

## GENERAL GOVERNMENT

### GENERAL SERVICES AGENCY – General Services

#### CEO SUMMARY:

In reviewing the Internal Support departments submitted budgets and related impacts, (Executive Office/COB, Auditor, Treasurer, County Counsel, and Human Resources); the submitted impacts to these departments were very significant.

All of these departments have already been impacted with severe cuts in staffing and services to the level that it would be impossible to continue to provide even mandated services without backfilling with staffing and outside assistance. Even though most of these departments are also revenue generating or receive revenue from property taxes, other local revenue sources, or from internal charges to other departments for services, there is no real opportunity for these departments to generate more revenue other than some fees for service to offset costs which have already been approved by the Board. These smaller departments do not have the capacity to move into other positions and backfilling vacant positions to provide the services.

Currently, an administrative consolidation plan is underway and being analyzed to review the possibility of further consolidation of administrative staff and coordination of services. It is estimated that this analysis will not be finished until some time in August. This consolidation of staff among most of the departments in this functional area and the general government functional area may have some benefits and additional cost savings associated with it but is unknown at this time.

**CEO Recommendation-** The CEO is recommending no additional funding cuts be applied to these internal support departments. They have already experienced severe reductions from the Phase I layoffs and prior year reductions. Additional cuts may bring these departments to a level of service that is below mandated requirements. This would place the county in jeopardy of not meeting legally required public health and safety codes. It would also reduce the necessary internal support for accounting, and budgeting as well as mandated legal services and civil service codes.

#### CEO SUMMARY:

**CEO Recommendation** – BU 1160 – The CEO is recommending the layoff of 1 FTE in the Print Shop. GSA has done an analysis on the services provided, and this service is not cost effective, and therefore will be phased out in the future. The estimated savings from the layoff is \$76,919, and is pending the actual layoff of this position effective July 1, 2010.

### GENERAL SERVICES AGENCY – Buildings & Grounds

**CEO Recommendation** – BU 1610 – **The CEO is recommending the de-funding of 2 FTE.** Utility cost savings is anticipated to be lower than originally projected by \$292,646, therefore this savings will offset impacts for this budget and is the recommendation of the CEO. **The estimated savings from the de-funding is \$119,148.**

## GENERAL SERVICES AGENCY – Information Services

**CEO Recommendation** – BU 1960 – **The CEO is recommending layoff of 2 FTE.** In review and analysis of the budget it is recommended that the Microsoft Contract renewal funding could be extended until July 2011 for a savings of \$250,000. There is some additional revenue of \$50,000 total for services reimbursed by Social Services and Sheriff's office. Additional funding was also added for Questys program for \$30,000 for moving forward with a more efficient agenda management process. **The estimated savings from the layoffs is \$139,000 and is pending the actual layoff of positions effective July 1, 2010.**

## ASSESSOR

**CEO Recommendation** - the CEO recommends the layoff of 1 FTE Staff Assistant which will be a savings of approximately \$47,000. The CEO also recommends utilizing fund balance held in the Property Characteristics fund of \$54,000 to reduce the general fund contribution. Total savings will be approximately \$101,000. This layoff will be effective July 1, 2010 and savings are pending the actual layoff of this position, which will be presented on June 8, 2010.

## ELECTIONS

**CEO Recommendation** - the CEO recommends funding in the amount of \$225,000 to offset costs based on the unpredictability of the State for reimbursement.

## MISCELLANEOUS

**CEO Recommendation** - the CEO recommends the increased funding level of \$596,718 required for the submitted budget mostly due to interest income decline.

## TEETER

**CEO Recommendation** - the CEO recommends the Board approved funding schedule of payment. It should be noted that the amortization schedule was anticipating a 3 % interest payment amortized over the life of the debt, which is 20 years. The interest payment is paid by the Auditor separately and this interest is determined by the market at the time. The whole amount of \$769,204 is being applied to principle and the interest is paid based on the interest rate at the time. Therefore, the payment applied to principle only will actually pay the debt off sooner than the amortized 20 years.

## **HEALTH AND HUMAN SERVICES AGENCY**

### ALCOHOL & DRUG

The CEO recommends that the use of one time only designated reserves of \$179,281 from the alcohol fund be utilized to reduce general fund contribution. There is also \$134,053 in a grant fund from a prior year that is unclaimed and is agreed by the Auditor can be utilized to offset general fund. The remainder of the \$200,000 general fund allocation will be absorbed by the agency. The total savings to the general fund is \$(522,407). The AODP total budget is \$3.5 million dollars. AODP will have full funding from other sources this year, except for approximately \$32,000. This will not require service level reductions unless the state cuts a

portion of the \$3.5 million dollar AODP budget.

