

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
BOARD ACTION SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA #: *B-16

AGENDA DATE: June 27, 2017

SUBJECT:

Approval of 2016-2017 Fiscal Year-End Budget Adjustments for Chief Executive Office – Economic Development, Chief Executive Office – Focus on Prevention, Parks and Recreation, Public Works, and Community Services Agency

BOARD ACTION AS FOLLOWS:

No. 2017-354

On motion of Supervisor Withrow, Seconded by Supervisor Olsen
and approved by the following vote,

Ayes: Supervisors: Olsen, Withrow, Monteith, DeMartini, and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None


1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST: 
ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
AGENDA ITEM**

DEPT: Chief Executive Office BOARD AGENDA #: *B-16
Urgent Routine AGENDA DATE: June 27, 2017
CEO CONCURRENCE: *DKT* 4/5 Vote Required: Yes No

SUBJECT:

Approval of 2016-2017 Fiscal Year-End Budget Adjustments for Chief Executive Office – Economic Development, Chief Executive Office – Focus on Prevention, Parks and Recreation, Public Works, and Community Services Agency

STAFF RECOMMENDATIONS:

1. Authorize the Chief Executive Officer and Auditor-Controller, prior to year-end, to increase the Funds Available list by \$2,500 in carryover appropriations for the Chief Executive Office – Economic Development Fund budget, \$150,000 for the Chief Executive Office – Focus on Prevention budget, \$87,008 for Parks and Recreation, and \$6,276,884 for the Public Works Airport Sewer Project budget.
2. Authorize the Chief Executive Officer and Auditor-Controller, prior to year-end, to increase appropriations and estimated revenue by \$1,000,000 in the Community Services Agency In-Home Supportive Services Provider Wages budget within the existing Maintenance of Effort structure such that there is no additional cost to the County General Fund.

DISCUSSION:

In preparation for the fiscal year ending June 30, 2017, County departments have evaluated actual revenue and expenditures recorded to date and developed updated projections for the remainder of the year. Consistent with past practice, the Chief Executive Office has provided departments the opportunity to submit final requests to change their respective department budgets based on these updated projections. Some departments have determined that budget adjustments will be needed in order to end the fiscal year in a positive position or to ensure project funding through to project completion. These adjustments are either technical in nature or the result of changes that have materialized since the presentation of the Fiscal Year 2016-2017 Third Quarter Financial Report. All budget adjustment requests have been reviewed by the Chief Executive Office and the following department-specific budget adjustments are recommended prior to Fiscal Year 2016-2017 year-end close.

The recommended adjustments are divided into two categories, Funds Available Carryover and Budget Adjustments. Funds Available Carryover includes requests from departments for the carry forward of appropriations previously approved by the Board of Supervisors in Fiscal Year 2016-2017 into Budget Year 2017-2018 through the Funds Available process. This will ensure project funding is available through project completion. Budget Adjustments contain new requests for appropriations to support service activities through the end of Fiscal Year 2016-2017.

Approval of 2016-2017 Fiscal Year-End Budget Adjustments for Chief Executive Office – Economic Development, Chief Executive Office – Focus on Prevention, Parks and Recreation, Public Works, and Community Services Agency

FUNDS AVAILABLE CARRYOVER

Chief Executive Office – Economic Development

On June 13, 2017, as part of the 2017-2018 Proposed Budget request, the Board of Supervisors approved Fiscal Year 2016-2017 carryover appropriations of approximately \$13.6 million in current year funding for projects that will occur or continue into next fiscal year using the Funds Available process. Included in this amount was \$119,306 for approved Community Development Fund projects. On June 13, 2017, the Board also approved \$2,500 in Community Development funds to update the computer lab at the Grayson Community Center. Since the project was approved with just a few weeks remaining in Fiscal Year 2016-2017, it is recommended that \$2,500 be added to the Funds Available list to ensure approved funding carries into Budget Year 2017-2018.

