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1853

# INTEROFFICE MEMO

County of San Bernardino

**DATE** May 19, 2003 **PHONE** 387-5418

**FROM** **WALLY HILL**
County Administrative Officer

**TO** **THE HONORABLE BOARD OF SUPERVISORS**

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**SUBJECT** **REVISED FINANCING PLAN FOR 2003-04 BUDGET WORKSHOP**

---

A 2003-04 Budget Financing Plan was given to the Board on March 19, 2003. A copy of that memo is attached for your reference. That plan provided the basis for distributing locally financed budget targets to general fund departments to develop their 2003-04 proposed budgets. Enclosed in this workbook are the departmental budgets submitted and reviewed by the County Administrative Office.

The analysis of each department's budget is presented in a similar format as in the prior year with the exception of the additional vacant position information. This analysis shows:

- The Board Approved Base Budget, which includes the approved costs mentioned in the March financing plan and any other Board approved agenda items.
- Recommended Program Funded Adjustments that the departments included in their budget, within their allocated local cost.
- Department Request, which is the sum of the items above.
- Vacant Position Impact, which shows the cost of vacant positions, not in recruitment, that the departments included in their budget, with backup schedules showing all vacant positions and designating which positions are in active recruitment and which are not. All vacant budgeted positions not in recruitment have been slated for deletion from the departments' budgets based on Board direction received on April 8, 2003.
- Proposed Budget (Adjusted), which is the sum of the items above.
- Recommended Vacant Restoration, which includes the cost of positions that the County Administrative Office is recommending for restoration based on policy items submitted by departments.
- Recommended Budget, which is the sum of the last two items above.

In addition to the vacant position restoration policy items, any program or workload changes that could not be financed within the department's current allocation are also presented as policy items in this workbook. Fee ordinance adjustments are not incorporated in the enclosed budgets, but are included for approval. A summary of the requested fee adjustments is included as Attachment A. Details on the fees are included with the applicable department's budget submittals. The majority of the requests are to increase appropriation if the fee is approved. For some general fund departments, if the fee is approved it would save general fund financing by reducing the department's local cost. A few of the departments submitted fee increases as part of their 30% cost reduction plan. In most cases, the Board has the option to either increase the department's appropriation or reduce their general fund support when they approve these fees. It should be noted that if the County Administrative Office does reduce their general fund support, it will be another reduction to the departmental budgets.

## Revised 2003-04 Financing Plan

Since March 19, 2003 the county has received additional actual data on discretionary revenue as well as departmental activity from March through May. This new information was analyzed and the County Administrative Office is revising the county's 2003-04 financing plan as follows:

| | (In Millions) | | |
|---|---|---|---|
| | **Ongoing** | **One-time** | **Total** |
| **Financing Available as of March 19, 2003** | 10.5 | 29.4 | 39.9 |
| **Increased Revenue Sources:** | | | |
| Increase in Discretionary Revenue | 1.5 | | 1.5 |
| Increase in Fund Balance | | 6.4 | 6.4 |
| Unallocated Tobacco Settlement Revenue | | 9.7 | 9.7 |
| **Adjustments to Local Cost:** | | | |
| March 25 BAI – Supervising Attorney Compensation | (0.3) | | (0.3) |
| Sheriff – Behavioral Health now paying for cost of drugs | 1.3 | | 1.3 |
| Probation – Less Court Ordered Placements | 0.5 | | 0.5 |
| A & E – Less General Fund Support needed | 0.1 | | 0.1 |
| **Subtotal Revised Financing Available** | 13.6 | 45.5 | 59.1 |
| Vacant Budgeted Positions Deleted per Board Direction | 4.3 | | 4.3 |
| **Subtotal Revised Financing Available** | 17.9 | 45.5 | 63.4 |
| CAO Recommended Restoration of Vacant Positions | (0.3) | | (0.3) |
| CAO Recommended Funding Sheriff Policy Item | (0.8) | | (0.8) |
| **Subtotal Revised Financing Available** | 16.8 | 45.5 | 62.3 |

## INCREASED REVENUE SOURCES

### Discretionary Revenue ($1.5 Million Increase)

**Sales Tax +0.5 million:** Sales tax projections increased $500,000 from the March 19, 2003 financing plan by $500,000 based on revenue projected to be generated in the unincorporated area known as the Donut Hole in 2003-04.

**Property Transfer Tax +1.0 million:** Property Transfer Tax is expected to increase by $1.0 million from the March 19, 2003 financing plan based on continued strength in home sales and rising home prices.

**Fund Balance ($6.4 Million Increase)**

The County Administrative Office is expecting a higher than anticipated fund balance at the end of 2002-03 for two reasons. First, departmental savings is anticipated to be $3.7 million higher than projected in the March 19, 2003 financing plan. This is caused by increased recording revenue in the Auditor's budget and increased federal and state revenue in the Probation Department's budget. Secondly, the $2.7 million additional increase in fund balance is mainly due to higher projections in vehicle license fees and other discretionary revenue.

**Tobacco Settlement Revenue ($9.7 Million Unallocated)**

Although the Tobacco Settlement proceeds are collected in a special revenue fund, the Board of Supervisors has discretion on where this money is spent. The total tobacco settlement money available in 2003-04 is $27.4 million, of which $15.0 million is to be applied towards the ARMC Debt Service and $2.7 million is to be spent on general fund financing. The remaining $9.7 million is not allocated in 2003-04.

## ADJUSTMENTS TO LOCAL COST

After March 19, 2003 the Board of Supervisors approved additional ongoing costs totaling $0.3 million for the District Attorney and Public Defender as a result of supervising attorney compensation increases.

While developing the 2003-04 proposed budget, the County Administrative Office was able to identify additional savings of $1.9 million in three departments as discussed below.

In prior years, the Sheriff Department paid for the cost of psychotropic medications to inmates, which is estimated to cost $1.3 million in 2003-04. These costs were identified to be an appropriate cost that could be borne by Behavioral Health, whom receive federal and state funding. Therefore, the county general fund is saving $1.3 million.

The Probation Department continues its efforts to reduce Court Ordered Placements by increasing options available in the community. Due to the anticipated decreased number of placements in 2003-04, the court ordered placements budget has been decreased by $500,000. This budget still includes an estimated increase of 10% in the fees charged by the state. If the approved state budget has an increase of more than 10%, this budget may need additional financing. Currently, this is a county general fund saving of $500,000.

Architecture and Engineering Department analyzed their budget and was able to get reimbursements for all the increased costs in 2003-04 and did not need additional local cost allocated to them in the March 19, 2003 financing plan. Therefore, the county general fund is saving $0.1 million.

## VACANT BUDGETED POSITIONS

On April 8, 2003 the Board of Supervisors directed the County Administrative Office to adjust 2003-04 budgets by deleting all vacant budgeted positions that are not in active recruitment. As a result of this direction, 89.6 vacant budgeted positions funded by local cost were deleted from the departmental request budgets, which if approved can generate $4.3 million in local cost savings.

## CAO RECOMMENDATIONS

The County Administrative Office is recommending restoration of 10.0 of the vacant budgeted positions slated for deletion that would reduce the local cost savings by $0.3 million.

In addition, although a number of departmental policy items are included in this budget submittal, the County Administrative Office is recommending to only fund one request at this time totaling $843,285 since it is based on terms of the COPSMORE grant. Under the terms of the COPSMORE grant, the county is obligated to fund technical positions that were added for one complete budget cycle after the grant has expired. This obligation was fulfilled for 12.0 positions in 2002-03 and the remaining 11.0 positions must be funded in 2003-04 to meet the one budget cycle after expiration.

If the Board concurs with the CAO recommendations, the financing still available for appropriation is $62.3 million ($16.8 ongoing and $45.5 one-time). The County Administrative Office is recommending to not allocate the available Tobacco Settlement money of $9.7 million until the State Budget Impact on health issues is known. The remaining $52.6 million available is being recommended to be placed in general fund contingencies to address the State Budget Impact that the county may face in the near future.

## COUNTY OF SAN BERNARDINO RESERVES

The county has several types of reserves. The general purpose reserve is funds held to protect the county from unforeseen increases in expenditure or reductions in revenues, or other extraordinary events, which would harm the fiscal health of the county. The general purpose reserve is 10% of the locally funded appropriations. Some reserves are for specific purposes, such as to meet future known obligations or to build a reserve for capital projects.

A listing of those reserves, beginning balances, uses during 2002-03, planned contribution (uses) in 2003-04 and ending balances are shown below:

| | March 19, 2003 Estimated Balance | 2002-03 Approved Contribution (Uses) | 2003-04 Recommended Contribution (Uses) | Estimated June 30, 2004 Balance |
|---|---|---|---|---|
| **General Purpose Reserve** | **31,936,310** | | **2,887,258** | **34,823,568** |
| **Specific Purpose Reserves** | | | | |
| Medical Center Debt Service | 32,074,905 | | | 32,074,905 |
| Teeter Reserve | 19,260,087 | | | 19,260,087 |
| Restitution Reserve | 8,449,856 | | | 8,449,856 |
| Retirement Reserve | 7,000,000 | | | 7,000,000 |
| Equity Pool Reserve | 2,000,000 | (122,856) | 2,839,051 | 4,716,195 |
| Insurance Reserve | 5,000,000 | | | 5,000,000 |
| Electronic Voting Reserve | 5,700,000 | | | 5,700,000 |
| Capital Projects Reserve | 4,000,000 | | | 4,000,000 |
| Pepper & Valley Intersection Reserve | 6,000,000 | | | 6,000,000 |
| Bark Beetle Reserve | 500,000 | (300,000) | | 200,000 |
| Justice Facilities Reserve | 4,995,408 | | (1,000,000) | 3,995,408 |
| West Valley Maximum Security | 1,492,986 | | | 1,492,986 |
| **Total Specific Purpose** | **96,473,242** | **(422,856)** | **1,839,051** | **97,889,437** |

In 2002-03 mid-year Board actions authorized the use of $122,856 of the equity pool reserve to fund equity increases for employees in the District Attorney, Public Defender and Assessor Departments and the use of $300,000 of the Bark Beetle Reserve to provide financial assistance for tree removal and for a special assessment feasible study.

In 2003-04 the specific purpose reserves include an additional general fund contribution of $3.0 million to the equity pool reserve offset by the 2003-04 full year costs of the approved fund equity increases in 2002-03. In addition, $1.0 million from the Justice Facilities Reserve is used to offset a portion of the first year cost of the recently approved safety MOU.

The balance in reserves are available for multi-year planning and to address future costs.

**FEE ADJUSTMENTS REQUIRED IN 2003-04 PROPOSED BUDGET (IF APPROVED)**

| | Appropriations | Revenue | Local Cost |
|---|---|---|---|
| **GENERAL FUND** | | | |
| Auditor/Controller-Recorder | 49,606 | 49,606 | - |
| Agriculture/Weights and Measures | 79,610 | 79,610 | - |
| PA/PG/Conservator/Coroner | 27,000 | 28,620 | (1,620) |
| County Museum | 132,501 | 132,501 | - |
| Land Use Services - Current Planning Division | 142,585 | 142,585 | - |
| Land Use Services - Current Planning Division Miscellaneous Services | 4,440 | 4,440 | - |
| Land Use Services - Code Enforcement & Fire Hazard Abatement | 258,485 | 258,485 | - |
| Public Health - Animal Care & Control | 157,897 | 157,897 | - |
| Public Health - Food Recreational Health Program | 426,043 | 426,043 | - |
| Public Works - Regional Parks | 8,185 | 8,185 | - |
| Public Works - Surveyor* | - | - | - |
| Registrar of Voters* | - | - | - |
| Sheriff | 150,000 | 155,000 | (5,000) |
| Treasurer-Tax Collector | 25,000 | 25,000 | - |
| **SPECIAL REVENUE FUNDS** | | | |
| County Fire** | 500 | 500 | - |
| Economic & Community Development* | - | - | - |
| Library | 249,000 | 249,000 | - |
| Sheriff | 435,303 | 435,303 | |
| **ENTERPRISE FUNDS** | | | |
| Solid Waste Management | 471,776 | 471,776 | - |
| **TOTAL APPROPRIATION CHANGES** | **2,617,931** | **2,624,551** | **(6,620)** |

* No overall change to departmental costs and revenues - restructuring of fees only.

