering Services	166,500	166,500	166,500
4985 – Road & Street Services	10,425,610	10,425,110	1,088,000
5040 – Services to Other County Departments	1,877,569	1,877,569	2,099,941
5043 – Serv Other Count Dept-P.Y.	180,000	180,000	180,000
<b>Total</b>	<b>\$ 12,649,679</b>	<b>\$ 12,649,179</b>	<b>\$ 3,534,441</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	13,000	13,000	100,000

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5806 – Loss Recovery-Risk Management	7,000	7,000	2,000
5882 – Cty Emp Witness and Jury Fees	100	100	0
<b>Total</b>	<b>\$ 20,100</b>	<b>\$ 20,100</b>	<b>\$ 102,000</b>
Acct # - Residual Equity Transfer (In)			
5957 – Operating Transfers In	572,624	0	0
<b>Total</b>	<b>\$ 572,624</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 50,041,872</b>	<b>\$ 49,468,748</b>	<b>\$ 57,243,574</b>

## **PENDING FACTORS**

The continued lack of a consistent, secure source of funding for road maintenance continues to impact the ability of the department to maintain the County's road system. The uncertainty of Federal Funding such as Stimulus (American Recovery and Reinvestment Act) funding and the adoption of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) Federal Surface Transportation without key direction on spending levels for programs continue to hamper the County on its ability to provide long-term planning for maintenance of the County's road system.

The passage of MAP-21 was void of any dedicated funding for bridge projects, thus making it a priority decision for states as to what level of bridge funding to make available and what program will those funds come from. This left states scrambling to determine funding levels for bridges and roads to come to a balance. With Fresno County having the most miles of roads and a very high number of bridges, it is critical that to know the funding levels available for each of these categories. It is anticipated that California will be making funding level decisions this year so as to reduce the impacts to projects already in the pipeline.

The other area of uncertainty that MAP-21 introduced to local governments is that all principal arterials, including those owned and maintained by local governments are now considered part of the National Highway System (NHS). This designation carries a higher standard of geometrics for principal arterials and it is not yet known if the County will have to bring County principal arterials to Federal standards and if so, the timeline and funding available to achieve those standards.

In FY 2009-10, the County deferred the MOE requirement for Proposition 42 in the amount of \$5,569,391. Payment in full was due in FY 2010-11; however SB 524 extended the deadline for the County to June 30, 2015. If the MOE is not paid in full by June 30, 2015, the County will have to refund the State the amount of Prop 42 received for FY 2009-10 (\$8,839,211) with interest. Staff is working with County lobbyists to explore the possibility of additional extension or waiver of the refunding requirement if the MOE is not paid. In addition, the repayment amount (\$5,569,391) is recommended as a designation in Org 8210 in FY 2013-14 should extension or waiver efforts fail.

The FY 2012-13 County Overlay project will be the last project funded by Prop 1B, with Fresno County having successfully delivered \$30.28 million of much needed road and bridge projects. Even with this \$30.28 million invested, the County's deferred road maintenance backlog continues to grow and will continue to grow if significantly increased funding levels are not realized.

Due to limited road funding, the County has been required to deferring crucial road maintenance activities for many years. It is estimated the County current backlog of deferred road maintenance needs is in excess of \$534 million. With this continued backlog, the Countywide Pavement Condition Index (PCI) is expected to fall below 60 within four years. The current PCI is 67.4. Once the PCI rating of a road falls below 70, the cost to bring the road up to a good state of repair increases exponentially with time. For example, it costs five times as much to bring a road in poor condition (PCI = 40) into a good condition than it would for a road in fair condition (PCI = 70) and as time passes without repair, the costs can go up to as much as 30 to 50 times to bring the road to a good state of repair. If this trend is not reversed soon, the costs to bring the County roads back to a good state of will accelerate exponentially.

On January 1, 2013, AB 720 became law and limited the amount of force account work to 30% for new and reconstruction road projects of the force account work reported to the State Controller the previous year. The law, as it reads does not distinguish between day labor for construction performed by County staff and day labor for preparing and administering private sector construction contracts performed by Design and Construction staff.

In FY 2011-12 the County of Fresno reported \$5,060,730 of force account work under road reconstruction, of which \$3,240,933 accounted for salaries expenditures to prepare and administer private sector construction contracts. A side letter issued by Assembly Member Hall (Sponsor of bill) accompanied the legislation and states *"In authoring AB 720, it is not my intent to restrict county force account work necessary to facilitate capital projects for the purposes of contracting to the private sector."* The department has taken the position as stated in the side letter and will not use the salaries reported as force account in the amount of \$3,240,933 to deliver and administer projects for private sector construction contracts when determining allowable expenditures under force account for new and reconstruction road projects.

**PW&P - ROAD FUND - 4510****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
1105	Engineer II	2220	1	1	\$ 73,967
1117	Associate Real Property Agent	1945	2	2	123,401
1132	Engineering Technician I	1526	8	4	192,279
1133	Senior Engineering Technician	1957	12	12	768,252
1134	Senior Engineer	2845	6	6	537,211
1135	Engineer I	1850	2	2	96,570
1137	Engineer III	2438	15	15	1,214,098
1140	Engineering Technician II	1707	19	22	1,232,312
1147	Field Survey Supervisor	2062	2	2	130,813
1148	Supervising Engineer	3129	2	2	198,464
1149	Chief of Field Surveys	2750	1	1	87,252
1150	Public Works Division Engineer	D	3	3	324,423
1163	Sr Real Property Agent	2285	1	0	0
2292	Staff Analyst II	1774	1	1	56,298
2293	Staff Analyst III	2048	3	3	194,967
2294	Senior Staff Analyst	F	1	1	68,251
2318	Deputy Director of Public Works	D	1	1	113,170
3080	Office Assistant III	1049	1	1	34,948
3125	Office Assistant I	837	1	1	21,846
3142	Secretary II	1049	2	2	69,896
3166	Administrative Secretary - Conf.	1438	1	1	47,894
5409	Road Equipment Operator-Trainee	967	6	6	163,924
5410	Road Equipment Operator I	1230	20	20	714,290
5415	Road Equipment Operator II	1391	53	53	2,291,371
5420	Road Maintenance Supervisor	1912	9	9	539,778
5425	Road Operations Lead Supervisor	1704	11	11	596,739
5430	Road Superintendent	2144	2	2	132,797
5445	Traffic Maintenance Supervisor	1912	1	1	58,666
5450	Traffic Equipment Operator I	1179	3	3	99,427
5455	Traffic Equipment Operator II	1321	6	6	249,359
5460	Traffic Operations Lead Supervisor	1596	1	1	53,166
8065	Director of Public Works & Planning	B	1	1	139,609
Subtotal			<b>198</b>	<b>196</b>	\$ 10,625,437
Auto Allowance					6,180
Professional License Allowance					27,375
Bilingual Pay					1,205
Less Salary Savings - 1%					(106,254)
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 10,553,942</b>

**VACANT POSITIONS RECOMMENDED FOR DELETION (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1132	Engineering Tech I	1850	-1	\$ 62,787
1163	Senior Real Property Agent	2285	-1	91,351
Cost of Restoring Vacant Positions			-2	\$ 154,138





PW&P – Transit Services -- 4700

**Transit Services  
BUDGET 4700  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 495,307	\$ 2,888,400	\$ 2,624,000	\$ (264,400)	-9%
Total Appropriations	\$ 495,307	\$ 2,888,400	\$ 2,624,000	\$ (264,400)	-9%
<u>Revenues</u>					
Intergovernment Revenue-Other	\$ 495,307	\$ 2,888,400	\$ 2,624,000	\$ (264,400)	-9%
Total Revenues	\$ 495,307	\$ 2,888,400	\$ 2,624,000	\$ (264,400)	-9%
<b><u>Net County Cost</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - 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 Fresno Council of Governments (Fresno COG) for transit services in unincorporated areas. The annual allocation to each agency is determined by Fresno COG 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, 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 Fresno COG for regional transportation planning services including transit planning.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$2,624,000 reflects an overall decrease in appropriations. Recommended funding is based on State estimates, as refined by the County's Auditor-Controller/Treasurer-Tax Collector of FY 2013-14 sales tax revenues. The allocation to transit providers is made in September of each year through a separate Board action and is based on the most current State estimate of sales tax revenues, the adopted FCRTA budget, and actual transit use and service costs for FAX and Clovis services for the current fiscal year.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Services and Supplies**

- Services and Supplies reflect an overall decrease of 9.15% (\$264,400) from the FY 2012-13 Adopted Budget and represent monies allocated directly to transit providers and for regional transportation planning.

Recommended funding includes:

- An allocation to the City of Fresno (\$1,927,800) represents a 7% increase over the current year for services to the unincorporated area within the Fresno urban transit service area.
- An allocation to 19 rural transit subsystems (\$268,000) represents a 60% decrease from the current year allocation. Since FY 2009-10, FCRTA has used contingency funding that had been held as matching dollars for capital projects to offset local agency contributions. When the FY 2012-13 budget was being developed, it was unknown whether this practice would continue. At this year's budgeting process, staff was assured that FCRTA will continue to use contingency funds to offset the local agency contribution for the next fiscal year, yielding a next decrease of County's contribution of 60%.
- An allocation for social services transportation (\$245,700) represents a 5.6% increase over the current year 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 Fresno COG (\$140,000) represents a 10.7% decrease from the current year for operation of the Regional Transportation Planning Agency pursuant to the Transportation Development Act of 1972.
- An allocation to the City of Clovis (\$42,500) represents a 5.6% decrease from the current year for paratransit services to the unincorporated area of Tarpey Village.

### **SUMMARY OF REVENUES**

- Other Governmental Aid revenues are recommended at \$2,624,000, a 9.15% (\$264,400) decrease from the current year and represent the County's share of the Local Transportation Funds and State Transit Assistance Funds allocated under formula by Fresno COG.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # -Intergovernment Revenues – Other			
4841 – Other Governmental Agencies	2,888,400	2,888,400	2,624,000
<b>Total</b>	<b>\$ 2,888,400</b>	<b>\$ 2,888,400</b>	<b>\$ 2,624,000</b>
<b>Total Revenues</b>	<b>\$ 2,888,400</b>	<b>\$ 2,888,400</b>	<b>\$ 2,624,000</b>



**Public Works & Planning-Grants  
BUDGET 5512  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 2,949,708	\$ 5,150,288	\$ 6,197,562	\$ 1,047,274	20%
Other Charges	<u>248,557</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Total Appropriations	\$ 3,198,265	\$ 5,150,288	\$ 6,197,562	\$ 1,047,274	20%
<u>Revenues</u>					
Intergovernment Revenues - St	\$ 910,849	\$ 936,185	\$ 691,714	\$ (244,471)	-26%
Intergovernment Rev-Federal	2,138,432	3,696,103	4,475,848	779,745	21%
Intergovernment Revenue-Other	-	-	500,000	500,000	100%
Miscellaneous Revenues	282,652	518,000	500,000	(18,000)	-3%
Other Financing Sources	<u>539</u>	<u>-</u>	<u>30,000</u>	<u>30,000</u>	<u>100%</u>
Total Revenues	\$ 3,332,472	\$ 5,150,288	\$ 6,197,562	\$ 1,047,274	20%
<b><u>Net County Cost</u></b>	<b>\$ (134,207)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P – GRANTS - 5512**

### **FUNCTION**

This budget contains funds for planning and implementing several programs including the Federal HOME Investment Partnerships Program (HOME), Safe Drinking Water State Revolving Fund, California Integrated Waste Management Board Used Oil Recycling Program, the Department of Conservation Beverage Container Recycling Program, State Tire Amnesty/Clean-up Grant, and the Shaver Lake Boat Launch Improvements.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$6,197,562 reflects a 20% (\$1,047,274) increase in appropriations and revenues over the FY 2012-13 Adopted Budget based on an increased amount of available grant funds. There is no net County cost associated with this budget. Revenues in excess of expenditures in FY 2011-12 actuals reflect timing differences in the grant reimbursement process.

Due to the multi-year nature of some of these programs, funds not expended in any given year are re-budgeted and added to the succeeding year's funding from the grantor. Variation in activity level from year-to-year in some programs, such as the HOME program described below, is dependent on market conditions and the level of participation of the partner cities.

The work effort required to implement these grant programs is provided primarily by staff in the Public Works and Planning Road Org 4510, Community Development Block Grant Org 7205, and Public Works and Planning Orgs 7910, 9015, and 9140.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **State Revolving Fund – CSA 30-32 Surface Water Treatment Facilities Consolidation**

Grant Funds: \$500,000      Other Funding: \$0      County Match: None

The new Safe Drinking Water State Revolving Fund Grant for the County Service Area (CSA) 30 and CSA 32 Surface Water Treatment Facilities Consolidation provides funding for the planning of the consolidation of the CSA 30 and CSA 32 potable water systems. The improvements will bring the water systems into compliance with current drinking water regulatory standards. In addition, surrounding water systems with similar water quality issues will be evaluated for feasibility to consolidate into a single system for the area.

#### **Services and Supplies**

- Services and Supplies are budgeted at \$500,000, an increase of 100% (\$500,000) over the current year adopted budget as work gets underway on this new project.

Recommended funding includes:

- Federal and State grant funds through the Safe Drinking Water State Revolving Fund.

#### **Federal Home Grant Program**

Grant Funds: \$4,475,848      Misc. Revenue: \$500,000      County Match: None

The Federal HOME Investment Partnerships Program (HOME) grant provides funds for housing rehabilitation loans, homebuyer loans for homeownership, and loans for affordable housing development projects in the six partner cities: Kerman, Kingsburg, Mendota, Reedley, Sanger, and Selma, and the unincorporated areas.

**Services and Supplies**

- Services and Supplies are budgeted at \$4,975,848, an increase of 19% (\$797,770) over the current year due to an increased amount of current year grant funds remaining available to be re-budgeted for several affordable housing development loan projects in process.

Recommended funding includes:

- Federal HOME grant funds and miscellaneous revenue derived from repayments of existing loans made to homeowners and community housing development organizations.

**Neighborhood Stabilization Program Loan Servicing**

Misc. Revenue: \$30,000      Grant Funds: \$0      County Match: None

Program revenue provides for the mandated loan servicing and monitoring for the County's completed Neighborhood Stabilization Program (NSP) mortgage assistance loans for the 15-year life of the loans. Funding is provided by reserved program income remaining from NSP dedicated solely for this purpose, per the Federal NSP regulations.

**Services and Supplies**

- Services and Supplies are budgeted at \$30,000, an increase of 100% (\$30,000) over the current year as this is the first year to budget for this activity.

Recommended funding includes:

- Reserved NSP program income dedicated solely for this purpose.

**Used Oil Payment Program**

Grant Funds: \$289,795      Other Funding: \$0      County Match: None

Grant funds provides assistance to local governments for the development and implementation of ongoing used oil and used oil filter collection, recycling and education programs for the 14 cities (excluding Fresno City, which has its own program) and the unincorporated area of Fresno County.

**Services and Supplies**

- Services and Supplies are budgeted at \$289,795, an increase of 73% (\$122,564) over the current year due to an increase in funding.

Recommended funding includes:

- Cal Recycle Oil Payment.

**Tire Amnesty Grant**

Grant Funds: \$40,000      Other Funding: \$0      County Match: None

In February 2013, \$40,000 in funds was made available for a two-year program to conduct waste tire amnesty drop-off events throughout the unincorporated areas of Fresno County. Funds are to be utilized to cover the costs of the County's programs for FY 2013-14 and FY 2014-15. Tires collected at the amnesty events will be transported by a licensed tire recycler to be recycled into reuse products.

**Significant Program Changes**

CalRecycle has overhauled its tire grant program and has separated it into two separate and individual grant programs (Tire Amnesty grant and a Tire Clean-up grant).

**Services and Supplies**

- Services and Supplies are budgeted at \$40,000, an increase of 100% (\$40,000) over the current year due to the establishment of a new grant issued by CalRecycle for the tire amnesty program.

Recommended funding includes:

PW&P – Grants -- 5512

- CalRecycle Tire Amnesty grant funding.

**Tire Clean-Up Grant**

Grant Funds: \$50,000      Other Funding: \$0      County Match: None

On April 2012, CalRecycle provided \$100,000 in funds for a two-year Tire Clean-Up program. Funds are scheduled to be used in FY 2012-13 and FY 2013-14 to offset waste tire clean-up costs in the rural areas of the County. Tires collected during clean-up activities are transported by a licensed tire recycler to be recycled into reuse products.

