




COUNTY ADMINISTRATOR'S OFFICE

Susan S. Muranishi, County Administrator

Donna Linton, Assistant County Administrator

MEMORANDUM

March 12, 2013

TO: Agency/Department Heads
FROM:  Susan S. Muranishi, County Administrator
SUBJECT: **FY 2013-14 Early Budget Work Session**

The Board of Supervisors has scheduled the FY 2013-14 Early Budget Work Session on **Tuesday, April 9, 2013** for Agency/Department Heads to provide an overview of their Maintenance of Effort (MOE) budgets.

Attached is a proposed budget work session schedule (Attachment A) and a suggested format for Agency/Department presentations (Attachments B & C). Once again we are also requesting that departments discuss the "human impacts" of any recent or proposed funding reductions. We have included a sample slide as a guide.

Please work closely with your assigned CAO analyst to prepare for the work session. Given the limited time available for each presentation, handouts are encouraged and should be routed to my office in advance, **no later than 1:00 p.m. on Thursday, April 4**. An electronic copy of your presentation should be submitted to your assigned CAO analyst **by Friday, March 29**. The sessions will be publicly noticed and held in the Board of Supervisors' Chambers.

Thank you for your cooperation and assistance. Please call me or Alice Park-Renzi of my staff at (510) 272-3873 if you have any questions.

SSM:KMM:APR:bl

c: Each Member, Board of Supervisors
Departmental Budget Staff
CAO Budget Analysts

**PROPOSED
FY 2013-2014 EARLY BUDGET WORK SESSION SCHEDULE**

TUESDAY, APRIL 9, 2013

9:00 – 9:15	County Administrator’s Overview
9:15 – 9:25	Human Impacts
	<u>Health Services</u>
9:25 – 10:00	Health Care Services Agency
	<u>Public Assistance</u>
10:00 – 10:35	Social Services Agency
10:35 – 10:45	Department of Child Support Services
	<u>Public Protection</u>
10:45 – 11:15	Sheriff
11:15 – 11:35	Probation
11:35 – 11:50	Public Defender
11:50 – 12:05	District Attorney
12:05 – 12:20	Fire Department
	Public Input
	BREAK
	<u>General Government</u>
1:30 – 1:45	Library
1:45 – 2:00	Public Works Agency
2:00 – 2:30	General Services Agency
2:30 – 2:45	Human Resource Services
2:45 – 3:00	Information Technology Department
3:00 – 3:15	Registrar of Voters
3:15 – 3:30	Community Development Agency
3:30 – 3:45	Assessor
3:45 – 4:00	Treasurer/Tax Collector
4:00 – 4:15	Auditor-Controller
	Public Input

OUTLINE FOR AGENCY/DEPARTMENT FY 2013-14 EARLY BUDGET WORK SESSION PRESENTATION

(Use PowerPoint or a similar slide presentation format)

Financial Summary

- At a minimum, include in your presentation the table and pie charts shown in Attachment C. These provide an overview of your FY 2013-14 Maintenance of Effort (MOE) budget including total appropriation, revenue, net county cost, full time equivalent staffing, amounts and changes from the prior fiscal year, appropriation by department and major object, and revenues by source.
- Provide additional detail for each program/department as appropriate.

Program Summary

- Describe your mission and **correlate your program goals to one or more of the five countywide strategic initiatives to show how they will help achieve the County's Strategic Vision.**
- Briefly describe your mandated and discretionary services. Identify funding levels for each type of service. Identify federal, State, and County matching funds.
- Discuss major initiatives of your agency/department. Discuss high level goals and objectives.
- Describe productivity improvement/revenue enhancement strategies. Discuss proposed fee increases.
- Provide an overview of your community-based provider contracts and funding.
- Discuss the potential impact of the State budget, including realignment.
- Discuss the potential impact of sequestration and the federal budget.
- Discuss other pending factors including, but not limited to, the economy.
- Discuss the *human impacts* of State and federal funding reductions or other cuts to your programs.

Instructions

Provide 20 color copies of three-hole punched handouts to CAO (QIC Code 20102), attention Brenda Leocario (272-6341), **no later than 1 p.m. on Thursday, April 4, 2013.** In addition, copies of handouts should be made available at the work session for the public.

Prior to submitting hard copies of your presentation, please submit an electronic copy to your CAO analyst for his/her review **by Friday, March 29.**

If you would like to do a practice run of your presentation in Board Chambers prior to the work session, please contact Cheryl Perkins, Assistant Clerk of the Board, at 272-3858.

