



# 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

Efficiency is a critical element in the effective operation of government agencies and allows for the sustained provision of valuable services to the community. County departments provide a multitude of services to a diverse customer base. These customers expect government to be responsive to their needs and County Departments must work to understand these needs and how best to provide the desired services. Customer feedback is a valuable source of insight in this process and encourages departments to remain focused on continuous improvement.



Providing services electronically has vastly improved the way we serve the public. Conducting business using the internet provides a convenient point of access for many residents. County departments and information on the many resources they provide can be easily accessed online at [www.stancounty.com](http://www.stancounty.com). Improving the efficiency of core services is the result of a continuing staff focus on streamlining services and enhancing quality. Electronic services and more efficient processes mean customers spend less time when conducting business with us and helps foster positive customer relationships.

- ◆ 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 Resources Division of the Chief Executive Office 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 the 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; maintenance and operation of all building systems and equipment; and 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; and
- ◆ The Treasurer-Tax Collector collects secured and unsecured property taxes, as well as other revenue, and issues various licenses, including business licenses.

### **FISCAL YEAR 2015-2016 ISSUES**

The 2015-2016 Recommended Final Budget recommends \$192,711,318 in appropriations for this priority area. These expenditures are funded by a combination of \$124,411,663 in department revenue, \$67,496,312 in contributions from the General Fund and \$803,343 in fund balance/retained earnings.

The Assessor budget provides funding for the addition of a Supervising Account/Admin Clerk I/II and the reclassification of a vacant Admin Clerk II to an Account Clerk II/III. These staffing adjustments will assist the Department in their efforts to improve the turnaround time for processing documents. The \$78,722 cost is funded through additional General Fund contributions.

The Chief Executive Office – Risk Management Division has adapted to changes in obtaining and maintaining insurance certificates implemented in Fiscal Year 2014-2015. These changes have increased workload, prompting the restoration of a Confidential Assistant III position in the 2015-2016 Proposed Budget. This position also provides critical support services in proportion to the increased staffing levels realized County-wide. The total annual cost of \$80,000 will be funded in Fiscal Year 2015-2016 from approximately \$56,000 in departmental charges and \$24,000 in net county cost that will be covered by net county cost carryover savings. The Department anticipates that this increased net county cost will be sustained using net county cost savings for a minimum of two fiscal years.

Initiated in the 2014-2015 Final Budget, funding for a community emphasis on programs and partnerships focused on investments in prevention services and activities was provided through the Chief Executive Office – Appropriations for Contingencies budget unit. Focus on Prevention is now being established as a unique budget entity within Chief Executive Office – County Operations. This budget unit has \$1,000,000 in appropriations for Fiscal Year 2015-2016. These funds will support the Community-

wide transformation process and support the County in partnership with all sectors of the Community, to pursue prevention of root causes of many of the social ills that affect Stanislaus County. Fiscal Year focus is on preventing homelessness and strengthening families.

The Chief Executive Office – County Facilities base budget was increased by \$120,127 to cover increased utility and maintenance costs for the county facilities maintained in this budget unit. Final Budget includes a recommendation to increase appropriations by \$3 million for needed general facility improvements and refurbishments, including those to Harvest Hall, County Center III, Emergency Operations Center, and roadway improvement at the Public Safety Center site.

The Chief Executive Office – General Fund Contribution to Other Programs base appropriations budget was increased by \$33,576. This augmentation will provide \$31,150 for the County Fire Service Fund towards Fire Prevention Bureau costs and \$426 for increases to commercial insurance costs for the 12<sup>th</sup> Street office building. Additional adjustments in Final Budget include a contribution to Environmental Resources for the cost of the Manager to be assigned to the Code Enforcement Program and technical adjustments to align match with current operations in Sheriff - Court Security and Local Area Formation Commission (LAFCO).

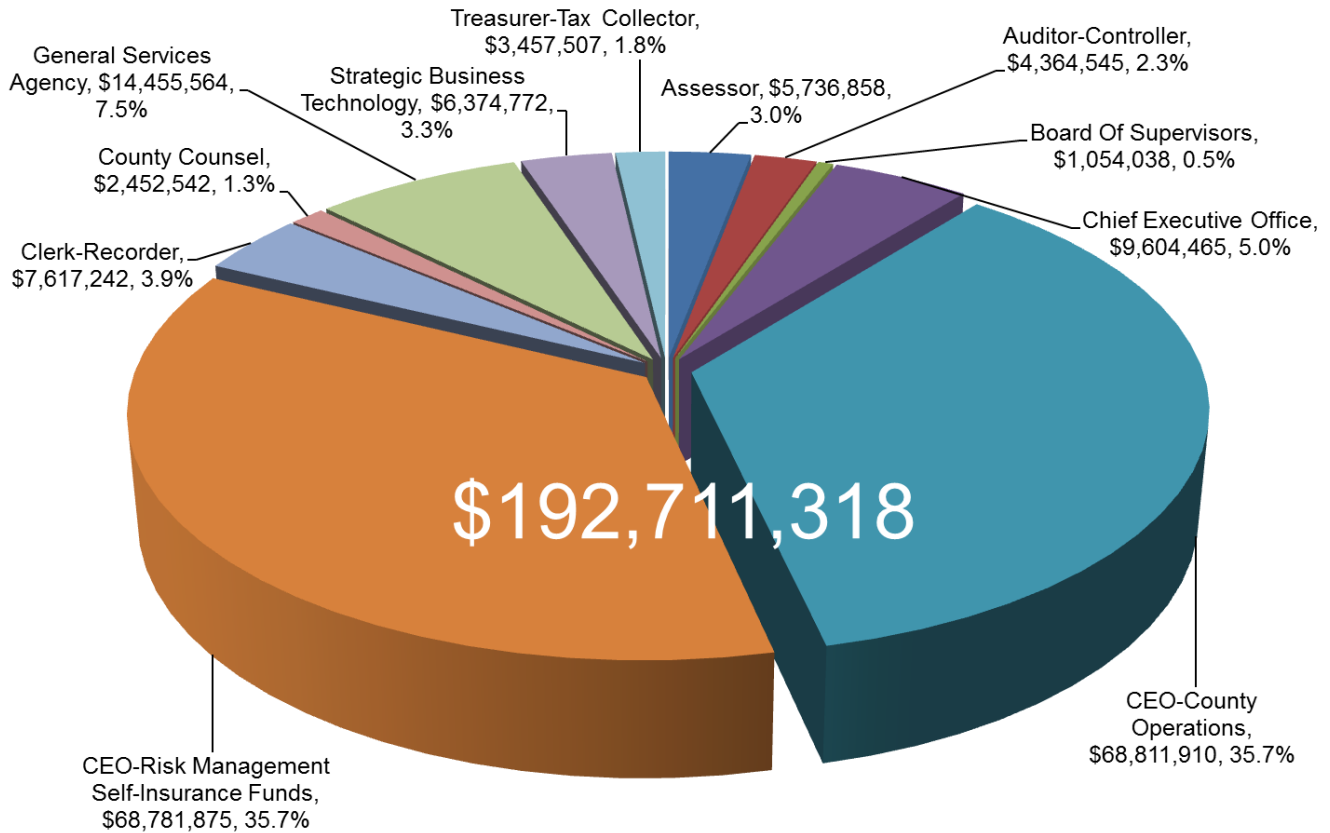
The Chief Executive Office – Mandated County Match budget was increased by \$197,252. This adjustment will accommodate \$31,552 in Behavioral Health and Recovery Services Public Guardian costs, a mandated County responsibility, and \$165,700 for increased code enforcement service levels for the Department of Environmental Resources.

The Clerk-Recorder – Elections Division budget was increased by \$750,000 to accommodate funding needs associated with the June 2016 presidential primary election, a mandated biennial service to the community.

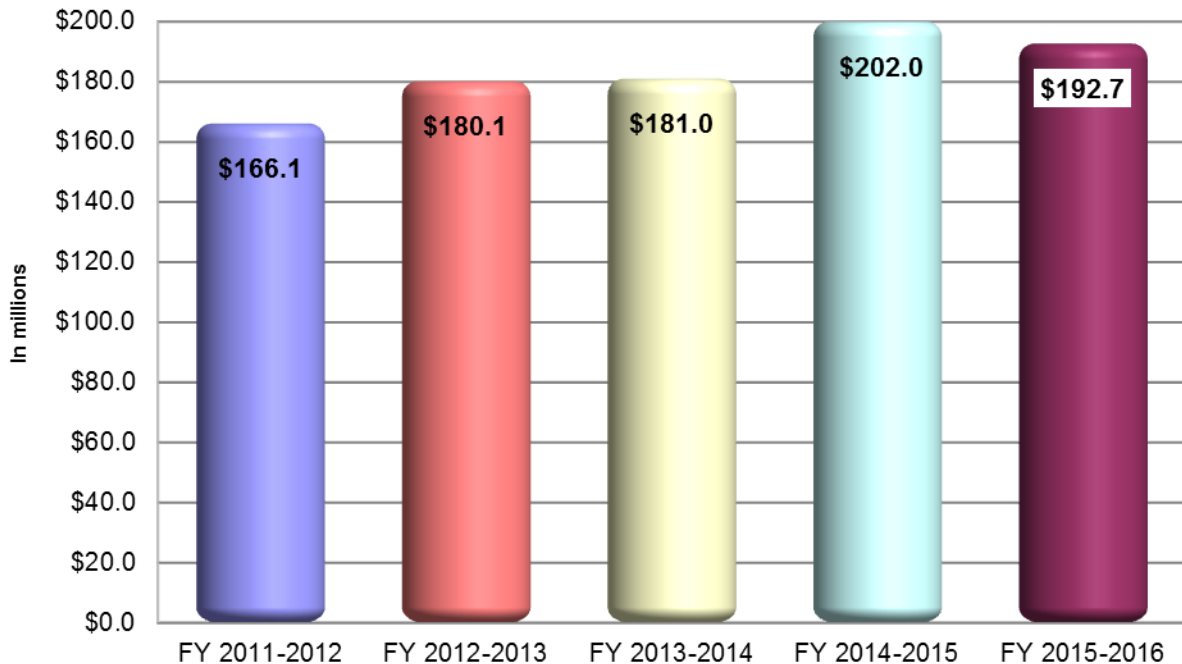
The General Services Agency base appropriations budget was increased by \$426 for the increased costs in commercial insurance for the 12<sup>th</sup> Street office building. This adjustment was accommodated through the Chief Executive Office – General Fund Contribution to Other Programs budget increase. Additional appropriations are recommended in Final Budget for Cost Accounting Management Software (CAMS) improvements, including the installation of mobile applications.



## Efficient Delivery of Public Services Recommended Appropriations Fiscal Year 2015-2016



### Five Year Comparison of Appropriations





# Efficient Delivery of Public Services

**Recommended  
2015-2016**

<b>PAGE</b>				<b>Recommended 2015-2016</b>
<b>ASSESSOR</b>				<b>\$5,736,858</b>
	<b>Fund</b>	<b>Org</b>		
495	0100	0012000	Assessor	\$5,736,858
<b>AUDITOR-CONTROLLER</b>				<b>\$4,364,545</b>
	<b>Fund</b>	<b>Org</b>		
501	0100	0013000	Auditor-Controller	\$4,364,545
<b>BOARD OF SUPERVISORS</b>				<b>\$1,054,038</b>
	<b>Fund</b>	<b>Org</b>		
506	0100	0014100	Board of Supervisors	\$1,054,038
<b>CHIEF EXECUTIVE OFFICE</b>				<b>\$9,604,465</b>
	<b>Fund</b>	<b>Org</b>		
512	0100	0015000	Operations and Services	\$7,829,910
517	0100	0015600	Risk Management Division	\$1,774,555
<b>CEO-COUNTY OPERATIONS</b>				<b>\$68,811,910</b>
	<b>Fund</b>	<b>Org</b>		
520	0100	0016041	Airport	\$190,000
522	0100	0016071	Appropriations for Contingencies	\$8,170,864
524	0100	0016021	Capital Improvement Financing Authority	\$140,633
526	0100	0016091	County Facilities	\$4,168,076
528	0100	0016046	Crows Landing Air Facility	\$222,794
530	0100	0016081	Debt Service	\$12,225,810
536	0100	0016001	Focus on Prevention	\$1,000,000
539	0100	0016401	General Fund Contribution to Other Programs	\$7,068,468
542	0100	0016051	General Fund Match--Vehicle License Fee	\$14,247,454
544	0100	0016061	Mandated County Match	\$18,025,276
546	0100	0016031	Plant Acquisition	\$3,352,535
<b>CEO-RISK MANAGEMENT SELF-INSURANCE FUNDS</b>				<b>\$68,781,875</b>
	<b>Fund</b>	<b>Org</b>		
548	5101	0018101	Dental Self-Insurance	\$4,163,000
550	5051	0018051	General Liability Self-Insurance	\$4,880,725
553	5091	0018091	Medical Self-Insurance	\$52,400,000
556	5093	0018093	Other Employee Benefits	\$497,700
558	5061	0018061	Professional Liability Self-Insurance	\$410,000
561	5071	0018071	Unemployment Self-Insurance	\$614,450
563	5111	0018111	Vision Care Self-Insurance	\$738,000
565	5081	0018081	Workers' Compensation Self-Insurance	\$5,078,000



# Efficient Delivery of Public Services

**Recommended  
2015-2016**

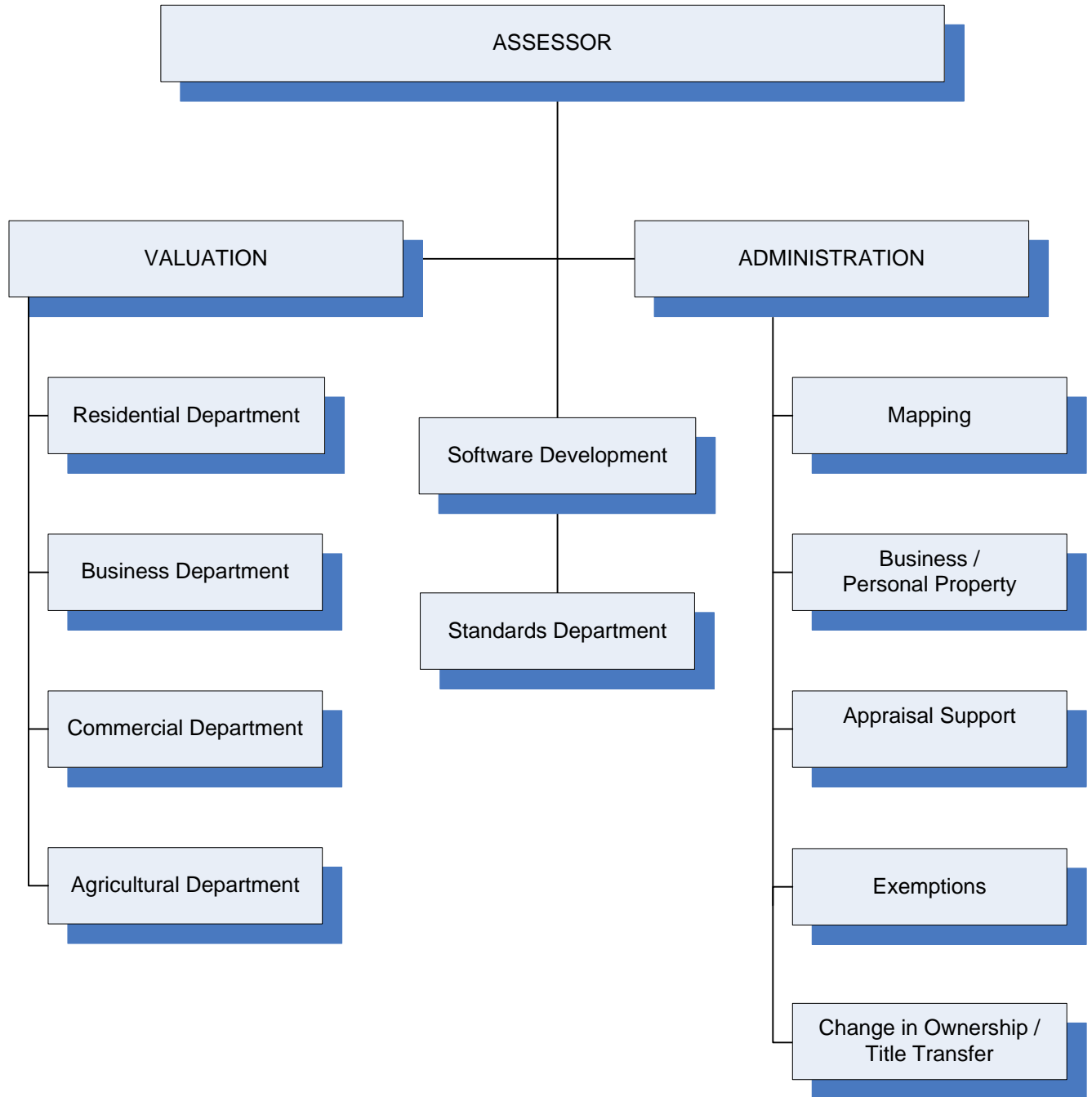
**PAGE**

<b>CLERK-RECORDER</b>				<b>\$7,617,242</b>
<b>Fund</b>	<b>Org</b>			
570	0100	0020001	Recorder Division	\$1,943,633
572	0100	0020299	Elections Division	\$3,943,898
575	1723	0020500	Modernization Trust Fund	\$1,679,711
577	1786	0020601	Vital and Health Statistics	\$50,000
<b>COUNTY COUNSEL</b>				<b>\$2,452,542</b>
<b>Fund</b>	<b>Org</b>			
581	0100	0022000	County Counsel	\$2,452,542
<b>GENERAL SERVICES AGENCY</b>				<b>\$14,455,564</b>
<b>Fund</b>	<b>Org</b>			
586	0100	0019010	Administration	\$634,661
588	5001	0018210	Central Services Division	\$1,290,350
590	5170	0018700	Facilities Maintenance Division	\$5,453,561
594	5021	0018500	Fleet Services Division	\$2,759,182
598	171A	0016200	12th Street Office Building	\$46,152
600	5170	0018720	Utilities	\$4,271,658
<b>STRATEGIC BUSINESS TECHNOLOGY</b>				<b>\$6,374,772</b>
<b>Fund</b>	<b>Org</b>			
605	5031	0048100	Strategic Business Technology	\$5,262,658
609	5011	0048200	Strategic Business Technology-Telecommunications	\$1,112,114
<b>TREASURER-TAX COLLECTOR</b>				<b>\$3,457,507</b>
<b>Fund</b>	<b>Org</b>			
614	0100	0030001	Treasurer-Admin/Taxes	\$1,830,019
616	0100	0030002	Revenue Recovery	\$1,036,573
619	0100	0030004	Treasury Division	\$590,915
<b>TOTAL</b>				<b>\$192,711,318</b>



STANISLAUS COUNTY  
ASSESSOR

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**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**FISCAL GENERAL SERVICES**  
**Finance**



**ASSESSOR**  
**Don Gaekle**

<b>BUDGET AT A GLANCE</b>	
Gross Costs	\$5,736,858
Total Revenue	\$882,500
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$4,854,358</b>
Total Recommended Staffing	55
% Funded by Local Discretionary Funds	84.6%

**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.

**ACCOMPLISHMENTS AND OBJECTIVES**

The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Assessor include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ Completed a timely assessment roll as mandated by the California Constitution.</li> <li>◆ Improved our process to manage and track business statements as part of an ongoing goal of paperless documentation.</li> <li>◆ Developed and implemented a system to value and track leases on government land which will allow fair, accurate and timely assessments for these accounts.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Complete a timely assessment roll as required by the California Constitution.</li> <li>◆ Resume the scanning project to increase efficiencies and accessibility by converting paper-based records to electronic format and ensure against document loss in a disaster.</li> <li>◆ Restructure the office to remove redundancy and improve efficient delivery of public services.</li> <li>◆ To improve public service and work towards our long-range goal of transferring deeds and entering new owner information into the property tax system no more than six weeks following the recording date, we will strive to close the gap between recording date and processing date by 25%.</li> </ul>

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  

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



**ASSESSOR**

Budget Unit 0100 0012000  
General Fund

**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 Stanislaus County 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, 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 (<http://www.stancounty.com/assessor/map-books.shtml>). 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$49,355	\$29,281	\$12,000	\$0	\$12,000
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$874,439	\$888,928	\$860,000	\$0	\$860,000
Miscellaneous Revenue	\$14,539	\$14,732	\$10,500	\$0	\$10,500
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$938,333</b>	<b>\$932,941</b>	<b>\$882,500</b>	<b>\$0</b>	<b>\$882,500</b>
Salaries and Benefits	\$4,570,718	\$4,688,129	\$4,945,335	\$0	\$4,945,335
Services and Supplies	\$421,950	\$440,776	\$444,314	\$0	\$444,314
Other Charges	\$261,434	\$315,874	\$345,984	\$0	\$345,984
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$144,559	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$419	\$75	\$1,225	\$0	\$1,225
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$5,399,080</b>	<b>\$5,444,854</b>	<b>\$5,736,858</b>	<b>\$0</b>	<b>\$5,736,858</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$4,460,747</b>	<b>\$4,511,913</b>	<b>\$4,854,358</b>	<b>\$0</b>	<b>\$4,854,358</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

At the proposed level of funding, the Department will be able to maintain existing service levels to the public and internal customers. However, timeliness and excellence in customer service goals have been progressively impacted by prior staff reductions. Current staffing levels have proven to be insufficient in supporting the Assessor's stated mission: ".....to produce a fair, accurate and timely assessment roll while providing excellent customer service."

In 1978, Stanislaus County had less than 90,000 real estate parcels and the Assessor's staffing level included 83 full-time positions and six part-time positions. In 2014, the County had grown to roughly 167,000 parcels and the Assessor's staffing had been reduced to the budgeted level of 54 full-time positions and one part-time extra help position, down from 65 positions in the Fiscal Year 2007- 2008 budget. Much of this staff reduction has been mitigated by the wide application of new technologies, especially in the computer assisted valuation of residential properties. Although the Assessor's office continues to improve efficiencies through technology, many of the Assessor's essential and mandated duties, such as deed processing to determine ownership changes and complex appraisal valuations, require human judgment, which cannot be automated.

The processing of recorded documents to determine changes of ownership is an area of critical concern. Assessment technicians must review recorded documents to determine the transaction type and what additional action is required. Laws are complex and ever changing and the actions required of the Assessor can vary greatly depending on whether ownership vests with individuals or with legal entities. Documents must be reviewed individually, with some taking significant time to determine whether ownership has changed, and if so, if a reappraisal is required or an exemption applies.

In order to provide the most efficient service to taxpayers and in-house customers, it is critical that the Assessor is processing the bulk of recorded transfer deeds and entering new owner information into the property tax system no more than six weeks after the recording date, ideally within two weeks to one month of the recording date. This is critical not only for internal efficiencies, such as the maintenance of correct owner information on tax bills, but also for taxpayers, title companies and others who rely on the Assessor's information.

When a Supervising Account/Admin Clerk I retired in June of 2008, the position was left vacant along with an unfilled Account Clerk II position due to budget constraints at the time. As a result, two existing divisions were combined under one Supervising Admin Clerk I, largely based on the personal strengths of that supervisor. The vacant positions were eventually removed from the Department allocation count in the Fiscal Year 2013-2014 Final Budget. Over the past two years, the processing of deeds has progressively lagged behind department targets. The Supervising Admin Clerk II position in this area is currently vacant due to leave and the Department is now operating at approximately four months behind the recording date. This delay impacts the entire property tax system, delaying delivery of secured tax bills to new owners, causing increased incidents of delinquent tax bills, and delayed issuance of supplemental tax bills and refunds. The Assessor is requesting increased staffing to address these issues, as noted below.

The Assessor also wishes to partner with the Public Works Geographic Information System (GIS) division to realize interdepartmental efficiencies and improved customer service. The Assessor has a responsibility under the law to maintain Assessor Parcel Maps of every assessment parcel in Stanislaus County. Parcel maps have been drawn using AutoCAD software for many years and maintained online as well as in-office. Historically, the Assessor has forwarded electronic map files to the Public Works GIS division under the understanding that they were being converted to ArcGIS files. However, it has actually been necessary for the maps to be redrawn in the ArcGIS program by an Applications Specialist II at Public Works because no effective conversion currently exists.

In order to affect process improvements, the Assessor would like to begin conversion of mapping functions so that maps are prepared in the ArcGIS format and redundant work between departments can be eliminated. This process will require training and take time to fully implement, but the Department has determined this to be the most efficient long-term solution and is consistent with the practices of neighboring counties and counties across the state. To implement this conversion process, the Department is requesting the addition of an Application Specialist II to begin training in ArcGIS programming and drawing, as noted below. This request is part of the broader goal of creating efficiencies in Assessor mapping and GIS functions and in creating a more robust GIS tool by partnering with the Public Works GIS team in maintenance of the GIS base map layer.

In order for the Department to perform mandated duties at their desired level of efficiency outlined above, the 2015-2016 Proposed Budget includes \$485,050 in Unfunded Requests. This request, identified in the Staffing Impacts below, includes the addition of four new positions to the Department allocation, with associated costs totaling \$307,261. The termination cashout connected with the retirement of an employee in September 2015 is estimated to cost \$18,311. An additional \$159,478 is requested to mitigate concerns regarding the 5% vacancy rate that was applied to the Department's Zero Base Budget.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

The Department is requesting to add or restore four positions to their position allocation:

- ◆ Restore one unfunded Confidential Assistant III position and reclassify upward to a block-budgeted Supervising Account/Administrative Clerk II to provide the necessary supervision and assist with the expedition of the work flow with property tax processing.
- ◆ Restore two unfunded Account Clerk III positions to process property ownership information in a timely manner.
- ◆ Add one new Application Specialist III position in efforts to implement improvements with the current mapping process in conjunction with the Public Works Department.

Total current authorized positions— 54

### **Final Budget**

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

Total current authorized positions— 55

## **UNFUNDED REQUESTS**

The Department's budget request includes critical needs for which funding has not been identified:

- ◆ The addition of two Account Clerk III positions and one Application Specialist III, totaling approximately \$228,539, are not recommended at this time.
- ◆ The \$18,311 estimated termination cashout connected with an employee retiring in September can be reviewed at Midyear once the exact amount required has been determined.
- ◆ Departments with implemented 5% vacancy rates will have the ability to revisit needs for Salaries and Benefits at Midyear, including the Assessor's withheld vacancy cost of \$159,478.

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$5,736,858 be approved for Assessor. This budget is funded from \$882,500 in estimated department revenue and a \$4,854,358 contribution from the General Fund. This includes funding from the General Fund in the amount of \$78,722 for the recommended staffing adjustments noted below.

It is also recommended to restore one unfunded Confidential Assistant III position and reclassify upward to a block-budgeted Supervising Account/Administrative Clerk II position. It is further recommended to reclassify upward one vacant funded Administrative Clerk I position to a block-budgeted Account Clerk III. This addition to clerical staffing is provided to assist the Department's efforts to close the timing delay between the recording and processing of documents. The Department's other staffing requests are not recommended at this time.