**Significant Program Changes**

CalRecycle has overhauled its tire grant program and has separated it into two separate and individual grant programs (Tire Clean-Up grant and a Tire Amnesty grant).

**Services and Supplies**

- Services and Supplies are budgeted at \$50,000, a decrease of 50% (\$50,000) from the current year allowing staff to fund the clean-up program for the requisite two-year period.

Recommended funding includes:

- CalRecycle Tire Clean-Up grant funding.

**City/County Beverage Payment Program**

Grant Funds: \$43,919      Other Funding: \$0      County Match: None

Provides funds to California cities and counties to use for public education for promoting beverage container recycling and/or litter clean-up activities. New grant funding to Fresno County for FY 2013-14 is expected to be \$43,919.

**Services and Supplies**

- Services and Supplies are budgeted at \$43,919, a decrease of 55% (\$54,535) from the current year due to funding changes at the State level.

Recommended funding includes:

- Cal Recycle City/County Payment.

**Shaver Lake Boat Launch Improvements**

Grant Funds: \$268,000      Other Funding: \$0      County Match: None

The Shaver Lake Improvement grant funded by the Wildlife Conservancy Board will rebuild the collapsed upper slope of the parking lot, replace several areas of the asphalt parking lot, and replace the existing storm drain with an approved storm drain with integrated sand/oil separator.

**Significant Program Changes**

This grant was awarded in FY 2012-13 and is scheduled to be completed by June 30, 2013. However, the billing and payments may not be realized until October of 2013 so the grant is recommended to be re-budgeted for FY 2013-14.

**Services and Supplies**

- Services and Supplies are budgeted at \$268,000, the same as for FY 2012-13.

Recommended funding is from the Wildlife Conservancy.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$6,197,562, a 20% (\$1,047,274) increase over the FY 2012-13



PW&P – Grants -- 5512

Adopted Budget. Appropriations and estimated revenues for grants are recommended at the full amount available each year. Due to variables such as timing and market fluctuations, particularly in the Federal HOME program, actual expenditures and receipt of reimbursement may differ greatly each year.

- State Aid – Estimated at a decrease of 26% (\$244,471) from the previous year based on funding availability for the Used Oil Payment Program and the City/County Beverage Payment Program.
- Federal Aid – Estimated at an increase of 21% (\$779,745) over the current year due to an increased amount of current year HOME funds remaining available for affordable housing development loan projects in progress.
- Other Governmental Agencies – Estimated at a 100% (\$500,000) increase over the current year adopted budget due to the new Safe Drinking Water State Revolving Fund Grant.
- Other Financing Sources – Estimated at an increase of 100% (\$30,000) over the FY 2012-13 program year due to the new NSP Loan Servicing budget.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3575 – State Other	936,185	509,833	691,714
<b>Total</b>	<b>\$ 936,185</b>	<b>\$ 509,833</b>	<b>\$ 691,714</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal - Other	3,696,103	152,230	4,475,848
<b>Total</b>	<b>\$ 3,696,103</b>	<b>\$ 152,230</b>	<b>\$ 4,475,848</b>
Acct # -Intergovernment Revenues – Other			
4841 – Other Governmental Agencies		0	500,000
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 500,000</b>
Acct # - Miscellaneous Revenues			
5880 – Mics. Revenue - Other	18,000	0	0
5885 – HOME Program Income	500,000	300,000	500,000
<b>Total</b>	<b>\$ 518,000</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>
Acct # - Other Financing Sources			
5959 – Transfer from Trust Fund	0	0	30,000
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 30,000</b>
<b>Total Revenues</b>	<b>\$ 5,150,288</b>	<b>\$ 962,063</b>	<b>\$ 6,197,562</b>

## **PENDING FACTORS**

The HOME Grant portion of this budget (55122008) is contingent upon the Federal FY 2013 budget (October 1, 2012 through September 30, 2013), which contains across the board cuts from the sequestration that took effect in March, 2013. Sequestration is anticipated to decrease the U.S. Department of Housing and Urban Development's budget for HOME Investment Partnerships Program (HOME) grant funding which, in turn, will decrease Fresno County's allocation of HOME grant funds for the County's fiscal year beginning July 1, 2013. At the time of this writing, the sequestration is anticipated to decrease the County's allocation by approximately 10%.

Because the Federal FY 2013 budget was only finalized this spring, at the time of this writing, HUD had not yet calculated the individual allocations of HOME grant funds for participating jurisdictions such as Fresno County. It is anticipated that the actual amount of the County's HOME grant allocation will not be known until as late as July, 2013, at which time this budget may be brought back to your Board for any needed amendment.



# PW&P – Capital Projects - Grants -- 1912

## Capital Projects - Grants BUDGET 1912 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
General Fixed Assets	\$ -	\$ 380,507	\$ -	\$ (380,507)	-100%
Total Appropriations	\$ -	\$ 380,507	\$ -	\$ (380,507)	-100%
<b><u>Revenues</u></b>					
Intergovernment Revenues - St	\$ -	\$ 380,507	\$ -	\$ (380,507)	-100%
Total Revenues	\$ -	\$ 380,507	\$ -	\$ (380,507)	-100%
<b><u>Net County Cost</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
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Position Summary

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\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **CAPITAL PROJECTS - GRANTS – 1912**

### **FUNCTION**

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

### **OVERVIEW**

No funding is recommended for FY 2013-14, a \$380,507 decrease from the current year.

Remaining FY 2012-13 appropriations of approximately \$379,803 have been encumbered for use in FY 2013-14 to refurbish restrooms within the Avocado Lake Park facility to make them ADA compliant and to install a shade structure over a group picnic area.

Funding for this project came from State bond proceeds authorized by the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 which are to be used for the acquisition and development of neighborhood, community, and regional parks and recreation lands and facilities.

In addition, on January 29, 2012, your Board adopted a resolution to accept grant funding and set appropriations in the amount of \$1,403,000 for improvements to the Lost Lake Park campground. These appropriations will also be encumbered in the current year for use in FY 2013-14. Funding for this project comes from the State of California, San Joaquin Conservancy and Wildlife Conservation Board on a reimbursement basis. Actual revenues are not anticipated until FY 2013-14.

### **SUMMARY OF REVENUES**

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – State			
3575 – State-Other	380,507	704	0
<b>Total</b>	<b>\$ 380,507</b>	<b>\$ 704</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 380,507</b>	<b>\$ 704</b>	<b>\$ 0</b>





# PW&P – Community Development Block Grant -- 7205

## Community Develop Block Grant BUDGET 7205 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,508,542	\$ 1,503,811	\$ 1,325,766	\$ (178,045)	-12%
Services and Supplies	1,136,760	2,216,255	1,289,550	(926,705)	-42%
Other Charges	1,772,108	4,689,849	4,046,943	(642,906)	-14%
Total Appropriations	\$ 4,417,411	\$ 8,409,915	\$ 6,662,259	\$ (1,747,656)	-21%
<b><u>Revenues</u></b>					
Taxes	\$ 6,216	\$ -		\$ -	0%
Intergovernment Rev-Federal	3,435,383	7,563,047	5,807,471	(1,755,576)	-23%
Charges For Services	23,039	-		-	0%
Other Financing Sources	708,122	505,000	500,000	(5,000)	-1%
Intrafund Revenue	418,099	341,868	354,788	12,920	4%
Total Revenues	\$ 4,590,859	\$ 8,409,915	\$ 6,662,259	\$ (1,747,656)	-21%
<b><u>Net County Cost</u></b>	<b>\$ (173,448)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	14	14	13	(1)	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - COMMUNITY DEVELOPMENT BLOCK GRANT – 7205**

### **FUNCTION**

This budget contains the Federal Community Development Block Grant (CDBG) funds administered by the Community Development Division of the Department of Public Works and Planning. The annual application for the County's Urban County CDBG entitlement grant funds, which is approved by the Board of Supervisors and submitted to U.S. Department of Housing and Urban Development (HUD), details how the funds will be spent. These grant funds are used to implement a variety of projects and programs to improve low and moderate income neighborhoods throughout Fresno County and six participating cities: Kerman, Kingsburg, Mendota, Reedley, Sanger, and Selma. The Community Development staff in this budget administers a variety of housing and community development activities necessary to implement the County's Consolidated Plan, Annual Action Plan, Housing Element, and the Economic Development Strategy and Economic Development Element of the General Plan. Community Development Block Grant staff also administer other housing grant funds for affordable housing development, housing rehabilitation and homebuyer assistance; along with other specialized housing and community development grant programs such as the Neighborhood Stabilization Program.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$6,662,259 reflects a 21% (\$1,747,656) decrease in appropriations and revenues from the FY 2012-13 Adopted Budget, due to continuing decreases in the annual federal CDBG grant allocations to the County.

The County's federal CDBG allocation for the 2013-14 budget year has not been set as of the preparation of this budget document. Based upon the pending sequestration cuts to the federal budget, this budget presumes an approximate 10% reduction in the CDBG allocation for FY 2013-14. The recommended budget continues to fund the five current unincorporated area Community Development programs which include public facility and infrastructure improvement projects, housing rehabilitation (HARP), commercial rehabilitation (FACE), community-based social services, and the Sheriff's Area Based Policing program at proportionately reduced funding levels. This budget additionally includes CDBG funding which is provided as grants to the six cities participating in the County's CDBG Program, also at proportionately reduced funding in accordance with the Joint Powers Agreement. Staffing is recommended at 13 positions with 1 filled position being eliminated due to lower program funding.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Appropriations of \$1,325,766 represent a 12% (\$178,045) decrease from the FY 2012-13 Adopted Budget in employee Salaries and Benefits, primarily due to the elimination of one permanent filled position and also from vacancies due to retirements being filled at lower levels. It is anticipated that the incumbent of the eliminated position can be reassigned to another division of the Department of Public Works and Planning by August, 2013, to avoid a layoff.

Recommended funding includes:

- Account 6100, Regular Salaries represents a 12% (\$103,320) decrease from the current year, primarily due to the elimination of one position, and also from cost savings due to retirements being filled at lower levels.
- Account 6400, Retirement represents a 10% (\$44,860) decrease from the current year due primarily to the elimination of one position and also from cost savings due to retirements being filled at lower levels.



**Services and Supplies**

- Services and Supplies represent a 42% (\$926,705) decrease from the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 7295, Professional & Specialized Services represents a 15% (\$78,680) decrease from the current year due to across-the-board reductions in services required from various other departments due to reduction in grant funds and associated program activity, and to a decrease in available funding for the Sheriff's Area Based Policing Program because of anticipated federal budget reductions.
- Account 7312, Social Services Programs represents a 23% (\$39,490) decrease from the current year due to a decrease in available funding for community-based social service programs because of anticipated federal budget reductions, and a decrease in carryover funding for Social Service program final billings now that the contracts run concurrent with the County's fiscal year (July-June) rather than the Federal fiscal year (October-September).
- Account 7400, Special Department Expense represents a 57% (\$694,001) decrease from current year primarily due to a decrease in re-budgeted funding for Housing Assistance Rehabilitation Program (HARP) loans in progress. Appropriations totaling \$150,000 are budgeted for new HARP housing rehabilitation loans and façade improvement loans (FACE).

**Other Charges**

- Account 7885, Contributions-Other Agencies represents a 14% (\$624,906) decrease from FY 2012-13 due to a decrease in allocation for new public facility and infrastructure improvement projects to cities and the unincorporated area due to decreased federal funding, and a decrease in estimated carryover funds for multi-year activities in progress.

Recommended funding includes:

- Recommended funding for FY 2013-14 will provide for an estimated six new public facility and infrastructure improvement projects for the participating cities and the unincorporated area, all of which are anticipated to be multi-year projects.

**SUMMARY OF REVENUES**

- Revenues are recommended at \$6,662,259, a 21% (\$1,747,656) decrease from the FY 2012-13 Adopted Budget, due to continuing decreases in the County's annual federal Community Development Block Grant allocation.
  - Federal Aid – Estimated at \$5,807,471, a decrease of 23% (\$1,755,576) from the current year adopted budget. Includes committed but unexpended CDBG funds of \$3,117,471, for activities in progress, and a projected new federal CDBG grant allocation of \$2,690,000.
  - Other Financing Sources – Estimated at \$500,000, a slight decrease, 1% (\$5,000), from the current year adopted budget due to a 1981 housing development bond program being repaid in full.
  - Intrafund Revenues – Estimated at \$354,788, a 12% (\$12,920) increase over the current year due to slightly increased revenue available for administration of federal housing program grants budgeted in Org 55122008 (HOME) and Org 7209 (NSP3).

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – Federal			
4390 – Federal Aid - Comm Dev Block Grt	7,563,047	4,412,096	5,807,471
<b>Total</b>	<b>\$ 7,563,047</b>	<b>\$ 4,412,096</b>	<b>\$ 5,807,471</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	5,000	5,000	0
<b>Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 0</b>
Acct # - Other Financing Sources			
5888 – Community Development Repayments	500,000	500,000	500,000
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	341,868	341,868	354,788
<b>Total</b>	<b>\$ 341,868</b>	<b>\$ 341,868</b>	<b>\$ 354,788</b>
<b>Total Revenues</b>	<b>\$ 8,409,915</b>	<b>\$ 5,258,964</b>	<b>\$ 6,662,259</b>

### **PENDING FACTORS**

This budget is contingent upon the federal FY 2013 budget (October 1, 2012 through September 30, 2013), which contains across the board cuts from the sequestration that took effect in March, 2013. Sequestration is anticipated to decrease HUD's budget for CDBG funding, which in turn will decrease Fresno County's allocation of CDBG grant funds for the County's FY beginning July 1, 2013. At the time of this writing, the pending sequestration is anticipated to decrease the County's allocation by approximately 10%.

Because the Federal FY 2013 Budget was only finalized this spring, at the time of this writing, HUD had not yet calculated the individual allocations of CDBG grant funds for participating jurisdictions such as Fresno County. It is anticipated that the actual amount of the County's CDBG grant allocation will not be known until as late as July, 2013, at which time this budget may be amended as necessary.

**PW&P-COMMUNITY DEVELOPMENT BLOCK GRANT - 7205**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<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	\$ 94,352
1747	Housing Rehabilitation Specialist II	1962	1	1	65,354
2292	Staff Analyst II	1774	1	1	56,298
2293	Staff Analyst III	2048	3	3	194,967
2294	Senior Staff Analyst	F	2	2	142,558
2296	Senior Economic Development Analyst	F	1	1	69,948
2297	Principal Staff Analyst	E	1	1	25,808
3110	Office Assistant II	940	1	1	24,534
3125	Office Assistant I	837	1	1	23,206
3140	Secretary III	1169	1	1	38,915
3621	Program Technician II	1393	1	0	4,447
Subtotal			<b>14</b>	<b>13</b>	\$ 740,387
Bilingual Skill Pay					1,205
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 741,591</b>

**FILLED POSITION RECOMMENDED FOR DELETION (Effective August 5, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
3621	Program Technician II	1393	-1	\$ 77,673
	Cost of Restoring Filled Position		-1	\$ 77,673



PW&P – Neighborhood Stabilization Program -- 7208

**Neighborhood Stabilization Prog  
BUDGET 7208  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 91,807	\$ 79,842	\$ -	\$ (79,842)	-100%
Services and Supplies	1,694,625	1,545,158		(1,545,158)	-100%
Total Appropriations	\$ 1,786,432	\$ 1,625,000	\$ -	\$ (1,625,000)	-100%
<u>Revenues</u>					
Intergovernment Rev-Federal	\$ 421,988	\$ -	\$ -	\$ -	0%
Miscellaneous Revenues	1,764,351	1,570,000		(1,570,000)	-100%
Intrafund Revenue	19,562	55,000		(55,000)	-100%
Total Revenues	\$ 2,205,901	\$ 1,625,000	\$ -	\$ (1,625,000)	-100%
<b><u>Net County Cost</u></b>	<b>\$ (419,469)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

-

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - NEIGHBORHOOD STABILIZATION PROGRAM – 7208**

### **FUNCTION**

The Neighborhood Stabilization Program (NSP) was a one-time federal grant program launched in 2009, which provided funds for the County to purchase foreclosed and abandoned homes, rehabilitate them as necessary, and then resell them to eligible homebuyers in areas of greatest need throughout the County and its then-eight partner cities of Coalinga, Fowler, Kerman, Kingsburg, Mendota, Reedley, Sanger, and Selma. The program also included the provision of forgivable mortgage assistance loans for eligible purchasers, as necessary. Org 7208 contained the County's one-time allocation of NSP funds along with the proceeds of resale which were required to be reused for the same purpose during the life of the program. NSP was administered primarily by staff in the Community Development Block Grant Org 7205, with the assistance of designated extra-help which were included in this budget. Extra-help staff are being transferred to Org 7209 NSP3 to assist in completing work under that grant. This successful program ended in March 2013, and the grant funds have all been expended, so this budget Org is no longer required.

