



## Efficient Delivery of Public Services

Assessor  
Auditor-Controller  
Board of Supervisors  
Chief Executive Office  
Clerk-Recorder  
County Counsel  
General Services Agency  
Strategic Business Technology  
Treasurer-Tax Collector

## Efficient Delivery of Public Services

The public expects government to be responsive to their needs and to conduct business efficiently. County departments provide services to a diverse customer base. To serve customers effectively, departments must understand what is important to them and how to improve services. Customer feedback encourages County departments to remain focused on continuously improving how services are provided. Conducting business using the internet, is a convenient method for many residents. Providing services electronically recognizes this increasing trend and



enhances the methods used to serve the public. The County can be reached online at [www.stancounty.com](http://www.stancounty.com). Improving the efficiency of core services allows staff to increase their focus on streamlining services and enhancing quality. Electronic services and more efficient processes mean customers spend less time conducting business with us.

The Assessor is responsible for preparing an annual assessment roll for property tax revenues using fair, accurate and timely property valuations. The Auditor-Controller safeguards the County's resources and ensures its financial integrity through fiscal monitoring and reporting. The Board of Supervisors provides governing, administrative and legislative direction to County departments and determines the overall policies for Stanislaus County government. The Clerk of the Board maintains accurate County legislative records and provides customer access to those records. The Chief Executive Office provides overall leadership and management of County government including the management of County resources, long-range financial planning, capital projects, and organizational planning. The Human Resource Division provides services to County departments, employees, and applicants. These services include: labor relations, policy development and implementation, recruitment and selection, classification, compensation, wellness and learning and development programs. The Risk Management Division of the Chief Executive Office manages the health, safety and well being of Stanislaus County employees through administration of employee benefits, liability claims/insurance, disabilities management (workers' compensation), and safety. The Clerk-Recorder processes all documents and records related to marriage licenses, certified copies of vital statistics, document filings and recording of real property; processes passports; and conducts civil wedding ceremonies. The Clerk-Recorder is also responsible for conducting elections and ensuring citizens have the opportunity to exercise their right to vote. County Counsel serves as the principal legal counsel for the Board of Supervisors and provides legal advice to all County offices, departments and commissions. The General Services Agency supports County departments through purchasing services for goods, contracts, leased property and equipment; bulk store, delivery, mailroom and messenger services; through maintenance and operation of all building systems and equipment; and through maintenance services for County vehicles. Strategic Business Technology supports the technology and web-based needs of County departments by providing help desk and desktop support services, email services, technology security, and County website services. The Treasurer-Tax Collector collects secured and unsecured property taxes, as well as other revenue, and issues various licenses including business licenses.

## **FISCAL YEAR 2011-2012 ISSUES**

For Fiscal Year 2011-2012 all departments receiving a General Fund contribution were reduced from 0% - 30%. The only exceptions to these reductions were budgets with fixed costs associated with contracts. The Efficient Delivery of Public Services priority area, the General Fund revenue allocation reduction was \$2,127,092. In addition, departments will have to absorb significant increases in worker's compensation and retirement charges. This reduction in General Fund contribution will have the following impacts on departments in the Efficient Delivery of Public Services priority area: a reduction of hours for the five Field Representative positions in the Board of Supervisors; eliminating vacant positions and reductions-in-force in the Chief Executive Office, unfunding vacant positions in the Auditor-Controller's Office, and General Services Agency; and eliminating all non-critical functions. Many departments have implemented reductions-in-force in Fiscal Year 2010-2011 in preparation for the reduction in their General Fund contribution amount. Assisting the departments in absorbing the reduction in General Fund contribution is the second year of the 5% salary deduction approved by the Board of Supervisors for all County employees and the \$12 million mitigation of Fiscal Year 2011-2012 retirement costs.

During the last two years, the Chief Executive Office – Risk-Management General Liability Self-Insurance fund has experienced a significant increase in its deficit in retained earnings due to litigation cases resulting in a projected year end deficit of approximately \$2.8 million in retained earnings. Resolving this deficit has not been included as part of Fiscal Year 2011-2012 General Liability rates. Once the actuarial is complete as of June 30, 2011, rates will be evaluated for the recovery of this deficit.

The Chief Executive Office – Risk-Management Workers' Compensation Self-Insurance budget does not anticipate any major service level changes in Fiscal Year 2011-2012. The full cost of the program will be charged to County departments in Fiscal Year 2011-2012, which is an increase over Fiscal Year 2010-2011, when only \$1 million of the program costs were charged to departments, with the remainder funded through retained earnings.

Historically, the County has funded the costs of one election in each Fiscal Year by including it in the base budget and leaving the balance of funding for any additional election costs as an unmet need. The Clerk Recorder – Election Division has identified an unmet need of \$743,700 to conduct the June 2012 Primary Election and the possibility of an additional \$708,700 to conduct a potential February 2012 Bifurcated Primary Election, if scheduled. These requests will be reviewed at first quarter and at mid-year fiscal report.

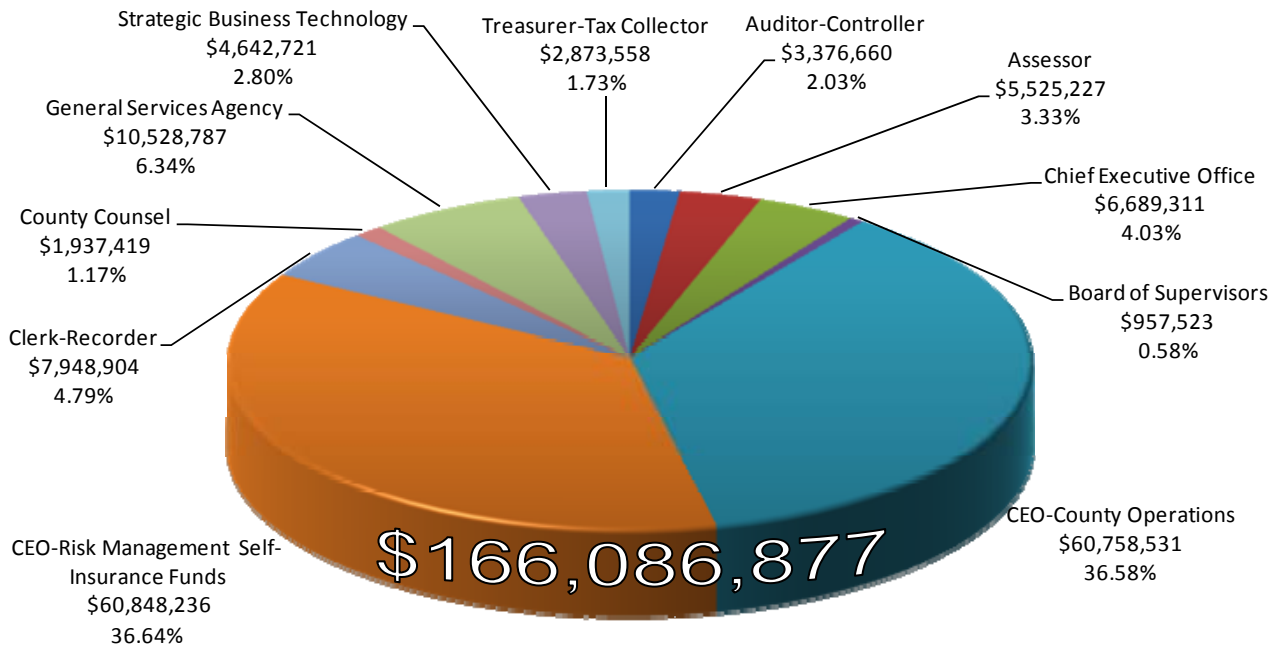
In Fiscal Year 2011-2012, the General Services Agency – Facilities Maintenance will become an Internal Service Fund, fully recognizing all costs. As a result, a loan is needed from the General Fund to cover the total liability for compensated absences and depreciation in the amount of \$384,546. General Services Agency - Facilities Maintenance will repay the loan back to the General Fund over a period of five years beginning in Budget Year 2012-2013. It is anticipated that making General Services Agency - Facilities Maintenance division an Internal Service Fund will improve budgeting and long-term management of funds.

As part of the Final Budget Addendum, the Board approved funding in the Chief Executive Office – Plant Acquisition budget for critical repairs to the heating and cooling system in the Men's Jail.

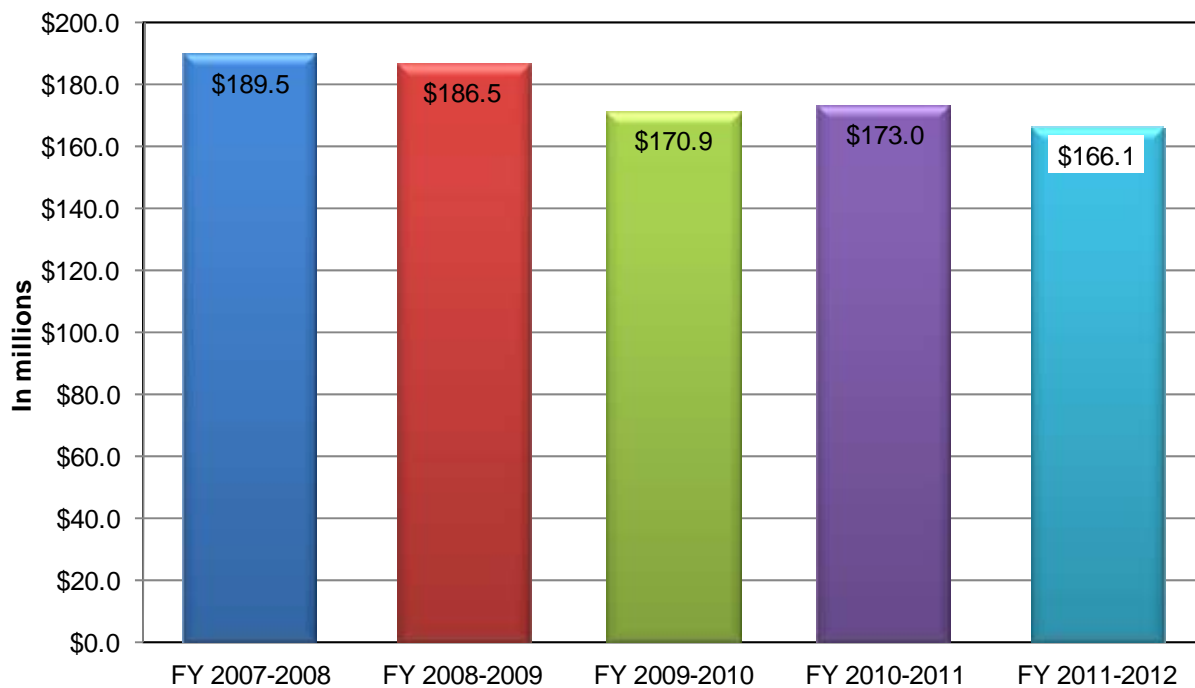


## Efficient Delivery of Public Services

### Adopted Expenditures Fiscal Year 2011-2012



### Five Year Comparison of Appropriations





# Efficient Delivery of Public Services

PAGE				ADOPTED 2011-2012
<b>ASSESSOR</b>				<b>\$5,525,227</b>
	<b>Fund</b>	<b>Org</b>		
433	0100	0012100	Assessor	\$5,525,227
<b>AUDITOR-CONTROLLER</b>				<b>\$3,376,660</b>
	<b>Fund</b>	<b>Org</b>		
436	0100	0013000	Auditor-Controller	\$3,376,660
<b>BOARD OF SUPERVISORS</b>				<b>\$957,523</b>
	<b>Fund</b>	<b>Org</b>		
439	0100	0014100	Board of Supervisors	\$957,523
443	0100	0014200	Clerk of the Board	\$0
445	0100	0014310	Community Support	\$0
<b>CHIEF EXECUTIVE OFFICE</b>				<b>\$6,689,311</b>
	<b>Fund</b>	<b>Org</b>		
447	0100	0015110	Operations and Services	\$5,238,265
450	0100	0015600	Risk Management Division	\$1,451,046
<b>CEO-COUNTY OPERATIONS</b>				<b>\$60,758,531</b>
	<b>Fund</b>	<b>Org</b>		
453	0100	0016041	Airport	\$0
455	0100	0016071	Appropriations for Contingencies	\$4,420,864
457	0100	0016021	Capital Improvement Financing Authority	\$140,633
459	0100	0016091	County Facilities	\$374,122
461	0100	0016046	Crows Landing Air Facility	\$90,968
463	0100	0016081	Debt Service	\$10,831,158
467	0100	0016401	General Fund Contribution to Other Programs	\$6,771,225
470	0100	0016051	General Fund Match--Vehicle License Fee	\$17,100,569
472	0100	0016061	Mandated County Match	\$19,338,437
474	0100	0016031	Plant Acquisition	\$1,690,555



# Efficient Delivery of Public Services

PAGE				ADOPTED 2011-2012
<b>CEO-RISK MANAGEMENT SELF-INSURANCE FUNDS</b>				<b>\$60,848,236</b>
<b>Fund</b>	<b>Org</b>			
476	5101	0018101	Dental Self-Insurance	\$4,565,036
478	5051	0018051	General Liability Self-Insurance	\$4,665,706
480	5061	0018061	Professional Liability Self-Insurance	\$1,816,000
483	5091	0018091	Purchased Insurance	\$42,163,722
485	5071	0018071	Unemployment Self-Insurance	\$1,394,950
487	5111	0018111	Vision Care Self-Insurance	\$972,822
489	5081	0018081	Workers' Compensation	\$5,270,000
<b>CLERK-RECORDER</b>				<b>\$7,948,904</b>
<b>Fund</b>	<b>Org</b>			
492	0100	0020001	Recorder Division	\$1,922,059
495	0100	0020299	Elections Division	\$1,846,867
498	1723	0020500	Clerk-Recorder Modernization	\$4,039,978
500	1786	0020601	Vital and Health Statistics	\$140,000
<b>COUNTY COUNSEL</b>				<b>\$1,937,419</b>
<b>Fund</b>	<b>Org</b>			
502	0100	0022000	County Counsel	\$1,937,419
<b>GENERAL SERVICES AGENCY</b>				<b>\$10,528,787</b>
<b>Fund</b>	<b>Org</b>			
506	0100	0019010	Administration	\$577,836
509	5001	0018210	Central Services Division	\$684,565
511	5170	0018700	Facilities Maintenance Division	\$5,138,511
514	5021	0018500	Fleet Services Division	\$2,181,453
516	0100	0015310	Purchasing Division	\$535,912
518	171A	0016200	12th Street Office Building	\$18,340
520	5170	0018720	Utilities	\$1,392,170
<b>STRATEGIC BUSINESS TECHNOLOGY</b>				<b>\$4,642,721</b>
<b>Fund</b>	<b>Org</b>			
522	5031	0048100	Strategic Business Technology	\$3,794,389
527	5011	0048200	Strategic Business Technology-Telecommunications	\$848,332
<b>TREASURER-TAX COLLECTOR</b>				<b>\$2,873,558</b>
<b>Fund</b>	<b>Org</b>			
530	0100	0030001	Treasurer-Admin/Taxes	\$1,419,403
533	0100	0030002	Revenue Recovery	\$878,535
535	0100	0030004	Treasury	\$575,620
<b>TOTAL</b>				<b>\$166,086,877</b>

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**

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**FISCAL GENERAL SERVICES**  
**Finance**



**ASSESSOR**

Budget Unit 0100 0012100  
General Fund

**MISSION STATEMENT**

The mission of the Stanislaus County Assessor's office is to produce a fair, accurate and timely assessment roll while providing excellent customer service.

**OPERATIONAL PRIORITIES**

The Operational Priorities for the Assessor for the 2011-2012 Fiscal Year include:

- ◆ Continue to discover, value and assess all property subject to property taxation;
- ◆ Continue utilizing technology to increase office efficiency;
- ◆ Process transfer documents as quickly and efficiently as possible;
- ◆ Process map changes as quickly and efficiently as possible; and
- ◆ Review office structure for possible cost reductions and increased efficiency.

**SERVICES PROVIDED**

The Assessor is primarily responsible for preparing an annual assessment roll upon which property tax revenues are generated. The County, Public Schools, Cities, Redevelopment Agencies and Special Districts all rely on this revenue for funding operations.

The assessment roll includes all tangible property in California unless exempted or excluded from assessment by specific laws. Tangible property includes land, land improvements, growing improvements (this refers to trees and vines), buildings, structures, aircraft, boats, and business property with some exceptions.

All property excluding supplies (no market study completed on the supplies as they are a small value item), movable equipment, boats, and aircraft are assessed based upon their market value when purchased or newly constructed. The Assessor determines the market value for the ownership changes and new construction. The supplies, movable equipment, boats, and aircraft are assessed based upon their annual market value on January 1 of each year.

The Assessor also maintains property parcel maps. These maps are available to the public in the Assessor's Office or at the County's web site ([www.stancounty.com/assessor/map-books](http://www.stancounty.com/assessor/map-books)). The property tax assessment roll, property ownership information, and some property characteristics are also available to the public at the Assessor's Office.

<b>Assessor</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$78,365	\$91,991	\$100,000	\$0	\$100,000
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,556,625	\$1,538,176	\$1,562,000	\$0	\$1,562,000
Miscellaneous Revenue	\$8,769	\$20,999	\$12,500	\$0	\$12,500
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,643,759</b>	<b>\$1,651,166</b>	<b>\$1,674,500</b>	<b>\$0</b>	<b>\$1,674,500</b>
Salaries and Benefits	\$4,843,224	\$4,796,096	\$4,875,755	\$0	\$4,875,755
Services and Supplies	\$413,134	\$367,869	\$401,682	\$0	\$401,682
Other Charges	\$178,108	\$170,195	\$145,030	\$0	\$145,030
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$138,264	\$135,706	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$115,932	\$107,112	\$102,760	\$0	\$102,760
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$5,688,662</b>	<b>\$5,576,978</b>	<b>\$5,525,227</b>	<b>\$0</b>	<b>\$5,525,227</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$4,044,903</b>	<b>\$3,925,812</b>	<b>\$3,850,727</b>	<b>\$0</b>	<b>\$3,850,727</b>

## PROGRAM DISCUSSION

The Assessor's General Fund contribution is down \$402,178 for Fiscal Year 2011-2012. Despite this reduction, the Assessor's proposed budget includes 57 funded full-time positions and no extra help positions. The Assessor was able to absorb the budget reduction through the use of carry over funding from prior years, reduced operating costs and by not funding the vacant appraiser and extra help positions.

At the proposed level of funding, the Department will continue to focus on the completion of all mandated services which include processing property transfers, new construction, Proposition 8 value reductions, annual business property valuations, conducting business property audits and processing exemptions. The Assessor will be required to utilize mass appraising techniques and limit field inspections, appraisal processes and prior year roll corrections. In addition to the mandated functions, the Assessor will also defend appeals.

Deductions in departmental staffing combined with several pending retirements and increased workload will continue to impact the department's ability to perform all mandated services in a timely manner. These staffing reductions will result in the Department being less thorough as it will be unable to maintain its current level of field work. As the need for services continues to grow, the Department will continue to implement process improvements in order to continue to increase the Department's efficiency.

The Department anticipates using approximately \$125,000 of prior year General Fund savings to fully fund the 2011-2012 Proposed Budget.

## ADOPTED STAFFING RECOMMENDATIONS

Total current authorized positions— 57

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 57

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$5,525,227 be approved for the Assessor. The net county cost contribution for this budget was reduced approximately 9.5% or \$402,178 from the Fiscal Year 2010-2011 Adopted Final Budget level. This budget is funded from \$1,674,500 in estimated department revenue and a \$3,850,727 contribution from the General Fund. The Department also anticipates using approximately \$125,000 of prior year General Fund savings to fully fund the 2011-2012 Proposed Budget.

### **Final Budget**

There are no recommended changes in funding to this budget.



**AUDITOR-CONTROLLER**

Budget Unit 0100 0013000  
General Fund

**MISSION STATEMENT**

Safeguard the County's resources and ensure its financial integrity through responsible fiscal monitoring and reporting.

**OPERATIONAL PRIORITIES**

The Operational Priorities for the Auditor-Controller for Fiscal Year 2011-2012 include:

- ◆ Complete PeopleSoft Application upgrade from version 8.9 to version 9.1. The PeopleSoft Application is our County payroll application. The application upgrade will be performed in-house for the first time utilizing county staff as opposed to hiring a consultant as has been done in prior application upgrades;
- ◆ Complete Oracle FMS Application upgrade to version 12. The Auditor-Controller's office has the primary functional responsibility for Oracle FMS upgrades, working with technical staff at SBT through changes with set-up and testing. In addition Auditor-Controller staff are responsible for training of county departments regarding changes to the application;
- ◆ Review and begin the planning stages of implementing the PeopleSoft Punch Time module once the application upgrade from version 8.9 to version 9.1 has been completed. The implementation of the Punch Time module will allow employees to directly enter their hours into the system similar to a Time Clock;
- ◆ Provide Stanislaus County Office of Education (SCOE) access to the County's financial accounting system, Oracle. Access will be restricted to SCOE's financial information only. County staff time will thereby be reduced once this access is completed and security of data is confirmed; and
- ◆ Continue to review department wide procedures for completeness, accuracy and efficiencies. Make changes to streamline procedures, strengthen internal controls and provide easier use for our customers as time allows.