Total recommended authorized positions— 55

### **Final Budget**

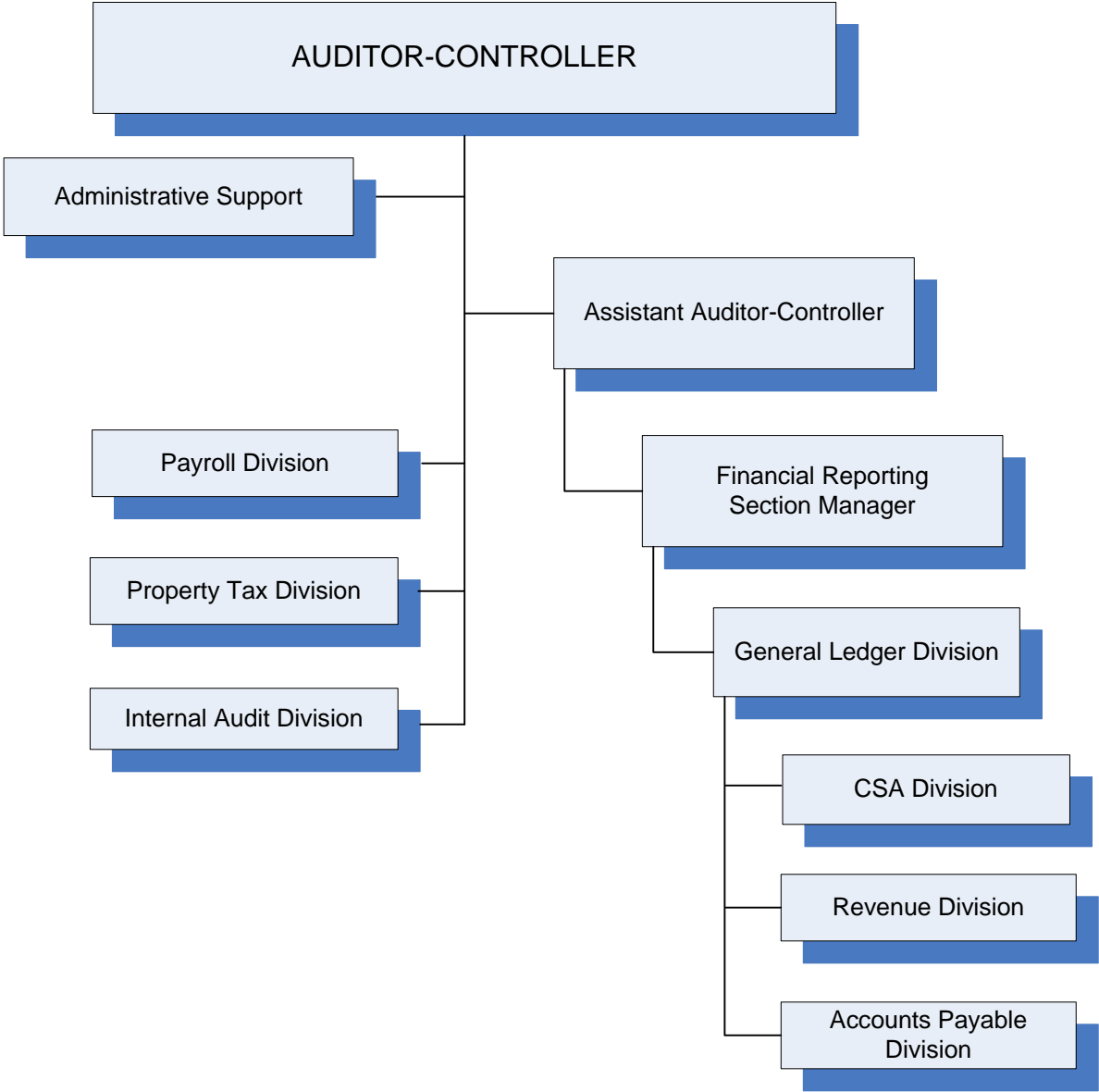
There are no recommended changes in funding to this budget.

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

Total recommended authorized positions—55

**STANISLAUS COUNTY  
AUDITOR-CONTROLLER**

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**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**FISCAL GENERAL SERVICES**  
**Finance**



**AUDITOR-CONTROLLER**  
**Lauren Klein, CPA**

<b>BUDGET AT A GLANCE</b>	
Gross Costs	\$4,364,545
Total Revenue	\$3,049,768
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$1,314,777</b>
Total Recommended Staffing	38
% Funded by Local Discretionary Funds	30.1%

**MISSION STATEMENT**

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

**ACCOMPLISHMENTS AND OBJECTIVES**

The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Auditor-Controller include:

<b>FISCAL YEAR 2014-2015 ACCOMPLISHMENTS</b>	<b>FISCAL YEAR 2015-2016 OBJECTIVES</b>
<ul style="list-style-type: none"> <li>◆ Successfully completed the PeopleSoft Tools Upgrade.</li> <li>◆ Continued electronic time entry training with County departments.</li> <li>◆ Streamlined the annual Form 1099 process, resulting in the early completion of the process and ensuring all data is collected.</li> <li>◆ Successfully implemented Governmental Accounting Standards Board (GASB) Pronouncement 65.</li> <li>◆ Trained Independent Special Districts to complete the annual State Controller's Office reporting requirements.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Begin the process of upgrading Oracle Financial Management System to the next application version.</li> <li>◆ Begin the process of upgrading Oracle PeopleSoft application to the next application version.</li> <li>◆ Begin the implementation process of converting to the Oracle PeopleSoft Absence Management module.</li> <li>◆ Implement GASB Pronouncement 68.</li> <li>◆ Convert the Annual Financial Report (AFR) to a Comprehensive Annual Financial Report (CAFR).</li> </ul>



**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



**AUDITOR-CONTROLLER**

Budget Unit 0100 0013000  
General Fund

**SERVICES PROVIDED**

The Auditor-Controller's Office is the chief financial department for the County with core services that include the following:

- ◆ Prepare the County's Annual Comprehensive Financial Report, County Cost Plan, State Controller's Financial Report and budget schedules;
- ◆ Review monthly financial entries for propriety and close the financial records each month, including Cost Plan allocations;
- ◆ Conduct audits for compliance with County policies and State mandates;
- ◆ Review and disburse all check and electronic payments for County vendors and service providers;
- ◆ Administer the County purchasing card transactions;
- ◆ Record all school district, special district, and County fund revenue and expenditures;
- ◆ 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 memorandums 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 and property tax agreements;
- ◆ Continue implementation and maintenance of The Dissolution Act (dissolution of California Redevelopment Agencies); 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$238	\$0	\$100,000	(\$100,000)	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$117,863	\$125,404	\$131,160	\$0	\$131,160
Intergovernmental Revenue	\$0	\$54,872	\$0	\$0	\$0
Charges for Service	\$2,276,294	\$2,467,837	\$2,773,888	\$34,220	\$2,808,108
Miscellaneous Revenue	\$106,611	\$111,637	\$110,500	\$0	\$110,500
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,501,006</b>	<b>\$2,759,750</b>	<b>\$3,115,548</b>	<b>(\$65,780)</b>	<b>\$3,049,768</b>
Salaries and Benefits	\$3,259,834	\$3,570,908	\$3,823,804	\$154,885	\$3,978,689
Services and Supplies	\$84,440	\$138,666	\$136,130	(\$7,000)	\$129,130
Other Charges	\$216,029	\$235,099	\$256,526	\$0	\$256,526
Fixed Assets					
Equipment	\$0	\$39,132	\$0	\$0	\$0
Other Financing Uses	\$103,147	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$120	\$120	\$200	\$0	\$200
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$3,663,570</b>	<b>\$3,983,925</b>	<b>\$4,216,660</b>	<b>\$147,885</b>	<b>\$4,364,545</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>\$1,162,564</b>	<b>\$1,224,175</b>	<b>\$1,101,112</b>	<b>\$213,665</b>	<b>\$1,314,777</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$213,665.

## PROGRAM DISCUSSION

At the proposed level of funding, the Department can maintain responsibility for countywide financial reporting. These responsibilities include the overall accounting function; recording deposit information, vendor and welfare payments, processing payroll and recording financial data into the financial system. Annual audited financial statements and the annual State Controller Reports are also issued. The Auditor-Controller's Office is also responsible for working with the independent Special Districts located in Stanislaus County to ensure the Districts comply with financial audit requirements mandated by California Government Code. Additionally, department responsibility includes the calculation of property tax amounts paid by taxpayers and the property tax apportionment to local government agencies that includes the County, cities, school districts, and special districts. During Fiscal Year 2014-2015 the Internal Audit division was reinstated. The primary goal of the audit work performed by the Internal Audit division is to protect public assets.

The Department focus is to continue the evaluation of processes and procedures to ensure accuracy and efficiencies. The Department will continue its efforts of using existing applications to provide increased services and efficiencies to clients. Additional emphasis has been placed on restructuring the Department in the last several years to promote a path for succession, in addition to work duty back-up coverage. Department leadership promotes an attitude of continuous improvement.

Departments that achieved savings in appropriations from prior periods are able to carry forward 100% of their net county cost savings from prior periods and 75% of their 2014-2015 net county cost savings, if savings should occur. Auditor-Controller estimated net county cost carryover savings balance as of July 1, 2015 is \$179,837. It is anticipated that \$50,000 of this amount will be used to cover the loss of Property Tax Administration Fee (PTAF) previously earned in prior years. The loss of revenue is due to a State Supreme Court decision related to a dispute with California Cities over a portion of the annual PTAF revenue. Additionally, \$129,837 will be used to fund the General Fund portion related to three full-time and one part-time salaries assigned to the Internal Audit Division.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

The Department is requesting a classification study be performed of the Confidential Assistant III classification assigned to the payroll division. There are four full-time Confidential Assistant III positions assigned to the payroll division.

Total current authorized positions— 38

### **Final Budget**

The Department is requesting a classification study be conducted on six Accountant positions that are assigned to the Internal Audit and Property Tax Divisions due to the specialized nature of work performed in these Divisions.

Total current authorized positions— 38

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$4,216,660 be approved for Auditor-Controller. This budget is funded from \$3,115,548 in estimated department revenue and a \$1,101,112 contribution from the General Fund. The Department anticipates the need for approximately \$179,837 of prior year General Fund net county cost savings to fully fund the projected 2015-2016 budget. The total General Fund net county cost savings will be included in the Final Budget.

It is recommended a classification study be conducted for the four Confidential Assistant III positions.

Total recommended authorized positions— 38

### **Final Budget**

Departments that achieved savings in appropriations are able to carry forward 100% of their unused net county cost savings from prior fiscal years and 75% of their 2014-2015 net county cost savings. The Auditor-Controller is requesting an increase in appropriations of \$213,665 to reflect the carry forward of net county cost savings earned in prior fiscal years. The Department is planning to use these savings in their entirety to balance its 2015-2016 budget.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$4,364,545 be approved for Auditor-Controller. This budget is funded from \$3,049,768 in estimated department revenue and a \$1,314,777 contribution from the General Fund.

It is recommended a classification study be conducted for the six Accountant positions.

Total recommended authorized positions— 38

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**BOARD OF SUPERVISORS**  
**Terry Withrow, Chairman**  
**William O'Brien**  
**Vito Chiesa**  
**Dick Monteith**  
**Jim De Martini**

<b>BUDGET AT A GLANCE</b>	
Gross Costs	\$1,054,038
Total Revenue	\$58,919
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$995,119</b>
Total Recommended Staffing	9
% Funded by Local Discretionary Funds	94.4%

**MISSION STATEMENT**

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

**ACCOMPLISHMENTS AND OBJECTIVES**

The Board of Supervisors will continue to guide the County and set the expectation levels for departments. The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Board of Supervisors include:

<b>FISCAL YEAR 2014-2015 ACCOMPLISHMENTS</b>	<b>FISCAL YEAR 2015-2016 OBJECTIVES</b>
<ul style="list-style-type: none"> <li>◆ On October 28, 2014 the Board of Supervisors approved the Focus on Prevention. Completed activities include: community outreach meetings with individuals and groups throughout the County to ensure participation across all sectors, neighborhoods and cities; establishment of an Advisory Group to align with existing cross-sector initiatives to address root causes; implementation of the Homeless Convening Work Group; invitation to a Homelessness Action Council to support the convening and follow up programs/services to prevent homelessness; charter of a Stewardship Council representing two sector Leaders from each of the nine mountains who will inspire the goal of Prevention in the community and establish success measures for community transformation; kick-off of PreventionFocus.net the new website to support Focus on Prevention; facilitation and systems support provided through the County Chief Executive Office and a contract with Center for Collective Wisdom.</li> <li>◆ Revised the Stanislaus County Groundwater</li> </ul>	<ul style="list-style-type: none"> <li>◆ The first Community Convening of the Focus on Prevention Initiative is scheduled for October 1, 2015 at the Modesto Centre Plaza. This convening is focused on preventing homelessness in Stanislaus County. The Homeless Action Council will continue to meet and the Action Council for Strengthening Families will be established in 2015-2016.</li> <li>◆ Continue to monitor and aggressively lobby for Stanislaus County Irrigation Districts and residents regarding Federal and State agencies that are engaged in attempting to influence the amount of unimpeded flows on rivers in the Central Valley. The County is opposed to any law or regulation that inappropriately increases unimpaired flows or that does not appropriately address non-flow alternatives.</li> <li>◆ Complete the feasibility study for the South County Corridor Project.</li> <li>◆ Establish the formation of a new Joint Powers Agreement (JPA), complete environmental documentation, and begin the design and right of way for the SR132</li> </ul>

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<p>Ordinance to include sustainability requirements for groundwater well construction in unincorporated areas where Groundwater Management Plans are not yet in place.</p> <ul style="list-style-type: none"> <li>◆ Continued to support the Water Advisory Committee (WAC) process as collaborative/inclusive outreach to community sectors.</li> <li>◆ Developed a Domestic Well Recovery Loan program for disadvantaged community home owners to assist with new well construction financing.</li> <li>◆ Public Safety Restoration (PSR) is a top priority of the Board of Supervisors as identified in a phased plan, beginning at Mid-Year 2014-2015, to fund critical public safety services in four departments, the District Attorney, Public Defender, Probation and Sheriff. PSR is planned in phases; Phase I includes Fiscal Year 2014-2015 and Fiscal Year 2015-2016. Funding for this period is up to \$4 million and will support 39 positions across the four public safety departments.</li> </ul>	<p>project.</p> <ul style="list-style-type: none"> <li>◆ The Claribel Road improvements are anticipated to be complete in August 2015 and the Kiernan (SR219) improvements are anticipated to be complete in April 2016.</li> <li>◆ Working as part of the StanCOG Policy Board – Board members will continue to advocate and educate agencies, organizations and the citizenry on the importance of a one-half cent sales tax ballot measure to support local road maintenance and improvements, regional goods movement projects, and alternative modes of transportation for Stanislaus County residents.</li> <li>◆ PSR Phase I continues with quarterly reports to the Board of Supervisors to provide updates on the status of restoration; the County's Long Range Financial Model will support decision-making on sustainable recommendations for PSR in future budget submissions.</li> </ul>

**STANISLAUS COUNTY, CALIFORNIA**

**Fiscal Year 2015-2016**

**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 and 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$79,730	\$58,455	\$58,919	\$0	\$58,919
Miscellaneous Revenue	\$0	\$181	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$79,730</b>	<b>\$58,636</b>	<b>\$58,919</b>	<b>\$0</b>	<b>\$58,919</b>
Salaries and Benefits	\$700,117	\$769,847	\$742,892	\$144,580	\$887,472
Services and Supplies	\$115,664	\$91,911	\$101,324	\$0	\$101,324
Other Charges	\$53,924	\$56,950	\$65,242	\$0	\$65,242
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$16,596	\$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>\$886,301</b>	<b>\$918,708</b>	<b>\$909,458</b>	<b>\$144,580</b>	<b>\$1,054,038</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$806,571</b>	<b>\$860,072</b>	<b>\$850,539</b>	<b>\$144,580</b>	<b>\$995,119</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$144,580.

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Board will be able to maintain a variety of administrative and legislative services affecting County residents. The Board is responsible for setting County policy and approving the annual County budget which funds all Departments. It provides direction as members of several local and statewide policies boards including the California State Association of Counties (CSAC), Local Agency Formation Commission (LAFCO), the Stanislaus Council of Governments (StanCOG), the San Joaquin Valley Unified Air Pollution Control District (Air Board), Agricultural Advisory Board, Stanislaus County Employee Retirement Board (StanCERA), and many others. Each Board member assists with matters for the constituents who reside within their Supervisorial District with aid of their Field Representative. There are three full time staff members who provide office and administrative functions to support the Board Division.

In Fiscal Year 2013-2014, all County employees received a 1% salary restoration except Board members. In Fiscal Year 2014-2015, additional salary restorations were approved. In Fiscal Year 2015-2016, the elimination of the remaining salary deduction will result in a 3% salary restoration for the Board members and a 2% for the staff. The increased cost of the salary restoration, along with a healthcare cost increase, is anticipated to require use of \$74,169 of the Board's net county cost savings earned in prior years. It is anticipated that all remaining savings will be used in Budget Year 2016-2017.

The Board of Supervisors' budget funds the Special Audit which provides for the auditing services for fiscal year ending June 30, 2014. This work is performed in compliance with all Federal, State, and local laws, ordinances and codes and in a manner set forth by industry guidelines and standards. The Audit cost will increase in Fiscal Year 2015-2016, by \$2,400 over last fiscal year for a total cost of \$85,700. Estimated departmental revenue of \$58,919 will partially offset the cost of the audit.

The Board of Supervisors anticipates carrying forward approximately \$131,500 in net county cost savings earned in prior years, and will use approximately \$74,200 to balance this Proposed Budget. It is estimated that approximately \$57,300 would remain for use in Budget Year 2016-2017.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 9

### **Final Budget**

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

Total current authorized positions— 9

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$909,458 be approved for the Board of Supervisors. This budget is funded from \$58,919 in estimated departmental revenue and \$850,539 in contribution from the General Fund. The Department anticipates the need of approximately \$74,200 of prior year General Fund net county cost savings to fully fund the projected 2015-2016 budget. The total General Fund net county cost savings will be included in the Final Budget.

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

Total recommended authorized positions— 9



## **Final Budget**

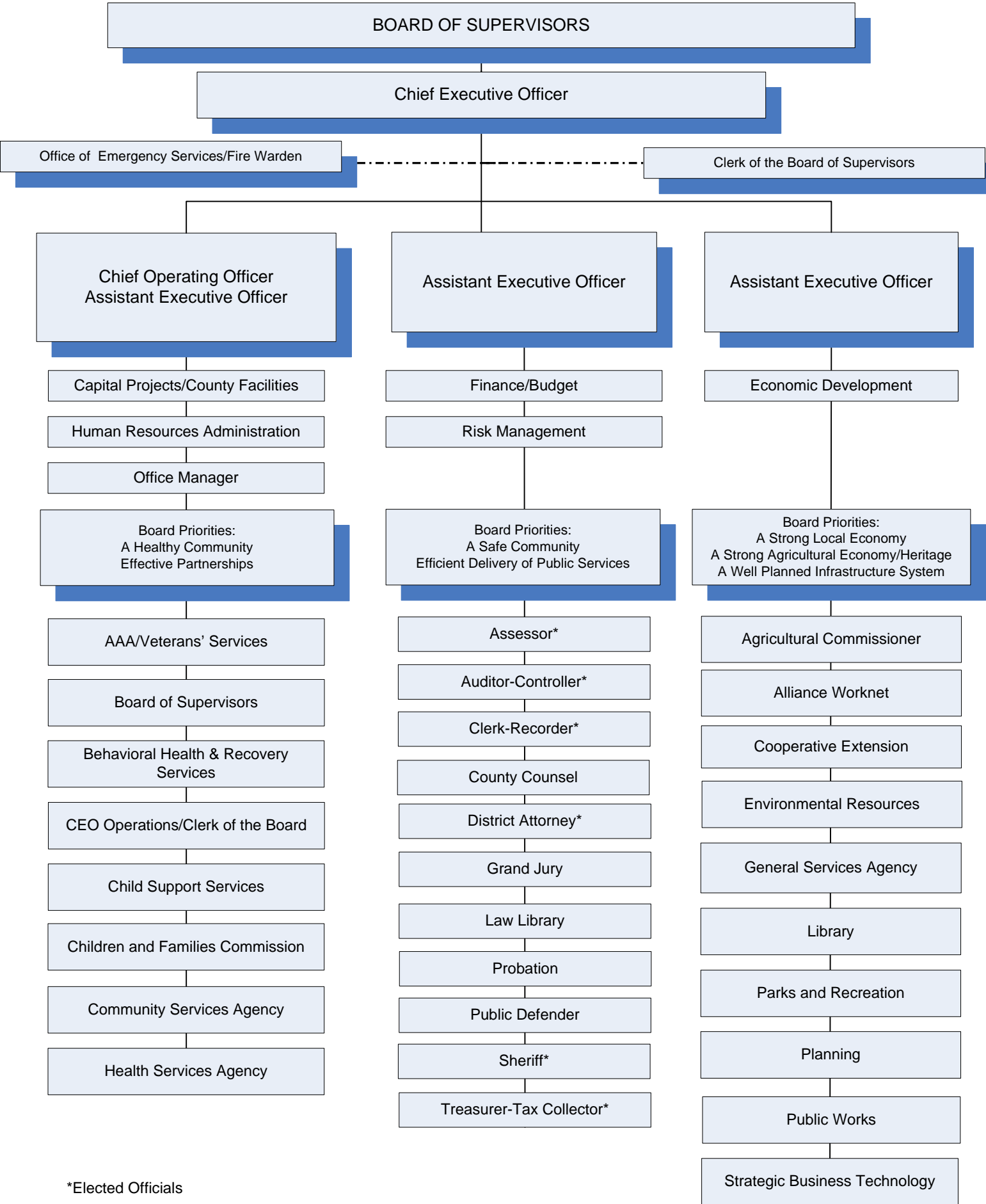
Departments that achieved savings in appropriations are able to carry forward 100% of their unused net county cost savings from prior fiscal years and 75% of their 2014-2015 net county cost savings. The Board of Supervisors is requesting an increase in appropriations of \$144,580 to reflect the carry forward of net county cost savings earned in prior fiscal years. The Department is planning to use approximately \$74,169 to balance its 2015-2016 budget.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$1,054,038 be approved for the Board of Supervisors. This budget is funded from \$58,919 in estimated departmental revenue and \$995,119 in contribution from the General Fund.

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

Total recommended authorized positions—9

**STANISLAUS COUNTY  
CHIEF EXECUTIVE OFFICE**



\*Elected Officials

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



**CHIEF EXECUTIVE OFFICE**  
**Stan Risen, Chief Executive Officer**

**BUDGET AT A GLANCE**

Gross Costs	\$9,604,465
Total Revenue	\$3,728,940
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$5,875,525</b>
Total Recommended Staffing	56
% Funded by Local Discretionary Funds	61.2%

**MISSION STATEMENT**

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

**ACCOMPLISHMENTS AND OBJECTIVES**

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; facilitates 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 Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Chief Executive Office–Operations and Services include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ For the twelfth consecutive year the County’s Budget Document received the Government Finance Officers Association “Distinguished Budget Presentation Award.”</li> <li>◆ Implemented the County Focus on Prevention with initial priority area of preventing homelessness.</li> <li>◆ Successfully negotiated new labor agreements with all 12 County labor Associations.</li> <li>◆ Successfully negotiated a new three year Health Benefit agreement with all County labor associations.</li> <li>◆ Established a Succession Planning workgroup composed of Department Heads and developed a tool for planning and filling critical vacancies.</li> <li>◆ Continued collaborative efforts to implement the Four Part Strategy approved by the Board of Supervisors in July, 2014 to pursue a one-stop Veterans Service Center through the development of a pro forma and support of the City of Modesto.</li> <li>◆ Continued efforts to construct and deliver important capital projects, including the</li> </ul>	<ul style="list-style-type: none"> <li>◆ Begin a re-evaluation process around the County’s Mission, Vision and Values to develop priorities and goals that will take the County to Budget Year 2020 and beyond.</li> <li>◆ Engage Department Heads in determining “what success looks like” for the County.</li> <li>◆ Refine the County Budget as a policy document, to include return on investment and performance outcomes.</li> <li>◆ Revitalize the County Agenda process to include an electronic agenda management system.</li> <li>◆ Engage County Leadership in various areas: Succession Planning; Security; Emergency Preparedness; Leadership Development; Recruitment and Retention Strategy.</li> <li>◆ Develop a Public Information/Focused Communication strategy that includes marketing the County through press releases and the use of social media.</li> </ul>

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<p>repurposing of a vacant County facility for the Sheriff's Coroner Project; the design-build construction at the public safety center site of the AB 900 Phase II Public Safety Center Expansion Projects, the design of the Re-Entry and Enhanced Alternatives to Custody Training (REACT) Center Project funded by SB 1022; and the renovation of an existing wing of a County facility for use as the Crisis Stabilization Unit, the final goal to be implemented from the Mental Health Secure 24/7 Strategic Plan adopted by the Board of Supervisors in November, 2012.</p>	

**BUDGETS WITHIN THE CHIEF EXECUTIVE OFFICE INCLUDE:**

- ◆ Operations and Services
- ◆ Risk Management

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**CHIEF EXECUTIVE OFFICE—OPERATIONS AND SERVICES**

Budget Unit 0100 0015000  
 General Fund

**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$2,126,096	\$2,216,202	\$2,453,852	\$0	\$2,453,852
Miscellaneous Revenue	\$222	\$1,041	\$750	\$0	\$750
Other Financing Sources	\$14,187	\$0	\$7,500	\$0	\$7,500
<b>Total Revenue</b>	<b>\$2,140,505</b>	<b>\$2,217,243</b>	<b>\$2,462,102</b>	<b>\$0</b>	<b>\$2,462,102</b>
Salaries and Benefits	\$3,897,039	\$4,168,990	\$4,308,725	\$0	\$4,308,725
Services and Supplies	\$724,329	\$893,626	\$1,112,502	\$1,975,341	\$3,087,843
Other Charges	\$344,732	\$352,110	\$433,292	\$0	\$433,292
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$141,477	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$269)	\$60	\$50	\$0	\$50
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$5,107,308</b>	<b>\$5,414,786</b>	<b>\$5,854,569</b>	<b>\$1,975,341</b>	<b>\$7,829,910</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>\$2,966,803</b>	<b>\$3,197,543</b>	<b>\$3,392,467</b>	<b>\$1,975,341</b>	<b>\$5,367,808</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$1,975,341.

**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 and community development, and organizational performance.

The Chief Executive Office is continuing its focus on the County's Vision, Mission, Priorities and Values, to include the focus on Prevention. It is anticipated that the first Prevention convening of community stakeholders will take place in October of 2015, on the topic of homelessness in Stanislaus County.

As part of succession planning and workforce development, the County has identified the need to expand the leadership development opportunities currently being provided to Managers and Supervisors. Currently the County has a series of Supervisor Training classes that provides Managers and Supervisors with training on County operations. However, greater leadership development is needed in order to prepare our future leaders while empowering all employees to lead change and innovation within their influence. Funding to restore a Manager I-III position is included in this budget to support the expansion of leadership development within the organization. This position will develop and recommend training curriculum, create on-line resources, develop an internal mentoring and coaching program as well as other initiatives to promote the organizations workforce development.

Funding is included in the Chief Executive Office – Operations and Services budget for ongoing training in support of mandated responsibilities under the Americans with Disabilities Act Title II and the Civil Rights Act Title VI. The Department anticipates the need for a Request for Proposal process for an expert consultant to assist in designing and developing the County's required Self-Evaluation Report.

The Department anticipates carrying forward approximately \$1.7 million in net county cost savings earned in prior years, and would use approximately \$647,000 to balance this Proposed Budget. It is estimated that approximately \$1 million would remain for use in Budget Year 2016-2017 and out.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

The Department is requesting to restore one unfunded Manager III position and add one new Confidential III position:

- ◆ Restore one unfunded Manager III position to head the new County Leadership Academy at an annual cost of \$91,500; and
- ◆ Add one block-budgeted Confidential Assistant III position to support payroll and other clerical functions within the Chief Executive Office – Operations and Services at an annual cost of \$54,300.

If approved, the requested positions will be funded in the 2015-2016 Fiscal Year with prior year net county cost savings and charges for services to non-General Fund departments.

Total current authorized positions— 41

### **Final Budget**

The Department is requesting to double-fill one Confidential Assistant IV position for up to eight weeks. The incumbent will be retiring and the double fill will allow for an effective transition of the human resources lead recruitment role and responsibilities with minimal impacts.

Total current authorized positions— 43

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$5,854,569 be approved for the Chief Executive Office – Operations and Services. This budget is funded from \$2,462,102 in estimated departmental revenue and a \$3,392,467 contribution from the General Fund. The Department anticipates the need of approximately \$647,000 of prior year General Fund net county cost savings to fully fund the projected 2015-2016 budget. The total General Fund net county cost savings will be included in the Final Budget.

It is also recommended to restore one unfunded Manager III position and add one new block-budgeted Confidential Assistant III position.

Total recommended authorized positions— 43

### **Final Budget**

Departments that achieved savings in appropriations are able to carry forward 100% of their unused net county cost savings from prior fiscal years and 75% of their 2014-2015 net county cost savings. The Chief Executive Office – Operations and Services is requesting an increase in appropriations of \$1,975,341 to reflect the carry forward of net county cost savings earned in prior fiscal years. The Department is planning to use approximately \$647,000 to balance its 2015-2016 budget.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$7,829,910 be approved for the Chief Executive Office – Operations and Services. This budget is funded from \$2,462,102 in estimated departmental revenue and a \$5,367,808 contribution from the General Fund.