### **OVERVIEW**

Fresno County's Neighborhood Stabilization Program was extremely successful, meeting and exceeding all goals and achieving mandated expenditure requirements nearly three years earlier than required. The County's original NSP grant funding goal was to benefit 20 homes/families; however, the County was able to recycle the funds to benefit a total of 68 homes/families. The County's original grant amount of \$7,037,465 was reused through the purchase and resale of properties so as to achieve a total program amount of \$15,285,465. These accomplishments were recognized by the U.S. Department of Housing and Urban Development as the best in the State, and exemplary nationwide. The homes purchased, rehabilitated and resold were located in the federally identified areas of greatest need in Sanger, Kerman, Selma, Reedley, Mendota, Tarpey, Riverdale, Mayfair, Easterby, Coalinga, Fowler and Kingsburg.

NSP was a one-time grant provided to the County from the Housing and Economic Recovery Act of 2008 (HERA), which was approved by Congress and signed by President Bush in 2008. The Program has successfully been completed, and the County has retained a small amount of program income (included in Org 5512) per the federal regulations to pay for the required annual loan monitoring and servicing for the 15 year life of the NSP mortgage assistance loans. The grant funds have all been expended and the program is now complete.

Revenues in excess of expenditures in the FY 2011-12 actuals column on the Fiscal Summary is a combination of year-end timing matters and a misposted receipt that has since been corrected.







# PW&P – Neighborhood Stabilization Program 3 -- 7209

## Neighborhood Stabilization 3 BUDGET 7209 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	-	-	62,512	62,512	100%
Services and Supplies	\$ 1,887,027	\$ 4,577,100	\$ 3,525,323	\$ (1,051,777)	-23%
Total Appropriations	\$ 1,887,027	\$ 4,577,100	\$ 3,587,835	\$ (989,265)	-22%
<b><u>Revenues</u></b>					
Intergovernment Rev-Federal	\$ 1,003,082	\$ 970,025	\$ 1,295,709	\$ 325,684	34%
Miscellaneous Revenues	381,888	3,607,075	2,292,126	(1,314,949)	-36%
Total Revenues	\$ 1,384,969	\$ 4,577,100	\$ 3,587,835	\$ (989,265)	-22%
<b><u>Net County Cost</u></b>	<b>\$ 502,058</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	-	-	-	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - NEIGHBORHOOD STABILIZATION PROGRAM 3 – 7209**

### **FUNCTION**

The Neighborhood Stabilization Program 3 (NSP3) is a one-time Federal grant program which provides funds for the County to purchase foreclosed and abandoned homes, rehabilitate them as necessary, and then resell them to eligible homebuyers in specifically targeted areas of greatest need within the designated Urban County program area. Org 7209 contains the County's allocation of NSP3 funds and proceeds of resale which must be reused for this same purpose during the life of the program. NSP3 is administered primarily by staff in the Community Development Block Grant Org 7205, with the assistance of designated extra-help.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$3,587,835 is a 22% (\$989,265) decrease from the FY 2012-13 Adopted Budget and reflects the anticipated remaining NSP3 grant funds provided to the County by the U.S. Department of Housing and Urban Development, and estimated program income from the resale of homes. There is no net County cost as NSP3 is funded by the Federal grant and program income, which must be reused for grant purposes for the life of the program. The program will end in 2014. There are no permanent positions in this Org, but funds have been appropriated for two extra-help housing staff who assist with carrying out the program.

Expenditures in excess of revenues in the FY 2011-12 actuals column on the Fiscal Summary is a combination of year-end timing matters and a misposted receipt that has since been corrected.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$62,512, represent a 100% (\$62,512) increase over the FY 2012-13 Adopted Budget, as the two extra-help staff previously in the Neighborhood Stabilization Program Org 7208 will be moved to this program to complete the NSP3 grant as planned. The original Neighborhood Stabilization Program Org 7208 has ended with on-going monitoring being budgeted in Capital Projects Grants Org 5512. The two extra-help positions will be working the on NSP3 grant, one full-time and one part-time as needed (limited to 10 hours per week). Both positions will be eliminated when the program concludes in 2014.

#### **Services and Supplies**

- Services and Supplies, recommended at \$3,525,323, represent a 23% (\$1,051,777) decrease from the FY 2012-13 Adopted Budget, including the full amount of remaining NSP3 grant funds and program income from the resale of homes. All available funds appropriated for the purchase of foreclosed and abandoned homes, rehabilitation of the homes, and mortgage assistance for qualified buyers.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$3,587,835, a 22% (\$989,265) decrease from the FY 2102-13 Adopted Budget and reflects the amount of remaining NSP3 Federal grant funds and program income from the sale of rehabilitated homes.
  - Federal revenues are recommended at the amount of remaining grant funds and are re-budgeted from the current year adopted budget.

PW&P – Neighborhood Stabilization Program 3 -- 7209

- Miscellaneous Revenues represents estimated income from the resale of properties originally purchased with Federal grant funds.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Intergovernment Revenues – Federal			
4380 – Federal - Other	970,025	365,600	1,295,709
<b>Total</b>	<b>\$ 970,025</b>	<b>\$ 365,600</b>	<b>\$ 1,295,709</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	3,607,075	841,900	2,292,126
<b>Total</b>	<b>\$ 3,607,075</b>	<b>\$ 841,900</b>	<b>\$ 2,292,126</b>
<b>Total Revenues</b>	<b>\$ 4,577,100</b>	<b>\$ 1,207,500</b>	<b>\$ 3,587,835</b>



PW&P – Parks & Grounds -- 7910

**Parks And Grounds  
BUDGET 7910  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 1,367,532	\$ 1,625,512	\$ 1,620,531	\$ (4,981)	0%
Services and Supplies	1,182,467	927,411	1,446,884	519,473	56%
Other Charges	992	992	1,331	339	34%
General Fixed Assets	-	-	50,000	50,000	100%
Total Appropriations	\$ 2,550,991	\$ 2,553,915	\$ 3,118,746	\$ 564,831	22%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$ 18,625	\$ 10,500	\$ 26,252	\$ 15,752	150%
Charges For Services	1,254,852	1,005,021	1,010,163	5,142	1%
Miscellaneous Revenues	9,712	-	360,500	360,500	100%
Intrafund Revenue	154,233	285,133	292,805	7,672	3%
Total Revenues	\$ 1,437,422	\$ 1,300,654	\$ 1,689,720	\$ 389,066	30%
<b><u>Net County Cost</u></b>	<b>\$ 1,113,568</b>	<b>\$ 1,253,261</b>	<b>\$ 1,429,026</b>	<b>\$ 175,765</b>	<b>14%</b>

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	16	17	19	2

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P PARKS AND GROUNDS – 7910**

### **FUNCTION**

The Parks and Grounds Maintenance Section of the Resources Division of the Department of Public Works and Planning operates and maintains all regional County parks, campgrounds, fishing areas, Veterans Liberty Cemetery, and the County Cemetery. Additionally, the grounds for many County facilities, including the 10<sup>th</sup> Street facility, Juvenile Justice Campus, Courthouse Park, and University Medical Center campus are cared for by this section of the department. Parks and Grounds also maintain scenic drives along Kearney Boulevard and Van Ness Boulevard. The section is also contracted to maintain the landscape at American Avenue and Southeast Regional landfills. In FY 2012-13 the Pine Flat Campground was permanently closed due to public safety concerns from the landowner, the Department of the Army.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$3,118,746 reflect 22% (\$564,831) increase over the FY 2012-13 Adopted Budget. The increase in appropriations is due to the addition of revenues from the Ernest Lawrence Estate as authorized by the Board of Supervisors on April 24, 2012 and July 10, 2012, the addition of one Senior Tree Trimmer and one Parks Groundskeeper, and for the purchase of equipment that will be used to clean park restrooms. Estimated revenues of \$1,689,720 are recommended at a 30% (\$389,066) increase over the FY 2012-13 Adopted Budget. Staffing is recommended at 19 positions, an increase of 2 positions. With the concurrence of the County Administrative Office, no salary savings have been used in calculating Regular Salaries.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

The department is requesting to add one Senior Tree Trimmer and one Parks Groundskeeper. Currently the tree crew consists of two Tree Trimmers and one Groundskeeper positions. The Senior Tree Trimmer position will increase the capability and improve the safety of the crew as the Senior will be authorized to operate all equipment and have the ability to physically climb trees. The Senior Tree Trimmer will act as a working lead over the two Tree Trimmer positions. The additional Parks Groundskeeper position will be assigned to the Juvenile Justice Campus on American Avenue. The department will also assign one existing permanent Groundskeeper position to Courthouse Park to improve the service level provided to the historical park.

The decrease in field staff hours over the past four years has and, in most parks and campuses, will continue to result in significantly lower service levels, including seasonal closures (October-February) of Los Gatos Creek, Skaggs Bridge, and Laton-Kingston Park. The reduced service level is visible in turf, tree and shrub maintenance, facilities (restroom cleanliness and supplies), graffiti abatement and litter removal. Staffing at areas such as Lost Lake, Veteran's Cemetery, and Kearney Park will continue at a reduced rate.

The grounds maintenance of the Juvenile Justice Campus will be increased as it will be supported by one permanent Groundskeeper I, two Seasonal Groundskeeper positions, and Adult Offender Work Program participants as available.

#### **Salaries and Benefits**

- Salaries and Benefits represent a less than 1% (\$4,981) decrease from the FY 2012-13 Adopted Budget due primarily to staff retirements and replacement staff coming in at the entry level salary.

## PW&P – Parks & Grounds -- 7910

Recommended funding includes:

- Account 6100 Regular Salaries increased over the current year by a net 3% (\$17,399) due to the addition of two positions offset by replacement staff coming in at the entry level salary.
- Account 6350 Unemployment Insurance decreased from the current year by 63% (\$37,345) due to lower charges from Risk Management.
- Account 6600 Health Insurance increased over the current year by 10% (\$11,690) due to additional staff and changes in employee health benefit selections.

### **Services and Supplies**

- Services and Supplies reflect a 56% (\$519,473) increase over the FY 2012-13 Adopted Budget due primarily to recommended appropriations for work funded by the Ernest Lawrence Estate approved by the Board on April 24, 2012 and July 10, 2012.

Recommended funding includes:

- Account 7220, Maintenance - Buildings & Grounds (Contracts) increased over the current year by 583% (\$252,608) for the purchase of picnic tables, BBQs, group picnic area renovations, and other projects funded by the Ernest Lawrence Estate.
- Account 7295, Professional and Specialized Services increased over the current year by 97% (\$129,577) to repair sidewalks throughout Courthouse Park, increased efforts to improve turf conditions, and accurately account for administrative costs to parks.
- Account 7385, Small Tools increased over the current year by 170% (\$59,393) to fund replacement of push mowers and hand tools.
- Account 7416, Trans and Travel County Garage decreased from the current year adopted budget by 11% (\$41,000) based on FY 2012-13 actual costs and trends.
- Account 7430, Utilities increased over the current year by 49% (\$44,111) due to anticipated PG&E rate increases and reflecting actual costs in FY 2012-13.

### **Other Charges**

- Other Charges reflect a 34% (\$339) increase over FY 2012-13 Adopted Budget for the Kings River Water District Fiscal Year assessment for canal maintenance through China Creek Park.

### **Fixed Assets**

- Restroom cleaning equipment will be mounted on four trailers and will include hot water pressure washers, chemical and supply storage and related equipment.

(4) Restroom cleaning equipment.....\$50,000..... New

## **SUMMARY OF REVENUES**

- Revenues are recommended at \$1,689,720, a 30% (\$389,066) increase over FY 2012-13 Adopted Budget.
  - Use of Money and Property represents a 150% (\$15,752) increase over the FY 2012-13 Adopted Budget due to increases in concession revenues from vendors in various County parks.
  - Charges for Services represent a 1% (\$5,142) increase over the FY 2012-13 Adopted Budget.
  - Miscellaneous Revenues includes \$155,000 as recognition of previously unbudgeted recovery for damages at Lost Lake that remain outstanding. In addition, \$205,000 is included as a donation from the Ernest E. Lawrence Trust fund for planned projects. The current year donation was not included in the FY 2012-13 Adopted Budget but was approved by the Board in a subsequent

PW&P – Parks & Grounds -- 7910  
action.

- Intrafund Revenues represent a 3% (\$7,672) increase over the current year in charges for landscape maintenance for County facilities.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3400 – Rents and Concessions	10,500	10,500	26,252
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 26,252</b>
Acct # - Charges for Services			
5040 – Services to Other County Departments	773,521	773,521	773,663
5055 – Parks and rec Fees	231,500	231,500	236,500
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 1,005,021</b>	<b>\$ 1,005,021</b>	<b>\$ 1,010,163</b>
Acct # - Miscellaneous Revenues			
5806 – Loss Recovery, Risk	0	0	155,000
5890 – Donations	0	0	205,500
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 360,500</b>
Acct # - Intrafund			
5990 – interund Revenue	285,133	285,133	292,805
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 285,133</b>	<b>\$ 285,133</b>	<b>\$ 292,805</b>
<b>Total Revenues</b>	<b>\$ 1,300,654</b>	<b>\$ 1,300,654</b>	<b>\$ 1,689,720</b>

### **PENDING FACTORS**

The lease with the Department of the Army for Pine Flat Campground was terminated in FY 2012-13. The Department of the Army has mandated that the County restore the campground to a state satisfactory to the District Engineer by June 30, 2014. The cost to perform the restoration is estimated at \$149,000. These costs are not included in the Parks and Grounds FY 2013-14 Recommended Budget. County staff is pursuing relief from the mandate through our Federal Representatives and lobbyists; however, if this is unsuccessful, additional funding will be required to comply with the mandate from the Department of the Army.



**PW&P - PARKS AND GROUNDS - 7910**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2294	Senior Staff Analyst	F	1	1	\$ 68,774
3080	Office Assistant III	1049	1	1	35,731
5215	Parks Groundskeeper I	840	5	6	140,262
5221	Parks Groundskeeper III	1099	5	5	178,394
5235	Parks Maintenance Worker	1299	1	1	36,356
5241	Parks Services Supervisor	1513	2	2	97,562
5242	Senior Tree Trimmer	1374	0	1	33,800
5243	Tree Trimmer I	1099	1	1	30,585
5244	Tree Trimmer II	1200	1	1	38,837
Subtotal			<b>17</b>	<b>19</b>	\$ 660,300
Bilingual Pay					1,205
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 661,505</b>

**RECOMMENDED POSITION TO ADD (Effective July 22,2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
5215	Parks Groundskeeper I	840	1	\$ 39,379
5242	Senior Tree Trimmer	1374	1	59,302
Cost of Positions Recommended to Add			2	\$ 98,681



PW&P – Off-Highway License Fund -- 7920

Off Highway License  
BUDGET 7920  
Off-Highway License

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Services and Supplies	\$ 103,809	\$ 16,308	\$ 6,248	\$ (10,060)	-62%
Other Financing Uses	86,500	8,000	-	(8,000)	-100%
Total Appropriations	\$ 190,309	\$ 24,308	\$ 6,248	\$ (18,060)	-74%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$ 2,886	\$ 240	\$ 200	\$ (40)	-17%
Intergovernment Revenues - St	9,827	10,000	12,000	2,000	20%
Total Revenues	\$ 12,713	\$ 10,240	\$ 12,200	\$ 1,960	19%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ 177,596</b>	<b>\$ 14,068</b>	<b>\$ (5,952)</b>	<b>\$ (20,020)</b>	<b>-142%</b>
Increase/(Decrease-Use of) Available Fund					
Balance	(177,596)	(14,068)	5,952	20,020	-142%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P – 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 FY 2013-14 Recommended Budget appropriations of \$6,248 reflect a 74% (\$18,060) decrease from the FY 2012-13 Adopted Budget, and the FY 2013-14 Recommended Budget revenues of \$12,200 reflect a 19% increase over FY 2012-13. 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. In FY 2012-13, the Recreation and Wildlife Commission recommended funding a request by the Sierra National Forest in the amount of \$4,070 and a request by the Sequoia National Forest in the amount of \$2,000. These funds have not been expended and are recommended to be re-budgeted in FY 2013-14. Due to high awards in previous years and slow replenishment revenues from license fees, the Recreation and Wildlife Commission did not support a request by the Sheriff's Department to fund the maintenance of the Off-Highway Vehicles (OHV) used to patrol OHV trails throughout Fresno County.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Revenues, while expected to be slightly higher than the current year, continue to be low due to the state of the economy. The reserve level of the Off-Highway License fund is anticipated to be approximately \$20,000 at the end of the FY 2012-13.