** This is included in the Special Districts Budget.

1853

# INTEROFFICE MEMO

County of San Bernardino

**DATE** March 19, 2003 **PHONE** 387-5410

**FROM** **VALERIE CLAY**, Deputy Administrative Officer
County Administrative Office

**TO** **THE HONORABLE BOARD OF SUPERVISORS**

---

**SUBJECT** **FINANCING PLAN FOR THE 2003-04 BUDGET**

---

On March 18, 2003, the Board of Supervisors approved the 2003-04 budget targets to county departments. This memo summarizes the development of the financing plan for the 2003-04 budget. It describes in detail how the county is financing the 2003-04 budget targets and how much available financing remains to address unknown issues, such as the state budget crisis, based on the amount approved from the 30% cost reduction plans.

Components of the financing plan included in this memo are:

- Analysis of the 2003-04 financing plan: 1) Financing Available and 2) Base Line Budget Cost Adjustments
- Review of county policies as to use of one-time funds and general-purpose revenues.
- Local Cost Reduction Approved from 30% Cost Reduction Plans
- Issues not Addressed in 2003-04 Financing Plan
- Conclusion

## ANALYSIS OF THE 2003-04 FINANCING PLAN

Projections for new financing available for next year's budget include $31.8 million in ongoing financing sources and $45.9 million in one-time financing sources as summarized on the chart below:

**FINANCING AVAILABLE FOR 2003-04 (in millions)**

| | Ongoing | One-time | Total |
|---|---|---|---|
| Beginning Financial Position | 1.0 | | 1.0 |
| New Discretionary Revenue | 27.2 | | 27.2 |
| New Prop 172 Revenue | 3.6 | | 3.6 |
| Estimated One Time Money Available | | 40.9 | 40.9 |
| Use of Justice Facilities Reserve | | 1.0 | 1.0 |
| Solid Waste | | 4.0 | 4.0 |
| **Total New Financing Available** | **31.8** | **45.9** | **77.7** |

### Beginning Financial Position - $1.0 million

The 2002-03 budget included $57.7 million in one-time funding sources. The budget also included $58.7 million in one-time financing uses. The difference of $1.0 million represents one-time uses that were financed through ongoing financing sources. This ongoing financing is available for reallocation in the 2003-04 budget and is defined for the purposes of this report as the beginning financial position. A listing of these specific sources and uses are provided in Exhibit 1.

**New Discretionary Revenue - $27.2 million**

New discretionary revenue is outlined in the chart below. The growth from prior year's budget in discretionary countywide revenues is estimated to be $27.2 million and is based on the following.

**NEW DISCRETIONARY REVENUE (in millions)**

| | |
|---|---|
| Property Tax AV growth | 11.7 |
| Motor Vehicle License Fee | 9.8 |
| COWCAP | 3.3 |
| Sales Tax | 1.6 |
| Interest | (2.5) |
| Other | 3.3 |
| **Total New Ongoing Discretionary Financing** | **27.2** |

- Property tax revenue is expected to increase by $11.7 million over the prior year budgeted amount, based on an anticipated assessed valuation growth of 8.0%.

- The growth rate in vehicle license fees is expected to remain relatively flat in 2003-04 in the belief that auto sales will not continue to expand at the rates that they have in recent years (about 10% increases). However, it is anticipated that the county's population share of Vehicle License Fee revenue will increase slightly, resulting in an estimated 6.0% growth in revenue over the current year-end estimate. In addition to the 6% growth, VLF from commercial trailers is expected to generate approximately $1.0 million in additional revenues. This estimate also assumes the entire VLF backfill from the state.

- COWCAP revenue will increase due to increased costs, mainly in salaries and benefits, distributed to non-general fund departments.

- Discretionary sales tax revenue received is for sales in the unincorporated area of the county only. It is anticipated that California will begin recovering from the recession in the current fiscal year, and move into a stronger recovery next year. This, along with the county's high rate of growth, results in an expected sales tax revenue increase of 6.2% in fiscal year 2003-04.

- Interest is expected to decrease approximately $2.5 million next year. This $2.5 million represents the estimated amount of interest to be earned on the Tax and Revenue Anticipation Notes (TRANS) in the current fiscal year. Because of uncertainties surrounding the state budget, and low spreads between borrowed and invested funds, the timing and amount of the 2003-04 TRANS cannot be reasonably estimated at this time, and is not expected to produce a significant amount of revenue.

- Other revenues are expected to increase $3.3 million. The majority of the growth is anticipated in property transfer tax and property tax administration fees. $90,000 of this increase is for anticipated growth in franchise fees. This amount was inadvertently included in the 30% cost reduction plans as reduced local financing required for the Franchise Administration budget.

**New Prop 172 Revenue - $3.6 million**

Proposition 172, which became effective January 1, 1994, placed a one-half percent sales tax rate in the state's constitution and required that it be used only for public safety activities. After analyzing several consecutive years of solid growth leading up to 2000-01, growth in Prop 172 revenues declined sharply in 2001-02 (actual receipts of $90.4 million were 10% below budgeted revenues of $99.4 million), resulting in a significant budget shortfall in that fiscal year. As a result, the county conservatively budgeted Prop 172 revenue in 2002-03 and scaled back its growth expectations to a more conservative 4% which translated to budgeted revenues of $93.7 million. Once again, due to economic uncertainties and prior year experience, projected Prop 172 revenue increase in the amount of $3.6 million represents a conservative growth expectation of approximately 4% in 2003-04. In 2003-04 the Prop 172 revenue budget will be $97.3 million. Should actual Prop 172 receipts exceed budget in 2002-03 and/or 2003-04, this will allow the county to start building a reserve that will enable the county to better cope with any unanticipated volatility with sales tax revenue in the future.

**Estimated One Time Money Available - $45.9 million**

**One Time Money Available for 2003-04 (in millions)**

| | |
|---|---|
| 2002-03 Departmental Operation Savings | **11.5** |
| 2002-03 Non-Departmental Revenue Adjustments: | |
| Property Tax Revenue | 6.4 |
| Vehicle License Fees | 1.5 |
| Interest Earnings | (0.7) |
| Sales Tax | 0.8 |
| Other Revenue | 2.5 |
| Total Non Departmental Revenue | **10.5** |
| 2002-03 Unspent General Fund Contingencies | **12.0** |
| 2003-04 Debt Refinancing Savings | **4.4** |
| 2003-04 CIP Savings | **2.5** |
| March 11, 2003 Agenda Subtotal | **40.9** |
| 2003-04 Use of Justice Facilities Reserve | **1.0** |
| 2003-04 Solid Waste Transfers | **4.0** |
| **One Time Money Available for 2003-04** | **45.9** |

An estimated $11.5 million in departmental savings is anticipated in 2002-03 primarily due to the hiring freeze and other cost reduction measures implemented by the county in the current year.

$10.5 million in increased discretionary revenue is expected in the current fiscal year caused by strong performance in Property Tax and other property related revenue sources.

It is anticipated that $12.0 million will remain in the general fund contingency account at year-end.

Savings of $4.4 million due to debt refinancing and $2.5 million in CIP savings will also be available as one- time sources in fiscal year 2003-04.

As a result of the approval of the Sheriff Department's local cost reduction on March 18, 2003, the use of $1.0 million from the Justice Facilities Reserve is required. This $1.0 million will be used to offset the first year cost of the recently approved safety MOU including the costs of the 3% at 50 retirement benefit in the Sheriff's Department budget.

The Solid Waste Enterprise fund has been making annual payments to the general fund since 1995. The majority of these payments, which in recent years have been $6.0 million annually, are reimbursement for the value of certain landfill properties acquired by the county prior to 1983, when the Solid Waste Enterprise fund was established. This reimbursement was approved by the Board on October 31, 1995 and will cease (estimated in 2005-06) once the balance is satisfied. Since this stream of repayment revenues is limited in duration, $2.0 million of this payment is included as an ongoing revenue source and $4.0 million is included as a one-time revenue source in 2003-04. This $4.0 million was not included in the available one time financing sources presented previously since the Solid Waste Management is currently dealing with the perchlorate issue. This payment to the general fund could possibly be deferred, if necessary, to address the perchlorate issue.

The prior sections of this report addressed the financing available for 2003-04. This section will address new costs. The CAO recommended the funding of increased ongoing costs only to the extent that there is ongoing revenue available to support those costs. All other cost increases will be absorbed in the departments' current local cost allocation such as inflation and workers comp surcharge. The chart below summarizes the adjustments to the base line budget that were approved to be funded while continuing to maintain a structurally balanced budget. Following the chart is a brief description of each cost component.

**BASE LINE BUDGET ADJUSTMENTS (in millions)**

| | | |
|---|---|---|
| Discussed in March 11, 2003 Agenda Item: | | |
| MOU Increase in 2003-04 (All except Safety Mgmt) | | 10.4 |
| Retirement rate adjustments | | 14.9 |
| Gen Workers Comp/Other Insur Costs | | 2.7 |
| Mandated Programs (SB90 Backfill) | | 2.4 |
| | Subtotal | 30.4 |
| Approved in Prior Board Agenda Items: | | |
| Attorney and Specialized Peace Officer MOU approved mid year | | 5.4 |
| Computer Rate reductions | | (0.5) |
| Mid-year Board increases | | 1.6 |
| Full-year funding | | 2.8 |
| 4% Spend Down Plan Approved | | (8.6) |
| | Subtotal | 0.7 |
| Other Items: | | |
| Debt service | | (2.6) |
| Mandated/Other Costs | | 2.4 |
| MOU Increase in 2003-04 (Safety Mgmt) approved March 18, 2003 | | 0.9 |
| | Subtotal | 0.7 |
| **Total Ongoing Costs** | | **31.8** |
| Contribution to CIP | | 3.5 |
| Contribution for General Plan Update | | 1.0 |
| Contribution to CSA 38 for "Donut Hole" | | 0.1 |
| Contribution to Equity Pool Reserve | | 3.0 |
| Transfer Justice Facilities Reserve to Sheriff | | 1.0 |
| Maintain Contingencies per Board policy | | 5.2 |
| Contribution To Reserves Per Board Policy | | 2.7 |
| **Total One Time Costs** | | **16.5** |
| **Total Costs** | | **48.3** |

## ONGOING COSTS:

### MOU Increase in 2003-04 (All except Safety Mgmt) - $10.4 million

The county is in the second year of a three-year agreement with non-safety employees. The general MOU and exempt compensation plan each call for a 3.0% salary increase in July 2003 along with increases in the flexible benefit plan, at a net local cost increase of $5.9 million. The provision of local cost funding of MOU increases for the previously self-supporting functions of Advanced Planning, Parks and Museums continues.

The county is in the second year of a three and one-half year labor agreement with employees in the attorney unit. This unit's MOU calls for a 3.0% salary increase to be received in July 2003 along with increases in the flexible benefit plan, at a net local cost of $0.9 million.

The county is in the second year of a three and one-half year labor agreement with employees in the specialized peace officers and specialized peace officers-supervisory units. These units' MOU calls for a 2.0% salary increase effective December 2003. In addition, these units will also receive increases in the flexible benefit plan effective in July 2003. These increased salary and benefit costs have a net local cost of $0.3 million.