## ANIMAL CARE

### CEO SUMMARY:

**The CEO recommends the layoff of 1 FTE.** The CEO recommends that the Board approve the closure of the Fort Bragg Animal Shelter. Although this closure has been previously rejected by the Board, the CEO highly recommends this closure. Animal Care Services to the coastal region could be handled in the same way as other out-lying areas of the county such as Covelo, Leggett and Piercy. The County could utilize more online services for licensing, lost and found and adoption information. Much of this is already in place. The savings is estimated to be \$(83,150).

## IHSS

### CEO SUMMARY:

The CEO recommends the reduction to funding in this budget by \$370,162 which anticipates Federal Midi-Cal Assistance Program (FMAP) funding for a full year pending additional information as known.

## **PUBLIC RESOURCES**

### WATER AGENCY

**CEO Recommendation** - the CEO recommends that the general fund contribution be reduced in the amount of \$(179,189). **The agency will be fully funded through September 30th. If grant funding is not secured, may need to layoff 1-2 staff.** The Executive Office **should** continue further review and options for co-location with other departments.

### SOLID WASTE

**CEO Recommendation** – **Solid Waste is \$286,000 over FY 09-10. The CEO recommends the layoff of 5.25 FTE and** reducing the NCC by \$(81,796) which will then be a zero general fund contribution.

### PLANNING & BUILDING

**CEO Recommendation** - CEO is recommending offsetting general fund allocation with designated reserve of \$437,877 and adding back \$10,000 for MACs. The CEO is recommending no additional cuts or layoffs due to reduced staffing levels. Currently there are 15 vacant positions or a 36 % reduction to staffing. The funding level is required to be able to continue to provide the current level of services within the department and to be able to complete Board priority planning projects.

## RECREATION AND CULTURE

### MUSEUM

**CEO Recommendation** - the CEO recommends reducing funding for the amount requested to the assigned NCC which includes the 10 % reduction in funding as assigned for \$37,957.

## CRIMINAL JUSTICE

### SHERIFF

#### CEO SUMMARY:

The CEO cannot recommend the Sheriff's requested increase in funding levels as compared to the Adopted FY 2009-10 Sheriff's baseline budget. The Sheriff's office is requesting a 12 % increase or \$2.5 million dollar increase in funding over last year's budget. If you compare the Sheriff's request for funding to the 10 % reduced FY 2010-11 Net County Cost assignment, (aggregate \$18,051,254), the Sheriff's office is requesting a 25 % increase for his budget in the amount of \$22,549,836, or an increase of \$4.5 million dollars in the aggregate for both budgets for a *desired level of service*.

**CEO Recommendation** - the CEO recommends that the Board of Supervisors reduce the amount of funding in the Sheriff and Jail budgets in the aggregate pursuant to Government Code Section 25303 and pursuant to the Board's budgetary authority. The funding level recommended for FY 2010-11 is \$18,851,254 which is 10% less than FY 2009-10 plus an additional \$800,000 based on the Sheriff's projected shortfall for FY 2009-10. The CEO is also recommending that the Sheriff consider utilizing the legal use of asset forfeiture as stated in the federal guidelines for sheriff operations for overtime or other sheriff operational expenditures.

### DISTRICT ATTORNEY

#### CEO SUMMARY:

The District Attorney's office submitted their budget **over** the Net County Cost by \$730,002. Although the District Attorney has worked hard to secure additional funding sources to maintain the same level of service that historically has been provided for prosecution, unfortunately, the funding reductions assigned to departments due to downturn in discretionary revenue is unavoidable and necessary. The county can no longer provide funding for the same services. Therefore, the CEO cannot recommend the DA's requested level of funding to provide the same level of service as requested.

**CEO Recommendation-** The CEO is recommending to reduce funding to the 10% assigned Net County Cost for \$(730,002) pursuant to Government Code Section 25303 and pursuant to the Board's budgetary authority. The funding level recommended is \$3,419,765.

### PUBLIC DEFENDER

**CEO Recommendation- Public Defender** - The CEO is recommending the funding requested by the Public Defender's office. If this department has to declare unavailability then county costs rise with private attorneys as stated above, and no savings is ultimately achieved. Also, caseloads have increased as stated above. This department recently laid off the Chief Public

Defender Investigator position and the Assistant Public Defender position is vacant.

### **ALTERNATE DEFENDER**

**CEO Recommendation- Alternate Defender** - The CEO is recommending that the Alternate Defenders office appoint a Deputy Alternate Defender as Interim Alternate Defender for the remaining of the fiscal year pending the retirement of the incumbent in March 2011, and pending further review of this management position and restructure. This would be a cost savings of \$(44,669). The CEO is not recommending the layoff of one half-time attorney position, but rather not hiring an Alternate Defender.

### **PROBATION**

**CEO Recommendation-** The CEO is recommending reducing the Probation's budget by **\$100,000 rather than \$200,000. The \$100,000 will secure services on the coast.**

### **JUVENILE HALL**

**CEO Recommendation-** The CEO is recommending no funding cuts be applied to this budget due to mandated requirements to provide services and supervision to juvenile offenders under Title 15.