

2012-13 Supplemental Budget Document Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-267

Department: General Services Agency

Affected Fund Center #: 113

Issue Title: Request to replace budgeted temporary staff with a Limited Term Associate Capital Project Coordinator position.

Summary of issue:

The General Services Agency's is requesting a change to Fund Center 113 - General Services' position allocation list (PAL) by adding a Limited Term Associate Capital Project Coordinator position. The changes also include adjustments to salary and benefit accounts and the interfund revenue account to reflect the increase in expense and revenue associated with the position. There is no additional General Fund allocation associated with this change.

The General Services Architectural Services Division provides project management and coordination services to all County departments. In order to meet the needs of customers, temporary staff have been utilized to maintain the ability to complete existing and planned projects. Temporary staff positions are limited to 960 hours each fiscal year which is about a half-time position. Architectural Services is embarking on significant, long term projects that will require additional staff commitment. The new women's jail and juvenile hall expansion project are anticipated to take at least two years to complete and will involve extensive staff time.

In order to assure that General Services has sufficient staff to effectively address these large projects as well as the ongoing workload of other capital and major maintenance projects, the General Services Agency requested approval to add a Limited Term Associate Capital Project Coordinator position. The Board approved the request to add this position to General Services' PAL at the May 8, 2012 Board of Supervisor's meeting. The \$106,061 salary and benefit expense for the position is offset by a reduction of \$62,266 in temporary help accounts. The remaining \$43,795 increase in salary and benefit accounts will be offset by addition revenue charges to capital projects. The limited term position will be authorized for a two year term, concluding at the end of FY 2013-14.

Meaningful, Measurable Results:

Replacing the originally budgeted temporary positions with a Limited Term Associate Capital Project Coordinator position allow Architectural Services to focus its efforts on managing projects instead of screening, interviewing and training additional new temporary staff. It will support Architectural Services' goal to accomplish capital and maintenance projects in an efficient and effective manner.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Assoc. Capital Project Coordinator	Add	1.00	New - Limited Term

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Summary Request Form for General Fund Departments**

Department: General Services Agency

Affected Fund Center #: 113

Issue Title: Request to replace budgeted temporary staff with a Limited Term Associate Capital Project Coordinator position.

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Taxes	\$14,000		\$14,000
Use of Money and Property	\$188,120		\$188,120
Fines, Forfeitures and Penalties			\$0
Intergovernmental Revenue	\$9,600		\$9,600
Charges for Current Services	\$414,429		\$414,429
Other Revenues	\$97,348		\$97,348
Interfund	\$2,984,843	\$43,795	\$3,028,638
Total Revenue	\$3,708,339	\$43,795	\$3,752,134
Expenditures			
Salaries & Benefits	\$7,878,870	\$43,795	\$7,922,665
Services & Supplies	\$4,246,112		\$4,246,112
Other Charges	\$72,561		\$72,561
Capital Outlay Equip			\$0
Intrafund Transfers	-\$2,566,316		-\$2,566,316
Total Expenditures	\$9,631,227	\$43,795	\$9,675,022
General Fund Support	\$5,922,888	\$0	\$5,922,888

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Corresponding pages in Proposed Budget: C-67

Department: District Attorney

Affected Fund Center #: 132

Issue Title: Code Revenue to a Different Revenue Account Number

Summary of issue:

This is a technical change to correctly designate Revenue Account *4200352 - State Aid-Realignment 2011 - DA and Public Defender* for receipt of State revenue for Post Release Community Supervision/Parole Revocation Hearings. Revenue was originally coded to Revenue Account *4200022 - State Aid Realignment*.

Meaningful, Measurable Results:

To correctly code revenue account.

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Corresponding pages in Proposed Budget: C-52

Department: Child Support Services

Affected Fund Center #: 134

Issue Title: Delete 1.00 FTE Administrative Services Officer I and add 1.00 FTE Administrative Services Officer I/II.

