

FINANCE AND ADMINISTRATION

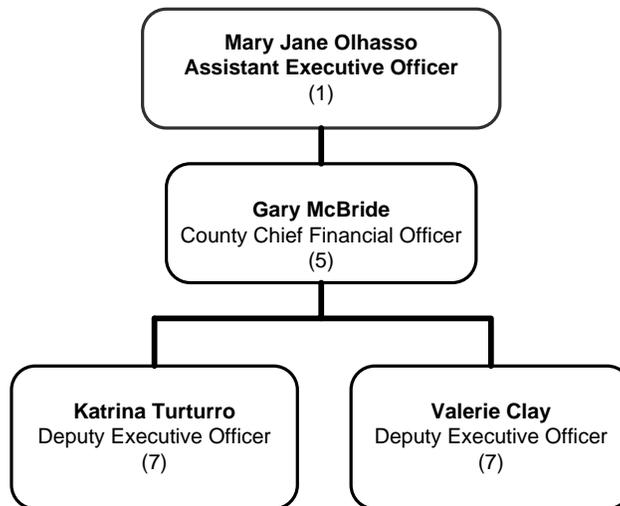
Mary Jane Olhasso

DEPARTMENT MISSION STATEMENT

Finance and Administration provides timely and accurate financial information to the public, Board of Supervisors, Chief Executive Officer, and County departments; identifies and implements best practices, true cost methodologies, alternative service delivery models, and efficient use of public investments.



ORGANIZATIONAL CHART



2015-16 SUMMARY OF BUDGET UNITS

	2015-16					
	Requirements	Sources	Net County Cost	Use of / (Contribution to) Fund Balance	Use of / (Contribution to) Net Position	Staffing
General Fund						
Finance and Administration	3,048,110	0	3,048,110			20
Capital Facilities Leases	12,940,810	5,700,000	7,240,810			0
Total General Fund	15,988,920	5,700,000	10,288,920			20
Special Revenue Funds						
Disaster Recovery Fund	0	5,277		(5,277)		0
Total Special Revenue Funds	0	5,277		(5,277)		0
Total - All Funds	15,988,920	5,705,277	10,288,920	(5,277)	0	20

2014-15 MAJOR ACCOMPLISHMENTS

- Received the Distinguished Budget Presentation Award for the ninth consecutive year.
- Implemented a comprehensive Countywide Fee Management System automating the County Fee process.
- Issued the inaugural Capital Improvement Plan book.
- Developed a balanced budget for the coming year addressing the most pressing Countywide needs.



DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2013-14 Actual	2014-15 Target	2014-15 Est.	2015-16 Target
OBJECTIVE	Monitor and evaluate operations and implement strategies to continually improve efficiency, effectiveness and collaboration.	Received Distinguished Budget Presentation Award from the Government Finance Officers Association.	Yes	Yes	Yes	Yes
STRATEGY	Prepare a budget presentation that follows the guidelines established by the National Advisory Council on State and Local Budgeting and Government Finance Officers Association (GFOA) best practices on budgeting.					
COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2013-14 Actual	2014-15 Target	2014-15 Est.	2015-16 Target
OBJECTIVE	Continue to develop and maintain consistent messaging for the organization.	Number of days recommended budget documents were provided in advance of the Board meeting.	14	14	14	14
STRATEGY	Ensure Board of Supervisors has sufficient review time for recommended budget documents.					
COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS		Measure	2013-14 Actual	2014-15 Target	2014-15 Est.	2015-16 Target
OBJECTIVE	Continue to develop and maintain consistent messaging for the organization.	Number of days fee ordinance documents were provided in advance of the Board meeting.	14	14	14	14
STRATEGY	Ensure Board of Supervisors has sufficient review time for recommended budget and fee ordinance documents.					



