BOARD OF SUPERVISORS COUNTY OF MARIN

SPECIAL MEETINGS

Wednesday, March 25, 2009, 1:00 p.m. Monday, March 30, 2009, 9:00 a.m.

Board of Supervisors Chambers, Room 330, Civic Center

NOTICE IS GIVEN that Marin County Board of Supervisors President Harold C. Brown, Jr., has called special meetings of the Marin County Board of Supervisors on Wednesday, March 25 and Monday, March 30, 2009, to be held at the times identified above, in the Board of Supervisors Chambers, Room 330, Civic Center, San Rafael, California.

The purpose of the special meetings is to conduct Budget Planning Workshops to discuss FY 2009-10 Departmental Budgets and Performance Plans. These will be public meetings, and interested persons may make comments to this Board on the proposed agenda items. The agenda for the special meetings is as follows:

Wednesday, March 25, 2009, 1:00 p.m.

- Board of Supervisors' Opening Statements
- Public Comment
- CAO Opening Presentation and Budget Update
- Health & Human Services
- Community Development Agency

Monday, March 30, 2009, 9:00 a.m.

Department of Public Works

Public Safety: Fire

Sheriff

Public Defender

Probation

District Attorney

Coroner

Child Support Services

Community Services: Cultural Services

Farm Advisor

Agriculture, Weights and Measures

12:00 p.m. recess for lunch break

1:00 p.m. Reconvene

Community Services: Marin County Free Library

Parks and Open Space

Administration and Finance: Assessor-Recorder

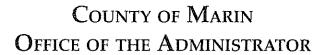
Auditor-Controller County Counsel Human Resources

Information Services and Technology Treasurer/Tax Collector/Registrar/County Clerk County Administrator

• Closing Statements & Board Action

Copies of this notice have been hand delivered or sent to all members of the Board of Supervisors and media outlets who have requested notice of special meetings.

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3501 CIVIC CENTER DRIVE, SUITE 325, SAN RAFAEL, CA 94903

415/499-6358 - FAX 415/507-4104

Matthew H. Hymel County Administrator

March 25, 2009

Marin County Board of Supervisors 3501 Civic Center Drive San Rafael, CA 94903

SUBJECT: FY 2009-10 Proposed Budget and Performance Planning Workshops

Dear Board Members:

RECOMMENDATION: Approve the recommended budget reductions for implementation and direct staff to incorporate the reductions in the 2009-10 Proposed Budget.

DISCUSSION: The purpose of the Budget and Performance Planning Workshops on Wednesday, March 25 and Monday, March 30, is to provide your Board and the public with a Budget Status Report, review progress on the 2009-10 Proposed Budget, discuss Departments' proposed 2009-10 Performance Plans, and approve the first round of recommended budget reductions.

To address the County's structural budget imbalance, departments were asked to develop reduction scenarios of 5% and 10% of their NCC. We have worked with departments to develop the first phase of reductions totaling \$5.1M. These reductions include:

- \$1.8M elimination of 17.58 vacant positions
- \$1.2M non-salary department reductions
- \$1.4M countywide savings
- \$770K additional revenue

We are recommending your Board approve these reductions, to be included in the FY 2009-10 Proposed Budget.

We will return to your Board in May for a follow-up workshop prior to publication of the FY 2009-10 Proposed Budget. At that time, we will recommend the balance of reductions necessary to eliminate our structural budget deficit for FY 2009-10. Any further reductions due to potential State impacts will be addressed during the July budget hearings.

Workshop Format

- Wednesday, March 25: The Workshop will begin at 1:00 p.m. with openings statements, comments from the public, and a budget overview powerpoint presentation from the County Administrator's office. Health and Human Services and Community Development Agency will present their department's information regarding their performance plans and budget reductions.
- Monday, March 30: The Workshop will begin at 9:00 a.m. with presentations from the Department of Public Works, Public Safety Departments, and Community Service Departments. After the lunch break, presentations will be made by the remaining Community Service departments and the Administration & Finance departments. The workshops will be completed with closing statements and actions by the Board on proposed budget reductions.