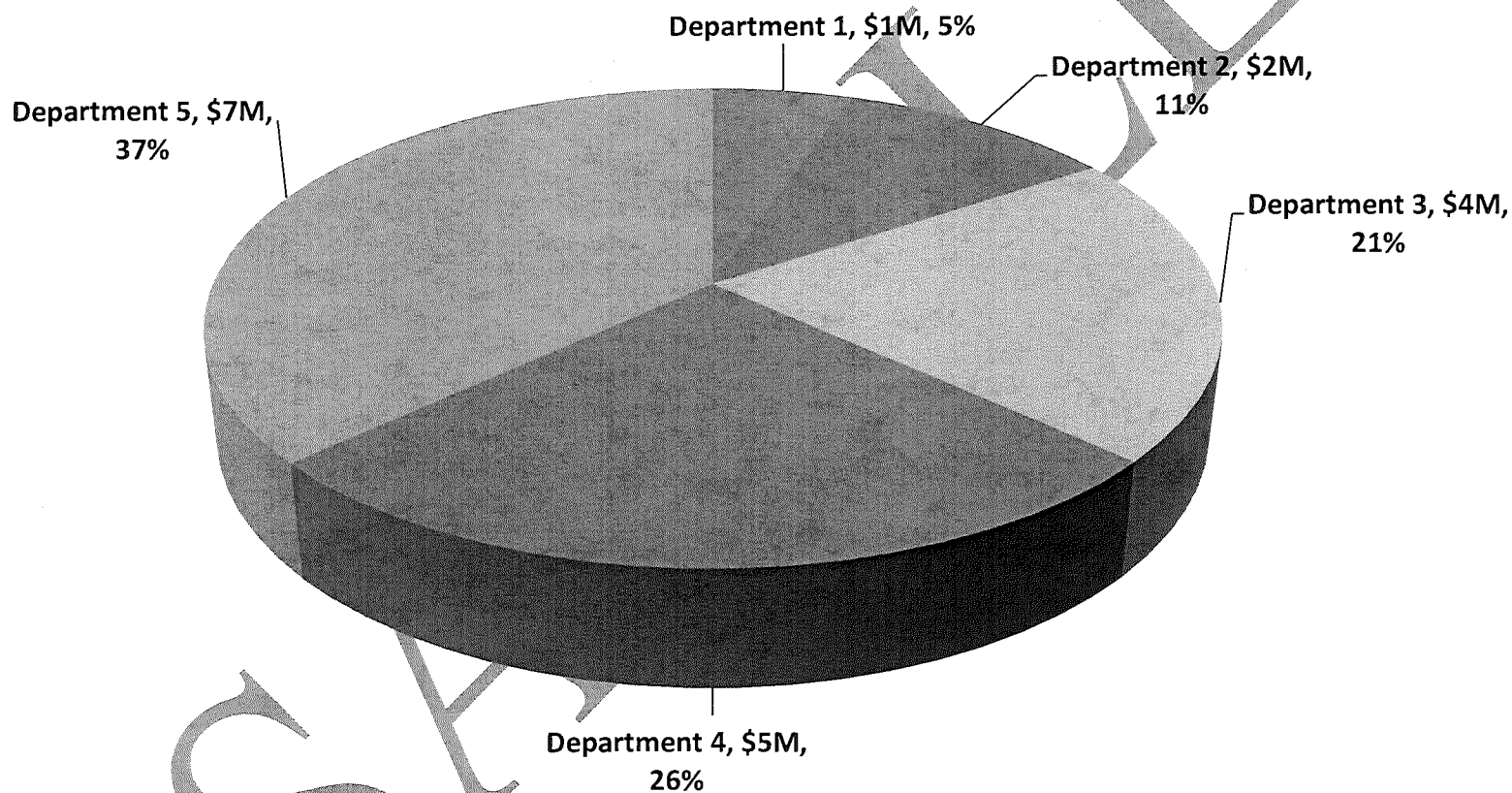
DEPARTMENT/AGENCY NAME
Financial Summary

Department/Agency	2012-13 Approved Budget	2013-14 Maintenance of Effort Funding Request	Change from 2012-13 Approved	
			Amount	Percentage
Appropriations	472,000,000	470,000,000	(2,000,000)	(0.4%)
Revenue	396,000,000	385,000,000	(11,000,000)	(2.8%)
Net	76,000,000	85,000,000	9,000,000	11.8%
FTE – Mgmt	310.00	310.00	00.00	0.0%
FTE – Non-Mgmt	774.25	785.25	11.00	1.4%
Total FTE	1,084.25	1,105.25	11.00	1.0%