Finance and Administration

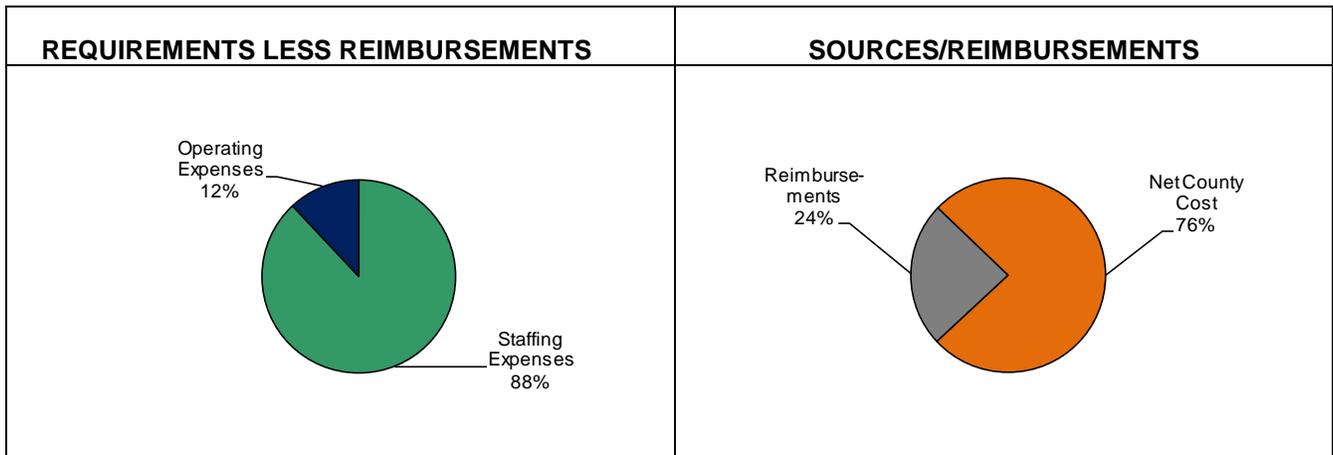
DESCRIPTION OF MAJOR SERVICES

The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, and advises departments in financial matters.

Budget at a Glance	
Requirements Less Reimbursements	\$4,017,705
Sources/Reimbursements	\$969,595
Net County Cost	\$3,048,110
Total Staff	20
Funded by Net County Cost	76%

Finance and Administration is responsible for the preparation and administration of the County budget, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County general fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

2015-16 RECOMMENDED BUDGET



ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Finance and Administration
FUND: General

BUDGET UNIT: AAA FAB
FUNCTION: General
ACTIVITY: Finance

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
Requirements							
Staffing Expenses	2,095,407	1,840,406	2,462,736	3,061,491	3,149,087	3,536,345	387,258
Operating Expenses	222,862	165,254	479,745	362,377	438,085	481,360	43,275
Capital Expenditures	0	0	0	9,127	18,350	0	(18,350)
Total Exp Authority	2,318,269	2,005,660	2,942,481	3,432,995	3,605,522	4,017,705	412,183
Reimbursements	(369,985)	(364,311)	(373,277)	(670,822)	(674,042)	(969,595)	(295,553)
Total Appropriation	1,948,284	1,641,349	2,569,204	2,762,173	2,931,480	3,048,110	116,630
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,948,284	1,641,349	2,569,204	2,762,173	2,931,480	3,048,110	116,630
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	4,883	0	0	0	0
Total Revenue	0	0	4,883	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	0	0	4,883	0	0	0	0
Net County Cost	1,948,284	1,641,349	2,564,321	2,762,173	2,931,480	3,048,110	116,630
Budgeted Staffing*	14	14	15	18	18	20	2

* Data represents modified budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Staffing expenses of \$3.5 million fund 20 budgeted positions. The majority of reimbursements are from Health Administration, County Fire, and Indigent Defense for administrative oversight.

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses are increasing by \$387,258 primarily due to the addition of one Administrative Analyst III position funded with additional Net County Cost (Discretionary General Funding). This position is being added to help establish a centralized Law and Justice – Finance and Administration division, as discussed in the Staffing Changes and Operational Impact section below. Staffing costs are also increasing due to the transfer in of one Administrative Analyst III position from the Regional Parks department. The increased staffing expenses will be partially offset by increased reimbursements from Operations and Community Services Departments for the transferred position from Regional Parks and additional reimbursements from the County Fire and Special Districts Departments to fund their proportionate share of Administrative Analyst costs.

Net County Cost is increasing as a result of the additional funding for the Law and Justice related Administrative Analyst III position (\$160,000), which is partially offset by reduced funding needed to cover Application Development – Maintenance costs from the Information Services Department.