It is recommended to double-fill one Confidential Assistant IV position for up to eight weeks.

Total recommended authorized positions—43



**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  


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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 the associated cost of claims through continuous education, participation and communication.

**ACCOMPLISHMENTS AND OBJECTIVES**

The CEO-Risk Management Division continues to implement the ongoing restructuring of division staff and associated resources. The restructuring requires the division to focus resources on critical services and mandated compliance programs. The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Chief Executive Office - Risk Management Division include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ <u>Disability Management</u>: worked with Chief Executive Office and departmental Human Resources staff on ensuring that departments were effectively conducting interactive process meetings with injured and ill employees; began working with the Auditor-Controller’s office to explore development of the Absence Management module in PeopleSoft.</li> <li>◆ <u>Employee Benefits</u>: completed healthcare contract negotiations with all labor groups and implemented effectuated changes aimed at providing quality healthcare benefits at a reasonable cost; continued to work with consultants to evaluate the County’s Self-Insured Medical Program and made approved, recommended changes including adding additional services and benefits; evaluated pending Affordable Care Act requirements involving employee medical benefits to ensure legal compliance and avoid possible penalties; worked closely with consultants, vendors, and other stakeholders to identify and evaluate employee wellness needs and available options; conducted several necessary proposal solicitation processes and implemented associated approved contracts for the County’s Healthcare Program to ensure members have</li> </ul>	<ul style="list-style-type: none"> <li>◆ <u>Disability Management</u>: continue to work with Chief Executive Office and departmental Human Resources staff to ensure that departments continue to effectively work with injured or ill employees to identify reasonable accommodations through interactive process meetings; continue to work with the Auditor-Controller’s office in exploring the use of the Absence Management module in PeopleSoft (staff from both offices have attended training and will begin testing the application in the development database); develop an online training module for new employee orientation, allowing new employees to receive training during their first week of employment.</li> <li>◆ <u>Employee Benefits</u>: continue to work with consultants to evaluate the County’s Self-Insured Medical Program and make any approved recommended changes; continue to evaluate and monitor the County’s Healthcare Program to ensure compliance with the Affordable Care Act; continue to work closely with consultants, vendors, and other stakeholders to develop a comprehensive employee wellness program; conduct all necessary proposal solicitation processes and implement any associated approved contracts for the County’s Healthcare Program to ensure members have access to high quality</li> </ul>

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<p>access to high quality providers and administrators at the lowest cost possible.</p> <ul style="list-style-type: none"> <li>◆ <u>Liability and Insurance Program</u>: maintained loss insurance programs to minimize risk exposure and control liability; worked with County Counsel on the County's existing insurance requirements and contract language updates; partnered with the General Services Agency Purchasing Division to ensure departments were obtaining the appropriate insurance certificates and endorsements from vendors and contractors performing work on behalf of the County; transitioned the Medical Malpractice Program from a self-insured to a fully-insured program that resulted in savings to County departments; administered claims in a fair and unbiased manner.</li> <li>◆ <u>Safety</u>: began promoting the online training courses to allow greater flexibility in meeting the County's training objectives; automated training compliance notifications for employees and automated monthly compliance reports for department Safety Representatives to allow departments to track training compliance; continued to promote safety throughout the organization to maintain the County's second-lowest OSHA incident rate (40% below average) measuring employee accident rates for large/medium counties in California; revised the County's Hazardous Communications and Heat policies.</li> </ul>	<p>providers and administrators at the lowest cost possible; evaluate, and implement if possible, a standard process for retirees, COBRA enrollees, and employees on unpaid leaves of absences to make automated payments for healthcare premium costs; implement an optional Long Term Care (LTC) benefit for employees; conduct an operational audit of the deferred compensation program and part-time employee Social Security replacement plan.</p> <ul style="list-style-type: none"> <li>◆ <u>Liability and Insurance Program</u>: continue to maintain loss insurance programs to minimize risk exposure and control liability; continue to work with County Counsel on implementing the County's updated insurance requirements and contract language templates; continue to partner with the General Services Agency Purchasing Division and Strategic Business Technology to develop the Contract and Insurance Management System (CIMS) database that will create a central repository for vendor insurance documents (this will assist departments in obtaining the appropriate insurance certificates and endorsements from vendors and contractors performing work on behalf of the County); continue to administer claims in a fair and unbiased manner.</li> <li>◆ <u>Safety</u>: continue to track department training compliance; review and revise existing safety policies as appropriate; continue to promote safety throughout the organization to maintain the County's lower-than-average OSHA incident rate.</li> </ul>

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**

Budget Unit 0100 0015600  
 General Fund

**SERVICES PROVIDED**

This budget funds personnel and administrative operations of the CEO-Risk Management Division. The Division administers nine budgets in five functional areas including Administration, Employee Benefits (medical, 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$1,332,556	\$1,197,504	\$1,266,838	\$0	\$1,266,838
Miscellaneous Revenue	\$0	\$336	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,332,556</b>	<b>\$1,197,840</b>	<b>\$1,266,838</b>	<b>\$0</b>	<b>\$1,266,838</b>
Salaries and Benefits	\$1,192,756	\$1,205,936	\$1,331,919	\$242,770	\$1,574,689
Services and Supplies	\$248,793	\$109,827	\$128,150	\$0	\$128,150
Other Charges	\$68,746	\$65,955	\$71,416	\$0	\$71,416
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$36,816	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$15	\$0	\$300	\$0	\$300
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,547,126</b>	<b>\$1,381,718</b>	<b>\$1,531,785</b>	<b>\$242,770</b>	<b>\$1,774,555</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$214,570</b>	<b>\$183,878</b>	<b>\$264,947</b>	<b>\$242,770</b>	<b>\$507,717</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$242,770.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department 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.

It is estimated that approximately \$220,000 in net county cost carryover savings will be available at the close of Fiscal Year 2014-2015. It is anticipated that \$24,000 in net county cost carryover savings from prior fiscal years will be needed to support the programs in the Risk Management Division in the 2015-2016 Fiscal Year.

The Department is requesting to restore one unfunded Confidential Assistant III position in order to support the increased demand on the department primarily in the area of obtaining and maintaining

proper insurance certificates for County purchase orders and contracts. The individual will also support the other units in the office such as Administration, Employee Benefits and Disability Management.

Currently, the Risk Management Division staff includes 12 full-time positions. In Fiscal Year 2008-2009, the Division was allocated 17 staff. In Fiscal Year 2009-2010, the Department began reorganizing and unfunding positions to reflect the reduced service level needs of the County. Since that time, positions and funding have been slowly restored as the complexity of Employee Benefits increased with the transition to a self-insured medical program. During Fiscal Year 2014-2015, the process for obtaining and maintaining insurance certificates changed and a demand has been created for staff in the Risk Management Division to assist departments in this area. Also, as staffing levels increase County-wide, the need for support services offered by this division grows in direct proportion to the increased staffing levels.

The total annual cost of the requested Confidential Assistant III position is approximately \$80,000. This position would be funded from approximately \$56,000 in departmental charges and \$24,000 in net county cost. The \$24,000 increased net county cost will be funded by net county cost carryover savings from prior years. It is anticipated that this increased net county cost will be sustained for a minimum of two fiscal years.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

The Department is requesting to restore one unfunded Confidential Assistant III position to support the increased demand in the area of obtaining and maintaining proper insurance certificates for County Service Purchase Orders and contracts and to provide additional support services offered by the Division.

Total current authorized positions— 12

### **Final Budget**

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

Total current authorized positions— 13

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$1,531,785 be approved for Chief Executive Office - Risk Management Division. This budget is funded from \$1,266,838 in estimated department revenue and a \$264,947 contribution from the General Fund. The Department anticipates the need of \$24,000 of prior year General Fund net county cost savings to fully fund the projected 2015-2016 budget. The total General Fund net county cost savings will be included in the Final Budget.

It is also recommended to restore one Confidential Assistant III position.

Total recommended authorized positions— 13

### **Final Budget**

Departments that achieved savings in appropriations are able to carry forward 100% of their unused net county cost savings from prior fiscal years and 75% of their 2014-2015 net county cost savings. The Chief Executive Office - Risk Management Division is requesting an increase in appropriations of \$242,770 to reflect the carry forward of net county cost savings earned in prior fiscal years. . The Department is planning to use these funds to support various safety programs including increased contract services for training and the purchase and replacement of Automatic External Defibrillators in the County.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$1,774,555 be approved for Chief Executive Office - Risk Management Division. This budget is funded from \$1,266,838 in estimated department revenue and a \$507,717 contribution from the General Fund.

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

Total recommended authorized positions—13

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**CHIEF EXECUTIVE OFFICE—AIRPORT**

Budget Unit 0100 0016041  
 General Fund

**SERVICES PROVIDED**

This Chief Executive Office – Airport budget provides funding for improvements at the Modesto City/County Airport. The revenue received from Aircraft Taxes is used to fund this budget and is 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$241,000	\$241,000	\$241,000	(\$51,000)	\$190,000
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>\$241,000</b>	<b>\$241,000</b>	<b>\$241,000</b>	<b>(\$51,000)</b>	<b>\$190,000</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$241,000</b>	<b>\$241,000</b>	<b>\$241,000</b>	<b>(\$51,000)</b>	<b>\$190,000</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the City of Modesto will continue planned facility and equipment improvement projects. Revenue from Aircraft Taxes is posted twice a year. The first installment is typically posted in December, with a second posting in June and is budgeted in Discretionary Revenue. It is estimated that the County will receive \$241,000 in revenue for Fiscal Year 2015-2016. This is consistent with revenue in the prior year. Specifically, this funding will be available to use as local match in securing airline service or to fund capital improvements as approved by the Airport Advisory Board during Fiscal Year 2015-2016. A status report on the capital improvements completed will be provided to the Chief Executive Office within 60 days after the end of the fiscal year.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$241,000 be approved for Chief Executive Office - Airport. This budget is funded by a \$241,000 contribution from the General Fund.

Total recommended authorized positions— 0

### **Final Budget**

As a result of declining aircraft tax revenue, it is necessary to reduce appropriations by \$51,000 for a total budget of \$190,000. Estimated revenue is budgeted in Discretionary Revenue.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$190,000 be approved for Chief Executive Office - Airport. This budget is funded by a \$190,000 contribution from the General Fund.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**

**Fiscal Year 2015-2016**

**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>
2010-2011	\$389,346
2011-2012	\$10,000
2012-2013	\$1,966,747
2013-2014	\$1,556,700
2014-2015	\$3,472,613

<b>Chief Executive Office - Appropriations for Contingencies</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$5,820,864	\$2,350,000	\$8,170,864
<b>Gross Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,820,864</b>	<b>\$2,350,000</b>	<b>\$8,170,864</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>\$5,820,864</b>	<b>\$2,350,000</b>	<b>\$8,170,864</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.



## **PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain a moderate level of funding for unexpected fiscal and program exposures or emergencies which may occur as a result of changes in the economy, reductions in Federal and State revenues, or other program and community needs.

In addition to the base funding of \$4,420,864 for Appropriations for Contingencies, the proposed level of funding includes an additional \$1.4 million to provide funding for additional exposures and opportunities to be considered during Fiscal Year 2015-2016, to include:

- ◆ One-time termination cash-out expenses. As the County's workforce changes through retirements and resignations, one-time expenses to cash out employee accrued benefits result often in an expense that cannot be absorbed within a department's operating budget without a reduction in the current level of service. Departments engaged in zero-based budgeting are precluded from funding termination cash-outs at the beginning of the year and contingency funding can be accessed during the fiscal year, if needed, to fund these costs with Board approval. Funds are included to allow for funding of these exposures when there is no alternative other than a reduction in program levels; and
- ◆ Improved security at County facilities. Funding is included in the recommended budget to provide for a focus on improved security at County facilities to protect County employees and the public.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$5,820,864 be approved for the Chief Executive Office – Appropriations for Contingencies. This budget is funded from a \$5,820,864 contribution from the General Fund.

Total recommended authorized positions— 0

### **Final Budget**

An increase in Appropriations for Contingencies of \$2,750,000 is requested to support strategic goals of the organization, for financial reserves, safety and technology, which include: \$1 million for automation enhancements to be dedicated in a countywide program of Information Technology Innovation; \$750,000 to increase the base contingency account to equal 2% of the projected General Fund revenues, an adequate reserve for contingency exposures; and \$1 million to support future labor opportunities and/or potential compensation adjustments. It is further requested to transfer out appropriation of \$400,000 to the Chief Executive Office – County Facilities to support implementation of the countywide security program to include improved security in County buildings to protect the safety of staff and the community we serve. Transfers from this fund require a four-fifths vote of the Board of Supervisors.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$8,170,864 be approved for the Chief Executive Office – Appropriations for Contingencies. This budget is funded from a \$8,170,864 contribution from the General Fund.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$33,782	\$29,565	\$140,633	\$0	\$140,633
Other Charges	\$20	\$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>\$33,802</b>	<b>\$29,565</b>	<b>\$140,633</b>	<b>\$0</b>	<b>\$140,633</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$33,802</b>	<b>\$29,565</b>	<b>\$140,633</b>	<b>\$0</b>	<b>\$140,633</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

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

- ◆ \$85,513 for arbitrage and disclosure services;
- ◆ \$35,120 for financial advisor charges related to financing initiatives and analysis; and
- ◆ \$20,000 for commercial insurance.

**STAFFING IMPACTS**

**Adopted Proposed Budget**

Total current authorized positions— 0

**Final Budget**

Total current authorized positions— 0

**BUDGET RECOMMENDATIONS****Adopted Proposed Budget**

It is recommended that a budget of \$140,633 be approved for the Chief Executive Office - Capital Improvement Financing Authority budget, funded from the General Fund. At the current level of funding, this budget achieves its net county cost by prioritizing funding for certain financial borrowing expenses and other professional staff services costs related to County financing initiatives

Total recommended authorized positions— 0

**Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$3,283	\$0	\$5,750	\$0	\$5,750
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$79,940	\$9,207	\$0	\$0	\$0
Other Financing Sources	\$800,000	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$883,223</b>	<b>\$9,207</b>	<b>\$5,750</b>	<b>\$0</b>	<b>\$5,750</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$154,241	\$15,988	\$41,332	\$3,400,000	\$3,441,332
Other Charges	\$583,308	\$568,250	\$673,205	\$0	\$673,205
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$4,783,530	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$20,458	\$27,192	\$53,539	\$0	\$53,539
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$758,007</b>	<b>\$5,394,960</b>	<b>\$768,076</b>	<b>\$3,400,000</b>	<b>\$4,168,076</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>(\$125,216)</b>	<b>\$5,385,753</b>	<b>\$762,326</b>	<b>\$3,400,000</b>	<b>\$4,162,326</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the requested level of funding, the Department can maintain the majority of the minor facility improvements and costs associated with maintaining certain County property, telecommunications and internet service for the United Community Center in Grayson, utilities, building and preventative maintenance associated with the Keyes Community Center, Paradise-Burbank Hall, the Law Library, Mancini Hall, 12th Street Parking Garage, and for other County facility related expenses.

**STAFFING IMPACTS**

**Adopted Proposed Budget**

Total current authorized positions— 0

## **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$768,076 be approved for the Chief Executive Office – County Facilities budget, funded from \$5,750 in estimated departmental revenue and a \$762,326 contribution from the General Fund. At the current level of funding, this budget achieves its net county cost by prioritizing funding for certain facility expenses and other related to minor county facilities improvements and costs associated with maintaining certain County property.

Total recommended authorized positions— 0

### **Final Budget**

The Department is requesting to augment the Chief Executive Office – County Facilities budget with one-time funding of \$3,400,000 funded from \$3.0 million of one-time General Fund funding and \$400,000 from a transfer from the Chief Executive Office - Appropriations for Contingencies budget. Of the total amount, approximately \$2.5 million is requested to address improvements and refurbishments of multiple county facilities including the modernization of Harvest Hall, the Agricultural Center and County Center III to serve as back-up Emergency Operations Centers which will ensure continuity of operations during critical emergencies. Additionally, several roadway and onsite improvements that are needed will be funded. Further, \$400,000 is requested to transfer from funds previously budgeted in Appropriation for Contingencies for a new County Security Program to evaluate and improve the safety features of existing County facilities and to establish additional resources to address increasing security incident exposures in the workplace. The Fiscal Year 2015-2016 Adopted Proposed Budget included \$400,000 in Appropriations for Contingencies to support the implementation of this new security program. These additional resources will be instrumental in supporting current security needs while also improving the safety of County operations going forward. At the current level of funding, this budget achieves its net county cost by prioritizing funding for certain facility expenses and other expenses related to minor county facilities improvements and costs associated with maintaining certain County property.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$4,168,076 be approved for the Chief Executive Office – County Facilities budget, funded from \$5,750 in estimated departmental revenue and a \$4,162,326 contribution from the General Fund.

Total recommended authorized positions—0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$152,695	\$187,131	\$182,794	\$0	\$182,794
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$24,675	\$23,705	\$40,000	\$0	\$40,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$177,370</b>	<b>\$210,836</b>	<b>\$222,794</b>	<b>\$0</b>	<b>\$222,794</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$315,570	\$323,444	\$219,800	\$0	\$219,800
Other Charges	\$2,326	\$3,866	\$2,994	\$0	\$2,994
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>\$317,896</b>	<b>\$327,310</b>	<b>\$222,794</b>	<b>\$0</b>	<b>\$222,794</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$140,526</b>	<b>\$116,474</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2014-2015 Adopted Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Chief Executive Office will continue to move forward with the Crows Landing Air Facility 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 farm lease and security contract. A three year farm 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. On May 7, 2013 the Board approved an amended and restated farm lease for a term of two years. The current agreement terminates November 9, 2015, with the option of two one-year extensions. The existing security contract with the City of Patterson is in effect through November 30, 2017.

On October 15, 2013 the Board of Supervisors approved an agreement for professional services with AECOM Technical Services, Inc. for land use, engineering, and environmental consultant services for the Crows Landing development project. The agreement will culminate in the certification of an Environmental Impact Report; Board approval of a General Plan Amendment and Rezone; approval of an Airport Layout Plan; and approval of an Airport Land Use Compatibility Plan. Under the proposed agreement, AECOM will identify potential industrial use, business use, and other aviation-compatible land uses to optimize on-site job creation opportunities. AECOM is partnering closely with County staff to identify the most appropriate land use concept based on information from master plans describing transportation and infrastructure needs. The most appropriate land use configuration/concept will serve as the basis for project description under the California Environmental Quality Act (CEQA).

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$222,794 be approved for Chief Executive Office – Crows Landing Air Facility. This budget is funded by \$222,794 in estimated department revenue.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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 2015-2016 total \$12,116,469 per the Adopted Proposed Budget, with adjustments to the Recommended Final Budget increasing the debt obligation to \$12,225,810. The chart below reflects the debt service obligations for Fiscal Year 2015-2016, including offsetting revenue.

<b>Chief Executive Office - Debt Service</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$456,358	\$508,240	\$565,060	\$0	\$565,060
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,435,875	\$1,341,027	\$1,177,930	\$0	\$1,177,930
Miscellaneous Revenue	\$45,596	(\$5,000)	\$0	\$0	\$0
Other Financing Sources	\$3,265,138	\$3,278,677	\$3,279,223	\$0	\$3,279,223
<b>Total Revenue</b>	<b>\$5,202,967</b>	<b>\$5,122,944</b>	<b>\$5,022,213</b>	<b>\$0</b>	<b>\$5,022,213</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$0	\$0	\$0	\$0
Other Charges	\$229,020	\$139,848	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$15,679,536	\$12,051,059	\$12,187,844	\$37,966	\$12,225,810
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$88,075)	(\$78,500)	(\$71,435)	\$71,435	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$15,820,481</b>	<b>\$12,112,407</b>	<b>\$12,116,409</b>	<b>\$109,401</b>	<b>\$12,225,810</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$10,617,514</b>	<b>\$6,989,463</b>	<b>\$7,094,196</b>	<b>\$109,401</b>	<b>\$7,203,597</b>

\*Net county cost carryover savings included in the 2014-2015 Adopted Final Budget is \$0.

**PROGRAM DISCUSSION**

The following chart has been updated to reflect the debt service obligations for Fiscal Year 2015-2016 including offsetting revenue. Intra-fund charges of \$71,435 will be applied to reduce the debt obligation in the Recommended Final Budget to \$12,225,810, with the recommended net county cost at \$7,203,597.



Certificate of Participation	Description	Pay off Date	Legal Budget Appropriations/ Net Debt Obligation	Budget Offsetting Revenue	Total Net Debt Obligation
2013 Lease Refunding	Gallo Center for the Arts	Aug 2017	\$ 1,812,636	\$ -	\$ 1,812,636
2013 Lease Refunding	12th Street Office & Parking Garage	Aug 2017	\$ 2,243,802	\$ 930,293	\$ 1,313,509
2013 Lease Refunding	Salida Library	Aug 2017	\$ 978,662	\$ 978,662	\$ -
2007 A	Community Services Facility	May 2018	\$ 2,191,940	\$ 1,164,010	\$ 1,027,930
2007 A	Public Safety Center	May 2018	\$ 1,014,788	\$ 828,173	\$ 186,615
2007 A	Minimum Security Facility	May 2018	\$ 405,915	\$ -	\$ 405,915
2007 A	Sheriff Operations Center	May 2018	\$ 446,507	\$ -	\$ 446,507
2007 A	Ag Center & Training Center	May 2018	\$ 904,350	\$ 311,458	\$ 592,892
<b>Total</b>			<b>\$ 9,998,600</b>	<b>\$ 4,212,596</b>	<b>\$ 5,786,004</b>
2006 Tobacco Endowment Fund	AB 900 Jail Construction	June 2032	\$ 503,438	\$ -	\$ 503,438
2006 Tobacco Endowment Fund	Coroner Re-Use of County Center III	June 2032	\$ -	\$ -	\$ -
2006 Tobacco Endowment Fund	Animal Services Facility County	June 2035	\$ 101,357	\$ -	\$ 101,357
2006 Tobacco Endowment Fund	Animal Services Facility City of Modesto	June 2035	\$ 42,555	\$ -	\$ 42,555
2012 Lease Refunding	Public Administration Center (10th Street Place)	June 2018	\$ 1,579,860	\$ 809,617	\$ 770,243
<b>Total</b>			<b>\$ 12,225,810</b>	<b>\$ 5,022,213</b>	<b>\$ 7,203,597</b>

### Certificates of Participation

Historically, the County of Stanislaus debt has primarily been 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.

Governmental Activities	Interest Rate %	Date of Issue	Maturity	Original Borrowing	Remaining Principal Balance to Maturity as of June 30, 2015	2015-2016 Debt Obligation Principal	2015-2016 Debt Obligation Interest	Remaining Principal Balance to Maturity
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	\$11,725,000	\$4,450,000	\$513,500	\$7,275,000
<b>TOTAL GOVERNMENTAL ACTIVITIES:</b>				<b>\$40,540,000</b>	<b>\$11,725,000</b>	<b>\$4,450,000</b>	<b>\$513,500</b>	<b>\$7,275,000</b>

### 1998A Certificate of Participation (COP) Refinancing

As of Fiscal Year 2012-2013, the total debt remaining on the 1998A COP was \$10,365,000 which included principal and interest to maturity on September 1, 2018. The 2012-2013 gross debt totaled \$1,761,300, which was comprised of a scheduled principal payment of \$1,280,000 and an interest payment of \$481,300. The annual gross debt service payment was offset by \$101,444 in excess interest earnings from the reserve fund invested in a Guaranteed Investment Certificates (GIC) earning

5.66% annually at that time. Accordingly, the annual net debt obligation for Fiscal Year 2012-2013 prior to the refinancing action was \$1,659,856. The annual debt service for the 1998A COP as included in the Adopted Proposed Budget for 2012-2013 was paid with revenue from Public Facilities Fees of \$748,040, Miscellaneous Rents of \$91,604, and a General Fund contribution of \$820,212.

On July 24, 2012, the Board of Supervisors approved a resolution to refinance the 1998A COP through a private placement financing with the Bank of the West, to reduce the County's annual General Fund debt service obligation. The refinancing plan was developed through a collaborative effort by the County Chief Executive Officer, the Debt Advisory Committee, the County's Financial Advisor, and outside special Bond/Tax counsel. The refinancing included the following:

- ◆ An Amended and Restated Facilities Lease/Purchase Agreement between City-County Capital Improvements Financing Authority and the Stanislaus County Capital Improvements Financing Authority;
- ◆ The Facilities Sublease with the Bank of the West;
- ◆ The Assignment Agreement by and between Stanislaus County Capital Improvements Financing Authority and the Bank of the West; and
- ◆ Supplemental Agreement between the County of Stanislaus and Bank of the West.

The refinancing action resulted in the prepayment of the 1998A COP and a new 2012 Lease Refunding Action in the form of a private placement with the Bank of the West

**2012 Lease Refunding**

Subsequent to the 1998A COP refinancing, the 2012-2013 annual gross debt service for the 2012 Lease Refunding was \$1,589,698 which included a principal payment of \$1,314,698 and an interest payment of \$275,000. This reduced debt service obligation resulted in a savings of \$70,158 in Fiscal Year 2012-2013. The following chart reflects the Fiscal Year 2015-2016 activity for the private placement of the 2012 Lease Refunding.

Private Placement	Interest Rate %	Date of Issue	Maturity	Original Borrowing	Remaining Principal Balance to Maturity as of June 30, 2015	2015-2016 Debt Obligation Principal	2015-2016 Debt Obligation Interest	Remaining Principal Balance to Maturity
2012 Lease Refunding Public Administration Center 10th Street Place	1.99	8/1/2012	6/1/2018	\$8,687,050	\$4,594,972	\$1,500,754	\$79,106	\$3,094,218

**Tobacco Endowment Fund Debt Service**

In November 1998, the Attorney's General of 46 states, including California, and the four largest United States tobacco manufactures (OPM's) entered into a master settlement agreement in resolution of cigarette-smoking related litigation. The master settlement agreement released the OPM's from past, present, and future smoking-related claims in exchange for, among other things, certain payments to be made to settling states.

The State of California and various counties, in an effort to manage/mitigate the risks associated with the receipt of the Tobacco Settlement Revenues (TSR's) opted to securitize this revenue stream. On June 6, 2000, the Board of Supervisors authorized the Chief Executive and the Debt Advisory Committee to proceed with the securitization of the County's share of the TSR's by issuing Tobacco Settlement Asset-Backed Bonds.

In March 2002 and March 2006, the County sold their interest in the TSRs and those funds were placed in the Stanislaus Tobacco Endowment Funds – Series 2002 and Series 2006. The original policy recommended that interest earnings from the endowment should be able to be spent by the County annually for purposes so long as they are commingled with the County's General Fund. However, the corpus of the investments held in the endowment funds can only be spent on capital purposes and may not be used for working capital.

In the past, the Board of Supervisors approved the use of funding from the Series 2006 Tobacco Endowment Fund for the design-build construction of the Thomas W. Mayfield Regional Animal Services Facility, and more recently for the Coroner's Project and a 10% cash match requirement for Assembly Bill 900 Phase II (AB 900) Phase II Jail Construction funding as match to the \$80 million in

State lease revenue financing that will be used to construct 552 new jail beds, day reporting center, and intake, release and transportation functions at the Public Safety Center site.

The County has a discipline of repaying the Tobacco Endowment funds both principal and lost earnings as Committed Funds balance in the General Fund to ensure these funds can be preserved and are available for future major capital purposes.

Each of the 2006 Tobacco Endowment financing are outlined in detail below.

Animal Services Debt Service

On October 27, 2009, Stanislaus County entered into a Joint Powers Agency Agreement 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 animal services facility. The payment share for the County and partnering cities is based on the average intake percentage over 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:

<b>JPA Partner</b>	<b>2007-2008 Intake</b>	<b>2008-2009 Intake</b>	<b>2009-2010 Intake</b>	<b>Average Percentage</b>
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. 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 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 include the following provisions:

The County pays 100% of the City's year one debt service costs in years one and two; 75% in year three; 50% in year four; and in Fiscal Year 2015-2016, the County pays 25% in year five. Beginning in year six, the City of Modesto will pay 100% of the City's debt service payment obligation.