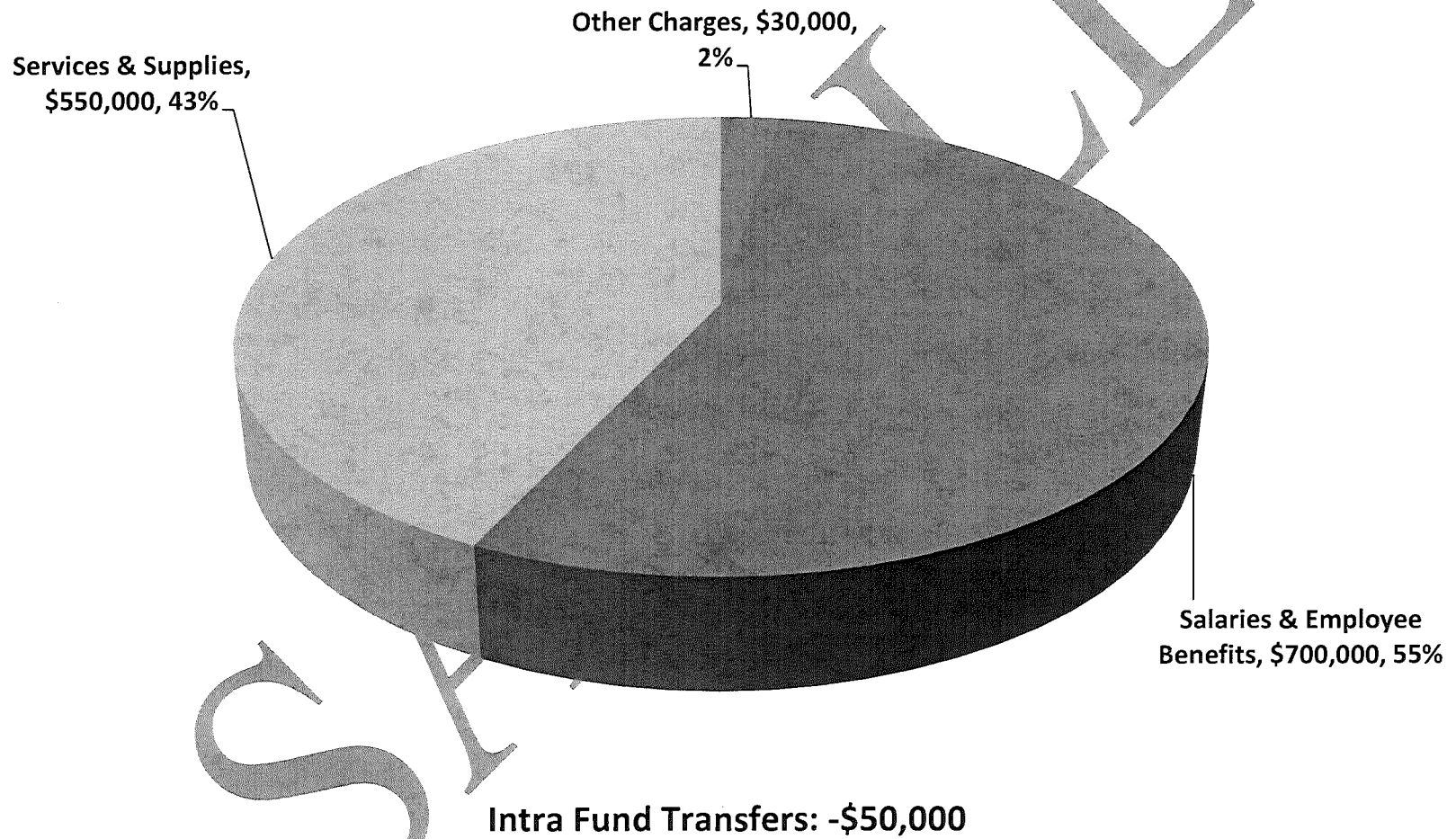
DEPARTMENT/AGENCY NAME
Major Components of Net County Cost Change
(in millions)

Component	NCC Change
Salary and Employee Benefits	\$1.1
ISF adjustments	\$1.0
Increased costs related to...	\$0.5
Decreased revenue related to...	\$1.0
Savings resulting from...	(\$1.6)
Other...	\$1.1
TOTAL	\$3.1