We look forward to receiving policy direction from your Board on department performance plans and development of the FY 2009-10 Proposed Budget. Please let me know if you have any questions or concerns.

Respectfully submitted.

Matthew H. Hymel
County Administrator

Summary
FY 2009-10 Budget Reduction Recommendations (Initial Round)

	FTE Reduced	Change in	Change in	Countywide	Total Change in	% Expend	% NCC
General Fund Department	(Vacant)	Expenditure*	Revenue	Savings	NGC	Change	Change
Agriculture, Weights & Measures	-	(\$2,000)	(\$5,000)	(\$20,400)	(\$27,400)	-1.27%	-4.57%
Assessor-Recorder	(1.00)	(\$105,071)	(\$263,201)		(\$368,272)	-1.24%	-6.87%
Board of Supervisors	(0.25)	(\$120,784)		-	(\$120,784)	-4.11%	-4.29%
Community Development		(\$30,078)	(\$18,000)	-	(\$48,078)	-0.41%	-1.47%
County Administrator	-	(\$66,184)	-	(\$200,000)	(\$266,184)	-2.43%	-9.16%
Cultural Services	_	(\$10,500)	\$8,500	-	(\$2,000)	-0.30%	-0.24%
District Attorney	(3.00)	(\$331,630)	-	-	(\$331,630)	-2.53%	-3.87%
Farm Advisor	*	-	-	(\$13,600)	(\$13,600)	-3.47%	-5.70%
Fire	(0.86)	(\$63,746)	_	(\$128,065)	(\$191,811)	-1.12%	-5.08%
Health & Human Services	(3.76)	(\$850,737)	(\$18,571)	-	(\$869,308)	-0.59%	-3.03%
Human Resources	(1.00)	(\$80,981)	-	-	(\$80,981)	-1.67%	-1.67%
Information Services & Tech	-	-	(\$150,000)	(\$400,000)	(\$550,000)	-2.28%	-3.75%
Parks	(0.50)	(\$88,914)		-	(\$88,914)	-1.87%	-3.03%
Probation	(1.71)	(\$133,851)	-	-	(\$133,851)	-0.80%	-1.57%
Public Defender	(0.50)	(\$70,674)		_	(\$70,674)	-0.97%	-1.28%
Public Works	(3.00)	(\$829,867)	(\$61,330)	(\$344,935)	(\$1,236,132)	-4.97%	-7.09%
Sheriff	(1.00)	(\$123,214)	(\$200,000)	(\$283,000)	(\$606,214)	-0.82%	-2.27%
Treasurer-Tax Collector	(1.00)	(\$68,060)	(\$62,851)	_	(\$130,911)	-1.09%	-4.48%
Total General Fund Reductions	(17.58)	(\$2,976,291)	(\$770,453)	(1,390,000)	(\$5,136,744)	-1.24%	-3.46%

^{*}Includes both personnel and non-personnel expenditures

Department Summary and Program Impacts

COUNTYWIDE:

5% Target: (\$7,423,727) Recommended Reductions in NCC: (\$5,136,744)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$1,778,454	17.58	\$1,390,000	\$461,375	\$736,462	\$770,453	3.46%

AGRICULTURE/WEIGHTS & MEASURES

Recommended Reductions in NCC: (\$27,400)

5% Target: (\$29,990)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$20,400	\$0	\$2,000	\$5,000	Reduced 4.57%

<u>Description:</u> \$2,000 reduction in contract services related to JPA agreement with Sonoma and Napa Counties; \$5,000 revenue adjustment related to device re-inspections; and \$20,400 in countywide reduction related to lease savings.

Programmatic Impacts of Proposed Changes: None.

ASSESSOR-RECORDER

Recommended Reductions in NCC: (\$368,272)

5% Target: (\$268,134)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$69,238	1.00	\$0	\$35,833	\$0	\$263,201	6.87%

<u>Description</u>: Reduction of 1.0 Assessment Recording Technician position, elimination of maintenance budget for the OMNIS system, and use of one-time PTAP funds.

<u>Programmatic Impacts of Proposed Changes</u>: Deletion of 1.0 FTE Assessment Recording Technician will impact customer service delivery goals, for example delaying preparation work performed for appraisal and mapping staff; may also impact timely production of assessment roll, efforts to promote from within, and restructuring options for the future.