**SERVICES PROVIDED**

Core Services include:

- ◆ Conduct audits for compliance with County policies and fee for service engagements;
- ◆ Audit and disburse all check and electronic payments for County vendors and service providers;
- ◆ Record all school district, special district, and County fund revenue and expenditures;
- ◆ Prepare the County's Annual Financial Report, County Cost Plan, State Controller's financial Report and budget schedules;

- ◆ Administer payments and reporting for the County's outstanding debt, revenue sharing agreements, Public Facility Fees, Capital Projects, and Court Collection Reporting;
- ◆ Process biweekly paychecks and deductions consistent with memorandum of understanding (MOU), State, and Federal laws;
- ◆ Provide technical & security support for Payroll, Time & Labor, Benefits Administration, Personnel and the Training & Tracking modules;
- ◆ Apportion taxes, set tax rates, enroll direct assessments, establish bond rates, and administer the Teeter Plan, redevelopment agreements, and property tax agreements; and
- ◆ Prepare monthly assistance claim, disburse grants to Community Services Agency (CSA) clients and disburse vendor payments.

<b>Auditor-Controller</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$200,000	\$0	\$200,000
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$107,543	\$115,000	\$0	\$115,000
Intergovernmental Revenue	\$0	\$51,376	\$64,560	\$0	\$64,560
Charges for Service	\$2,534,774	\$2,213,376	\$1,854,214	\$0	\$1,854,214
Miscellaneous Revenue	\$36,266	\$63,632	\$71,000	\$0	\$71,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,571,040</b>	<b>\$2,435,927</b>	<b>\$2,304,774</b>	<b>\$0</b>	<b>\$2,304,774</b>
Salaries and Benefits	\$3,762,980	\$3,388,672	\$3,118,703	\$0	\$3,118,703
Services and Supplies	\$94,327	\$82,162	\$115,887	\$0	\$115,887
Other Charges	\$134,951	\$132,606	\$145,370	\$0	\$145,370
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$110,445	\$97,992	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$40,625)	\$72,513	(\$3,300)	\$0	(\$3,300)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$4,062,078</b>	<b>\$3,773,945</b>	<b>\$3,376,660</b>	<b>\$0</b>	<b>\$3,376,660</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$1,491,038</b>	<b>\$1,338,018</b>	<b>\$1,071,886</b>	<b>\$0</b>	<b>\$1,071,886</b>

## PROGRAM DISCUSSION

At the proposed level of funding, the department can maintain core services that are the responsibility of the office. The Department anticipates staff delays in providing vital financial information to County departments, related agencies, special districts, school districts, cities located in our county and more importantly the citizens of this county.

The department consists of the Administrative Division, General Ledger Division, Property Tax Division, Revenue Division, Accounts Payable Division, Payroll Division, and an Accounting Division located at the Community Services Agency.

Structural changes to the department were made as a direct result of loss in revenue and funding. The Internal Audit Division has been virtually eliminated and limited services will be provided to the County and related agencies. While the Internal Audit Division provides core services, the division is not mandated by State requirements. In addition, the Cost Accounting Division duties were combined with the General Ledger Division duties, eliminating the need for a separate Cost Accounting Division.

The number of employees providing services in the Auditor-Controller's Office has been reduced by 21%, or from 43 to 34, compared to Fiscal Year 2010-2011. Five positions were unfunded at the Mid-Year of Fiscal Year 2010-2011. The department is requesting to unfund four additional positions. Funding for these positions is not sustainable and this action supports the Department's budget balancing strategy.

Since Fiscal Year 1990-1991, requirements have increased significantly with changes to State Government Code, Revenue and Taxation Code, and government accounting standards, while in the same time period, the General Fund contribution has decreased by 12%.

## **ADOPTED STAFFING RECOMMENDATIONS**

### **Proposed Budget**

The Department has requested to unfund the following vacant positions: one Manager II, one Confidential Assistant III, one Accountant III and one Accounting Technician.

Total current authorized positions—38

It is recommended to unfund the following vacant positions: one Manager II, one Confidential Assistant III, one Accountant III and one Accounting Technician.

Total recommended authorized positions—34

### **Final Budget**

The Department has requested to unfund one vacant Accounting Supervisor position to further implement cost reductions.

Total current authorized positions—34

It is recommended to unfund one vacant Accounting Supervisor position.

Total recommended authorized positions—33

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$3,376,660 be approved for the Auditor-Controller. The net county cost contribution for this budget was reduced approximately 26% or \$368,481 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves its net county cost reduction by salary savings from unfunding four vacant positions. This budget is funded from \$2,304,774 in estimated departmental revenue and a \$1,071,886 contribution from the General Fund.

### **Final Budget**

There are no recommended changes in funding to this budget.



## **BOARD OF SUPERVISORS**

### **MISSION STATEMENT**

Stanislaus County serves the public interest by promoting public health, safety, welfare and the local economy in an efficient, cost effective manner.

### **OPERATIONAL PRIORITIES**

The Board of Supervisors will continue to guide the priorities policy for the County and set the expectation levels for departments.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**BOARD OF SUPERVISORS**

Budget Unit 0100 0014100  
 General Fund

**SERVICES PROVIDED**

The Board of Supervisors provides a variety of governing, administrative, legislative functions and determines the overall policy direction for Stanislaus County government. The County is divided into five supervisorial districts and each supervisor is elected within the district. Regular public Board meetings are held most Tuesdays at 9:00 a.m., except the third Tuesday of the month when the meetings are held at 6:30 p.m. The Board of Supervisors has both legislative and administrative duties and responsibilities that include adopting ordinances on a wide range of subjects, adopting resolutions for the purpose of setting policy and providing for its administration, adopting an annual budget, and holding public hearings on a variety of matters such as zoning in the unincorporated area of the County. The administrative functions include the fiscal responsibilities for effective management of County government. The Board is assisted in its administrative responsibilities by the Chief Executive Officer who is delegated broad budgetary responsibility, including recommending an annual budget to the Board, control of budget expenditures, and overseeing the general day-to-day business functions of the County.

<b>Board of Supervisors</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$282	\$0	\$0	\$0
Charges for Service	\$75,974	\$77,264	\$78,670	\$0	\$78,670
Miscellaneous Revenue	\$0	\$22	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$75,974</b>	<b>\$77,568</b>	<b>\$78,670</b>	<b>\$0</b>	<b>\$78,670</b>
Salaries and Benefits	\$793,693	\$802,110	\$792,261	\$0	\$807,256
Services and Supplies	\$112,554	\$116,237	\$114,052	\$0	\$99,057
Other Charges	\$22,065	\$21,703	\$39,360	\$0	\$39,360
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$20,262	\$19,563	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$35,031	\$32,269	\$11,850	\$0	\$11,850
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$983,605</b>	<b>\$991,882</b>	<b>\$957,523</b>	<b>\$0</b>	<b>\$957,523</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$907,631</b>	<b>\$914,314</b>	<b>\$878,853</b>	<b>\$0</b>	<b>\$878,853</b>

## PROGRAM DISCUSSION

At the proposed level of funding, the Department can maintain funding for the five members of the Board of Supervisors and their five Field Representatives at a reduced level. Beginning in April 2011, each Field Representative will work 30 hours per week, resulting in cost savings in Fiscal Years 2011-2012 and 2012-2013. Members of the Board are continuing a 5% deduction in salaries that began in Fiscal Year 2009-2010 and the Field Representatives are also participating in the 5% salary deduction program for Fiscal Year 2011-2012. In order to meet the net county cost funding level the Department anticipates using \$14,500 from their Fiscal Year 2009-2010 carry-forward savings.

## ADOPTED STAFFING RECOMMENDATIONS

Total current authorized positions—10

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 10

## ADOPTED BUDGET RECOMMENDATIONS

### Proposed Budget

It is recommended that a budget of \$957,523 be approved for the Board of Supervisors. The net county cost contribution for this budget was reduced approximately 9% or \$81,242 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves its net county cost reduction by salary savings from a reduction in hours for the five Field Representative positions effective April of 2011. This budget is funded from \$78,670 in estimated department revenue and an \$878,853 contribution from the General Fund. The Department also anticipates using approximately \$14,500 of prior year General Fund savings to fully fund the 2011-2012 Recommended Proposed Budget.

As part of the annual budget process, a review of the Board of Supervisors compensation is conducted. Stanislaus County Code, Section 2.04.030 provides a procedure and formula for evaluating Board of Supervisors' compensation, and requires the Chief Executive Officer to report the salary survey for supervisor compensation each year. As part of the 2010-2011 Proposed Budget process the Board of Supervisors decided to replace the Counties of Monterey, Sacramento, Solano, Sonoma and Ventura from the comparable counties and replace them with the Valley counties of Madera, Merced, Tulare and Kings. This action changed the comparison from eight counties to seven, and reduced the average compensation. The county ordinance was modified to reflect this change. Following is a table showing the salary survey of the seven counties now used pursuant to the amended ordinance.

The Stanislaus County Ordinance Code provides a formula for Board of Supervisors compensation. The Ordinance provides for increases of 3.75% to be granted on July 1<sup>st</sup> and January 1<sup>st</sup> when the base salary of the Stanislaus County Board of Supervisors falls more than 20% below the seven-county average of benchmarked counties. A salary survey of the seven-counties now used under the amended ordinance has been conducted and the findings are reflected below. This year 20% below the seven-county average is \$5,782 monthly. While the current stated compensation for County Supervisor is \$6,231 monthly, the Board members all take the 5% salary deduction, resulting in a current compensation of \$5,919. As a result of the survey results, no increase will occur.

COUNTY	MONTHLY SALARY
Fresno	\$8,939
Kern	\$7,819
Kings	\$4,661
Madera	\$5,959
Merced	\$8,075
San Joaquin	\$7,606
Tulare	\$7,531

<b>Average</b>	<b>\$7,227</b>
<b>20% Below Average</b>	<b>\$5,782</b>
<b>Stanislaus</b>	<b>\$6,231</b>
<b>Stanislaus with current 5% deduction</b>	<b>\$5,919</b>

**Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**BOARD OF SUPERVISORS—CLERK OF THE BOARD**

Budget Unit 0100 0014200  
 General Fund

**SERVICES PROVIDED**

The Clerk of the Board is a division of the Chief Executive Office, it was eliminated in the 2010-2011 Recommended Proposed Budget and was incorporated into the Chief Executive Office – Operations and Services budget.

<b>Clerk of the Board</b>					
Classification	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted Proposed	2011-2012 Adopted Adjustments	2011-2012 Adopted Final Budget
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$60,496	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$60,496</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$399,829	\$0	\$0	\$0	\$0
Services and Supplies	\$31,630	\$0	\$0	\$0	\$0
Other Charges	\$30,070	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$12,042	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$18,148	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$491,719</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$431,223</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

This is an unused budget and no appropriations are requested in Fiscal Year 2011-2012.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

There are no appropriations recommended for the Board of Supervisors – Clerk of the Board budget. Funding for this division is included in the Chief Executive Office – Operations and Services budget. This budget is included as part of the Recommended Proposed Budget due to budget reporting requirements of the State Controller.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other Assistance**

**BOARD OF SUPERVISORS—COMMUNITY SUPPORT**

Budget Unit 0100 0014310  
 General Fund

**SERVICES PROVIDED**

This budget is not being funded in the 2011-2012 Fiscal Year.

<b>Board of Supervisors - Community Support</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$14,450	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$14,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$14,450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

Prior to Fiscal Year 2010-2011, this budget provided funding for various community activities and community-based organizations throughout each fiscal year. Similar to the 2010-2011 Adopted Final Budget, no appropriations are requested in Fiscal Year 2011-2012.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

There is no funding for this budget in the 2011-2012 Fiscal Year.

### **Final Budget**

There are no recommended changes in funding to this budget.



## **CHIEF EXECUTIVE OFFICE—OPERATIONS AND SERVICES**

Budget Unit 0100 0015110  
General Fund

### **MISSION STATEMENT**

The mission of the Chief Executive Office is to lead, to guide, to implement the County vision “to be the best.”

### **OPERATIONAL PRIORITIES**

During the upcoming year, the Chief Executive Office will continue to focus on providing overall leadership and effective management of County government. The Office oversees the management of County resources; provides for the long-range financial, facilities and organizational planning; facilitate the development and implementation of the Board’s goals and outcomes; and ensures the most effective use of County personnel, money, facilities and equipment. The following Operational Priorities for this fiscal year reflects this focus:

- ◆ Budget and Operations: Evaluate and strategically plan organizationally for future operational exposures and revenue enhancements;
- ◆ Human Resources: Provide leadership and expertise on human resources issues with particular focus on: the development of labor strategies to manage personnel costs, the upgrade of Peoplesoft Human Resources modules from version 8.9 to 9.1, the creation of job specifications for Managers I, II, III and IV, and continuing to develop and support a quality workforce in the face of continued budget reductions;
- ◆ Capital Projects: Build efficient facilities that meet the needs of our partners on time and under budget. Significant on-going and upcoming projects include: Strategic Business Technologies; Regional 911 server room, replacement of jail beds lost in the June 2010 Honor Farm fire; a new 60 bed Juvenile Commitment Center; project planning for a new Coroner’s Facility; Public Safety Center Master Planning; County Health Services Agency relocation; and various other efforts;
- ◆ Economic Development: Continue project development at Crows Landing Air Facility, work with all cities and StanCOG on developing an inclusive Regional Transportation Impact Fee (RTIF) model, capitalize on available State and Federal funding for infrastructure and industry, continue to bridge issues with unemployed and underemployed County residents, and promote the positive perception of Stanislaus County as business expansion and an employable community; and
- ◆ Clerk of the Board: Administers the Board of Supervisors Legislative processes, Assessment Appeals, Boards, Commissions and Special Districts and is the Filing Officer for Conflict of Interest filers. This year we plan to implement the new intranet Legislative Archival Repository linking 30 years of Board legislative records for research purposes.

### **SERVICES PROVIDED**

The Chief Executive Office provides for the overall leadership and effective management of County government, pursuant to Board policy and the adopted budget. Specifically, the Office oversees the management of County resources; provides for the long-range financial, facility, and organizational planning; and ensures that County departments are producing services and results in accordance with the Board’s goals, priorities, policies, budgets, and legal mandates; and improves management and business procedures to guarantee the most effective use of County personnel, money, facilities and

equipment. This budget funds the staffing and most of the operational costs for the Human Resources, Capital Projects, Operations and Services, and Economic Development Divisions and the Clerk of the Board.

<b>Chief Executive Office - Operations and Services</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$61,239	\$73,000	\$0	\$73,000
Charges for Service	\$2,501,260	\$2,272,843	\$1,711,732	\$0	\$1,711,732
Miscellaneous Revenue	\$10,735	\$1,660	\$200	\$0	\$200
Other Financing Sources	\$108,050	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,620,045</b>	<b>\$2,335,742</b>	<b>\$1,784,932</b>	<b>\$0</b>	<b>\$1,784,932</b>
Salaries and Benefits	\$4,620,402	\$4,601,471	\$4,317,439	\$0	\$4,317,439
Services and Supplies	\$965,966	\$1,036,852	\$649,701	\$96,075	\$745,776
Other Charges	\$160,213	\$186,526	\$234,940	\$0	\$234,940
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$135,663	\$141,790	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$131,863	\$154,038	(\$59,890)	\$0	(\$59,890)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$6,014,107</b>	<b>\$6,120,677</b>	<b>\$5,142,190</b>	<b>\$96,075</b>	<b>\$5,238,265</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$3,394,062</b>	<b>\$3,784,935</b>	<b>\$3,357,258</b>	<b>\$96,075</b>	<b>\$3,453,333</b>

## PROGRAM DISCUSSION

At the proposed level of funding, the Department can maintain responsibility for finance, budget, debt management, human resources, departmental relations, public information, legislative and departmental training functions, Clerk of the Board, as well as capital projects, countywide leadership development business improvement, economic development and organizational performance. The reduction in the General Fund contribution is achieved by salary savings gained by a reduction in force of two positions effective April 23, 2010, the deletion of two vacant positions, the unfunding of three vacant positions and the reclassification downward of three positions, as well as reductions in services and supplies and contracts. All staff is participating in the 5% salary deduction program for Fiscal Year 2011-2012 with the exception of any staff that has been approved for retirement during this fiscal year.

The staffing reductions described above have impacted the Department's ability to perform work at the level previously accomplished. Changes in level of work performed on public information, legislative, organizational performance and economic development functions have occurred to ensure sufficient resources are available for core services within the Chief Executive Office. Also, a reorganization of functions among staff has occurred to distribute the workload more equitably, as well as to offer professional development opportunities where possible.

## ADOPTED STAFFING RECOMMENDATIONS

Total current authorized positions— 34

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 34

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$5,142,190 be approved for the Chief Executive Office – Operations and Services. The net county cost contribution for this budget was reduced approximately 24% or \$1,053,990 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves the net county cost reduction by salary savings from a reduction-in-force of two positions on April 23, 2011, the deletion of two vacant positions, the unfunding of three positions and the downward reclassification of three positions. This budget is funded from \$1,784,932 in estimated department revenue and a \$3,357,258 contribution from the General Fund. The Department also anticipates using approximately \$292,000 of prior year General Fund savings to fully fund the 2011-2012 Recommended Proposed Budget.

### **Final Budget**

Departments that achieved savings in appropriations were able to carry forward 100% of their unused net county cost savings from Fiscal Year 2009-2010 and 75% of their 2010-2011 net county cost savings as part of the year-end close for Fiscal Year 2010-2011. Departments that achieved net county cost savings in revenue will request an increase in appropriations at the Final Budget. The Chief Executive Office – Operations and Services budget's total year-end savings was \$1,303,630. Of this amount \$1,207,555 was carried forward at year-end. The Department is now requesting an increase in appropriations of \$96,075 of remaining net county cost savings from increased departmental revenue. This increase is recommended to be funded from General Fund unassigned fund balance.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  

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**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**

Budget Unit 0100 0015600  
General Fund

**MISSION STATEMENT**

The mission of the Risk Management Division of the Chief Executive Office is to serve as a resource for the health, safety, and well-being of Stanislaus County employees by managing risks and associated cost of claims, through continuous education, participation and communication.

**OPERATIONAL PRIORITIES**

The CEO-Risk Management Division continues to implement the ongoing restructuring of division staff and associated resources. The restructuring will require the division to focus resources on critical services and mandated compliance programs. The Operational Priorities for the Chief Executive Office Risk Management Division for the 2011-2012 Fiscal Year include:

- ◆ Safety Training and Occupational Safety and Health Administration (OSHA) Compliance: Support County departments in maintaining safety training and operational compliance with County safety policies and OSHA regulations;
- ◆ Disability Management: Support County departments in administering leave of absence and return to work programs;
- ◆ Employee Benefits: Work with employee organizations to develop and evaluate alternative delivery systems for employee health insurance; and
- ◆ Liability Program: Maintain loss insurance programs to minimize risk exposure and control liability.

**SERVICES PROVIDED**

This budget funds personnel and administrative operations of the CEO-Risk Management Division. The Division administers eight budgets in five functional areas including Administration, Employee Benefits (health, dental, vision, life, and unemployment insurance), Liability Claims/Insurance (general and professional liability), Disability Management (workers' compensation), and Safety.

<b>Chief Executive Office - Risk Management Division</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$65,321	\$44,124	\$5,510	\$0	\$5,510
Charges for Service	\$1,235,217	\$1,105,815	\$1,181,379	\$0	\$1,181,379
Miscellaneous Revenue	\$0	\$55,373	\$100	\$0	\$100
Other Financing Sources	\$0	\$13,839	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,300,538</b>	<b>\$1,219,151</b>	<b>\$1,186,989</b>	<b>\$0</b>	<b>\$1,186,989</b>
Salaries and Benefits	\$1,464,231	\$1,277,020	\$1,234,051	\$0	\$1,234,051
Services and Supplies	\$73,401	\$98,807	\$173,835	\$0	\$173,835
Other Charges	\$42,935	\$44,222	\$41,830	\$0	\$41,830
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$39,311	\$33,175	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$17,556	\$15,611	\$1,330	\$0	\$1,330
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,637,434</b>	<b>\$1,468,835</b>	<b>\$1,451,046</b>	<b>\$0</b>	<b>\$1,451,046</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$336,896</b>	<b>\$249,684</b>	<b>\$264,057</b>	<b>\$0</b>	<b>\$264,057</b>

## PROGRAM DISCUSSION

At this level of funding, the Chief Executive Office-Risk Management Division budget can maintain its core program services in workers' compensation administration, safety training, Occupational Safety and Health Administration (OSHA) compliance, employee benefit administration, property and casualty insurance, general and auto liability insurance, medical malpractice insurance and employee leave administration.

Projected appropriations of approximately \$12,000 will also be available as part of the Division's 2011-2012 budget as a result of the 75% carryover of the Fiscal Year's 2010-2011 unused net county cost. The carryover will be used to fund additional contracts and salaries as needed to support anticipated employee benefit plan design changes and administration in 2012.

The Adopted Proposed Budget of \$1,451,046 represents an overall decrease in appropriations of \$99,627 from Fiscal Year 2010-2011. In anticipation of expected budget reductions in the upcoming fiscal year, the CEO-Risk Management Division reduced staffing from 14 full-time allocated positions to 10 full-time allocated positions during the 2010-2011 Mid-Year Financial Report approved by the Board of Supervisors March 1, 2011. In addition, a part-time budget manager was transferred from the Chief Executive Office to assist with the management of all seven self-insurance funds and the General Fund budget in this division. The revised staffing structure has reduced overall costs in line with anticipated funding.