#### **Services and Supplies**

- Services and Supplies reflect a 62% (\$10,060) decrease from the FY 2012-13. There are two carryover projects in the amount of \$6,070 recommended for funding from FY 2012-13. As projects are proposed, staff and the Commission evaluate the ability of the County to participate through the use of these funds as required by the Off-Highway Vehicle Law.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$12,200, a 19% (\$1,960) increase over the FY 2012-13 Adopted Budget.
  - Use of Money and Property represents a 17% (\$40) decrease from the FY 2012-13 Adopted Budget in interest earnings on accumulated funds.
  - Intergovernmental Revenues-State Revenues generated from Vehicle License Fees are estimated at a 20% (\$2,000) increase over the FY 2012-13 Adopted Budget based on actual vehicle registration fees collected.

PW&P – Off-Highway License Fund -- 7920

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	240	240	200
<b>Total</b>	<b>\$ 240</b>	<b>\$ 240</b>	<b>\$ 200</b>
Acct # - Intergovernment Revenues – State			
3575 – State-Other	10,000	11,000	12,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 12,000</b>
<b>Total Revenues</b>	<b>\$ 10,240</b>	<b>\$ 11,240</b>	<b>\$ 12,200</b>



# PW&P – Fish & Game Propagation -- 4350

## Fish And Game Propagation BUDGET 4350 Fish and Game

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 2,250	\$ 4,852	\$ 3,032	\$ (1,820)	-38%
Total Appropriations	\$ 2,250	\$ 4,852	\$ 3,032	\$ (1,820)	-38%
<b><u>Revenues</u></b>					
Fines, Forfeitures & Penalties	\$ 5,661	\$ 5,100	\$ 5,800	\$ 700	14%
Rev From Use of Money & Prop	255	180	200	20	11%
Total Revenues	\$ 5,916	\$ 5,280	\$ 6,000	\$ 720	14%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (3,667)</b>	<b>\$ (428)</b>	<b>\$ (2,968)</b>	<b>\$ (2,540)</b>	593%
Increase in Available Fund Balance	3,667	428	2,968	2,540	593%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - FISH AND GAME PROPAGATION - 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 FY 2013-14 Recommended Budget appropriations of \$3,032 reflect a 38% (\$1,820) decrease from the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$6,000 reflect a 14% (\$720) increase over the FY 2012-13 Adopted Budget. Projects totaling \$2,850 are recommended by the Recreation and Wildlife Commission for three organizations for planned wildlife conservation and propagation activities in FY 2013-14.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

Revenues, while higher than the current year, continue to be low due to a continued lack of prosecution and levying of fines.

#### **Services and Supplies**

- Services and Supplies represent a 38% (\$1,820) decrease from the current year and include \$3,032 for projects and PeopleSoft Financial charges. The following projects are recommended by the Recreation and Wildlife Commission for FY 2013-14.
  - Critter Creek Wildlife Station (\$1,100) to fund the rebuilding of an 18' x 48' cage for large mammal recovery.
  - Central Valley Sportsman's Club (\$1,000) to sponsor an annual fishing derby at Woodward Park that allows Fresno County area children the opportunity to catch fish and promote outdoor recreation.
  - Fly Fishers for Conservation (\$750) to fund the purchase of two water chillers for "Trout in the Classroom" program activities throughout school districts within Fresno County.

### **SUMMARY OF REVENUES**

- Recommended revenues of \$6,000 represent a 14% (\$720) increase over the current year.
  - Fines, Forfeitures, and Penalties - Estimated at \$5,800 represent a 14% (\$700) increase over the current year.
  - Use of Money and Property - Estimated at \$200 represents an 11% (\$20) increase over the current year based on the outstanding fund balance.



PW&P – Fish & Game Propagation -- 4350

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Fines, Forfeitures, & Penalties			
3302 – Fish and Game Fines	5,100	5,100	5,800
<b>Total</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,800</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	180	180	200
<b>Total</b>	<b>\$ 180</b>	<b>\$ 180</b>	<b>\$ 200</b>
<b>Total Revenues</b>	<b>\$ 5,280</b>	<b>\$ 5,280</b>	<b>\$ 6,000</b>



PW&P – Support Services -- 4365

**PW&P - Support Services  
BUDGET 4365  
General Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 2,150,043	\$ 2,285,076	\$ 2,265,055	\$ (20,021)	-1%
Services and Supplies	294,417	361,816	302,532	(59,284)	-16%
Total Appropriations	\$ 2,444,460	\$ 2,646,892	\$ 2,567,587	\$ (79,305)	-3%
<b><u>Revenues</u></b>					
Charges For Services	\$ 1,889,678	\$ 2,248,758	\$ 2,166,945	\$ (81,813)	-4%
Miscellaneous Revenues	1,156	-	-	-	0%
Other Financing Sources	608	-	-	-	0%
Intrafund Revenue	553,018	398,134	400,642	2,508	1%
Total Revenues	\$ 2,444,461	\$ 2,646,892	\$ 2,567,587	\$ (79,305)	-3%
<b><u>Net County Cost</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	25	24	24	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - SUPPORT SERVICES – 4365**

### **FUNCTION**

The Support Services section provides financial, data system, and administrative services for the Department of Public Works and Planning. The financial services area is responsible for the preparation of the department's budgets, accounts receivable for water/sewer districts and disposal sites, mail and reproduction services for the department, accounting for capital projects, preparation of financial reports for grant claims and the Road Fund report, and personnel services for the department. The data system area is responsible for the data processing functions which include the coordination of ordering of hardware and software, and oversight of upgrades and conversions of various packaged software programs utilized in the department. The data system area also administers and maintains the Geographical Information System (GIS), the Amanda Permit System, and the department web site.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$2,567,587 reflects a 3% (\$79,305) decrease in appropriations and revenues from the FY 2012-13 Adopted Budget due to reductions in Services and Supplies. Staffing is recommended at 24 positions.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

The financial services area is planning to implement online payments to allow customers to pay their water/sewer bills via the internet.

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$2,265,055, represents a 1% (\$20,021) decrease from the current year due to decreases in Regular Salaries and benefit rates.

Recommended funding includes:

- Account 6100, Regular Salaries decreased from the current year by 2% (29,332) due to the hiring of new staff at entry levels.
- Account 6200, Extra-Help increased over the current year by \$5,000 due to anticipated health related leaves of absence.
- Account 6400, Retirement Contributions increased over the current year by 1% (\$9,109) due to the combination of increased contribution rates and entry level salaries.
- Account 6550, Workers' Compensation decreased from the current year by 8% (\$323) due to a decrease in Risk Management rates.

#### **Services and Supplies**

- Services and Supplies, recommended at \$302,532, represent a 16% (\$59,284) decrease from FY 2012-13.

Recommended funding includes:

- Account 7265, Office Expense decreased from the current year by 43% (\$9,683) due to efficiency improvements and increased paperless operations.
- Account 7296, Data Processing Services decreased from the current year by 7% (\$6,349) due to reductions in rates provided by Internal Services.

PW&P – Support Services -- 4365

- Account 7345, Facility Services Charges decreased from the current year by 63% (\$19,578) due to rate decreases from Internal Services.
- Account 7430, Utilities decreased from the current year by 50% (\$9,589) based on actual costs in the current year as provided by Facility Services.
- Account 7611, Security Services decreased from the current year by 60% (5,653) due to a rate decrease from Internal Services.

### **SUMMARY OF REVENUES**

- Revenues recommended at \$2,567,587 represent a 3% (\$79,305) decrease from FY 2012-13 Adopted Budget due to a decrease in operational costs which result in a decrease of billable charges.
- Charges for Services – Estimated at \$2,166,945, a decrease from the current year adopted budget of 4% (\$81,813) due operational cost decreases.
- Intrafund Revenue – Estimated at \$400,642, an increase over the current year adopted budget of 1% (\$2,508).
- Current year estimated actual revenues reflect vacancies during the year resulting in lower billable hours.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
5040 – Services to Other County Dept.	2,248,758	1,934,208	2,166,945
<b>Total</b>	<b>\$ 2,248,758</b>	<b>\$ 1,934,208</b>	<b>\$ 2,166,945</b>
Acct # - Intrafund			
5990 – Intrafund Revenue	398,134	387,676	400,642
<b>Total</b>	<b>\$ 398,134</b>	<b>\$ 387,676</b>	<b>\$ 400,642</b>
<b>Total Revenues</b>	<b>\$ 2,646,892</b>	<b>\$ 2,321,884</b>	<b>\$ 2,567,587</b>

**PW&P SUPPORT SERVICES - 4365**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2225	Systems & Procedures Manager	E	1	1	\$ 79,605
2240	Senior Systems & Procedures Analyst	2423	1	1	76,865
2292	Staff Analyst I	1774	1	1	50,660
2293	Staff Analyst III	2048	2	2	129,978
2294	Senior Staff Analyst	F	1	1	69,713
2356	Public Works and Planning Business Manager	E	1	1	75,299
3080	Office Assistant III	1049	3	3	104,844
3203	Account Clerk I	889	1	1	23,203
3205	Account Clerk II	986	1	1	30,984
3255	Senior Accountant	2036	2	2	126,009
3260	Account Clerk III	1106	3	3	110,481
3262	Supervising Accountant	2220	1	1	70,444
3265	Principal Accountant	F	1	1	73,341
3621	Program Technician II	1393	2	2	90,645
3623	Program Technician II-Conf.	1416	1	1	47,163
3704	Information Technology Analyst I	1489	1	1	41,283
3707	Information Technology Analyst IV	2302	1	1	73,027
Subtotal			<b>24</b>	<b>24</b>	\$ 1,273,544
Bilingual Pay					1,205
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,274,749</b>







**Resources  
BUDGET 9015  
Enterprise Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,990,108	\$ 2,118,550	\$ 2,046,626	\$ (71,924)	-3%
Services and Supplies	809,908	2,567,642	2,591,558	23,916	1%
General Fixed Assets	-	400,000	1,477,787	1,077,787	269%
Total Appropriations	\$ 2,800,016	\$ 5,086,192	\$ 6,115,971	\$ 1,029,779	20%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 2,206	\$ 2,000	\$ 2,260	\$ 260	13%
Intergovernment Revenue-Other	1,039,930	1,772,898	2,882,022	1,109,124	63%
Charges For Services	1,835,204	2,647,831	2,529,989	(117,842)	-4%
Miscellaneous Revenues	549	-	-	-	0%
Other Financing Sources	21,516	712,266	710,000	(2,266)	0%
Residual Equity Transfers (In)	10,128	-	-	-	0%
Total Revenues	\$ 2,909,533	\$ 5,134,995	\$ 6,124,271	\$ 989,276	19%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (109,518)</b>	<b>\$ (48,803)</b>	<b>\$ (8,300)</b>	<b>\$ 40,503</b>	<b>-83%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	109,518	48,803	8,300	(40,503)	-83%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary	20	20	19	(1)

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P - RESOURCES – 9015**

### **FUNCTION**

The Resources Division of the Department of Public Works and Planning is responsible for the operation and regulatory compliance for one operating disposal site (American Avenue), one disposal site in the process of being permanently closed (Coalinga), one clean-closed disposal site (Mendota) and postclosure maintenance and regulatory compliance for four closed disposal sites (Blue Hills, Southeast Regional Disposal Site (SER), Del Rey and Riverdale). Resources provides for implementation of the Countywide Integrated Waste Management Plan, administration of programs to meet State-mandated recycling requirements, administration of the program and relevant agreements for the solid waste collection for the County's exclusive service areas, and administration of various grants. Additionally, staff support is provided for the Fresno County Zoo Authority and Parks and Grounds administration.

### **OVERVIEW**

The FY 2013-14 Recommended Budget appropriations of \$6,115,971 reflect a 20% (\$1,029,779) increase over the FY 2012-13 Adopted Budget. Estimated revenues of \$6,124,271 reflect a 19% (\$989,276) increase over the FY 2012-13 Adopted Budget. Staffing is recommended at 19 positions, a reduction of 1 vacant position.

The County continues to use reserves from the American Avenue Disposal Site Enterprise Fund tipping fee refund to provide the Board-approved \$40 Coupon Program for "Bulky Item" clean-up services. The FY 2013-14 Recommended Budget includes approximately \$710,000 for the Bulky Item "Voucher" Program.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The FY 2013-14 Recommended Budget continues to reflect funding for a Community Clean-Up "Voucher" Program. To date staff has issued a total of 6,334 vouchers to residents and businesses in the unincorporated area of Fresno County.

### **Salaries and Benefits**

- Salaries and Benefits represent a 3% (\$71,924) decrease from the current year adopted budget primarily due the elimination of one vacant position. Staffing is recommended at 19 positions.

Recommended funding includes:

- Account 6100, Regular Salaries reflects a decrease from the current year adopted budget of 3% (\$40,841) due to the elimination of one position.
- Account 6400, Retirement Contributions reflects a decrease from the current year adopted budget of 2% (\$14,220).
- Account 6500, OASDI reflects a decrease from the current year adopted budget of 3% (\$3,124).
- Account 6550, Workers' Compensation reflects a decrease from the current year adopted budget of 26% (\$5,257) based on charges from Risk Management.

### **Services and Supplies**

- Services and Supplies reflect an increase of 1% (\$23,916).

Recommended funding includes:

PW&P – Resources -- 9015

- Account 7295, Professional & Specialized Services reflects an increase over the current year of 4% (\$64,759) due to: 1) a request by the 16 jurisdiction AB 939 Committee to provide two household hazardous waste events a year instead of one; and 2) to fund consultant costs for increased regulatory requirements to monitor the landfills, and allow the County to meet AB 939 (1989), AB 32 (2006) and AB 341 (2012) regulatory requirements.
- Account 7296, Data Processing Services reflects a decrease from the current year of 19% (\$18,208) based on rates provided by ITSD.
- Account 7400, Special Department Expense reflects a decrease from the current year of 5% (\$30,979) for fees to the State Water Resources Control Board for the Blue Hills Disposal site.

**Fixed Assets**

- Fixed Assets are recommended at \$1,477,787 and represent costs associated with the preparation and development of the new Regional Household Hazardous Waste (HHW) Permanent Facility.  
(1) HHW Permanent Facility ..... \$1,477,787..... Continued development of facility

**SUMMARY OF REVENUES**

- Revenues are recommended at \$6,124,271, a 19% (\$989,276) increase over the current year adopted budget.
  - Revenue From Use of Money & Prop – Estimated at a 13% (\$260) increase over the current year adopted budget.
  - Intergovernmental Revenues-Other – Estimated at a 63% (\$1,109,124) increase use of AB 939 Surcharge reserves over the current year adopted budget to fund the design, development and implementation of the new HHW facility.
  - Charges for Services – Estimated at a 4% (\$117,842) decrease from the current year adopted budget due to the reduction of one staff analyst position resulting in lower billable charges to users.
  - Other Financing Sources – Estimated at a less than 1% (\$2,266) decrease from the current year due to the decreased level of funding of Clean-Up Program Services from the American Avenue Disposal Site Enterprise Fund tipping fee reserve fund.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 – Revenue from Use of Money	2,000	2,000	2,260
<b>Total</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,260</b>
Acct # -Intergovernment Revenues – Other			
4841 – Other Governmental Agencies	1,772,898	1,772,898	2,882,022
<b>Total</b>	<b>\$ 1,772,898</b>	<b>\$ 1,772,898</b>	<b>\$ 2,882,022</b>
Acct # - Charges for Services			
5040 – Service to Other County Depts	2,647,831	2,647,831	2,529,989
<b>Total</b>	<b>\$ 2,647,831</b>	<b>\$ 2,647,831</b>	<b>\$ 2,529,989</b>
Acct # - Other Financing Sources			
5959 – Transfer from Trust Fund	712,266	712,266	710,000
<b>Total</b>	<b>\$ 712,266</b>	<b>\$ 712,266</b>	<b>\$ 710,000</b>
<b>Total Revenues</b>	<b>\$ 5,134,995</b>	<b>\$ 5,134,995</b>	<b>\$ 6,124,271</b>

## **PENDING FACTORS**

HHW Permanent Facility: Staff continues to work on the direction provided by the 16 jurisdiction AB 939 Committee to site a permanent HHW facility at the County-owned and operated American Avenue Disposal Site and establish a local HHW Collection network. It is anticipated that the facility will be constructed by mid-2014 and operational by the end of 2014.