The safety unit recently approved a three-year labor agreement that calls for a 2.5% increase to be received in October 2003 and a new monthly medical premium subsidy for those participating in a county sponsored health plan. In addition, the safety unit received a change in their retirement plan known as 3% at 50. The wage increase, monthly subsidy, and the 3% at 50 retirement change carries a net local cost of $3.3 million.

### Retirement Rate Adjustments - $14.9 million

Employer retirement contributions are composed of two rates: a rate set actuarially by the Retirement Board and a rate set by the county to cover payment of the pension obligation bond. In 2003-04 the rates from the Retirement Board increased significantly for both general and safety employees. Offsetting this increase was a decrease in the pension obligation bond rate. This decrease was due to the available balance within the bond trust fund that was created last year to smooth the impact of future retirement rate increases that were expected to begin this fiscal year. As a result of these rate changes, general employee costs will rise $13.4 million and safety employee costs will increase $1.5 million, for a net result of $14.9 million increase in local cost. The safety rate adjustment is exclusive of the impact of the 3% at 50 retirement plan, which is accounted for above.

### Gen Workers Comp/Other Insur Costs - $2.7 million

Increases to Workers' Compensation premiums are required to offset increasing expenses for claims. This increase of $3.4 million is consistent with the new five-year recovery plan, which aims to maintain cash flow to pay workers' compensation claims. This increase is offset by adjustments in liability insurance rates that were approved by the Board on March 4, 2003.

### Mandated Programs (SB 90 Backfill)- $2.4 million

The state has suspended reimbursements of state mandates in 2002-03 and is proposing to continue this suspension in 2003-04. Certain departments appear to be able to absorb the loss of the state mandate reimbursements and, therefore, the County Administrative Office only recommends to backfill $2.4 of the $4.4 million in SB90 revenue for 2003-04. Although the state promises to pay back this lost SB90 revenue with interest, this pay back and the return of reimbursements is not expected until three to five years from now. Therefore, this backfill is considered ongoing in the 2003-04 financing plan.

**Attorney and Specialized Peace Officer MOU approved mid year - $5.4 million**
The bargaining units for the attorney unit, the specialized peace officer unit, and the specialized peace officer-supervisory unit were created in December of 2001. When created, the county funded the increased costs for these units with one-time contingency funds. The ongoing costs for these increases, exclusive of the incremental increases for 2003-04 mentioned above, total $5.4 million.

**Computer Rate Reductions - $(0.5) million**
Included in the 2003-04 financing plan are rate adjustments for computer operations that were approved by the Board on March 4, 2003. Effective July 1, 2003, the Central Mainframe Computer rate and the Infrastructure rate will be reduced, resulting in a local cost savings of approximately $500,000 in 2003-04.

**Mid-Year Board Increases - $1.6 million**
Costs increases in this category reflect the Board's Mid-Year approval of the items detailed in Exhibit 2.

**Full-Year Funding - $2.8 million**
As part of the 2002-03 Budget, the Board approved funding and staffing for the anticipated 160-bed expansion of the West Valley Juvenile Detention and Assessment Center in December 2002. This included $4,126,375 in new local cost for Probation and $409,876 for Facilities Management staffing and utilities for a total local cost increase of $4,536,251. Although youth were not expected to move into the new facility until late December, transition teams were formed in October to become familiar with, and test the functionality of, the infrastructure, security systems, mechanics, and to draft policies and procedures prior to occupancy.

The total cost for ongoing annual operations for 2003-04 is estimated to be $12.7 million. Due to the $4.5 million funding that was already provided for 6 months of operation during 2002-03 and the $5.3 million transferred from the Central Juvenile Hall operations, the increased local cost needed for 2003-04 is $2,868,908. This breaks down to $2,719,874 for Probation and $149,034 for Facilities Management.

**4% Spend Down Plan Approved - $(8.6) million**
In December 2002, the Board approved a 4% spend down plan to fund rising ongoing expenses. This plan produces $8.6 million in savings beginning in 2003-04.

**Debt Service - $(2.6) million**
In the 2002-03 budget, the Board made a one-time allocation of $2.1 million of fund balance, generated by the refinancing of the 1992 Justice Center/Airport Improvement Project, towards the prepayment of a portion of the Glen Helen Taxable debt. For 2003-04, the debt service budget will be reduced by this $2.1 million, plus an additional $0.3 million to reflect the reduction in annual debt service costs as a result of this prepayment. A projected $ 0.1 million decrease in debt administration costs and a projected increase of $ 0.1 million in reimbursements, bring the total local cost reduction to $2.6 million.

**Mandated/Other Costs - $2.4 million**
These costs are mainly in increased utilities costs totaling $2.1 million and an increase in Unemployment Insurance totaling $1.2 million. These increases are offset by the elimination of a one-time shift to the Sheriff's Department to meet the county's obligation of financing positions for one year after the COPS MORE grant was expired.

**MOU Increase in 2003-04 (Safety Mgmt) - $0.9 million**
On March 18, 2003, the Board approved the safety management employees' MOU, which calls for a 2.5% salary increase in October 2003 and the additional medical premium subsidy received by the safety unit. The safety management unit has also negotiated the retirement plan, 3% at 50. The net local cost increase in salaries and benefits will be $0.9 million.

**ONE TIME COSTS:**

**Contribution to CIP - $3.5 million**
As part of the financing plan, $3.5 million has been allocated to the Capital Improvement Program. County departments have submitted their CIP requests for the upcoming year. Architecture and Engineering is compiling the list of requested projects, along with estimated costs, for the Board's consideration during the budget workshops at which time the Board can adjust the level of funding to reflect approved projects. Due to the potential State Budget Impact, the County Administrative Office will only recommend projects that are related to building maintenance and health/safety issues. No new projects will be recommended.

**Contribution for General Plan Update - $1.0 million**
The county general fund has been contributing money to finance a portion of the general plan update. To date $2.5 million has been allocated for this purpose. An additional $1.0 million will be allocated in 2003-04. The remaining planned contributions will be $1.0 million in 2004-05 and $0.5 million in 2005-06.

**Contribution to CSA 38 for "Donut Hole" - $0.1 million**
In 2002-03, the Board approved general fund support towards funding fire services in the "Donut Hole" area. This full year cost will be paid to the City of Redlands. It is anticipated that the increased sales tax revenue received by the county will offset this increase.

**Contribution to Equity Pool Reserve - $3.0 million**
As part of the approved three-year labor agreement with the non-safety employees, an equity pool was established to fund equity studies and resulting salary increases. A total of $9.5 million is required in the three-year period. A portion of this $9.5 million obligation will be paid from non-general fund financing sources. Currently there is $2.0 million in the Equity Pool Reserve, with this contribution of $3.0 million, the total reserve will be $5.0 million.

**Transfer Justice Facilities Reserve to Sheriff - $1.0 million**
This adjustment transfers $1.0 million of the Justice Facilities Reserve (discussed in one-time sources above) to the sheriff's budget unit to be used to offset the first year cost of the recently approved safety MOU.

**Maintain Contingencies - $5.2 million/Contributions to Reserves - $2.7 million**
These funding recommendations are based on established county policy discussed later in this memo.

## COUNTY POLICIES

In 1998 the county adopted a formal budget financing policy and a reserve policy. The key elements of these policies are described below:

**Budget Finance Policy**

- One-time funds will not be used to finance ongoing operational costs, except within the context of a larger plan to balance ongoing revenues and costs over a multi-year period.

- No less than one-third will be allocated to increasing reserves to the 10% target level as defined in the county's Reserve Policy.

**Reserve Policy**

- The county shall establish an ongoing general-purpose reserve for the general fund targeted at 10% of locally funded appropriations, with a target date of 2002-03 for attaining this goal.

- The county will maintain an appropriated contingency fund to accommodate unanticipated operational changes, legislative impacts or other economic events affecting the county's operations, which could not have been reasonably anticipated at the time the budget was prepared. Funding shall be targeted at no less than 1.5% of locally funded appropriations.

Locally funded appropriations is defined as those which are funded by discretionary, unrestricted property tax, sales tax, motor vehicle-in-lieu taxes, interest income, and other revenues not linked to specific programs.

For 2003-04 the locally funded appropriations are projected to be $346.6 million. A general reserve requirement of 10% would be $34.7 million and an appropriated contingency of 1.5% would require $5.2 million.

The financing plan includes $5.2 million in the county contingency budget (of which $1.0 million of this amount will be designated for grant matches) and recommends a contribution of $2.7 million to the general-purpose reserve to satisfy the requirements of these policies.

The county has several types of reserves. Some are for specific purposes, such as to meet future known obligations or to build a reserve for capital projects. The general reserves are funds held to protect the county from unforeseen increases in expenditure or reductions in revenues, or other extraordinary events, which would harm the fiscal health of the county.

A listing of those reserves and the planned contributions are shown below:

### GENERAL PURPOSE RESERVE

| | Estimated June 30, 2003 Balance | Recommended Contribution | Estimated June 30, 2004 Balance |
|---|---|---|---|
| **General Purpose Reserve** | **31,936,310** | **2,727,133** | **34,663,443** |

As demonstrated above, the new contribution of $2.7 million would bring the total general-purpose reserves to $34.7 million.

## SPECIFIC PURPOSE RESERVES

| | Estimated June 30, 2003 Balance | Recommended Base Line Budget Contribution /(Use) |
|---|---|---|
| **Specific Purpose Reserves** | | |
| Medical Center Debt Service | 32,074,905 | |
| Teeter Reserve | 19,260,087 | |
| Restitution Reserve | 8,449,856 | |
| Retirement Reserve | 7,000,000 | |
| Equity Pool Reserve | 2,000,000 | 3,000,000 |
| Insurance Reserve | 5,000,000 | |
| Electronic Voting Reserve | 5,700,000 | |
| Capital Projects Reserve | 4,000,000 | |
| Pepper & Valley Intersection Reserve | 6,000,000 | |
| Bark Beetle Reserve | 500,000 | |
| Justice Facilities Reserve | 4,995,408 | (1,000,000) |
| West Valley Maximum Security | 1,492,986 | |
| **Total Specific Purpose** | **96,473,242** | **2,000,000** |

Base Line Budget adjustments to specific purpose reserves include an additional general fund contribution of $3.0 million to the equity pool reserve and the use of $1.0 million from the Justice Facilities Reserve.

It should be noted that this financing plan only includes using $1.0 million of these specific purpose reserves as a means of financing for 2003-04. As such, the remaining reserves are available for multi-year planning and to address future costs.

## LOCAL COST REDUCTION APPROVED FROM 30% COST REDUCTION PLANS

The prior sections of this report addressed the financing available and the known new costs for 2003-04. This section addresses the local cost reduction to locally funded departments, which would generate ongoing revenue sources to be used to fund future ongoing costs such as the State Budget Impact and Ventura II settlement. On March 18, 2003, the Board approved a local cost reduction of $10.6 million. However, this amount needed to be adjusted because the reduction of $90,000 in the Special Districts - Franchise Administration budget was inadvertently included in their 30% cost reduction plan. This $90,000 represents an increase in anticipated growth in franchise fees revenue. This revenue is reflected in the new discretionary revenue discussed above rather than in the 30% cost reduction plan. The total local cost reduction implemented is $10.5 million. The revised local cost reduction summary can be seen in Exhibit 3.

Due to County Policy, ongoing costs must be paid for by ongoing resources. Prior to this reduction, all known ongoing resources were allocated for all known ongoing costs. Therefore, $10.5 million is the only ongoing resources available to address issues not included in the 2003-04 financing plan that could require the use of ongoing sources of revenue.