Chief Executive Office – Focus on Prevention

On May 23, 2017, the Board of Supervisors approved the establishment of an Initial Homelessness Access Center at 825 12th Street in downtown Modesto, including financing, operating, and staffing plans. The Board also authorized the Chief Operating Officer to negotiate and sign a lease for the acquisition of a modular building for use as the Initial Homelessness Access Center and start-up funding for the lease, purchase, and renovation in an amount not to exceed \$150,000 over 36 months. The final negotiated agreement provides for lease terms of 36 months with an option to purchase the building after one year, with the first year's rent applied to the purchase price. Capital Projects is currently preparing the modular building for occupancy beginning in August 2017. The new site will be known as the Outreach and Engagement Center and will be operated by a team of professional staff from the Community Services Agency and Behavioral Health and Recovery Services, under the direction of the Focus on Prevention Housing and Supportive Services Manager. Including \$150,000 through the Funds Available process will provide for carry forward of the remainder of the financial resources necessary to support the start-up of this new facility through Budget Year 2017-2018.

Parks and Recreation

On January 26, 2016, the Board approved a request from Parks and Recreation to apply for, enter into, and sign grant agreements and contracts related to the Department of Housing and Community Development Housing-Related Parks Program for Fiscal Year 2016-2017. On December 14, 2016, the Department received the authorization from the State to proceed with the Fairview Park renovation project. In the Fiscal Year 2016-2017 Third Quarter Financial Report, the Board approved a budget adjustment for one-time improvements in the amount of \$333,700 to Fairview Park, including Americans with Disabilities Act (ADA) compliant sidewalks, parking, paving, soccer and baseball fields, restroom facilities, and electrical work. The Housing-Related Parks Program will reimburse the cost of these improvements. Funds in the amount of \$246,692 were encumbered and/or expended during the fiscal year. The Department is requesting that the remaining project funds, in the amount of \$87,008, be carried forward into Budget Year 2017-2018 in order to complete the project.

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Public Works

On January 10, 2017, the Board of Supervisors approved the staff recommendations to Adopt Plans and Specifications and Award the Construction Contract to George Reed, Inc. of Modesto, California, for the Airport Neighborhood Sewer Improvement project. The project will result in an improved sewer system that will allow the approximately 362 residential, commercial, and mixed-use property owners to abandon their existing failing septic tanks and connect to a public sewer system. Funding for the project is being provided by a Clean Water State Revolving Fund Program grant and Community Development Block Grant funding. On June 13, 2017, the Board approved the transfer of \$6,276,884 into the appropriate legal budget unit identified for the project. Construction on the project began on April 4, 2017, and will be completed by December 1, 2017. Including the fully budgeted \$6,276,884 on the Funds Available list for carryover into Budget Year 2017-2018 will ensure approved funding is available for the duration of the project.

The combined adjustments to the Funds Available list total \$6,516,392. The revised Funds Available Schedule totals \$20,092,294, as reflected in Attachment A.

BUDGET ADJUSTMENTS

Community Services Agency

The Community Services Agency (CSA) In-Home Supportive Services (IHSS) Provider Wages budget supports the IHSS program, a mandated entitlement program operated through the Individual Provider (IP) mode. These services allow frail and/or elderly individuals to remain safely in their own homes rather than alternative and costly long-term care facilities.

At the beginning of the calendar year, the IHSS program had over a thousand pending applications for service. A plan was developed to address the application backlog, some of which were nearly one year old, and IHSS staff began to address this issue in mid-January, working diligently to either approve or deny applications. The backlog has been reduced by nearly half to some 613 pending applications at the end of May 2017, which has resulted in an increase in Authorized Cases from 6,331 in January 2017 to 6,815 in May 2017.

The backlog has had the unintended result of creating a greater variance between Authorized Cases and Provider Paid Hours, making it challenging to project actual program costs. Once an application is approved, services can be authorized back to the application date and paid all at once in the month approval occurs. Often a provider is familiar with the recipient of care and services may be provided for several months prior to the formal authorization; the time from application to approval is frequently a month which includes provider criminal background check, verification of identity, and attendance at mandatory pre-employment orientation. This means that an IHSS Provider may initially claim months of back pay, which is all captured in the month of payment. Recent reports through the Case Management, Information and Payrolling System (CMIPS) have identified a spike in paid hours that coincide with the elimination of backlogged applications. Based on the emerging trend, it is recommended to increase appropriations in Fiscal Year 2016-2017 in IHSS Provider Wages by \$1 million, fully funded by Federal and State revenue.

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The department continues to work the backlog of cases and plans to complete this project by September 2017, at which time the level of pending cases will be approximately 250 and fall within the State time-frame for application processing of 30-45 days. After the 2016-2017 Fiscal Year-end close, actual authorized caseload, paid cases, and services will be evaluated for any impacts to the projections for Budget Year 2017-2018. If needed, a budget adjustment request will be included with the Recommended 2017-2018 Final Budget.