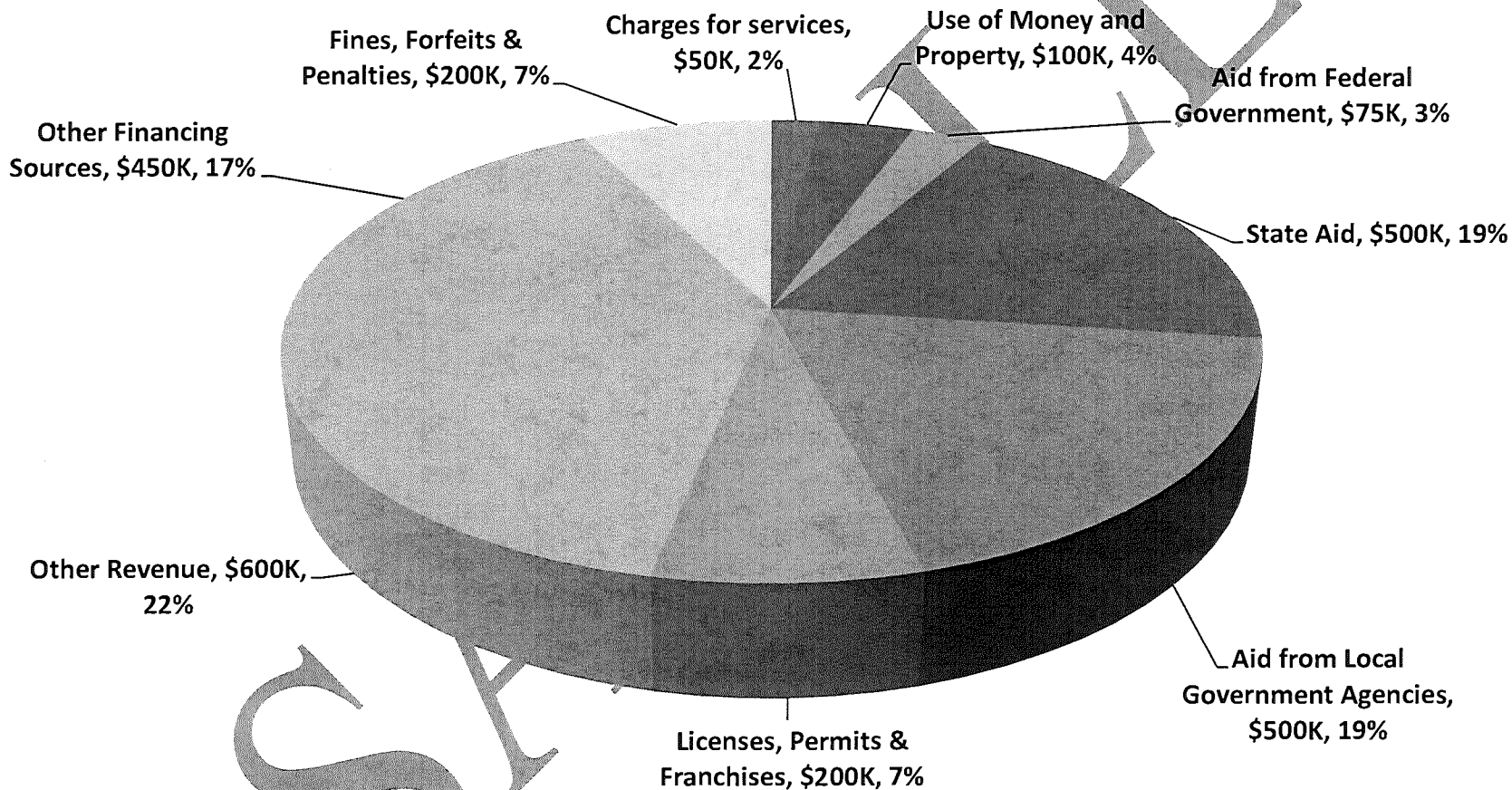
APPROPRIATION BY DEPARTMENT



TOTAL APPROPRIATION BY MAJOR OBJECT



TOTAL REVENUE BY SOURCE



DEPARTMENT/AGENCY NAME

HUMAN IMPACTS OF FUNDING REDUCTIONS

Projected Impacts of Reduction in [Program Name] Funding

- Impacts to clients / Alameda County residents
- Impacts to providers
- Impacts to program services

Possible Impacts from Governor's Budget Proposal

- Impacts to clients / Alameda County residents
- Impacts to providers
- Impacts to program services

Projected Impacts of Sequestration

- Impacts to clients / Alameda County residents
- Impacts to providers
- Impacts to program services