## ADOPTED STAFFING RECOMMENDATIONS

Total current authorized positions—10

There are no recommended changes to the current level of staffing.

Total recommended authorized positions—10

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,451,046 be approved for the Chief Executive Office – Risk Management Division. The net county cost contribution for this budget was reduced approximately 24% or \$81,216 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding, the Department achieves its net county cost reduction through the staffing changes approved as part of the 2010-2011 Mid-Year Financial Report. This budget is funded from \$1,186,989 in estimated department revenue and a \$264,057 contribution from the General Fund. The Department also anticipates using approximately \$12,000 of prior year General Fund savings to fully fund the 2011-2012 Proposed Budget.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Transportation Terminals**

**CHIEF EXECUTIVE OFFICE—AIRPORT**

Budget Unit 0100 0016041  
 General Fund

**SERVICES PROVIDED**

This Chief Executive Office – Airport budget historically has provided funding for improvements at the Modesto City/County Airport. In past years, the revenue received from Aircraft Taxes was recorded in this budget and transferred to the City of Modesto for improvements to the facility. Such improvements included maintenance of airplane hangars, installation of fire suppression systems and security improvements.

<b>Chief Executive Office - Airport</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$205,000	\$205,000	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$1,601	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$206,601</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$205,000	\$205,000	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$205,000</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>(\$1,601)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

There is no funding for this budget in the 2011-2012 Fiscal Year. As the revenue from Aircraft Taxes is discretionary, it will be used as part of the County’s multi-year budget balancing strategy and allocated to other priority program areas.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

There is no Adopted Proposed Budget for the Chief Executive Office – Airport for Fiscal Year 2011-2012. The suspension of the annual funding for this program in Fiscal Year 2011-2012 is necessary to assist with balancing the County budget. Funding will be shifted to other County priorities as part of the multi-year budgeted strategy.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—APPROPRIATIONS FOR CONTINGENCIES**

Budget Unit 0100 0016071  
General Fund

**SERVICES PROVIDED**

The Appropriations for Contingencies budget serves as the contingency fund for Stanislaus County. Funds from Contingencies can only be transferred by a 4/5 vote of the Board of Supervisors to operating budgets for emergencies and other unanticipated expenses.

The chart below lists the transfers from Appropriations for Contingencies for the last five years:

<b>FISCAL YEAR</b>	<b>AMOUNT TRANSFERRED</b>
2006-2007	\$3,405,097
2007-2008	\$7,157,127
2008-2009	\$3,840,742
2009-2010	\$1,218,400
2010-2011	\$126,058

\* This amount reflects the total approved transfers as of May 3, 2011.

<b>Chief Executive Office - Appropriations for Contingencies</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$4,420,864	\$0	\$4,420,864
<b>Gross Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,420,864</b>	<b>\$0</b>	<b>\$4,420,864</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,420,864</b>	<b>\$0</b>	<b>\$4,420,864</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Appropriations for Contingencies fund can maintain a moderate level of funding for unexpected fiscal and program exposures or emergencies which may occur due to the challenging economy, as well as potential reductions in Federal or State revenues or other program or community exposures.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

**ADOPTED BUDGET RECOMMENDATIONS**

**Proposed Budget**

It is recommended that a budget of \$4,420,864 be approved for the Chief Executive Office – Appropriations for Contingencies. This budget is funded from a \$4,420,864 contribution from the General Fund. It is anticipated that the Appropriations for Contingencies funds will be used only for those critical exposures or emergencies, as the change from a net county cost budget to a General Fund revenue budget will severely limit the County’s ability to fund unexpected program changes.

**Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Finance**

**CHIEF EXECUTIVE OFFICE—CAPITAL IMPROVEMENT FINANCING AUTHORITY**

Budget Unit 0100 0016021  
 General Fund

**SERVICES PROVIDED**

The Capital Improvement Financing Authority (CIFA) budget provides funding for certain financial borrowing expenses and other professional staff service costs related to County financing initiatives.

<b>Chief Executive Office - C.I.F.A.</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$100,000	\$73,654	\$0	\$0	\$0
Services and Supplies	\$23,229	\$20,704	\$129,373	\$0	\$129,373
Other Charges	\$14,249	\$11,256	\$11,260	\$0	\$11,260
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$137,478</b>	<b>\$105,614</b>	<b>\$140,633</b>	<b>\$0</b>	<b>\$140,633</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$137,478</b>	<b>\$105,614</b>	<b>\$140,633</b>	<b>\$0</b>	<b>\$140,633</b>

**PROGRAM DISCUSSION**

At this proposed level of funding, the Department can maintain the following anticipated expenses:

- ◆ \$79,373 charges for reinvestment opportunities for reserve funds and professional services necessary for public financings;
- ◆ \$50,000 for financial advisor charges; and
- ◆ \$11,260 for commercial insurance.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$140,633 be approved for the Chief Executive Office- Capital Improvement Finance Authority budget, funded from the General Fund. The net county cost contribution for this budget was reduced 25% or \$46,878 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves the County's targeted 25% reduction by prioritizing costs related to the County's financing initiatives.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Property Management**

**CHIEF EXECUTIVE OFFICE—COUNTY FACILITIES**

Budget Unit 0100 0016091  
 General Fund

**SERVICES PROVIDED**

The County Facilities budget provides funding for minor facility improvements and costs associated with maintaining certain County property.

<b>Chief Executive Office - County Facilities</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$3,800	\$5,375	\$2,400	\$0	\$2,400
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$2,920	\$1,600	\$0	\$1,600
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$3,800</b>	<b>\$8,295</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$40,095	\$36,595	\$26,892	\$0	\$26,892
Other Charges	\$8,824	\$22,356	\$205,590	\$0	\$205,590
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$200,009	\$274,952	\$141,640	\$0	\$141,640
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$248,928</b>	<b>\$333,903</b>	<b>\$374,122</b>	<b>\$0</b>	<b>\$374,122</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$245,128</b>	<b>\$325,608</b>	<b>\$370,122</b>	<b>\$0</b>	<b>\$370,122</b>

**PROGRAM DISCUSSION**

At this proposed level of funding will provide for security at County Center III; telecommunications and internet service for the United Community Center in Grayson; pest control, utilities, building and preventive maintenance and janitorial costs for the Ray Simon Regional Training Center, the Keyes Community Center, Finch Road Animal Services Facility, the 12<sup>th</sup> Street Parking Garage, the Law Library and Mancini Hall; and for other County facility-related expenses.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$374,122 be approved for the Chief Executive Office – County Facilities budget. The net county cost contribution for this budget was originally reduced approximately 25 % or \$92,041 from the Fiscal Year 2010-2011 Adopted Final Budget level, however, this budget has a recommended offsetting increase in appropriations of \$93,886 that were previously included in the General Services Agency Facilities Maintenance budget for 12<sup>th</sup> Street Parking Garage county facility charges such as utilities, building and preventative maintenance and janitorial costs for General Fund departments including the District Attorney. The transfer of revenue will ensure that ongoing operational costs required to operate the facility will be maintained at minimum levels. At this level of funding the Department achieves its revenue reduction by prioritizing minor facility improvements and costs associated with maintaining County property. This budget is funded from \$4,000 in departmental revenue and a \$370,122 contribution from the General Fund.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Transportation Terminals**

**CHIEF EXECUTIVE OFFICE—CROWS LANDING AIR FACILITY**

Budget Unit 0100 0016046  
 General Fund

**SERVICES PROVIDED**

The Crows Landing Air Facility budget provides funding for security, general liability, and master planning of the air facility acquired from the Federal government in late 2004. The Chief Executive Office currently manages an agricultural lease agreement of approximately 1,112 acres. Lease revenue is a significant component to the progressive and on-going planning of this development project. A security contract with local law enforcement is also in place for patrol services.

<b>Chief Executive Office - Crows Landing Air Facility</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$317,759	(\$311,289)	\$90,968	\$0	\$90,968
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$750	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$318,509</b>	<b>(\$311,289)</b>	<b>\$90,968</b>	<b>\$0</b>	<b>\$90,968</b>
Salaries and Benefits	\$0	\$264	\$0	\$0	\$0
Services and Supplies	\$107,853	\$51,248	\$90,968	\$0	\$90,968
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$3,353	\$3,856	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$111,206</b>	<b>\$55,368</b>	<b>\$90,968</b>	<b>\$0</b>	<b>\$90,968</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>(\$207,303)</b>	<b>\$366,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At this proposed level of funding, the Chief Executive Office will continue to advance the Crows Landing Air Facility development project. The primary emphasis of this economic development project continues to be future job creation opportunities as appropriate based on economic conditions. The Chief Executive Office will continue to provide on-going support to the property management oversight of the agricultural lease and security contract. The current three year agricultural lease between Stanislaus County and Melvin T. Wheeler and Sons was entered into in November 2010 and the initial year was dedicated to restoring the agricultural viability of the property. The existing security contract with the Sheriff's Department will expire in November 2014.

On March 8, 2011, the Board of Supervisors accepted an update and status report of the PCCP West Park Development Project and considered a revised project description and approved next steps. PCCP West Park, Master Developer, was authorized an additional 15 months to complete the preparation of the Environmental Impact Analysis, Specific Plan and Draft Disposition and Development Agreement based upon the revised project description now consisting of a footprint of 2,796 total acres with the potential to create 17,000 jobs at build out.

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$90,968 be approved for the Chief Executive Office – Crows Landing Air Facility. This budget is funded from \$90,968 in departmental revenue through an agricultural lease on the property.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Legislative/Administrative**

**CHIEF EXECUTIVE OFFICE—DEBT SERVICE**

Budget Unit 0100 0016081  
 General Fund

**SERVICES PROVIDED**

This budget provides funding for County debt obligations. Gross debt obligations for Fiscal Year 2011-2012 total \$11,466,218 offset by \$209,189 of estimated earnings for a net debt service of \$11,257,029.

The following chart reflects the debt service obligations for Fiscal Year 2011-2012, including offsetting revenue. Some revenue is reflected as negative expenditures in the Schedule 9 at the end of this section, since it is revenue from sources that are within the General Fund.

2011-2012 Debt Service							
Certificate of Participation	Description	Pay off Date	Gross Debt	Earnings/ Money Held With Trustee	Legal Budget Appropriations/ Net Debt Obligation	Budget Offsetting Revenue	Total Net Debt Obligation
1997 B	Kitchen/Laundry at the Sheriff's Public Safety Center	June 2012	\$ 919,232	\$ 5,669	\$ 913,563	\$ 913,563	\$ -
1997 B	CHAFFA (California Health Facilities Financing Authority)	June 2012	\$ 133,360	\$ 822	\$ 132,538	\$ 25,390	\$ 107,148
1997 B	1021 I Street - Facility for Public Defender, Clerk-Recorder & Grand Jury	June 2012	\$ 323,899	\$ 1,998	\$ 321,901	\$ 321,901	\$ -
1998 A	Public Administration Center (10th Street Place)	Sept 2018	\$ 1,759,913	\$ 101,444	\$ 1,658,469	\$ 813,019	\$ 845,450
2004 A	Gallo Center for the Arts	Aug 2025	\$ 1,111,439	\$ 11,262	\$ 1,100,177	\$ -	\$ 1,100,177
2004 B	12th Street Office & Parking Garage	Aug 2025	\$ 1,381,120	\$ 14,056	\$ 1,367,064	\$ 589,511	\$ 777,553
2004 B	Salida Library	Aug 2025	\$ 602,393	\$ 6,131	\$ 596,262	\$ 596,262	\$ -
2007 A	Community Services Facility	May 2018	\$ 2,191,847	\$ 29,945	\$ 2,161,902	\$1,592,240	\$ 569,662
2007 A	Public Safety Center	May 2018	\$ 1,014,744	\$ 13,863	\$ 1,000,881	\$ 828,173	\$ 172,708
2007 A	Minimum Security Facility	May 2018	\$ 405,898	\$ 5,545	\$ 400,353	\$ -	\$ 400,353
2007 A	Sheriff Operations Center	May 2018	\$ 446,487	\$ 6,100	\$ 440,387	\$ -	\$ 440,387
2007 A	Ag Center & Training Center	May 2018	\$ 904,311	\$ 12,354	\$ 891,957	\$ 389,955	\$ 502,002
	<b>Total</b>		<b>\$ 11,194,643</b>	<b>\$ 209,189</b>	<b>\$ 10,985,454</b>	<b>\$ 6,070,014</b>	<b>\$ 4,915,440</b>
2006 Tobacco Endowment Fund	Animal Services Facility County	June 2035	\$ 101,357	\$ -	\$ 101,357	\$ -	\$ 101,357
2006 Tobacco Endowment Fund	Animal Services Facility City of Modesto	June 2035	\$ 170,218	\$ -	\$ 170,218	\$ -	\$ 170,218
	<b>Total</b>		<b>\$ 11,466,218</b>	<b>\$ 209,189</b>	<b>\$ 11,257,029</b>	<b>\$ 6,070,014</b>	<b>\$ 5,187,015</b>

The following chart reflects each Certificate of Participation (COP) by activity, the interest rate as a percent, the original date of issuance, the date of maturity, the original amount borrowed, the balance as of June 30, 2011, the current debt obligations for Stanislaus County for Fiscal Year 2011-2012, and the remaining balance to maturity once the debt obligation payments are posted during the fiscal year.

	Interest Rate %	Date of Issue	Maturity	Original Borrowing	Balance to Maturity as of June 30, 2011	2011-2012 Debt Obligation Principal	2011-2012 Debt Obligation Interest	Remaining Balance to Maturity
<b>GOVERNMENTAL ACTIVITIES</b>								
1997 Series B Refunding Kitchen/Laundry at the Sheriff's Public Safety Center	3.75-5.00	12/16/1997	6/1/2012	\$9,265,108	\$1,311,758	\$1,311,758	\$65,588	\$0
1998 Series A Public Administration Center 10th Street Place	3.75-4.75	3/1/1998	9/1/2018	\$22,160,000	\$11,585,000	\$1,220,000	\$539,913	\$10,365,000
2004 Series A Gallo Center for the Arts	1.63-4.38	3/26/2004	9/1/2025	\$15,340,000	\$12,345,000	\$640,000	\$471,439	\$11,705,000
2004 Series B 12th Street Office & Parking Garage, Nick W. Blom Salida Regional Library	1.63-4.38	3/26/2004	9/1/2025	\$27,455,000	\$22,085,000	\$1,140,000	\$843,512	\$20,945,000
2007 Series A Refunding Community Services Facility, Public Safety Center, Minimum Security Facility, Sheriff Operations Center, Agricultural Center, Ray Simon Training Center	3.65-5.75	2/1/2007	5/1/2018	\$40,540,000	\$27,450,000	\$3,700,000	\$1,263,288	\$23,750,000
<b>TOTAL GOVERNMENTAL ACTIVITIES:</b>				<b>\$114,760,108</b>	<b>\$74,776,758</b>	<b>\$8,011,758</b>	<b>\$3,183,740</b>	<b>\$66,765,000</b>
<b>BUSINESS TYPE ACTIVITIES:</b>								
1997 Series B Refunding California Health Facilities Financing Authority (CHAFFA)	3.75-5.00	12/16/1997	6/1/2012	\$1,364,892	\$193,242	\$193,242	\$9,662	\$0
<b>Total</b>				<b>\$116,125,000</b>	<b>\$74,970,000</b>	<b>\$8,205,000</b>	<b>\$3,193,402</b>	<b>\$66,765,000</b>

<b>Chief Executive Office - Debt Service</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$404,881	\$421,829	\$439,496	\$0	\$439,496
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,798,749	\$1,743,029	\$1,592,240	\$0	\$1,592,240
Miscellaneous Revenue	\$0	\$0	\$938,953	\$0	\$938,953
Other Financing Sources	\$2,684,488	\$2,628,906	\$2,673,454	\$0	\$2,673,454
<b>Total Revenue</b>	<b>\$4,888,118</b>	<b>\$4,793,764</b>	<b>\$5,644,143</b>	<b>\$0</b>	<b>\$5,644,143</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$10,691,348	\$10,569,968	\$11,257,029	\$0	\$11,257,029
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$669,341)	(\$425,559)	(\$425,871)	\$0	(\$425,871)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$10,022,007</b>	<b>\$10,144,409</b>	<b>\$10,831,158</b>	<b>\$0</b>	<b>\$10,831,158</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$5,133,889</b>	<b>\$5,350,645</b>	<b>\$5,187,015</b>	<b>\$0</b>	<b>\$5,187,015</b>

## PROGRAM DISCUSSION

At this proposed level of funding, the County will fund the annual net debt service obligation in Fiscal Year 2011-2012. The County of Stanislaus debt is primarily in the form of Certificates of Participation (COP). Created in conjunction with lease agreements, which encumber County-owned property, COPs are securities issued and marketed to investors in a manner similar to tax-exempt bonds. In a COP transaction, the County enters into an agreement with a third party, the Stanislaus County Capital Improvements Financing Authority, to lease an asset (normally a building) over a specific period of time at a predetermined total cost. The asset, owned by the County and leased to the Finance Authority, is then subleased back to the County. In this transaction the Finance Authority sells certificates in order to make its total lease payment to the County at the beginning of the lease period. With that lump sum (advance) lease payment the County then builds or buys the property.

The annual debt service for the 1997B COP will be paid off during Fiscal Year 2011-2012. The Trustee has indicated that the reserve account may be used to offset the final debt payment scheduled for June 2012. Currently, the required balance for the reserve account is \$1,063,000. Of the total amount available, approximately 87% will be used to offset the General Fund's portion of the scheduled debt payment. The remaining 13% for the California Health Facilities Financing Authority portion of the 1997B COP will be applied to the portion of the debt serviced by the Health Services Agency.

On October 27, 2009, Stanislaus County entered into a Joint Powers Agency Agreement for Animal Services with the Cities of Modesto, Ceres, Hughson, Patterson and Waterford. The agreement outlines the process that will be followed regarding the debt service payments to repay the County over 25 years for the cost of the construction for the new Thomas W. Mayfield Regional Animal Services Facility. The payment share for the County and partnering cities is based on the average intake percentage over the past three fiscal years. The detail of the partner's share and the payment time line is stated in the Joint Powers Agency Agreement. Intake percentages as received from the Joint Powers Agency Director for fiscal year 2007-2008, 2008-2009 and 2009-2010 are as follows:

JPA Partner	2007-2008 Intake	2008-2009 Intake	2009-2010 Intake	Average Percentage
Stanislaus County	43.2%	37.5%	40.9%	40.5%
City of Modesto	41%	45.7%	41.9%	42.9%
City of Ceres	11%	11%	11.2%	11.1%
City of Patterson	2.3%	2.8%	2.7%	2.6%
City of Waterford	1.3%	1.7%	2.1%	1.7%
City of Hughson	1.2%	1.3%	1.2%	1.2%

The County financed the project using funds from the County's 2006 Tobacco Endowment Fund. The new shelter was completed on time and under the approved budget of \$8.4 million. This financing represented the lowest cost option. Each partner's proportion of capitalized costs is fixed and will include the respective share for interest expense. Both amounts are based upon the average animal intake into the shelter for the past three fiscal years.

In a separate Memorandum of Understanding (MOU) between the County and City of Modesto related to the disposition of the Animal Services Facility at Finch Road in Modesto, California, the County and the City of Modesto established a 25 year debt service repayment schedule for the repayment to the County for the cost of construction of the new Thomas W. Mayfield Regional Animal Services Facility at Cornucopia Way. The terms provide for; the County to pay 100% of the City's year one debt service costs in years one and two; 75% in year three; 50% in year four; and 25% in year five. Beginning in year six, the City of Modesto will pay 100% of the City's debt service payment obligation. The County and partner cities will begin repayment of year one debt service in Fiscal Year 2011-2012.

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$10,831,158 be approved for the Chief Executive Office – Debt Service budget, funded by \$2,031,736 in revenue from building rent, \$350,000 in revenue from the Criminal Justice Facilities fund, \$2,323,454 in Public Facilities Fees revenue, reserve account revenue held with the trustee of \$938,953 to offset the final debt payment for the 1997B COP, and a \$5,187,015 contribution from the General Fund. This budget did not receive a reduction in General Fund revenue because County debt service is a legal obligation for repayment of the debt.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—GENERAL FUND CONTRIBUTION TO OTHER PROGRAMS**

Budget Unit 0100 0016401  
 General Fund

**SERVICES PROVIDED**

The Chief Executive Office – General Fund Contribution to Other Programs budget has been established to fund those programs for which no State or Federal mandate exists. These programs have a General Fund contribution as a result of a Board of Supervisors’ policy decision or contractual obligation. This budget also includes payments to outside agencies. These programs were previously funded through the General Fund Match and Support budget.