## ISSUES NOT ADDRESSED IN THE FINANCING PLAN

The following are issues that are not identified nor funded in the financing plan, including:

- State & Federal Budget Changes
- Retirement Issues for General Employees (Ventura II)
- High Desert Detention Center – Staffing and Utilities
- Employee Health Care Costs

Also not included in the plan at this time are the following potential one-time financing sources:

- Use of General Reserves
- Use of Most of the Specific Reserves

## CONCLUSION

This report has identified $77.7 million in new financing available and recommends $48.3 million in base line budget adjustments for the purpose of issuing budget targets to county departments. The financing plan has a total of $39.9 million available for further Board consideration, which includes the Level 1 local cost reduction that generated $10.5 million in ongoing resources.

**SUMMARY OF FINANCING PLAN (in millions)**

| | Ongoing | One-time | Total |
|---|---|---|---|
| Financing available | 31.8 | 45.9 | 77.7 |
| Base line adjustments | (31.8) | (16.5) | (48.3) |
| Level 1 Local Cost Reduction | 10.5 | | 10.5 |
| Balance Available | 10.5 | 29.4 | 39.9 |

The County Administrative Office will continue to monitor the state and federal budget process for fiscal impacts as well as continue to refine our own estimates of fund balance and revenues available for next fiscal year. This office will also incorporate into the plan any mid-year actions, which may take place during the remainder of this fiscal year. Based on the latest information, a revised financing plan will be submitted in the budget workbook that will be provided to the Board prior to the May budget workshops.

The May budget workshops will provide an opportunity to revisit an updated financing plan and to provide a review of individual department budget proposals. During the workshops the County Administrative Officer may receive additional Board direction on countywide policy or program issues towards further development of the 2003-04 budget.

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**EXHIBIT 1**

**BEGINNING FINANCIAL POSITION (in millions)**

| | General Fund |
|---|---|
| **Eliminate One-Time Financing Sources** | |
| 2002-03 Fund Balance | (57.7) |
| **Total One Time Sources** | **(57.7)** |
| **Eliminate One-Time Financing Uses** | |
| Contingencies | 45.9 |
| High Priority Policy Needs Rollover | 1.6 |
| Contribution to General Reserve | 1.7 |
| Subvention for Courts and Special Districts for 2410 | 0.9 |
| Contribution to Equity Pool Reserve | 2.0 |
| Contribution to CIP | 6.6 |
| **Total One Time Financing Uses** | **58.7** |
| **2003-04 Beginning Financial Position** | **1.0** |

**EXHIBIT 2**

| | | Annual Ongoing |
|---|---|---|
| **MID YEAR BOARD ACTIONS** | | |
| September 10, 2002 | Expand Registered Sex Offender Program | (92,856) |
| October 1, 2002 | District Attorney and Public Defender - Central Court Restructure | (1,286,368) |
| December 17, 2002 | Probation Supervisor raises per re-opener MOU | (126,000) |
| December 17, 2002 | Legislative Costs | (74,725) |
| January 28, 2003 | Auditor/Controller-Recorder Direct Billing Services to Superior Court | 345,000 |
| February 11, 2003 | Second Assistant District Attorney | (187,439) |
| February 25, 2003 | Sheriff Dispatcher Raises due to lawsuit | (146,000) |
| | **Total** | **(1,568,388)** |

## SUMMARY OF LOCAL COST REDUCTIONS

| | 2002-03 2% Local Cost Reductions | 2002-03 Prop. 172 Reductions | 2002-03 Total Reductions | 2002-03 Local Financing | 2003-04 4% Local Cost Reductn | CAO Recomd Level 1 Reductions | % of CAO Recmd Redctn to Local Cost | 2003-04 Total Local Cost Redctn | % of Local Cost Reductions | SB90 Reductions (No backfill) |
|---|---|---|---|---|---|---|---|---|---|---|
| **ADMIN/EXEC GROUP** | | | | | | | | | | |
| BOARD OF SUPERVISORS | (86,472) | - | (86,472) | 4,237,112 | (169,484) | **(500,000)** | (11.8%) | (669,484) | (15.8%) | - |
| CLERK OF THE BOARD | (17,064) | - | (17,064) | 836,118 | (33,445) | **(110,385)** | (13.2%) | (143,830) | (17.2%) | - |
| COUNTY ADMINISTRATIVE OFFICE | (81,097) | - | (81,097) | 4,176,978 | (167,079) | **(444,452)** | (10.6%) | (611,531) | (14.6%) | (111,000) |
| COUNTY ADMINISTRATIVE OFFICE-LITIGATION | - | - | - | 809,664 | - | **(409,664)** | (50.6%) | (409,664) | (50.6%) | - |
| COUNTY ADMINISTRATIVE OFFICE-JOINT POWERS | - | - | - | 23,068,480 | - | **-** | 0.0% | - | 0.0% | - |
| COUNTY COUNSEL | (66,590) | - | (66,590) | 3,262,891 | (130,516) | **(290,070)** | (8.9%) | (420,586) | (12.9%) | - |
| HUMAN RESOURCES | (105,601) | - | (105,601) | 5,174,453 | (206,978) | **(235,400)** | (4.5%) | (442,378) | (8.5%) | - |
| HUMAN RESOURCES-UNEMPLOYMENT INSURANCE | - | - | - | 1,500,000 | - | **-** | 0.0% | - | 0.0% | - |
| INFORMATION SERVICES DEPT - APPLICATION | (134,058) | - | (134,058) | 5,290,857 | (211,634) | **-** | 0.0% | (211,634) | (4.0%) | - |
| INFORMATION SERVICES DEPT - EMERGING | (4,904) | - | (4,904) | 1,518,270 | (60,731) | **(95,697)** | (6.3%) | (156,428) | (10.3%) | - |
| LOCAL AGENCY FORMATION COMMISSION | - | - | - | 161,353 | - | **-** | 0.0% | - | 0.0% | - |
| SCHOOL CLAIMS | - | - | - | 1,186,804 | - | **-** | 0.0% | - | 0.0% | - |
| SUPERINTENDENT OF SCHOOLS | - | - | - | 282,224 | - | **-** | 0.0% | - | 0.0% | - |
| **ADMIN/EXEC GROUP SUBTOTAL** | **(495,786)** | **-** | **(495,786)** | **51,505,204** | **(979,867)** | **(2,085,668)** | **(4.0%)** | **(3,065,535)** | **(6.0%)** | **(111,000)** |
| **ECON DEVELOP/PUBLIC SERVICES GROUP** | | | | | | | | | | |
| AGRICULTURE, WEIGHTS & MEASURE | (33,035) | - | (33,035) | 1,618,704 | (64,748) | **(109,845)** | (6.8%) | (174,593) | (10.8%) | - |
| AIRPORTS | (1,179) | - | (1,179) | 57,757 | (2,310) | **(16,634)** | (28.8%) | (18,944) | (32.8%) | - |
| COUNTY MUSEUM | (28,464) | - | (28,464) | 1,394,726 | (55,789) | **-** | 0.0% | (55,789) | (4.0%) | - |
| ECD - ECONOMIC PROMOTION | (17,516) | - | (17,516) | 858,263 | (34,331) | **(56,431)** | (6.6%) | (90,762) | (10.6%) | - |
| ECD - SMALL BUSINESS DEVELOPMENT | (3,856) | - | (3,856) | 188,956 | (7,558) | **(47,681)** | (25.2%) | (55,239) | (29.2%) | - |
| ECON DEVEOP/PUBLIC SERVICES GROUP ADMIN | (2,000) | - | (2,000) | 98,000 | (3,920) | **(28,224)** | (28.8%) | (32,144) | (32.8%) | - |
| LAND USE SERVICES DEPT - ADVANCE PLANNING | (54,715) | - | (54,715) | 1,686,024 | (67,441) | **(396,544)** | (23.5%) | (463,985) | (27.5%) | - |
| LAND USE SERVICES DEPT - BUILDING & SAFETY | (1,801) | - | (1,801) | 88,230 | (3,529) | **(84,701)** | (96.0%) | (88,230) | (100.0%) | - |
| LAND USE SERVICES DEPT - CODE ENFORCEMENT | (51,939) | - | (51,939) | 2,544,994 | (101,800) | **(43,881)** | (1.7%) | (145,681) | (5.7%) | - |
| PUBLIC WORKS - REGIONAL PARKS | (13,214) | - | (13,214) | 647,495 | (25,900) | **(59,377)** | (9.2%) | (85,277) | (13.2%) | - |
| REGISTRAR OF VOTERS | (55,519) | - | (55,519) | 2,720,442 | (108,818) | **-** | 0.0% | (108,818) | (4.0%) | (300,000) |
| SPECIAL DISTRICTS - FRANCHISE ADMINISTRATION | (6,050) | - | (6,050) | 296,432 | (11,857) | **-** | 0.0% | (11,857) | (4.0%) | - |
| **SUBTOTAL** | **(269,288)** | **-** | **(269,288)** | **12,200,023** | **(488,001)** | **(843,318)** | **(6.9%)** | **(1,331,319)** | **(10.9%)** | **(300,000)** |
| **FISCAL GROUP** | | | | | | | | | | |
| ASSESSOR | (211,119) | - | (211,119) | 10,344,827 | (413,793) | **-** | 0.0% | (413,793) | (4.0%) | - |
| AUDITOR/CONTROLLER-RECORDER | (78,672) | - | (78,672) | 3,889,197 | (155,568) | **(1,208,109)** | (31.1%) | (1,363,677) | (35.1%) | (200,000) |
| TREASUER-TAX COLLECTOR | (42,956) | - | (42,956) | 2,113,285 | (84,531) | **(672,564)** | (31.8%) | (757,095) | (35.8%) | (22,000) |
| **FISCAL GROUP SUBTOTAL** | **(332,747)** | **-** | **(332,747)** | **16,347,309** | **(653,892)** | **(1,880,673)** | **(11.5%)** | **(2,534,565)** | **(15.5%)** | **(222,000)** |
| **HUMAN SERVICES SYSTEM** | | | | | | | | | | |
| AGING AND ADULT SERVICES | - | - | - | 974,137 | - | **-** | 0.0% | - | 0.0% | - |
| BEHAVIORAL HEALTH | - | - | - | 1,842,753 | | **-** | 0.0% | - | 0.0% | - |
| BEHAVIORAL HEALTH-ALCOHOL & DRUG ABUSE | - | - | - | 207,100 | (8,284) | **(49,358)** | (23.8%) | (57,642) | (27.8%) | - |
| HEALTH CARE COSTS | - | - | - | 17,700,000 | - | **-** | 0.0% | - | 0.0% | - |
| HUMAN SERVICES ADMINISTRATIVE CLAIM | (259,967) | - | (259,967) | 11,764,243 | (1,313,630) | **(2,411,027)** | (20.5%) | (3,724,657) | (31.7%) | - |
| HSS SUBSISTENCE-CALWORKS-FAMILY GROUP | - | - | - | 4,634,906 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-KIN-GAP PROGRAM | - | - | - | 375,327 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-AFDC-FOSTER CARE | - | - | - | 13,504,069 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-CALWORKS-UNEMPLOYMENT | - | - | - | 566,101 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-AID TO SERIOUS EMOTIONALLY | - | - | - | 631,346 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-AID TO ADOPTIVE CHILDREN | - | - | - | 927,221 | - | **-** | 0.0% | - | 0.0% | - |
| HSS SUBSISTENCE-CHILDREN'S OUT OF HOME CARE | - | - | - | 437,521 | - | **-** | 0.0% | - | 0.0% | - |
| HSS-AID TO INDIGENTS | - | - | - | 1,344,571 | - | **-** | 0.0% | - | 0.0% | - |
| PUBLIC HEALTH | (13,353) | - | (13,353) | 654,320 | (26,173) | **(139,750)** | (21.4%) | (165,923) | (25.4%) | - |
| PUBLIC HEALTH-CALIFORNIA CHILDREN'S SERVICES | - | - | - | 1,538,041 | - | **-** | 0.0% | - | 0.0% | - |
| PUBLIC HEALTH-INDIGENT AMBULANCE | - | - | - | 472,501 | - | **-** | 0.0% | - | 0.0% | - |
| VETERANS AFFAIRS | (17,229) | - | (17,229) | 844,218 | (33,769) | **(6,997)** | (0.8%) | (40,766) | (4.8%) | - |
| **HUMAN SERVICES SYSTEM SUBTOTAL** | **(290,549)** | **-** | **(290,549)** | **58,418,375** | **(1,381,856)** | **(2,607,132)** | **(4.5%)** | **(3,988,988)** | **(6.8%)** | **-** |

