



**BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**

M E M O R A N D U M

TO: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners

FROM: Charles Anderson
Commission Auditor

A handwritten signature in black ink, appearing to read "Charles Anderson", is written over the printed name.

DATE: August 23, 2011

SUBJECT: FY 2011-12 BCC/Non-Mayoral Budget Recommendations

In accordance with Ordinance No. 10-36, the Office of the Commission Auditor (OCA) has prepared budget recommendations for all departments and divisions that report to the Board of County Commissioners (BCC). Additionally, budget recommendations have also been prepared for the non-mayoral departments: the Commission on Ethics and the Public Trust (COE), the County Attorney's Office (CAO), and the Office of the Inspector General (OIG).

The Mayor's FY 2011-12 Proposed Budget, Volume 1, Page 28, states:

The subsidy to the Board of County Commissioners is reduced by 10 percent (\$1.818 million); the projected balance remaining at the end of FY 2010-11 is recaptured and used to fund general fund services (\$2.690 million).

It is my understanding that the Mayor, in addition to other employee benefit reductions, will propose an 8% cut to the County Pay Plan rates in lieu of a 10% contribution to Group Health Insurance. Should this plan be approved by the Board, I would offer that employees be given the choice of an 8% pay cut or take the equivalent amount of furlough days.

During this month, we met and/or discussed the Proposed Budget with the aforementioned offices, including most individual BCC district offices. The primary focus was to review any budgetary concerns they may have had with the proposed budgets for their offices. The Mayor's Proposed Budget assumes a freeze during FY11-12 to flex, premium pay and longevity. The following information represents our proposed recommendations to the offices (at the time of our meetings):

- The Office of the Chair and its direct offices (*Attachment 1*) are proposed to be cut by 20% from \$3.974 million in the FY 10-11 Adopted Budget to \$3.160 million in the FY 2011-12 Proposed Budget. Given this reduction, the Office of the Chair may have to reduce staff and/or operating expenditure:
 - Office of the Chair - \$562,000
 - Support Staff - \$252,000
 - \$814,000**
- The individual district offices were aware that their individual district budgets will remain flat at \$814,000 with the same allocated amounts used in the FY 10-11 Adopted Budget. They will utilize various alternatives such as: frozen vacancies to remain flat and within budget for FY 11-12.
- In the OCA, three frozen positions from FY10-11 were eliminated in the proposed budget (two legislative analysts and one legislative supervisor). Currently, a budget manager, an audit manager and a legislative analyst position are vacant. In the FY11-12 Proposed Budget, the OCA budget is proposed to be cut by 24%, from \$3.156 million in the FY 10-11 Adopted Budget to \$2.401 million in the FY 2011-12 Proposed Budget. Given this reduction, OCA will have to reduce staff by another six (6) FTE's (based on the average salary of non-executive staff), impacting the number of audits to be performed, budgetary analyses and legislative analyses (*Attachment 2*).
- The Office of Intergovernmental Affairs (OIA) budget is proposed to be cut by 24% from \$1.048 million in the FY10-11 Adopted Budget to \$797,000 in the FY 2011-12 Proposed Budget. Given this reduction OIA may have to reduce staff by one (1) FTE's (based on the average salary of non-executive staff) and operating expenditure, by \$76,000 (*Attachment 3*).
- The COE requests the restoration of two of three positions (\$222,000) from the proposed \$1.775 million to \$1.997 million. (*Attachment 4*). As per the COE Director, "*The County Manager has proposed reducing the Ethics Commission budget by 16% and cutting the staff by 3 employees when, in fact, the workload has increased and additional staff would be in order. As a result of last year's amendment to the County ethics code, the workload of the investigators and the attorneys have increased due to jurisdiction over two additional categories of employees. Elimination of one attorney in the advice- giving unit would in effect double the workload of the remaining attorney. Elimination of one of the two outreach positions will decimate the award winning, model education and outreach program that is now in place. We have one vacant investigator that we have not been permitted to fill in the past, which we are willing to eliminate at this time, but further reductions of the auditor or an additional investigator would*

render us unable to effectively cover the County and municipalities that we are mandated to review. In addition to eliminating the vacant position, we have agreed to freeze all salary and other benefits for the year. Our administrative functions are currently being performed by the Administrative Law Clerk. Our staff is already as lean and efficient as we can possibly be while still functioning at an acceptable level.”

