



A Tradition of Stewardship  
A Commitment to Service

**County Executive Office**

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**Nancy Watt**  
County Executive Officer

June 17, 2013

Members of the Board of Supervisors  
1195 Third Street, Suite 310  
Napa, CA 94559

**Subject: SUPPLEMENTAL REPORT #1 to FY 2013/2014 RECOMMENDED BUDGET**

Dear Board Members:

Since the FY 2013-2014 Recommended Budget was compiled, circumstances have arisen which cause us to recommend modifications to certain Schedules and appropriations. The basis for my recommendation and the detailed revisions and adjustments are set forth below.

**A. Fund: 1000                      Division: 10540                      Dept: Special Projects**

A portion of Special Projects Fund appropriations are used for awarding capacity-building grants for art-related programs and projects. The Board of Supervisors agreed to reserve funds not awarded in FY 2012-2013 to FY 2013-2014 in the amount of \$44,787. Today's request is to increase appropriations from fund balance available in the General Fund in the amount of \$44,787 for awards to eligible entities for projects and programs in FY 2013-2014.

<u><b>Expenditure</b></u>	<u><b>Recom. Budget</b></u>	<u><b>Adjustment</b></u>	<u><b>New Total</b></u>
54805: Community Grants	\$458,983	\$44,787	\$503,770

**RECOMMENDATION:** Approve increasing the beginning available fund balance and approve the increase to appropriations in Division 10540.

**B. Fund: 1000                      Division: 12205    Program: 11007    Dept: Public Works Projects**

The Hall of Justice Air Handler Replacement project was included in the FY 2012-2013 budget and expected to be complete by June 30, 2013. The project is not yet complete and a portion of the project will roll over into FY 2013-2014. This project is a General Fund Project.

<u><b>Expenditure</b></u>	<u><b>Recom. Budget</b></u>	<u><b>Adjustment</b></u>	<u><b>New Total</b></u>
52360: Construction Services	\$0	\$42,000	\$42,000

**RECOMMENDATION:** Approve increasing the beginning available fund balance and approve the increase to appropriations in Division 12205, Program 11007.

C. Fund: 2000

Division: 20007

Dept: HHSA- Health Care Enhancement Programs

HHSA received \$1,126,355 from an Intergovernmental Transfer (IGT) late in FY 2012-2013. The IGT process is a funding strategy under Section 1903(w)(a) of the Social Security Act that states and/or local governments utilize to increase federal matching dollars for certain health services. This revenue must be used for new Health and Human Services programming, to enhance or expand existing programming, or, under limited circumstances, to sustain programming that would otherwise be discontinued. The County entered into a Memorandum of Understanding (MOU) at the June 4, 2013 Board meeting for the use of these funds. IGT proceeds will fund a portion of costs attributable to behavioral health services provided by or through HHSA to Medi-Cal beneficiaries that are not being reimbursed by Medi-Cal. The funds made available by the application of IGT funding will be utilized to fund eight local projects listed in the MOU including:

1. Assignment of HHSA mental health staff to a community-based early detection and intervention program for mental illness in young adults to link individuals not accepted into the program into mental health and/or other health and human services;
2. Partial restoration of capacity in HHSA's outpatient addiction treatment program in the wake of reductions occurring during the recession;
3. Evidence-based "Parent-Child Interactive Therapy" training for parents, foster parents and child care givers;
4. Enhancement of the behavioral health services provided to children of high-risk families participating in HHSA's Therapeutic Child and Family Center;
5. Promotion of partnerships between HHSA's Public Health programs and local community organizations to increase funding to those organizations;
6. Funding for Community Health Clinic Ole to expand and enhance the coordination of care at the County Campus Clinic located on HHSA's Old Sonoma Road campus;
7. Piloting of a multidisciplinary care access unit at HHSA to provide assessment, navigation and referral services to HHSA clients who will benefit from an integrated approach to the coordination of multiple services; and
8. Expansion of funding for the initiative extending the Medi-Cal Administrative Activities (MAA) program to local community-based organizations (CBO's) to allow these CBO's to receive additional federal revenue.

Some projects will generate grant revenues or are eligible to participate in Medi-Cal billing which will generate new Medi-Cal revenue allowing for program sustainability.