<b>Chief Executive Office - General Fund Contribution to Other Programs</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$2,907,120	\$2,770,038	\$0	\$2,770,038
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$4,543,689	\$4,066,315	(\$65,128)	\$4,001,187
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$0</b>	<b>\$7,450,809</b>	<b>\$6,836,353</b>	<b>(\$65,128)</b>	<b>\$6,771,225</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$7,450,809</b>	<b>\$6,836,353</b>	<b>(\$65,128)</b>	<b>\$6,771,225</b>

**PROGRAM DISCUSSION**

Funding for County Match has been separated into two legal budgets, General Fund Contributions to Other Programs budget and Mandated County Match budget. Programs that receive General Fund funding based on contractual obligations and Board of Supervisor policy decisions, and contributions to outside agencies are included in the Chief Executive Office – General Fund Contributions to Other Programs. As part of the Budget Strategy, only mandated programs, programs that carry a contractual obligation, or are based on policy decisions by the Board of Supervisors will be funded. This has completely eliminated General Fund contributions in this budget for the Behavioral Health and

Recovery Services (BHRS) Employee Assistance program, the BHRS Managed Care program, the BHRS Stanislaus Recovery Center, and the Environmental Resources Abandoned Vehicle program. Funding for those programs that have a State or Federal requirement for local dollars as match or maintenance of effort, in order to receive State and Federal funding, are in the Mandated County Match budget.

General Fund contributions for the various departments and programs supported by this budget are listed on the following chart.

<b>RECOMMENDED PROPOSED BUDGET - BUDGET YEAR 2011-2012</b>		
<b>Fund/Department</b>	<b>2010-2011 Adopted Final Budget</b>	<b>Recommended Proposed Budget</b>
Area Agency on Aging	\$ 292,922	\$ 292,922
BHRS Employee Assistance	67,934	0
BHRS Managed Care	22,626	0
BHRS Stanislaus Recovery Center	394,603	0
CEO Countywide Fire Services	264,810	622,304
CEO DOJ Alcohol & Drug	55,543	55,543
DA Real Estate Fraud	180,135	153,115
DA Vertical Prosecution Block Grant	103,807	103,807
DA Victim Witness	3,328	3,328
Environmental Resources	520,323	416,258
ER Abandoned Vehicle Program	19,419	0
GSA 12th St Office Building	14,046	14,045
HSA Deficit Repayment	1,913,182	1,913,182
Library	702,585	491,810
Stanislaus Animal Services Agency	1,374,445	1,374,445
Law Library	52,823	44,900
Local Area Formation Commission	182,271	182,271
North McHenry Tax Sharing	1,163,816	1,163,816
Stanislaus Council of Governments	4,607	4,607
<b>Other General Fund Contributions Total</b>	<b>\$ 7,333,225</b>	<b>\$ 6,836,353</b>

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$6,836,353 be approved for the Chief Executive Office – General Fund Contribution to Other Programs budget. The County had a 11% reduction in General Fund contributions, exempting contributions made to outside agencies.

##### **Final Budget**

This budget provides local funds to those programs with a General Fund contribution as a result of a Board of Supervisors' policy decision or contractual obligation. This budget also includes payments to outside agencies.

As part of the 2004-2005 Final Budget, the Board of Supervisors authorized a loan between the Health Services Agency and the County Treasurer to address the Agency's previously accumulated cash deficit from the closure of the County hospital. This obligation is to be repaid from General Fund discretionary revenue generated from the original Tobacco Securitization Fund interest earnings. The 2011-2012 Adopted Proposed Budget included an estimate of \$1,913,182 for this payment this fiscal year. Actual interest earnings have now been posted and it is recommended that appropriations be

decreased by \$65,128 to reflect this year's payment of \$1,848,054, funded from the original Tobacco Securitization Fund interest earnings.

<b>RECOMMENDED FINAL BUDGET - BUDGET YEAR 2011-2012</b>			
<b>Fund/Department</b>	<b>Adopted Proposed Budget</b>	<b>Recommended Adjustments</b>	<b>Recommended Final Budget</b>
Area Agency on Aging	\$ 292,922	\$ -	\$ 292,922
BHRS Employee Assistance	-	-	-
BHRS Managed Care	-	-	-
BHRS Stanislaus Recovery Center	-	-	-
CEO Countywide Fire Services	622,304	-	622,304
CEO DOJ Alcohol & Drug	55,543	-	55,543
DA Real Estate Fraud	153,115	-	153,115
DA Vertical Prosecution Block Grant	103,807	-	103,807
DA Victim Witness	3,328	-	3,328
Environmental Resources	416,258	-	416,258
ER Abandoned Vehicle Program	-	-	-
GSA 12th St Office Building	14,045	-	14,045
HSA Deficit Repayment	1,913,182	(65,128)	1,848,054
Library	491,810	-	491,810
Stanislaus Animal Services Agency	1,374,445	-	1,374,445
Law Library	44,900	-	44,900
Local Area Formation Commission	182,271	-	182,271
North McHenry Tax Sharing	1,163,816	-	1,163,816
Stanislaus Council of Governments	4,607	-	4,607
<b>Other General Fund Contributions</b>	<b>\$ 6,836,353</b>	<b>\$ (65,128)</b>	<b>\$ 6,771,225</b>

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—GENERAL FUND MATCH VEHICLE LICENSE FEE**

Budget Unit 0100 0016051  
 General Fund

**SERVICES PROVIDED**

This budget receives and distributes Vehicle License Fee realignment revenue and is used to fund County Public Health, Mental Health and Social Service programs. This revenue constitutes forty percent (40%) of the Realignment Trust and is a major funding source for County health programs. Vehicle License Fee General Fund monies received by the County are transferred to the programs within the Realignment Health Trust Funds.

Public Health Realignment Funds are apportioned according to the following percentages set by the Board of Supervisors policy: Indigent Health Care Program – 64%, Public Health – 26%, Environmental Resources – 6%, and Clinic and Ancillary Services – 4%.

<b>Chief Executive Office - General Fund Match - VLF</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$17,100,569	\$17,100,569	\$17,100,569	\$0	\$17,100,569
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$17,100,569</b>	<b>\$17,100,569</b>	<b>\$17,100,569</b>	<b>\$0</b>	<b>\$17,100,569</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$17,100,569	\$17,100,569	\$17,100,569	\$0	\$17,100,569
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$17,100,569</b>	<b>\$17,100,569</b>	<b>\$17,100,569</b>	<b>\$0</b>	<b>\$17,100,569</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue to distribute Vehicle License Fee realignment revenue in support of the required distribution guidelines for health, mental health and social services programs. It is noted that Vehicle License Fees revenue is estimated to continue to decrease approximately 5% from the 2010-2011 Final Budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$17,100,569 be approved for the Chief Executive Office – General Fund Match Vehicle License Fee budget. This budget is funded entirely through Vehicle License Fees collected by the State.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—MANDATED COUNTY MATCH**

Budget Unit 0100 0016061  
 General Fund

**SERVICES PROVIDED**

The Chief Executive Office – Mandated Match Budget contains local funds used to leverage Federal and State funding for a variety of programs and functions that have a mandated match or maintenance of effort requirement.

<b>Chief Executive Office - Mandated County Match</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$1,133,671	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$20,263,040	\$14,744,777	\$16,407,044	\$0	\$16,407,044
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$2,931,393	\$0	\$2,931,393
<b>Gross Costs</b>	<b>\$21,396,711</b>	<b>\$14,744,777</b>	<b>\$19,338,437</b>	<b>\$0</b>	<b>\$19,338,437</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$21,396,711</b>	<b>\$14,744,777</b>	<b>\$19,338,437</b>	<b>\$0</b>	<b>\$19,338,437</b>

**PROGRAM DISCUSSION**

The General Fund revenue allocation for County Match has been separated into two budgets. The Mandated County Match budget includes funding for those programs that have a State or Federal requirement for local dollars as match or maintenance of effort, in order to receive State and Federal funding. In addition, a contingency amount of \$2,931,393 has been added to this budget for current and future exposures caused by State or Federal budget actions, reductions in realignment revenue and further economic downturns.

Funding for programs that receive General Fund revenue based on contractual obligations and Board of Supervisor policy decisions, and contributions to outside agencies, are in the General Fund Contributions to Other Programs budget.

The Mandated County Match amounts for the various departments and programs supported by the General Fund are listed on the following chart:

<b>RECOMMENDED PROPOSED BUDGET - BUDGET YEAR 2011-2012</b>				
<b>Fund/Department</b>	<b>2010-2011 Adopted Final Budget</b>	<b>Requested Proposed Budget</b>	<b>Recommended Adjustments</b>	<b>Recommended Proposed Budget</b>
BHRS Alcohol & Drug	\$ 57,006	\$ 57,006	\$0	\$ 57,006
BHRS Mental Health	743,999	825,359	0	825,359
BHRS Public Guardian	576,577	576,577	0	576,577
CSA Aid to Children SED	238,238	0	0	0
CSA General assistance	751,204	751,204	0	751,204
CSA IHSS Provider wages	1,954,262	1,954,262	0	1,954,262
CSA PA benefits	90,237	90,237	0	90,237
CSA Public Economic Asst	2,378,151	2,378,151	0	2,378,151
CSA Services & Support	3,404,289	3,404,289	0	3,404,289
HSA Clinics & Ancillary Services	2,741,977	3,713,397	0	3,713,397
HSA Indigent Health Care	1,852,087	1,852,087	0	1,852,087
HSA Public Health	760,415	804,475	0	804,475
County Match Contingency	1,509,633	2,931,393	0	2,931,393
<b>Mandated County Match Total</b>	<b>\$ 17,058,075</b>	<b>\$ 19,338,437</b>	<b>\$0</b>	<b>\$ 19,338,437</b>

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$19,338,437 be approved for the Chief Executive Office – Mandated County Match budget, funded from the General Fund. Additionally, this budget includes \$2,931,393 for County Match contingencies, which is used to offset the additional need in the mandated match programs.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Plant Acquisition**

**CHIEF EXECUTIVE OFFICE—PLANT ACQUISITION**

Budget Unit 0100 0016031  
 General Fund

**SERVICES PROVIDED**

The Plant Acquisition Budget provides funding for the acquisition, repair, and remodel of existing and new County facilities.

<b>Chief Executive Office - Plant Acquisition</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$27,818	\$155,376	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$27,818</b>	<b>\$155,376</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$39,764	\$44,077	\$50,000	\$0	\$50,000
Services and Supplies	\$147,476	\$300,394	\$833,045	\$800,000	\$1,633,045
Other Charges	\$131,211	\$89	\$7,510	\$0	\$7,510
Fixed Assets					
Buildings & Improvements	\$25,541	\$102,816	\$0	\$0	\$0
Other Financing Uses	\$1,115,504	\$299,997	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$13,287	\$16,672	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,472,783</b>	<b>\$764,045</b>	<b>\$890,555</b>	<b>\$800,000</b>	<b>\$1,690,555</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$1,444,965</b>	<b>\$608,669</b>	<b>\$890,555</b>	<b>\$800,000</b>	<b>\$1,690,555</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will prioritize the acquisition, repair, and remodel of existing and new County facilities. During the Recommended Proposed Budget preparation, staff from the Chief Executive Office and the General Services Agency Facilities Maintenance Division met to prioritize funding for several critical deferred maintenance projects funded in the Chief Executive Office Plant Acquisition budget. As the building inventory throughout the county continues to age, staff have identified that various buildings in the inventory are in need of critical repairs and maintenance including, repair or replacement of the Heating, Ventilation, and Air Conditioning (HVAC) systems, chiller systems, boiler systems, and roof repairs and/or replacement. Given the availability of funding, the Department has identified unmet needs in the range of \$500,000 to \$1.0 million in Fiscal Year 2011-2012 to begin to address several of these critical maintenance needs.

**The current level of funding will provide for the following anticipated expenditures:**

1. \$500,000 for deferred maintenance for County facilities including but not limited to the Juvenile Jail System Justice Center roof repairs; the 11th Street Chiller Project, 11<sup>th</sup> Street Elevator Modernization Project; 11<sup>th</sup> Street Storefront ADA Retrofit Project; and Agriculture Center Water Treatment Project.
2. \$200,000 for safety-related improvements within County Facilities;
3. \$50,000 for personal services salaries;
4. \$140,055 for services and supplies including postage, outside printing, professional services including legal services, code required testing; publications and legal notices; and other miscellaneous charges such as messenger services

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

**ADOPTED BUDGET RECOMMENDATIONS**

**Proposed Budget**

It is recommended that a budget of \$890,555 be approved for the Chief Executive Office – Plant Acquisition budget. The net county cost contribution for this budget was reduced 10% or \$98,951 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves its revenue reduction by prioritizing funding for the acquisition, repair, and remodel of existing and new County facilities. It is recommended to review this critical need ranging from \$500,000 to \$1.0 million unmet need as part of the 2011-2012 mid-year financial review process.

**Final Budget**

The Plant Acquisition budget provides funding for the acquisition, repair, and remodel of existing and new county facilities. The Adopted Proposed Budget for Fiscal Year 2011-2012 was approved with appropriations of \$890,555. As part of the 2011-2012 Adopted Proposed Budget, staff identified that various buildings are in need of critical repairs and maintenance including repair or replacement of the Heating, Ventilation, and Air Conditioning (HVAC) systems; chiller systems; boiler systems; and roof repairs and/or replacement. These exposures were described in the departmental budgets of the Sheriff, Probation, Community Services Agency, Child Support Services, Alliance Worknet, and the Health Services Agency with exposures ranging from \$500,000 to \$1.0 million in Fiscal Year 2011-2012 to address several of these critical maintenance needs.

As part of the Recommended Final Budget for Fiscal Year 2011-2012, the Chief Executive Office is requesting to increase appropriations in the amount of \$800,000 for critical repairs to the heating and cooling system at the Men's Jail. The Men's Jail, located in downtown Modesto, has operated since 1955. The building's heating systems served by the boilers include the HVAC air handlers, domestic hot water, and miscellaneous kitchen appliances.

Over the past two years, the heating and cooling system has developed a number of operational deficiencies due to the age of the system and several key components are failing. As a result, the heating and cooling system is challenged to adequately service the building.

Staff is requesting approval to proceed with urgent and critical repairs of the heating and cooling system at the downtown Men's Jail. This repair is essential as the Men's Jail must be maintained at temperatures in compliance with the Corrections Standards Authority. A full analysis is underway including the development of multiple repair options, cost estimates, and contracting options. Staff is recommending to increase appropriations by \$800,000 in the CEO Plant Acquisition budget, to be funded by General Fund fund balance. Final estimates are nearing completion and will be reported to the Board of Supervisors to initiate this repair in September 2011.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**DENTAL SELF-INSURANCE**

Budget Unit 5101 0018101  
 Internal Service Fund

**SERVICES PROVIDED**

The Dental Self-Insurance budget provides for dental benefits and services for approximately 3,477 full-time County employees and their families, and 66 employees in special districts. The claims administration for the County's self-insured dental program will continue to be provided by Delta Dental.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$1,308,862 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$1,205,072.

The actual cash balance as of July 1, 2011, is positive \$1,182,057 which is below the Proposed Budget projection. The anticipated increase due to savings experienced over the last plan year and the implementation of employee premium cost sharing in the dental plan was not fully realized because the fund's accounts payable balance was paid down during the year and claims expenditures were underestimated in the Proposed Budget.

<b>Chief Executive Office - Dental Self Insurance</b>				
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$8,501	\$11,765	\$10,000	\$10,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0
Charges for Service	\$4,258,412	\$4,337,013	\$4,555,036	\$4,555,036
Miscellaneous Revenue	\$7,419	\$25,652	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$4,274,332</b>	<b>\$4,374,430</b>	<b>\$4,565,036</b>	<b>\$4,565,036</b>
Salaries and Benefits	\$0	\$0	\$0	\$0
Services and Supplies	\$4,558,207	\$4,098,382	\$4,535,226	\$4,535,226
Other Charges	(\$5,865)	\$476	\$29,810	\$29,810
Fixed Assets	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$4,552,342</b>	<b>\$4,098,858</b>	<b>\$4,565,036</b>	<b>\$4,565,036</b>
Retained Earnings	\$278,010	(\$275,572)	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this level of funding, the Dental Self-Insurance budget will finance the payment of dental claims and claims administration through Delta Dental. Effective January 1, 2011, employees agreed to share in the cost of dental benefits, and now pay 5% of the dental premium. The current Health Insurance Memorandum of Understanding (MOU) expires December 31, 2011. Dental rates will be evaluated in conjunction with health insurance negotiations during the fiscal year.

The Dental Program will continue with an incentive level benefit design feature. New enrollees begin at a 70% reimbursement level and increase by 10% annually until 100% is achieved.

The Dental Self-Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$4,565,036 be approved for the Chief Executive Office – Risk Management Division Dental Self-Insurance budget. This budget is funded from \$4,555,036 in charges for services and \$10,000 in interest earnings.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**GENERAL LIABILITY SELF-INSURANCE**

Budget Unit 5051 0018051  
 Internal Service Fund

**SERVICES PROVIDED**

The General Liability Self-Insurance budget provides for the funding of property, casualty, surety, fiduciary and excess insurance; claim losses; self-insured retention; legal defense; actuarial services and operations/general County overhead.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$2,144,126 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$2,945,867.

The actual cash balance as of July 1, 2011, is positive \$2,073,720 which is in line with the Proposed Budget projection.

<b>Chief Executive Office - General Liability</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$14,570	\$17,895	\$21,000	\$0	\$21,000
Intergovernmental Revenue	\$0	\$76,355	\$0	\$0	\$0
Charges for Service	\$3,414,267	\$2,855,270	\$3,481,036	\$0	\$3,481,036
Miscellaneous Revenue	\$2,147,730	\$1,304,903	\$1,163,670	\$0	\$1,163,670
Other Financing Sources	\$0	\$1,185	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$5,576,567</b>	<b>\$4,255,608</b>	<b>\$4,665,706</b>	<b>\$0</b>	<b>\$4,665,706</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$7,926,462	\$3,508,751	\$4,435,156	\$0	\$4,435,156
Other Charges	\$269,677	\$233,030	\$230,550	\$0	\$230,550
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$271,411	\$18,807	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$8,467,550</b>	<b>\$3,760,588</b>	<b>\$4,665,706</b>	<b>\$0</b>	<b>\$4,665,706</b>
Retained Earnings	\$2,890,983	(\$495,020)	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At this level of funding, the General Liability Self-Insurance budget provides for the payment of property, aircraft, watercraft, fiduciary and excess insurance coverage. In addition, funds are provided to pay liability and auto losses, attorney fees and costs, and settlements as well as some operational

expenses. This budget is funded primarily by \$3.5 million in departmental charges, \$1.2 million in insurance reimbursement revenue, and \$21,000 in interest earnings.

Over the past three fiscal years, actual expenses in this budget increased from \$2.3 million in Fiscal Year 2007-2008 to \$8.5 million in Fiscal Year 2009-2010. This increase is due to the increased number and severity of the cases brought against the County in these last three years.

The basis of distribution of the auto and general liability charges includes an experience and exposure component. The experience component for both auto and general liability represents 70% of the charges and reflects seven years of loss history allocated by department. The loss history includes costs related to the defense and possible settlement of cases filed against specific departments. The exposure component of auto liability represents 30% of the charges, and is based upon the number of full-time and part-time employees allocated to each department as well as the number of miles driven in the past calendar year. The exposure component of general liability represents 30% of the charges, and is based upon the number of full-time and part-time employees allocated to each department.

At the end of Fiscal Year 2009-2010, an accounting adjustment was made to this fund that increased its liability by \$2.8 million. This adjustment was made based on an annual actuarial review of the self-insured fund and a projection of current and future liabilities. This in turn decreased the fund's retained earnings balance, which is often used to fund costs that are not directly offset by revenue. The result of this adjustment was that the fund ended the year in a retained earnings deficit of \$2.2 million.

This budget proposes appropriations that are expected to fund insurance premiums and essential operational expenses. Costs for several significant litigated cases are also included in the budget; however, it is uncertain whether the amount of this funding will be sufficient for those cases during the fiscal year. This budget will be monitored closely throughout the year and returned to the Board should additional appropriations be required.

The General Liability Self-Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget. Litigated cases are being handled by outside defense counsel and staff in the Chief Executive Office – Risk Management Division in conjunction with County Counsel.

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$4,665,706 be approved for the Chief Executive Office – Risk Management Division General Liability Self-Insurance. This budget is funded from \$3,481,036 in charges to user departments, \$1,163,670 in insurance reimbursement revenue and \$21,000 in interest earnings.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**PROFESSIONAL LIABILITY SELF-INSURANCE**

Budget Unit 5061 0018061  
 Internal Service Fund

**SERVICES PROVIDED**

The Professional Liability Self-Insurance budget provides for the management of claim losses, legal defense, cost of claims administration, actuarial services, and the administration of medical malpractice insurance.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$1,600,106 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$2,098,958.

The actual cash balance as of July 1, 2011, is positive \$1,716,518 which is in line with the Proposed Budget projection.

<b>Chief Executive Office - Professional Liability</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$27,235	\$17,797	\$16,000	\$0	\$16,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,319,840	\$1,096,840	\$1,300,000	\$0	\$1,300,000
Miscellaneous Revenue	\$0	\$85,597	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,347,075</b>	<b>\$1,200,234</b>	<b>\$1,316,000</b>	<b>\$0</b>	<b>\$1,316,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$1,078,888	\$918,397	\$1,315,300	\$0	\$1,315,300
Other Charges	\$565	\$379	\$700	\$0	\$700
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$1,096,840	\$500,000	\$0	\$500,000
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,079,453</b>	<b>\$2,015,616</b>	<b>\$1,816,000</b>	<b>\$0</b>	<b>\$1,816,000</b>
Retained Earnings	(\$267,622)	\$815,382	\$500,000	\$0	\$500,000
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At this level of funding, insurance coverage is provided for the Health Services Agency (HSA) and Behavioral Health and Recovery Services (BHRS). Funds are included for settlements, attorney fees and defense costs for unknown claims during Fiscal Year 2011-2012. These costs are offset by \$500,000 in retained earnings and interest revenue. In order to show the true costs in departmental

budgets, HSA and BHRS will be charged for the services, but will be transferred \$500,000 in cash as an offset to the charges.