- The CAO accepts the Mayor’s FY 2011-12 Proposed Budget at \$21.742 million down from \$23.518 million in FY 2010-11, a reduction \$1.776 million. The proposal will reduce budgeted positions from 125 to 119, but will not result in the loss of any current staff, since the office currently has 115 filled full time employees (payroll records 08-07-11, Employee Data Warehouse). (*Attachment 5*).
- The OIG accepts the Mayor’s FY 2011-12 Proposed Budget at \$5.388 million down from \$5.621 million in FY 2010-11 which will freeze the hiring of two vacant positions. OIG also accepts the Mayor’s proposal to reduce employee benefits as long as the Board of County Commissioners accepts the same reductions for its employees (*Attachment 6*).

Should you require additional information, please feel free to contact me at (305) 375-2524.

Attachments

c: Honorable Carlos Gimenez, Mayor
 Alina Hudak, Deputy Mayor/County Manager
 R.A. Cuevas, County Attorney
 Jennifer Moon, Director, Office of Management and Budget
 Christopher Agrippa, Division Chief, Clerk of the Board
 Christopher Mazzella, Inspector General
 Robert Meyers, Executive Director, Commission on Ethics and the Public Trust
 Joe Rasco, Director, Intergovernmental Affairs

Office of the BCC Chair

(Offices of the Chair, Media, Protocol, Community Advocacy, Sgt. At Arms and Support Staff)		FY 2010-11 Budget	FY 2010-11 Projection	Mayor's Proposed Budget FY 2011-12	Variance b/w FY 2010-11 Budget vs Mayor Proposed Budget FY 2011-12
REVENUE (\$000s)					
CW	General Fund Countywide	\$2,730	\$2,730	\$1,883	(\$847)
UMSA	General Fund UMSA	\$663	\$663	\$696	\$33
INTERTR NF	Interagency Transfers	\$581	\$581	\$581	\$0.00
TOTAL REVENUE		\$3,974	\$3,974	\$3,160	(\$814)
EXPENDITURES					
	Salary	\$2,439	\$2,439	\$2,121	(\$318)
	Overtime Salary	\$175	\$175	\$175	\$0
	Fringe	\$816	\$816	\$620	(\$196)
	Overtime Fringe	0	0	0	\$0
	Other Operating	\$527	\$527	\$230	(\$297)
	Capital	\$17	\$17	\$14	(\$3)
TOTAL EXPENDITURES		\$3,974	\$3,974	\$3,160	(\$814)
REVENUE MINUS EXPENDITURES					
		\$0	\$0	\$0	

Note:

RFRO per OSBM	\$4,194
FY 2009-10 Carryover	(\$220)
FY 2010-11 Adopted Budget	\$3,974

Office of the Commission Auditor

(\$000s)		FY 2010-11 Budget	FY 2010-11 Projection	Mayor's Proposed Budget FY 2011-12	Variance b/w FY 2010- 11 Budget vs Mayor Proposed Budget FY 2011-12
REVENUE					
CW	General Fund Countywide	\$2,370	\$2,370	\$1,753	(\$617)
UMSA	General Fund UMSA	\$786	\$786	\$648	(\$138)
TOTAL REVENUE		\$3,156	\$3,156	\$2,401	(\$755)
EXPENDITURES					
	Salary	\$2,081	\$2,343	\$1,702	(\$379)
	Overtime Salary	0	0	0	\$0
	Fringe	\$810	\$694	\$616	(\$194)
	Overtime Fringe	0	0	0	\$0
	Other Operating	\$261	\$114	\$80	(\$181)
	Capital	\$4	\$5	\$3	(\$1)
TOTAL EXPENDITURES		\$3,156	\$3,156	\$2,401	(\$755)

Note:

RFRO per OSBM	\$3,312
FY 2009-10 Carryover	(\$156)
FY 2010-11 Adopted Budget	\$3,156

Intergovernmental Affairs

(\$000s)		FY 2010-11 Budget	FY 2010-11 Projection	Mayor's Proposed Budget FY 2011-12	Variance b/w FY 2010- 11 Budget vs Mayor Proposed Budget FY 2011-12
REVENUE					
CW	General Fund Countywide	\$786	\$786	\$582	(\$204)
UMSA	General Fund UMSA	\$262	\$262	\$215	(\$47)
PROP	Carryover	\$0	\$0	\$0	\$0
TOTAL REVENUE		\$1,048	\$1,048	\$797	(\$251)
EXPENDITURES					
	Salary	\$612	\$612	\$466	(\$146)
	Overtime Salary	0	0	0	\$0
	Fringe	\$164	\$164	\$125	(\$39)
	Overtime Fringe	0	0	0	\$0
	Other Operating	\$268	\$268	\$204	(\$64)
	Capital	\$4	\$4	\$2	\$2
TOTAL EXPENDITURES		\$1,048	\$1,048	\$797	(\$251)

Note:

RFRO per OSBM	\$1,173
FY 2009-10 Carryover	(\$125)
FY 2010-11 Adopted Budget	\$1,048

Commission on Ethics and Public Trust

(\$000s)		FY 2010-11 Budget	OCA FY 2010- 11 Projection	Mayor's Proposed Budget FY 2011-12	Department Request FY 2011-12	Variance b/w Mayor vs. OCA
REVENUE						
CW	General Fund Countywide	\$2,074	\$2,074	\$1,707	\$1,929	\$222
PROP	Carryover	\$0	\$0	\$0	\$0	\$0
PROP	Lobbyist Trust Fund	\$38	\$38	\$38	\$38	\$0
PROP	Fees and Charges	\$0	\$0	\$30	\$30	\$0
TOTAL REVENUE		\$2,112	\$2,112	\$1,775	\$1,997	\$222
EXPENDITURES						
	Salary	\$1,531	\$1,574	\$1,359	\$1,479	\$120
	Fringe Benefits	396	406	250	299	\$49
	Court Costs	\$0	\$0	\$0	\$0	\$0
	Contractual Services	11	10	10	10	\$0
	Other Operating	163	116	145	198	\$53
	Charges for County Services	\$4	\$2	\$4	\$4	\$0
	Capital	\$7	\$4	\$7	\$7	\$0
TOTAL OPERATING EXPENDITURES		\$2,112	\$2,112	\$1,775	\$1,997	\$222
REVENUE MINUS EXPENDITURES		\$0	\$0	\$0	\$0	\$0

County Attorney

		FY 2010-11 Budget	FY 2010-11 Projection	Mayor's Proposed Budget FY 2011-12 [1]	Department Request FY 2011-12	Variance b/w Mayor vs. OCA
(\$000s)						
REVENUE						
CW	General Fund Countywide	\$13,435	\$13,435	\$11,781	\$11,781	\$0
UMSA	General Fund UMSA	\$4,479	\$4,479	\$4,357	\$4,357	\$0
PROP	Reimbursements from Outside Agencies	\$280	\$280	\$280	\$280	\$0
PROP	Reimbursements from Departments	\$5,324	\$5,324	\$5,324	\$5,324	\$0
TOTAL REVENUE		\$23,518	\$23,518	\$21,742	\$21,742	\$0
EXPENDITURES						
	Salary	\$18,688	\$18,588	\$17,699	\$17,819	(\$120)
	Fringe Benefits	\$3,990	\$3,950	\$3,033	\$2,913	\$120
	Court Costs	\$83	\$51	\$95	\$95	\$0
	Contractual Services	\$0	\$0	\$0	\$0	\$0
	Other Operating	\$501	\$578	\$728	\$728	\$0
	Charges for County Services	\$224	\$115	\$136	\$136	\$0
	Grants to Outside Organizations	\$0	\$0	\$0	\$0	\$0
	Capital	\$32	\$43	\$51	\$51	\$0
TOTAL EXPENDITURES		\$23,518	\$23,325	\$21,742	\$21,742	\$0

Inspector General

(\$000s)		FY 2010-11 Budget	OCA FY 2010- 11 Projection	Mayor's Proposed Budget FY 2011-12	Department Request FY 2011-12	Variance b/w Mayor vs. OCA
REVENUE						
CW	General Fund Countywide	\$922	\$922	\$572	\$572	\$0
PROP	Carryover	\$674	\$674	\$571	\$571	\$0
PROP	Departmental Oversight (MOUs)	\$1,150	\$1,150	\$1,150	\$1,150	\$0
PROP	Interest Earnings	\$15	\$15	\$15	\$15	\$0
PROP	Miscellaneous Revenues	\$10	\$10	\$0	\$0	\$0
PROP	Proprietary Fees	\$2,850	\$2,850	\$3,080	\$3,080	\$0
TOTAL REVENUE		\$5,621	\$5,621	\$5,388	\$5,388	\$0
EXPENDITURES						
	Salary	\$4,043	\$4,043	\$4,054	\$4,054	\$0
	Fringe Benefits	\$1,024	1024	780	780	\$0
	Court Costs	\$2	\$2	\$2	\$2	\$0
	Contractual Services	\$10	10	6	6	\$0
	Other Operating	\$493	\$493	\$497	\$497	\$0
	Charges for County Services	\$26	\$26	\$26	\$26	\$0
	Capital	\$23	\$23	\$23	\$23	\$0
TOTAL EXPENDITURES		\$5,621	\$5,621	\$5,388	\$5,388	\$0
REVENUE MINUS EXPENDITURES		\$0	\$0	\$0	\$0	\$0