Should technical difficulties occur, elimination of maintenance support of the OMNIS system may impact the timely production of unsecured assessment roll. (The OMNIS database

Department Summary and Program Impacts

contains data on vessels, aircraft, possessory interests, houseboats and leasehold improvements. Until IST is able to move the data to a sequel server environment in CAPPS, there will be no software support for the system.)

Use of one-time funding received from State will impact the department's ability to continue training Appraisal and Change in Ownership staff, which has historically enabled more efficient and effective operations when unplanned vacancies occur. Loss of these funds will also have an adverse affect on department's three to five year restructuring process.

AUDITOR-CONTROLLER

Recommended Reductions in NCC: (\$0)

5% Target: (S148,102)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$0	\$0	\$0	\$0	0%

Description: No reductions recommended.

Programmatic Impacts of Proposed Changes: None.

BOARD OF SUPERVISORS

Recommended Reductions in NCC: (\$120,784)

5% Target: (\$140,814)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$20,784	0.25	\$0	\$0	\$100,000	\$0	4.29%

<u>Description</u>: Reduce 0.25 FTE Deputy Clerk to the Board, and reduce contract services in Community Partnerships category.

Programmatic Impacts of Proposed Changes: None.

COMMUNITY DEVELOPMENT AGENCY

Recommended Reductions in NCC: (\$48,078)

5% Target: (\$163,813)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$0	\$030,078	\$0	\$18,000	1.47%

Department Summary and Program Impacts

<u>Description</u>: Reductions to Community Planning personnel costs related to extra-hire staff; revenue adjustment from the Richardson Bay Regional Agency (RBRA) will more accurately reflect expenses incurred by staff supporting the RBRA.

<u>Programmatic Impacts of Proposed Changes</u>: The reduction in available extra-hire funding, which is contingency funding for extra-hires, may reduce the Community Planning program's ability to respond to changes in their work program.

CORONER Recommended Reductions in NCC: (\$0)

5% Target: (\$44,832)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$0	\$0	\$0	\$0	0%

Description: No reductions recommended.

Programmatic Impacts of Proposed Changes: None.

COUNTY ADMINISTRATOR

Recommended Reductions in NCC: (\$266,184)

5% Target: (\$145,364)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$16,204	0.00	\$200,000	\$26,000	\$23,980	\$0	9.16%

<u>Description</u>: Reduce Administrative Secretary to County Administrator position to a Senior Secretary; reallocate Workers' Compensation staff costs to Workers' Compensation operating fund. Non-position based changes include a reduction of Countywide insurance costs, reduction in the use of outside contractors, and reduction of staff development and associated costs.

<u>Programmatic Impacts of Proposed Changes</u>: There is no impact to employees associated with these position changes. Through close monitoring of insurance choices, the Risk Management Division is anticipated to be able to contain escalating insurance premium costs. Reducing the County's annual legislative advocacy contract will have minimal impacts.

Department Summary and Program Impacts

COUNTY COUNSEL

Recommended Reductions in NCC: (\$0)

5% Target: (\$199,591)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$0	\$0	\$0	\$0	0%

Description: No reductions recommended.

Programmatic Impacts of Proposed Changes: None.

CULTURAL & VISITOR SERVICES

Recommended Reductions in NCC: (\$2,000)

5% Target: (\$41,517)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$0	\$10,000	\$500	(\$8,500)	0.24%

<u>Description:</u> Reductions to extra-hire, maintenance and repair services, and miscellaneous supplies, as well as associated revenues, are related to the Civic Center gift shop within Visitor Services program.

<u>Programmatic Impacts of Proposed Changes:</u> Net impact of these reductions will result in closure of the Marin County Civic Center Gift Shop; there would be no impact to docent tours and Civic Center café.