POLICY ISSUE:

According to County Code 2.08.050, the Chief Executive Office is responsible for the evaluation of the annual budget adopted by the Board of Supervisors and County government expenditures and revenues to assure revenues and expenditures are consistent with the annual budget. All requests for changes in the annual budget shall first be submitted to the Chief Executive Officer who shall transmit them to the Board of Supervisors together with recommendations.

Additionally, Government Code Section 29125 provides that transfers and revisions to the adopted appropriations may be made by an action formally adopted by the Board of Supervisors at a regular or special meeting as follows: (1) if between funds, by a four-fifths vote; (2) if transfers from Appropriations for Contingencies, by a four-fifths vote; and (3) if between budget units within a fund if overall appropriations are not increased, by a majority vote. It also stipulates that the Board of Supervisors may designate the chief Executive Officer or Auditor-Controller to approve transfers and revisions of appropriations within a budget unit if the overall appropriations of the budget unit are not increased. However, Board Action 91-1376 requires that the transfer of appropriations in or out of Fixed Assets groups over \$10,000 be approved by the Board of Supervisors.

FISCAL IMPACT:

The increase of \$6,516,392 in appropriations to the Funds Available list will maintain funds for Board approved projects into Budget Year 2017-2018 for Economic Development and Focus on Prevention within the Chief Executive Office and the departments of Parks and Recreation and Public Works.

For the Community Services Agency (CSA), updated figures and a growing trend supports year-end projections in excess of those currently provided for in the Fiscal Year 2016-2017 Legal Budget. CSA is requesting the increase of \$1 million in appropriations and estimated Federal and State revenue in order to cover the anticipated costs. A budget journal reflecting this adjustment is provided in Attachment B.

Approval of 2016-2017 Fiscal Year-End Budget Adjustments for Chief Executive Office – Economic Development, Chief Executive Office – Focus on Prevention, Parks and Recreation, Public Works, and Community Services Agency

Cost of recommended action:		\$ 1,000,000
Source(s) of Funding:		
Department Revenue	1,000,000	
Funding Total:		\$ 1,000,000
Net Cost to County General Fund		\$ -

Fiscal Year:	2016/2017
Budget Adjustment/Appropriations needed:	Yes

Fund Balance as of N/A

BOARD OF SUPERVISORS’ PRIORITY:

Approval of the recommended actions supports the Board of Supervisors’ priority of A Strong Local Economy and A Healthy Community by supporting the provision of services to members of the community through the use of fiscally sound practices and ensuring that all County department budgets end the fiscal year within appropriations

STAFFING IMPACT:

Existing staff in the Chief Executive Office and Community Services Agency will continue to manage the budget responsibilities covered by the recommended actions.

CONTACT PERSON:

Patrice Dietrich, Deputy Executive Officer (209) 535-6333

ATTACHMENT(S):

- A. Revised 2016-2017 Funds Available Year-End Carryover – Projects List
- B. Community Services Agency Budget Journal