2006 Tobacco Endowment Fund Financing Plan for AB 900 Jail Construction and Coroner Re-Use of Medical Arts Building

On December 13, 2011, the Board of Supervisors approved the financing plan through an internal borrowing from the 2006 Tobacco Endowment Fund totaling \$13.2 million to fund the \$7.0 million cash match requirement for AB 900 Phase II Jail Construction funding, and \$6.2 million for the Coroner's Re-Use of the Medical Arts Building in downtown Modesto

The Debt Advisory Committee reviewed and approved the financing plan and recommended the terms of repayment of lost interest earnings to the 2006 Tobacco Endowment Fund include the provision that the aggregate interest rate shall not exceed 4.5% during the term of repayment. This will ensure the total interest paid will not exceed the interest cost if the debt had been issued through a private bank placement at a fixed rate of 4.5%.

The total estimated annual debt service payment over 20 years for the \$13.2 million internal borrowing was anticipated to be a maximum of \$1,037,000, including principal and lost interest earnings. The

actual debt service payment will be calculated on the amount borrowed each period with that period's actual interest rate, not to exceed 4.5%.

Elimination of Debt from the 2006 Tobacco Endowment Fund for the Sheriff Coroner's Project

A significant part of the 2014-2015 Budget Strategy and beyond is to continue to reduce the County's current debt obligations. Toward this goal, the 2014-2015 Final Budget as adopted by the Board of Supervisors on September 16, 2014, included up to \$6.2 million in Assigned fund balance savings set aside to eliminate the debt obligation to construct the new Sheriff Coroner's Facility at County Center III. On November 4, 2014, the Board of Supervisors approved the full project budget for the renovation of a vacant facility, which included a transfer in \$3,983,530 of Unassigned fund balance to the Sheriff Coroner's Facility Capital Project fund, and authorized the Commitment of \$1,771,470 of Assigned Other fund balance to the Capital Acquisition account for the repayment of the original cash drawn down from the 2006 Tobacco Endowment fund. As a result, there will be no annual debt obligation remaining for the new Sheriff Coroner's Facility.

The total debt payment in Fiscal Year 2015-2016 for the AB 900 borrowing is estimated to be \$465,472, as a result of continued draws from the 2006 Tobacco Endowment Fund through this period as the project progresses through the construction phase.

**2013 Lease Refunding**

In order to create capacity in the General Fund for future exposures such as the AB900 Phase II Jail Expansion staffing costs, the Chief Executive Office met with the Debt Advisory Committee to review a debt acceleration strategy for the 2004A & 2004B Certificates of Participation (Gallo Center, 12th St. Office & Garage and Salida Library renovation). This strategy included an internal borrowing from the County Treasury and the one-time buy-down of \$4,650,000 of the debt as part of the refinancing plan. On July 16, 2013, the Board of Supervisors approved the refinancing of the 2004A & B COPs. With the implementation of the debt acceleration strategy, the General Fund contribution will increase by approximately \$1.31 million over the prior fiscal year.

The following charts reflect the Fiscal Year 2015-2016 activity for the private placement of the 2013 Lease Refunding.

Private Placement	Interest Rate %	Date of Issue	Maturity	Original Borrowing	Remaining Principal Balance to Maturity as of June 30, 2015	2015-2016 Debt Obligation Principal	2015-2016 Debt Obligation Interest	Remaining Principal Balance to Maturity
2013 Lease Refunding Gallo Center for the Arts (Formerly 2004 A COP)	1.50	8/1/2013	8/1/2017	\$7,034,400	\$5,315,400	\$1,746,000	\$66,635	\$3,569,400
2013 Lease Refunding 12th Street Office Building and Parking Garage (Formerly 2004 B COP)	1.50	8/1/2013	8/1/2017	\$8,707,649	\$6,579,756	\$2,161,315	\$82,487	\$4,418,441
2013 Lease Refunding Nick Blom Salida Regional Library (Formerly 2004 B COP)	1.50	8/1/2013	8/1/2017	\$3,797,951	\$2,869,844	\$942,685	\$35,978	\$1,927,159

**STAFFING IMPACTS**

**Adopted Proposed Budget**

Total current authorized positions— 0

**Final Budget**

Total current authorized positions— 0

**BUDGET RECOMMENDATIONS**

**Adopted Proposed Budget**

It is recommended that a budget of \$12,116,409 be approved for the Chief Executive Office-Debt Service budget, funded by \$5,022,213 in revenue from building rent, the Criminal Justice Facilities fund, and Public Facilities Fees revenue, and a \$7,094,196 contribution from the General Fund.

Total recommended authorized positions—0

### **Final Budget**

The Department is requesting a technical adjustment to accurately record the intra-fund revenue from rents that are recorded in this budget from the Agricultural Commissioner and Co-Operative Extension. This will require an additional General Fund net county cost contribution of \$71,435. Additionally, the Department is requesting an increase in appropriations of \$37,966 for increased debt service obligation associated with the AB 900 Phase II Jail Expansion Projects One and Two loan from the 2006 Tobacco Endowment Fund. At Proposed Budget, the interest rate used to calculate the debt payment for the fiscal year was 2.576%. The most updated interest rate is 3.000%. Additionally, the projected 4th quarter draw down of cash from the 2006 Tobacco Endowment Fund for AB 900 Phase II Jail Expansion Projects One and Two used to calculate the debt payment was \$3,000,000, while updated projections for the 4th draw down is \$3,457,000.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$12,225,810 be approved for the Chief Executive Office – Debt Service budget, funded from \$5,022,213 in estimated departmental revenue and a \$7,203,597 contribution from the General Fund.

Total recommended authorized positions—0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**FISCAL GENERAL SERVICES**  
**Other General**

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**CHIEF EXECUTIVE OFFICE—FOCUS ON PREVENTION**

Budget Unit 0100 0016001  
General Fund

**SERVICES PROVIDED**

The Chief Executive Office – Focus on Prevention Fund is established effective July 1, 2015 to account for the activities and services of the community initiative, Focus on Prevention, approved by the Board of Supervisors on March 31, 2015 as a ten year or longer county-wide transformation process beginning in four areas critical to the quality of life in Stanislaus County:

- ◆ Homelessness;
- ◆ Strengthening Families;
- ◆ Investing in and Supporting Young Children; and
- ◆ Reducing Recidivism.

Focus on Prevention is a multi-sector collaborative process because no one sector alone can resolve the fundamental challenges confronting families and communities in our County. The ten sectors identified for participation include: government, business, non-profit, philanthropy, education, faith, health, neighborhoods, media and arts, sports and entertainment. By breaking down silos, and working together we can increase efficiency and effectiveness, learn “what works” for us, and hold ourselves mutually accountable with our community partners and stakeholders to improve the quality of life among all Stanislaus County’s residents and families. The focus is prevention, requiring that the community as a whole address root causes and not just treat symptoms.

<b>Chief Executive Office - Focus on Prevention</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$16,257	\$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>\$16,257</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$0	\$37,175	\$1,000,000	\$0	\$1,000,000
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>\$37,175</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$1,000,000</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>\$20,918</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$1,000,000</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

On September 16, 2014, the Board of Supervisors approved the 2014-2015 Adopted Final Budget, which included \$1 million in Appropriations for Contingencies, to support a Prevention Initiative. To date, these funds have not been used as many partners have made fiscal and other resource commitments with us that have helped to defray costs.

The City of Modesto has provided funding support for the venue and luncheon for the first Convening on Homelessness on October 1, 2015; the Chief Executive Office has dedicated net county cost savings to support the existing Homeless Prevention Liaison, a personal services contract position; and many County departments have dedicated staff time to plan the first convening, gather data and analyze homeless demographics in our Community and have further committed funds to support both the Homeless Convening, and preparation for the Strengthening Families Convening. This concept of leveraging support outside the County General Fund will continue throughout the Focus on Prevention Initiative. The goal is to cap administrative costs associated with the Initiative at or under 10% of the total funding provided for Focus on Prevention.

Beginning in 2015-2016 the Focus on Prevention has been established as a separate budget within the Chief Executive Office County Operations. Savings from prior year Prevention funding for convening support of \$110,000 will be requested for roll forward to support operations in the fiscal year, along with the requested 2015-2016 funding of \$1 million. This funding request is consistent with the County Long Range Model which includes annual contributions of \$1 million through 2019-2020. Future year funding will be evaluated and brought before the Board of Supervisors in upcoming County budgets.

At the proposed level of funding, the Department can maintain progress on the Prevention Initiative to complete Phase I and the beginning of Phase II.

### Phase I

Phase I of the Focus on Prevention includes groundwork completed during Fiscal Year 2014-2015 including: establishment of the plan for Facilitation Services; go live of the website Preventionfocus.net;

formation of new collaborative structures, the Stewardship Council to provide vision for the overall prevention project and the Homeless Action Council to seek community input to the prevention of homelessness. Activities planned for Fiscal Year 2015-2016 include continued support to the leadership councils established in the prior year, along with hosting the first Convening on Homelessness scheduled for October 1, 2015. To support community-wide engagement, participation and commitment to transformative change, facilitation services will be provided through an agreement with the Center for Collective Wisdom.

## Phase II

Phase II of the Focus on Prevention will occur in calendar year 2016 with a primary focus on Strengthening Families while continuing support for the learning lessons and action plans for Homelessness Prevention activities and mini-grants. Going forward, Prevention efforts will be sustained through the Stewardship Council and four Action Councils specific to each quality of life issue identified for Focus on Prevention.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$1 million be approved for Chief Executive Office – Focus on Prevention. This budget is funded from a \$1 million contribution from the General Fund.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0



**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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 but were extracted into a separate budget for ease of accounting and reporting.

<b>Chief Executive Office - General Fund Contribution to Other Programs</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	(\$2,538,680)	\$0	\$0	\$0	\$0
Other Charges	\$3,319,089	\$3,000,477	\$3,766,617	(\$2,283)	\$3,764,334
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$6,522,204	\$18,850,625	\$3,191,752	\$112,382	\$3,304,134
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$7,302,613</b>	<b>\$21,851,102</b>	<b>\$6,958,369</b>	<b>\$110,099</b>	<b>\$7,068,468</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$7,302,613</b>	<b>\$21,851,102</b>	<b>\$6,958,369</b>	<b>\$110,099</b>	<b>\$7,068,468</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain funding for programs and agencies based on contractual obligations and Board of Supervisors policy decisions. Funding for those programs that have a State or Federal requirement for local dollars as match or maintenance of effort are in the Mandated Match budget in order to receive State and Federal funding. As part of the Proposed Budget for Fiscal Year 2015-2016, it is recommended that funding for the Department of Environmental Resource of \$575,644, be moved to the Mandated Match budget to accurately reflect the funding as maintenance of effort to receive 1991 health realignment revenue.

Other recommendations for the CEO – General Fund Contribution to Other Programs budget include:

- ◆ A decrease of \$15 million of one-time funds for the Health Services Agency long-term deficit repayment that was included in the 2014-2015 Adopted Final Budget;
- ◆ A decrease of \$122,486 for the Public Works Department’s Geographic Interface System (GIS) system costs associated with General Fund users. These costs and funding have been distributed to the General Fund user departments;
- ◆ An increase of \$13,066 in Sheriff Court Security costs as mandated by SB 1021;
- ◆ An increase of \$57,325 to fund the Stanislaus Animal Services Agency’s 2015-2016 budget, as approved by the Animal Services Joint Powers Agency Board of Directors on March 19, 2015;
- ◆ An increase of \$33,150 to fund the Chief Executive Office – County Fire Service Fund costs associated with the Fire Prevention Bureau one-stop location at Tenth Street Place;
- ◆ An increase of \$7,630 to fully fund the Law Library; and
- ◆ An increase of \$426 to fully fund commercial insurance costs for the 12<sup>th</sup> Street Office Building.

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

Recommended Proposed Budget

Fund/Department	2014-2015 Adopted Final Budget	Recommended Adjustments	2015-2016 Recommended Proposed Budget
Area Agency on Aging	\$ 292,922	\$ -	\$ 292,922
CEO Countywide Fire Services	179,838	33,150	212,988
CEO DOJ Alcohol & Drug	55,543	-	55,543
DA Real Estate Fraud	153,115	-	153,115
DA Victim Witness	3,328	-	3,328
Environmental Resources	575,664	(575,664)	-
GSA 12th St Office Building	24,869	426	25,295
HSA Deficit Repayment	16,816,447	(15,000,000)	1,816,447
Library	491,810	-	491,810
Public Works	167,486	(122,486)	45,000
Sheriff Court Security	82,238	13,066	95,304
Stanislaus Animal Services Agency	1,374,777	57,325	1,432,102
Law Library	46,610	7,630	54,240
Local Area Formation Commission	190,888	-	190,888
North McHenry Tax Sharing	2,085,105	-	2,085,105
Stanislaus Council of Governments	4,282	-	4,282
<b>Other General Fund Contributions Total</b>	<b>\$ 22,544,922</b>	<b>\$ (15,586,553)</b>	<b>\$ 6,958,369</b>

**STAFFING IMPACTS**

**Adopted Proposed Budget**

Total current authorized positions— 0

**Final Budget**

Total current authorized positions— 0

## BUDGET RECOMMENDATIONS

### Adopted Proposed Budget

It is recommended that a budget of \$6,958,369 be approved for the Chief Executive Office – General Fund Contribution to Other Programs. This budget is funded from a \$6,958,369 contribution from the General Fund.

Total recommended authorized positions— 0

### Final Budget

As part of the Final Budget, technical adjustments are recommended to recognize current operational impacts to match agreements, as follows:

- ◆ Increase County Court Security by \$8,827 to recognize projections for general county overhead charges to this budget, based on actual experience through year-end 2014-2015; these costs are not eligible for public safety realignment funding and must be supported by a General Fund contribution;
- ◆ Decrease Local Area Formation Commission (LAFCO) by \$2,283 to align the General Fund contribution to the actual experience through year-end 2014-2015 and consistent with current audits;
- ◆ Increase Environmental Resources by \$103,555 to fund management oversight for the Code Enforcement Unit, along with one-time costs to support the position, which is part of the phased restoration of code enforcement activities to a seven-day a week operation.

### Recommended Final Budget

Fund/Department	2015-2016 Adopted Proposed Budget	Recommended Adjustments	2015-2016 Recommended Final Budget
Area Agency on Aging	\$ 292,922	\$ -	\$ 292,922
CEO Countywide Fire Services	212,988	-	212,988
CEO DOJ Alcohol & Drug	55,543	-	55,543
DA Real Estate Fraud	153,115	-	153,115
DA Victim Witness	3,328	-	3,328
Environmental Resources	-	103,555	103,555
GSA 12th St Office Building	25,295	-	25,295
HSA Deficit Repayment	1,816,447	-	1,816,447
Library	491,810	-	491,810
Public Works	45,000	-	45,000
Sheriff Court Security	95,304	8,827	104,131
Stanislaus Animal Services Agency	1,432,102	-	1,432,102
Law Library	54,240	-	54,240
Local Area Formation Commission	190,888	(2,283)	188,605
North McHenry Tax Sharing	2,085,105	-	2,085,105
Stanislaus Council of Governments	4,282	-	4,282
<b>Other General Fund Contributions Total</b>	<b>\$ 6,958,369</b>	<b>\$ 110,099</b>	<b>\$ 7,068,468</b>

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$7,068,468 be approved for the Chief Executive Office – General Fund Contribution to Other Programs. This budget is funded from a \$7,068,468 contribution from the General Fund.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**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 Stanislaus 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 Trust Funds.

Public Health realignment funds are apportioned according to the following percentages set by the Board of Supervisors policy: Public Health – 72%, Environmental Resources – 17% and Clinics and Ancillary Services – 11%. As a result of the implementation of the Medi-Cal Expansion component of the Patient Protection and Affordable Care Act, and as required by Assembly Bill 85 (AB 85), there is no apportionment for the Indigent Health Care Program due to the lower level of spending required in the Medically Indigent Adult (MIA) program.

<b>Chief Executive Office - General Fund Match - VLF</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$13,292,621	\$21,889,201	\$14,247,454	\$0	\$14,247,454
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>\$13,292,621</b>	<b>\$21,889,201</b>	<b>\$14,247,454</b>	<b>\$0</b>	<b>\$14,247,454</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	\$13,292,621	\$21,889,201	\$14,247,454	\$0	\$14,247,454
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$13,292,621</b>	<b>\$21,889,201</b>	<b>\$14,247,454</b>	<b>\$0</b>	<b>\$14,247,454</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>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue to distribute Vehicle License Fee realignment revenue in support of the health, mental health and social services programs.

As part of the enacted State Budget for Fiscal Year 2013-2014, Assembly Bill 85 (AB 85) detailed budget adjustments for health and human services. Included in AB 85 was the redirection of funds out of County health programs back to the State, as part of Health Care Reform. The State then uses the redirected funds to support social services programs administered locally, including CalWORKs. AB 85 further revised the allocation of Vehicle License Fee realignment revenue between the Health Subaccount and the Social Services Subaccount; however, this change was not included in the County's 2014-2015 Adopted Final Budget. As a result, it is recommended that Vehicle License Fee estimated revenue increase by \$8 million over the 2014-2015 Adopted Final Budget.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$14,247,454 be approved for the Chief Executive Office – General Fund Match Vehicle License Fee. This budget is funded entirely through Vehicle License Fees collected by the State.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**CHIEF EXECUTIVE OFFICE—MANDATED COUNTY MATCH**

Budget Unit 0100 0016061  
 General Fund

**SERVICES PROVIDED**

The Chief Executive Office – Mandated County 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$114	\$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	\$2,066,758	\$2,213,667	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,066,758</b>	<b>\$2,213,781</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	\$15,931,720	\$17,281,093	\$18,025,276	\$0	\$18,025,276
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$0	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$15,931,720</b>	<b>\$17,281,093</b>	<b>\$18,025,276</b>	<b>\$0</b>	<b>\$18,025,276</b>
Fund Balance	\$0	\$14,880,690	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$13,864,962</b>	<b>\$186,622</b>	<b>\$18,025,276</b>	<b>\$0</b>	<b>\$18,025,276</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain 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. Funding for those programs that receive General Fund revenue based on contractual obligations and Board of Supervisors policy decisions, and contributions to outside agencies, are in the General Fund Contribution to Other Programs budget.

As part of the Proposed Budget for Fiscal Year 2015-2016, it is recommended that \$762,537 for the Department of Environmental Resources be included in the Mandated Match budget to accurately reflect the funding as mandated maintenance of effort to receive 1991 health realignment revenue and to support an increase in code enforcement levels of service. In previous years, funding for the Department of Environmental Resources was reflected in the General Fund Contribution to Other Programs budget.

Other adjustments to programs funded in the Chief Executive Office – Mandated Match budget include:

- ◆ An overall decrease of \$1.8 million in funding for all programs in the Community Services Agency, with a true-up between programs to accurately reflect realignment maintenance of effort/match;
- ◆ An overall decrease of \$602,584 in funding for all programs in the Health Services Agency, with a true-up between programs to accurately reflect realignment maintenance of effort funding; and
- ◆ An increase of \$31,552 to fully fund costs associated with the Behavioral Health and Recovery Services Public Guardian, which is a mandated County responsibility.

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

Fund/Department	2014-2015		2015-2016
	Adopted Final Budget	Recommended Adjustments	Recommended Proposed Budget
BHRS Mental Health	\$ 825,359	\$ -	\$ 825,359
BHRS Public Guardian	1,124,013	31,552	1,155,565
CSA General Assistance	540,703	-	540,703
CSA IHSS Provider Wages	1,954,262	3,480	1,957,742
CSA PA Admin	-	21,128	21,128
CSA PA Benefits	90,237	(90,237)	-
CSA Public Economic Asst	5,324,949	(1,774,371)	3,550,578
CSA Services & Support	3,404,289	40,000	3,444,289
DER	-	762,537	762,537
HSA Clinics and Ancillary Services	3,113,397	-	3,113,397
HSA Indigent Health Care	2,452,087	(2,152,087)	300,000
HSA Public Health	804,475	1,549,503	2,353,978
<b>Mandated County Match Total</b>	<b>\$ 19,633,771</b>	<b>\$ (1,608,495)</b>	<b>\$ 18,025,276</b>

## STAFFING IMPACTS

### Adopted Proposed Budget

Total current authorized positions— 0

### Final Budget

Total current authorized positions— 0

## BUDGET RECOMMENDATIONS

### Adopted Proposed Budget

It is recommended that a budget of \$18,025,276 be approved for the Chief Executive Office – Mandated Match. This budget is funded from a \$18,025,276 contribution from the General Fund.

Total recommended authorized positions— 0

### Final Budget

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$350,052	\$0	\$0	\$0
Other Financing Sources	\$125,000	\$361,053	\$60,000	\$0	\$60,000
<b>Total Revenue</b>	<b>\$125,000</b>	<b>\$711,105</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>
Salaries and Benefits	\$72,841	\$142,488	\$65,855	\$0	\$65,855
Services and Supplies	\$1,103,280	\$1,813,948	\$3,283,500	\$0	\$3,283,500
Other Charges	\$5,797	\$2,926	\$3,180	\$0	\$3,180
Fixed Assets					
Buildings & Improvements	\$0	\$114,673	\$0	\$0	\$0
Other Financing Uses	\$4,017,407	\$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>\$5,199,325</b>	<b>\$2,074,035</b>	<b>\$3,352,535</b>	<b>\$0</b>	<b>\$3,352,535</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$5,074,325</b>	<b>\$1,362,930</b>	<b>\$3,292,535</b>	<b>\$0</b>	<b>\$3,292,535</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Chief Executive office – Plant Acquisition budget provides funding of \$2.0 million for deferred maintenance of several of the County facilities including parking lot improvements at several of the campuses, alarm and badge system for 801 11<sup>th</sup> Street and several other minor maintenance projects, as well as \$200,000 for safety-related improvements. Funds are also available for code required testing, asbestos and lead testing, security at the former Honor Farm through disposition and sale of the facility, and other miscellaneous costs as required for the acquisition, repair and remodeling of existing and new County facilities including legal services, architectural services, geotechnical and civil services. Similar to the prior fiscal year, the base budget includes \$900,000 for multiple projects including the following: \$400,000 is requested for booster pump upgrades necessary at the public safety center site to replace the existing high pressure fire triplex water booster pump system. Upgrades to the existing system will ensure at full build out of the AB 900 Phase II Jail Expansion projects, the site has sufficient water pressure to operate efficiently.



The budget also includes \$175,000 to fund the County's share of costs for improvements to the Scenic Drive Safety Improvements at County Center II. Additionally, \$200,000 is included to perform minor renovations at the Harvest Hall. Finally, the budget includes \$125,000 for professional services including programming and legal services. The remainder of the budget of \$192,535 will support services and supplies including office supplies, postage, and outside printing, and various professional services such as geotechnical, civil engineering, plan check services, and engineering services.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$3,352,535 be approved for the Chief Executive Office – Plant Acquisition budget. This budget is funded from \$60,000 in estimated department revenue from insurance proceeds, and a \$3,292,535 contribution from the General Fund. At this level of funding, the Department prioritizes funding for the acquisition, repair and remodel of existing and new County facilities.

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

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

Fiscal Unit 5101 0018101  
 Internal Service Fund

**SERVICES PROVIDED**

The Dental Self-Insurance budget provides for dental benefits and services for approximately 3,500 full-time County employees, COBRA participants, and their families. The claims administration for the County's self-insured dental program will continue to be provided by Delta Dental.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$812,190 compared to the July 1, 2014 positive balance of \$981,733. This fund had a positive cash balance of \$1,052,969 compared to the July 1, 2014 positive balance of \$1,237,842. The decrease in the fund's cash and retained earnings balance is due to the planned use of retained earnings in Fiscal Year 2014-2015 when dental rates were reduced 10%, effective January 1, 2014, and continued through calendar year 2015. This should result in a further decrease in both cash and retained earnings in Fiscal Year 2015-2016. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for dental claims that have been incurred, but not reported and paid.

<b>Chief Executive Office - Dental Self-Insurance</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$11,187	\$10,299	\$10,000	\$0	\$10,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$3,434,712	\$3,594,183	\$3,778,000	\$0	\$3,778,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$3,445,899</b>	<b>\$3,604,482</b>	<b>\$3,788,000</b>	<b>\$0</b>	<b>\$3,788,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$3,460,430	\$3,755,754	\$4,122,019	\$0	\$4,122,019
Other Charges	\$36,627	\$40,862	\$40,981	\$0	\$40,981
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>\$3,497,057</b>	<b>\$3,796,616</b>	<b>\$4,163,000</b>	<b>\$0</b>	<b>\$4,163,000</b>
Retained Earnings	\$51,158	\$192,134	\$375,000	\$0	\$375,000
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Dental Self-Insurance budget will finance the payment of dental claims and claims administration through Delta Dental's Preferred Provider Organization (PPO) network. This budget is funded through revenue from County departments, employee premium cost share, and COBRA participants.

The County reached an agreement with County labor organizations for the period of January 1, 2015 – December 31, 2017, which included continuing the existing "core" dental plan and adding a new "buy up" dental plan for employees who prefer to upgrade their dental benefits to include a higher annual plan maximum per member, orthodontia for eligible dependent children (\$2,000 lifetime maximum benefit per child), and access to the Delta Premier network at a lower cost. The "buy up" plan is available to employees at a higher employee contribution. If elected, employees must remain on the "buy up" dental plan for three years to ensure that premium contributions adequately offset enhanced benefit costs. In addition, rates for the "core" dental plan are subsidized by 10% for calendar year 2015 by using retained earnings in the program.

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

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$4,163,000 be approved for Chief Executive Office – Risk Management Division Dental Self-Insurance. This budget is funded by \$3,788,000 in estimated department revenue and \$375,000 in departmental Retained Earnings.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions—0

**STANISLAUS COUNTY, CALIFORNIA**

**Fiscal Year 2015-2016**

**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.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a negative retained earnings balance of \$526,986 compared to the July 1, 2014 negative balance of \$1,328,554. This fund had a positive cash balance of \$3,507,408 compared to the July 1, 2014 positive balance of \$3,272,344. The increase in the fund's cash and retained earnings balance reflects the third year of a five-year repayment plan of the retained earnings deficit in the 2014-2015 Fiscal Year and a decrease in the value of the fund's claims that have been incurred but not reported and paid. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and claims that have been incurred, but not reported and paid. In Fiscal Year 2015-2016, the planned deficit repayment will remain at \$450,000.

<b>Chief Executive Office - General Liability</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$25,938	\$20,531	\$15,000	\$0	\$15,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$4,411,448	\$4,580,829	\$5,315,725	\$0	\$5,315,725
Miscellaneous Revenue	\$3,881	\$51	\$0	\$0	\$0
Other Financing Sources	\$4,138,680	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$8,579,947</b>	<b>\$4,601,411</b>	<b>\$5,330,725</b>	<b>\$0</b>	<b>\$5,330,725</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$7,375,662	\$3,965,811	\$4,704,977	\$0	\$4,704,977
Other Charges	\$209,458	\$194,564	\$175,748	\$0	\$175,748
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>\$7,585,120</b>	<b>\$4,160,375</b>	<b>\$4,880,725</b>	<b>\$0</b>	<b>\$4,880,725</b>
Retained Earnings	(\$994,827)	(\$441,036)	(\$450,000)	\$0	(\$450,000)
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed 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 \$5.3 million in departmental charges and \$15,000 in interest earnings.

The basis 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 General Liability Fund began the 2011-2012 Fiscal Year with a \$1.7 million retained earnings deficit. This was the result of actuarial reviews reporting that the liability for current and future losses was greater than the cash in the program. A deficit repayment plan was adopted in the 2012-2013 Proposed Budget that included paying back the deficit over five years in the amount of \$350,000 per year. In Fiscal Year 2013-2014, the deficit repayment was increased to \$450,000 for that year and the remaining three years of the repayment plan. All revenue received that is in excess of expenditures each year will contribute toward the repayment of the deficit as well as possible decreases in the liability for current and future losses. This is the fourth year of the five-year deficit repayment plan.