DEPARTMENT OF PUBLIC WORKS

Recommended Reductions in NCC: (\$1,236,132)

5% Target: (\$871,339)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$299,754	3.00	\$344,935	\$123,000	\$407,113	\$61,330	7.09%

<u>Description</u>: Vacant position reductions include 1.0 FTE Senior Communications Technician; 1.00 FTE Installer; and 1.00 FTE Assistant Engineer. Countywide reductions of \$354,935 include energy cost-savings measures; lease savings; and reductions in radio replacement expenses. Other reductions include \$407,113 in contract services reductions, and \$123,000 in materials and supplies, equipment, and professional development expenses, etc. Revenue

Department Summary and Program Impacts

adjustments are related to expanded permitting efforts and a new state mandated inspection program.

<u>Programmatic Impacts of Proposed Changes:</u> Elimination of positions may result in an increased workload for existing staff. Reduced professional development opportunities will be available for Building Maintenance personnel.

DISTRICT ATTORNEY

Recommended Reductions in NCC: (\$331,630)

5% Target: (\$428,188)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$331,630	3.00	\$0	\$0	\$0	\$0	3.87%

<u>Description:</u> Reduce 1.0 FTE Deputy District Attorney II; 1.0 FTE District Attorney Inspector; and 1.0 Legal Process Assistant II.

<u>Programmatic Impacts of Proposed Changes:</u> Reductions could result in increased caseloads for remaining staff members and reduced capacity to prosecute cases.

FARM ADVISOR

Recommended Reductions in NCC: (\$13,600)

5% Target: (\$11,920)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$13,600	\$0	\$0	\$0	5.70%

<u>Description:</u> \$13,600 reduction is related to countywide lease savings associated with office space.

Programmatic Impacts of Proposed Changes: None.

FIRE Recommended Reductions in NCC: (\$191,811)

5% Target: (\$188,815)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$59,722	0.86	\$128,065	\$4,024	\$0	\$0	5.08%

Department Summary and Program Impacts

<u>Description:</u> Reduction of 0.86 FTE Sr. Clerk Typist in Fire Administration. Countywide reductions are related primarily to radio replacement service/support, as well as in Fire Administration, and Emergency Medical Services program.

<u>Programmatic Impacts of Proposed Changes:</u> The Sr. Clerk Typist position is currently unfilled; it had been added to assist with the increased workload of the Seasonal Firefighter and Fire Crew Programs, and for general administrative responsibilities. Reducing this position may require management to include some general administrative tasks in their daily duties, and may impact staff's ability to respond to requests from other county departments.

Radio service/support reductions are not anticipated to result in significant impact, however the department will monitor service levels.

HEALTH & HUMAN SERVICES

Recommended Reductions in NCC: (\$869,308)

5% Target: (\$1,434,194)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$510,497	3.76	\$0	\$137,371	\$202,869	\$18,571	3.03%

<u>Description:</u> Vacant position reductions include: 1.0 FTE Clinical Services Administrator in Public Health Administration; 0.50 FTE Support Services Specialist in Emergency Medical Services; 0.60 FTE Sr. Support Services Worker, 0.53 FTE Senior Clerk Typist and 0.13 FTE Microbiologist III in HIV-AIDS; 0.40 FTE Detention Nurse Practitioner in Detention Medical; 0.20 FTE Social Service Worker II in Mental Health Adult Services; 0.20 FTE Senior Public Health Nurse and 0.20 FTE Public Health Nurse in Nursing. Other reductions include: \$202,869 in contract services; \$137,371 in materials and supplies, equipment, and professional development expenses, etc.

<u>Programmatic Impacts of Proposed Changes:</u> Vacant positions in some cases have been backfilled with temporary or extra-hire staff. These extra-hire staff will be released by yearend with the elimination of these vacant positions, resulting in increased workload among some managers and line staff next year. Other reductions will have little to no impact given the integration of several HHS clinics. Reduction of contract services will result in limited reduction in service levels. Impacts of other reductions will be mitigated through reprogrammed services, for example cancelling a contract for IT services in Mental Health by relying more on existing HHS IT staff.

Department Summary and Program Impacts

HUMAN RESOURCES

Recommended Reductions in NCC: (\$80,981)

5% Target: (\$242,180)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$77,350	1.00	\$0	\$3,631	\$0	\$	1.67%

<u>Description:</u> Elimination of 1.0 FTE Human Resources Assistant position in Staffing division and reduction in office supplies.