**PW&P - RESOURCES - 9015**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
0228	Resources Manager	D	1	1	\$ 103,304
1133	Senior Engineering Technician	1957	1	1	65,198
1134	Senior Engineer	2845	1	1	90,254
1135	Engineer I	1850	1	1	48,285
1140	Engineering Technician II	1707	2	2	113,744
1141	Principal Engineer	3129	1	1	100,963
2291	Staff Analyst I	1597	2	2	89,648
2293	Staff Analyst III	2048	4	3	198,230
2294	Senior Staff Analyst	F	1	1	69,974
2297	Principal Staff Analyst	E	1	1	72,558
3080	Office Assistant III	1049	2	2	65,120
3260	Account Clerk III	1106	1	1	36,827
3620	Program Technician I	1246	1	1	32,521
3621	Program Technician II	1393	1	1	46,432
Subtotal			<b>20</b>	<b>19</b>	\$ 1,133,057
Bilingual Skills Pay					602
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 1,133,659</b>

**VACANT POSITION RECOMMENDED TO DELETE (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITION</u>	<u>SALARIES &amp; EXPENSES</u>
2293	Staff Analyst III	2048	-1	\$ 109,488
	Cost of Restoring Vacant Position		-1	\$ 109,488



PW&P – Disposal Sites (9020, 9023, 9026, 9028) -- 9020

**Southeast Regional Disposal  
BUDGET 9020  
Enterprise Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 470,754	\$ 734,109	\$ 612,075	\$ (122,034)	-17%
Total Appropriations	\$ 470,754	\$ 734,109	\$ 612,075	\$ (122,034)	-17%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 11,775	\$ 12,000	\$ 8,000	\$ (4,000)	-33%
Charges For Services	-	9,981	7,716	(2,265)	-23%
Miscellaneous Revenues	263,304	297,500	270,000	(27,500)	-9%
Total Revenues	\$ 275,078	\$ 319,481	\$ 285,716	\$ (33,765)	-11%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ 195,675</b>	<b>\$ 414,628</b>	<b>\$ 326,359</b>	<b>\$ (88,269)</b>	<b>-21%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	(195,675)	(414,628)	(326,359)	88,269	-21%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

PW&P – Disposal Sites (9020, 9023, 9026, 9028) -- 9020

Fres-Clovis Metro Solid Waste  
BUDGET 9023  
Enterprise Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 215	\$ 344	\$ -	\$ (344)	-100%
Total Appropriations	\$ 215	\$ 344	\$ -	\$ (344)	-100%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 338	\$ 344	\$ 62	\$ (282)	-82%
Total Revenues	\$ 338	\$ 344	\$ 62	\$ (282)	-82%
<b><u>Revenues(Over)/Under Expenses</u></b>	<b>\$ (123)</b>	<b>\$ -</b>	<b>\$ (62)</b>	<b>\$ (62)</b>	<b>100%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	123	-	62	62	100%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.



PW&P – Disposal Sites (9020, 9023, 9026, 9028) -- 9020

**American Ave Disposal Site  
BUDGET 9026  
Enterprise Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 1,618,888	\$ 1,745,122	\$ 1,777,716	\$ 32,594	2%
Services and Supplies	6,554,675	10,423,933	9,027,766	(1,396,167)	-13%
General Fixed Assets	8,304,592	1,290,000	20,930,000	19,640,000	1522%
Total Appropriations	\$ 16,478,155	\$ 13,459,055	\$ 31,735,482	\$ 18,276,427	136%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 528,496	\$ 529,840	\$ 434,000	\$ (95,840)	-18%
Charges For Services	6,297,269	9,065,285	9,176,600	111,315	1%
Miscellaneous Revenues	21,257	2,000	6,000	4,000	200%
Other Financing Sources	22,325	-	-	-	0%
Total Revenues	\$ 6,869,346	\$ 9,597,125	\$ 9,616,600	\$ 19,475	0%
<b><u>Revenues (Over)/Under Expenses</u></b>	<b>\$ 9,608,809</b>	<b>\$ 3,861,930</b>	<b>\$ 22,118,882</b>	<b>\$ 18,256,952</b>	<b>473%</b>
(Decrease-i.e. Use of) Available Net Assets	(9,608,809)	(3,861,930)	(22,118,882)	(18,256,952)	473%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	21	21	21	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

PW&P – Disposal Sites (9020, 9023, 9026, 9028) -- 9020

Coalinga Disposal Site  
BUDGET 9028  
Enterprise Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 158,492	\$ 2,149,881	\$ 2,049,281	\$ (100,600)	-5%
Total Appropriations	\$ 158,492	\$ 2,149,881	\$ 2,049,281	\$ (100,600)	-5%
<b><u>Revenues</u></b>					
Rev From Use of Money & Prop	\$ 3,482	\$ -	\$ -	\$ -	0%
Charges For Services	143	16,743	18,878	2,135	13%
Total Revenues	\$ 3,625	\$ 16,743	\$ 18,878	\$ 2,135	13%
<b><u>Revenues (Over)/Under Expenses</u></b>	<b>\$ 154,867</b>	<b>\$ 2,133,138</b>	<b>\$ 2,030,403</b>	<b>\$ (102,735)</b>	<b>-5%</b>
(Decrease-i.e. Use of) Available Net Assets	(154,867)	(2,133,138)	(2,030,403)	102,735	-5%
<b><u>Budgetary Balance</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **DISPOSAL SITES AND TRANSFER STATION – 9020-9028**

### **FUNCTION**

Fresno County owns and operates the regional American Avenue Disposal Site. Fresno County also maintains, as required by law, the Southeast Regional Disposal Site which is a closed facility. The County operated a Disposal Site near Coalinga, which ceased to accept waste during FY 2009-10. Financing for the one open and two closed disposal sites is funded through three individual enterprise funds and is detailed in three separate budgets (9020, 9026, and 9028). 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 solid waste activities, mandated planning, and regulatory requirements.

### **OVERVIEW**

Southeast Regional Disposal Site (SER) 9020 Budget – The FY 2013-14 Recommended Budget appropriations of \$612,075 reflect a 17% (\$122,034) decrease from the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$285,716 reflect an 11% (\$33,765) decrease from the FY 2012-13 Adopted Budget. Funding provides for mandated on-going postclosure maintenance activities such as groundwater and methane monitoring along with consultant services to evaluate the existing groundwater remediation system. Reserves from the Southeast Regional Disposal Site Fund 0720 in the amount of \$326,359 will be required to balance the FY 2013-14 Recommended Budget.

Fresno-Clovis Metropolitan Solid Waste Commission (FCM/SWC) 9023 Budget – The FY 2013- 14 Recommended Budget of \$0 reflects a 100% (\$344) decrease from the FY 2012-13 Adopted Budget, due to the elimination of the Countywide cost allocation.

American Avenue Disposal Site 9026 Budget – The FY 2013-14 Recommended Budget appropriations of \$31,735,482 reflect a 136% (\$18,276,427) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$9,616,600 reflect a less than 1% (\$19,475) increase over the FY 2012-13 Adopted Budget. Recommended funding assumes operating the disposal site with tonnages averaging 1,100 tons per day. Reserves from the American Avenue Disposal Site Fund 0700 in the amount of \$22,118,882 will be required to balance the FY 2013-14 Recommended Budget.

Fixed Asset object level funding of \$20,930,000 includes \$500,000 for the acquisition of properties to provide buffer land for the American Avenue Disposal Site. Recommended funding also includes \$400,000 for the installation of landfill gas migration remediation technology, \$160,000 for the replacement of an inbound truck scale, \$110,000 for the purchase and installation of diesel particulate filters for site heavy equipment to meet California Air Resource Board requirements, \$150,000 for a replacement water delivery system, and \$900,000 for a replacement Water Wagon. Funding also includes \$15,000,000 for the Phase I Reclamation Project to remove the waste from the unlined portion of the site (30 acres, approximately 1.5 million cubic yards) and place it into a lined area, and \$400,000 for a landfill gas to energy data acquisition system.

Staffing is recommended at 21 positions, no change from FY 2012-13.

Coalinga Disposal Site 9028 Budget – The FY 2013-14 Recommended Budget appropriations of \$2,049,281 reflect a 5% (\$100,600) decrease from the FY 2012-13 Adopted Budget. The FY 2013-14 Reserves from the Coalinga Disposal Site Fund 0710 in the amount of \$2,030,403 will be required to balance the FY 2013-14 Recommended Budget. Reserves will be utilized to fund mandated closure activities. After closure activities are complete, any remaining reserves will be utilized for mandated post-closure activities.

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

Permanent closure of the Coalinga Disposal Site (CDS): CDS ceased to accept waste November 2009. On September 28, 2010 the County of Fresno entered into an agreement with Shaw Environmental & Infrastructure Inc. to provide civil design engineering services, in accordance with Title 27 California Code of Regulations (CCR) to develop Final Closure and Postclosure Maintenance Plans, to prepare plans, specifications and estimates for construction of final cover, a gas network plan and to provide a construction quality assurance (CQA) plan and perform CQA services. It is anticipated the construction of the final cover will be completed in FY 2013-14.

American Avenue Disposal Site (AADS) completed the Phase III Modules 4, 5 & 6 Landfill Expansion. The expansion was required to comply with the fill sequence plan developed by Shaw Environmental & Infrastructure Inc. and for the preparation of the Phase I Reclamation Project (clean closure, removal of waste from the 30 acres of unlined area) and to comply with Title 27 CCR requirements.

Since 2005, the AADS Regional Water Quality Control Board (RWQCB) Waste Discharge Requirements have stated that the County proposes to remove the waste from the unlined portion of the site and place it into a lined area. A notice of violation was issued by the RWQCB in February, 1997 due to volatile organic compounds detected in ground water monitoring wells adjacent to the 30 acres. Additionally the Phase I area resides in the areas of Phase III, Modules 11 & 12. In order for Phase III Modules 11 & 12 to be constructed, Phase I will need to be clean closed in accordance with Title 27. The Phase I Reclamation Project will take approximately 3 to 5 years to complete from project initiation to regulatory approval of clean closure. The potential risk in not performing the Phase I Reclamation Project may result in a cease and desist order from the RWQCB, including the inability to accept and process waste. An additional \$3,250,000 is recommended for the Phase III Modules 1 & 2 Land Fill Gas Collection and Control System.

### **Salaries and Benefits 9026 (only)**

- Salaries and Benefits, recommended at \$1,777,716, represent a 2% (\$32,594) increase over FY 2012-13. All Salaries and Benefits are budgeted in Org. 9026 for FY 2013-14.

Funding is included for 21 positions at the American Avenue Disposal Site.

- Account 6100, Regular Salaries reflects an increase over the current year of 3.3% (\$25,463) due to step increases.
- Account 6350, Unemployment Insurance reflects a decrease from the current year of 58% (\$9,228) based on rates provided by Risk Management.
- Account 6400, Retirement Contributions reflects an increase over the current year of 5% (\$19,499) due to higher contribution rates.
- Account 6500, OASDI reflects an increase over the current year of 3% (\$1,948) based on rates provided by Risk Management.
- Account 6550, Workers' Compensation reflects a decrease from the current year of less than 5% (\$7,094) based on rates provided by Risk Management.

### **Services and Supplies**

- Services and Supplies represent a 12% (\$1,619,145) decrease from FY 2012-13 primarily due to a decrease in Professional and Specialized Services in the Southeast Regional (\$122,034), American Avenue (\$1,396,167) and Coalinga (\$100,000) Disposal Site budgets.

- Account 7400, Special Departmental Expense reflects an increase over the current year of 10%

PW&P – Disposal Sites (9020, 9023, 9026, 9028) -- 9020

(\$204,435). The variance is due to an increase in Org 9026 for the Assembly Bill 939 surcharge which is used to fund the development of the County's Household Hazardous Waste Facility and program.

### **Fixed Assets**

- Fixed Assets for the American Avenue Org 9026 are recommended as follows:
  - (1) Weight Scale..... \$160,000 ..... Replacement to existing scale
  - (2) Light Towers ..... \$40,000 ..... Replacement - Safety
  - (1) Flare Blower Motor ..... \$20,000 ..... New-Regulatory
  - (3) Diesel Particulate Filters ..... \$110,000 ..... New-Regulatory
  - (1) Water Wagon ..... \$900,000 ..... Replacement-Regulatory
  - (1) Land Acquisition ..... \$500,000 ..... New-Acquire Adjacent Property
  - (1) LFG Migration Remediation ..... \$400,000 ..... New-Regulatory
  - (1) Water Delivery System ..... \$150,000 ..... Replacement-Regulatory
  - (1) Phase I Reclamation Project ..... \$15,000,000 ..... New-Regulatory
  - (1) Land Fill Gas To Energy (LFGTE) Supervisory Control  
And Data Acquisition (SCADA) System . \$400,000 ..... New-Regulatory
  - (1) Phase III Modules 1 & 2 Land Fill  
Gas Collection and Control System .... \$3,250,000 ..... New/Encumbered-Regulatory
  - Fixed Asset Total ..... \$20,930,000

## **SUMMARY OF REVENUES**

- Revenues for all Disposal Site budgets are recommended at \$9,921,256, a \$12,437 decrease from FY 2012-13.
  - Revenue From Use of Money & Prop – Estimated at a decrease of 18% (\$100,122) due to lower cash balances and lower interest rates.
  - Miscellaneous Revenues – Estimated at a decrease of 8% (\$23,500) based on current year levels.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	414,684	414,684	308,062
3404 – Other Rental Of Bldgs & Land	127,500	127,500	134,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 542,184</b>	<b>\$ 542,184</b>	<b>\$ 442,062</b>
Acct # - Charges for Services			
4921 – Recovery of Co Wide Cost Alloc	26,724	26,724	26,594
4991 – Refuse Disposal Fees	9,041,285	9,041,285	9,158,600
5040 – Service To Other County Depts	24,000	24,000	18,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 9,092,009</b>	<b>\$ 9,092,009</b>	<b>\$ 9,203,194</b>
Acct # - Miscellaneous Revenues			
5800 – Other Miscellaneous	299,500	299,500	276,000
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 299,500</b>	<b>\$ 299,500</b>	<b>\$ 276,000</b>
<b>Total Revenues</b>	<b>\$ 9,933,693</b>	<b>\$ 9,933,693</b>	<b>\$ 9,921,256</b>

## **PENDING FACTORS**

The American Avenue Disposal Site (AADS) fee for disposal fee was reduced from \$28.80 per ton for general refuse to \$21.25 per ton effective July 7, 2005. Disposal fee increases were adopted by the Board of Supervisors on January 13, 2009, in annual incremental amounts from \$21.75 per ton to the current \$23.00 per ton to ensure funding for the continuation of countywide AB 939 related education, Household Hazardous Waste (HHW) Management programs (development of mobile collection programs and the establishment of a network of drop-off sites for universal waste to serve residents throughout Fresno County), and for the development and operation of a regional Permanent Regional HHW Facility.

On October 11, 2005, the Board approved the establishment of \$44.5 million as the current prudent reserve for expected costs and expenses, and \$22.7 million as the prudent reserve for contingent costs and expenses and disposal fee rate stabilization in the American Avenue Disposal Site Enterprise Fund. Currently the cash reserve balance as of January 1, 2013 is \$64.7 million, approximately \$2.5 million short of the recommended \$67.2 million reserve. The reason for the shortfall is due to the Phase III Modules 4-6 Landfill Expansion Project, the Phase III Modules 1 and 2 Landfill Gas Expansion Project, and decrease in refuse disposal due to recycling and competitive private landfill disposal contract pricing in Kings County. The disposal fee is reviewed annually after the prior year audited financial statements are reviewed and analyzed.

