

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, August 26, 2003

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the Special Meeting to order at 9:03 a.m., with members as follows:

Present: Supervisors Freeman, Hansen, Sprague and Bungarz (Chairman)
Absent: Supervisor McGowan
Also Present: Sandra Pergson, Deputy Clerk

1. **2003-2004 Budget Review**

Also Present: Don Santoro, Director of Finance

Matter: Mr. Santoro will provide an update on the 2003/2004 budget and review department budgets for possible adjustments thereto.

- Proceedings:
- a. Mr. Santoro advised that as of this date the shortfall to the Counties deficit is \$346,000, that increases have been recognized in various revenues, Williamson Act Contracts, SB13 revenues and collection of delinquent revenues, that unanticipated POST reimbursement will be received, and advised that according to California State Association of Counties, Counties will receive an allocation for the months of July, August, and September, however he is working on a hardship case for Glenn County to receive the remaining VLF backfill, although there will be no determination before the final budget is adopted;
 - b. Mr. Santoro advised that he met with all Department Heads appearing this date, and recommended that they submit to the Board any increased revenues, reductions, and appropriations, and what affect the reductions will have on public service; also recommended that the Board take no action until he and Administrative Representative Kim Gaghagen review information presented and bring recommendation to the Board on September 2, 2003;
 - c. Administrative Representative Kim Gaghagen stated that the Sheriff's Department made an additional \$100,000 reduction in general fund expenditures, as a result of State budget revenues that have developed; and another matter to consider is the upcoming recall election, which could change the whole VLF structure and how the County could be affected.

9:11 a.m. – Supervisor McGowan Entered the Meeting

d. **Libraries**

Matter: Review 2003/2004 department budget.

- (1) Mr. Santoro reviewed the Library budget and recommended that no further reductions be taken;
- (2) Administrative Representative Kim Gaghagen, stated that no further reductions to the libraries are necessary dependent upon receiving revenues that are currently negotiated with both cities; and
- (3) Orland City Manager Joe Riker, advised that the State Public Library Funds have been reduced, and that the Orland Library is reducing their budget by \$20,000.00 which will postpone buying any 2004 books.

e. **Senior Nutrition Program**

Matter: Review 2003/2004 department budget.

Director of Finance Don Santoro advised that the current subsidy is \$8,641.00 and funding has not been addressed; whereupon discussion was held regarding the subsidy being \$11,000.00 in past because of Senior Nutrition's need to serve the community.

- f. Later this date, Supervisor Freeman advised that there is nothing happening with Regional Council of Rural Counties and California State Association of Counties (CSAC) regarding the VLF backfill, due to the legislation on VLF gap being very specific; and that SB90 service for preparation of annual state mandated cost claims is available at CSAC for \$900, and requested that the contract for SB90 service be looked at to determine if the County is paying more for the service.

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, August 26, 2003

2. **Public Administrator/Guardian - 2003-2004 Budget Review**

Also Present: Jeannie Rakestraw, Public Guardian/Administrator
Matter: Review 2003/2004 department budget.
Proceedings: Mrs. Rakestraw reviewed her budget and stated that she had projected a revenue of approximately \$101,000.00 that actual was \$113,418.95, with more revenue expected this fiscal year. Discussion was held and it was determined that no further action need be taken.

3. **Department of Finance - 2003-2004 Budget Review**

Also Present: Don Santoro, Director of Finance
Matter: Review 2003/2004 department budget.
Proceedings: a. Mr. Santoro submitted and reviewed "*Report to the Board of Supervisors Budget Review – Director of Finance Meeting date August 26, 2003*" as follows:
(1) Reduction of appropriation for staff training on CD&D application within accounting system - \$3,000.00
(2) 50% reduction of appropriation for training & travel - \$11,450.00
(3) Recognize Tax Collector Delinquent Taxes Trust as current income - \$50,000.00
(4) Reduction of staffing levels - \$21,000.00.
b. Mr. Santoro advised that the \$474,000 backfill gap at this point is a one time hit, and the County won't see a backfill gap next year as long as the license fees remain at the current level;
c. Administrative Representative Kim Gaghagen recommended no further reductions to the Department of Finance; and
d. **Board Special Grants**
Mr. Santoro advised he was not prepared to speak on the Board Special Grants, whereby the Chairman advised that these grants could be taken under the Board of Supervisors Budget.