## SUMMARY OF LOCAL COST REDUCTIONS

| | 2002-03 2% Local Cost Reductions | 2002-03 Prop. 172 Reductions | 2002-03 Total Reductions | 2002-03 Local Financing | 2003-04 4% Local Cost Reductn | CAO Recomd Level 1 Reductions | % of CAO Recmd Redctn to Local Cost | 2003-04 Total Local Cost Redctn | % of Local Cost Reductions | SB90 Reductions (No backfill) |
|---|---|---|---|---|---|---|---|---|---|---|
| **INTERNAL SERVICES GROUP** | | | | | | | | | | |
| ARCHITECTURE & ENGINEERING | (13,063) | - | (13,063) | 640,063 | (25,603) | **(10,000)** | (1.6%) | (35,603) | (5.6%) | - |
| FACILITIES MANAGEMENT ADMINISTRATION | (7,310) | - | (7,310) | 344,105 | - | **(10,741)** | (3.1%) | (10,741) | (3.1%) | - |
| FACILITIES MANAGEMENT - CUSTODIAL | (32,789) | - | (32,789) | 1,694,680 | (71,295) | **(146,445)** | (8.6%) | (217,740) | (12.8%) | - |
| FACILITIES MANAGEMENT - GROUNDS | (17,219) | - | (17,219) | 841,765 | (40,649) | **(94,258)** | (11.2%) | (134,907) | (16.0%) | - |
| FACILITIES MANAGEMENT - MAINTENANCE | (74,697) | - | (74,697) | 3,751,422 | (153,335) | **(4,800)** | (0.1%) | (158,135) | (4.2%) | - |
| FACILITIES MANAGEMENT - UTILITIES | - | - | | 14,503,536 | - | **-** | 0.0% | - | 0.0% | - |
| PURCHASING | (23,097) | - | (23,097) | 716,602 | (45,424) | **(80,600)** | (11.2%) | (126,024) | (17.6%) | - |
| REAL ESTATE SERVICES | (14,625) | - | (14,625) | 1,135,594 | (28,664) | **(111,100)** | (9.8%) | (139,764) | (12.3%) | - |
| REAL ESTATE SERVICES - RENTS | - | - | - | 712,498 | - | **-** | 0.0% | - | 0.0% | - |
| **INTERNAL SERVICES GROUP SUBTOTAL** | **(182,800)** | **-** | **(182,800)** | **24,340,265** | **(364,970)** | **(457,944)** | **(1.9%)** | **(822,914)** | **(3.4%)** | **-** |
| **LAW & JUSTICE GROUP** | | | | | | | | | | |
| COUNTY TRIAL COURTS-GRAND JURY | (6,146) | - | (6,146) | 301,148 | (12,046) | **(86,730)** | (28.8%) | (98,776) | (32.8%) | - |
| COUNTY TRIAL COURTS-INDIGENT DEFENSE | (196,225) | - | (196,225) | 9,615,047 | (384,602) | **(10,000)** | (0.1%) | (394,602) | (4.1%) | - |
| COUNTY TRIAL COURTS-JUDICIAL | (2,900) | - | (2,900) | 1,806,975 | (25,000) | **-** | 0.0% | (25,000) | (1.4%) | - |
| COUNTY TRIAL COURTS-MAINTENANCE OF EFFORT | - | - | - | 10,131,014 | - | **-** | 0.0% | - | 0.0% | - |
| DISTRICT ATTORNEY | - | (600,000) | (600,000) | 9,908,554 | (396,342) | **-** | 0.0% | (396,342) | (4.0%) | - |
| LAW AND JUSTICE ADMINISTRATION | (1,328) | - | (1,328) | 65,080 | (2,603) | **(4,000)** | (6.1%) | (6,603) | (10.1%) | - |
| PROBATION - ADMIN/COMMUNITY CORRECTIONS | - | (433,810) | (433,810) | 10,559,986 | (843,282) | **(60,000)** | (0.6%) | (903,282) | (8.6%) | - |
| PROBATION - COURT ORDERED PLACEMENTS | - | - | - | 8,329,483 | (446,600) | **-** | 0.0% | (446,600) | (5.4%) | - |
| PROBATION - PRETRIAL DETENTION | - | - | - | 480,982 | - | **-** | 0.0% | - | 0.0% | - |
| PROBATION - INSTITUTIONS | - | (266,190) | (266,190) | 21,831,110 | (25,000) | **(243,337)** | (1.1%) | (268,337) | (1.2%) | - |
| PUB ADMNST/CORONER/GUARD/CONSV | (84,528) | - | (84,528) | 4,141,894 | (165,676) | **(233,965)** | (5.6%) | (399,641) | (9.6%) | - |
| PUBLIC DEFENDER | - | - | - | 16,603,599 | (332,072) | **-** | 0.0% | (332,072) | (2.0%) | - |
| SHERIFF | - | (1,500,000) | (1,500,000) | 84,956,126 | (2,038,245) | **(1,750,000)** | (2.1%) | (3,788,245) | (4.5%) | (50,000) |
| **LAW & JUSTICE GROUP SUBTOTAL** | **(291,127)** | **(2,800,000)** | **(3,091,127)** | **178,730,998** | **(4,671,468)** | **(2,388,032)** | **(1.3%)** | **(7,059,500)** | **(3.9%)** | **(50,000)** |
| **TOTAL** | **(1,862,297)** | **(2,800,000)** | **(4,662,297)** | **341,542,174** | **(8,540,054)** | **(10,262,767)** | **(3.0%)** | **(18,802,821)** | **(5.5%)** | **(683,000)** |
| **COUNTY FIRE/COUNTY LIBRARY SUBVENTIONS** | | | | | | | | | | |
| COUNTY FIRE - OFFICE OF EMERGENCY SERVICES | - | - | - | 846,710 | (44,668) | **(119,095)** | (14.1%) | (163,763) | (19.3%) | - |
| COUNTY FIRE | - | - | - | 1,430,000 | (46,433) | **(100,000)** | (7.0%) | (146,433) | (10.2%) | - |
| COUNTY LIBRARY | - | - | - | 300,000 | (12,000) | **-** | 0.0% | (12,000) | (4.0%) | - |
| **CO. FIRE/LIBRARY SUBVENTIONS SUBTOTAL** | **-** | **-** | **-** | **2,576,710** | **(103,101)** | **(219,095)** | **(8.5%)** | **(322,196)** | **(12.5%)** | **-** |
| **GRAND TOTAL** | **(1,862,297)** | **(2,800,000)** | **(4,662,297)** | **344,118,884** | **(8,643,155)** | **(10,481,862)** | **(3.0%)** | **(19,125,017)** | **(5.6%)** | **(683,000)** |

# SUMMARY OF POLICY ITEMS
## VACANT BUDGETED POSITION RESTORATION

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. | CAO RECOMMEND |
|---|---|---|---|---|---|---|---|
| **ADMINISTRATIVE/EXECUTIVE GROUP** | | | | | | | |
| Human Resources | 114,751 | - | 114,751 | 1.0 | Restore position for EEO. | 1-5-7 | |
| | 257,119 | 154,379 | 102,740 | 3.0 | Restore positions for Employee Relations. | 1-5-8 | |
| | 32,002 | - | 32,002 | 1.0 | Restore position for CSW/Suggestion Awards. | 1-5-9 | Yes |
| Risk Management | 32,002 | - | 32,002 | 1.0 | Restore position for the EMS program. | 1-5-31 | Yes |
| Information Services- ETD | 80,996 | | 80,996 | 1.0 | Restore position for the security projects and HIPAA. | 1-6-13 | |
| **FISCAL GROUP** | | | | | | | |
| Auditor/Controller-Recorder | 284,134 | 284,134 | - | 7.4 | Restore vacant positions needed for customer service. | 4-2-9 | 2.0 Data Entry Operator |
| | 253,929 | 79,171 | 174,758 | 4.0 | Restore vacant positions needed for Internal Audits. | 4-2-10 | |
| | 129,735 | | 129,735 | 2.1 | Restore vacant positions needed for contract administration and monitoring. | 4-2-12 | |
| | 31,552 | 11,722 | 19,830 | 1.2 | Restore Accounting Intern (seasonal) positions. | 4-2-13 | Yes |
| Treasurer-Tax Collector | 67,238 | 67,238 | - | 1.0 | Restore vacant position needed for internal controls. | 4-3-8 | Yes |
| | 67,238 | 67,238 | - | 1.0 | Restore vacant position needed for Admin. Support. | 4-3-9 | |
| | 32,002 | 32,002 | - | 1.0 | Restore vacant position needed for Tax sales. | 4-3-11 | Yes |
| | 17,514 | 17,514 | - | 1.0 | Restore vacant (seasonal) position needed for seasonal workloads. | 4-3-12 | Yes |
| Treasurer-Central Collections | 76,651 | 76,651 | - | 1.5 | Restore vacant positions need for System Support for New Legislative Programs. | 4-3-19 | |
| | 74,254 | 74,254 | - | 4.0 | Restore vacant positions need for Collections Support positions. | 4-3-21 | Yes |
| **INTERNAL SERVICES GROUP** | | | | | | | |
| Real Estate Services | 182,470 | 182,470 | - | 2.0 | Restore Real Property Agent III positions. | 3-5-7 | Yes |
| Architecture & Engineering | 148,604 | 148,604 | - | 2.0 | Restore positions for program management of CIP projects. | 3-1-7 | |
| Facilities Management: | | | | | | | |
| Grounds | 72,338 | 72,338 | - | 2.0 | Restore grounds positions for landscape maintenance at ARMC. | 3-2-13 | Yes |
| Home Repair | 44,532 | 44,532 | - | 1.0 | Restore position for Home Repair Program. | 3-2-19 | Yes |
| Maintenance | 70,367 | 70,367 | - | 1.0 | Restore position to supervise minor CIP projects. | 3-2-26 | Yes |