2015-16 POSITION SUMMARY*

2015-16 Budgeted Staffing

Division	2014-15				2015-16		
	Modified Staffing	Adds	Deletes	Reorgs	Recommended	Limited	Regular
Finance and Administration	18	3	-1	0	20	2	18
Total	18	3	-1	0	20	2	18

*Detailed classification listing available in Appendix D

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$3.5 million fund 20 positions of which 18 are regular positions and 2 are limited term positions. The budget includes a net increase of 2 positions primarily associated with the continued establishment of a centralized Law and Justice – Finance and Administration division. In 2014-15, the Board approved the reclassification of an Administrative Analyst III to a Chief Administrative Analyst, to provide for centralized analysis and oversight of the County’s Law and Justice Departments’ programs and budget. In 2015-16, this centralized section is recommended to be expanded by adding 1 Administrative Analyst I to provide basic Law and Justice operational oversight support and an Administrative Analyst III to act as the primary analyst to the Sheriff’s Department and to research and analyze broader implications of State and Federal law changes on the County’s Law and Justice Departments (e.g. Proposition 47 reduction in felony drug charges, Public Safety Realignment). One Contract Indigent Defense Clerk budgeted for 2014-15, but never filled, will be deleted from the 2015-16 budget to offset a portion of the increased costs for the Administrative Analyst I. Finally, an Administrative Analyst III position is being added to the budget that previously resided in Regional Parks.



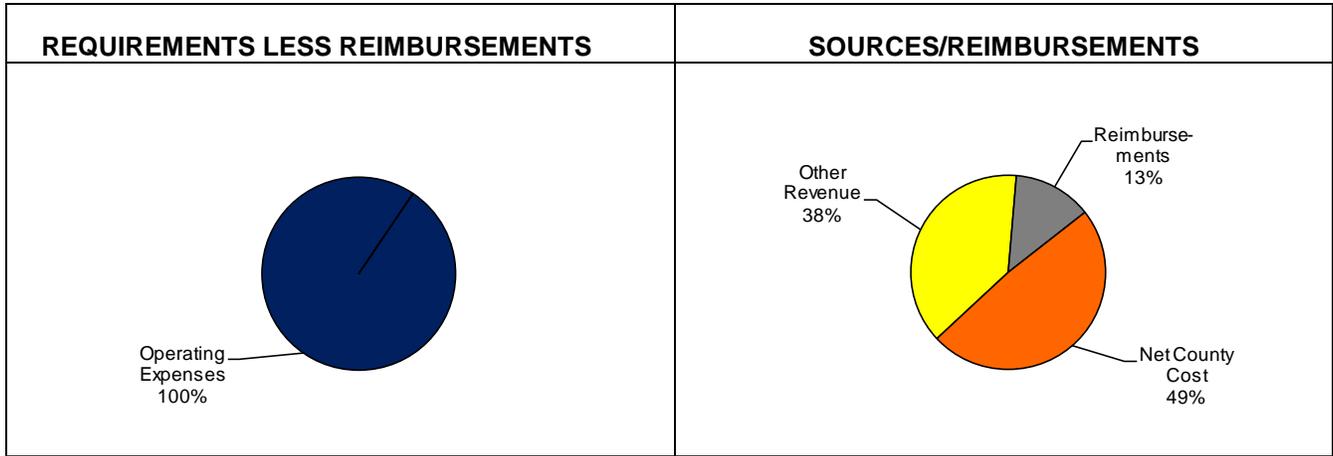
Capital Facilities Leases

DESCRIPTION OF MAJOR SERVICES

This budget unit funds the cost of long-term capital lease payments for the major County facilities financed by the General Fund.

Budget at a Glance	
Requirements Less Reimbursements	\$14,889,602
Sources/Reimbursements	\$7,648,792
Net County Cost	\$7,240,810
Total Staff	0
Funded by Net County Cost	49%

2015-16 RECOMMENDED BUDGET



ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Administration
 DEPARTMENT: Finance and Administration - Capital Facilities Leases
 FUND: General

BUDGET UNIT: AAA JPL
 FUNCTION: General
 ACTIVITY: Property Management

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	17,993,260	14,876,470	14,665,377	14,765,827	14,960,588	14,889,602	(70,986)
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	17,993,260	14,876,470	14,665,377	14,765,827	14,960,588	14,889,602	(70,986)
Reimbursements	(1,943,662)	(1,945,536)	(1,941,734)	(1,337,542)	(1,944,069)	(1,948,792)	(4,723)
Total Appropriation	16,049,598	12,930,934	12,723,643	13,428,285	13,016,519	12,940,810	(75,709)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	16,049,598	12,930,934	12,723,643	13,428,285	13,016,519	12,940,810	(75,709)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	1,107,389	10,700	146	0	0	5,700,000	5,700,000
Total Revenue	1,107,389	10,700	146	0	0	5,700,000	5,700,000
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,107,389	10,700	146	0	0	5,700,000	5,700,000
Net County Cost	14,942,209	12,920,234	12,723,497	13,428,285	13,016,519	7,240,810	(5,775,709)
Budgeted Staffing*	0	0	0	0	0	0	0

* Data represents modified budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Operating expenses of \$14.9 million represent lease payments and related fees and administrative costs for the major County assets financed by the General Fund.