-continued-

**(C. – continued)**

<u>Revenue</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
46335: Medi-Cal Billing	\$0	\$ 83,601	\$ 83,601
47150: Other Grants	\$0	\$ 27,538	\$ 27,538
 <u>Expenditure</u>	 <u>Recom. Budget</u>	 <u>Adjustment</u>	 <u>New Total</u>
51110: Extra Help Salaries	\$0	\$600,019	\$600,019
52430: Client Provider Services	\$0	\$498,823	\$498,823
52905: Business Travel/Mileage	\$0	\$ 1,500	\$ 1,500
53100: Supplies	\$0	\$ 36,295	\$ 36,295
53600: Special Department Expense	\$0	\$100,857	\$100,857

**RECOMMENDATION:** Approve the requested adjustments related to Division 20007 including use of fund balance in the amount of \$1,126,355.

**D. Fund:** 2100

**Division:** 21000

**Dept:** Fire Protection

The Fire Department –Prevention Division operates a chipping program as a community benefit. Residents that clear and create defensible space may contact the program to come chip cleared material at no-cost to the resident. The County's chipper is an older model, not compliant with current air quality standards and in need of replacement. County staff initially hoped to include this purchase in the Fiscal Year 2014-2015 budget but instead recommends purchase and the establishment of a fixed asset in Fiscal Year 2013-2014.

<u>Expenditure</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
55400: Equipment	\$664,000	\$50,000	\$714,000

**RECOMMENDATION:** Approve the requested adjustments related to Division 21000, including use of fund balance in the amount of \$50,000.

E. Fund: 2100                      Division: 21000                      Dept: Fire Protection  
      Fund: 1000                      Division: 10240                      Dept: Emergency Services

Based on recommendations made by the Fire Services Ad Hoc Committee, the County Fire Fund will fund a new half time position in the Emergency Services Division of the County Executive Office. The recommended position will assist with the resolution of administrative issues and communicate items of mutual interest to the Napa County Fire Chief and the volunteer component of the Napa County Fire Department. Currently the Emergency Services Officer is being under filled with a half time employee. Staff is recommending an increase to full time to accommodate the additional duties. Today's request will make the appropriate changes in the various line items associated with the cost of the position.

**DIVISION 21000**

<u>Expenditure</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
56100: Transfer Out	\$ 0	\$57,628	\$ 57,628

**DIVISION 10240**

<u>Revenue</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
48200: Transfer In	\$ 0	\$57,628	\$ 57,628

<u>Expenditure</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
51100: Salaries & Wages	\$ 43,160	\$57,628	\$100,788

**RECOMMENDATION:** Approve the requested adjustments related to Divisions 21000 (Fund 2100) and 10240 (Fund 1000), including use of fund balance in the amount of \$57,628.

F. Fund: 3000                      Division: 30000                      Dept: Accumulated Capital Outlay

The Accumulated Capital Outlay budget includes a Transfer Out to the Health and Human Services Agency to fund the cost of a Staff Services Analyst coordinating portions of the Health and Human Services Campus Replacement project. Inadvertently, an incorrect amount was keyed into the budget system. The total cost of the position is \$103,890.

<u>Expenditure</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
56100: Transfer Out	\$26,950,864	\$ 47,740	\$26,998,604

**RECOMMENDATION:** Approve the requested adjustment related to Budget Division 30000, including use of fund balance in the amount of \$47,740.

G. Fund: 3000 Division: 30005 Program: 13003 Dept: General Capital Improv. Proj.

The Jail Kitchen Improvement project was included in the FY 2012-2013 budget and expected to be complete by June 30, 2013. The project is not yet complete and a portion of the project will roll over into FY 2013-2014. This project is a General Fund Project; funds were transferred in FY 2012-2013 and remain in the Capital Improvement Fund's available fund balance.

<u>Expenditure</u>	<u>Recom. Budget</u>	<u>Adjustment</u>	<u>New Total</u>
52360: Construction Services	\$0	\$134,000	\$134,000

**RECOMMENDATION:** Approve increasing the beginning available fund balance and approve the increase to appropriations in Division 13003, Program 13003.

We are recommending approval of the various items reflected in Supplemental Report #1.

Sincerely,



Nancy Watt  
County Executive Officer

NW:pd

cc: Tracy Schulze, Auditor-Controller  
CEO analysts