# SUMMARY OF POLICY ITEMS
## VACANT BUDGETED POSITION RESTORATION

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. | CAO RECOMMEND |
|---|---|---|---|---|---|---|---|
| **HUMAN SERVICES SYSTEM** | | | | | | | |
| Aging & Adult Services (Aging) | 148,676 | 148,676 | - | 10.1 | Restore vacant contract positions needed for the Senior Employment program. | 7-1-9 | Yes |
| | 13,956 | 13,956 | - | 0.5 | Restore vacant contract position needed for Ombudsman program. | 7-1-9 | Yes |
| Alcohol and Drug | 352,815 | 352,815 | - | 7.8 | Restore Alcohol and Drug Clinical operations staff. | 7-3-18 | Yes |
| Behavioral Health | 101,572 | 101,572 | - | 1.8 | Restore administrative support staff. | 7-3-11 | |
| | 545,750 | 545,750 | - | 4.6 | Restore Mental Health Clinical operations staff. | 7-3-10 | Yes |
| Child Support Services | 73,524 | 73,524 | - | 1.0 | Restore vacant position needed for incumbent temporarily assigned to vacant higher position. | 7-4-8 | Yes |
| California Children's Services | 60,462 | 45,346 | 15,116 | 1.3 | Restore 2 therapist positions. | 7-8-38 | Yes |
| | 637,632 | 588,404 | 49,228 | 11.5 | Restore case management positions. | 7-8-40 | Yes |
| Public Health | 273,434 | 273,434 | - | 4.6 | Restore Bio-Terrorism and Laboratory positions. | 7-8-13 | Yes |
| | 32,552 | 32,552 | - | 0.8 | Restore Clerk III for the Vital Statistical group. | 7-8-15 | Yes |
| | 54,930 | 54,930 | - | 0.8 | Restore PH veterinarian. | 7-8-16 | Yes |
| | 52,808 | - | 52,808 | 1.6 | Restore Devore Animal Shelter positions. | 7-8-18 | Yes |
| | 98,664 | 98,664 | - | 1.6 | Restore Emergency Medical Services Nurses. | 7-8-18 | Yes |
| | 37,395 | 37,395 | - | 1.0 | Restore Animal Control Officer. | 7-8-20 | Yes |
| | 50,363 | 50,363 | - | 1.2 | Restore and approve new positions for the WIC program. | 7-8-21 | Yes |
| | 64,077 | 64,077 | - | 0.8 | Restore positions for the Environmental Health program. | 7-8-23 | Yes |
| | 6,008 | 6,008 | - | 0.3 | Restore positions for the Child Health program. | 7-8-25 | Yes |
| | 121,209 | 121,209 | - | 2.4 | Restore Health Education positions. | 7-8-26 | Yes |
| | 93,791 | 93,791 | - | 1.6 | Restore AIDS Planning Council support staff. | 7-8-28 | Yes |
| HSS Administrative Claim (Transitional Assistance, Children's Services, Adult Services, PERC, ITSD, Support Divisions) | - | - | - | 12.0 | Restore vacant positions needed to correct underfill situations in several HSS departments. | 7-6-18 | Yes |
| | 206,238 | 206,238 | - | 3.0 | Restore vacant positions needed to transfer three additional positions from JESD. | 7-6-19 | Yes |
| | 18,868 | 18,868 | - | 2.0 | Restore vacant positions for reclassifications needed in HSS Administration and DCS. | 7-6-20 | Yes |
| | 116,150 | 116,150 | - | 2.0 | Restore vacant positions needed in PERC. | 7-6-21 | Yes |
| | 156,874 | 156,874 | - | 1.0 | Restore vacant position needed for incumbent temporarily assigned to vacant higher position at CAO office. | 7-6-22 | Yes |

## SUMMARY OF POLICY ITEMS
## VACANT BUDGETED POSITION RESTORATION

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. | CAO RECOMMEND |
|---|---|---|---|---|---|---|---|
| **HUMAN SERVICES SYSTEM (Continued)** | | | | | | | |
| Arrowhead Regional Medical Center | 5,205,469 | 5,205,469 | - | 87.6 | Restore nursing/patient care positions. | 7-2-26 | Yes |
| | 1,986,318 | 1,986,318 | - | 38.1 | Restore patient care positions. | 7-2-28 | Yes |
| | 366,455 | 366,455 | - | 11.9 | Restore Ward Clerks. | 7-2-30 | |
| | 236,746 | 236,746 | - | 4.6 | Restore Accredited Records (Billing Coders). | 7-2-33 | |
| | 302,657 | 302,657 | - | 8.1 | Restore Nutritional Services positions. | 7-2-31 | Yes |
| | 368,274 | 368,274 | - | 6.0 | Restore Information Systems positions. | 7-2-34 | |
| | 301,728 | 301,728 | - | 8.0 | Restore Environmental Services positions. | 7-2-35 | |
| | 61,685 | 61,685 | - | 1.0 | Restore Facilities Management position. | 7-2-36 | |
| | 1,394,525 | 1,394,525 | - | 36.8 | Restore clerical support positions. | 7-2-37 | |
| | 78,729 | 78,729 | - | 1.0 | Restore Compliance Educator. | 7-2-38 | |
| | 108,164 | 108,164 | - | 3.0 | Restore security positions. | 7-2-39 | |
| **LAW & JUSTICE GROUP** | | | | | | | |
| District Attorney | 90,668 | - | 90,668 | 0.8 | Restore Deputy District Attorney IV. | 5-2-9 | |
| | 28,568 | - | 28,568 | 0.8 | Restore Clerk III. | 5-2-10 | |
| Probation | | | | | | | |
| Admin & Comm Corrections (PRB) | 993,081 | 302,900 | 690,181 | 15.0 | Restore Probation Officers, Clerks, and Director. | 5-4-9 | |
| Detention Corrections (PRN) | 1,502,876 | 220,635 | 1,282,241 | 25.0 | Restore Corrections Officers, Supervisors, and Night Custody Officers. | 5-4-25 | |
| Assembly Bill 1913 (PRG) | 139,021 | 139,021 | - | 3.0 | Restore Corrections Officers and Clerk. | 5-4-36 | |
| Sheriff | 142,718 | 142,718 | - | 3.0 | Restore 1.0 Criminalist - CAL-DNA grant; 1.0 PSE and 1.0 Social Worker - IWF. | 5-7-13 | Yes |
| | 499,218 | - | 499,218 | 12.9 | Restore multiple vacant budgeted positions not in recruitment. | 5-7-14 | |
| **ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP** | | | | | | | |
| Economic & Community Dev | 32,002 | 32,002 | - | 1.0 | Clerk II to process Homeownership Assistance Program requests. | 6-6-8 | Yes |
| Jobs and Employment Department | 66,497 | 66,497 | - | 1.0 | Employment Services Manager helps to oversee the Job Development and Job Placement Programs. | 6-7-8 | Yes |

# SUMMARY OF POLICY ITEMS
## VACANT BUDGETED POSITION RESTORATION

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. | CAO RECOMMEND |
|---|---|---|---|---|---|---|---|
| **ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP (Continued)** | | | | | | | |
| Land Use Services | 49,504 | 49,504 | 49,504 | 1.0 | Advanced Planning Division-GIS Technician for automation support of the General Plan Update. If approved to be funded from General Plan Update fund. | 6-8-19 | Yes |
| | 98,044 | 98,044 | - | 1.2 | Building and Safety Division-Building & Safety Engineer and Building Inspector II for processing building permits. | 6-8-26 | Yes |
| | 111,179 | 111,179 | - | 2.0 | Code Enforcement Division-Land Use Technician and Planner III for processing land use applications from the public. | 6-8-12 | Yes |
| | 36,948 | 36,948 | - | 1.0 | Fire Hazard Abatement Division-Code Enforcement Field Assistant to perform abatements for public nuisance and fire hazards. | 6-8-37 | Yes |
| Library | 45,900 | 45,900 | - | 1.0 | Librarian I to manage the LITE Program. | 6-4-9 | Yes |
| | 41,752 | 41,752 | - | 1.0 | Library Associate for the new Serrano H.S. Library. | 6-4-9 | Yes |
| | 61,510 | 61,510 | - | 1.0 | Library Program Coordinator to supervise the Collection Services/Adult Services unit. | 6-4-9 | |
| Public Works | 197,389 | 197,389 | - | 4.0 | Restoration of positions in the Design and Right-of-Way Sections needed due to workload demands. | 6-9-55 | Yes |
| | 57,143 | 57,143 | - | 1.5 | Seasonal workers needed during winter months for storm maintenance and snow removal. | 6-9-55 | Yes |
| | 125,527 | 125,527 | - | 1.5 | Contract employees for High Desert Corridor Proj. | 6-9-55 | Yes |
| | 53,971 | 53,971 | - | 1.0 | Position needed to plan road projects and prepare cooperative agreements with other agencies. | 6-9-55 | Yes |
| Registrar of Voters | 102,760 | - | 102,760 | 4.4 | Restore vacant positions needed for the election process. | 6-10-7 | Yes |
| **TOTAL** | 20,274,202 | 16,776,600 | 3,547,106 | 403.7 | | | |

# SUMMARY OF POLICY ITEMS
## WORKLOAD AND PROGRAM CHANGES

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. |
|---|---|---|---|---|---|---|
| **ADMINISTRATIVE/EXECUTIVE GROUP** | | | | | | |
| Clerk of the Board | 80,540 | - | 80,540 | 1.0 | Restore Chief Deputy Clerk of the Board position that was deleted by the 30% Cost Reduction Plan. | 1-2-5 |
| **FISCAL GROUP** | | | | | | |
| Assessor | 370,574 | | 370,574 | 6.0 | Reinstate positions that were deleted during the 4% Spend Down Plan. | 4-1-6 |
| Assessor - RCS | 225,000 | | 225,000 | | Restore for postage and printing cost to compensate for diminished funds available for services and supplies due to increased MOU. | 4-1-12 |
| **INTERNAL SERVICES GROUP** | | | | | | |
| Facilities Management-Utilities | 64,380 | - | - | 1.0 | Add position to administer utilities cost and usage. | 3-2-35 |
| **LAW & JUSTICE GROUP** | | | | | | |
| District Attorney | 288,838 | - | 288,838 | 2.0 | 1.0 DDA IV and 1.0 DA Investigator to establish Identity Theft Crime Unit. | 5-2-11 |
| Probation | | | | | | |
| Admin & Comm. Corrections (PRB) | 1,485,900 | | 1,485,900 | 14.0 | Adult Sex Offender Program | 5-4-12 |
| PA/Guardian/Conservator/Coroner | 527,219 | - | 527,219 | 10.0 | Body removal services. | 5-5-7 |
| | 129,425 | - | 129,425 | 1.0 | Inventory system-decedent/estate assets. | 5-5-8 |
| | 56,000 | - | 56,000 | 1.0 | Automated Systems Analyst position. | 5-5-9 |
| | 77,567 | - | 77,567 | 1.5 | Restore Coroner positions deleted in 2000-01 and 2001-02. | 5-5-10 |
| | 62,212 | 31,106 | 31,106 | 1.0 | Additional Dep Public Guardian position. | 5-5-11 |
| | 68,532 | 34,266 | 34,266 | 1.0 | Additional Supv Dep Public Guardian psn. | 5-5-12 |
| | 387,835 | - | 387,835 | 5.0 | Additional Deputy Coroner positions. | 5-5-13 |
| Public Defender | 402,855 | - | 402,855 | 3.0 | Mentally Disabled Offender | 5-6-7 |
| Sheriff | 843,285 | - | 843,285 | 12.0 | Funding for technical staff - 1 yr obligation after COPSMORE funding. | 5-7-15 |
| | 714,000 | - | 714,000 | 12.0 | Funding for technical staff - continued local cost funding for previous COPSMORE funded positions. | 5-7-16 |
| | 280,000 | - | 280,000 | 0.0 | Local Cost backfill to replace anticipated loss in POST revenues. | 5-7-17 |
| **TOTAL** | 6,064,162 | 65,372 | 5,934,410 | 71.5 | | |

# SUMMARY OF POLICY ITEMS
## OTHER AGENCY

| DEPARTMENT | APPROP | REVENUE | LOCAL COST | BUDGETED STAFFING | DESCRIPTION | PAGE NO. |
|---|---|---|---|---|---|---|
| **County Fire** | | | | | | |
| | 1,317,000 | - | 1,317,000 | Various | Fire Seasonal Supplemental Appropriation | 8-5-1 |
| | 1,750,000 | - | 1,750,000 | 15.0 | Baker Fire Station- new facility and 04/05 staffing | 8-5-7 |
| **TOTAL** | 3,067,000 | - | 3,067,000 | | | |

## APPROPRIATIONS SUMMARY

The 2003-04 departmental proposed budget includes appropriations of $2,606,286,937, an increase of $36,174,422 or 1.41% over a restated 2002-03 final budget. The restatement of 2002-03 appropriations is the result of previously including the Redevelopment and In-Home Supportive Services budget units in the county summary. These budget units, which are considered other agency funds, are now reported separate from the county budget.