In working with the County's excess insurance carrier, CEO-Risk Management staff has recently identified potential unfunded liability cost exposures related to providing healthcare services in the County's adult and juvenile detention facilities. Healthcare related liability exposures in adult and juvenile detention facilities are outside of the current scope of the Professional Liability budget as funded by HSA and BHRS. CEO-Risk Management staff has worked with the County's excess insurance carrier and the County Auditor-Controller to identify fiscal impacts associated with this liability exposure and planned a return to the Board during the Final Budget with a plan to address this issue.

The Professional Liability Self-Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget. Litigated cases are being handled by outside defense counsel and staff in the Chief Executive Office – Risk Management Division in conjunction with County Counsel.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

**ADOPTED BUDGET RECOMMENDATIONS**

**Proposed Budget**

It is recommended that a budget of \$1,816,000 be approved for the Chief Executive Office – Risk Management Division Professional Liability Self-Insurance. This budget is funded from \$1,300,000 in charges to user departments, \$16,000 in interest earnings and \$500,000 in retained earnings.

**Final Budget**

The Fiscal Year 2011-2012 Adopted Proposed Budget identified the existence of potential unfunded liability cost exposures associated with providing healthcare services in the County's adult and juvenile detention facilities which needed to be addressed during the Final Budget process. With assistance from the County's excess insurance carrier, California State Association of Counties Excess Insurance Authority (CSAC-EIA), a revised allocation methodology has been established for the 2011-2012 Fiscal Year. The revised allocation methodology provides a more appropriate overall distribution of department charges in the medical malpractice insurance program, including the previously unfunded liability exposure for healthcare provided in adult and juvenile detention facilities.

The basis of distribution of the medical malpractice insurance costs includes an experience and exposure component. The experience component represents 70% of the charges and reflects seven years of loss history allocated by the participating departments. The loss history includes costs related to the defense and possible settlement of cases filed against specific departments. Through Fiscal Year 2010-2011, those departments included Behavioral Health and Recovery Services (BHRS) and the Health Services Agency (HSA). The exposure component represents 30% of the charges and is based upon the percentage breakdown of the insurance premium charged to the County by CSAC-EIA. The percentages take into account the total number of staff, patient visits, etc., for each facility which then determines their relative percentage of the overall premium and their exposure in the program.

Based on the updated experience and exposure analysis, the total budget allocation for the Professional Liability Self-Insurance Fund for Fiscal Year 2011-2012 is as follows:

Health Services Agency	\$1,154,266	88.8%
Behavioral Health & Recovery Services	131,658	10.1%
Sheriff	12,906	1.0%
Probation	1,170	0.1%
	<hr/>	
	\$1,300,000	1.00

There are no budget adjustments related to this request. The Risk Management Division of the Chief Executive Office will work with the appropriate departments to implement this change using previously approved budgeted appropriations.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**PURCHASED INSURANCE**

Budget Unit 5091 0018091  
 Internal Service Fund

**SERVICES PROVIDED**

The Purchased Insurance budget provides funding for health and life insurance for approximately 3,236 full-time County employees and their families. Employees may currently choose from two Health Maintenance Organization (HMO) options (Kaiser and Anthem Blue Cross) and two High Deductible Health Plan (HDHP) options (Kaiser Health Savings Account and Anthem Blue Cross Health Savings Account). Stanislaus County purchases a basic life insurance policy for all eligible employees. Employees may elect to purchase additional voluntary supplemental life insurance.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$0 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$55,262.

The actual cash balance as of July 1, 2011, is positive \$17,661 which represents a decrease of \$37,601 which is due to the use of retained earnings to fund contracts and other costs in the 2010-2011 Fiscal Year. This use was less than what was anticipated in the Proposed Budget projection.

<b>Chief Executive Office - Purchased Insurance</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$45,385,899	\$42,888,294	\$42,135,222	\$0	\$42,135,222
Miscellaneous Revenue	\$70,586	\$45,319	\$28,500	\$0	\$28,500
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$45,456,485</b>	<b>\$42,933,613</b>	<b>\$42,163,722</b>	<b>\$0</b>	<b>\$42,163,722</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$45,273,683	\$42,795,451	\$41,974,672	\$0	\$41,974,672
Other Charges	\$211,327	\$175,763	\$189,050	\$0	\$189,050
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$45,485,010</b>	<b>\$42,971,214</b>	<b>\$42,163,722</b>	<b>\$0</b>	<b>\$42,163,722</b>
Retained Earnings	\$28,525	\$37,601	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this level of funding, funds are provided for the payment of medical insurance, life insurance, benefit consultants and miscellaneous employee benefit administration expenses. This budget provides funding for the employer cost of health insurance based upon a negotiated agreement with all County unions. The County's current health insurance agreement with employee unions will terminate December 31, 2011. Labor negotiations begun in the summer for any changes to be effective January 1, 2012. Chief Executive Office staff will work with employee organizations to develop and evaluate alternative delivery systems for employee health insurance, including options to self-fund medical coverage. The Adopted Proposed Budget does not include any planned increases in employer costs for health insurance during Fiscal Year 2011-2012. There is a potential exposure to this budget as health care costs continue to increase well above standard inflation and carriers, plan options and employee agreements remain unknown for the plan year beginning January 1, 2012.

The Purchased Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$42,163,722 be approved for the Chief Executive Office – Risk Management Division Purchased Insurance. This budget is funded from \$42,163,722 of department revenue mostly comprised of charges to user departments.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**UNEMPLOYMENT SELF-INSURANCE**

Budget Unit 5071 0018071  
 Internal Service Fund

**SERVICES PROVIDED**

The Unemployment Self-Insurance budget provides unemployment insurance for 3,957 County employees including full-time, extra-help, and personal service contractors. The claims administration for this fund continues to be provided by the third party administrator (TPA), TALX Corporation.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$931,264 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$946,193.

The actual cash balance as of July 1, 2011, is positive \$890,342 which is below but still in line with the Proposed Budget projection. This represents a decrease in cash which is due to the receipt of interest earnings at a rate that was lower than budgeted in Fiscal Year 2010-2011.

<b>Chief Executive Office - Unemployment Insurance</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$6,655	\$10,566	\$10,000	\$0	\$10,000
Intergovernmental Revenue	\$0	\$11,375	\$11,200	\$0	\$11,200
Charges for Service	\$398,700	\$1,392,300	\$1,373,750	\$0	\$1,373,750
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$405,355</b>	<b>\$1,414,241</b>	<b>\$1,394,950</b>	<b>\$0</b>	<b>\$1,394,950</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$1,297,795	\$1,531,930	\$1,394,850	\$0	\$1,394,850
Other Charges	\$23	\$61	\$100	\$0	\$100
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,297,818</b>	<b>\$1,531,991</b>	<b>\$1,394,950</b>	<b>\$0</b>	<b>\$1,394,950</b>
Retained Earnings	\$892,463	\$117,750	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this level of funding, four quarterly unemployment payments, projected at approximately \$350,000 per quarter, can be made to the State Employment Development Department (EDD). Over the past four fiscal years, actual expenses in this budget increased from \$408,422 in Fiscal Year 2006-2007 to \$1.3 million in Fiscal Year 2009-2010. The claims have grown in the last two fiscal years due primarily to the locally-funded Federal extensions, which began in the second quarter of calendar year 2009. In addition, it is anticipated that more claims will be filed in Fiscal Year 2011-2012 due to expected reductions-in-force throughout the County organization. This budget fully funds claims for a maximum of 26 weeks and any extended benefits pursuant to Federal law.

The 2011-2012 Unemployment Self-Insurance budget is balanced by charging \$350 per employee to departments and using an estimated \$10,000 in interest earnings. This is an increase of \$25 per employee, up from \$325 per employee in Fiscal Year 2010-2011.

The Unemployment Self-Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,394,950 be approved for the Chief Executive Office – Risk Management Division Unemployment Self-Insurance. This budget is funded from \$1,384,950 in charges to user departments and intergovernmental revenue and \$10,000 in interest earnings.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other General**



**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**VISION CARE SELF-INSURANCE**

Budget Unit 5111 0018111  
 Internal Service Fund

**SERVICES PROVIDED**

The Vision Care Self-Insurance Fund provides for vision benefits and services to approximately 3,533 full-time County employees and their families, including employees in special districts. Vision Service Plan (VSP) continues to administer the nationwide network of providers and processes claim payments for this fund.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$913,014 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$822,812.

The actual cash balance as of July 1, 2011, is positive \$1,004,172 which is above, but still in line with, the Proposed Budget projection. This increase is primarily due to savings experienced over the last plan year and the implementation of employee premium cost sharing in the vision plan.

<b>Chief Executive Office - Vision Care Insurance</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$8,958	\$12,074	\$7,500	\$0	\$7,500
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$996,000	\$965,575	\$965,322	\$0	\$965,322
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,004,958</b>	<b>\$977,649</b>	<b>\$972,822</b>	<b>\$0</b>	<b>\$972,822</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$911,245	\$815,537	\$944,192	\$0	\$944,192
Other Charges	\$971	\$158	\$28,630	\$0	\$28,630
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$912,216</b>	<b>\$815,695</b>	<b>\$972,822</b>	<b>\$0</b>	<b>\$972,822</b>
Retained Earnings	(\$92,742)	(\$161,954)	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this level of funding, the Vision Self-Insurance budget will finance the payment of vision claims and claims administration. Effective January 1, 2011, employees agreed to share in the cost of vision benefits, and now pay 5% of the vision premium. The current Health Insurance Memorandum of Understanding (MOU) expires December 31, 2011. Vision rates will be evaluated in conjunction with health insurance negotiations during the fiscal year.

The Vision Care Self-Insurance budget is supported by positions funded in the Chief Executive Office – Risk Management Division, a General Fund budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions—0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$972,822 be approved for the Chief Executive Office – Risk Management Division Vision Self-Insurance. This budget is funded from \$965,322 in charges to user departments and \$7,500 in interest earnings.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**WORKERS' COMPENSATION SELF-INSURANCE**

Budget Unit 5081 0018081  
 Internal Service Fund

**SERVICES PROVIDED**

The Workers' Compensation Self-Insurance budget provides for Workers' Compensation benefits to injured employees who have sustained an injury/illness, which arises out of employment and in the course of employment with the County. This budget includes funding costs for claims expenses, excess insurance coverage, actuarial services, claims administration, loss control and prevention, legal defense, licensing fees, support services, and general County overhead.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a cash balance of \$19,531,212 as of July 1, 2011, compared to the July 1, 2010, positive balance of \$23,308,455.

The actual cash balance as of July 1, 2011, is positive \$20,102,144 which is above, but still in line with, the Proposed Budget projection. This decrease is due to the planned use of retained earnings to balance the budget in Fiscal Year 2010-2011.

<b>Chief Executive Office - Workers' Compensation</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$232,255	\$219,446	\$220,000	\$0	\$220,000
Intergovernmental Revenue	\$0	\$24,702	\$40,000	\$0	\$40,000
Charges for Service	\$782,263	\$989,860	\$4,960,000	\$0	\$4,960,000
Miscellaneous Revenue	\$148,597	\$150,733	\$50,000	\$0	\$50,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,163,115</b>	<b>\$1,384,741</b>	<b>\$5,270,000</b>	<b>\$0</b>	<b>\$5,270,000</b>
Salaries and Benefits	\$0	(\$13)	\$0	\$0	\$0
Services and Supplies	\$5,139,234	\$4,873,424	\$4,916,980	\$0	\$4,916,980
Other Charges	\$280,985	\$299,755	\$353,020	\$0	\$353,020
Fixed Assets					
Equipment	\$3,885	\$0	\$0	\$0	\$0
Other Financing Uses	\$782,090	(\$1)	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$6,206,194</b>	<b>\$5,173,165</b>	<b>\$5,270,000</b>	<b>\$0</b>	<b>\$5,270,000</b>
Retained Earnings	\$5,043,079	\$3,788,424	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this level of funding, the Workers' Compensation Self-Insurance budget will finance the services identified above. There are no significant major program changes anticipated in Fiscal Year 2011-2012. The Workers' Compensation Self-Insurance Program will continue to be implemented through the Disability Management Program. The Disability Management Program includes returning injured/illness employees back to work; providing injured employees a Medical Provider Network (MPN); and providing supervisors with high level training and workshops. In addition, the CEO-Risk Management Division will continue to meet on a quarterly basis with the high cost/high risk departments to coordinate information required to bring claims to a close. Semi-annual conferences with the Division's Workers' Compensation defense attorneys and claims adjusters will continue for settlement coordination.

The Workers' Compensation Self-Insurance budget has used its retained earnings to offset departmental charges for the last two fiscal years. In Fiscal Year 2009-2010, nearly \$4.6 million in retained earnings was used to completely offset departmental charges. Then, in Fiscal Year 2010-2011, another \$4 million was planned to be used, with only \$1 million of costs allocated to departments. With no remaining retained earnings estimated in Fiscal Year 2011-2012, departments will be charged for the full cost of the program, which is approximately \$5 million.

In addition to retained earnings, interest earnings in the fund assists in offsetting departmental charges. Unfortunately, because of declining interest rates and cash in the fund, fewer dollars are available to offset charges. In 2007-2008, the fund earned nearly \$1.3 million in interest on approximately \$25 million in cash. In contrast, only \$220,000 is anticipated in the 2011-2012 Fiscal Year on nearly \$20 million in cash. Without a decrease in program costs, this decline in interest earnings directly affects departmental charges.

The basis of distribution of the workers' compensation charges includes an experience and exposure component. The experience component represents 70% of the charges and reflects ten years of loss history allocated by department. The loss history includes costs related to the defense and possible settlement of cases filed against specific departments. The exposure component represents 30% of the charges, and is based upon the number of full-time and part-time employees allocated to each department.

The ongoing efforts of the County's safety program have assisted in controlling the severity and frequency of work-related injuries. The number of injury claims has decreased from 345 in Fiscal Year 2006-2007 to 222 projected in Fiscal Year 2010-2011, representing a 36% decrease. In addition, the County's OSHA (Occupational Safety and Health Administration) incident rate for the County workforce has on average been 15% lower than the incident rates for comparable local governments in California, reflecting the ongoing effectiveness of the County safety program. While the County's overall claims costs have not decreased significantly, the County has maintained an overall flat trend for projected workers' compensation costs while employers throughout the State have experienced steady increases in recent years.

The Workers' Compensation Self-Insurance budget is supported by positions funded in the CEO-Risk Management Division, a General Fund budget.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$5,270,000 be approved for the Chief Executive Office – Risk Management Division Workers' Compensation Self-Insurance. This budget is funded from \$5,050,000 in charges to user departments and intergovernmental and miscellaneous revenue and \$220,000 in interest earnings.

**Final Budget**

There are no recommended changes in funding to this budget.



## **CLERK-RECORDER**

### **MISSION STATEMENT**

The mission of the Clerk-Recorder is to ensure that a vital link to the past is maintained for future generations by indexing, maintaining, archiving and preserving documents of historical, commercial and legal significance to provide public access to clear and accurate County records and to ensure that all qualified/interested citizens are given the opportunity to exercise their right to vote in lawfully conducted elections; and to conduct all manners of business related to elections.

### **OPERATIONAL PRIORITIES**

The Operational Priorities for the Clerk-Recorder for the 2011-2012 Fiscal Year include:

- ◆ Continue conversion of records to a digital format for the purpose of truncating all Social Security numbers back to 1980 to address identity theft concerns;
- ◆ Continue Phase II of the Microfilm Conversion Project; and
- ◆ Continue Historical Book Restoration Project.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other Protection**

**CLERK-RECORDER—RECORDER DIVISION**

Budget Unit 0100 0020001  
 General Fund

**SERVICES PROVIDED**

The Clerk-Recorder's Office processes all documents and records as required by law and reports all manner of business related to marriage licenses, certified copies of vital statistic records, document filings, and recordings of real property. The Clerk-Recorder also provides passport acceptance services and civil wedding ceremonies.

Clerk-Recorder					
Classification	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted Proposed	2011-2012 Adopted Adjustments	2011-2012 Adopted Final Budget
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$117,933	\$124,183	\$108,000	\$0	\$108,000
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,105,008	\$1,512,100	\$1,491,000	\$0	\$1,491,000
Miscellaneous Revenue	\$236,546	\$210,785	\$201,000	\$0	\$201,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,459,487</b>	<b>\$1,847,068</b>	<b>\$1,800,000</b>	<b>\$0</b>	<b>\$1,800,000</b>
Salaries and Benefits	\$1,188,560	\$1,555,168	\$1,455,688	\$97,059	\$1,552,747
Services and Supplies	\$38,784	\$38,032	\$70,990	\$25,000	\$95,990
Other Charges	\$164,935	\$98,000	\$152,420	\$0	\$152,420
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$33,081	\$43,709	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$197,937	\$163,655	\$120,902	\$0	\$120,902
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,623,297</b>	<b>\$1,898,564</b>	<b>\$1,800,000</b>	<b>\$122,059</b>	<b>\$1,922,059</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$163,810</b>	<b>\$51,496</b>	<b>\$0</b>	<b>\$122,059</b>	<b>\$122,059</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Division will continue to serve the public to the best of its ability with fewer staff hours due to furloughs. Staffing reductions are anticipated to further impact public services and reduce the level of service provided in Fiscal Year 2011-2012. It is anticipated customers will continue to experience long lines and delays in service which could result in their need to return to the office to obtain certified documents.

The Clerk-Recorder Department will continue to participate in the countywide 5% deduction in salaries as well as the recommended county closure/furlough dates to assist in the budget balancing process in these difficult economic times.

The Clerk-Recorder Department has outgrown its current location. The Department has requested that the County begin to assess and plan for a facility that will allow state-of-the-art maintenance of historic records and provide sufficient room to conduct business and efficient access of services for its customers. This request is being reviewed and analyzed by the Chief Executive Office.

## **ADOPTED STAFFING RECOMMENDATIONS**

### **Proposed Budget**

Total current authorized positions— 32

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 32

### **Final Budget**

The Department has requested to reclassify one Systems Engineer II position to provide management, implementation, and oversight of the Department's new Information Technology systems. It is recommended that a classification study be conducted.

Total current authorized positions—32

There are no recommended changes to the current level of staffing.

Total recommended authorized positions—32

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,800,000 be approved for the Clerk-Recorder budget. The net county cost contribution for this budget was reduced approximately 100% or \$109,984 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves the County's targeted reduction by prioritizing expenditures for Fiscal Year 2011-2012. This budget is funded from \$1,800,000 in estimated department revenue.

### **Final Budget**

Departments that achieved savings in appropriations were able to carry forward 100% of their unused net county cost savings from Fiscal Year 2009-2010 and 75% of their 2010-2011 net county cost savings as part of the year-end close for Fiscal Year 2010-2011. Departments that achieved net county cost savings in revenue will request an increase in appropriations at the Final Budget. The Clerk Recorder's total year-end savings was \$184,559. Of this amount \$62,500 was carried forward at year-end. The Department is now requesting an increase in appropriations of \$122,059 of remaining net county cost savings from increased departmental revenue. This increase is recommended to be funded from General Fund unassigned fund balance.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Elections**

**CLERK-RECORDER—ELECTIONS DIVISION**

Budget Unit 0100 0020299  
 General Fund

**SERVICES PROVIDED**

The Clerk-Recorder Elections Division provides Stanislaus County citizens the ability to exercise their constitutional right to vote. The Registrar of Voters registers voters, processes candidate applications and filings and conducts elections. This includes administering federal, state, county and local district elections within Stanislaus County and involves designing precincts, identifying polling places, recruiting elections officers, maintaining voter registration records, processing vote-by-mail ballot applications, managing candidate and campaign filings, providing guidance and information pertaining to election laws, verifying petitions, interfacing with state and federal elections agencies and conducting voter outreach programs.

<b>Clerk-Recorder - Elections</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$313,242	\$908,620	\$0	\$0	\$0
Charges for Service	\$666,548	\$449,812	\$451,029	\$0	\$451,029
Miscellaneous Revenue	\$1	\$42	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$979,791</b>	<b>\$1,358,474</b>	<b>\$451,029</b>	<b>\$0</b>	<b>\$451,029</b>
Salaries and Benefits	\$894,561	\$710,187	\$865,104	\$0	\$865,104
Services and Supplies	\$1,566,601	\$965,115	\$825,911	\$0	\$825,911
Other Charges	\$53,307	\$54,255	\$61,260	\$0	\$61,260
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$22,400	\$18,602	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$135,993	\$109,977	\$94,592	\$0	\$94,592
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,672,862</b>	<b>\$1,858,136</b>	<b>\$1,846,867</b>	<b>\$0</b>	<b>\$1,846,867</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$1,693,071</b>	<b>\$499,662</b>	<b>\$1,395,838</b>	<b>\$0</b>	<b>\$1,395,838</b>

**PROGRAM DISCUSSION**

At the proposed level funding, the Department can fund nearly 100% of the costs associated with one of the three anticipated elections during Fiscal Year 2011-2012. The division has identified an unmet need of \$52,303 for the November 8, 2011 Uniform District Election (UDEL) for mandated election supply, including a portion of the cost for the preparation and printing of the sample ballot pamphlets for each registered voter in Stanislaus County which is mandated by the Elections Code. The division has identified funding for this unmet need by using a portion of its 75% 2010-2011 Net County cost savings of \$77,584 that will be carried over to Fiscal Year 2011-2012. Included in this base budget is a County

share of cost of over \$200,000 should a potential county-wide Veteran's Memorial District measure be placed on the November ballot.