Supervisor Freeman Left the Meeting

9:35 a.m. – The Chairman Called the Meeting in Recess

9:43 a.m. – The Chairman Called the Meeting to Order

4. **Board of Supervisors - 2003-2004 Budget Review**

Also Present: Sandy Kennedy, Assistant Clerk of the Board
Vince Minto, Assessor/Clerk-Recorder
Matter: Review 2003/2004 department budget.
Proceedings: a. Ms. Kennedy submitted and reviewed *Conference Attendance 2003/04* and *Budget Tabulation for Fiscal Year 2003/2004* and discussion was held regarding membership dues, and it was suggested that only one representative from the Board attend conferences;
b. Discussion was held regarding the video conferencing located in the Board of Supervisors Conference Room and the costs associated with having the system; and
c. Review and discussion was held regarding the Board's complete budget and it was determined that only one Board Member would attend necessary Conferences/Meetings and that there are no reductions at this time.

5. **Assessor/Clerk/Recorder - 2003-2004 Budget Review**

Also Present: Vince Minto, Assessor/Clerk/Recorder
Matter: Review 2003/2004 department budget.
Proceedings: a. Mr. Minto submitted and reviewed the following documents:
(1) *Report to the Board of Supervisors Consideration for Balancing the Budget 2003/04*;
(2) *Recap*; and
(3) *Last Year Versus this Year in Light of Initial Baseline Projection*.
b. Mr. Minto reviewed (1) above and stated that the reduction to the Planning Department budget was 26% not 62%, the reduction of \$197,000 was \$101,009, and \$90,000 is the Planning Director position, that the baseline is not \$314,000 but rather \$513,400, with loss of two part time positions, one which is being paid for from the Assessor's budget, the reduction in the Assessor's office is \$77,045, and baseline was \$933,056, and reductions still have not been met by \$40,000. Mr. Minto also addressed the Planning Director position, and advised he will be leaving the position in January 2004;

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, August 26, 2003

- c. Mr. Minto reviewed (2) above which shows the actual reductions and shortfalls for all divisions; and
- d. Mr. Minto reviewed (3) above which shows last years budget versus this years, and held discussion regarding all his divisions and impacts on each. Also advised that letters have been sent regarding the Williamson Act, that there has been a good response, and will know by the end of September how many filed, and an additional \$50,000 to \$100,000 is anticipated for next years budget.

**10:42 a.m. – The Chairman Called the Meeting in Recess
10:50 a.m. – The Chairman Called the Meeting to Order
Deputy Clerk Debbie Lambert Entered the Meeting
Deputy Clerk Sandra Pergson Left the Meeting**

6. **Probation - 2003-2004 Budget Review**

Also Present: Linda Shelton, Chief Probation Officer

Matter: Review 2003/2004 department budget.

- Proceedings:
- a. Mrs. Shelton submitted and reviewed *Budget Review Memo, Costs Associated with Closure of Juvenile Hall Memo, and 2003/2004 Budget Memo*, and advised that \$30,000 in additional revenue will be realized from electronic monitoring, \$30,000 to \$48,00 for Juvenile Hall Out-Of-County Housing and \$60,000 for Targeted Case Management;
 - b. Mrs. Shelton recognized Tehama County for housing Glenn County juveniles at \$10 per day for food, and training staff to prepare for the transition to the expanded facility; and
 - c. Mrs. Shelton advised that the State will reimburse \$13,331 for the STC Program, cell phones have been turned in for a \$6,000 savings, that no children are currently in Camp and Youth Authority Housing for \$10,000 savings, and two vehicles will be removed from Probations fleet for \$7,700 savings, for a total potential General Fund savings of \$37,031.

7. **Cooperative Extension - 2003-2004 Budget Review**

Also Present: Barbara Reed, Cooperative Extension Director

Matter: Review 2003/2004 department budget.

- Proceedings:
- a. Barbara Reed submitted and reviewed *Report to the Supervisors Additional 2003-04 Budget Cut Requests*, which outlines the impacts of three tiers or cuts, advised that due to the last budget cut Cooperative Extension has had to decrease their public service hours by 10 per week, that the University of California has not notified Cooperative Extension yet with their State budget cut, and that to reduce the budget any further than the third level would violate the Counties Memorandum of Understanding with the University of California Cooperative Extension; and
 - b. Reductions from the initial 03-04 budget are set forth therein, with totals as follows:

Tier 1	\$10,538.00 reduction
Tier 2	\$29,589.00 reduction
Contingency	\$40,091.00 reduction

8. **Personnel - 2003-2004 Budget Review**

Also Present: John Greco, Personnel Director

Matter: Review 2003/2004 department budget.