This budget includes appropriations that are expected to fund insurance premiums and essential operational expenses. Excess insurance premiums are anticipated to increase by approximately \$700,000 for all General and Auto Liability programs in Fiscal Year 2015-2016. In addition, costs for several significant litigated cases are included in this 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. This budget reflects funding at the 90% confidence level as recommended in the September 2014 Actuarial Review of the Self-Insured Liability Program prepared by Bickmore Risk Services.

In order to mitigate risk in this program, the Risk Management Division purchases excess insurance for claims and defense costs that exceed the County's self-insured retention (similar to an insurance deductible) of \$250,000. The County pays all costs as they are incurred, and then the amounts that exceed the self-insured retention are reimbursed by the insurance carrier. This funding is recorded as an offset to expenditures in the General Liability Fund.

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.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$4,880,725 be approved for Chief Executive Office – Risk Management Division General Liability Self-Insurance. This budget is funded by \$5,330,725 in estimated department revenue and contributes \$450,000 to departmental Retained Earnings.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



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

Budget Unit 5091 0018091  
Internal Service Fund

**SERVICES PROVIDED**

The Medical Self-Insurance budget provides funding for medical insurance for approximately 3,800 participants, including full-time County employees, COBRA participants, pre-Medicare (under age 65) retirees, and their families. Depending on where participants reside, they are either enrolled in the Stanislaus County Partners in Health (SCPH) or Anthem Blue Cross plan. Within each of those plans, participants have the option of choosing a High Deductible Health Plan (HDHP) or Exclusive Provider Organization (EPO) plan. The HDHP option is accompanied by a Health Savings Account (HSA) that is funded by both Stanislaus County and employee contributions. There are approximately 200 retiree participants who pay 100% of their individual premium costs for participation in the County-sponsored medical insurance program. Kaiser plans are no longer offered by the County effective January 1, 2015.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a negative retained earnings balance of \$212,480 compared to the July 1, 2014 negative balance of \$7,764,214. This fund had a positive cash balance of \$6,991,536 compared to the July 1, 2014 negative balance of \$330,333. The increase in the fund's cash and retained earnings balance is a reflection of the planned surplus resulting from the 2015 rate increase in addition to cost saving measures implemented in the program. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for medical claims that have been incurred, but not reported and paid. The remaining retained earnings deficit will be mitigated through the surplus anticipated to be generated from 2015 rates.

<b>Chief Executive Office - Medical Self-Insurance</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	(\$12,657)	\$30,355	\$15,000	\$0	\$15,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$52,338,739	\$54,749,603	\$54,385,000	\$0	\$54,385,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$52,326,082</b>	<b>\$54,779,958</b>	<b>\$54,400,000</b>	<b>\$0</b>	<b>\$54,400,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$55,146,298	\$46,136,256	\$52,400,000	\$0	\$52,400,000
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>\$55,146,298</b>	<b>\$46,136,256</b>	<b>\$52,400,000</b>	<b>\$0</b>	<b>\$52,400,000</b>
Retained Earnings	\$2,820,216	(\$8,643,702)	(\$2,000,000)	\$0	(\$2,000,000)
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

At the proposed level of funding, the Medical Self-Insurance budget provides for the payment of all medical and pharmaceutical claims and administration costs, including stop loss insurance coverage. This budget is funded by charges to County departments and premium contributions from County employees, COBRA participants, and pre-Medicare retirees. The requested budget projects total revenue of \$54.4 million of which approximately \$46.9 million is funded by County departments, \$5.1 million from employee premium cost sharing, and \$2.4 million from early retirees and COBRA participants. Estimated revenue has been modeled using the most recent enrollment data and includes an 8% rate increase on January 1, 2016. This analysis results in a projected \$2 million surplus that will be used to offset a portion of the fund's retained earnings deficit.

In 2012, the County's medical insurance changed from a fully-insured program to a partially self-insured program. At the same time, a new non-profit health plan was formed, Stanislaus County Partners in Health (SCPH), and the County began to pay for employee medical expenses on a fee-for-service basis. Also, in 2011, a three-year agreement was reached with employee labor groups that established the medical plans that would be offered to employees and other participants and also established the premium cost sharing for each group. Three plans were offered at that time – Anthem Blue Cross, Kaiser, and SCPH. Each plan had an Exclusive Provider Organization (EPO) option and a High Deductible Health Plan (HDHP) option. The cost sharing for employees ranged from 80% of the lowest-cost EPO Plan to 95% of the lowest-cost HDHP. In addition, the County contributed \$2,000 per year to the Employee + 1 and Family coverage options for HDHPs and \$1,200 per year for the Employee Only option. These amounts were deposited into employees' Health Savings Accounts (HSAs), half in January and then semi-monthly beginning July 1 of the calendar year.

In the fall of 2014, a new three-year agreement was reached with employee labor groups for the period of January 2015 through December 2017 that included cost containment changes to the medical insurance plan configuration and reduced the number of health plans offered to participants. In order to take advantage of local discounts and minimize out-of-area costs, participants living within the SCPH local service area were enrolled in the SCPH plan, while participants living outside the SCPH local service area were enrolled in the Anthem Blue Cross plan. The County charged the same insurance rates for subscribers regardless of their residence status and corresponding health plan enrollment. In



addition, the employee cost sharing percentages and HSA contributions remained the same as in the previous agreement.

In order to mitigate risk in this program, the Risk Management Division purchases excess insurance for catastrophic medical and pharmaceutical claims that exceed the County's individual stop loss (ISL) deductible (currently at \$250,000). The County pays all claims as they are incurred and the amounts that exceed the deductible for the calendar year are reimbursed by the insurance carrier. This funding is recorded as an offset to expenditures in the Medical Self-Insurance Fund. As of June 2015, there were 17 catastrophic claims exceeding the ISL for calendar year 2014.

The Division will continue to monitor the performance of the self-funded medical insurance program throughout the fiscal year and may require future adjustments in expenditures and corresponding premium revenue as the new medical program and claims experience develop. In addition, an outside actuarial analysis will be performed in the fall of 2015 in order to determine the value of the claims that have been incurred but not reported and to set the rates for 2016.

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

### **STAFFING IMPACTS**

#### **Adopted Proposed Budget**

Total current authorized positions— 0

#### **Final Budget**

Total current authorized positions— 0

### **BUDGET RECOMMENDATIONS**

#### **Adopted Proposed Budget**

It is recommended that a budget of \$52,400,000 be approved for Chief Executive Office – Risk Management Division Medical Self-Insurance. This budget is funded by \$54,400,000 in estimated department revenue and contributes \$2,000,000 to departmental Retained Earnings.

Total recommended authorized positions— 0

#### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**CHIEF EXECUTIVE OFFICE—RISK MANAGEMENT DIVISION**  
**OTHER EMPLOYEE BENEFITS**

Budget Unit 5093 0018093  
 Internal Service Fund

**SERVICES PROVIDED**

The Other Employee Benefits budget provides funding for employee life insurance, management long-term disability, deferred compensation, and staff costs for administering employee benefits.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$395,960 compared to the July 1, 2014 positive balance of \$417,727. This decrease is due to the use of retained earnings in Fiscal Year 2014-2015 to fund an operational audit of the Deferred Compensation program.

As of July 1, 2015, this fund had a positive cash balance of \$426,750 compared to the July 1, 2014 positive balance of \$415,777. There is no significant change in the cash balance. The difference between the cash and retained earnings balance is due to an Accounts Payable balance.

<b>Chief Executive Office - Other Employee Benefits</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$3,165	\$3,621	\$3,700	\$0	\$3,700
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$377,661	\$395,976	\$402,000	\$0	\$402,000
Miscellaneous Revenue	\$97,836	\$96,349	\$92,000	\$0	\$92,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$478,662</b>	<b>\$495,946</b>	<b>\$497,700</b>	<b>\$0</b>	<b>\$497,700</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$132,731	\$160,829	\$146,800	\$0	\$146,800
Other Charges	\$333,244	\$357,070	\$350,900	\$0	\$350,900
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>\$465,975</b>	<b>\$517,899</b>	<b>\$497,700</b>	<b>\$0</b>	<b>\$497,700</b>
Retained Earnings	(\$12,687)	\$21,953	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, life insurance, management long-term disability, and the deferred compensation program will be provided to Stanislaus County employees. Basic life insurance is provided to all eligible employees and supplemental life insurance may be purchased at the employees' expense. Management long-term disability is a County-sponsored benefit, offered only to managers. The deferred compensation program is administered by Mass Mutual, with the oversight from a Deferred Compensation Committee consisting of County employees and an outside consultant. It is anticipated that \$92,000 in revenue will be received in Fiscal Year 2015-2016 from Mass Mutual as part of its administrative agreement to fund deferred compensation-related expenses.

This budget is funded primarily from administrative fee revenue from County departments, COBRA participants, and pre-Medicare retirees. Departments pay an administrative fee of \$2 per paycheck per employee to administer benefits and COBRA and pre-Medicare retirees pay a fee of 2% of medical premiums. These funds are used to pay Employee Benefits salaries and other related expenses. As medical insurance options for pre-Medicare retirees have developed outside of Stanislaus County, retiree enrollment in County plans has decreased. In addition, effective January 1, 2015, special districts are no longer participating in County-sponsored plans. This has resulted in lower administrative fee revenue estimates for Fiscal Year 2015-2016. A corresponding shift of Employee Benefits salaries is underway to apportion a percentage to the Risk Management Division budget.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$497,700 be approved for Chief Executive Office – Risk Management Division Other Employee Benefits. This budget is funded by \$497,700 in estimated department revenue.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**FISCAL GENERAL SERVICES**  
**Other General**



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

Budget Unit 5061 0018061  
 Internal Service Fund

**SERVICES PROVIDED**

The Professional Liability Insurance budget provides for the management of claim losses, legal defense, cost of claims administration, actuarial services, and the administration of medical malpractice insurance. Effective October 1, 2014, this budget has been renamed to Chief Executive Office – Risk Management Division Professional Liability Insurance with the transition to a fully-insured program.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$376,823 compared to the July 1, 2014 positive balance of \$713,942. This fund had a positive cash balance of \$1,022,409 compared to the July 1, 2014 positive balance of \$1,363,442. The decrease in the fund's cash and retained earnings balance is due to the payment of insurance coverage for the program's medical malpractice claims that were incurred but not reported prior to October 1, 2014, when the program transitioned to a fully-insured program. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for claims that have been incurred, but not reported and paid.

<b>Chief Executive Office - Professional Liability</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$10,874	\$10,016	\$10,000	\$0	\$10,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$762,000	\$664,300	\$400,000	\$0	\$400,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$772,874</b>	<b>\$674,316</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$410,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$487,884	\$1,007,316	\$409,829	\$0	\$409,829
Other Charges	\$457	\$0	\$171	\$0	\$171
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>\$488,341</b>	<b>\$1,007,316</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$410,000</b>
Retained Earnings	(\$284,533)	\$333,000	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

At the proposed level of funding, insurance coverage is provided for the Health Services Agency (HSA), Behavioral Health and Recovery Services (BHRS), Probation, and the Sheriff. Funds are included for the defense and settlement of existing claims, as well as for the insurance premium and deductibles associated with future claims.

In 1993, the County obtained insurance coverage for its Medical Malpractice Program through CSAC – Excess Insurance Authority (CSAC-EIA). CSAC-EIA offers two insurance options – one with a self-insured retention (SIR) of \$500,000 and one with a deductible of \$10,000, which is considered fully-insured. At the time, the County joined the group with the self-insured retention because it delivered services in a hospital environment. The County remained in that program through September 2014, retaining an SIR of \$500,000 for all new and existing claims.

As the renewal approached in the fall of 2014, CSAC-EIA advised the County that it would be more advantageous for the County to move to its fully-insured program with a deductible of \$10,000 since the County no longer delivers services in a hospital environment. Also, under the fully-insured program, CSAC-EIA handles the defense and settlement of all claims. The County engaged in a thorough analysis of the insurance premiums for the new program, which resulted in estimated future savings to the budget and ultimately to the departments for which the insurance is provided. The savings is realized in three key areas: 1) decreased insurance premiums, 2) eliminated third party administrator fees (these costs are included in the premium), and 3) decreased defense and settlement costs.

In the 2014-2015 Mid-Year Financial Report, approval was given to increase appropriations in that fiscal year to completely pay the tail premium which covered all claims under the self-insured program. Any new claim that is incurred and reported on or after October 1, 2014 will be covered under the new program and subject to the \$10,000 deductible. Any new claim that was incurred prior to October 1, however, will fall under the old program and will be subject to the \$500,000 SIR. The County is working closely with its actuarial firm to maintain adequate reserves in this fund for claims that fall under both scenarios.

The basis of the professional liability charges includes an exposure and experience component. The exposure component represents 81% of the charges and is based upon the percentage of program exposure determined by the excess insurance carrier, CSAC-EIA. CSAC-EIA uses the application data submitted for medical malpractice insurance as the basis for determination of the exposure percentages. The experience component represents 19% of the charges and reflects four 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.

Based on the updated experience and exposure analysis, the total budget allocation for the Professional Liability Insurance fund for Fiscal Year 2015-2016 is as follows:

Health Services Agency	\$239,098	59.8%
Sheriff	\$ 46,983	11.7%
Behavioral Health and Recovery Services	\$111,319	27.8%
Probation	\$ 2,600	0.7%
Total	\$400,000	100.0%

In addition to departmental charges, \$10,000 in interest revenue is anticipated for Fiscal Year 2015-2016.

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

## STAFFING IMPACTS

### Adopted Proposed Budget

Total current authorized positions— 0

**Final Budget**

Total current authorized positions— 0

**BUDGET RECOMMENDATIONS****Adopted Proposed Budget**

It is recommended that a budget of \$410,000 be approved for Chief Executive Office – Risk Management Division Professional Liability Insurance. This budget is funded by \$410,000 in estimated department revenue.

Total recommended authorized positions— 0

**Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**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 approximately 4,000 County employees including full-time, extra-help, and personal service contractors. The claims administration for this fund continues to be provided by the program's third party administrator, TALX Corporation.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$723,336 compared to the July 1, 2014 positive balance of \$1,012,833. This fund had a positive cash balance of \$1,088,046 compared to the July 1, 2014 positive balance of \$1,394,764. The decrease in the fund's cash and retained earnings balance is due to the planned use of retained earnings to offset departmental charges in Fiscal Year 2014-2015. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for claims that have been incurred, but not reported and paid. This budget is in the third year of a three-year plan to use retained earnings to offset departmental charges by approximately \$400,000 each year.

<b>Chief Executive Office - Unemployment Insurance</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$12,200	\$9,990	\$10,000	\$0	\$10,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$192,900	\$195,600	\$204,450	\$0	\$204,450
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$205,100</b>	<b>\$205,590</b>	<b>\$214,450</b>	<b>\$0</b>	<b>\$214,450</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$509,801	\$490,265	\$614,402	\$0	\$614,402
Other Charges	\$46	\$43	\$48	\$0	\$48
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>\$509,847</b>	<b>\$490,308</b>	<b>\$614,450</b>	<b>\$0</b>	<b>\$614,450</b>
<b>Retained Earnings</b>	<b>\$304,747</b>	<b>\$284,718</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$400,000</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, four quarterly unemployment payments, projected at approximately \$150,000 per quarter, can be made to the State Employment Development Department (EDD). The Unemployment Self-Insurance budget is balanced by charging \$50 per employee to departments, \$10,000 in interest earnings, and using \$400,000 in retained earnings.

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

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$614,450 be approved for Chief Executive Office – Risk Management Division Unemployment Self-Insurance. This budget is funded by \$214,450 in estimated department revenue and \$400,000 in departmental Retained Earnings.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions—0



**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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 3,500 full-time County employees and their families. Vision Service Plan (VSP) continues to administer the nationwide network of providers and processes claim payments for this fund.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$151,019 compared to the July 1, 2014 positive balance of \$345,637. This fund had a positive cash balance of \$237,369 compared to the July 1, 2014 positive balance of \$415,517. The decrease in the fund's cash and retained earnings balance is the result of the planned use of retained earnings to offset department and employee costs by reducing the rate for vision insurance by 50% for calendar year 2014. Effective January 1, 2015, rates were increased to fully fund claims. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for vision claims that have been incurred, but not reported and paid.

<b>Chief Executive Office - Vision Care Insurance</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$2,600	\$2,362	\$1,000	\$0	\$1,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$333,552	\$525,205	\$737,000	\$0	\$737,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$336,152</b>	<b>\$527,567</b>	<b>\$738,000</b>	<b>\$0</b>	<b>\$738,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$643,150	\$677,030	\$717,432	\$0	\$717,432
Other Charges	\$34,691	\$40,373	\$20,568	\$0	\$20,568
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>\$677,841</b>	<b>\$717,403</b>	<b>\$738,000</b>	<b>\$0</b>	<b>\$738,000</b>
Retained Earnings	\$341,689	\$189,836	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Vision Self-Insurance budget will finance the payment of vision claims and claims administration. This budget is funded through revenue from County departments, employee premium cost share, and COBRA participants who also participate in the plan. The County reached an agreement with County labor organizations for the period of January 1, 2015, through December 31, 2017, wherein vision benefits were enhanced to include greater allowances for frames and contact lenses for a \$10 exam and materials copay. The employee premium cost share remained the same at 20% of the vision rate. In addition, for calendar year 2015 and beyond, there is no retained earnings subsidy to offset rates.

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

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$738,000 be approved for Chief Executive Office – Risk Management Division Vision Care Self-Insurance. This budget is funded by \$738,000 in estimated department revenue.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions—0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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 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.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$2,280,903 compared to the July 1, 2014 positive balance of \$2,181,966. This fund had a positive cash balance of \$23,111,678 compared to the July 1, 2014 positive balance of \$22,635,239. The increase in the fund's cash and retained earnings balance is due to claims materializing at a lower-than-anticipated rate in the 2014-2015 Fiscal Year. The difference between the cash and retained earnings balance is due to the non-cash items listed on the balance sheet, such as Accounts Payable and the liability for claims that have been incurred, but not reported and paid.

<b>Chief Executive Office - Workers' Compensation</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$205,982	\$179,667	\$200,000	\$0	\$200,000
Intergovernmental Revenue	\$12,549	\$16,097	\$13,000	\$0	\$13,000
Charges for Service	\$5,879,050	\$4,690,000	\$4,690,000	\$0	\$4,690,000
Miscellaneous Revenue	\$479	\$785	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$6,098,060</b>	<b>\$4,886,549</b>	<b>\$4,903,000</b>	<b>\$0</b>	<b>\$4,903,000</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$4,471,901	\$4,108,621	\$4,819,862	\$0	\$4,819,862
Other Charges	\$446,689	\$275,408	\$258,138	\$0	\$258,138
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>\$4,918,590</b>	<b>\$4,384,029</b>	<b>\$5,078,000</b>	<b>\$0</b>	<b>\$5,078,000</b>
Retained Earnings	(\$1,179,470)	(\$502,520)	\$175,000	\$0	\$175,000
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

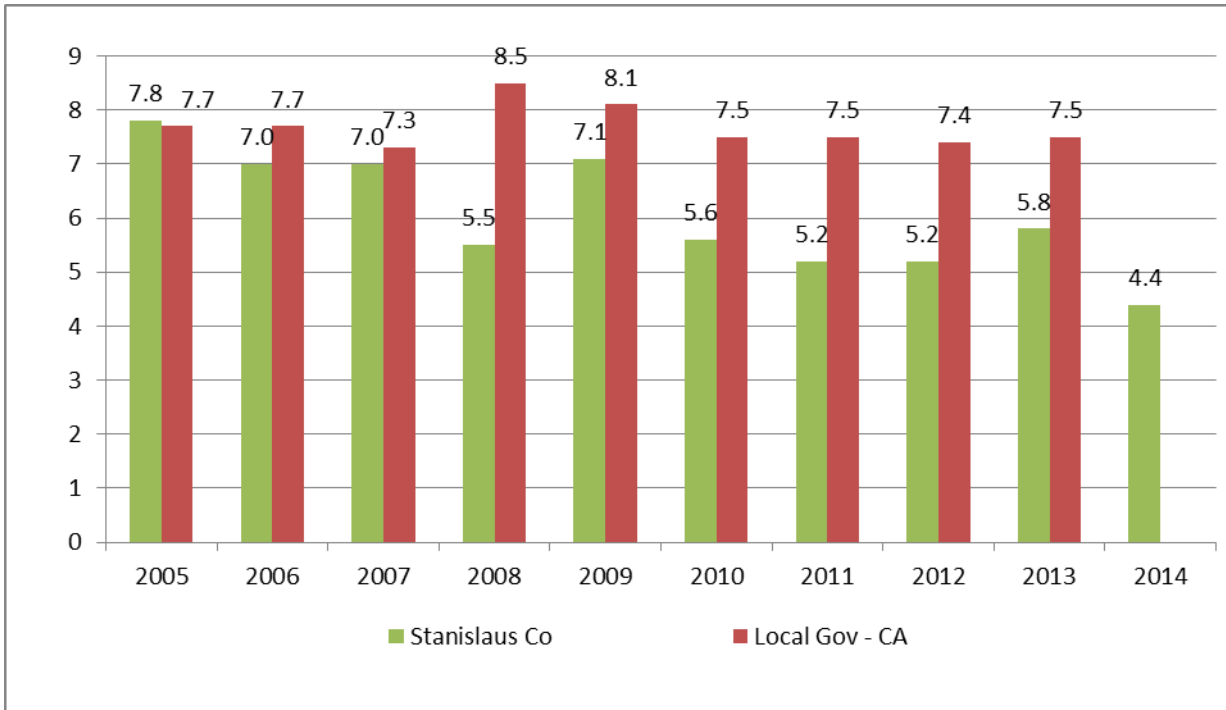
## PROGRAM DISCUSSION

At the proposed level of funding, the Workers' Compensation Self-Insurance budget will fully fund the services provided through the Disability Management Program. The Disability Management Program includes returning injured/ill 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 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.

In order to mitigate risk in this program, the Risk Management Division purchases excess insurance for claims and defense costs that exceed the County's self-insured retention (similar to an insurance deductible) of \$500,000. The County pays all costs as they are incurred and then the amounts that exceed the self-insured retention are reimbursed by the insurance carrier. This funding is recorded as an offset to expenditures in the Workers' Compensation Self-Insurance budget.

The ongoing efforts of the County's safety program have assisted in controlling the severity and frequency of work-related injuries. The County's Occupational Safety and Health Administration (OSHA) incident rate for the County workforce has on average been 20% lower than the incident rates for comparable local governments in California, reflecting the ongoing effectiveness of the County safety program. The chart below shows the comparison of the OSHA incident rates for Stanislaus County and comparable local governments in the State of California.



This budget reflects funding at the 70% confidence level as recommended in the September 2014 Actuarial Review of the Self-Insured Workers' Compensation Program, prepared by Bickmore Risk Services.

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

### **STAFFING IMPACTS**

#### **Adopted Proposed Budget**

Total current authorized positions— 0

#### **Final Budget**

Total current authorized positions— 0

### **BUDGET RECOMMENDATIONS**

#### **Adopted Proposed Budget**

It is recommended that a budget of \$5,078,000 be approved for Chief Executive Office – Risk Management Division Workers' Compensation Self-Insurance. This budget is funded by \$4,903,000 in estimated department revenue and \$175,000 in departmental Retained Earnings.

Total recommended authorized positions— 0

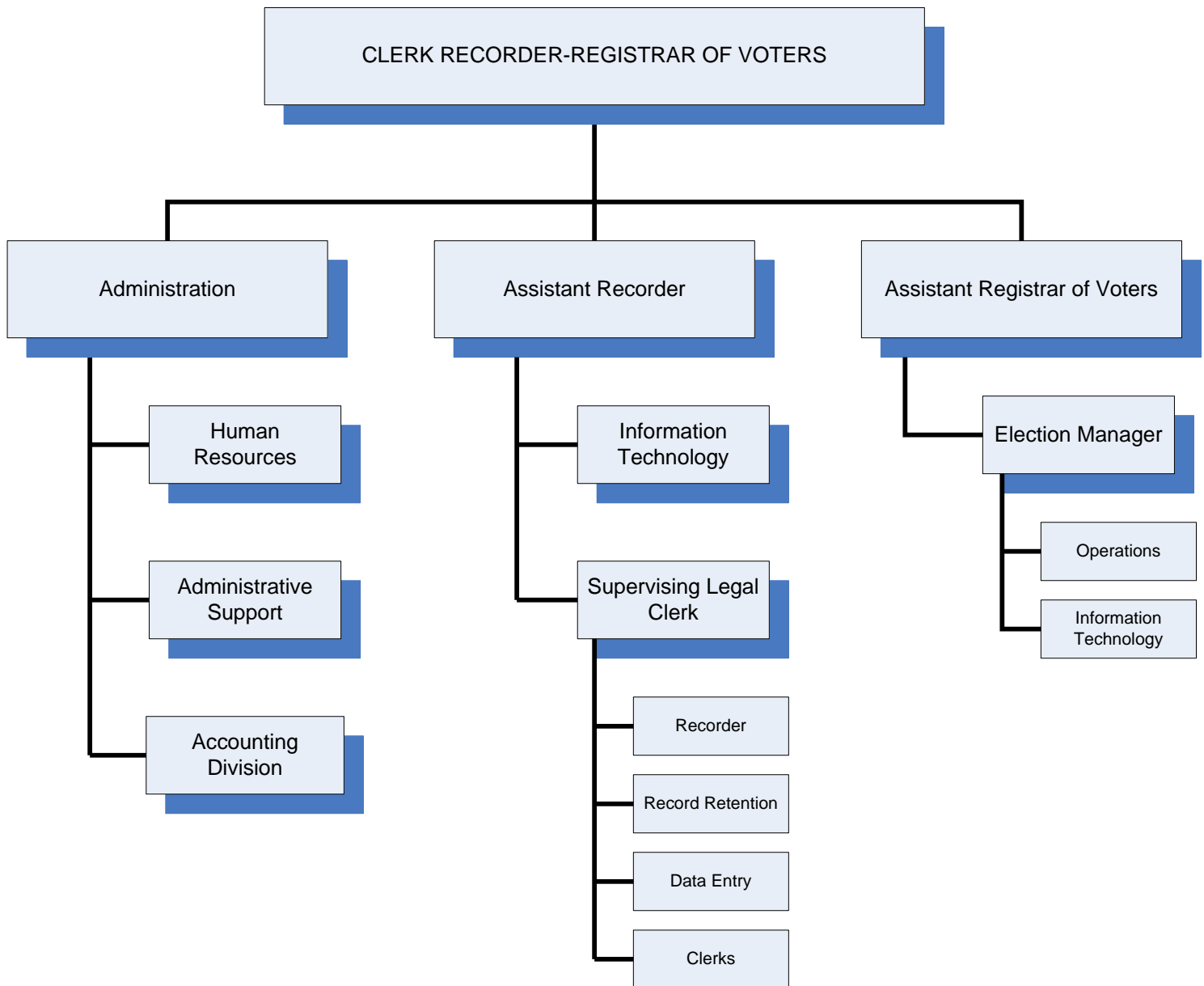
#### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions—0

**STANISLAUS COUNTY  
CLERK RECORDER-REGISTRAR OF VOTERS**

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

**CLERK-RECORDER**  
**Lee Lundrigan, Clerk-Recorder**

**BUDGET AT A GLANCE**

Gross Costs	\$7,617,242
Total Revenue	\$4,062,484
Fund Balance/Retained Earnings	\$1,029,543
<b>Net County Cost</b>	<b>\$2,525,215</b>
Total Recommended Staffing	45
% Funded by Local Discretionary Funds	33.2%

**MISSION STATEMENT**

The County Clerk-Recorder ensures 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; provides public access to clear and accurate County records; ensures that qualified and interested citizens are given the opportunity to exercise their right to vote in lawfully conducted elections; and conducts all manner of business related to elections.

**ACCOMPLISHMENTS AND OBJECTIVES**

The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Clerk-Recorder include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ Successfully conducted the Gubernatorial General Election in November 2014.</li> <li>◆ Completed official record indexing from 1923 to the present.</li> <li>◆ Successful restoration of historical official records.</li> <li>◆ Fictitious Business Name (FBN) and Oaths of Office have been imaged and indexed.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Conduct the Consolidated District Election in November 2015.</li> <li>◆ Conduct the Presidential Primary Election in June 2016.</li> <li>◆ Place Vital Record images into production.</li> </ul>

**BUDGETS WITHIN THE CLERK-RECORDER'S OFFICE INCLUDE:**

- ◆ Recorder Division
- ◆ Elections Division
- ◆ Modernization Trust Fund
- ◆ Vital and Health Statistics

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**CLERK-RECORDER—RECORDER DIVISION**

Budget Unit 0100 0020001  
 General Fund

**SERVICES PROVIDED**

The Clerk-Recorder's Office processes 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.