<u>Programmatic Impacts of Proposed Changes:</u> Limited impact at this time from elimination of position given decrease in recruitments due to hiring freeze.

INFORMATION SERVICES & TECHNOLOGY Recommended Reductions in NCC: (\$550,000)

5% Target: (\$733,614)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$0	0.00	\$400,000	\$0	\$0	\$150,000	3.75%

<u>Description:</u> Reduction in the countywide PC Lease replacement program and retirement of the IBM mainframe for County technology applications.

<u>Programmatic Impacts of Proposed Changes:</u> Desktop computers will only be replaced to address urgent operating needs. No impact from retirement of IBM mainframe as all applications will then be on the County's local system.

PARKS & OPEN SPACE

Recommended Reductions in NCC: (\$88,914)

5% Target: (\$146,712)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$30,317	0.50	\$0	\$58,597	\$0	\$0	3.03%

<u>Description:</u> Elimination of 0.50 FTE Landscape Services Worker, reduction in extra hire for park facilities, and reduction of supplies and equipment for park facilities and landscaping.

<u>Programmatic Impacts of Proposed Changes:</u> Reduction in maintenance, landscaping, trash removal and other services at park facilities, Civic Center, and County facility at Lucas Valley.

Department Summary and Program Impacts

PROBATION

Recommended Reductions in NCC: (\$133,851)

5% Target: (\$426,386)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$101,010	1.71	\$0	\$32,841	\$0	\$0	1.57%

<u>Description</u>: Reduction of 1.0 FTE Legal Process Assistant II; 0.46 FTE Intermediate Clerk Typist; and 0.25 FTE Legal Process Assistant II. Reduction of extra-hire expense for Mediation Services Unit. Relocation of Mediation Services Unit to existing space within Juvenile Hall in order to reduce rent costs.

<u>Programmatic Impacts of Proposed Changes</u>: The duties of these vacant positions have been blended with the duties of other existing staff, and will not result in service level reductions due to recent reductions in workload.

Reduction of extra-hire expenses will not have a substantive impact upon the Mediation Services Unit. Relocation of the Mediation Services Unit to existing space within the County's Juvenile Hall facility will make it less accessible to foot traffic; however, the move would have no impact upon the services provided.

PUBLIC DEFENDER

Recommended Reductions in NCC: (\$70,674)

5% Target: (\$276,517)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$70,674	0.50	\$0	\$0	\$0	\$0	1.28%

Description: Reduce 0.5 FTE vacant Deputy Public Defender II position.

<u>Programmatic Impacts of Proposed Changes:</u> Decreasing attorney staffing will result in increased workload for remaining attorneys, and potential decrease in the number of cases that can be supported.

SHERIFF

Recommended Reductions in NCC: (\$606,214)

5% Target: (\$1,335,470)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$123,214	1.00	\$283,000	\$0	\$0	\$200,000	2.27%

Department Summary and Program Impacts

<u>Description:</u> Increased fire dispatch revenue from cities towns to help offset County costs of Communications Dispatch services to other jurisdictions; countywide savings related to radio replacement program savings; and reduction of 1.0 FTE Deputy Sheriff.

<u>Programmatic Impacts of Proposed Changes:</u> Reduction of 1.0 Deputy Sheriff may impact the Drug Abuse Resistance Education (D.A.R.E.) program. Remaining impacts are minimal.

TREASURER-TAX COLLECTOR / Recommended Reductions in NCC: (\$130,911) REGISTRAR/COUNTY CLERK/PUBLIC ADMINISTRATOR

5% Target: (\$146,234)

Personnel Costs	Total Impacted FTE (Vacant)	Countywide	Materials & Supplies	Contract Services	Revenue Adjustments	Net County Cost Reduced
\$68,060	1.00	\$0	\$0	\$0	\$62,851	4.48%

Description: Reduce 1.0 Elections Clerk position, and increase cost-recovery based revenues.

<u>Programmatic Impacts of Proposed Changes:</u> Elimination of Elections Clerk will result in increased reliance on extra-hire staff during elections, and increased workload among staff.