- Proceedings:
- a. John Greco advised that Personnel's services and supplies are at a minimum, and the only cut in his budget would be to decrease personnel hours, which is possible due to his employees being unrepresented. Advised that if his office were to close the first Friday of every month beginning October 3, 2003, the savings would be \$823.33/daily, \$7,432.07/annually, and one employee working a voluntary reduced work week beginning January 2004 would save \$9,867.28;
 - b. Discussion was also held regarding County savings if the non-essential General Fund Departments with no State mandates shut down for a furlough during the Christmas holidays which would save \$21,786/daily, approximately \$120,000 for the six days, with additional savings to be realized with utilities not running;

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, August 26, 2003

- c. Mr. Greco advised that the Veterans Services budget is \$66,503.66, of which \$31,000 is A-87 costs, which leaves no room for cuts, and the State sends \$10,000 in subvention funds and \$2,500 for training costs;
- d. Mr. Greco advised that the Bargaining Units have been contacted and meeting dates are set; and
- e. Mr. Santoro advised that if all overtime and extra help in nonessential Departments was eliminated, a \$30,000 savings would be recognized.

9. **County Counsel - 2003-2004 Budget Review**

Also Present: Belinda Blacketer, County Counsel

Matter: Review 2003/2004 department budget.

- Proceedings:
- a. Ms. Blacketer advised that the only possible cut in the County Counsel's budget would be \$20,000 for a third employee, and spoke of the importance of training someone for the Executive Assistant to County Counsel's position for when Mrs. Arnold retires; also advised that billing to outside Special Districts has increased; and
 - b. Ms. Blacketer advised that the Law Library budget's general fund money is carryover from last year, and is a trust supported by Clerk Filing Fees, which may drop by \$3,000 based on the last six weeks, and that the Public Defender's Budget is driven by case load.

AFTERNOON SESSION

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the Special Meeting to order at 1:00 p.m., with members as follows:

Present: Supervisors Freeman, Hansen, McGowan, Sprague and Bungarz (Chairman)

Also Present: Sandy Kennedy, Assistant Clerk of the Board

10. **Agricultural Commissioner - 2003-2004 Budget Review**

Also Present: Bill Duckworth, Interim Agricultural Commissioner
Deb Hubbard, Administrative Services Officer

Matter: Review 2003/2004 Department budget

- Proceedings:
- a. The Chairman advised Mr. Duckworth that the Board will not be taking action on today's review of department's budget, and that recommendations will brought back to the Board at the next Board meeting;
 - b. Mr. Duckworth submitted and reviewed *Agricultural Commissioner's Office*, which provided a breakdown of the department's possible budget reductions and unexpected revenue increases, with approximately \$36,970.00 available to assist in the current budget shortfall;
 - c. Discussion was held regarding pesticide Mill Tax increases not being approved by the State for the 2003/04 budget year, which caused a revenue shortfall of \$40,000 that will be offset by the following salary/benefit adjustments:
 - (1) Not filling the Assistant Commissioner position until March 1, 2003
 - (2) Not filling for the retirement of Senior Secretary for two months
 - (3) Under filling Senior Secretary position at Office Assistant 1/Step A
 - d. Discussion was held regarding the Predatory Animal Program; and
 - e. Administrative Representative Kim Gaghagen advised that if the Board were to take the reductions offered by all departments reviewed today, the County has gained approximately \$200,000 towards the budget deficit.

11. **Public Works Department - 2003-2004 Budget Review**

Also Present: Doug Holvik, Public Works Director
Tom Varga, Public Works Assistant Director

Matter: Review 2003/2004 Department budget

- Proceedings:
- a. The Chairman advised Mr. Duckworth that the Board will not be taking action on today's review of department's budget, and that recommendations will brought back to the Board at the next Board meeting;
 - b. Mr. Holvik reviewed the Surveyor Budget and advised that there has been a reduction of \$11,000;

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, August 26, 2003

- c. Mr. Holvik reviewed the Water Resources Budget and advised that \$50,000 is budgeted for flood fight, which could be returned to General Fund if not used, however, depending on the weather, that amount could be substantially more;
- d. Administrative Representative Kim Gaghagen advised that there may be additional revenue and commended Mr. Holvik for his contributing efforts in reductions that have been made within his department;
- e. Discussion was held regarding the possible general fund savings by keeping County cars past the current 100,000 mile limit; whereby Finance Director Don Santoro advised that some departments have not built a reserve in the fleet replacement fund; and
- f. Mr. Gaghagen advised that he and Mr. Santoro will be able to make a tabulated recommendation based on what has been offered by all departments and bring a recommendation back to the Board for consideration.

12. The Chairman adjourned the meeting at 2:00 p.m.

DG BUNGARZ, CHAIRMAN

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY:

Sandy Kennedy, Assistant Clerk of the Board

Distribution:	Board Members	Enterprise-Record	Willows Library
	County Counsel	KIQS Radio Station	Orland Library
	Finance Director	Sacramento Valley Mirror	Elections