| | Restated Final 2002-03 | Departmental Proposed 2003-04 | Change | Percentage Change |
|---|---|---|---|---|
| Countywide Operations | | | | |
| Admin/Exec Group | 45,994,239 | 42,298,675 | (3,695,564) | (8.03%) |
| Contingencies | 48,516,783 | 55,698,444 | 7,181,661 | 14.80% |
| ED/Public Services Group | 41,860,977 | 43,467,751 | 1,606,774 | 3.84% |
| Fiscal Group | 35,952,915 | 38,784,051 | 2,831,136 | 7.87% |
| Human Services System | 1,125,855,387 | 1,110,617,131 | (15,238,256) | (1.35%) |
| Internal Services Group | 32,428,987 | 32,740,960 | 311,973 | 0.96% |
| Law & Justice Group | 422,878,079 | 450,685,255 | 27,807,176 | 6.58% |
| **Total General Fund** | 1,753,487,367 | 1,774,292,267 | 20,804,900 | 1.19% |
| Capital Projects & Debt Service | 142,431,154 | 113,213,202 | (29,217,952) | (20.51%) |
| Special Revenue Funds | 326,280,313 | 333,193,547 | 6,913,234 | 2.12% |
| **Subtotal** | **2,222,198,834** | **2,220,699,016** | **(1,499,818)** | **(0.07%)** |
| Enterprise Funds | | | | |
| Arrowhead Regional Medical Ctr | 238,391,803 | 256,488,675 | 18,096,872 | 7.59% |
| Medical Center Lease Payment | 53,115,289 | 53,158,112 | 42,823 | 0.08% |
| County Museum Store | 154,789 | 132,448 | (22,341) | (14.43%) |
| Ultrascreen Theatre | 4,000 | 0 | (4,000) | (100.00%) |
| Regional Parks Snackbars | 86,262 | 71,129 | (15,133) | (17.54%) |
| Solid Waste Management | 56,161,538 | 75,737,557 | 19,576,019 | 34.86% |
| **Subtotal** | **347,913,681** | **385,587,921** | **37,674,240** | **10.83%** |
| **Total Countywide Funds** | **2,570,112,515** | **2,606,286,937** | **36,174,422** | **1.41%** |

## Countywide Operations

Countywide operations show an increase in appropriations of $20,804,900. The most significant increase is in the Law and Justice Group, however, each group is discussed below.

The Admin/Exec Group shows a net decrease due to reductions in the litigation, the systems development, and the employee health and wellness budget units. These decreases are offset by increases in the school claims budget unit, due to the consolidation of costs previously accounted for in various budget units, and increased unemployment insurance costs.

The appropriation for contingencies includes the amount set aside per county policy (1.5% of locally funded appropriations), which is $5.2 million. The other component of contingencies consists of unallocated financing available to the Board for distribution.

The Economic Development/Public Service Group shows a net increase mainly attributed to increases in the Registrar of Voters budget unit, as the result of an additional election occurring in 2003-04, and the Building and Safety budget unit due to an anticipated increase in workload and new projects. The most significant decrease anticipated is reflected in the County Museum budget unit due to an expected decrease in research projects.

Within the Fiscal Group, all budget units are expected to experience an increase. The most significant increase is reflected in Central Collections budget unit as a result of anticipated increases in collection activities.

The Human Services System decreased due to staffing reductions and reduced services, supplies and equipment costs. These decreases are offset by increases related to MOU, retirement, and risk management costs, as well as increases in in-home supportive service provider costs, and caseload increases in foster care, aid to adoptive children, seriously emotionally disturbed children, and childcare. Additionally, the Behavioral Health budget unit also anticipates increased costs due to contract services with Arrowhead Regional Medical Center and outside contractors.

The Internal Services group shows a slight increase from the previous budget year. While most of the budget units within this group experienced decreases, the utilities budget increased significantly due to anticipated increases in utility costs.

The Law and Justice group increase is mainly in the Sheriff, District Attorney, and Probation budget units. The increase costs to these budget units are the direct result of increased safety MOU/retirement, specifically the retirement benefit known as 3% at 50.

## Capital Projects and Debt Service

Capital Projects and Debt Service appropriations decreased $29,217,952 primarily due to a $21.3 million reduction in Capital Improvement Projects appropriations, which is the result of the completion of several projects, including the West Valley Juvenile Detention Center and the major phases of the Etiwanda Interchange Improvement Project. Furthermore, Debt Service decreased $7.0 million due to the elimination of a one-time prepayment of $3.2 million of the Glen Helen taxable debt, annual debt service savings resulting from that prepayment, current year savings from the refinancing of the West Valley Detention Center, and other minor changes in debt service schedules and costs.

Capital Improvement Projects appropriations decreased to approximately $89.9 million in 2003-04. The $89.9 million is composed of $83.5 of carry over projects, including $19.0 million in appropriations budgeted for the High Desert Detention Center and $6.3 million budgeted for new projects.

## Special Revenue Funds

Special Revenue funds increased $6,913,234 mainly due to increases in the Economic and Community Development budget units of Neighborhood Initiative, Community Development Block Grant, and general administration. In Transportation, appropriation increases are anticipated in the operations and the equipment budget units due to the Highway Bridge and Restoration projects, the installation of passing lanes for the National Trails Highway in the Oro Grande area, and replacement of aging equipment. Decreased appropriations are reflected in the Sheriff COPSMORE budget unit and the Transportation Measure I budget units due to the completion of several large projects. The Jobs and Employment Services Department budget unit also reflects decreases due to a reorganization of the department coupled with a decrease in the Workforce Investment Act funding.

## Enterprise Funds

The increase in Arrowhead Regional Medical Center reflects increased salary and benefit costs and a 4% increase in emergency room and outpatient visits. Medical Center Lease Payments increased slightly, reflecting the increases in net lease payments and trustee/administrative fees.

There are no appropriations associated with the UltraScreen Theatre budget as this fund has been closed due to the final sale of the remaining equipment.

Solid Waste Management appropriations have been increased as a result of a variety of new projects scheduled for 2003-04, increases in tonnage at the landfills, and Bark Beetle related costs.

## REVENUE SUMMARY

The 2003-04 county budget is financed from a variety of sources, which are listed below. As with the appropriation summary, revenues for 2002-03 were restated to exclude the Redevelopment and In-Home Support Services budget units. In addition, an adjustment to the Solid Waste Management 2002-03 revenue figure eliminated bond proceeds from revenues, as these proceeds are considered other financing not revenues generated from operations.

| | Restated Final 2002-03 | Departmental Proposed 2003-04 | Change | Percentage Change |
|---|---|---|---|---|
| REVENUES FOR ALL COUNTY FUNDS (Excluding Enterprise Funds) | | | | |
| Property Taxes | 127,697,750 | 136,148,669 | 8,450,919 | 6.62% |
| Other Taxes | 128,926,083 | 141,336,832 | 12,410,749 | 9.63% |
| State and Federal Aid | 1,354,820,627 | 1,338,716,078 | (16,104,549) | (1.19%) |
| Charges for Current Services | 305,385,527 | 316,872,091 | 11,486,564 | 3.76% |
| Other Revenue | 118,915,297 | 108,448,823 | (10,466,474) | (8.80%) |
| **Subtotal** | **2,035,745,284** | **2,041,522,493** | **5,777,209** | **0.28%** |
| ENTERPRISE FUNDS | | | | |
| Arrowhead Regional Medical Ctr | 246,621,803 | 263,888,675 | 17,266,872 | 7.00% |
| Medical Center Lease Payment | 24,466,969 | 24,484,009 | 17,040 | 0.07% |
| County Museum Store | 159,000 | 148,400 | (10,600) | (6.67%) |
| UltraScreen Theatre | 7,000 | 0 | (7,000) | (100.00%) |
| Regional Parks Snackbars | 103,500 | 76,600 | (26,900) | (25.99%) |
| Solid Waste Management | 52,062,043 | 48,680,074 | (3,381,969) | (6.50%) |
| **Subtotal** | **323,420,315** | **337,277,758** | **13,857,443** | **4.28%** |
| **Total County Budget** | **2,359,165,599** | **2,378,800,251** | **19,634,652** | **0.83%** |

Property tax revenue increased based on higher than projected assessed valuation growth in 2002-03 combined with an estimated increase in assessed valuation of 8% in 2003-04.

Other taxes are increased due to an anticipated increase in Prop 172 sales tax. The 2003-04 budget also estimates a 6.2% increase in sales tax from 2002-03 projected actuals for sales tax generated in the unincorporated area of the county. Property Trans Tax and Supplemental Property Taxes are increased to reflect rising home prices and sales volume.

The most significant decrease in revenues is reflected in the revenue category of state and federal aid. This decrease is due to considerable reductions in health and welfare administration offset by increases in aid for children due to changes in program caseloads. Further reductions in this category include the elimination of SB 90 revenues as the state has temporarily discontinued its reimbursement of mandates programs. Decreases are also expected in the law and justice area, which includes reductions associated with the COPSMORE grant and the Challenge Grant II. These decreases were offset by an increase in the U.S. Marshall contract revenues due to the increase in costs associated with the safety MOU/retirement and increases in prescription medication costs.

Funding related to state and federal capital grants has decreased overall due to the completion of various projects, including the West Valley Juvenile Detention facility and the major phases of the Etiwanda Interchange Improvement Project. These decreases were offset by an increase in airport projects, transportation highway projects, and a renovation project of the boat docks at Park Moabi. Additionally, anticipated increases in revenues are expected from Proposition 40, River Parkway Funding, for the Santa Ana River Trail, as well as revenues from the U.S. Army for perimeter fencing at the Barstow-Daggett airport.

Realignment vehicle license fee (VLF) revenues for health, welfare and Behavioral Health are also estimated to increase. Additionally, the non-realignment portion of vehicle license fees is expected to grow 3.7% over current year-end estimates. These estimates assume the entire VLF backfill from the state.

Charges for current services are expected to increase from 2002-03 budget year. The most significant increases in departmental business activity consist of $4.2 million in law enforcement services, which are a result of safety MOU/retirement increases, $3.3 million in indirect cost reimbursement (COWCAP) due to increased costs mainly in salaries and benefits, $1.6 million attributed to an expected increase in the recording fees of legal documents, $1.4 million in election services due to the addition of one election in 2003-04, and $1.4 million increase related to property tax administration fee due to growth in supplemental assessments. In addition, minor increases, which total approximately $4.2 million, occurred in various programs. Significant decreases are expected in health service fees, of which $4.2 million is due to the loss of the First Five grant revenue in Public Health for the “Early Steps” and “The Earlier, the Better” programs, an anticipated decrease of $1.9 million in Information Services revenues, and $1.0 million decrease in the County Museum due to fewer research projects. Additionally, charges for current services reflects a $6.1 million decrease due to the reclassification of revenue as reimbursement as required by GASB 34 and a $8.5 million increase due to the reclassification of other revenue to charges for current services.

Other revenues include licenses, permits, franchises, fines and penalties, interest earnings, and tobacco settlement funds. The majority of the decrease reflected in this category of revenue is due to the reclassification of $5.4 million from other revenue into current services, as well as the reclassification of $5.5 million from other revenue to reimbursements and other financing sources, as required by GASB 34. Other anticipated decreases include $2.7 million in tobacco settlement proceeds and $2.1 million in interest earnings. These decreases were offset by increases in grants received by Transitional Assistance and Children’s Services, the addition of a new civil filing fee for the seismic courthouse retrofit, increases in housing sales for the Neighborhood Initiative Program, and expected increases in building construction permits.

Arrowhead Regional Medical Center revenues are expected to grow due to volume increases and anticipated fee increases. This growth is reflected in insurance, private pay, Medi-Cal, and Medicare revenues.

Anticipated slight increase in revenue for the medical center lease payment fund represents state payments from the Construction Renovation/Reimbursement Program (SB 1732).