Summary of issue:

The department's Administrative Services Manager has retired and the department has decided to replace this position with an Administrative Services Officer I/II. This change has been recommended as a part of the Proposed Budget Document, but the change to the department's Position Allocation List (PAL) was made incorrectly and the Administrative Services Officer was inadvertently budget-blocked at the I level, rather than allowing the position to be flexibly staffed. The recommended action is consistent with the intent of the PAL changes included in the Proposed Budget Document, and does not have any budgetary impact, given that the department intends to fill the position at the Administrative Services Officer I level in FY 2012-13.

Meaningful, Measurable Results:

This PAL change will give the department the flexibility to determine the most appropriate level at which to staff the Administrative Services Officer, based upon the needs of the department.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Administrative Services Officer I	Delete	1.00	Vacant
Administrative Services Officer I/II	Add	1.00	Vacant

**2012-13 Supplemental Budget Document
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Corresponding pages in Proposed Budget: C-91

Department: Public Defender

Affected Fund Center #: 135

Issue Title: Add revenue and expense.

Summary of issue:

Technical change to add State revenue and expense for Post Release Community Supervision (PRCS) Revocation Hearings. The requested revenue and expenditure amounts are based on the most recent Public Safety Realignment allocation information available. This change will have no impact on this budget's level of General Fund support.

Meaningful, Measurable Results:

Addition of this revenue and expense will provide resources for expenditures that are now a County responsibility under the Public Safety Realignment Act of 2011 (AB 109).

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Intergovernmental Revenue	\$345,000	\$45,277	\$390,277
Charges for Current Services	\$140,000	\$0	\$140,000
Total Revenue	\$485,000	\$45,277	\$530,277
Expenditures			
Services & Supplies	\$5,369,029	\$45,277	\$5,414,306
Total Expenditures	\$5,369,029	\$45,277	\$5,414,306
General Fund Support	\$4,884,029	\$0	\$4,884,029

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Corresponding pages in Proposed Budget: C-95

Department: Sheriff-Coroner

Affected Fund Center #: 136

Issue Title: Add PAL increase approved by the Board of Supervisors.

Summary of issue:

On May 8, 2012 (item 17), the Board of Supervisors approved the Sheriff's request to increase an existing 0.50 FTE Legal Clerk position to a 1.00 FTE position. The additional cost of \$32,600 will be offset by revenue from the Civil Trust Fund which is received each year by the Sheriff's Office.

Meaningful, Measurable Results:

The increase of the Legal Clerk 0.50 FTE position to full-time will allow the Sheriff's Civil Division to perform the required duties of this position in a more efficient and timely manner.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Legal Clerk	Delete	-0.50	Vacant
Legal Clerk	Add	1.00	New

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Revenues			
Licenses and Permits	\$24,900	\$0	\$24,900
Fines, Forfeitures and Penalties	\$463,808	\$0	\$463,808
Intergovernmental Revenue	\$19,788,537	\$0	\$19,788,537
Charges for Current Services	\$1,387,812	\$0	\$1,387,812
Other Revenues	\$124,600	\$32,600	\$157,200
Interfund	\$543,282	\$0	
Total Revenue	\$22,332,939	\$32,600	\$22,365,539
Expenditures			
Salaries & Benefits	\$50,842,361	\$32,600	\$50,874,961
Services & Supplies	\$9,193,031	\$0	\$9,193,031
Other Charges	\$60,000	\$0	\$60,000
Capital Outlay Equip	\$186,070	\$0	\$186,070
Intrafund Transfers	(\$207,200)	\$0	(\$207,200)
Total Expenditures	\$60,074,262	\$32,600	\$60,106,862
General Fund Support	\$37,741,323	\$0	\$37,741,323

**2012-13 Supplemental Budget Document
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Department: Health Agency's Behavioral Health

Affected Fund Center #: 166

Issue Title: Approve a new classification titled "Mental Health Nurse Practitioner," approve the salary range and amend the Position Allocation List (PAL) to delete 1.5 FTE Nurse Practitioner and add 1.5 FTE Mental Health Nurse Practitioner positions.