Based on the review of the FY 2011-12 audited financial statements and future projections of revenue and expenses, a disposal fee increase from the current rate (\$23.00 per ton) up to \$28.00 per ton may be necessary in the next couple of years to maintain the recommended prudent reserve of \$67.2 million. Additionally the County of Fresno's Agreement (#A-93-474) with the City of Fresno, guaranteeing delivery all of the City's waste less amounts recovered for recycling and composting, is set to expire on June 30, 2014. The City's volume accounts for approximately 64% of American Avenue Disposal Sites revenue. If the City of Fresno elects to deliver its material to landfills outside of the County, the disposal fee may need to be increased to pay for the operational costs (i.e. equipment, closure/postclosure maintenance, and regulatory compliance) of the landfill. Staff will approach the Board in the first quarter of FY 2013-14 to discuss this pending issue with American Avenue. Staff continues to look for areas of improvement in the operation to contain annual cost increases and is engaging in other revenue generating opportunities such as the Landfill Gas to Energy Project (LFGTE). If the LFGTE Project is successful, staff anticipates the revenues from this project may delay or reduce the anticipated disposal fee increase due to rising costs and expenses; and decreases in disposal tonnage. It is anticipated the LFGTE Project will be commissioned in June of 2015.

The Coalinga Disposal Site (CDS) ceased to accept waste during FY 2009-10. The owner of the site is Chevron USA. The County of Fresno Department of Public Works and Planning leases the property from Chevron and has operated the disposal site since 1969. CDS is required to apply a regulatory approved cover over the waste mass in accordance with California Code of Regulations Title 27. Staff anticipates closure construction to commence in July 2013 pending regulatory approval, concurrence from Chevron, and sufficient funds in the CDS closure fund account. As of January 1, 2013 the current closure fund balance is \$2,024,760. The preliminary closure cost estimate provided by Shaw Environmental Inc. in January of 2013 is \$3,854,902, indicating an approximate shortage of \$1,830,142. Staff is currently researching additional landfill closure funding sources and working with the design consultant to "value engineer" the plans to optimize the engineering estimate while maintaining regulatory compliance.

**DISPOSAL SITES AND TRANSFER STATIONS**  
**- AMERICAN AVENUE DISPOSAL - 9026**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
5401	Disposal Site Supervisor	1912	1	1	\$ 60,656
5402	Disposal Site Attendant I	799	2	2	46,742
5403	Disposal Site Attendant II	900	4	4	112,856
5404	Disposal Site Equipment Operator I	1230	4	4	139,159
5406	Supervising Disposal Site Attendant	1058	1	1	33,565
5407	Disposal Site Equipment Operator II	1391	7	7	302,786
5408	Disposal Site Lead Supervisor	1600	2	2	101,529
Subtotal			<b>21</b>	<b>21</b>	\$ 797,293
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 797,293</b>





PW&P – Special Districts Administration -- 9140

**Special Districts Admin  
BUDGET 9140  
Special Revenue Fund**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 1,508,596	\$ 1,661,292	\$ 1,753,441	\$ 92,149	6%
Services and Supplies	605,788	811,165	723,266	(87,899)	-11%
General Fixed Assets	-	40,000	-	(40,000)	-100%
Total Appropriations	\$ 2,114,384	\$ 2,512,457	\$ 2,476,707	\$ (35,750)	-1%
<u>Revenues</u>					
Rev From Use of Money & Prop	\$ 419	\$ 2,600	\$ 2,600	\$ -	0%
Charges For Services	1,969,183	2,509,512	2,415,593	(93,919)	-4%
Miscellaneous Revenues	12,449	-	-	-	0%
Total Revenues	\$ 1,982,052	\$ 2,512,112	\$ 2,418,193	\$ (93,919)	-4%
<b><u>Revenues (Over)/Under Expenses</u></b>	<b>\$ 132,332</b>	<b>\$ 345</b>	<b>\$ 58,514</b>	<b>\$ 58,169</b>	<b>16861%</b>
Increase/(Decrease-i.e. Use of) Available Net Assets	(132,332)	(345)	(58,514)	(58,169)	16861%
<b><u>Budgetary Balance</u></b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	16	16	16	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **PW&P – SPECIAL DISTRICTS ADMINISTRATION – 9140**

### **FUNCTION**

Public Works and Planning, Special Districts Administration includes the administration of 129 County Service Areas, Maintenance, Lighting, and Waterworks Districts. The activities include the preparation of the budgets for the various districts, conducting Prop 218 hearings, obtaining and administering contractor services, operation of water and wastewater facilities, responding to customers, tax roll and financial report preparation, and purchasing of water.

### **OVERVIEW**

The FY 2013-14 recommended appropriations of \$2,476,707 reflect a 1% (\$35,750) decrease in total appropriations from the FY 2012-13 Adopted Budget. The FY 2013-14 recommended revenues of \$2,418,193 reflect a 4% (\$93,919) decrease from the FY 2012-13 Adopted Budget. Staffing is recommended at 16 positions, no change from the current year.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Significant Program Changes**

In July 2010, the Board approved the State mandated sewer system management plan that requires an increase in level of service required for the 12 sewer systems currently administered and operated by Special District's staff. Multiple water and wastewater districts have been awarded competitive grants and loans for infrastructure improvements by the State Department of Public Health. If approved by the communities there is a potential of \$22 million going directly to districts for infrastructure improvements within the next two years.

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$1,753,441, represent a 6% (\$92,149) increase over the current year primarily due to retirement costs and standby pay. Standby pay is required as water and sewer operations are 24/7 and at least one operator for the mountain areas and one for the valley areas are on-call, in case of emergencies. Staffing is recommended unchanged at 16 positions. No salary savings are included in the recommended budget, a change from the 3% included in the current year adopted budget.

Recommended funding includes:

- Account 6270, Standby pay reflects a 211% (\$21,700) increase over the current year adopted budget and is consistent with current year actual expenses.
- Account 6400, Retirement Contributions reflects an increase over the current year adopted budget of 7% (\$35,456).
- Account 6500, OASDI Contributions reflects an increase over the current year adopted budget of 5% (\$4,349).
- Account 6550, Workers' Compensation Contribution reflects an increase over the current year adopted budget of 3% (\$1,035).

#### **Services and Supplies**

- Services and Supplies, recommended at \$723,266, represent an 11% (\$87,899) decrease from the FY 2012-13 Adopted Budget.

Recommended funding includes:

PW&P – Special Districts Administration -- 9140

- Account 7296, Data Processing Services reflects an increase over the current year adopted budget of 51% (\$19,452) based on rates provided by ISD.
- Account 7565, Overhead A-87 Cost Allocation reflects a decrease from the current year adopted budget of 100% (\$104,287) based on the calculations prepared by the Auditor-Controller/Treasurer-Tax Collector.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$2,418,193, a 4% (\$93,919) decrease from the 2012-13 Adopted Budget. The department charges for all the services it provides to the public, CSAs, WWDs, and to other County departments.
- Revenue From Use of Money & Property-Estimated at the same level as the current year adopted budget.
- Charges for Services – Estimated at a 4% (\$93,919) decrease from the current year adopted budget.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Revenue from the Use of Money			
3380 - Interest	2,600	2,600	2,600
<b>Total</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>
Acct # - Charges for Services			
5040 – Service to Other County Depts	2,508,012	2,508,012	2,415,593
5060 – Other Charges for Current Services	1,500	1,500	0
<b>Total</b>	<b>\$ 2,509,512</b>	<b>\$ 2,509,512</b>	<b>\$ 2,415,593</b>
<b>Total Revenues</b>	<b>\$ 2,512,112</b>	<b>\$ 2,512,112</b>	<b>\$ 2,418,193</b>

### **PENDING FACTORS**

Special Districts Staff, in coordination with the respective Citizen's Advisory Committees (CAC), whenever possible, are actively evaluating the self sufficiency of each district. This process includes budget reviews and meetings on current and future infrastructure needs. It has become evident early in this process that several districts will need rate adjustments (if approved in accordance with the provisions of Proposition 218) or an adjustment in service levels in FY 2013-14. In addition, the department has applied for funding from the Safe Drinking Water State Revolving Fund for systems that meet the grant requisites and expects approval for the planning and development of consolidation of some qualifying potable water systems and facilities.

On November 10, 2009, your Board confirmed the implementation of the Policy on Minimum Reserve Levels for water and sewer districts administered by the County. The purpose of these reserves was to increase the district's respective ability to address unforeseen equipment failures and avoid imposing emergency measures on a community. Due to the respective age of many of these districts, some have experienced unforeseen equipment failures and operational costs that continually tax the reserves. As a result of these failures and rising operational costs, many of the districts have not been able to sustain a cash balance that would allow for long-term capital replacement of aging infrastructure. As infrastructure ages, repair costs increase along with the risk of significant unforeseen infrastructure failures. To ensure the viability of these districts, best management practices would indicate that each district should prepare an Infrastructure Replacement Study and adjust their respective service rates to adequately accomplish the timely maintenance and replacement of aging components. This continues to be a difficult proposition as the recognition of a long-term district infrastructure replacement strategy and related costs are not well received by the residents in consideration of the resulting increased rates. Consequently,

PW&P – Special Districts Administration -- 9140

the risk of significant system failures continues to rise and the resulting dissatisfaction of district residents increases with each failure event. One metric of this evolving liability is that, it is estimated that the replacement cost of the existing water/sewer systems is well over \$125,000,000 and the current total reserves held for those districts is about \$3,897,000. Currently, 14 (51%) out of the 27 districts do not maintain minimum reserves levels required by County policy.

Staff will continue to work with the CACs and district residents in an effort to move toward implementation of effective capital replacement strategies and funding.

**PUBLIC WORKS & PLANNING - SPECIAL DISTRICTS ADMIN - 9140**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2292	Staff Analyst II	1774	1	1	\$ 53,609
2293	Staff Analyst III	2048	3	3	194,967
2297	Principal Staff Analyst	E	1	1	72,741
5318	Water/Wastewater Specialist I	1601	1	1	41,786
5319	Water/Wastewater Specialist II	1737	3	3	165,370
5320	Supervising Water/Wastewater Specialist	2165	1	1	68,669
5321	Water/Wastewater Specialist III	1885	3	3	176,514
5322	Water/Wastewater Technician	1313	<u>3</u>	<u>3</u>	<u>121,115</u>
Subtotal			<b>16</b>	<b>16</b>	\$ 894,771
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 894,771</b>



# Local Agency Formation Commission Support -- 4371

## LAFCO - Support BUDGET 4371 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 176,375	\$ 182,119	\$ 184,190	\$ 2,071	1%
Other Charges	216,532	216,532	220,743	4,211	2%
Total Appropriations	\$ 392,907	\$ 398,651	\$ 404,933	\$ 6,282	2%
<b><u>Revenues</u></b>					
Charges For Services	\$ 185,282	\$ 182,119	\$ 184,190	\$ 2,071	1%
Total Revenues	\$ 185,282	\$ 182,119	\$ 184,190	\$ 2,071	1%
<b><u>Net County Cost</u></b>	<b>\$ 207,625</b>	<b>\$ 216,532</b>	<b>\$ 220,743</b>	<b>\$ 4,211</b>	<b>2%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	2	2	2	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **LAFCO - 4371**

### **FUNCTION**

This budget appropriates funds for Fresno County's contribution to the Local Agency Formation Commission (LAFCo) under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Act). 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 the Third Amended and Restated Professional Services Agreement approved March 2, 2010, the County also provides limited staffing and support services to LAFCo on a contract basis.

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. Additionally, LAFCo is responsible for performing municipal service reviews for all 15 cities and 120 special districts in Fresno County. Although the function is required by State law, the level of review is at the discretion of the Commission.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$404,933 reflects a 2% (\$6,282) increase over the FY 2012-13 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 the Act. The Executive Officer is being compensated directly by LAFCo and is not a County employee. The two permanent LAFCo employees will remain County employees until their separation from County service. No salary savings (0%) were utilized in the calculation of Salaries and Benefits.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$184,190, represent a 1% (\$2,071) increase over the current year primarily due to the increase in retirement costs partially offset by a reduction in unemployment insurance. Staffing is recommended at two positions, no change in positions from the current year.

#### **Other Charges**

- Other Charges of \$220,743 represent the County's contribution to LAFCo under the provisions of the Act.

Recommended funding includes:

- The County contribution to LAFCo of \$220,743 is an increase of 2% (\$4,211) over the current year.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$184,190, a 1% (\$2,071) increase over the current year adopted budget, which is primarily due to an increase in Salaries and Benefits.
  - Charges for Services (\$184,190) – Recommended at a 1% (\$2,071) increase over FY 2012-13 representing reimbursement from LAFCo for salary and benefit costs in accordance with the Professional Services Agreement between LAFCo and the County.



<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Charges for Services			
4914 – LAFCo Fees	182,119	182,119	184,190
<b>Total</b>	<b>\$ 182,119</b>	<b>\$ 182,119</b>	<b>\$ 184,190</b>
<b>Total Revenues</b>	<b>\$ 182,119</b>	<b>\$ 182,119</b>	<b>\$ 184,190</b>

### **PENDING FACTORS**

The current Professional Services Agreement regarding the limited staffing and support services expires December 31, 2013. At this time, a new agreement is expected to be substantially consistent with the current agreement.

**LOCAL AGENCY FORMATION COMMISSION SUPPORT - 4371**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<b><u>JCN</u></b>	<b><u>TITLE</u></b>	<b><u>BAND/ RANGE</u></b>	<b><u>POSITIONS</u></b>		<b><u>RECOMMENDED SALARIES</u></b>
			<b><u>CURRENT</u></b>	<b><u>RECOMMENDED</u></b>	
2331	LAFCo Administrative Services Assistant	1912	1	1	\$ 58,542
3627	LAFCo Technician II	1414	<u>1</u>	<u>1</u>	<u>43,300</u>
Subtotal			<b>2</b>	<b>2</b>	<b>\$ 101,842</b>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 101,842</b>





# Librarian -- 7515

## Librarian BUDGET 7515 General Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<u>Appropriations</u>					
Salaries and Benefits	\$ 198,796	\$ 202,967	\$ 206,266	\$ 3,299	2%
Services and Supplies	636	744	660	(84)	-11%
Other Financing Uses	101,560	101,560	103,899	2,339	2%
Total Appropriations	\$ 300,992	\$ 305,271	\$ 310,825	\$ 5,554	2%
<u>Revenues</u>					
<b><u>Net County Cost</u></b>	<b>\$ 300,992</b>	<b>\$ 305,271</b>	<b>\$ 310,825</b>	<b>\$ 5,554</b>	<b>2%</b>
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	1	1	1	-	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **LIBRARIAN – 7515**

### **FUNCTION**

The Librarian budget includes the salary and benefits cost of the County Librarian and the annual County General Fund Maintenance-of-Effort contribution (\$103,899) to the Library as required by the Measure B Ordinance. The County Librarian also serves as the Secretary to the County Historical Landmarks and Records Advisory Commission.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$310,825 represents a 2% (\$5,554) increase in net County cost over the FY 2012-13 Adopted Budget. Staffing is recommended at the FY 2012-13 level of one position. No salary savings were used in calculating the recommended budget, as the County Librarian is the only position in this budget. There are no revenues in this budget because these expenditures are only those that are mandated to be covered by general fund dollars and cannot be covered by Measure B funds or other Library revenues.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$206,266, represent a 2% (\$3,299) net increase over the FY 2012-13 Adopted Budget, primarily as a result of an increase in the Retirement Contribution rate.

Recommended funding includes:

- Account 6350, Unemployment Insurance represents a 72% (\$244) decrease from the current year, due to a reduction in the Unemployment Insurance Rate provided by Risk Management.
- Account 6400, Retirement Contribution represents a 4% (\$2,791) increase over the current year, due to an increase in the Retirement rate provided in budget instructions.
- Account 6550, Workers' Compensation Insurance represents a 13% (\$31) increase over the current year, due to an increase in Workers' Compensation rate provided by Risk Management.
- Account 6670, Benefits Administration represents a 9% (\$12) decrease from the current year primarily due to a decrease in rates provided by Risk Management.