Attachment A

Revised 2016-2017 Funds Available Year-End Carryover – Project List

2016-2017 FUNDS AVAILABLE YEAR-END CARRYOVER - PROJECTS

Department	Amount	Description
GENERAL FUND		
Assessor	\$98,281	IT Innovations Projects- Scanning Appraisal Document and Migrate Assessor Maps to GIS format.
Chief Executive Office - Community Development Fund	\$121,806	Approved Community Development Projects
Chief Executive Office - County Facilities	\$3,350,000	\$2.5M Alt EOC refurbishments/improvements, modernization of Harvest Hall, \$450K Laird Park Shooting Range, \$400K County Security Improvements
Chief Executive Office - Crows Landing Air Facility	\$1,254,004	Planning and Environmental Services (\$1,164,004), Corridor Multimodal Visioning Plan (\$50k), Storm Water Resource Plan (\$50k)
Chief Executive Office - Focus on Prevention	\$150,000	Fixed Assets Structures and Grounds
Chief Executive Office - Operations and Services	\$225,000	Electronic Agenda Management (Accelea)
Chief Executive Office - Plant Acquisition	\$1,821,620	Deferred Maintenance Projects 12th Street Garage Elevator Modernization, 801 11th Street Restrooms and HVAC, BHRS Boiler Upgrade, Clerk Recorder Elevator Upgrade, ARC Flash Study, Parks Upgrades at Woodward Reservoir, Modesto Reviver, LaGrange, Turlock Library Restroom Remodel, Card Reader System at Modesto Library, Counter Remodel at Probation Office, Men's Jail Switch Replacement
Chief Executive Office - Plant Acquisition	\$1,350,000	Former Corner Facility Demolition \$200K, Risk Management Counter Remodel \$200K Galo Center for the Arts Wall Repair \$250K, \$200K for County Safety Improvements \$500,000 Supplies for PSC Expansion Projects
Chief Executive Office - Self-Evaluation and Transition Plan Project	\$136,452	ADA Self-Evaluation and Transition Funds - PSC and Project Contingency Carry Forward of Rent/Utilities Funds Associated with the delay of the
Chief Executive Office - Stanislaus Veterans Center	\$98,620	Stanislaus Veterans Center
Clerk-Recorder	\$483,239	Capital Improvement Remodel Projects
Parks and Recreation	\$87,008	Fairview Park Renovation Project
Probation	\$36,271	IT innovation projects not yet completed for ICJIS Mobile Design
Probation - Field Services	\$74,822	Proximity card system; \$166,934 approved in Final Budget
Sheriff - Operations	\$250,000	Project to install a 160' radio tower in partnership with the City of Waterford
TOTAL GENERAL FUND	\$9,537,123	
SPECIAL REVENUE FUNDS		
Public Works - Road and Bridge	\$404,425	Morgan Shop and Administration Building Project
Public Works - Road and Bridge	\$1,400,000	Measure L Road Maintenance Projects
Public Works - Road and Bridge	\$6,276,884	Airport Neighborhood Sewer
TOTAL SPECIAL REVENUE FUNDS	\$8,081,309	
ENTERPRISE FUNDS		
Public Works - Local Transit System	\$1,817,053	Bus Procurements for 2 fixed route buses and 1 commuter bus
TOTAL ENTERPRISE FUNDS	\$1,817,053	
INTERNAL SERVICE FUNDS		
Public Works - Morgan Shop	\$455,275	Morgan Shop and Administration Building Project
Public Works - Morgan Shop	\$201,534	Five new vehicles (Grant delay)
TOTAL INTERNAL SERVICE FUNDS	\$656,809	
TOTAL	\$20,092,294	

Attachment B

Community Services Agency Budget Journal

Database
Balance Type
Data Access Set

FMSDBPRD.CO.STANISLAUS.CA.US.PROD
Budget
County of Stanislaus

DO NOT CHANGE
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Ledger
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Category
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Currency
Period
Batch Name
Journal Name
Journal Description
Journal Reference
Organization
Chart Of Accounts

* List - Text County of Stanislaus
List - Text LEGAL BUDGET
* List - Text Budget - Upload
* List - Text CSA KLG REV
* List - Text USD
List - Text JUN-17
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Text CSA KLG JV20660 6/14/17
Text FY 16/17 YEAR-END BUDGET ADJUSTMEN
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List - Text Stanislaus Budget Org
Accounting Flexfield

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ENTER AS MMM-YY (ALL CAPS FOR MMM) EX: NOV-11
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Upl	Fund (4 char)	Org (7 char)	Account (5 char)	GL Project (7 char)	Location (6 char)	Misc (6 char)	Other (5 char)	Debit incr appropriations decr est revenue * Number	Credit decr appropriations incr est revenue * Number	Line Description Text	
	1642	0045993	70270	0000000	000000	000000	00000	1000000		Incr IHSS IP Expense	
	1642	0045993	21060	0000000	000000	000000	00000		470000	Incr State Admin IHSS IP	
	1642	0045993	27184	0000000	000000	000000	00000		530000	Incr Fed Admin IHSS IP	
Totals:									1000000	1000000	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Explanation: Due to a higher than anticipated increase in provider paid hours, an increase to appropriations and Federal and State revenue in Fund 1642 is required.

Requesting Department Kristi Garcia Prepared by 6/14/2017 Date	Supervisor's Approval <i>Quinn Warr</i> 6/16/17 Date	Date Entry Keyed by Date	Auditors Office <i>[Signature]</i> Prepared By 6/20/2017 Date
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