Other revenue of \$5.7 million represents the transfer in of cash from the debt service reserve fund (DSRF) upon final payment of the Justice Center/Chino Airport Improvements lease.

Lease Payments:

Justice Center/Chino Airport Improvements	\$ 6,515,250
West Valley Detention Center	8,074,099
Lease Payments Subtotal	<u>14,589,349</u>

Other Expenditures:

Debt Administration	300,253
(including Trustee Fees, Audit and Arbitrage costs)	
Other Expenditures Subtotal	<u>14,889,602</u>

Less:

Reimbursements	(1,948,792)
Operating Transfers In (transfer from Debt Service Reserve Fund)	<u>(5,700,000)</u>
Total Net County Cost	<u>\$ 7,240,810</u>



BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$75,709 with the elimination of COWCAP charges.

Sources are increasing by the operating transfer in of \$5.7 million from the balance in the DSRF.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



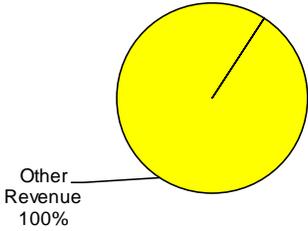
Disaster Recovery Fund

DESCRIPTION OF MAJOR SERVICES

The Disaster Recovery Fund was established to provide separate accountability for specific administrative and program costs related to the County’s disaster recovery efforts, which are reimbursed through state and federal funds. Prior incidents have included the Grand Prix/Old Fires in October 2003, Grass Valley/Slide Fires of October 2007, and winter storms of 1998, 2005, and 2010.

Budget at a Glance	
Requirements Less Reimbursements	\$0
Sources/Reimbursements	\$5,277
Use of/ (Contribution to) Fund Balance**	(\$5,277)
Total Staff	0

2015-16 RECOMMENDED BUDGET

REQUIREMENTS LESS REIMBURSEMENTS	SOURCES/REIMBURSEMENTS
<p>No Requirements for this budget unit</p>	 <p>A pie chart with a single yellow slice representing 100% of the revenue. A line points from the label 'Other Revenue 100%' to the slice.</p>

** Contribution to Fund Balance appears as a negative number and increases Available Reserves.



ANALYSIS OF 2015-16 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Finance and Administration - Disaster Recovery Fund
FUND: Disaster Recovery Fund

BUDGET UNIT: SFH CAO
FUNCTION: Public Protection
ACTIVITY: Other Protection

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
Requirements							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	0	0	0	0	0	0	0
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	0	0	0	0	0	0	0
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	0	0	0	0	0	0	0
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	(3,568)	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	20,548	10,446	7,973	4,557	6,556	5,277	(1,279)
Total Revenue	20,548	10,446	7,973	989	6,556	5,277	(1,279)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	20,548	10,446	7,973	989	6,556	5,277	(1,279)
Fund Balance							
Use of / (Contribution to) Fund Balance**	(20,548)	(10,446)	(7,973)	(989)	(6,556)	(5,277)	1,279
Available Reserves					28,843	28,553	(290)
Total Fund Balance					22,287	23,276	989
Budgeted Staffing*	0	0	0	0	0	0	0

*Data represents modified budgeted staffing

** Contribution to Fund Balance appears as a negative number and increases Available Reserves.

MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Other revenue of \$5,277 represents anticipated interest earnings on the cash balance in the fund, which includes amounts due to other agencies.

BUDGET CHANGES AND OPERATIONAL IMPACT

This budget unit is currently used as a suspense account to track payments by state and federal agencies for reimbursable disaster recovery efforts that are then distributed to County departments.

ANALYSIS OF FUND BALANCE

Fund balance in the Disaster Recovery Fund consists of interest that has accrued on advances from the General Fund. The fund balance will be used to help offset any costs disallowed by the Federal Emergency Management Agency after audits of reimbursement claims.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.