<b>Clerk-Recorder</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$135,038	\$137,332	\$116,626	\$0	\$116,626
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	\$1,355,738	\$1,418,475	\$1,329,275	\$0	\$1,329,275
Miscellaneous Revenue	\$324,261	\$318,819	\$336,254	\$0	\$336,254
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,815,037</b>	<b>\$1,874,626</b>	<b>\$1,782,155</b>	<b>\$0</b>	<b>\$1,782,155</b>
Salaries and Benefits	\$1,639,117	\$1,461,832	\$1,598,844	\$0	\$1,598,844
Services and Supplies	\$108,065	\$91,864	\$80,360	\$0	\$80,360
Other Charges	\$220,995	\$222,710	\$264,129	\$0	\$264,129
Fixed Assets					
Buildings & Improvements	\$0	\$11,371	\$0	\$0	\$0
Equipment	\$24,162	\$0	\$0	\$0	\$0
Other Financing Uses	\$50,017	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$195	\$163	\$300	\$0	\$300
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,042,551</b>	<b>\$1,787,940</b>	<b>\$1,943,633</b>	<b>\$0</b>	<b>\$1,943,633</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$227,514</b>	<b>(\$86,686)</b>	<b>\$161,478</b>	<b>\$0</b>	<b>\$161,478</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain all public services. The Clerk-Recorder's Office provides public access to clear and accurate County records that are indexed, maintained, archived, and preserved by Department staff.

The Department anticipates that an office remodel project will be completed during Fiscal Year 2015-2016. In keeping with the County's goal of continuous improvement, this project will allow the staff to serve the public more efficiently and allow easier access for the public to the services and records of the Department. The project includes customer counter, staff cubicles, and air conditioning modifications.



## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 32

### **Final Budget**

The Department is requesting a classification study of one Accountant I position.

Total current authorized positions— 32

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$1,943,633 be approved for Clerk-Recorder – Recorder Division. This budget is funded from \$1,782,155 in estimated department revenue and a \$161,478 contribution from the General Fund.

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

Total recommended authorized positions— 32

### **Final Budget**

There are no recommended changes in funding to this budget.

It is recommended to conduct a classification study for one Accountant I position.

Total recommended authorized positions— 32

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$80,930	\$263,776	\$1,121,989	\$0	\$1,121,989
Charges for Service	\$766,196	\$201,346	\$458,172	\$0	\$458,172
Miscellaneous Revenue	\$17	\$139	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$847,143</b>	<b>\$465,261</b>	<b>\$1,580,161</b>	<b>\$0</b>	<b>\$1,580,161</b>
Salaries and Benefits	\$976,056	\$964,097	\$1,172,300	\$0	\$1,172,300
Services and Supplies	\$1,279,015	\$797,839	\$2,667,424	\$0	\$2,667,424
Other Charges	\$82,917	\$86,463	\$102,424	\$0	\$102,424
Fixed Assets					
Equipment	\$58,282	\$6,645	\$0	\$0	\$0
Other Financing Uses	\$26,476	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$1,426	\$932	\$1,750	\$0	\$1,750
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,424,172</b>	<b>\$1,855,976</b>	<b>\$3,943,898</b>	<b>\$0</b>	<b>\$3,943,898</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$1,577,029</b>	<b>\$1,390,715</b>	<b>\$2,363,737</b>	<b>\$0</b>	<b>\$2,363,737</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain all regularly scheduled public services. The State legislature has suspended the following mandates which will result in a significant loss of revenue:

**Vote by Mail:** With the suspension of mandated vote by mail submission for voters who make that request, the Elections Division will no longer be eligible to submit a claim for reimbursement for this service.

**Fifteen Day Close of Voter Registration:** The Elections Division will no longer be reimbursed for processing voter registration affidavits from 28 days prior to the election through 15 days before the election.

**State Budget Impacts:** Recently passed or pending legislation is also a cause for concern regarding budget impacts on the Department:

**Election Code §3020** extends acceptance of voted ballots beyond Election Day. Former law required all votes to be cast by 8:00pm on Election Day. Section 3020 mandates that vote by mail ballots received up to three days after Election Day be counted. The elections office must stop its ongoing procedures and use supervisory decision making staff to determine if "late" ballots were cast timely enough to be counted. Steps include determining whether the ballot envelope is postmarked on or before Election Day, whether the ballot envelope has a postmark, if the ballot envelope has a postmark with no date, if the ballot envelope has an illegible postmark, and if the ballot envelope is signed and dated on or before Election Day. Section 3020 further extends election canvass to 30 full days following Elections Day, prolonging the certification of the election.

**Senate Bill 113** was signed into law by Governor Brown in September 2014. This law lowers the minimum age to submit an affidavit of registration to 16 years of age. The law is contingent upon the enactment of the VoteCal statewide voter registration system, expected in mid-2016. This will require upgrades to our existing voter registration management systems that are not currently equipped to handle pre-registration of 16 year-olds. Compliance with this law will also incur ongoing costs for the day-to-day management of a new, separate database of voters who may move, obtain a driver's license, re-register, or need to be removed. It is anticipated that funding for a part time extra help position will be necessary to accommodate this additional workload.

**Elections Code 2170** extends the period of voter registration through Election Day. This new law will be effective January 1, 2017. The close of voter registration prior to an election has legislatively been 15 days prior to Election Day. This new law will allow registration to occur through Election Day. New voters will cast a provisional ballot that will be counted if the conditional voter registration is deemed effective. The Elections Division is mandated to offer each conditional voter both registration and provisional voting. An increase in last minute voter registration that now extends beyond the previous 15 day close of registration and an increase in time consuming activities related to provisional ballots can be anticipated.

On January 10, 2006, the Board authorized the Registrar of Voters to receive and spend a Federal Help America Vote Act (HAVA) grant in the amount of \$2,438,813. The grant funding is to be used for the purchase of voting equipment and election support on a cost reimbursement basis. Stanislaus County has a remaining balance of \$1,076,225 from the original grant funding. This grant provides federal funding to help counties maintain compliance with the requirement of Section 301 of HAVA, including the purchase of voting equipment and election support on a cost reimbursement basis. On January 15, 2008 the Board approved the Secretary of State extension of the original federal HAVA section 301. A second extension of grant monies was approved by the Board on November 15, 2011 extending the contract through December 31, 2015.

On April 29, 2014, the Board of Supervisors authorized the Registrar of Voters to receive and spend another Help America Vote Act (HAVA) grant in the amount of \$52,764 through June 30, 2016. Section 303 of the Act addresses the statewide voter registration system. The Registrar of Voters has been selected as one of the counties to participate in the discovery sessions for the VoteCal Statewide Voter Registration Database Project. Stanislaus County has a remaining balance of \$45,764 from the original grant funding.

The June 2016 presidential primary election is a mandated election. Due to the biennial nature of this type of election, the related costs are not included in this division's base budget. The Department requests an additional \$750,000 General Fund contribution for Fiscal Year 2015-2016 to cover the costs associated with the primary election.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 13

### **Final Budget**

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

Total current authorized positions— 13

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$3,943,898 be approved for Clerk-Recorder – Elections Division. This budget is funded from \$1,580,161 in estimated department revenue and a \$2,363,737 contribution from the General Fund. This includes recommended funding from the General Fund in the amount of \$750,000 for the June 2016 presidential primary election.

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

Total recommended authorized positions— 13

### **Final Budget**

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions— 13

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive fund balance of \$2,850,054 compared to the July 1, 2014, positive fund balance of \$3,087,398. This decrease is due to three major projects funded by the Modernization Trust Fund, which include the Film Conversion Project, the Book Restoration Project, and the Social Security Truncation Project. The Department anticipates using \$1,034,452 of fund balance in Fiscal Year 2015-2016 toward these projects. Cash is tracking similar to fund balance. The fund and cash balance for the Modernization fund are expected to decline as these and other modernization projects are implemented.

Clerk-Recorder Modernization					
Classification	2013-2014 Actual	2014-2015 Actual	2015-2016 Adopted Proposed	2015-2016 Recommended Adjustments	2015-2016 Recommended 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	\$744,276	\$782,121	\$645,259	\$0	\$645,259
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$744,276</b>	<b>\$782,121</b>	<b>\$645,259</b>	<b>\$0</b>	<b>\$645,259</b>
Salaries and Benefits	\$350,932	\$563,223	\$689,246	\$0	\$689,246
Services and Supplies	\$770,509	\$456,242	\$840,465	\$0	\$840,465
Other Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets					
Equipment	\$3,091	\$0	\$150,000	\$0	\$150,000
Other Financing Uses	\$10,951	\$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>\$1,135,483</b>	<b>\$1,019,465</b>	<b>\$1,679,711</b>	<b>\$0</b>	<b>\$1,679,711</b>
Fund Balance	\$391,207	\$237,344	\$1,034,452	\$0	\$1,034,452
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue with the projects currently in process. This level of funding will allow the Department to more efficiently deliver public services. As the projects are completed, the public will have easier access to Clerk-Recorder services.

The Division will continue with the fully funded multi-year projects that are currently underway. These projects include the Film Conversion, Historical Book Restoration and the Social Security Number (SSN) Truncation projects.

### **STAFFING IMPACTS**

#### **Adopted Proposed Budget**

Total current authorized positions— 0

#### **Final Budget**

Total current authorized positions— 0

### **BUDGET RECOMMENDATIONS**

#### **Adopted Proposed Budget**

It is recommended that a budget of \$1,679,711 be approved for Clerk-Recorder – Modernization Trust Fund. This budget is funded from \$645,259 in estimated department revenue and \$1,034,452 in departmental fund balance.

Total recommended authorized positions— 0

#### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**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 (Birth, Death, and Marriage Certificates) showing significant deterioration, as well as the printing and management of appropriate forms permitting public access to records.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive fund balance of \$254,700 compared to the July 1, 2014, positive fund balance of \$200,010. The slight increase in fund balance is due to increased revenue. Cash is tracking similar to fund balance. The Department anticipates a \$4,909 increase to fund balance in Fiscal Year 2015-2016.

<b>Clerk-Recorder - Vital &amp; Health Statistics</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$47,730	\$54,690	\$54,909	\$0	\$54,909
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$47,730</b>	<b>\$54,690</b>	<b>\$54,909</b>	<b>\$0</b>	<b>\$54,909</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$92,191	\$0	\$50,000	\$0	\$50,000
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>\$92,191</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>
<b>Fund Balance</b>	<b>\$44,461</b>	<b>(\$54,690)</b>	<b>(\$4,909)</b>	<b>\$0</b>	<b>(\$4,909)</b>
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue with the Film Conversion Project that is currently in process. This level of funding will allow the Department to efficiently deliver all public services. As the Film Conversion Project completes, the public will have easier access to Clerk Recorder services.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$50,000 be approved for Clerk-Recorder – Vital and Health Statistics. This budget is funded from \$54,909 in estimated department revenue, resulting in an estimated \$4,909 increase to departmental fund balance.

Total recommended authorized positions— 0

### **Final Budget**

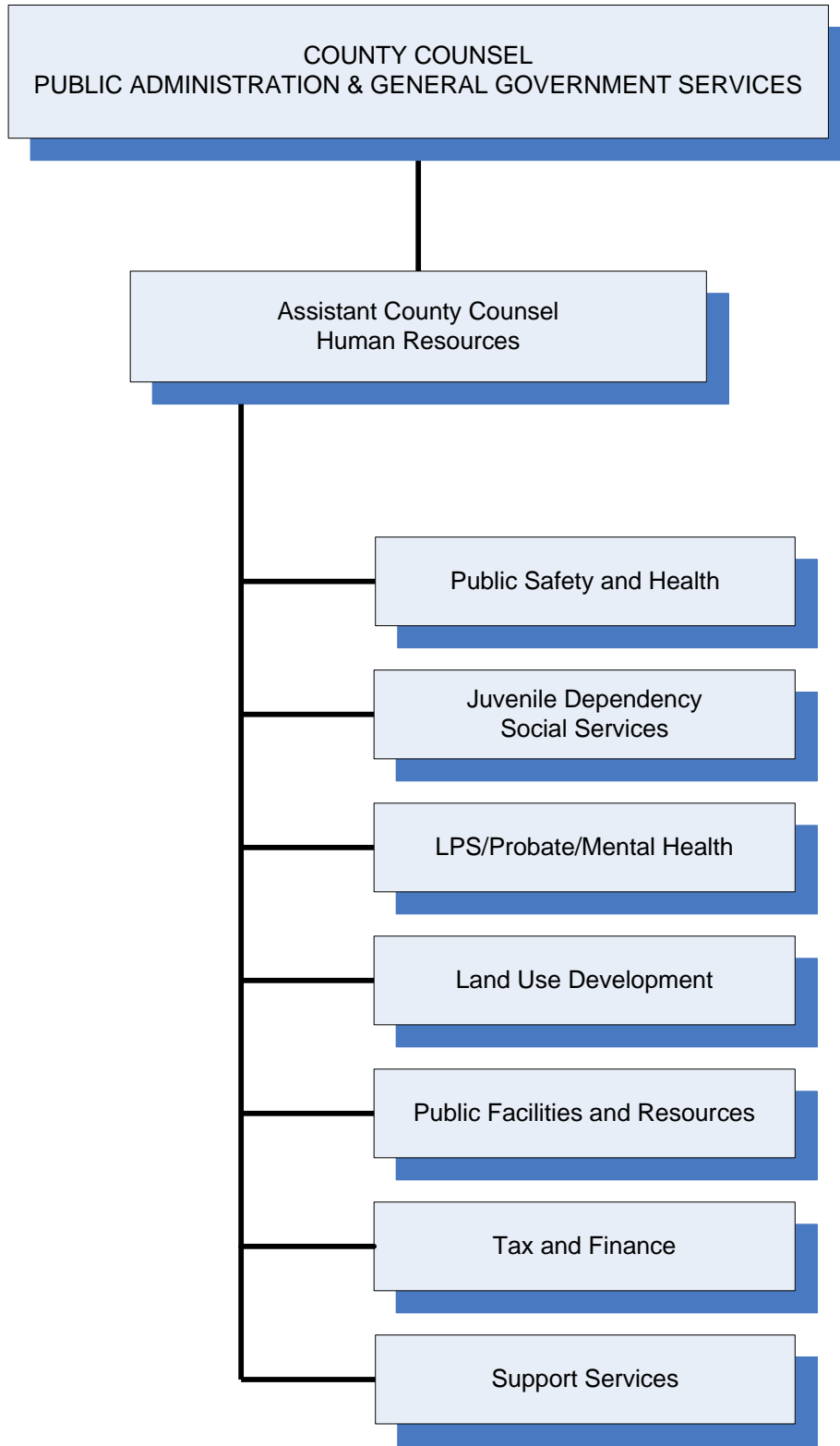
There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0



**STANISLAUS COUNTY  
COUNTY COUNSEL**

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**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  


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



**COUNTY COUNSEL**  
**John P. Doering, County Counsel**

<b>BUDGET AT A GLANCE</b>	
Gross Costs	\$2,452,542
Total Revenue	\$1,172,987
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$1,279,555</b>
Total Recommended Staffing	14
% Funded by Local Discretionary Funds	52.2%

**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.

**ACCOMPLISHMENTS AND OBJECTIVES**

The Office of County Counsel will continue to provide legal services and training as required. The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for County Counsel include:

<b>FISCAL YEAR 2014-2015 ACCOMPLISHMENTS</b>	<b>FISCAL YEAR 2015-2016 OBJECTIVES</b>
<ul style="list-style-type: none"> <li>◆ Provided five State-mandated training sessions, open to all County managers and supervisors, on preventing workplace harassment.</li> <li>◆ Provided one State mandated training session on ethics to elected and appointed officials receiving reimbursement for travel expenses.</li> <li>◆ Achieved 100% compliance with County safety program and policies, with no reportable accidents or injuries.</li> <li>◆ Received judgments totaling \$721,672 associated with the County's regulation of the bail bond industry.</li> <li>◆ Provided legal support for major revision to County Groundwater Ordinance.</li> <li>◆ Provided legal support for AB900 Public Safety Center Expansion Project.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Provide State mandated training on preventing workplace harassment and bullying.</li> <li>◆ Provide State mandated ethics training to elected and appointed officials.</li> <li>◆ Maintain compliance with County safety policies.</li> <li>◆ Enforce bail bond forfeitures, and recover transportation costs incurred by law enforcement agencies.</li> <li>◆ Provide timely legal support for County programs and projects.</li> </ul>

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



**COUNTY COUNSEL**

Budget Unit 0100 0022000  
General Fund

**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, which 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) 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 in preparing contracts necessary for providing child dependency services.

**Support Program** – The Support Program provides essential technical support of the County Counsel mission by assisting attorneys in preparing necessary contracts, correspondence, and pleadings, 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. This includes matters of compliance with all applicable laws, such as 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 General Fund 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 may be needed to continue this enhanced effort in the future.

<b>County Counsel</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$491	\$0	\$0	\$0	\$0
Revenue from use of Assets	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$1,044,156	\$1,196,172	\$1,172,967	\$0	\$1,172,967
Miscellaneous Revenue	\$118	\$10,082	\$20	\$0	\$20
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,044,765</b>	<b>\$1,206,254</b>	<b>\$1,172,987</b>	<b>\$0</b>	<b>\$1,172,987</b>
Salaries and Benefits	\$1,963,606	\$2,168,962	\$2,140,159	\$0	\$2,140,159
Services and Supplies	\$111,457	\$128,595	\$186,895	\$0	\$186,895
Other Charges	\$90,205	\$88,091	\$125,488	\$0	\$125,488
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$65,817	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$15	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$2,231,100</b>	<b>\$2,385,648</b>	<b>\$2,452,542</b>	<b>\$0</b>	<b>\$2,452,542</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$1,186,335</b>	<b>\$1,179,394</b>	<b>\$1,279,555</b>	<b>\$0</b>	<b>\$1,279,555</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

The Office of County Counsel is required by law to provide legal services in all civil matters for 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 as well as 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, Americans with Disabilities Act (ADA) matters, Equal Employment Opportunity Commission (EEOC) procedures, and Fair Labor Standard Act (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 save 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.

At the proposed level of funding, the Department can maintain all mandated programs and services.

### **STAFFING IMPACTS**

#### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 14

#### **Final Budget**

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

Total current authorized positions— 14

### **BUDGET RECOMMENDATIONS**

#### **Adopted Proposed Budget**

It is recommended that a budget of \$2,452,542 be approved for County Counsel. This budget is funded from \$1,172,987 in estimated department revenue and a \$1,279,555 contribution from the General Fund.

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

Total recommended authorized positions— 14

#### **Final Budget**

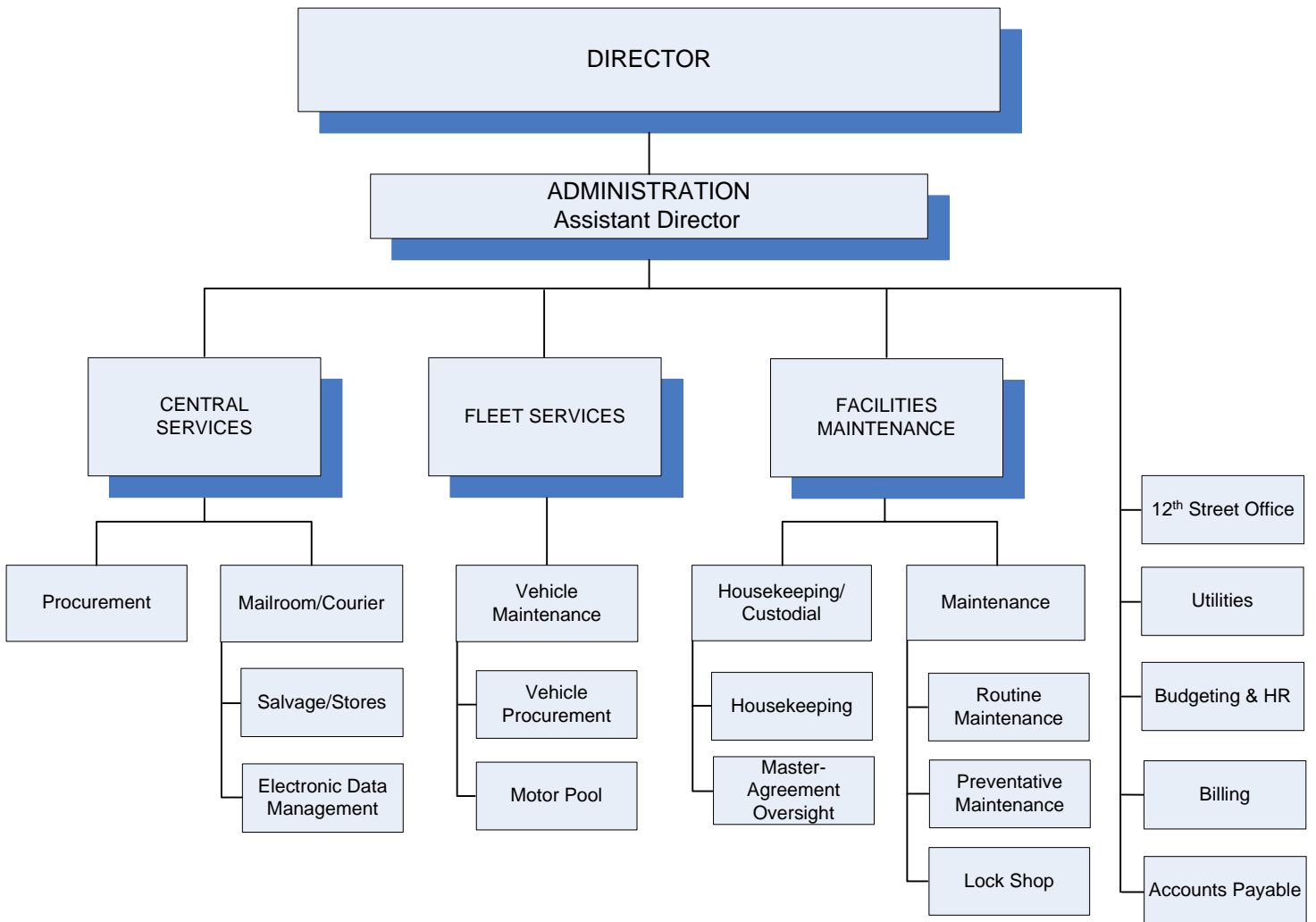
There are no recommended changes in funding to this budget.

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

Total recommended authorized positions— 14

**STANISLAUS COUNTY  
GENERAL SERVICES AGENCY**

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**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**GENERAL SERVICES AGENCY**  
**Keith D. Boggs, Director**

**BUDGET AT A GLANCE**

Gross Costs	\$14,455,564
Total Revenue	\$14,195,522
Fund Balance/Retained Earnings	\$234,747
<b>Net County Cost</b>	<b>\$25,295</b>
Total Recommended Staffing	58
% Funded by Local Discretionary Funds	0.2%

**MISSION STATEMENT**

The General Services Agency is committed to providing a professional level of service and support to our customer clients in an effort to make their community contributions most accessible. Service is our middle name.

**ACCOMPLISHMENTS AND OBJECTIVES**

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 Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for General Services Agency include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ Completed survey of County facilities and produced a Countywide Deferred Maintenance plan, which will allow departments to plan for repairs over the next three fiscal years.</li> <li>◆ Completed the Year 2 of the California State Storm Water Permit process, improving documentation of facilities and current processes.</li> <li>◆ Procured and delivered 77 vehicles to County departments, improving vehicle maintenance costs and safety.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Develop a methodology for monitoring and measuring Countywide vehicle utilization.</li> <li>◆ Repair/resurface/restripe asphalt at ten County facilities, providing improved access to locations.</li> <li>◆ Update Purchasing Policies to provide improved guidance to departments.</li> <li>◆ Complete Year 3 of the California State Storm Water Permit process, improving water quality for County residents.</li> </ul>

**BUDGETS WITHIN THE GENERAL SERVICES AGENCY INCLUDE:**

- ◆ Administration
- ◆ Central Services Division
- ◆ Facilities Maintenance Division
- ◆ Fleet Services Division
- ◆ 12<sup>th</sup> Street Office Building
- ◆ Utilities

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**GENERAL SERVICES AGENCY—ADMINISTRATION**

Budget Unit 0100 0019010  
 General Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) provides centralized services over a broad spectrum of support areas, including maintenance and housekeeping of County-owned facilities, contract and purchasing assistance, and vehicle maintenance services to County departments, Animal Services, and 12<sup>th</sup> Street Office Building. These activities are funded through fees that are charged to client departments and customers.

GSA – Administration Division provides oversight and direction for the Agency, which includes Central Services, Fleet Services, Utilities, and Facilities Maintenance divisions. GSA – Administration ensures that all GSA Divisions are achieving operational efficiency and exceptional service standards.

<b>General Services Agency - Administration</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$508,518	\$574,744	\$634,661	\$0	\$634,661
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$508,518</b>	<b>\$574,744</b>	<b>\$634,661</b>	<b>\$0</b>	<b>\$634,661</b>
Salaries and Benefits	\$463,179	\$541,988	\$598,642	\$0	\$598,642
Services and Supplies	\$6,576	\$9,071	\$12,611	\$0	\$12,611
Other Charges	\$23,971	\$22,401	\$23,408	\$0	\$23,408
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$14,782	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$15	\$0	\$0	\$0	\$0
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$508,523</b>	<b>\$573,460</b>	<b>\$634,661</b>	<b>\$0</b>	<b>\$634,661</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$5</b>	<b>(\$1,284)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the division can maintain the resources necessary to provide the leadership, program coordination, and management direction to the three major operating divisions of the General Services Agency. Funding will provide for human resource management and accounting services including long-range planning, budgeting, accounting, payroll, and accounts payable services for the Agency. All of these services have been identified as core services. The support functions provided by GSA - Administration eliminate duplication of effort within the department, and allow all



GSA divisions to focus their staff, and their energies, on delivering professional support services to our customer departments.

In Fiscal Year 2014 – 2015, GSA – Administration conducted strategic planning sessions with each GSA division, in order to develop flexible long-range goals. Meeting with leadership and key staff from each division, GSA – Administration uses these plans to develop budgets, as well as goals and deliverables for each division.

In Fiscal Year 2014 – 2015, GSA has completed recruitments for Housekeeper/Custodians, Maintenance Engineers, Equipment Mechanics, and a Manager III. Filling vacant positions, due to transfers, promotions, and retirements, will remain a priority for the department in Fiscal Year 2015 – 2016.

The submitted budget of \$634,661 is 1.1% higher than Fiscal Year 2014 – 2015 Adopted Final Budget, due to assumed increases in Health Care costs effective January 1, 2016. GSA – Administration processes invoices for all GSA divisions and over 1,700 utility payments, annually, for County departments, and charges GSA division costs for work performed to the appropriate departments, agencies, and/or external partners. GSA – Administration is funded entirely through charges to GSA divisions, ensuring that each division has fully recognized all costs associated with providing critical support services.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 5

### **Final Budget**

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

Total current authorized positions— 5

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$634,661 be approved for the General Services Agency – Administration. This budget is funded from \$634,661 in estimated department revenue.

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

Total recommended authorized positions— 5

### **Final Budget**

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions— 5

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**GENERAL SERVICES AGENCY—CENTRAL SERVICES DIVISION**

Budget Unit 5001 0018210  
 Internal Service Fund

**SERVICES PROVIDED**

The GSA – Central Services Division is responsible for acquiring goods and services, negotiating contracts, leasing property and equipment, providing consultation on procurement needs and contract facilitation to County departments, in addition to the sale and/or disposal of surplus County property, mailroom, messenger, and salvage services. As an Internal Service Fund, the costs of these services are charged to all County departments based on the level of service provided.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$139,188 compared to the July 1, 2014 positive balance of \$99,927. This increase is due to the improved timing of purchasing postage in Fiscal Year 2014-2015, which is billed to County departments prior to year-end.