Summary of issue:

The Department requested a job class review of the Nurse Practitioner position which provides specialty psychiatric services under the direction of the Medical Director. There are 1.5 FTE Nurse Practitioners on the recommended PAL for FY 2012-13. The reclassifying of the Nurse Practitioner positions to Mental Health Nurse Practitioner positions acknowledges the emphasis on required psychiatric training in order to provide psychiatric assessment and other mental health services to clients. The County Civil Service Commission approved the new classification on March 28, 2012. It is requested that the Board of Supervisors approve the new classification of Mental Health Nurse Practitioner, set the salary for the new classification, and amend the Behavioral Health PAL to replace the 1.5 FTE Nurse Practitioner positions with 1.5 FTE Mental Health Nurse Practitioner positions. The new salary range is 3915; Salary \$39.15 per hour; and the new classification will continue to reside in Bargaining Unit 01. While the reclassification of these positions will result in an increase in salary and benefit expenditures of approximately \$20,000 in the first year, no increase in the appropriation for FC 166 - Behavioral Health is requested. The Health Agency will absorb this increase in expense in FY 2012-13.

Meaningful, Measurable Results:

The new classification was developed in response to challenges in recruiting and retaining Nurse Practitioners in Behavioral Health. Adoption of this new specification supports recruitment and retention efforts within the Behavioral Health Department.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Mental Health Nurse Practitioner	Add	1.50	New
Nurse Practitioner	Delete	1.50	Filled

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Corresponding pages in Proposed Budget: D-159

Department: Social Services

Affected Fund Center #: 180

Issue Title: Amend the Position Allocation List (PAL) to add 1.0 FTE Program Manager.

Summary of issue:

The Board of Supervisors approved the addition of this position during a regular meeting on April 24, 2012. The inclusion of this position in the Supplemental Budget Document is a timing issue, due to the fact that the PAL addition was approved after the proposed PAL was finalized. This technical adjustment will only amend the PAL. The cost of this position will be absorbed in the amount already requested in the "salary and benefits" accounts in the status quo budget for FY 2012-13.

Meaningful, Measurable Results:

Implementation of this proposal is projected to result in the following: by June 30, 2013, the Homeless management Information System (HMIS) will include data from the County Health Agency and Social Services Department; all local requirements for administering the Continuum of Care will be met; an annual update on the status of services to the homeless will be provided to the Board of Supervisors and to cities' councils; member agencies and individuals of Homeless Services Oversight Council (HSOC) will report improved communication and coordination of services.

Position Request

Position Title	Requested Action	FTE	New/Filled/ Vacant
Program Manager I	Add	1.00	New

2012-13 Supplemental Budget Document Summary Request Form for General Fund Departments

Corresponding pages in Proposed Budget: C-38

Department: Public Works - Roads

Affected Fund Center #: 245

Issue Title: Reduce Equipment Contribution and increase Pavement Management Program expenditures.

Summary of issue:

Roads Fund contributes funds to FC 405 - Public Works ISF for new and replacement equipment each year. Public Works ISF is requesting a change in purchase of fixed assets, which reduces the Roads Fund contribution. The deletion of the Asphalt Zipper in the amount of \$100,000 and the addition of the Robotic Total Station in the amount of \$45,000, result in a net reduction of \$55,000 to the Roads Fund. It is requested that the \$55,000 reduction in equipment contribution be re-directed to the Pavement Management System Program. This action results in no net change to the Roads Fund FY 2012-13 budget and no additional General Fund support is required. Please refer to the FC 405 - Public Works ISF supplemental document item for additional details.

Meaningful, Measurable Results:

While this increase to the Pavement Management Program is minimal, any additional funding to the program contributes to the overall improved condition of County roads.

Fiscal Information

	Proposed Budget	Additional Department Request	New Total
Financing Sources			
Taxes	\$1,439,660	\$0	\$1,439,660
Revenue from Use of Money & Prop	\$40,000	\$0	\$40,000
Intergovernmental Revenue	\$16,461,337	\$0	\$16,461,337
Charges for Current Services	\$127,500	\$0	\$127,500
Other Revenue	\$7,758,820	\$0	\$7,758,820
Cancelled Reserves	\$847,000	\$0	\$847,000
Total Financing Sources	\$26,674,317	\$0	\$26,674,317
Expenditures			
Salaries and Benefits	\$0	\$0	\$0
Services and Supplies	\$17,076,399		\$17,076,399
Other Charges	\$671,923	-\$55,000	\$616,923
Fixed Assets	\$8,925,995	\$55,000	\$8,980,995
Gross Expenditures	\$26,674,317		\$26,674,317
Total Financing Requirements	\$26,674,317	\$0	\$26,674,317

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Corresponding pages in Proposed Budget: C-24

Department: Public Works Internal Service Funds (ISF)

Affected Fund Center #: 405

Issue Title: Replacement of proposed fixed asset.