Historically, the County has funded the costs of one election in each Fiscal Year by including it in the base budget and has held the balance of requested funding for any additional election costs as an unmet need. The Division has identified unmet needs of \$743,700 to conduct the June 2012 Primary Election, and an additional \$708,700 to conduct a potential February 2012 Bifurcated Primary Election if it is scheduled. The costs for each election are outlined in the tables below:

<b>June 2012 State Primary Costs:</b>	
Salaries	\$26,000
Services & Supplies	\$717,300
Intrafund	\$400
<b>Total</b>	<b>\$743,700</b>
<b>Potential February 2012 Presidential Bifurcated Primary Election Costs:</b>	
Salaries	\$26,000
Services & Supplies	\$682,300
Intrafund	\$400
<b>Total</b>	<b>\$708,700</b>

The June 2012 Primary is a regularly scheduled mandated election which will result in an additional net county cost of approximately \$743,700 to conduct the election. The February 2012 Presidential Bifurcated Primary has not been scheduled, however, if the election is scheduled, this may result in an additional net county cost of approximately \$708,700 to conduct this additional election. These requests will be reviewed at first quarter and at mid-year.

If a potential county-wide Veteran's Memorial District measure is not placed on the November Uniform District Election ballot, it is anticipated the Department would have savings of over \$200,000 that could be used to fund additional election costs and reduce the projected net county cost associated with conducting the additional elections in Fiscal Year 2011-2012.

The Elections Division will continue to participate in the countywide 5% reduction in salaries as well as the recommended county closure/furlough dates to assist in the budget process in these difficult economic times.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 12

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 12

**ADOPTED BUDGET RECOMMENDATIONS**

**Proposed Budget**

It is recommended that a budget of \$1,846,867 be approved for the Clerk-Recorder - Elections budget. The net county cost contribution for this budget was reduced approximately 9% or \$139,298 from the Fiscal Year 2010-2011 Adopted Final Budget level. This budget is funded from \$451,029 in estimated department revenue and a \$1,395,838 net county cost contribution. It is recommended to review this unmet need of \$1,452,400 as part of the 2011-2012 mid-year financial review process.

**Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other Protection**



**CLERK-RECORDER—MODERNIZATION TRUST FUND**

Budget Unit 1723 0020500  
 Special Revenue Fund

**SERVICES PROVIDED**

This budget uses funding provided by law, to fund necessary maintenance and to upgrade electronic processing equipment within the Clerk-Recorder's Office. Starting in Fiscal Year 2008-2009, this fund also included the revenue and expenses to implement the Social Security Number Truncation program.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance of \$1,200,000 less compared to the July 1, 2010, positive cash balance of \$5,184,539. The difference is attributed to three major projects funded by the Modernization Fund. The three projects are the Film Conversion project, the Book Restoration Project, and the Social Security Truncation Project. The cash balance for this fund is expected to continue to decline as these and other modernization projects are implemented.

The actual cash balance as of July 1, 2011 is \$4,468,853 which is in line with the Proposed Budget projections.

Clerk-Recorder Modernization					
Classification	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted Proposed	2011-2012 Adopted Adjustments	2011-2012 Adopted Final Budget
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$816,484	\$818,327	\$802,500	\$0	\$802,500
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$816,484</b>	<b>\$818,327</b>	<b>\$802,500</b>	<b>\$0</b>	<b>\$802,500</b>
Salaries and Benefits	\$750,988	\$329,700	\$1,018,778	\$0	\$1,018,778
Services and Supplies	\$515,989	\$1,014,179	\$2,789,600	\$0	\$2,789,600
Other Charges	\$0	\$0	\$30,000	\$0	\$30,000
Fixed Assets					
Equipment	\$0	\$39,402	\$201,600	\$0	\$201,600
Other Financing Uses	\$19,678	\$8,898	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,286,655</b>	<b>\$1,392,179</b>	<b>\$4,039,978</b>	<b>\$0</b>	<b>\$4,039,978</b>
<b>Fund Balance</b>	<b>\$470,171</b>	<b>\$573,852</b>	<b>\$3,237,478</b>	<b>\$0</b>	<b>\$3,237,478</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

At this proposed level of funding, the division will continue with the fully funded multi-year projects that are currently underway. These projects included Film Conversion, Historical Book Restoration, and the Social Security Number (SSN) Truncation projects. There are currently no new projects planned until these projects are completed.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$4,039,978 be approved for the Clerk-Recorder – Modernization Trust Fund. This budget is funded from \$802,500 in estimated department revenue and \$3,237,478 in department fund balance.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Other Protection**



**CLERK-RECORDER—VITAL AND HEALTH STATISTICS**

Budget Unit 1786 0020601  
 Special Revenue Fund

**SERVICES PROVIDED**

This budget provides funding that is used for the restoration and preservation of original vital statistics documents showing significant deterioration, as well as the printing and management of appropriate forms permitting public access to records.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance of \$104,000 as of July 1, 2011 compared to the July 1, 2010, positive balance of \$198,715. The decrease in cash balance is due to the Film Conversion Project. The cash balance for this fund is expected to continue to decrease as the film conversion project continues.

The actual cash balance as of July 1, 2011, is \$173,882 which is in line with the Proposed Budget projection.

<b>Clerk-Recorder - Vital &amp; Health Statistics</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$44,598	\$40,691	\$38,000	\$0	\$38,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$44,598</b>	<b>\$40,691</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$38,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$65,523	\$140,000	\$0	\$140,000
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$0</b>	<b>\$65,523</b>	<b>\$140,000</b>	<b>\$0</b>	<b>\$140,000</b>
<b>Fund Balance</b>	<b>(\$44,598)</b>	<b>\$24,832</b>	<b>\$102,000</b>	<b>\$0</b>	<b>\$102,000</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue to serve the public to the best of its ability with fewer staff hours due to furloughs. Staffing reductions are anticipated to further impact public

services and reduce the level of service provided in Fiscal Year 2011-2012. It is anticipated customers will continue to experience long lines and delays in service which could result in their need to return to the office to obtain certified documents.

This budget unit provides funding that is used for the restoration and preservation of original vital statistics documents showing significant deterioration, as well as the printing and management of appropriate forms permitting public access to records.

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$140,000 be approved for the Clerk-Recorder – Vital and Health Statistics Fund. This budget is funded from \$38,000 in estimated department revenue and \$102,000 in department fund balance.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**

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**FISCAL GENERAL SERVICES**  
**Counsel**



**COUNTY COUNSEL**

Budget Unit 0100 0022000  
General Fund

**MISSION STATEMENT**

Legal Excellence: To provide high quality and cost-effective legal services to our clients in a timely manner consistent with the highest ethical standards.

**OPERATIONAL PRIORITIES**

The Office of County Counsel is required by law to provide legal services in all civil matters for the County departments, institutions, boards, commissions and districts. These services are therefore mandated. The department also provides “preventative” legal advice to County officials and departments in all areas of operation. The department provides training and advice in areas such as: conflicts of interest, and personnel and labor relations issues involving the drafting and interpretation of union-county memoranda of understanding, salary and fringe benefit provisions, affirmative action, employment discrimination, personnel officer training, employee discipline, avoidance and transference of liability, contract guidance, bid procedures, workers’ compensation, ADA matters, EEOC procedures and FLSA issues. While some of these services are discretionary in the sense that the County has no legal obligation to provide them, providing these services saves the County far more in reduced exposure to liability and litigation expenses and in reduced employee inefficiency.

AB 1825, which became effective in 2005, requires all California employers with 50 or more employees to provide training for supervisors and managers on the prevention of sexual harassment in the workplace. AB 1234, signed into law in 2005, requires that all local agencies that provide compensation, salary, stipend to or reimburse the expenses of members of a legislative body, must provide ethics training to local agency officials every two years. Both of these laws require that the instructors possess specified qualifications in order for the training to be certified as meeting the legal mandate. The Office of County Counsel provides instructors who meet the statutorily-mandated qualifications.

The following Operational Priorities for County Counsel for Fiscal Year 2011-2012 reflect this focus and include:

- ◆ Provide State mandated training on workplace harassment to County managers and supervisors, and on ethics to elected and appointed officials receiving reimbursement for travel expenses;
- ◆ Provide high quality, cost-effective legal representation to all County departments and in all court and administrative proceedings;
- ◆ Provide legal advice and training to County staff to reduce liability and increase effectiveness; and
- ◆ Cultivate an environment that ensures a well-trained staff capable of providing high quality legal services.

**SERVICES PROVIDED**

The Office of County Counsel serves as principal legal counsel for the Board of Supervisors and provides legal services to all County offices, departments and commissions. The Office is responsible for legal advice on all matters that impact the overall operation of County government. These include the following:

## **General Legal Services**

The General Legal Services Program provides general legal advice and representation to all County departments and programs including Sheriff, Zoning Enforcement, Health Services Agency, Behavioral Health and Recovery Services, Planning, Public Works, Economic Development and Personnel. Attorneys provide a variety of services in this program area, including research and preparation of legal opinions, litigation pleadings, and preparation of contracts for providing essential government services. Attorneys also provide legal advice and services to special districts.

## **Administration**

This program provides a minimum level of legal services as mandated by Government Code section 27640 et seq., and is limited to primary representation of the Board of Supervisors and County departments, supervision of department employees, administration of department resources and budget preparation and monitoring for the Office.

## **Child Welfare**

The Child Welfare Program provides all court representation for the Community Services Agency in child dependency cases from detention hearings through termination of parental rights, including all appeals and petitions for extraordinary writs arising out of such matters. Attorneys meet with social workers to assist with case management strategy and to assist with presentation of matters to the court. Training is provided to (1) social workers in all aspects of providing child dependency services; (2) to prospective foster parents as part of the Foster Pride Program; and (3) for community programs such as Court Appointed Special Advocate (CASA). Attorneys also analyze new legislation and provide opinions to the Department, including assistance to prepare contracts necessary for providing child dependency services.

## **Support Program**

The Support Program provides essential technical support of the County Counsel mission by assisting attorneys to prepare necessary contracts, correspondence, and pleadings, and by fulfilling payroll and accounting functions, and interacting with customers.

## **Collections**

The Collections Program provides legal support for court filings necessary to enforce judgments and collect funds owed to the County. Required pleadings are prepared and collection matters are tracked to ensure recovery of funds.

## **Solid Waste**

The Solid Waste Program provides general legal advice to the Environmental Resource Department concerning the Geer Road and Fink Road landfills, and the Waste-to-Energy project, including defense of existing and potential claims, public records act requests, development, expansion and closure of landfills, revisions to the Service Agreement for operation of the Waste-to-Energy project, and representation of the Solid Waste-to-Energy Committee.

## **LAFCO**

The LAFCO Program provides general legal advice to the Stanislaus County Local Agency Formation Commission (LAFCO), including representation of the Commission regarding all matters concerning the Commission such as compliance with all applicable laws including the Brown Act and the Fair Political Practices Act.

## Capital Projects

The Capital Projects Program handles legal issues relating to the construction process from land acquisition and project financing to post-construction issues. This includes such matters as, building contracts, bonds and sureties, construction and builders' liens, tendering, and construction claims.

## Bail Bonds

This program provides legal support necessary to assist in collecting on bail bonds that have been forfeited due to criminal defendants failing to appear in court as scheduled. During the last eighteen months, County Counsel, in coordination with the District Attorney's Office, has increased its effort to recover forfeited bonds. This has resulted in a substantial increase in revenue; from an average of \$35,000 per year to approximately \$350,000 per year. This program is not a mandated service, and additional funding is needed to continue this enhanced effort.

<b>County Counsel</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$13,557	\$29,475	\$33,000	\$0	\$33,000
Charges for Service	\$1,122,543	\$1,125,448	\$1,002,440	\$0	\$1,002,440
Miscellaneous Revenue	\$0	\$78	\$20	\$0	\$20
Other Financing Sources	\$0	\$5,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,136,100</b>	<b>\$1,160,001</b>	<b>\$1,035,460</b>	<b>\$0</b>	<b>\$1,035,460</b>
Salaries and Benefits	\$1,893,364	\$1,861,765	\$1,719,789	\$0	\$1,719,789
Services and Supplies	\$149,402	\$86,284	\$135,995	\$0	\$135,995
Other Charges	\$42,123	\$40,200	\$64,630	\$0	\$64,630
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$58,659	\$59,198	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$51,177	\$47,237	\$17,005	\$0	\$17,005
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,194,725</b>	<b>\$2,094,684</b>	<b>\$1,937,419</b>	<b>\$0</b>	<b>\$1,937,419</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$1,058,625</b>	<b>\$934,683</b>	<b>\$901,959</b>	<b>\$0</b>	<b>\$901,959</b>

## PROGRAM DISCUSSION

At the proposed level of funding County Counsel anticipates a structural salary shortfall of \$353,112 for Fiscal Year 2011-2012. It is anticipated that County Counsel will carry over fund balance of \$170,000 from Fiscal Year 2009-2010 and \$183,112 from Fiscal Year 2010-2011, for a total of \$353,112. Based upon use of carry over fund balance, County Counsel projects it can maintain all mandated programs and services.

The Office of County Counsel has one announced attorney retirement expected in the 4<sup>th</sup> Quarter of Fiscal Year 2011-12 that will result in a large termination cash-out, which has been budgeted. The Department will be evaluating the potential to fill the vacant attorney position created by the retirement in order to maintain mandated programs and services funded by fund balance savings.

## **ADOPTED STAFFING RECOMMENDATIONS**

### **Proposed Budget**

Total current authorized positions—16

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 16

### **Final Budget**

The Department has requested to unfund one vacant Confidential Assistant II position as part of the Department's budget strategy to reduce expenses.

Total current authorized positions—16

It is recommended to unfund one vacant Confidential Assistant II position.

Total recommended authorized positions—15

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,937,419 be approved for County Counsel. The net county cost contribution for this budget was reduced by approximately 24% or \$285,313 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the department achieves its net county cost reduction through the carry over of savings from the two previous fiscal years. This budget is funded from \$1,035,460 in estimated department revenue and a \$901,959 contribution from the General Fund. The Department also anticipates using approximately \$353,112 of prior year savings to fully fund the 2011-2012 Proposed Budget.

### **Final Budget**

There are no recommended changes in funding to this budget.



## **GENERAL SERVICES AGENCY**

### **MISSION STATEMENT**

The General Services Agency recognizes their important support role. The Department remains dedicated to providing all Stanislaus County customers with reliable and responsive support services.

### **OPERATIONAL PRIORITIES**

The General Services Agency (GSA) Operational Priorities are consistent with a refocused, streamlined, and customer-centric business strategy. All divisions are equally committed to core operational objectives that directly support the Board's stated efficiency priority.

The Operational Priorities for the 2011-2012 Fiscal Year include:

- ◆ Improve Customer Service/Communication – Earlier Service Level Agreement (SLA) outreach with customers to gain best understanding of service perception and expectation;
- ◆ Improve Delivery of Services – Streamlined divisional staffing, consolidated facilities maintenance, technology based process improvements, refocus on core services; and
- ◆ Improve Staff Knowledge and Skill Sets – Strive for 100% compliance with all mandatory training.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**GENERAL SERVICES AGENCY—ADMINISTRATION**

Budget Unit 0100 0019010  
 General Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) – Administration Division provides oversight and direction for the Agency, which includes Central Services, Fleet Services, Facilities Maintenance, and Purchasing. This Division insures that all GSA Divisions are achieving operational efficiency and exceptional service standards. Administration also provides long-range planning, budget oversight, human resource management, payroll management, and billing for the Agency. The General Services Agency provides facilities maintenance, housekeeping, purchasing, fleet services, and stores inventory for County departments, the Courts, 12<sup>th</sup> Street Office Building, 12<sup>th</sup> Street Parking Garage, and Gallo Center for the Arts.

<b>General Services Agency - Administration</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$12,716	\$32,272	\$214,976	\$0	\$214,976
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$12,716</b>	<b>\$32,272</b>	<b>\$214,976</b>	<b>\$0</b>	<b>\$214,976</b>
Salaries and Benefits	\$498,180	\$514,094	\$588,091	\$0	\$588,091
Services and Supplies	\$6,029	\$4,112	\$2,608	\$0	\$2,608
Other Charges	\$14,647	\$14,661	\$7,390	\$0	\$7,390
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$14,573	\$14,776	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$27,644)	(\$71,751)	(\$20,253)	\$0	(\$20,253)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$505,785</b>	<b>\$475,892</b>	<b>\$577,836</b>	<b>\$0</b>	<b>\$577,836</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$493,069</b>	<b>\$443,620</b>	<b>\$362,860</b>	<b>\$0</b>	<b>\$362,860</b>

**PROGRAM DISCUSSION**

At the proposed level of funding the Division will maintain the administrative functions of the office, including long-range planning, budget oversight, human resources management, payroll management, and billing for the Agency. With many County departments reducing expenditures, GSA has experienced significant revenue reductions and multiple reductions-in-force actions throughout its divisions, closing units, and reducing the scope of work performed to only reflect essential functions.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 5

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 5

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$577,836 be approved for General Services Agency – Administration. The net county cost contribution for this budget was reduced approximately 19% or \$83,269 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves its net county cost reduction by reducing the scope of work performed to only reflect essential functions. This budget is funded from \$214,976 in estimated department revenue and a \$362,860 contribution from the General Fund.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**GENERAL SERVICES AGENCY—CENTRAL SERVICES DIVISION**

Budget Unit 5001 0018210  
 Internal Service Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) – Central Services Division provides Electronic Data Management (EDM), bulk stores, delivery, mailroom, messenger, and salvage services. The costs of these services are charged to County departments based on the level of service provided.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance of \$176,161 compared to the July 1, 2010 positive balance of \$201,161. The decrease was anticipated due to the final closure of the print shop and the start up of the Electronic Data Management (EDM) unit.

The actual cash balance as of July 1, 2011, is \$249,084 which is above the Proposed Budget projection. The increase is attributed to revenue collected that exceeded actual expenditures from user departments in the prior year. As part of the Final Budget Addendum, \$87,585 was approved to be returned to user departments and \$15,000 to fund a department recycling project; thereby bringing the cash balance slightly below the Proposed Budget projection.

<b>General Services Agency - Central Services Division</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$22,721	\$8,100	\$0	\$8,100
Charges for Service	\$1,144,206	\$798,343	\$661,465	(\$87,585)	\$573,880
Miscellaneous Revenue	\$515	\$1,295	\$0	\$0	\$0
Other Financing Sources	\$0	\$23,683	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,144,721</b>	<b>\$846,042</b>	<b>\$669,565</b>	<b>(\$87,585)</b>	<b>\$581,980</b>
Salaries and Benefits	\$609,249	\$450,923	\$420,869	\$0	\$420,869
Services and Supplies	\$292,750	\$169,326	\$68,458	\$15,000	\$83,458
Other Charges	\$170,768	\$122,816	\$177,898	\$0	\$177,898
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$15,774	\$13,082	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$8,437	\$3,908	\$2,340	\$0	\$2,340
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,096,978</b>	<b>\$760,055</b>	<b>\$669,565</b>	<b>\$15,000</b>	<b>\$684,565</b>
Retained Earnings	(\$47,743)	(\$85,987)	\$0	\$102,585	\$102,585
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

GSA – Central Services is an Internal Service Fund division, deriving funding from County departments by providing necessary services. GSA – Central Services made extensive cuts to staff and programs in Fiscal Year 2010-2011, including closing the Central Services Print Shop Unit in preparation for the 2011-2012 Fiscal Year. Services provided in Fiscal Year 2011-2012 will be limited to core County services. At the proposed level of funding, GSA – Central Services will maintain mailroom and warehouse services and has partnered with the Stanislaus County Strategic Business Technology (SBT) Department to implement an Electronic Data Management (EDM) program.

Over the last 20 years, Stanislaus County has experienced significant population growth. This growth correlates with increases in customers, cases, and incidents of interaction all of which serve to generate more and more paper files stored in County departments and storage facilities. To reclaim space lost to file storage, Stanislaus County must reduce its reliance on paper files. The EDM program is designed to reduce paper files stored in departments and storage facilities, and improve the efficiency of departments by reducing the time needed to access stored files. Partnering with SBT, GSA – Central Services has begun a pilot program with the District Attorney to scan 1,500 square feet of stored files. When completed, these files will be easily accessed by the District Attorney's office as part of the Integrated Criminal Justice Information System (ICJIS) database, and will reduce staff time spent retrieving files from storage. When the pilot project has been completed, other County departments will be able to request the transfer of stored files to the SBT database system, further reducing the County's reliance on stored paper files.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 6

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 6

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$669,565 be approved for General Services Agency – Central Services Division. This budget is funded from \$669,565 in estimated department revenue.