#### **Services and Supplies**

- Services and Supplies, recommended at \$660, represent an 11% (\$84) decrease from the current year. The decrease is primarily due to a decrease in the PeopleSoft Financials rate provided by the Internal Services Department based on past year's transactions.

#### **Other Financing Uses**

- Other Financing Uses, recommended at \$103,899, represents a 2% (\$2,339) increase over the current year. The increase is due to the required adjustment for the change in the cost-of-living.
  - Account 7910, Operating Transfers Out, at \$103,899 represents the General Fund contribution to Library as required in the Measure B Ordinance, adjusted for the annual change in the cost-of-living based on the change in the Consumer Price Index – Urban beginning April 1, 2013. The transfer of the County contribution is recognized in the Library Budget 7511, under Account 5950, Operating Transfer In – General Fund.

Librarian -- 7515

**LIBRARIAN - 7515**

**REGULAR SALARIES**

**BUDGETED POSITIONS**

**RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS CURRENT</u>	<u>POSITIONS RECOMMENDED</u>	<u>RECOMMENDED SALARIES</u>
8040	County Librarian	D	<u>1</u>	<u>1</u>	\$ 116,249
Subtotal			<b>1</b>	<b>1</b>	\$ 116,249
	Auto Allowance				<u>6,180</u>
<b>TOTAL REGULAR SALARIES</b>					<b>\$ 122,429</b>





Library – Measure B -- 7511

**Library-Measure B  
BUDGET 7511  
Fresno County Library-Measure B**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Salaries and Benefits	\$ 16,693,092	\$ 16,717,064	\$ 16,865,411	\$ 148,347	1%
Services and Supplies	7,057,035	8,851,969	9,811,749	959,780	11%
Other Charges	301,080	322,102	332,102	10,000	3%
Residual Equity Transfers(Out)	-	-	134,459	134,459	100%
General Fixed Assets	46,053	323,626	437,296	113,670	35%
Total Appropriations	\$ 24,097,260	\$ 26,214,761	\$ 27,581,017	\$ 1,366,256	5%
<b><u>Revenues</u></b>					
Taxes	\$ 22,397,776	\$ 22,110,105	\$ 23,106,500	\$ 996,395	5%
Rev From Use of Money & Prop	122,406	200,000	200,000	-	0%
Intergovernment Revenues - St	113,081	116,000	162,067	46,067	40%
Intergovernment Rev-Federal	980	1,000	1,000	-	0%
Charges For Services	1,572,851	1,699,093	1,502,600	(196,493)	-12%
Miscellaneous Revenues	162,697	63,000	63,000	-	0%
Other Financing Sources	101,560	101,560	103,899	2,339	2%
Residual Equity Transfers (In)	18,241	-	-	-	0%
Intrafund Revenue	273,173	270,235	312,702	42,467	16%
Total Revenues	\$ 24,762,765	\$ 24,560,993	\$ 25,451,768	\$ 890,775	4%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (665,506)</b>	<b>\$ 1,653,768</b>	<b>\$ 2,129,249</b>	<b>\$ 475,481</b>	<b>29%</b>
(Decrease-Use of) Assigned Fund Balance	665,506	(1,653,768)	(2,129,249)	(475,481)	29%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	
Position Summary	292	291	304	13	

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **LIBRARY – 7511**

### **FUNCTION**

The Fresno County Public Library is a special district, under the governance of the Board of Supervisors, which provides informational, cultural, and recreational services to the general public through 36 library outlets. The County Library Administration also serves as the fiscal agent for 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. Funding is primarily provided from two sources, special district property taxes and Measure “B” Sales Tax Ordinance sales tax revenue. The Measure “B” Sales Tax Ordinance was initially passed by the voters in November 1998 and renewed in 2004 and 2012. It will expire March 31, 2029, if not renewed prior to that date.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$27,581,017 reflects a net 5% (\$1,366,256) increase over the FY 2012-13 Adopted Budget. The FY 2013-14 Recommended Budget revenues of \$25,451,768 reflect a 4% (\$890,775) increase over the FY 2012-13 Adopted Budget. A 3% (\$290,766) salary savings has been used in calculating Regular Salaries (Account 6100) in the recommended budget. The salary savings will result in a corresponding 3% (\$234,815) benefit savings for Retirement, OASDI/Medicare, and Health Insurance. Assigned Fund Balance totaling \$2,129,249 is included to fund the FY 2013-14 Recommended Budget.

Staffing is recommended at 304, an increase of 13 positions over current year.

Library services will be in compliance with Measure “B” commitments.

### **GOAL SETTING**

#### **Fiscal Goal**

##### **FY 2012-13**

Maintain Measure B promises made to the residents of Fresno County.

- **Goal:** Maintain or increase the annual hours of public service (presently 75,933). This level is 221% above the service hours of pre-Measure B in FY 1996-97.
- **Outcome/Result:** Open hours reduced to 72,696 (4%). This was due to reducing hours at branches where activity measures indicated little or no usage; however, efficiencies, including the elimination of a shift differential, were achieved as a result.
- **Goal:** Manage the Library Materials budget by ensuring collections continues to reflect the needs of the community.
- **Outcome/Result:** Most recommendations implemented. Most notable was the outsourcing of sales for discarded library materials to a third party vendor. This reduces staff costs for handling materials and allows the materials to be sold locally with 20% of the profits returned directly to the Library. The company utilizes 47 online outlets, recycles materials not sold, and donates a book to literacy efforts for every book sold.

##### **FY 2013-14**

Maintain Measure B promises made to the residents of Fresno County including:

- **Goal:** Maintain or increase annual hours of public service (presently 72,696 hours)

Library – Measure B -- 7511

- **Performance Metric:** Number of service hours provided annually

**Operational Goal**

**FY 2012-13**

Optimize service delivery to the residents of Fresno County.

- **Goal:** Increase the circulation of Library materials
- **Outcome/Result:** Circulation increased by 8.9% in FY 2012-13, from 3,989,774 to 4,344,864\*
- **Goal:** Improve and maintain Library facilities to ensure the community has a safe and welcoming environment that meets their information and recreational needs.
- **Outcome/Result:**
  - Completed painting at Central
  - Reedley received new carpet and installation of radio-frequency identification (RFID) exit gates and self-check kiosks
  - Selma received new landscaping, siding and underground sprinkler system
  - Installed carpet in the Doris Gates Children's Library
  - Installed new book drops at Central with the reconfiguration of the staff workroom
  - Completed five-year plan for facility maintenance for all branches
  - Completed Community Hub at Central to allow community-based organizations to provide services directly to their customers from the library
  - Completed painting at Cedar-Clinton
  - Completed painting on exterior of Parlier
  - Upgraded check-out counter and installed self-check-out counter at Sanger

**FY 2013-14**

Optimize service delivery to the residents of Fresno County including

- **Goal:** Increase the circulation of Library materials
- **Performance Metric:** Increase of 5% overall
- **Goal:** Improving and/or maintaining library facilities to ensure the community has a safe and welcoming environment that meets their information and recreation needs
- **Performance Metric:** Renovations/upgrades completed or new facilities built

**Departmental Goal**

**FY 2012-13**

Provide books, technology, programs, services and more to inform, enlighten and entertain people of all ages.

The Library's vision is to provide the community with opportunities to discover an environment of limitless learning and entertainment to enrich their lives. The Library did this in FY 2012-13 by:

- **Goal:** Increasing the number of people using the Library's facilities.
- **Outcome/Result:** Visits increased by 3% in FY 2012-13, from 3,557,021 to 3,663,732\*
- **Goal:** Increase the number of resources used by the community

Library – Measure B -- 7511

- **Outcome/Result:** Usage increased by 8.9% in FY 2012-13, from 3,989,774 to 4,344,864\*
- **Goal:** Ask customers directly for feedback regarding the Library programs and services
- **Outcome/Result:** Customers surveyed indicated they wanted the following services maintained:
  - Keep qualified librarians (84%)
  - Maintain services for seniors (83%)
  - Maintain services for children (93%)
  - Continue reading clubs for children and teens (84%)
  - Maintain services for the blind (82%)
  - Maintain after school programs (82%)
  - Improve literacy programs (81%)

**FY 2013-14**

Fresno County Public Library's mission is to enrich lives and community. The Library will meet its mission by implementing programs and services through its Strategic Directions. Specifically, Support Educational and Learning Opportunities by:

1. Support Educational and Learning Opportunities by:
  - **Goal:** Implementing a new PAL-Around Center for children with special needs
  - **Performance Metric:** Functional center open to the public
2. Foster Community Connections by:
  - **Goal:** Implementing the With Out Walls (WOW) Mobile Library to deliver services directly to people in the community
  - **Performance Metric:** Number of people served through the WOW branch
3. Expand and Integrate Technology by:
  - **Goal:** Implementing new website, both internally and externally
  - **Performance Metric:** Functional websites
4. Increase Public Awareness and Support by:
  - **Goal:** Working to establish Friends of the Library (FoL) chapters for libraries that do not have such a support organization
  - **Performance Metric:** New FoL chapters established
5. Improve Our Organizational Culture by:
  - **Goal:** Restructuring the Library to accommodate the new With Out Walls (WOW) Mobile Library
  - **Performance Metric:** Staff new positions to establish WOW Mobile Library

*\*Data calculated on actual data for July-January, and extrapolated data for February to July*

## **SUMMARY OF CAO RECOMMENDATIONS**

### **Significant Program Changes**

The Library will implement the new With out Walls (WoW) Mobile Library. Librarians will not be assigned to a physical building, but rather will be assigned to the new WoW Branch. It is essentially a reversal of

## Library – Measure B -- 7511

the traditional information seeking model: rather than having librarians be passive, waiting for customers to approach them for service, they will take the initiative to connect with various sectors of the community. These staff will go beyond answering that one-time reference question into the active role of a professional who is available to help solve customers' problems. Services at branches will remain unaffected and there will be a librarian for each cluster typically assigned to the larger regional branch.

### **Salaries and Benefits**

- Salaries and Benefits, recommended at \$16,865,411, represent a 1% (\$148,347) increase over the FY 2012-13 Adopted Budget. The increase is primarily due to the addition of 13 staff and an increase in the Workers' Compensation and Retirement rates. Staffing is recommended at 304 positions, an increase of 13 positions over the current year.

Recommended funding includes:

- Account 6350, Unemployment Insurance represents a 51% (\$41,030) decrease from the current year, due primarily to decreased rates provided by Risk Management.
- Account 6400, Retirement Contribution represents a 3% (\$146,909) increase over the current year, due primarily to the addition of 13 staff.
- Account 6550, Workers' Compensation represents a 32% (\$67,263) increase over the current year, due to higher rates provided by Risk Management.
- Account 6600, Health Insurance Contribution represents a 5% (\$57,940) decrease from the current year, due to a reduction in the number of staff eligible for the health plan and number of staff participating.
- Account 6670, Benefit Administration represents an 8% (\$3,392) decrease from the current year, due to reduction in the rate provided by Risk Management.

### **Services and Supplies**

- Services and Supplies, recommended at \$9,811,749, represent an 11% (\$959,780) increase over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 7101, Liability Insurance represents a 13% (\$883) decrease from the current year, due to reduced claims and reduced liability rates provided by Risk Management.
- Account 7175, Insurance Other represents a 31% (\$21,435) decrease from the current year, due to a reduction in property insurance rates provided by Risk Management.
- Account 7220, Maintenance Buildings and Grounds represents a 42% (\$216,276) increase over the current year, primarily due to overdue maintenance work at several libraries.
- Account 7295, Professional & Specialized Services represents a 25% (\$450,922) increase over the current year, primarily due to an increase in the contribution to the San Joaquin Valley Library System (SJVLS) of \$443,277 to purchase computer equipment and scanners for library staff and the public, and for the Fresno County Public Library's share-of-cost to replace the Integrated Library System (\$312,720), which is the major software that the SJVLS member libraries use for acquisitions, cataloging, circulation, tracking and shelving of library materials.
- Account 7385, Small Tools & Instruments represents a 197% (\$313,042) increase over the current year, due primarily to the planned installation of an RFID system in the Selma, Sanger and Reedley Libraries, equipment for field librarians and for items deemed essential for branch daily operations.
- Account 7400, Special Departmental Expense represents an 8% (\$13,279) increase over the current year, due primarily to the required RFID system software upgrades, RFID licenses and

Library – Measure B -- 7511  
warranty extensions.

- Account 7415, Transportation/Travel and Education represents an 83% (\$55,000) increase over the current year, due primarily to new training services to be provided to the field librarians and managers. This is a new service where librarians will be more actively involved to promote Library services in the community and schools.
- Account 7611, Security Services represents a 17% (\$72,061) decrease from the current year, due to the revision of the projected security services that is expected to be needed for FY 2013-14. An average of 8,500 hours is provided yearly to the Library for both regular and unexpected after-hours library programs for the public including special events and non-routine services

**Other Charges**

- Other Charges, recommended at \$332,102, represent a 3% (\$10,000) increase over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 7887, Capital Leases-Buildings represents a 3% (\$10,000) increase over the current year, due to projected annual increases in capital lease payments for the Cedar-Clinton Library, Kingsburg Library, Sunnyside Library, and Riverdale Library.

**Other Financing Uses**

- Other Financing Uses, recommended at \$134,459, represents a 100% (\$134,459) increase over the FY 2012-13 Adopted Budget.

Recommended funding includes:

- Account 7934, Residual Equity Transfer Out represents a 100% (\$134,459) increase over the current year, due to the addition of five new compact hybrid sedans for the field librarians. This is part of the new service where librarians will be more actively involved to promote Library services in the community and schools. These cars are not only environmental friendly, but also provide major gas savings throughout their useful lives.

**Fixed Assets**

- Fixed Assets, recommended at \$437,296, represents a 35% (\$113,670) increase over the FY 2012-13 Adopted Budget.

(1) Walk Behind Floor Scrubber.....	\$11,729 .....	New-Maintenance Office
(1) Smoke Alarm .....	\$100,000 .....	New-Central Library
(1) Mobile Media Shelving.....	\$12,000 .....	New-Central Library
(5) Simple Scan Stations.....	\$29,211 .....	New-Central Library
(1) Airless Sprayer .....	\$6,456 .....	New-Maintenance Office
(1) Circulation Desk.....	\$9,957 .....	New-California/History Room
(1) RFID Gates.....	\$67,943 .....	New-Selma, Reedley & Sanger
(1) Automatic Book Sorter .....	\$200,000 .....	New-Central Library

**SUMMARY OF REVENUES**

- Revenues, recommended at \$25,451,768, represent a 4% (\$890,775) increase over the FY 2012-13 Adopted Budget. This increase is due to the net result of projected increases in revenues from property tax, Measure B Sales Tax, and State literacy funding and decreases in revenues from Library services provided to the County Jail Law Library and the San Joaquin Valley Library System

Library – Measure B -- 7511

(SJVLS). Specific changes by revenue accounts are noted below.

- Taxes Revenues (\$23,106,500) – Represents a 5% (\$996,395) increase over FY 2012-13 Adopted Budget.
  - Account 3042, Measure ‘B’ Sales Tax (\$14,502,000) represents an 8% (\$1,013,500) increase over current year. The projected sales tax revenue is based on a 2% projected sales tax increase (provided by the AC/TTC) applied to the projected sales tax revenue for FY 2012-13.
- Revenue from the Use of Money-Interest (\$200,000) represents no change from the current year.
- Intergovernmental Revenues-State (\$162,067) – Represents a 40% (\$46,067) increase over the FY 2012-13 Adopted Budget due to projected renewed State funding for literacy programming.
- Charge for Services (\$1,502,600) – Represents a 12% (\$196,493) decrease from FY 2012-13 Adopted Budget, due to the elimination of Library services to the Reference and Computer Divisions of the SJVLS.
  - Account 5039, Service to Other Agencies (\$1,087,600) represents a 12% (\$143,742) decrease from FY 2012-13 Adopted Budget. The decrease is due primarily to a reduction of Library services provided to the reference and computer services divisions of the SJVLS. Library services provided to the SJVLS includes \$791,773 for the cost of eight positions and \$295,827 for library fiduciary and support services.
  - Account 5040, Service to Other County Departments represents a 100% (\$52,751) decrease from the FY 2012-13 Adopted Budget. The decrease is due to the elimination of the Library services of a Senior Library Assistant position which provided 32 hours per week to the County Jail Law Library. For FY 2013-14, this service will be provided directly by the Sheriff’s staff.
  - Account 5050, Library Services (\$415,000) represents no change from the FY 2012-13 Adopted Budget and includes revenues from fines, lost books fees, and printing fees from public use computers.
  - Miscellaneous Revenues (\$63,000) represents no change from the FY 2012-13 Adopted Budget and includes revenues from photocopies and used book sales.
  - Other Financing Sources (\$103,899) represents a 2% (\$2,339) increase over the FY 2012-13 Adopted Budget. This increase is due to the increase in the General Fund annual contribution (adjusted for the annual change in consumer price index) to the County Library mandated by the Measure “B” Sales Tax Ordinance.
  - Intrafund Transfers (\$312,702) represents a 16% (\$42,467) increase over the FY 2012-13 Adopted Budget, due to an increase in service provided for the Library’s Literacy Program. This amount represents the allocation of Literacy Program labor costs to the Literacy Program divisional budgets.