As of July 1, 2015, this fund had a positive cash balance of \$225,138 compared to the July 1, 2014 positive balance of \$178,751. This increase is due to the improved timing of purchased postage in Fiscal Year 2014-2015, which is billed to County departments prior to year-end. The difference between the cash and retained earnings is due to non-cash items listed on the balance sheet, such as compensated absences, depreciation and fixed assets.

<b>General Services Agency - Central Services Division</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$1,067,979	\$1,153,494	\$1,290,350	\$0	\$1,290,350
Miscellaneous Revenue	\$80	\$203	\$0	\$0	\$0
Other Financing Sources	\$0	\$1,106	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,068,059</b>	<b>\$1,154,803</b>	<b>\$1,290,350</b>	<b>\$0</b>	<b>\$1,290,350</b>
Salaries and Benefits	\$717,375	\$731,824	\$927,762	\$0	\$927,762
Services and Supplies	\$73,546	\$86,171	\$95,379	\$0	\$95,379
Other Charges	\$245,111	\$248,975	\$267,209	\$0	\$267,209
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$21,456	\$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>\$1,057,488</b>	<b>\$1,066,970</b>	<b>\$1,290,350</b>	<b>\$0</b>	<b>\$1,290,350</b>
Retained Earnings	(\$10,571)	(\$87,833)	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain procurement and logistical services to all County Departments. GSA – Central Services will provide support for acquiring goods and services, negotiating contracts, and leasing property and equipment for the County. In addition to these activities, staff will provide consultation on procurement needs and contract facilitation to County departments. The GSA – Central Services Division will also be responsible for the sale and/or disposal of surplus County property, and provide mailroom, messenger, and salvage services.

In GSA – Purchasing, multiple contracts of similar or same service types are now reviewed as they expire and weighed against efficient practices to realize single source master agreements. This move toward single source master agreements has been successful in improving services and reducing costs in pest control and private security contracts. Other master agreements negotiated by the Purchasing unit of GSA – Central Services include contract janitorial; security guard services; uniform services; overnight shipping; auto parts; office supplies; facilities maintenance supplies; heavy equipment rental; and computer hardware and software procurements.

GSA – Purchasing continues to collaborate with CEO - Risk Management and County Counsel with regard to insurance contracting requirements, to conduct training for all County departments regarding legislative changes affecting the insurance industry.

The submitted budget of \$1,290,350 is 2.8% higher than Fiscal Year 2014 – 2015, due to health care cost assumptions made as part of the Cost Allocation Plan (CAP) budget process and the recruitment of a Manager II to oversee the division.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 11

### **Final Budget**

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

Total current authorized positions— 11

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$1,290,350 be approved for the General Services Agency – Central Services Division. This budget is funded from \$1,290,350 in estimated department revenue.

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

Total recommended authorized positions—11

### **Final Budget**

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions—11

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**FISCAL GENERAL SERVICES**  
**Property Management**

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**GENERAL SERVICES AGENCY—FACILITIES MAINTENANCE DIVISION**

Budget Unit 5170 0018700  
Internal Service Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) – Facilities Maintenance Division is comprised of two main programs, Maintenance Services and Custodial Services.

The Maintenance Services unit maintains and operates building systems and equipment for 2.28 million square feet of County-owned facilities, while the Custodial Services unit ensures that County-owned facilities within the County core service area are maintained to a professional standard for all users to work and interact with customers. Additionally, GSA – Facilities Maintenance Division administers contract custodial services for County facilities outside the core service area. In addition to providing lock shop and preventative maintenance services, the Division provides safety remediation and Americans with Disabilities Act (ADA) access ramps for trailers and other County facilities.

GSA – Facilities Maintenance is an Internal Service Fund, charging out costs associated with providing maintenance and custodial services to County departments.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$1,207,178 compared to the July 1, 2014 positive balance of \$1,350,949. This decrease is due to the use of retained earnings to purchase new vehicles in Fiscal Year 2014-2015. The Department anticipates using \$266,191 of Retained Earnings in Fiscal Year 2015-2016 for vehicle replacements, vacation cash-outs, storm water permitting costs, and software upgrades.

As of July 1, 2015, this fund had a positive cash balance of \$1,966,360 compared to the July 1, 2014 positive balance of \$1,996,550. This decrease is due to the use of retained earnings to purchase new vehicles in Fiscal Year 2014-2015. The difference between the cash and retained earnings is due to non-cash items listed on the balance sheet, such as compensated absences, depreciation and fixed assets.

<b>General Services Agency - Facilities Maintenance Division</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$8,616	\$12,744	\$14,592	\$0	\$14,592
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$4,384,327	\$4,448,166	\$5,172,778	\$0	\$5,172,778
Miscellaneous Revenue	\$6,701	\$4,915	\$0	\$0	\$0
Other Financing Sources	\$0	\$3,368	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$4,399,644</b>	<b>\$4,469,193</b>	<b>\$5,187,370</b>	<b>\$0</b>	<b>\$5,187,370</b>
Salaries and Benefits	\$2,188,628	\$2,146,737	\$2,860,865	\$0	\$2,860,865
Services and Supplies	\$1,456,833	\$1,632,226	\$1,725,614	\$0	\$1,725,614
Other Charges	\$488,804	\$584,949	\$662,632	\$0	\$662,632
Fixed Assets					
Equipment	\$0	\$114,505	\$138,450	\$66,000	\$204,450
Other Financing Uses	\$61,166	\$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>\$4,195,431</b>	<b>\$4,478,417</b>	<b>\$5,387,561</b>	<b>\$66,000</b>	<b>\$5,453,561</b>
Retained Earnings	(\$204,213)	\$9,224	\$200,191	\$66,000	\$266,191
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

At the proposed level of funding, the Department can provide those services identified as core to the division and our organization. GSA – Facilities Maintenance will maintain building systems and equipment for County-owned facilities, while the Custodial unit will ensure that County-owned facilities within the County core are a healthy location to work and interact with County customers.

GSA – Facilities Maintenance Division has adapted to, and continues to incorporate efficiency measures, including the use of master agreements to standardize products and reduce time spent negotiating contracts, as a best practice operational protocol. All efficiency savings are ultimately passed through to the county departments which GSA – Facilities Maintenance supports.

GSA – Facilities Maintenance works with the Chief Executive Office and GSA – Purchasing to manage projects in the Deferred Maintenance program. This program identifies projects needed to maintain the long-term value of County buildings. In Fiscal Year 2014 – 2015, the Deferred Maintenance program completed among other projects, two elevator-modernizations, reduced County emissions, and painted multiple buildings on the Scenic campus. The Deferred Maintenance working group has developed a three-year plan to complete multiple projects Countywide. The plan includes improvements to park facilities, building-security improvements, improved lighting and climate control, among other projects. If approved, the Deferred Maintenance program will complete asphalt repairs, resurfacing, and re-striping at ten County locations, repair footbridges, and make repairs to the Main Library portico, among other projects in Fiscal Year 2015 – 2016.

GSA – Facilities Maintenance is working with Public Works, Parks, and an external consultant to complete the California State Storm Water Permitting process (MS4 Permit). Year two of the multi-year process was completed in Fiscal Year 2014 – 2015, and year three will focus on improved reporting and continued process improvements.

The submitted budget of \$5,387,561 is 9.1% higher than Fiscal Year 2014 – 2015. The Fiscal Year 2015 – 2016 budget includes funding for a Maintenance Engineer III and two Maintenance Engineer II positions, approved as part of Fiscal Year 2014 - 2015 Final Budget, as well as an assumed increase in Health Care costs effective January 1, 2016. Additionally, GSA – Facilities Maintenance is funding a higher level of maintenance supplies and contracts through the GSA – Facilities Maintenance budget.

Previously this had been budgeted in each individual department's budgets for payment, this procedural change allows for more efficient payment of invoices. Supplies are not subject to overhead, and are passed through to customer departments in the monthly billing.

The GSA – Facilities Maintenance Division has a total fleet of 22 vehicles; of those 12 meet the minimum age and mileage requirements to be considered for replacement under the Fleet Purchasing Policy. In cooperation with General Services Agency Fleet Services, the Department is requesting to replace four vehicles in Fiscal Year 2015-2016. These vehicles are used by Maintenance Engineers to transport tools, equipment, and supplies between job sites. These vehicles will be replaced with similar vehicles and options that are necessary for the environment the vehicles operate in. The cost of the vehicles is estimated to total \$118,450 and will be funded with the use of Retained Earnings.

In addition, GSA – Facilities Maintenance is requesting the use of Retained Earnings in the amount of \$20,000 for two electric carts to be used to maneuver equipment, tools and supplies on large campus environments. The electric carts will replace two carts, each of which are over 15-years old and require significant and on-going maintenance. GSA – Facilities Maintenance is also requesting the use of retained earnings in the amount of \$10,000 to cover the cost of vacation accrual cash outs, and \$51,741 for share of cost with the California State Storm Water Permit.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 33

### **Final Budget**

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

Total current authorized positions— 33

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$5,387,561 be approved for General Services Agency – Facilities Maintenance Division. This budget is funded by \$5,187,370 in estimated department revenue and \$200,191 in departmental Retained Earnings.

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

Total recommended authorized positions—33

### **Final Budget**

The Department currently uses Cascade Software Cost Accounting Management Software (CAMS) for billing their customers and a separate system to do their work orders. To improve processes between the functions, and eliminate manual work, a Request for Proposal (RFP) was conducted. Through the RFP process it was determined that CAMS could be integrated to perform both functions more efficiently. The Department is requesting an increase of \$66,000 in appropriations for the installation of CAMS mobile application with customization, to be funded with departmental fund balance. On-site training of staff and software support is included.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$5,453,561 be approved for General Services Agency – Facilities Maintenance Division. This budget is funded by \$5,187,370 in estimated department revenue and \$266,191 in departmental Retained Earnings.

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

Total recommended authorized positions—33

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  

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



**GENERAL SERVICES AGENCY—FLEET SERVICES DIVISION**

Budget Unit 5021 0018500  
Internal Service Fund

**SERVICES PROVIDED**

The General Services Agency (GSA) – Fleet Services Division provides preventative and prescriptive maintenance for over 847 County vehicles and other pieces of specialized equipment. GSA – Fleet Services provides full vehicle maintenance services, including assistance with vehicle acquisition, vehicle registration, preventative maintenance, accident management, vehicle repair, motor pool services, and salvage/auction. Fleet Services complies with State and Federal regulatory requirements including vehicle smog inspection, OSHA vehicle safety standards, and EPA hazardous waste standards.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive retained earnings balance of \$1,231,737 compared to the July 1, 2014 positive balance of \$1,085,586. This increase is due to an increased use of Motor Pool vehicles, and improved revenue as a result of being fully staffed. The Department anticipates increasing Retained Earnings by \$31,444 in Fiscal Year 2015-2016 due to an anticipated increase in Motor Pool revenue.

As of July 1, 2015, this fund had a positive cash balance of \$856,253 compared to the July 1, 2014 positive balance of \$601,603. This increase is due to an increased use of Motor Pool vehicles, and improved revenue as a result of being fully staffed. The difference between the cash and retained earnings is due to non-cash items listed on the balance sheet, such as compensated absences, depreciation and fixed assets.



<b>General Services Agency - Fleet Services Division</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$2,641,687	\$2,826,230	\$2,790,626	\$0	\$2,790,626
Miscellaneous Revenue	\$27,564	\$21,377	\$0	\$0	\$0
Other Financing Sources	\$21,071	\$13,598	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$2,690,322</b>	<b>\$2,861,205</b>	<b>\$2,790,626</b>	<b>\$0</b>	<b>\$2,790,626</b>
Salaries and Benefits	\$765,477	\$770,422	\$851,691	\$0	\$851,691
Services and Supplies	\$1,521,080	\$1,573,537	\$1,652,775	\$0	\$1,652,775
Other Charges	\$208,150	\$234,702	\$227,716	\$0	\$227,716
Fixed Assets					
Equipment	\$0	\$74,831	\$27,000	\$0	\$27,000
Other Financing Uses	\$23,328	\$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>\$2,518,035</b>	<b>\$2,653,492</b>	<b>\$2,759,182</b>	<b>\$0</b>	<b>\$2,759,182</b>
Retained Earnings	(\$172,287)	(\$207,713)	(\$31,444)	\$0	(\$31,444)
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

### **PROGRAM DISCUSSION**

At the proposed level of funding, the Department can perform necessary vehicle preventative maintenance and repairs, as well as provide assistance with vehicle purchase; registration; emissions; surplus/salvage of vehicles; vehicle accidents; undercover plates and registration; and maintain the County fuel Cardlock program, all of which have been identified as core services within the division.

GSA – Fleet Services continues to work toward sustainable practices. GSA – Fleet Services ensures that Stanislaus County vehicles are properly maintained and compliant with emissions standards, removing non-compliant vehicles from service. Motor oil and other hazardous chemicals are handled in an environmentally sensitive manner, and the Division utilizes green or eco-friendly materials whenever possible and economically prudent.

In Fiscal Year 2015 – 2016, GSA – Fleet Services will develop an improved GPS-based method of tracking vehicle mileage and utilization. This project is anticipated to take several fiscal cycles to complete.

The submitted budget of \$2,759,182 is 0.41% lower than Fiscal Year 2014 – 2015, due to anticipated reductions in gasoline costs. The GSA – Fleet Services budget includes the replacement of two chillers at the Fleet Services Shop. The chillers are beyond expected design life and will be replaced with models that are more efficient. The use of \$27,000 in Retained Earnings for replacement of the two chillers is expected to be offset by Motor Pool revenue, which is projected at \$63,444, for a net increase to Retained Earnings of \$31,444.

### **COUNTYWIDE VEHICLE PROCUREMENT**

In accordance with the County of Stanislaus General Services Agency Fleet Services Policy as approved by the Stanislaus County Board of Supervisors on March 12, 2013, departments have submitted requests for vehicles to the GSA Fleet Manager for approval. The following vehicles have been approved for submission to the Board of Supervisors.

**STANISLAUS COUNTY GENERAL SERVICES AGENCY - FLEET SERVICES DIVISION  
VEHICLE PURCHASES  
FISCAL YEAR 2015 - 2016**

<b>Department</b>	<b>Vehicle Type</b>	<b>Replacement Vehicles</b>	<b>New Vehicles</b>	<b>Total Quantity</b>
<b>Agriculture Commissioner</b>	1/2-Ton Pickup	3		3
<b>Animal Services (SASA)</b>	Animal Control Unit	1		1
<b>Behavioral Health and Recovery Services</b>	3/4-Ton Crew with Lift Gate	1		1
	Full size cargo van	1		1
	Full Sized Sedan	1		1
	Hybrid	1		1
	Mid-sized Sedan	2	1	3
	Mini Passenger Van	6	3	9
<b>Community Services Agency</b>	Hybrid	1		1
	Mid-sized Sedan	2		2
	Mini Passenger Van	1		1
<b>District Attorney</b>	1/2-Ton Pickup	1		1
	Mid-sized Sedan	5	1	6
	SUV Utility	1		1
	SUV Utility 4x4		1	1
<b>Environmental Resources</b>	1/2-Ton Pickup	1	1	2
	1/2-Ton Pickup 4x4		1	1
	Compact Pickup	2		2
	Compact SUV Hybrid	1		1
<b>GSA - Facilities Maintenance</b>	3/4-Ton Utility	4		4
	Electric Cart	2		2
<b>Parks and Recreation</b>	3/4-Ton Extended 4X4	4		4
<b>Planning - Building Permits</b>	SUV Utility	2		2
<b>Probation</b>	Mid-sized Sedan	2		2
	Patrol SUV	6		6
<b>Sheriff</b>	1-Ton Truck		1	1
	3/4-Ton Truck 4x4	1		1
	4x4 Patrol	1		1
	4x4 Utility	3		3
	Full Size Sedan	1		1
	Horse Trailer		1	1
	Mid-sized Sedan	9	10	19
	Patrol Vehicle	18	13	31
	Utility	1		1
<b>Total</b>		<b>85</b>	<b>33</b>	<b>118</b>

Of the 118 vehicles requested, 33 vehicles are new, and 85 vehicles are for replacement of current vehicles. Of the 85 vehicles submitted for replacement, six vehicles will be moved to Motor Pool, and 27 vehicles will have vehicle insignias changed to reflect the new use as non-emergency vehicles by the Jail, STARS, Explorer, or Emergency Vehicle Operations Course (EVOC). The remaining 52 vehicles will be stripped of economically feasible parts and sent to salvage. Of the 33 new vehicles, 23 are due to public safety restoration.

**STAFFING IMPACTS**

**Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 9

**Final Budget**

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

Total current authorized positions— 9

**BUDGET RECOMMENDATIONS**

**Adopted Proposed Budget**

It is recommended that a budget of \$2,759,182 be approved for General Services Agency – Fleet Services Division. This budget is funded by \$2,790,626 in estimated department revenue, with an increase of \$31,444 to departmental Retained Earnings.

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

Total recommended authorized positions— 9

**Final Budget**

At the Proposed Budget, two departments realized that a request was not included in the original vehicle listing. The Department of Environmental Resources (DER) is requesting to replace one vehicle and Behavioral Health and Recovery Services is requesting to add a new vehicle, in addition to their original requests approved in the Adopted Proposed Budget. In addition, a new vehicle request is included for DER in to support the new Code Enforcement manager position.

Department	Vehicle Type	Replacement Vehicles	New Vehicles	Total Quantity
Behavioral Health and Recovery Services	Mini Passenger Van		1	1
Environmental Resources	1/2-Ton Pickup	1	1	2
<b>Total</b>		<b>1</b>	<b>2</b>	<b>3</b>

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions— 9

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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 (GSA) – 12<sup>th</sup> Street Office budget is managed by the GSA – Administration Division. This budget was established to process and distribute operational costs associated with the 12<sup>th</sup> Street Office Building Condominium Association. Those costs include utilities, maintenance, custodial, and other ongoing costs of the building.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive fund balance of \$1,018 compared to the July 1, 2014 positive balance of \$6,952. This decrease is due to the approved use of Fund Balance in Fiscal Year 2014-2015, as approved by the Condominium Association and Board of Supervisors.

As of July 1, 2015, this fund had a negative cash balance of \$31 compared to the July 1, 2014 positive balance of \$6,952. The negative balance, and the difference between cash and fund balance, is due to an outstanding receivable that will be paid in the first quarter of Fiscal Year 2015-2016.

<b>General Services Agency - 12th Street - Office Building</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$15,030	\$11,767	\$20,857	\$0	\$20,857
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$15,030</b>	<b>\$11,767</b>	<b>\$20,857</b>	<b>\$0</b>	<b>\$20,857</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$10,692	\$9,042	\$14,949	\$0	\$14,949
Other Charges	\$22,049	\$17,206	\$31,203	\$0	\$31,203
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>\$32,741</b>	<b>\$26,248</b>	<b>\$46,152</b>	<b>\$0</b>	<b>\$46,152</b>
<b>Fund Balance</b>	<b>\$854</b>	<b>\$5,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net County Cost</b>	<b>\$16,857</b>	<b>\$8,547</b>	<b>\$25,295</b>	<b>\$0</b>	<b>\$25,295</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## **PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain normal 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.

The submitted budget of \$46,152 represents a decrease of \$2,569 (-5.3%) from Fiscal Year 2014 – 2015, due to a stabilization of maintenance costs. Included in this budget are UL Safety inspections, pigeon remediation expenses, and recognition of increased insurance costs.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$46,152 be approved for General Services Agency – 12<sup>th</sup> Street Office Building. This budget is funded by \$20,857 in estimated department revenue, and a contribution of \$25,295 from the General Fund.

Total recommended authorized positions— 0

### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



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

**GENERAL SERVICES AGENCY—UTILITIES**

Budget Unit 5170 0018720  
 Internal Service Fund

**SERVICES PROVIDED**

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

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a zero retained earnings balance compared to the July 1, 2014 zero balance. GSA – Utilities is a pass-through budget, billing out only for expenses incurred, and included in the GSA – Facilities Maintenance fund.

<b>General Services Agency - Utilities</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$4,159,818	\$4,144,606	\$4,271,658	\$0	\$4,271,658
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$4,159,818</b>	<b>\$4,144,606</b>	<b>\$4,271,658</b>	<b>\$0</b>	<b>\$4,271,658</b>
Salaries and Benefits	\$0	\$0	\$0	\$0	\$0
Services and Supplies	\$4,137,000	\$4,138,740	\$4,263,984	\$0	\$4,263,984
Other Charges	\$5,474	\$5,866	\$7,674	\$0	\$7,674
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>\$4,142,474</b>	<b>\$4,144,606</b>	<b>\$4,271,658</b>	<b>\$0</b>	<b>\$4,271,658</b>
Retained Earnings	(\$17,344)	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

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 and Joint Powers Agreements (JPA). The submitted budget of \$4,271,658 is \$53,522 lower (-1.2%) than Fiscal Year 2014 – 2015, due to an over allocation in the prior fiscal year. Only actual invoices are paid and any savings will be passed on to departments.

Utility costs are highly seasonal, and continue to be volatile. Fluctuations in payments may be due to market forces, weather, changes in technology, and/or usage. GSA monitors utility payments on a monthly basis, and reports any unanticipated changes to the Chief Executive Office.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

Total current authorized positions— 0

### **Final Budget**

Total current authorized positions— 0

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$4,271,658 be approved for General Services Agency – Utilities Division. This budget is funded by \$4,271,658 in estimated department revenue.

Total recommended authorized positions— 0

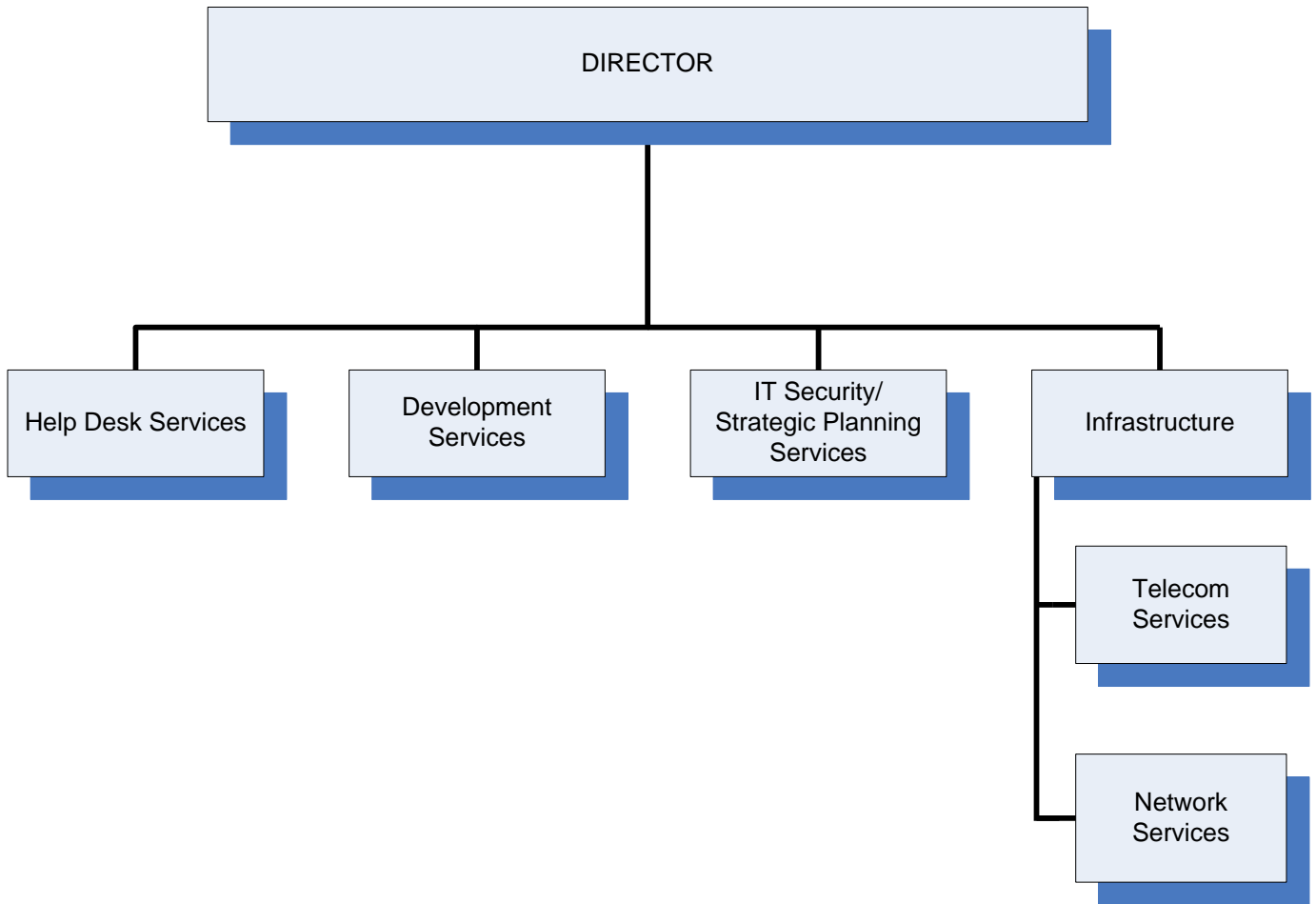
### **Final Budget**

There are no recommended changes in funding to this budget.

Total recommended authorized positions— 0

**STANISLAUS COUNTY  
STRATEGIC BUSINESS TECHNOLOGY**

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**STRATEGIC BUSINESS TECHNOLOGY**  
**Marcia Cunningham, Director**

**BUDGET AT A GLANCE**

Gross Costs	\$6,374,772
Total Revenue	\$5,335,719
Fund Balance/Retained Earnings	<u>\$1,039,053</u>
<b>Net County Cost</b>	<b>\$0</b>
Total Recommended Staffing	24
% Funded by Local Discretionary Funds	0.0%

**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.

**ACCOMPLISHMENTS AND OBJECTIVES**

The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for Strategic Business Technology include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ Implemented Mobile Device Management and Web Filtering Solutions.</li> <li>◆ Completed upgrades to both the Oracle Financials and PeopleSoft databases from version 11.2.0.3 to 11.2.0.4.</li> <li>◆ Implemented Board of Supervisors Mobile site and live streaming upgrade to support mobile devices. Allowing customers to view the Board meeting on any mobile device.</li> <li>◆ Completed the Web Site design and began converting the County Web Sites: enhanced graphics, department focus, and department level search features, auto-fit of device being utilized including mobile devices.</li> <li>◆ Completed the design and began implementation of core network infrastructure at Tenth Street Place. Upgrading aging switches to Power over Ethernet (POE). This paves the way for future implementation to Voice over Internet Protocol and eliminates the last of legacy Private Branch Exchange equipment.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Implement Stanislaus County's new Web Site design. Some of the enhancements provided by the new Web design provide the customer ease of use by automatically detecting the device and displaying information to fit that device. Greater emphasis on mobile services, improved search capabilities, and much more.</li> <li>◆ Complete implementation of Tenth Street Place switch upgrade. Replacing aged equipment ensures the delivery data, connectivity and information.</li> <li>◆ Install new backup storage system at SBT 801 datacenter. This will allow replication of data from the primary site to this site as a secondary/backup; providing improved turnaround time in a recovery situation.</li> <li>◆ Upgrade Oracle PeopleSoft and Financial database; and begin application upgrades from version 11.2.0.4 to 12.1. This is the first step in moving towards application upgrades. Begin PeopleSoft application upgrades from version 9.1 to version 9.2; schedule to be completed prior to September 2017. Doing the upgrades in-house provides a cost</li> </ul>

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
	<p>effective means of keeping our systems current.</p> <ul style="list-style-type: none"> <li>◆ Implement Network Configuration Management Software. The monitoring software has the ability to quickly detect, diagnose, and resolve network performance issues and outages. Providing improved efficiencies and availability of Networks.</li> </ul>

**BUDGETS WITHIN STRATEGIC BUSINESS TECHNOLOGY INCLUDE:**

- ◆ Strategic Business Technology
- ◆ Strategic Business Technology--Telecommunications



## **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 and County specified closure days. Technical support can be provided for any one of the services provided to customers of Strategic Business Technology.

#### **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 Human Resource Management System (HRMS). 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**

Strategic Business Technology provides a highly available, secure e-mail system for Stanislaus County departments. Strategic Business Technology'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**

Strategic Business Technology maintains the systems that allow customers to connect to countywide applications and intercommunicate with other Strategic Business Technology customers and external entities such as the State of California. Strategic Business Technology 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. Strategic Business Technology provides proactive monitoring and vulnerability assessment of network equipment, file servers and desktop personal computers.