### **Final Budget**

At the close of Fiscal Year 2010-2011 General Services Agency – Central Services had collected revenue that exceeded actual expenditures from departments as a result of the print shop closure and frugal spending by the division. As a result, GSA-Central Services is returning revenue collected in Fiscal Year 2010-2011 to departments in this fiscal year. The total to be returned is \$87,585 and will be spread in the same manner as it was collected. In addition, the Department has several projects which have been deferred due to budget concerns. One of these projects includes the recycling of approximately 15,000 fluorescent tubes. Central Services is requesting the use of \$15,000 in retained earnings to complete this project.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Property Management**

**GENERAL SERVICES AGENCY—FACILITIES MAINTENANCE DIVISION**

Budget Unit 5170 0018700  
 Internal Service Fund

**SERVICES PROVIDED**

The General Services Agency – Facilities Maintenance Division is comprised of two main programs; Maintenance Services and Custodial Services.

The Maintenance Unit of the Facilities Maintenance Division (FMD) maintains and operates building systems and equipment for County-owned facilities. The Division provides in-house custodial services and administers contract custodial services for County facilities. In addition to providing in-house carpentry, lock shop, and preventative maintenance, the Division provides safety remediation and American's with Disability Act (ADA) access ramps for trailers and other County facilities.

Beginning in Fiscal Year 2008-2009, custodial, maintenance, and utility costs have been charged out by GSA – Facilities Maintenance to all departments. Costs associated with Tenth Street Place (TSP) are directed by the Tenth Street Joint Powers Agency (JPA). TSP costs are approved by the JPA, whose members are from the City of Modesto, the County of Stanislaus, and private retail partners.

<b>General Services Agency - Facilities Maintenance Division</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$79,989	\$72,893	\$64,572	\$0	\$64,572
Intergovernmental Revenue	\$41,814	\$82,497	\$35,000	\$0	\$35,000
Charges for Service	\$3,658,412	\$3,338,583	\$4,654,393	\$0	\$4,654,393
Miscellaneous Revenue	\$1,305	\$930	\$0	\$0	\$0
Other Financing Sources	\$2,520	\$10,299	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$3,784,040</b>	<b>\$3,505,202</b>	<b>\$4,753,965</b>	<b>\$0</b>	<b>\$4,753,965</b>
Salaries and Benefits	\$3,142,951	\$2,799,068	\$2,782,634	\$0	\$2,782,634
Services and Supplies	\$5,271,445	\$5,203,789	\$1,761,691	\$0	\$1,761,691
Other Charges	\$204,235	\$195,684	\$594,186	\$0	\$594,186
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$83,146	\$71,917	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$5,042,366)	(\$4,678,447)	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$3,659,411</b>	<b>\$3,592,011</b>	<b>\$5,138,511</b>	<b>\$0</b>	<b>\$5,138,511</b>
Retained Earnings	(\$124,629)	\$86,809	\$384,546	\$0	\$384,546
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

In Fiscal Year 2011-2012 GSA – Facilities will become an Internal Service Fund, fully recognizing all costs. As a result, a loan is needed from the General Fund to fund the total liability for compensated absences and depreciation in the amount of \$384,546. GSA – Facilities Maintenance will repay the loan back to the General Fund over a period of five years beginning in Budget Year 2012-2013. The repayment will be reviewed annually in comparison to the Department's overhead rate and may be extended beyond the five years to avoid an unreasonable rate increase. The change to an Internal Service Fund will improve budgeting and long-term management of funds. These accounting changes are being done as part of, and in response to, the restructuring of GSA – Facilities Maintenance, which began in Fiscal Year 2010 - 2011. Additionally, Utilities is now a separate budget that has historically been included in the FMD budget.

In the 2010–2011 Fiscal Year, GSA – Facilities implemented substantial staffing and program reductions. The Carpentry shop has been closed and services have been reduced to a core level including preventative maintenance and emergency repairs. At the proposed level of funding, the Division will perform other, discretionary repair requests as scheduling allows.

To increase efficiency and accountability for parts and supplies inventory the Department has requested to restore a vacant, unfunded position and reclassify to a Storekeeper I. Currently Maintenance Engineers are responsible for purchasing supplies and equipment needed for work orders. With the addition of a Storekeeper, Maintenance Engineers would obtain supplies and equipment from inventory, which would be procured and maintained by the Storekeeper. Additionally, this position would provide clerical support by assisting with reports required by various State agencies, and accounting detail as needed. The Storekeeper position would be funded through parts and supply charges to departments.

As County buildings continue to age, deferred maintenance will become a critical component of funding building repairs. Over the past several fiscal years, including Fiscal Year 2011-2012, Deferred Maintenance has been funded at \$500,000 in the County's Plant Acquisition budget. GSA Facilities Maintenance Division along with CEO Capital Projects Division are working closely with one another to identify and prioritize critical building systems issues, such as Heating, Ventilating, and Air Conditioning (HVAC), boilers, and roofing, Deferred Maintenance will continue to become an increasingly critical component of future budgets.

## **ADOPTED STAFFING RECOMMENDATIONS**

The Department has requested to restore an unfunded Administrative Secretary position and reclassify downward to a Storekeeper. This position will provide inventory management and clerical support to the division.

Total current authorized positions— 29

It is recommended to restore an unfunded Administrative Secretary position and reclassify downward to a Storekeeper I.

Total recommended authorized positions— 30

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$5,138,511 be approved for General Services Agency – Facilities Maintenance Division. This budget is funded from \$4,753,965 in estimated department revenue and \$384,546 contribution from the General Fund.

## **Final Budget**

In Fiscal Year 2010-2011 GSA – Facilities Maintenance adjusted the maintenance overhead rate in May 2011 to an average hourly rate of \$80.24 to ensure the division did not end the fiscal year in a negative position. In Fiscal Year 2011-2012 the division became an Internal Service Fund, fully recognizing all costs. After review of the recommended Proposed Budget the overhead rate for Fiscal Year 2011-2012 is an average hourly rate of \$86.41 for maintenance and \$57.91 for custodial services. There is no necessary adjustment to the budget needed.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**GENERAL SERVICES AGENCY—FLEET SERVICES DIVISION**

Budget Unit 5021 0018500  
 Internal Service Fund

**SERVICES PROVIDED**

The GSA – Fleet Services Division provides preventative and prescriptive maintenance as well as administrative services for approximately 900 County vehicles and other pieces of specialized equipment. Administrative duties include vehicle record keeping and vehicle licensing. Fleet Services complies with State and Federal regulatory requirements including vehicle smog inspection, OSHA safety standards, and EPA hazardous waste standards.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance \$147,076 compared to the July 1, 2010 positive balance of \$202,077. The decrease is attributed to an unanticipated continued decline in requested services in Fiscal Year 2010 - 2011.

The actual cash balance as of July 1, 2011 is \$253,217, a significant increase to the projected July 1, 2011 balance. This is due to 4th quarter revenues coming in higher than expected, combined with stringently controlled costs in the 4th quarter. As a result Fleet Services ended the year with a higher than anticipated cash balance.

<b>General Services Agency - Fleet Services Division</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$38,434	\$36,170	\$0	\$36,170
Charges for Service	\$2,232,368	\$1,910,182	\$2,130,283	\$0	\$2,130,283
Miscellaneous Revenue	\$44,380	\$38,563	\$15,000	\$0	\$15,000
Other Financing Sources	\$11,985	\$5,653	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,288,733</b>	<b>\$1,992,832</b>	<b>\$2,181,453</b>	<b>\$0</b>	<b>\$2,181,453</b>
Salaries and Benefits	\$822,711	\$742,577	\$703,260	\$0	\$703,260
Services and Supplies	\$1,251,106	\$1,153,050	\$1,338,445	\$0	\$1,338,445
Other Charges	\$120,916	\$120,195	\$139,748	\$0	\$139,748
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$22,626	\$20,976	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,217,359</b>	<b>\$2,036,798</b>	<b>\$2,181,453</b>	<b>\$0</b>	<b>\$2,181,453</b>
Retained Earnings	(\$71,374)	\$43,966	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **PROGRAM DISCUSSION**

GSA – Fleet Services has completed a reorganization designed to re-allocate staffing positions to improve efficient operations. GSA – Fleet Services is an Internal Service Fund, deriving funding from County departments by providing necessary services. At the proposed level of funding GSA – Fleet Services will continue to provide preventative and prescriptive maintenance for approximately 900 County vehicles and other pieces of specialized equipment. Fleet Services will also continue to be responsible for the disposal of County Fleet assets, administrative duties such as vehicle record keeping and vehicle licensing, and compliance with State and Federal regulatory requirements including vehicle smog inspection, OSHA safety standards, and EPA hazardous waste standards. However, repairs to body and paint will continue to be limited to only those repairs required to make the vehicle safe to operate.

GSA has contacted the Sheriff, Behavioral Health Recovery Services, Department of Environmental Services, and Community Services Agency to confirm that they do not see a decline in vehicle usage over the next 12 months. These departments represent 54% of all County vehicles. Many County departments feel that the use of County vehicles is integral to the services they provide. Mileage tracking maintained by GSA – Fleet Services when vehicles are brought in for service, indicates that in Fiscal Year 2010-2011 mileage is down approximately 100,000 miles per month, across all County departments, when compared to Fiscal Year 2009-2010.

In developing this budget, it was necessary to make assumptions regarding unleaded gasoline usage and pricing. GSA – Fleet Services anticipates an increase in the average price of unleaded gasoline over the pricing in the first half of Fiscal Year 2011-2012. Should this increase be greater than anticipated or if State of California gasoline tax should increase, GSA – Fleet Services would need to request additional appropriations to purchase gasoline for the County.

### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 8

There are no recommended changes to the current level of staffing.

Total recommended authorized positions—8

### **ADOPTED BUDGET RECOMMENDATIONS**

#### **Proposed Budget**

It is recommended that a budget of \$2,181,453 be approved for General Services Agency – Fleet Services Division. This budget is funded from \$2,181,453 in estimated department revenue.

#### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Finance**

**GENERAL SERVICES AGENCY—PURCHASING DIVISION**

Budget Unit 0100 0015310  
 General Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) – Purchasing Division is responsible for acquiring goods and services, negotiating contracts, and leasing property and equipment for the County. In addition to these activities, GSA – Purchasing staff provides County departments consultation on procurement needs and contract facilitation. The GSA – Purchasing Division, in conjunction with GSA – Central Services is also responsible for the sale and/or disposal of surplus County property.

<b>General Services Agency - Purchasing Division</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$7,588	\$11,439	\$0	\$11,439
Charges for Service	\$369,114	\$350,847	\$382,804	\$0	\$382,804
Miscellaneous Revenue	\$344	\$109	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$369,458</b>	<b>\$358,544</b>	<b>\$394,243</b>	<b>\$0</b>	<b>\$394,243</b>
Salaries and Benefits	\$425,969	\$397,589	\$331,822	\$0	\$331,822
Services and Supplies	\$14,594	\$18,862	\$143,187	\$7,060	\$150,247
Other Charges	\$16,377	\$17,616	\$23,890	\$0	\$23,890
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$11,696	\$10,514	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$22,372	\$17,127	\$29,953	\$0	\$29,953
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$491,008</b>	<b>\$461,708</b>	<b>\$528,852</b>	<b>\$7,060</b>	<b>\$535,912</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$121,550</b>	<b>\$103,164</b>	<b>\$134,609</b>	<b>\$7,060</b>	<b>\$141,669</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, GSA - Purchasing can assist departments with acquiring goods and services, negotiating contracts, and leasing property and equipment for the County. Additionally, GSA – Purchasing will provide consultation on procurement needs and contract facilitation. The Division will also be able to aggressively seek cooperative purchasing agreements, master agreements, and other acquisition strategies to save county departments money on the purchase of goods and services. The Purchasing Division, in conjunction with Central Services, will continue to be responsible for the sale and/or disposal of surplus County property.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 4

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 4

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$528,852 be approved for General Services Agency – Purchasing. The net county cost contribution for this budget was reduced approximately 23% or \$40,732 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the Department achieves its net county cost reduction by unfunding vacant positions in Fiscal Year 2010-2011. This budget is funded from \$394,243 in estimated department revenue and a \$134,609 contribution from the General Fund.

### **Final Budget**

Departments that achieved savings in appropriations were able to carry forward 100% of their unused net county cost savings from Fiscal Year 2009-2010 and 75% of their 2010-2011 net county cost savings as part of the year-end close for Fiscal Year 2010-2011. Departments that achieved net county cost savings in revenue will request an increase in appropriations at the Final Budget. The General Services Agency – Purchasing Division budget's total year-end savings was \$26,641. Of this amount, \$19,581 in appropriations was carried forward at year-end. The Department is now requesting an increase in appropriations of \$7,060 of the remaining net county cost savings from increased departmental revenue. This increase is recommended to be funded from General Fund unassigned fund balance.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Other General**

**GENERAL SERVICES AGENCY—12TH STREET OFFICE BUILDING**

Budget Unit 171A 0016200  
 Special Revenue Fund

**SERVICES PROVIDED**

The 12<sup>th</sup> Street Office Building is owned jointly by Stanislaus County, Stanislaus County Employees Retirement Association (StanCERA), and a private developer, Westland Development Corporation. The facility was completed and opened in 2006.

The General Services Agency – 12<sup>th</sup> Street Office budget is established to process and distribute operational costs associated with the 12<sup>th</sup> Street Office Building. Those costs include utilities, maintenance, custodial, and other ongoing costs of the building.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance \$3,407 and has had no change when compared to the July 1, 2010 positive balance of \$3,407.

The actual cash balance as of July 1, 2011 is \$3,784, which is in line with the Proposed Budget projection.

<b>General Services Agency - 12th Street - Office Building</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$9,164	\$12,441	\$8,978	\$0	\$8,978
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$9,164</b>	<b>\$12,441</b>	<b>\$8,978</b>	<b>\$0</b>	<b>\$8,978</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$910	\$8,860	\$9,140	\$0	\$9,140
Other Charges	\$23,232	\$13,672	\$9,200	\$0	\$9,200
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$24,142</b>	<b>\$22,532</b>	<b>\$18,340</b>	<b>\$0</b>	<b>\$18,340</b>
Fund Balance	(\$274)	(\$1,929)	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$15,252</b>	<b>\$12,020</b>	<b>\$9,362</b>	<b>\$0</b>	<b>\$9,362</b>

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Department will fund expenses associated with the 12<sup>th</sup> Street Office Building. The budget includes expenses for the 12<sup>th</sup> Street Condominium Association, which is comprised of the County, StanCERA, and Westland Development Company as approved by the Board of Supervisors on July 11, 2006.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$18,340 be approved for General Services Agency – 12<sup>th</sup> Street Office Building. This budget is funded from \$8,978 in estimated department revenue and a \$9,362 contribution from the General Fund.

### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  
**FISCAL GENERAL SERVICES**  
**Property Management**



**GENERAL SERVICES AGENCY—UTILITIES**

Budget Unit 5170 0018720  
 Internal Service Fund

**SERVICES PROVIDED**

General Services Agency – Utilities, which is managed through GSA – Administration, processes utility payments on behalf of County departments, and monitors changes in utility rates for the County.

<b>General Services Agency - Utilities</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$20,000	\$0	\$20,000
Charges for Service	\$0	\$0	\$1,372,170	\$0	\$1,372,170
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,392,170</b>	<b>\$0</b>	<b>\$1,392,170</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$3,994,190	\$0	\$3,994,190
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	(\$2,602,020)	\$0	(\$2,602,020)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,392,170</b>	<b>\$0</b>	<b>\$1,392,170</b>
Retained Earnings	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

General Services Agency – Utilities was separated from the GSA – Facilities Maintenance Division to become an Internal Service Fund devoted to processing utility payments for several County departments and Joint Powers Agreements (JPA), not including 10<sup>th</sup> Street Place. At the proposed level of funding GSA – Utilities will be maintained by the GSA – Administration Division and payments will be made on behalf of County departments. An increase of 5% has been built into the budget for Fiscal Year 2011 – 2012; however, only actual invoices are paid.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 0

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,392,170 be approved for General Services Agency – Utilities. This budget is funded from \$1,392,170 in estimated department revenue.

### **Final Budget**

There are no recommended changes in funding to this budget.



## **STRATEGIC BUSINESS TECHNOLOGY**

### **MISSION STATEMENT**

The mission of the Strategic Business Technology Department (SBT) is to provide a positive impact on County and community stakeholders by delivering business critical systems and infrastructure. SBT is committed to providing a high standard of technical leadership and direction while connecting the processes and communication relationships throughout Stanislaus County. SBT strives to build and enhance high performance and cost effective web-based products while maximizing customer service and technical capability and evaluating and integrating potential technologies and tools that will meet the future needs of the Stanislaus County information technology architectural vision.

### **OPERATIONAL PRIORITIES**

The Operational Priorities for Strategic Business Technology for 2011-2012 Fiscal Year include:

- ◆ Continue to participate in Continuity of Operations Plan (COOP) project and implement internal quarterly COOP Exercises to evaluate effectiveness of COOP plan;
- ◆ Partner with SR911 and the Chief Executive Office Capital Projects Division to focus on the SBT Data Center Server Room improvements including backup power, fire suppression, and server racking systems, power distribution, and cable management;
- ◆ Consolidate services into a smaller footprint and reduced number of systems to be managed as a method of cost savings and improving efficiency;
- ◆ Design and implement a plan to regularly upgrade systems and applications as a method of managing security risks and improving performance; and
- ◆ Continue to target Centrex Customers for conversion to VoIP Telephony Services as a cost savings measure for the entire county and to improve communications services for customers affected.



## **STRATEGIC BUSINESS TECHNOLOGY**

Budget Unit 5031 0048100  
Internal Service Fund

### **SERVICES PROVIDED**

#### **Help Desk & Desktop Support Services**

Strategic Business Technology (SBT) provides a variety of desktop support to County departments based on the customer's technical resources, including proactive patch management for virus protection and system integrity. A Customer Support Center is available for the benefit of customers from 7:30 AM to 5:00 PM Monday through Friday, except legal holidays. Technical support can be provided for any one of the services provided to customers of SBT.

#### **Financial Applications**

The Financial Application Support Group maintains the Oracle applications used by County departments. Applications included are the Oracle Financial Management System (FMS) and the PeopleSoft Payroll System. In addition, the group provides database administration services for the Oracle database system, as well as supporting add-on modules and data integration between applications.

#### **E-Mail Hosting Services**

SBT provides a highly available, secure e-mail system for Stanislaus County departments. SBT's e-mail system enables County staff to communicate with one another as well as with the rest of the world via the Internet.

#### **Local Area and Wide Area Network Support**

SBT maintains the systems that allow customers to connect to countywide applications and intercommunicate with other SBT customers and external entities such as the State of California. SBT provides a Local Area Network (LAN) service on behalf of many County departments. This service provides management of necessary network equipment such as routers, switches, and security systems. This service also provides electronic data printing hosting services. Engineers are on-call to support networks and servers 24 hours a day, 365 days a year.

#### **Information Security**

Information security services include providing security direction and support to County departments. SBT provides proactive monitoring and vulnerability assessment of network equipment, file servers and desktop PCs.

#### **County Website**

SBT, working with County departments and divisions, focuses on opportunities to realize the benefits of emerging Internet technologies to extend the ability of government to provide information and services to County residents, businesses, civic groups, and other interested parties. SBT provides content updates for Departments as well as the development of new Web sites.

## Web Application Development & Support

Development services are offered by SBT in the areas of system integration, electronic document management (EDM), E-government (on-line) applications and development, and installed software support. SBT provides full database administration services for SQL, and MySQL.

### CASH BALANCE

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance of \$2,328,913 compared to the July 1, 2010 positive balance of \$2,557,669. This anticipated decrease was based on the intended use of a portion of the cash balance to reduce the Strategic Business Technology Cost Allocation Plan (CAP) charges to other departments and for the necessary PeopleSoft 9.1 upgrade, Strategic Business Technology data center improvements and data storage upgrades, and critical infrastructure upgrades.

The actual cash balance as of July 1, 2011 is \$2,852,156, which is above the Proposed Budget projection. The increase is attributed to expenses being significantly below budget and revenue materializing stronger than anticipated in the prior year resulting in a positive contribution to retained earnings at year end. SBT anticipates using \$457,661 in Fiscal Year 2011-2012 to balance the Adopted Final Budget for this fund.

<b>Strategic Business Technology</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$47,736	\$0	\$0	\$0
Charges for Service	\$3,842,776	\$3,791,200	\$3,336,728	\$0	\$3,336,728
Miscellaneous Revenue	\$0	\$2	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$3,842,776</b>	<b>\$3,838,938</b>	<b>\$3,336,728</b>	<b>\$0</b>	<b>\$3,336,728</b>
Salaries and Benefits	\$2,458,927	\$2,412,439	\$2,435,488	\$0	\$2,435,488
Services and Supplies	\$1,066,293	\$825,273	\$979,714	\$0	\$979,714
Other Charges	\$251,564	\$241,674	\$303,687	\$0	\$303,687
Fixed Assets					
Equipment	\$4,600	\$2,895	\$75,500	\$0	\$75,500
Other Financing Uses	\$236,651	\$170,761	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$4,018,035</b>	<b>\$3,653,042</b>	<b>\$3,794,389</b>	<b>\$0</b>	<b>\$3,794,389</b>
Retained Earnings	\$175,259	(\$185,896)	\$457,661	\$0	\$457,661
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### PROGRAM DISCUSSION

At the proposed level of funding the Department will continue to provide the following services: Help Desk & Desktop Support Services, Financial Applications, E-Mail Hosting Services, Local Area and Wide Area Network Support, Information Security, County Website, and Web Application Development & Support.