Applied Assigned Fund Balance (\$2,129,249) represents a 29% (\$475,481) increase over the FY 2012-13 Adopted Budget, due to the increase in the FY 2013-14 budget for acquisition of computer equipment, replacement of the Integrated Library System, major maintenance and remodeling projects and equipment that had been put on hold until it was known that the Measure B Sales Tax Ordinance had been renewed and extended to March 31, 2029.

Revenues	FY 2012-13 Adopted	FY 2012-13 Estimated Actual	FY 2013-14 Recommended
Acct # - Taxes			
3006 - Redev Tax Increm Reimb	425,000	425,000	425,000
3009 - Supp-Current Unsecured	3,500	3,500	3,500
3010 - Prop Taxes-Current Secured	7,873,000	7,778,564	7,856,000
3011 - Supp-Current Secured	30,000	30,000	30,000
3013 - Supp-Current Secured Prior	105	105	0
3015 - Prop Taxes-Current Unsecured	290,000	290,000	290,000
3042 - Measure 'B' Sales Tax	13,488,500	14,217,986	14,502,000
<b>Total</b>	<b>\$ 22,110,105</b>	<b>\$ 22,745,155</b>	<b>\$ 23,106,500</b>
Acct # - Revenue from the Use of Money			
3380 – Interest	200,000	200,000	200,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
Acct # - Intergovernment Revenues – State			
3565 - State I/L Homeowners Prop	116,000	116,000	116,000
3575 – State Other	0	46,067	46,067
<b>Total</b>	<b>\$ 116,000</b>	<b>\$ 162,067</b>	<b>\$ 162,067</b>
Acct # - Intergovernment Revenues – Federal			
4369 - Federal In-Lieu Housing	1,000	1,000	1,000
<b>Total</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
Acct # - Charges for Services			
5039 - Service To Other Agencies	1,231,342	975,827	1,087,600
5040 - Service To Other County Dept	52,751	52,751	0
5050 - Library Services	415,000	415,000	415,000
<b>Total</b>	<b>\$ 1,699,093</b>	<b>\$ 1,443,578</b>	<b>\$ 1,502,600</b>
Acct # - Miscellaneous Revenues			
5789 - Non-Taxable Sales	46,000	46,000	46,000
5791 - Misc Sales-Taxable	16,000	16,000	16,000
5800 - Other Miscellaneous	1,000	1,000	1,000
<b>Total</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>	<b>\$ 63,000</b>
Acct # - Residual Equity Transfer (In)			
5950 - Oper Trfs In - General Fund	101,560	101,560	103,899
<b>Total</b>	<b>\$ 101,560</b>	<b>\$ 101,560</b>	<b>\$ 103,899</b>
Acct # - Intrafund			
5990 - Intrafund Transfers	270,235	273,173	312,702
<b>Total</b>	<b>\$ 270,235</b>	<b>\$ 273,173</b>	<b>\$ 312,702</b>
<b>Total Revenues</b>	<b>\$ 24,560,993</b>	<b>\$ 24,989,533</b>	<b>\$ 25,451,768</b>



**LIBRARY - MEASURE B - 7511****REGULAR SALARIES****BUDGETED POSITIONS****RECOMMENDED**

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
251	Associate County Librarian	E	1	1	\$ 77,047
1151	Graphic Arts Technician I (PT)	1121	0	1	14,926
1152	Graphic Arts Technician II	1253	1	1	39,776
2110	Librarian I	1568	2	1	43,666
2120	Library Assistant I	927	2	2	61,752
2120	Library Assistant I (PT)	927	19	32	420,898
2121	Library Assistant II	1028	49	49	1,671,810
2121	Library Assistant II (PT)	1028	25	25	577,284
2145	Library Aide	685	3	3	68,514
2145	Library Aide (PT)	685	58	58	631,381
2150	Principal Librarian	G	4	4	289,032
2151	Library Program Manager	G	1	1	71,749
2155	Librarian III	1967	8	8	523,668
2156	Librarian III - Supervisory	2045	8	8	544,760
2160	Librarian II	1728	24	23	1,320,206
2166	Senior Library Assistant	1112	28	27	999,972
2167	Library Assistant Supervisory	1229	3	4	163,804
2175	Literacy Coordinator	1933	1	1	61,361
2180	Library Facilities Coordinator	2188	1	1	59,461
2185	San Joaquin Valley Library System Administrator	E	1	1	75,325
2286	Library Business Manager	E	1	1	74,881
2290	Volunteer Services Coordinator	1534	1	1	48,703
2291	Staff Analyst I	1597	1	1	50,660
2292	Staff Analyst II	1774	1	1	56,298
2293	Staff Analyst III	2048	3	3	194,967
3037	Driver	898	6	6	168,613
3037	Driver (PT)	898	1	1	23,949
3071	Administrative Services Aide	1314	1	0	3,993
3080	Office Assistant III	1049	1	1	34,948
3166	Administrative Secretary - Conf.	1438	1	1	47,067
3203	Account Clerk I	889	3	3	73,933
3236	Supervising Account Clerk I - Conf.	1294	1	1	41,814
3535	Offset Equipment Operator II	967	1	0	2,938
3621	Program Technician II	1393	1	1	46,432
3701	Information Technology Support Technician II	1011	4	4	128,412
3701	Information Technology Support Technician II (PT)	1011	1	1	18,012
3704	Information Technology Analyst I	1489	1	1	43,371
3705	Information Technology Analyst II	1638	1	1	51,965
3709	Network Systems Engineer I	1489	2	2	87,750
3711	Network Systems Engineer III	1916	1	1	60,813
3713	Senior Network Systems Engineer	2622	1	1	83,207
5050	Maintenance Janitor	883	13	13	373,430
5050	Maintenance Janitor (PT)	883	0	2	23,512
5055	Janitor (PT)	857	1	1	18,448
5220	Parks Groundskeeper II	965	1	1	30,615
5221	Parks Groundskeeper III	1099	1	1	34,896
5222	Library Maintenance Supervisor	1757	0	1	46,791
5315	Maintenance Carpenter	1558	1	1	49,433
5325	Maintenance Painter	1449	1	1	40,884
Subtotal			<b>291</b>	<b>304</b>	<b>\$ 9,677,127</b>

# Library – Measure B -- 7511

Bilingual Skills Pay	15,060
Less Salary Savings (3%)	(290,766)

**TOTAL REGULAR SALARIES** **\$ 9,401,421**

**POSITIONS RECOMMENDED TO ADD (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
1151	Graphic Arts Technician I (PT)	Vacant	1121	1	\$ 21,502
2120	Library Assistant I (PT)	Vacant	927	13	242,391
2167	Library Assistant Supervisory	Vacant	1229	1	68,398
5050	Maintenance Janitor (PT)	Vacant	883	2	33,871
5222	Library Maintenance Supervisor	Vacant	1757	1	77,423
Cost of Adding Recommended Positions				18	\$ 443,585

**VACANT POSITIONS RECOMMENDED TO DELETE (Effective July 22, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
2110	Librarian I	Vacant	1568	-1	\$ 65,489
2160	Librarian II	Vacant	1728	-1	87,554
2166	Senior Library Assistant	Vacant	1112	-1	58,657
Cost of Restoring Vacant Positions				-3	\$ 211,700

**FILLED POSITIONS RECOMMENDED TO DELETE (Effective August 5, 2013)**

<u>JCN</u>	<u>TITLE</u>	<u>STATUS</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>	<u>SALARIES &amp; EXPENSES</u>
3071	Administrative Services Aide	Filled	1314	-1	\$ 66,702
3535	Offset Equipment Operator II	Filled	967	-1	50,374
Cost of Restoring Filled Positions				-2	\$ 117,076





# Library – Grants -- 7517

## Library Grants BUDGET 7517 Special Revenue Fund

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
Services and Supplies	\$ 124,600	\$ 261,355	\$ 261,355	\$ -	0%
Total Appropriations	\$ 124,600	\$ 261,355	\$ 261,355	\$ -	0%
<b><u>Revenues</u></b>					
Intergovernment Rev-Federal	\$ 74,354	\$ -	\$ -	\$ -	0%
Miscellaneous Revenues	34,501	261,355	261,355	-	0%
Total Revenues	\$ 108,855	\$ 261,355	\$ 261,355	\$ -	0%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ 15,746</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
(Decrease-Use of) Available Fund Balance	-	-	-	-	0%
Increase/(Decrease-i.e. Use of) Designa- tion for: Capital Projects	-	-	-	-	0%
<b><u>Budgetary Balance</u></b>	<b>\$ 15,746</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)	

Position Summary

-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **LIBRARY – GRANTS - 7517**

### **FUNCTION**

The Library Grants budget provides for the acquisition of library materials, supplies, furniture, and equipment funded by private donations received by the Library.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$261,355 represents no change from the FY 2012-13 Adopted Budget. This budget is for Services and Supplies only, and does not include staff costs.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Services and Supplies**

- Services and Supplies, recommended at \$261,355 represent no change from the FY 2012-13 Adopted Budget. The budget provides for children's programming, new and replacement library equipment and furnishings, and library materials funded by donations to the Library Trust Fund designated for specific purpose.

Recommended funding includes:

- Account 7265, Office Expense remains at \$310 for blank cassettes for the Talking Book Library.
- Account 7295, Professional & Specialized Services remains at \$6,045 for entertainers for summer programs.
- Account 7385, Small Tools & Instruments remains at \$150,000 for furniture and equipment to create young adult/teen spaces within libraries.
- Account 7400, Special Departmental Expense remains at \$10,000 for library and grant program promotion and supplies.
- Account 7406, Library Materials remains at \$95,000 for the purchase of library materials funded by donations to the Library Trust Fund.

### **SUMMARY OF REVENUES**

- Revenues are recommended at \$261,355 represent no change from FY 2012-13 Adopted Budget.
  - Miscellaneous Revenues (\$261,355) represent no change from the FY 2012-13 Adopted Budget for Account 5800, Other Miscellaneous Revenues. These revenues are derived from donations to the Library Trust Fund.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Miscellaneous Revenues			
5800 - Miscellaneous	261,355	261,355	261,355
<b>Total</b>	<b>\$ 261,355</b>	<b>\$ 261,355</b>	<b>\$ 261,355</b>
<b>Total Revenues</b>	<b>\$ 261,355</b>	<b>\$ 261,355</b>	<b>\$ 261,355</b>







**Library-Measure B-Capital Impr**  
**BUDGET 7530**  
**Fresno County Library-Measur B**

	Actual** 2011-12	Adopted 2012-13	Recommended 2013-14	Increase/ (Decrease)	
<b><u>FISCAL SUMMARY</u></b>					
<b><u>Appropriations</u></b>					
General Fixed Assets	\$ 9,900	\$ 28,500	\$ 1,662,500	\$ 1,634,000	5733%
Total Appropriations	\$ 9,900	\$ 28,500	\$ 1,662,500	\$ 1,634,000	5733%
<b><u>Revenues</u></b>					
Taxes	\$ -	\$ 28,500	\$ -	\$ (28,500)	-100%
Intergovernment Revenues - St	953,752	-		-	0%
Miscellaneous Revenues	10,653	-		-	0%
Total Revenues	\$ 964,405	\$ 28,500	\$ -	\$ (28,500)	-100%
<b><u>Revenues (Over)/Under Expenditures</u></b>	<b>\$ (954,506)</b>	<b>\$ -</b>	<b>\$ 1,662,500</b>	<b>\$ 1,662,500</b>	<b>100%</b>
(Decrease-Use of) Assigned Fund Balance	954,506	-	(1,662,500)	(1,662,500)	100%
<b><u>Budgetary Balance</u></b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

	Budgeted 2011-12	Current 2012-13	Recommended 2013-14	Increase/ (Decrease)
Position Summary				-

\*\* The column labeled Actual 2011-12 includes expenditures incurred against FY 2011-12 appropriations from July 1, 2011 through December 31, 2012.

## **LIBRARY - MEASURE B - CAPITAL IMPROVEMENTS – 7530**

### **FUNCTION**

This budget accounts for the construction of new Library capital facilities, improvements, and expansion of existing capital facilities included as part of the Measure B Library Tax Ordinance service plan.

### **OVERVIEW**

The FY 2013-14 Recommended Budget of \$1,662,500 represents a significant (\$1,634,000) increase over the FY 2012-13 Adopted Budget. Assigned Fund Balance totaling \$1,662,500 is included to fund the FY 2013-14 Recommended Budget. These are one-time expenditures to fund capital projects.

There is no net County cost associated with this budget.

### **SUMMARY OF CAO RECOMMENDATIONS**

#### **Fixed Assets**

- Buildings & Improvements recommended at \$1,662,500 represent a significant (\$1,634,000) increase over the FY 2012-13 Adopted Budget, due to the purchase of a new building for Library Headquarters and Administration and other security and public safety capital projects.

Recommended funding includes:

- Business Office Annex Remodeling (\$5,000) – To provide more efficient space for the Business Office staff. This is primarily for electrical, data drops and materials for the construction of a new permanent wall in the new building.
- Interior Signage for the Central Library (\$5,000) – New signage will replace existing signage due to anticipated changes within the Central branch, and where signage is outdated, mismatched, and difficult to read.
- Exterior Signage for the Parlier Library (\$5,000) – To replace the existing sign which is worn and damaged.
- Landscaping Improvements for the Caruthers Library (\$10,000) – To renovate the existing landscaping to its original beauty and design.
- Security Alarm for the Various Libraries (\$17,500) – To install security alarm systems at Auberry, Kingsburg, Piedra, Bear Mountain, and Shaver Lake Libraries. This will increase security and reduce potential crime activity.
- Seismic Anchoring for the Fig Garden Library (\$20,000) – These seismic anchors are required by building code to comply with safety standards.
- Security Cameras for the Sunnyside, Cedar-Clinton, Gillis and Politi Libraries (\$100,000) – To improve security and safety at these Library branches.
- Library Headquarters Building (\$1,000,000) – To acquire a building to move Library Headquarters and Administration from the Central Library for the purpose of consolidating Headquarters and Administration under one roof to achieve efficiencies and to free up valuable real estate at the Central Library for public service.
- Library Headquarters Building Remodel (\$500,000) – To remodel Library Headquarters building to achieve space efficiencies.

## **SUMMARY OF REVENUES**

- No revenues are recommended in the FY 2013-14 Recommended Budget.
  - Taxes Revenues (\$0) – Represents a 100% (\$28,500) decrease from FY 2012-13 Adopted Budget.
  - Account 3042, Measure “B” Sales Tax represents a \$28,500 decrease from the FY 2012-13 Adopted Budget, due to the reallocation of Measure B funding entirely to budget Org 7511 for FY 2013-14, with funding for FY 2013-14 capital improvements to be fully provided by the Assigned Fund Balance that has been accumulated over past fiscal years.
- The proposed capital projects will be fully funded with Assigned Fund Balance that has been accumulated over past fiscal years. Applied Assigned Fund Balance (\$1,662,500) represents a 100% (\$1,662,500) increase over the FY 2012-13 Adopted Budget to fund recommended capital projects.

<b>Revenues</b>	<b>FY 2012-13 Adopted</b>	<b>FY 2012-13 Estimated Actual</b>	<b>FY 2013-14 Recommended</b>
Acct # - Taxes			
3042 - Measure 'B' Sales Tax	28,500	0	0
<a href="#">[Add Row Above]</a> <b>Total</b>	<b>\$ 28,500</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Revenues</b>	<b>\$ 28,500</b>	<b>\$ 0</b>	<b>\$ 0</b>