#### **County Website**

Strategic Business Technology, 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. Strategic Business Technology provides content updates for departments as well as the development of new Web sites.

## Web Application Development & Support

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

### FUND/CASH BALANCE

As of July 1, 2015, this fund had a positive fund/retained earnings balance of \$2,707,625 compared to the July 1, 2014 positive balance of \$2,577,425. This increase is due to a transfer in June 2015 in the amount of \$100,000 from Probation to fund the Juvenile Institution Digital Video Recorder and Surveillance solution in Fiscal Year 2015-2016. The remaining \$30,200 is due to the purchase of capital assets (equipment) to expand the County's storage system.

As of July 1, 2015, this fund had a positive cash balance of \$2,455,324 compared to the July 1, 2014 positive balance of \$2,225,215. The increase is due SBT continuing to support Modesto Regional Fire Authority through June 2015, a new support contract with Salida Fire Protection District in the amount of \$12,319, and \$113,051 in revenue from unanticipated projects in FY 2014-2015. The difference between cash and retained earnings balance is due to capital assets (equipment) that have not yet fully depreciated.

<b>Strategic Business Technology</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$3,887,698	\$4,274,562	\$4,475,360	\$0	\$4,475,360
Miscellaneous Revenue	\$130	\$34	\$0	\$0	\$0
Other Financing Sources	(\$9,776)	(\$1,201)	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$3,878,052</b>	<b>\$4,273,395</b>	<b>\$4,475,360</b>	<b>\$0</b>	<b>\$4,475,360</b>
Salaries and Benefits	\$2,512,489	\$2,492,373	\$2,980,317	\$0	\$2,980,317
Services and Supplies	\$926,983	\$1,129,009	\$1,328,719	\$27,500	\$1,356,219
Other Charges	\$295,836	\$288,639	\$430,372	\$0	\$430,372
Fixed Assets					
Equipment	(\$8,874)	\$53,939	\$353,750	\$142,000	\$495,750
Other Financing Uses	\$81,958	\$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>\$3,808,392</b>	<b>\$3,963,960</b>	<b>\$5,093,158</b>	<b>\$169,500</b>	<b>\$5,262,658</b>
Retained Earnings	(\$69,660)	(\$309,435)	\$617,798	\$169,500	\$787,298
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

### PROGRAM DISCUSSION

At the proposed level of funding, the Department can maintain and 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 2015-2016 is comprised of charges to departments in the amount of \$4,093,073, augmented by projects- other revenue in the amount of \$382,287, and the use of departmental retained

earnings in the amount of \$617,798. Fixed Assets is budgeted at \$353,750 to replaces servers, computer equipment, business continuity infrastructure, switches, and computer software.

In order to assist County departments in achieving their budget targets from Fiscal Year 2010-2011 through Fiscal Year 2014-2015, Strategic Business Technology reduced charges to departments by more than 21.5% and reduced expenditures by approximately 12% beginning in Fiscal Year 2009-2010. Strategic Business Technology will continue to rely on the use of retained earnings In Fiscal Year 2015-2016 to keep charges to departments manageable. As County business processes have become ever more dependent upon information technology systems, the costs for operations, data storage requirements, licensing for new software, maintenance agreements, and new technology continue to rise. Although Strategic Business Technology has been able to use fund balance in the past several years to pay for major system upgrades and to keep Cost Allocation Plan (CAP) charges reasonable to departments, Strategic Business Technology will need to reduce its reliability on retained earnings to offset the cost of operations in future budget years.

County business processes have become ever more dependent upon information technology systems. Every information technology system should have some process for data recovery from a critical failure as part of a Business Continuity Plan. Strategic Business Technology will continue to support the Business Continuity Strategy, focusing on the need to ensure minimal disruption of service delivery for critical systems. In Fiscal Year 2014-2015, Strategic Business Technology focus was on the County's business continuity, increasing data storage, a new Google appliance for improved search capability, active directory monitoring tools to ensure proper synchronization of devices and postboxes, and completion of the purchase and virtual server upgrades to Windows Server 2012. Strategic Business Technology will continue to focus on the maintenance and connectivity of the mission critical County core network equipment and applications in Fiscal Year 2015-2016. Network infrastructure will be upgraded and enhanced and Business Continuity improvements will be made at the 801 11<sup>th</sup> Street datacenter location. Additional uninterruptable power supplies will be put in place; a new backup generator will be implemented. All will provide improved efficiencies and lessen down time for the customer.

The County currently uses the GroupWise email environment by Novell and various Cloud solutions. It is important that the County continues its efforts to research emerging technologies, including cloud computing, management of mobile devices, and new program offerings. The IT Managers Group will assess email and cloud environments being used and determine if there is opportunity to provide some cost savings, improved efficiencies, and determine best practices for platforms that are in use.

Strategic Business Technology continues to focus on finding ways to be more efficient. Staff will continue to 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. Complete testing of less expensive products is important to ensure that additional costs in County staff time or hardware are not required to manage or house a less expensive application. The Department will continue to cross train staff to provide a tiered level of support for all applications. Strategic Business Technology will leverage remote access to cut down on travel cost and cut down the time it takes to resolve an issue and assist the customer by an on-site visit.

Oracle has major upgrade releases every three years for both applications. During Fiscal Year 2014-2015, the PeopleSoft / Financial Management System Oracle databases were upgraded from version 11.2.0.3 to 11.2.0.4. Both systems will have new server upgrades during Fiscal Year 2015-2016 and the databases will be upgraded to version 12.1. The Steering Committee will focus on planning and strategies for the next major upgrade for both applications. Part of the planning will include identification of additional features to implement, as well as, training and hardware requirements.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 22

## **Final Budget**

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

Total current authorized positions— 22

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$5,093,158 be approved for Strategic Business Technology. This budget is funded from \$4,475,360 in estimated department revenue and \$617,798 in departmental retained earnings.

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

Total recommended authorized positions— 22

### **Final Budget**

The Department is requesting an increase in appropriations of \$169,500, \$142,000 of which will be in Fixed Assets, funded by departmental retained earnings. Of the increase, \$69,500 will be used to implement additional connectivity/fail over infrastructure in order to ensure the availability of data to the Department's customers. This additional infrastructure has become a priority due to recent attacks on third-party fiber resources. Additionally, \$100,000 of this increase will be used to implement a Digital Video Recording Security Surveillance System for Probation's juvenile institution. Funding for this project was received in Fiscal Year 2014-2015, but the project was unable to proceed in Fiscal Year 2014-2015 due to timing and resources.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$5,262,658 be approved for Strategic Business Technology. This budget is funded by \$4,475,360 in estimated department revenue and \$787,298 in departmental retained earnings.

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

Total recommended authorized positions— 22

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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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 Voice over Internet Protocol 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 Voice over Internet Protocol telephony system and all of the NEC Private Branch Exchange telecommunication systems owned by the County. Technology staff works closely with each customer when moves, adds, changes, and deletions are needed for the Voice over Internet Protocol, Private Branch Exchange, 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.

**FUND/CASH BALANCE**

As of July 1, 2015, this fund had a positive fund/retained earnings balance of \$1,049,651 compared to the July 1, 2014 positive balance of \$809,200. The increase is due to the purchase of \$240,451 in capital assets (equipment) in Fiscal Year 2014-2015 to fund the network infrastructure upgrades at Tenth Street Place and VoIP infrastructure upgrades.

As of July 1, 2015, this fund had a positive cash balance of \$870,305 compared to the July 1, 2014 positive balance of \$808,909. The increase is due to an increase in revenue in the amount of \$61,396 from unanticipated projects and new phone lines added in Fiscal Year 2014-2015. The difference between cash and retained earnings balance is due to capital assets (equipment) that have not yet fully depreciated.

<b>S.B.T. - Telecommunications</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$825,503	\$847,912	\$860,359	\$0	\$860,359
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	(\$3,767)	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$825,503</b>	<b>\$844,145</b>	<b>\$860,359</b>	<b>\$0</b>	<b>\$860,359</b>
Salaries and Benefits	\$255,902	\$241,772	\$282,439	\$0	\$282,439
Services and Supplies	\$415,323	\$354,132	\$479,052	\$42,317	\$521,369
Other Charges	\$182,418	\$189,560	\$218,306	\$0	\$218,306
Fixed Assets					
Equipment	\$2,000	(\$200,670)	\$132,317	(\$42,317)	\$90,000
Other Financing Uses	\$8,070	\$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>\$863,713</b>	<b>\$584,794</b>	<b>\$1,112,114</b>	<b>\$0</b>	<b>\$1,112,114</b>
Retained Earnings	\$38,210	(\$259,351)	\$251,755	\$0	\$251,755
<b>Net County Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

## PROGRAM DISCUSSION

At the proposed level of funding, the Department will continue to provide technical and customer assistance to all County departments for the Voice over Internet Protocol telephony system, Private Branch Exchange landline telecommunications, and data infrastructure lines.

In Fiscal Year 2010-2011, SBT Telecommunications had reduced monthly flat rate charges by over 35% and reduced expenditure by approximately 20%, utilizing fund balance to cover operating costs. Until Fiscal Year 2013-2014, the monthly flat rates had remained reduced at the Fiscal Year 2010-2011 rate. It has been noted every year since the flat rate reductions that these rates were not sustainable. In Fiscal Year 2013-2014 and 2014-2015, SBT Telecommunications increased the monthly flat rates by 5%. In Fiscal Year 2015-2016, SBT Telecommunications will increase the monthly flat rates by 5%. As operating costs continue to rise, future budget years may also include increases to the monthly flat rates to eliminate SBT Telecommunications dependency on the use of fund balance.

In Fiscal Year 2015-2016, SBT Telecommunications will use \$251,756 in retained earnings; \$138,000 of retained earnings will be used to fund new VoIP deployments and infrastructure improvements at Tenth Street Place. The remaining amount of \$113,756 will be used to balance the operations budget.

In Fiscal Year 2014-2015, SBT Telecommunications continued to partner with the Health Services Agency and Behavioral Health and Recovery Services in the departments' conversions to VoIP. Behavioral Health and Recovery Services phased Voice over Internet Protocol deployments will continue into Fiscal Year 2015-2016. At the close of Fiscal Year 2014-2015, the total number of County customers on the new Voice over Internet Protocol telephony system is almost 3,100.

SBT Telecommunications will continue to work diligently to maintain reduced expenditures as appropriate. Stanislaus County is currently dovetailing the State of California's master agreement for California Integrated Telecommunications Network III services (CalNet3). These agreements provide the County significant cost savings in some areas such as long distance/local calls rates and other telecommunication and network services (e.g. point-to-point T1s, private rate interfaces (PRI), internet, etc.).



SBT Telecommunications continues to use an open source voicemail system, which has saved considerable expense in both one-time licensing costs and annual software renewals for the Voice Internet Protocol telephony system. The features of the voicemail system were also flexible enough to provide service to County Private Branch Exchange customers that had voicemail boxes on the County's old voicemail system.

There remains only one legacy Private Branch Exchange system, which is located at Tenth Street Place. In Fiscal Year 2014-2015, SBT Telecommunications began implementing major system upgrades to the network infrastructure at Tenth Street Place to allow the facility to be ready for a Voice over Internet Protocol telephony system. The infrastructure upgrade will continue into Fiscal Year 2015-2016. The upgrade includes replacement and reconfiguration of the network switches, improved electrical in switch closets, and uninterruptable power supplies for each floor. SBT Telecommunications will use \$132,317 of retained earnings to make these major system upgrades. SBT Telecommunications will use \$5,683 to continue with deployment of additional Voice over Internet Protocol projects and \$113,756 to offset operational expenses.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 2

### **Final Budget**

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

Total current authorized positions— 2

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$1,112,114 be approved for Strategic Business Technology – Telecommunications. This budget is funded from \$860,359 in estimated department revenue and \$251,755 in departmental retained earnings.

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

Total recommended authorized positions— 2

### **Final Budget**

The Department is requesting a transfer of \$42,317 out of Fixed Assets into Services and Supplies. This transfer will be for the purchase of Voice over Internet Protocol (VoIP) phones for new implementation in Fiscal Year 2015-2016.

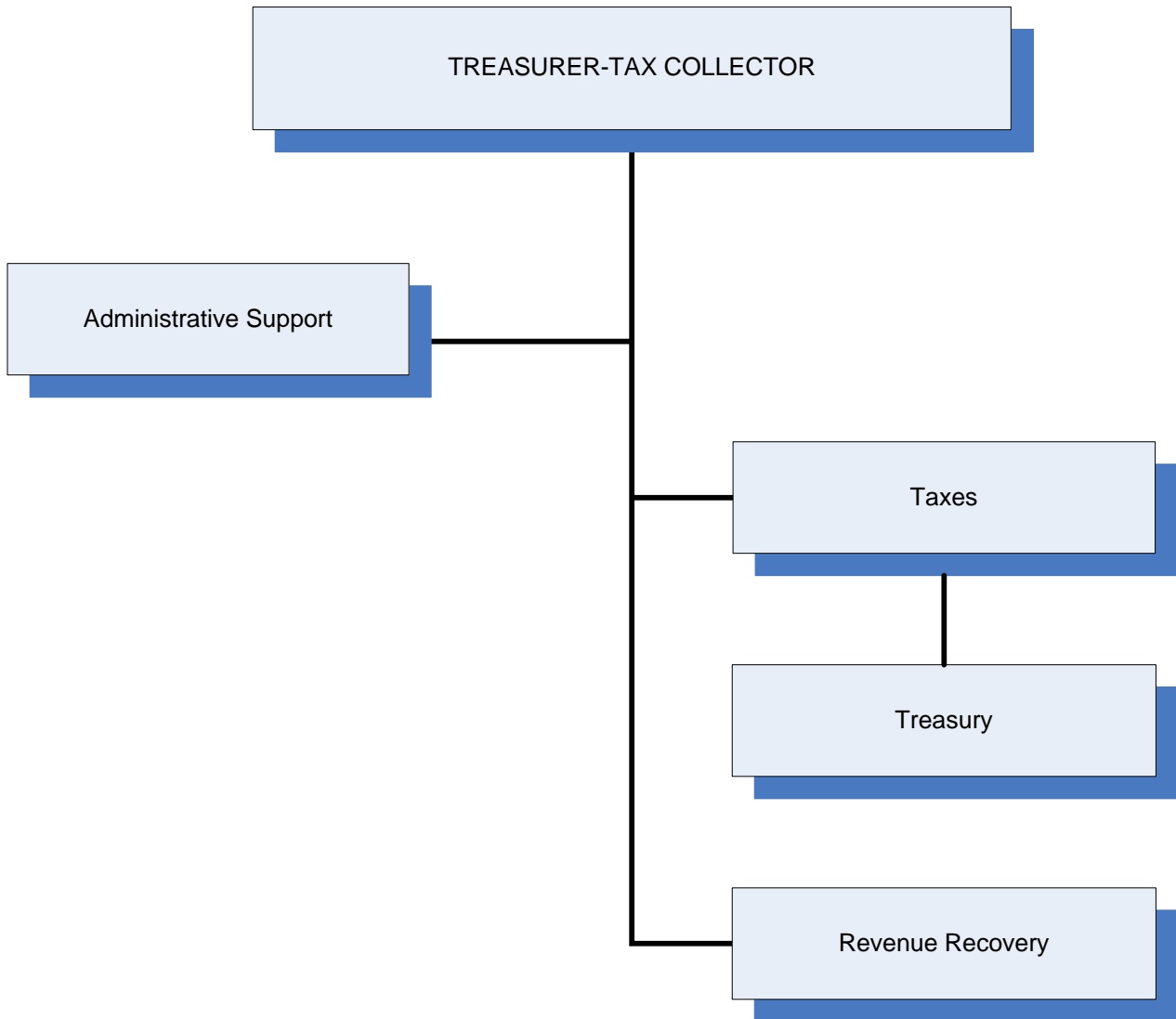
The department requests for Final Budget are recommended in full. It is recommended that a budget of \$1,112,114 be approved for Strategic Business Technology – Telecommunications. This budget is funded from \$860,359 in estimated department revenue and \$251,755 in departmental retained earnings.

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

Total recommended authorized positions— 2

STANISLAUS COUNTY  
TREASURER-TAX COLLECTOR

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**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**

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



**TREASURER—TAX COLLECTOR**  
**Gordon Ford, Treasurer and**  
**Tax Collector**

**BUDGET AT A GLANCE**

Gross Costs	\$3,457,507
Total Revenue	\$2,084,738
Fund Balance/Retained Earnings	\$0
<b>Net County Cost</b>	<b>\$1,372,769</b>
Total Recommended Staffing	33
% Funded by Local Discretionary Funds	39.7%

**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.

**ACCOMPLISHMENTS AND OBJECTIVES**

The Department is improving operations through the use of technology. The Accomplishments of 2014-2015 and Objectives for the 2015-2016 Fiscal Year for the Treasurer-Tax Collector include:

FISCAL YEAR 2014-2015 ACCOMPLISHMENTS	FISCAL YEAR 2015-2016 OBJECTIVES
<ul style="list-style-type: none"> <li>◆ Taxes Division was able to reduce E-check processing fees for property tax payments from \$2.50 to \$1.00 and the fees for processing credit and debit cards from 2.5% to 2.25%.</li> <li>◆ Treasury was able to determine cash flow for projects and make appropriate investments to provide cash when needed.</li> <li>◆ Revenue Recovery implemented online payments of E-checks, credit, and debit cards.</li> <li>◆ Measurable progress has been made in both enhanced collections and improving the functionality of the Revenue Recovery database.</li> </ul>	<ul style="list-style-type: none"> <li>◆ The Division will complete staff training and restore all Revenue Recovery operations to maximize efficiencies and overcome staffing challenges in recent years.</li> <li>◆ The entire Department is focused on increasing collections through improved functionality of the Columbia Ultimate Business Systems, Inc. (CUBS) recovery database, including modification of client and status codes and the elimination of uncollectible accounts. The expected outcome is an increase in revenue and improved functionality of the CUBS database.</li> </ul>

**BUDGETS WITHIN THE TREASURER—TAX COLLECTOR INCLUDE:**

- ◆ Admin/Taxes
- ◆ Revenue Recovery
- ◆ Treasury Division

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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.

<b>Treasurer - Admin/Taxes</b>					
<b>Classification</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$51,231	\$59,083	\$58,500	\$0	\$58,500
Fines, Forfeitures, Penalties	\$49,400	\$45,050	\$50,000	\$0	\$50,000
Revenue from use of Assets	\$9,468	\$12,457	\$10,000	\$0	\$10,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$297,044	\$312,742	\$302,500	\$0	\$302,500
Miscellaneous Revenue	\$39,082	\$32,502	\$36,250	\$0	\$36,250
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$446,225</b>	<b>\$461,834</b>	<b>\$457,250</b>	<b>\$0</b>	<b>\$457,250</b>
Salaries and Benefits	\$967,151	\$1,015,910	\$867,455	\$583,544	\$1,450,999
Services and Supplies	\$176,327	\$176,676	\$222,123	\$0	\$222,123
Other Charges	\$116,013	\$126,119	\$131,477	\$0	\$131,477
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$30,539	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$25,725)	(\$48,641)	\$25,420	\$0	\$25,420
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$1,264,305</b>	<b>\$1,270,064</b>	<b>\$1,246,475</b>	<b>\$583,544</b>	<b>\$1,830,019</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>\$818,080</b>	<b>\$808,230</b>	<b>\$789,225</b>	<b>\$583,544</b>	<b>\$1,372,769</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$583,544.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain the Megabyte Tax System and processing of tax payments. Service will be maintained at the same level as Fiscal Year 2014-2015.

The Department will use a significant part of its carryover savings to pay for any costs maintaining operations in the Treasury and Tax Division while placing a heavy emphasis on restoring and improving Revenue Recovery.

**STAFFING IMPACTS**

**Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 11

**Final Budget**

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

Total current authorized positions— 11

**BUDGET RECOMMENDATIONS**

**Adopted Proposed Budget**

It is recommended that a budget of \$1,246,475 be approved for Treasurer – Admin/Taxes. This budget is funded from \$457,250 in estimated department revenue and a \$789,225 contribution from the General Fund. The Department anticipates the need of approximately \$195,000 of prior year General Fund net county cost savings to fully fund the projected 2015-2016 budget. The total General Fund net county cost savings will be included in the Final Budget.

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

Total recommended authorized positions— 11

**Final Budget**

Departments that achieved savings in appropriations are able to carry forward 100% of their unused net county cost savings from prior fiscal years and 75% of their 2014-2015 net county cost savings. The Treasurer – Admin/Taxes is requesting an increase in appropriations of \$583,544 to reflect the carry forward of net county cost savings earned in prior fiscal years. The Department is planning to use approximately \$195,000 to balance its 2015-2016 budget.

The department requests for Final Budget are recommended in full. It is recommended that a budget of \$1,830,019 be approved for Treasurer – Admin/Taxes. This budget is funded from \$457,250 in estimated department revenue and a \$1,372,769 contribution from the General Fund.

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

Total recommended authorized positions—11

**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**  
**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 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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended Final Budget</b>
Taxes	\$0	\$0	\$0	\$0	\$0
Licenses, Permits, Franchises	\$0	\$0	\$0	\$0	\$0
Fines, Forfeitures, Penalties	\$0	\$8,660	\$13,123	\$0	\$13,123
Revenue from use of Assets	\$18,230	\$3,083	\$5,000	\$0	\$5,000
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0
Charges for Service	\$826,684	\$930,325	\$976,650	\$0	\$976,650
Miscellaneous Revenue	\$7,339	\$42,912	\$41,800	\$0	\$41,800
Other Financing Sources	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$852,253</b>	<b>\$984,980</b>	<b>\$1,036,573</b>	<b>\$0</b>	<b>\$1,036,573</b>
Salaries and Benefits	\$1,080,056	\$1,212,634	\$1,357,272	\$0	\$1,357,272
Services and Supplies	\$161,359	\$204,203	\$228,486	\$0	\$228,486
Other Charges	\$104,481	\$97,734	\$110,315	\$0	\$110,315
Fixed Assets					
Equipment	\$0	\$0	\$3,000	\$0	\$3,000
Other Financing Uses	\$30,327	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	(\$529,731)	(\$538,475)	(\$662,500)	\$0	(\$662,500)
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$846,492</b>	<b>\$976,096</b>	<b>\$1,036,573</b>	<b>\$0</b>	<b>\$1,036,573</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>(\$5,761)</b>	<b>(\$8,884)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

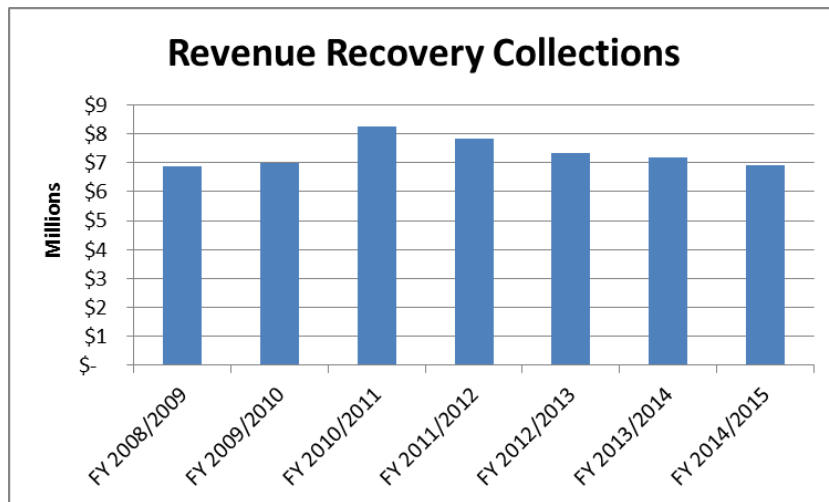
**PROGRAM DISCUSSION**

At the proposed level of funding, the Department will continue to pursue collections against businesses and individuals who have debts with County departments, the Courts and various cities for which Revenue Recovery collects. The Department will continue enhanced collection methods and the removal of uncollectible accounts.

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;
- ◆ 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.

The Department provides collection services to various County departments and associated costs are applied respectively. Many of these departments rely on the revenue generated through the collection process and reduced revenues impart negative impacts. Collections have been on the decline since a



peak in FY 2010/2011 of \$8,282,044. FY 2013/2014 posted \$7,199,726 in collection revenue, a 2% decline from the year before and a 13% drop from the FY 2010/2011 high. Final figures from FY 2014/2015 show collections of \$6,913,240, a 4% decline from the previous year. Revenue receipts have been impacted in a delayed response to the economic downturn and will be slower to recover than other revenue streams.

Staffing challenges have affected the department's ability to efficiently provide its services to other departments. While the Board approved two additional staff in the 2014-2015 Adopted Final Budget, filling those positions has proven to be difficult. High turnover in the Division in recent years has created a training curve and impacted critical functions. A primary goal for the Department is to mitigate these challenges by filling vacancies, completing staff training, and restoring all operations of the Revenue Recovery division. Additionally, the Department will continue to monitor collections performance throughout the year, working with the Chief Executive Office and Auditor-Controller to evaluate progress and optimize performance.

## STAFFING IMPACTS

### Adopted Proposed Budget

There were no requested changes to the current level of staffing.

Total current authorized positions— 18

**Final Budget**

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

Total current authorized positions— 18

**BUDGET RECOMMENDATIONS****Adopted Proposed Budget**

It is recommended that a budget of \$1,036,573 be approved for Treasurer – Revenue Recovery. This budget is funded from \$1,036,573 in estimated department revenue.

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

Total recommended authorized positions— 18

**Final Budget**

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions— 18



**STANISLAUS COUNTY, CALIFORNIA**  
**Fiscal Year 2015-2016**



**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>2013-2014 Actual</b>	<b>2014-2015 Actual</b>	<b>2015-2016 Adopted Proposed</b>	<b>2015-2016 Recommended Adjustments</b>	<b>2015-2016 Recommended 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	\$525,271	\$530,064	\$580,415	\$0	\$580,415
Intergovernmental Revenue	\$0	\$11,290	\$0	\$0	\$0
Charges for Service	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$243	\$135	\$0	\$0	\$0
Other Financing Sources	\$9,354	\$9,281	\$10,500	\$0	\$10,500
<b>Total Revenue</b>	<b>\$534,868</b>	<b>\$550,770</b>	<b>\$590,915</b>	<b>\$0</b>	<b>\$590,915</b>
Salaries and Benefits	\$283,580	\$299,076	\$315,614	\$0	\$315,614
Services and Supplies	\$83,941	\$75,891	\$131,010	\$0	\$131,010
Other Charges	\$33,218	\$35,174	\$29,291	\$0	\$29,291
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$9,532	\$0	\$0	\$0	\$0
Equity	\$0	\$0	\$0	\$0	\$0
Intrafund	\$115,000	\$115,000	\$115,000	\$0	\$115,000
Contingencies	\$0	\$0	\$0	\$0	\$0
<b>Gross Costs</b>	<b>\$525,271</b>	<b>\$525,141</b>	<b>\$590,915</b>	<b>\$0</b>	<b>\$590,915</b>
Fund Balance	\$0	\$0	\$0	\$0	\$0
<b>Net County Cost</b>	<b>(\$9,597)</b>	<b>(\$25,629)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Net county cost carryover savings included in the 2015-2016 Recommended Final Budget is \$0.

**PROGRAM DISCUSSION**

At the proposed level of funding, the Department can maintain receipts and disbursements pursuant to Government Code 27000. The Treasury Division can continue to assist other departments with implementing E-payments; however, it will have limited ability to assist other departments in Bond Issues and E-Payment reconciliation.

The Department also anticipates some delayed response time in preparation of reports as well as less critical requests for information.

## **STAFFING IMPACTS**

### **Adopted Proposed Budget**

There were no requested changes to the current level of staffing.

Total current authorized positions— 4

### **Final Budget**

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

Total current authorized positions— 4

## **BUDGET RECOMMENDATIONS**

### **Adopted Proposed Budget**

It is recommended that a budget of \$590,915 be approved for Treasurer – Treasury Division. This budget is funded from \$590,915 in estimated department revenue.

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

Total recommended authorized positions— 4

### **Final Budget**

There are no recommended changes in funding to this budget.

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

Total recommended authorized positions—4