Summary of issue (insert additional rows as necessary):

As part of the FY 2012-13 budget submittal, the Public Works Department requested funding of an Asphalt Zipper in the amount of \$100,000. Subsequent to that request, a cost comparison analysis was completed by the Roads Division Manager. It was determined that there is not a cost advantage to purchasing an Asphalt Zipper at this time. Instead the department is requesting the purchase of a Robotic Total Station and associated equipment in the amount of \$45,000 which would be used by the department's Design Division. Roads has an Engineer on staff who has experience in operating this type of equipment who will head up staff training and implementation. The purchase is funded by the Road Fund. This swap of fixed assets will result in a decrease in the funding requirements needed from the Road Fund and does not involve any General Fund money.

Meaningful, Measurable Results (insert additional rows as necessary):

Modernization of the equipment and software will lead to more reliable survey data collection, increased productivity of field staff and afford staff the opportunity to learn modern equipment and operations. An estimated minimum 10% reduction in manhours per project should be realized with this proven technology. This results in annual savings of approximately \$27,000 and a 1-1/2 year pay back period. All county projects utilizing the survey crew should realize a benefit.

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Department: Public Works Internal Service Funds (ISF)

Affected Fund Center #: 405

Issue Title: Replacement of proposed fixed asset.

Fiscal Information

	2012-13 Proposed Estimates	Additional Department Request	2012-13 Recommended Estimates
Operating Revenues			
Charges for Current Services	\$30,446,011	\$0	\$30,446,011
Total Financing Sources	\$30,446,011	\$0	\$30,446,011
Operating Expenditures			
Salaries and Benefits	\$21,597,387	\$0	\$21,597,387
Services and Supplies	\$7,817,408	\$0	\$7,817,408
Insurance Benefit Payment	\$230,595	\$0	\$230,595
Depreciation	\$705,713	\$0	\$705,713
Countywide Overhead Allocation	\$94,908	\$0	\$94,908
Total Operating Expenses	\$30,446,011		\$30,446,011
Operating Income (Loss)	\$0		\$0
Non-Operating Revenues (Expenses)			
Interest	\$50,000	\$0	\$50,000
Gain (Loss) on sale of Asset	\$0	\$0	\$0
Other	\$125,000	\$0	\$125,000
Total Non-Operating Revenues	\$175,000	\$0	\$175,000
Income Bef. Capital Cntrbs & T	\$175,000	\$0	\$175,000
Contributions in (Out)	-\$125,000	\$0	-\$125,000
Change in Net Assets	\$50,000	\$0	\$50,000
Net assets - beginning	\$16,078,131	\$0	\$16,078,131
Net assets - ending	\$16,128,131	\$0	\$16,128,131
Fixed Assets Expenditures			
Equipment	\$1,228,000	-\$55,000	\$1,173,000
Total Fixed Asset Expenditures			

**2012-13 Supplemental Budget Document
Summary Request Form for General Fund Departments**

Corresponding pages in Proposed Budget: C-24

Department: Public Works Internal Service Fund

Affected Fund Center #: 405

Issue Title: List of Public Works' major projects for FY 2012-13

Summary of issue:

This is the list of major projects budgeted for FY 2012-13 in Fund Center 405 - Public Works Internal Service Fund. Projects on this list include those for Roads including new construction/reconstruction, repair, pavement management, traffic light upgrades, drainage improvement projects, bridge upgrades, pedestrian ways and bike path improvements as well as various Special Districts projects.

Meaningful, Measurable Results:

This technical request will identify and approve new funding for the major projects included in the FY 2012-13 budget.