Fiscal Year 2011-2012 revenue is comprised of charges to departments in the amount of \$3,039,728, Project/Other revenue in the amount of \$297,000, and use of fund balance in the amount of \$457,661. In order to assist County departments in achieving their 2011-2012 budget reduction targets, SBT will reduce charges to departments by over 15.15% and reduce expenditures by approximately 5.82%

relying on an increased use of retained earnings. In Fiscal Year 2010-2011, SBT had reduced charges to departments by over 8% and reduced expenditures by approximately 6%, relying on an increased use of retained earnings. The two-year combined reduction in department charges is over 21.5% from Fiscal Year 2009-2010, while reducing expenditures by almost 12%.

SBT has had a number of Reduction-In-Force (RIF) actions in Fiscal Year 2010-2011 with the deletion of three filled positions and one vacant position due to a loss in department revenue. SBT plans to leave a System Engineer II and Senior Software Developer/Analyst positions vacant and unfunded in Fiscal Year 2011-2012. In January 2012, a Senior Software Developer/Analyst position will become vacant through a planned retirement; this position will remain vacant and unfunded for the remainder of the fiscal year.

Anticipated expenditure reductions for Fiscal Year 2011-2012 are the result of multiple factors. SBT continues to carefully evaluate application utilization, information migration to alternate applications and benefit analysis. Based upon this assessment, SBT has chosen not to renew maintenance and support for several applications or utilize an alternate application at a significantly reduced cost. These changes have resulted in a reduction of expenditures by almost \$62,240.

SBT continues to focus on finding ways to be more efficient. SBT has been very successful in utilizing products, such as ZenWorks and VMWare, to remotely install applications to desktops, trouble shoot customer desktop issues, and push out desktop patches and upgrades to multiple desktops simultaneously without having to visit each and every desktop. Staff is able to accomplish more in fewer man hours. Staff will continue research and leverage, when appropriate, the use of less expensive applications and Open Source tools and technologies to offset the rising cost of packaged solutions. There will be on-going cross training to provide a tiered level of support for all applications.

In partnership with the Auditor-Controller's Office, SBT will continue to support the application upgrades for the Oracle Financial Management System (FMS) and PeopleSoft Human Resource Management System (HRMS). Investing in the upgrade now will eliminate long term recurring costs to remain on an older version. In the past, the County paid outside consultants to perform the upgrades to these mission critical applications. The progress of the current upgrades has been primarily completed in-house. Although some outside consultancy will be required for the PeopleSoft HRMS upgrade, project estimates are considerably reduced due to the utilization of internal resources and staff. The Oracle FMS upgrade is expected to be completed solely with the expertise of County staff. SBT intends to utilize \$236,244 of Fiscal Year 2010-2011 appropriations to support the upgrade of these mission critical systems, some of which may need to be carried forward into Fiscal Year 2011-2012.

SBT will continue support of the Business Continuity Strategy, focusing on the need to ensure minimal disruption of service delivery for critical systems. A key element of this strategy includes replacement of older server equipment with newer, more reliable technology. Emphasis also continues to be placed on the SBT Data Center Server Room improvements including backup power, fire suppression, and server racking systems, power distribution, and cable management. SBT in partnership with the Chief Executive Office Capital Projects Division will continue in Fiscal Year 2011-2012 to bring these business continuity improvements to fruition.

The County currently uses the GroupWise email environment by Novell. It is important that the County continues its efforts to research emerging technologies, including cloud computing, and new program offerings. In 2010, the County researched an alternative email system and, although conversion to this system was not implemented, it became clear that any change of platform will require one-time start up funds to manage a successful deployment. SBT wants to ensure the County is well positioned to fund a potential transition in the next couple of years. SBT intends to reserve fund balance in the amount of \$250,000 for the future replacement of the existing email platform for SBT supported email customers.

#### **ADOPTED STAFFING RECOMMENDATIONS**

The Board of Supervisors approved a reduction-in-force action on April 5, 2011, deleting two filled positions and one vacant position effective June 18, 2011.

Total current authorized positions effective June 18, 2011— 20

There are no recommended changes to the current level of staffing in the Proposed Budget.

Total recommended authorized positions— 20

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$3,794,389 be approved for Strategic Business Technology. This budget is funded from \$3,336,728 in estimated department revenue and \$457,661 in departmental retained earnings.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**  

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**FISCAL GENERAL SERVICES**  
**Other General**



**STRATEGIC BUSINESS TECHNOLOGY—TELECOMMUNICATIONS**

Budget Unit 5011 0048200  
Internal Service Fund

**SERVICES PROVIDED**

Strategic Business Technology (SBT) Telecommunications serves as the primary support team for the County-wide Voice over Internet Protocol (VoIP) and NEC Private Branch Exchange (PBX's) telecommunication systems. SBT Telecommunications will continue in its capacity as the lead County agency in the implementation of VoIP telephony systems. Directly and indirectly, SBT Telecommunications Division provides technical and customer assistance to all County departments for their telecommunications and data infrastructure lines.

Telecommunications trained technicians maintain the primary VoIP telephony system, all of the PBX telecommunication systems, and key systems owned by the County. Technology staff works closely with each customer, when moves, adds, changes, and deletions are needed for the VoIP, PBX, Key Systems and even Centrex Services. In addition, SBT Telecommunications provides assistance to the Chief Executive Office Capital Projects Division and other departments who need assistance in the planning and implementation of telecommunication and data infrastructure project plans and build outs.

**CASH BALANCE**

As stated in the Adopted Proposed Budget, this fund was projected to have a positive cash balance of \$910,886 compared to the July 1, 2010 positive balance of \$881,044. The increase is due to unanticipated project revenue.

The actual cash balance as of July 1, 2011 is \$909,840, which is in line with the Proposed Budget projection.

<b>S.B.T. - Telecommunications</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$10,775	\$0	\$0	\$0
Charges for Service	\$1,034,789	\$913,757	\$736,808	\$0	\$736,808
Miscellaneous Revenue	\$0	\$142	\$0	\$0	\$0
Other Financing Sources	\$689	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,035,478</b>	<b>\$924,674</b>	<b>\$736,808</b>	<b>\$0</b>	<b>\$736,808</b>
Salaries and Benefits	\$322,788	\$303,156	\$265,470	\$0	\$265,470
Services and Supplies	\$556,828	\$474,515	\$398,207	\$0	\$398,207
Other Charges	\$140,306	\$94,843	\$184,655	\$0	\$184,655
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$7,220	\$6,918	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,027,142</b>	<b>\$879,432</b>	<b>\$848,332</b>	<b>\$0</b>	<b>\$848,332</b>
Retained Earnings	(\$8,336)	(\$45,242)	\$111,524	\$0	\$111,524
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## PROGRAM DISCUSSION

At the proposed level of funding, the Department will continue to provide technical and customer assistance to all County departments for their VoIP telephony systems, PBX landline telecommunications, Key phone systems, and data infrastructure lines. In achieving the 2011-2012 budget reduction targets, the proposed budget will reduce monthly telecommunication flat rate charges to departments by approximately 10.3% and further reduce expenditures by approximately 11.2%. SBT Telecommunications Fiscal Year 2011-2012 revenue is comprised of charges to departments in the amount of \$736,808 and use of fund balance in the amount of \$111,524.

In Fiscal Year 2010-2011, SBT Telecommunications had already reduced monthly telecommunication flat rate charges to departments by over 15% and reduced expenditures by approximately 14.5%. The two-year combined flat rate reduction is over 25% from Fiscal Year 2009-2010, while reducing expenditures by 17%. Although the Department is diligently working on consolidating services, the County continues to maintain the legacy PBX at several sites as well as maintain the newer VoIP telephony system. In the long term, the proposed 2011-2012 reduced monthly telecommunication flat rate charges to departments are not considered sustainable.

In Fiscal Year 2010-2011, SBT Telecommunications converted the remainder of Child Support Services and one Behavioral Health and Recovery Services remote locations from Centrex phones to VoIP. At the close of Fiscal Year 2010-2011, almost 2,077 County customers were on the new VoIP telephony system.

With the new VoIP technology, the continued consolidation of the aging PBX infrastructures, the replacement of the old PulsePoint system and the Centrex to VoIP conversions, SBT Telecommunications has been able to significantly reduce the PBX and VoIP flat rates for Fiscal Year 2011-2012. In addition, SBT Telecommunications will utilize a portion of retained earnings to continue with deployment of additional VoIP projects and offset operational expenses. The Department's priority will continue to focus on the conversion of Centrex customers to the VoIP telephony system and the consolidation and reduction of the aging PBX systems.

On November 6, 2006, the Board of Supervisors approved the purchase and implementation of the County's core VoIP infrastructure. In the past five years with the deployment of over 2,000 VoIP phones, SBT Telecommunications has seen significant changes in the industry. With emerging technologies (such as the utilization of session initiated protocol (SIP)), new companies and products entering the market, enhanced services (such as Unified Communications), and an increase in competitiveness in bandwidth service providers, SBT Telecommunications needs to position the County with a VoIP upgrade strategy in the next 2-3 years. SBT Telecommunications intends to reserve fund balance in the amount of \$253,709 for the future upgrade and/or replacement of the core VoIP infrastructure.

SBT Telecommunications intends to reserve fund balance in the amount of \$175,000 for the future replacement of the core infrastructure (various HP switches) for the 1010 Tenth Street facility. The Hewlett-Packard switches were purchased in October 2004 and are now seven years old. The maximum bandwidth per second for these switches is 100 Megabits per second (Mbps). Newer switches would provide a maximum bandwidth per second of 1,000 Mbps or 1 Gigabyte per second. This increase would enable the transfer of information to increase tenfold. Currently, none of the existing switches have power over Ethernet (PoE) capability. Replacement switches would include PoE. There are several benefits associated with having a PoE switch:

- ◆ PoE would prepare Tenth Street Place for the future deployment of VOIP phones, where phones would be placed in locations without dependency on AC outlets.
- ◆ PoE significantly reduces the need for electricians to install conduit, electrical wiring, and outlets throughout the enterprise.
- ◆ A PoE appliance or device can be located anywhere without the need for AC outlets. For example, wireless Local Area Network (LAN) access points can be located – and relocated – on or near ceilings, to fine tune optimum radio frequency (RF) reception. For example, customers often find that access points are more effective on the ceiling, which are out of reach from an AC outlet.
- ◆ Because PoE networks have fewer wires, there is less likelihood of an inadvertent power disruption (accidental shut off, etc). With an Uninterrupted Power Supply (UPS) power to the devices is assured during a power failure.
- ◆ Using simple network management protocol (SNMP), network administrators can monitor and control powered devices, including resetting or shut-off. This allows increased security, as devices can be powered down when not in use, or if there is unauthorized access.

## **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 2

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 2

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$848,332 be approved for Strategic Business Technology - Telecommunications. This budget is funded from \$736,808 in estimated department revenue and \$111,524 in departmental retained earnings.

### **Final Budget**

There are no recommended changes in funding to this budget.



## **TREASURER—TAX COLLECTOR**

### **MISSION STATEMENT**

To serve the citizens of Stanislaus County by collecting property tax and other revenues to help a variety of public agencies meet their financial goals.

### **OPERATIONAL PRIORITIES**

The Operational Priorities for Treasurer – Tax Collector for 2011-2012 Fiscal Year include:

- ◆ Revenue Recovery Division will continue to investigate and utilize alternate collection methods and resources in conjunction with cost benefit analysis to maintain or increase revenue;
- ◆ Treasury Division will protect funds and manage availability of funds, including office closures dates;
- ◆ Tax Division will issue tax bills according to State guidelines and process payments as expediently as possible;
- ◆ Treasurer-Tax Collector Department will continue to modify business practices to strive to meet the needs of the public and other county departments; and
- ◆ Treasurer-Tax Collector Department will continue to cross-train staff in all three divisions and use all available resources, including volunteers to provide the best possible service to our customers.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Finance**

**TREASURER—ADMIN/TAXES**

Budget Unit 0100 0030001  
 General Fund

**SERVICES PROVIDED**

The Treasurer-Tax Collector Division collects secured and unsecured property taxes along with other revenues to help a variety of public agencies meet their financial goals. The Department also issues business licenses, firearm dealer's licenses, dance hall permits, scrap metal dealer licenses, and various other permits.

Treasurer - Admin/Taxes					
Classification	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted Proposed	2011-2012 Adopted Adjustments	2011-2012 Adopted Final Budget
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$48,541	\$71,645	\$50,000	\$0	\$50,000
Fines, Forfeitures, Penalties	\$65,670	\$57,180	\$65,000	\$0	\$65,000
Revenue from use of Assets	\$9,828	\$4,743	\$9,500	\$0	\$9,500
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$477,105	\$431,387	\$464,500	\$0	\$464,500
Miscellaneous Revenue	\$41,309	\$40,557	\$29,500	\$0	\$29,500
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$642,453</b>	<b>\$605,512</b>	<b>\$618,500</b>	<b>\$0</b>	<b>\$618,500</b>
Salaries and Benefits	\$984,024	\$915,734	\$1,021,141	\$0	\$1,021,141
Services and Supplies	\$141,598	\$128,341	\$310,553	\$13,159	\$323,712
Other Charges	\$120,364	\$109,063	\$103,840	\$0	\$103,840
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$27,725	\$26,587	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$55,539	\$27,671	(\$29,290)	\$0	(\$29,290)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,329,250</b>	<b>\$1,207,396</b>	<b>\$1,406,244</b>	<b>\$13,159</b>	<b>\$1,419,403</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$686,797</b>	<b>\$601,884</b>	<b>\$787,744</b>	<b>\$13,159</b>	<b>\$800,903</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain the Megabyte Tax System and processing of tax payments. The effects of the hiring freeze and furloughs will result in less staff working hours and will delay the response time when assisting customers at the counter, by phone, written correspondence and e-mail. This will impact both internal and external customers.

The Department has projected to carry over a total of \$484,088 in net county cost savings to assist in balancing the budget.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 11

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 11

## **ADOPTED BUDGET RECOMMENDATIONS**

### **Proposed Budget**

It is recommended that a budget of \$1,406,244 be approved for the Treasurer – Admin/Taxes division. The net county cost contribution for this budget was reduced approximately 23% or \$236,661 from the Fiscal Year 2010-2011 Adopted Final Budget level. At this level of funding the department achieves its net county cost reduction through the use of approximately \$484,088 of prior year savings to fully fund the 2011-2012 Proposed Budget. This budget is funded from \$618,500 in departmental revenue and \$787,744 in contribution from the General Fund.

### **Final Budget**

Departments that achieved savings in appropriations were able to carry forward 100% of their unused net county cost savings from Fiscal Year 2009-2010 and 75% of their 2010-2011 net county cost savings as part of the year-end close for Fiscal Year 2010-2011. Departments that achieved net county cost savings in revenue will request an increase in appropriations at the Final Budget. The Treasurer - Admin/Taxes budget's total year-end savings was \$507,674. Of this amount \$494,515 was carried forward at year-end. The Department is now requesting an increase in appropriations of \$13,159 of remaining net county cost savings from increased departmental revenue. This increase is recommended to be funded from General Fund unassigned fund balance.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Finance**

**TREASURER—REVENUE RECOVERY**

Budget Unit 0100 0030002  
 General Fund

**SERVICES PROVIDED**

The Revenue Recovery Division provides a centralized collection, billing and debt resolution service to all County departments and interagency participants. The division utilizes well-qualified, knowledgeable and expert collection staff to collect on outstanding debts using professional collection and billing services for the resolution of debts owed to the County and other partnering agencies. The Revenue Recovery clients consist of over 20 County departments, five City Agencies and the Courts.

There are four major collection programs within the Revenue Recovery Division consisting of the Courts, Health Services Agency, Unsecured Tax and Other Miscellaneous Department collections.

<b>Treasurer - Revenue Recovery</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$463	\$4,543	\$1,400	\$0	\$1,400
Intergovernmental Revenue	\$0	\$17,356	\$9,350	\$0	\$9,350
Charges for Service	\$958,224	\$912,298	\$866,500	\$0	\$866,500
Miscellaneous Revenue	\$2,219	\$2,293	\$1,285	\$0	\$1,285
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$960,906</b>	<b>\$936,490</b>	<b>\$878,535</b>	<b>\$0</b>	<b>\$878,535</b>
Salaries and Benefits	\$1,049,703	\$1,030,944	\$1,128,723	\$0	\$1,128,723
Services and Supplies	\$142,669	\$141,885	\$189,872	\$0	\$189,872
Other Charges	\$120,924	\$73,726	\$77,940	\$0	\$77,940
Fixed Assets					
Equipment	\$0	\$1,740	\$6,500	\$0	\$6,500
Other Financing Uses	\$29,809	\$28,718	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$540,150)	(\$519,715)	(\$524,500)	\$0	(\$524,500)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$802,955</b>	<b>\$757,298</b>	<b>\$878,535</b>	<b>\$0</b>	<b>\$878,535</b>
<b>Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>(\$157,951)</b>	<b>(\$179,192)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will concentrate on maintaining core services. This budget has increased compared to the 2009-2010 actuals. This is due in part to new and innovative collection methods that have been implemented, which have resulted in a significant increase in revenue collected for various County departments. The Treasurer-Revenue Recovery Division will continue to investigate ways to improve collections.

The State of California requires the County to maintain activities as listed in Penal Code 1463.007 to continue collection for the Court system. The Treasurer-Revenue Recovery Division meets the following categories:

- ◆ Telephone contact with delinquent debtors to apprise them of their failure to meet payment obligations;
- ◆ Issuance of warning letters to advise delinquent debtors of an outstanding obligation;
- ◆ Access to Employment Development Department employment and wage information;
- ◆ The generation of monthly delinquent reports;
- ◆ Participation in the Franchise Tax Board's tax intercept program;
- ◆ The use of wage and bank account garnishments and issuance of abstracts;
- ◆ The imposition of liens on real property and proceeds from the sale of real property held by a title company, lien releases, and title searches;
- ◆ The filing of objections to the inclusion of outstanding fines and forfeitures in bankruptcy proceedings;
- ◆ Coordination with the Probation Department to locate debtors who may be on formal or informal probation;
- ◆ The capability to accept credit cards;
- ◆ The use of Department of Motor Vehicle information to locate delinquent debtors;
- ◆ The use of skip tracing resources or services to locate delinquent debtors; and
- ◆ Participation in the Franchise Tax Board's Court-Ordered Debt Collections Program.

#### **ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 16

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 16

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$878,535 be approved for the Treasurer – Revenue Recovery division. This budget is funded from \$878,535 in estimated department revenue.

##### **Final Budget**

There are no recommended changes in funding to this budget.

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2011-2012**



**FISCAL GENERAL SERVICES**  
**Finance**

**TREASURER—TREASURY DIVISION**

Budget Unit 0100 0030004  
 General Fund

**SERVICES PROVIDED**

The Treasury Division takes in deposits from all County departments and agencies, ensures that all checks issued by County departments and agencies have been paid correctly by the bank, works with County departments to process credit card payments, handles Modesto City Schools cafeteria deposits, ensures that there are adequate funds available to cover liquidity needs and invests temporarily idle cash, handles forged warrant claims from departments and recovers the money, maintains tobacco endowment funds, receives absent heir funds and processes claims, and provides copies of warrants and checks to departments.

<b>Treasurer - Treasury</b>					
<b>Classification</b>	<b>2009-2010 Actual</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Adopted Proposed</b>	<b>2011-2012 Adopted Adjustments</b>	<b>2011-2012 Adopted Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$720,013	\$575,620	\$575,270	\$0	\$575,270
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$20	\$1	\$350	\$0	\$350
Other Financing Sources	\$8,341	\$8,492	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$728,374</b>	<b>\$584,113</b>	<b>\$575,620</b>	<b>\$0</b>	<b>\$575,620</b>
Salaries and Benefits	\$264,228	\$260,814	\$301,899	\$0	\$301,899
Services and Supplies	\$99,120	\$84,057	\$136,471	\$0	\$136,471
Other Charges	\$20,087	\$21,448	\$18,130	\$0	\$18,130
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$7,836	\$8,071	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$225,719	\$101,449	\$119,120	\$0	\$119,120
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$616,990</b>	<b>\$475,839</b>	<b>\$575,620</b>	<b>\$0</b>	<b>\$575,620</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>(\$111,384)</b>	<b>(\$108,274)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain receipts and disbursements pursuant to Government Code 27000 but will have limited ability to assist in Bond Issues, E-Payment reconciliation and investigation of alternate investments. The Department also anticipates a delayed response time in preparation of reports as well as less critical requests for information.

**ADOPTED STAFFING RECOMMENDATIONS**

Total current authorized positions— 4

There are no recommended changes to the current level of staffing.

Total recommended authorized positions— 4

#### **ADOPTED BUDGET RECOMMENDATIONS**

##### **Proposed Budget**

It is recommended that a budget of \$575,620 be approved for the Treasurer – Treasury division. This budget is funded from \$575,620 in estimated department revenue.

##### **Final Budget**

There are no recommended changes in funding to this budget.