There are no proposed revenues for the UltraScreen Theatre as the only revenue associated with this fund last year was interest revenue. Since the fund has been closed, the remaining cash was transferred to the general fund.

Solid Waste Management revenues decreased $3.4 million as a result of $6.0 million in prior year revenues not being re-budgeted, coupled with an increase of $1.8 million from additional tonnage accepted at the county landfill and transfer stations and an increase of $0.8 million from a Federal Emergency Management Agency grant related to the Bark Beetle infestation.

## BUDGETED STAFFING SUMMARY

**Increase from Previous Year**

| | Restated 2002-03 Staffing | Caseload Driven/ Grant or Special Funded Programs | All Other Programs | Total Change | 2003-04 Staffing | Percentage Change |
|---|---|---|---|---|---|---|
| General Fund | 13,789.1 | (1,355.6) | (93.7) | (1,449.3) | 12,339.8 | -10.5% |
| Other Funds | 4,386.4 | (80.5) | 0.0 | (80.5) | 4,305.9 | -1.8% |
| Total | 18,175.5 | (1,436.1) | (93.7) | (1,529.8) | 16,645.7 | |

The decrease in caseload driven/grant or special funded programs includes the following significant changes:

General Fund

- Human Services System (HSS) Administrative Claim budgeted staffing is decreased by 986.4 to reflect the November 5, 2002 reduction of 233.6 and an additional reduction of 752.8 in 2003-04. Of the 986.4 included in the total reduction, 711.1 are in the Transitional Assistance Department, 58.0 are in the Department of Children's Services, 61.3 are in the Department of Aging and Adult Services, and 156.0 are in HSS Administration.
- Behavioral Health budgeted staffing is decreased by 46.1 as part of the Department's plan to reduce use of Realignment funding.
- Child Support Services budgeted staffing is decreased by 84.7, which is due to reductions in program funding and the elimination of vacant budgeted positions and all extra help positions.
- Public Health budgeted staffing is decreased by 179.5. Base year and mid-year increases totaling 1.9 budgeted staff are offset by program staffing reductions of 181.4, which include decreases in the Maternal Health program (67.4), Perinatal and Adolescent Life program (33.9), Child Health (8.9), Family Planning (3.5), Aging (17.0),the Field Nursing program (17.5), and various other programs (33.2).

Other Funds

- Preschool Services Department budgeted staffing is decreased by 76.6. This net reduction is a result of a 14.7 increase due to site expansion, a 6.2 increase due to support staff workload increases, a 69.7 reduction due to the deletion of vacant positions, a reduction of 41.4 due to work hours reduction for part-day teachers from eight to six hours per day, and the elimination of 13.6 vacancy factor.
- Sheriff's budgeted staffing includes a reduction of 8.0 technical positions for which COPSMORE funding is no longer available.

The decrease in other programs budgeted staffing includes the following:

- Budgeted staffing in the Internal Services Group is decreased by 19.1. Facilities Management staffing is decreased by 16.0; Purchasing by 1.1; and Real Estate Services by 2.0.
- County Museum budgeted staffing is decreased by 25.2 due to implementation of the 4% Spend Down Plan, decreased revenues related to research projects, and the deletion of vacant positions.

Countywide staffing changes are outlined by county department in the following chart:

**BUDGETED STAFFING SUMMARY**

| Department | 2002-03 Final Budget | 2003-04 Departmental Proposed | Change |
|---|---|---|---|
| **ADMINISTRATIVE/EXECUTIVE GROUP** | | | |
| **GENERAL FUND** | | | |
| BOARD OF SUPERVISORS | 39.8 | 39.5 | (0.3) |
| LEGISLATION | 0.0 | 1.0 | 1.0 |
| CLERK OF THE BOARD | 15.0 | 13.0 | (2.0) |
| COUNTY ADMINISTRATIVE OFFICE | 33.5 | 27.0 | (6.5) |
| COUNTY COUNSEL | 71.0 | 65.7 | (5.3) |
| HUMAN RESOURCES | 129.8 | 125.5 | (4.3) |
| HUMAN RESOURCES - EMPLOYEE HEALTH & WELLNESS | 13.8 | 13.0 | (0.8) |
| INFORMATION SERVICES - APPLICATIONS DEVELOPMENT | 101.3 | 94.8 | (6.5) |
| INFORMATION SERVICES - EMERGING TECHNOLOGIES | 19.1 | 17.2 | (1.9) |
| INFORMATION SERVICES - GIMS | 0.0 | 0.0 | 0.0 |
| SUBTOTAL GENERAL FUND | 423.3 | 396.7 | (26.6) |
| **OTHER FUNDS** | | | |
| HUMAN RESOURCES - COMMUTER SERVICES | 4.0 | 3.5 | (0.5) |
| HUMAN RESOURCES - RISK MANAGEMENT | 65.0 | 65.0 | 0.0 |
| INFORMATION SERVICES - COMPUTER OPERATIONS | 154.4 | 129.9 | (24.5) |
| INFORMATION SERVICES - NETWORK SERVICES | 110.1 | 102.2 | (7.9) |
| SUBTOTAL OTHER FUNDS | 333.5 | 300.6 | (32.9) |
| **TOTAL ADMINISTRATIVE/EXECUTIVE GROUP** | **756.8** | **697.3** | **(59.5)** |
| **ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP** | | | |
| **GENERAL FUND** | | | |
| AGRICULTURE/WEIGHTS & MEASURES | 72.7 | 64.5 | (8.2) |
| AIRPORTS | 28.9 | 28.9 | 0.0 |
| COUNTY MUSEUM | 77.7 | 52.5 | (25.2) |
| ECD - ECONOMIC PROMOTION | 2.0 | 2.0 | 0.0 |
| ECD - SMALL BUSINESS DEVELOPMENT | 4.0 | 4.0 | 0.0 |
| ED/PUBLIC SERVICES GROUP | 20.5 | 17.0 | (3.5) |
| LAND USE SERVICES - ADMINISTRATION | 12.0 | 11.0 | (1.0) |
| LAND USE SERVICES - CURRENT PLANNING | 27.0 | 27.0 | 0.0 |
| LAND USE SERVICES - ADVANCE PLANNING | 19.0 | 19.0 | 0.0 |
| LAND USE SERVICES - BUILDING AND SAFETY | 57.2 | 62.2 | 5.0 |
| LAND USE SERVICES - CODE ENFORCEMENT | 31.0 | 30.0 | (1.0) |
| LAND USE SERVICES - FIRE HAZARD ABATEMENT | 21.0 | 21.0 | 0.0 |
| PUBLIC WORKS - REGIONAL PARKS | 117.1 | 117.1 | 0.0 |
| PUBLIC WORKS - SURVEYOR | 39.3 | 39.4 | 0.1 |
| REGISTRAR OF VOTERS | 38.6 | 42.9 | 4.3 |
| SPECIAL DISTRICTS - FRANCHISE ADMINISTRATION | 3.0 | 3.0 | 0.0 |
| SUBTOTAL GENERAL FUND | 571.0 | 541.5 | (29.5) |

**BUDGETED STAFFING SUMMARY**

| Department | 2002-03 Final Budget | 2003-04 Departmental Proposed | Change |
|---|---|---|---|
| **ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP (continued)** | | | |
| **OTHER FUNDS** | | | |
| COUNTY LIBRARY | 212.0 | 210.2 | (1.8) |
| COUNTY MUSEUM STORE | 2.3 | 2.1 | (0.2) |
| ECONOMIC AND COMMUNITY DEVELOPMENT | 61.0 | 61.0 | 0.0 |
| JOBS AND EMPLOYMENT SERVICES | 133.0 | 141.0 | 8.0 |
| LAND USE SERVICES - HABITAT CONSERVATION | 1.0 | 0.0 | (1.0) |
| PUBLIC WORKS - CALICO GHOST TOWN MARKETING SVCS | 1.0 | 1.0 | 0.0 |
| PUBLIC WORKS - COUNTY TRAIL SYSTEM | 4.0 | 4.0 | 0.0 |
| PUBLIC WORKS - REGIONAL PARKS SNACK BARS | 1.0 | 1.3 | 0.3 |
| PUBLIC WORKS - ROAD OPERATIONS CONSOLIDATED | 364.9 | 357.7 | (7.2) |
| PUBLIC WORKS - SOLID WASTE MANAGEMENT | 62.3 | 74.4 | 12.1 |
| SUBTOTAL OTHER FUNDS | 842.5 | 852.7 | 10.2 |
| **TOTAL ECON DEVELOP/PUBLIC SERVICES GROUP** | **1,413.5** | **1,394.2** | **(19.3)** |
| **FISCAL GROUP** | | | |
| **GENERAL FUND** | | | |
| ASSESSOR | 165.8 | 159.9 | (5.9) |
| AUDITOR/CONTROLLER-RECORDER | 189.9 | 193.1 | 3.2 |
| TREASURER-TAX COLLECTOR | 66.5 | 66.5 | 0.0 |
| TREASURER-TAX COLLECTOR - CENTRAL COLLECTIONS | 93.9 | 94.5 | 0.6 |
| SUBTOTAL GENERAL FUND | 516.1 | 514.0 | (2.1) |
| **OTHER FUNDS** | | | |
| AUDITOR/CONTROLLER - RECORDS MANAGEMENT | 2.0 | 2.0 | 0.0 |
| STATE/COUNTY PROPERTY TAX ADMINISTRATION | 30.0 | 29.0 | (1.0) |
| SUBTOTAL OTHER FUNDS | 32.0 | 31.0 | (1.0) |
| **TOTAL FISCAL GROUP** | **548.1** | **545.0** | **(3.1)** |

**BUDGETED STAFFING SUMMARY**

| Department | 2002-03 Final Budget | 2003-04 Departmental Proposed | Change |
|---|---|---|---|
| **HUMAN SERVICES SYSTEM** | | | |
| **GENERAL FUND** | | | |
| HSS ADMINISTRATIVE CLAIM | 4,409.1 | 3,422.7 | (986.4) |
| AGING AND ADULT SERVICES | 111.9 | 101.1 | (10.8) |
| BEHAVIORAL HEALTH | 734.1 | 688.0 | (46.1) |
| BEHAVIORAL HEALTH - ALCOHOL AND DRUG | 100.9 | 91.5 | (9.4) |
| CHILD SUPPORT SERVICES | 649.7 | 565.0 | (84.7) |
| HEALTH CARE COSTS | 4.0 | 4.0 | 0.0 |
| PUBLIC HEALTH | 1,100.3 | 920.8 | (179.5) |
| PUBLIC HEALTH - CALIFORNIA CHILDREN'S SERVICES | 154.3 | 145.0 | (9.3) |
| VETERANS AFFAIRS | 19.0 | 17.0 | (2.0) |
| SUBTOTAL GENERAL FUND | 7,283.3 | 5,955.1 | (1,328.2) |
| **OTHER FUNDS** | | | |
| ARROWHEAD REGIONAL MEDICAL CENTER | 2,290.3 | 2,330.5 | 40.2 |
| PRESCHOOL SERVICES | 653.7 | 577.1 | (76.6) |
| SUBTOTAL OTHER FUNDS | 2,944.0 | 2,907.6 | (36.4) |
| **TOTAL HUMAN SERVICES SYSTEM** | **10,227.3** | **8,862.7** | **(1,364.6)** |
| **INTERNAL SERVICES GROUP** | | | |
| **GENERAL FUND** | | | |
| ARCHITECTURE AND ENGINEERING | 25.0 | 25.0 | 0.0 |
| FACILITIES MANAGEMENT - ADMINISTRATION | 4.0 | 4.0 | 0.0 |
| FACILITIES MANAGEMENT - CUSTODIAL | 63.0 | 54.9 | (8.1) |
| FACILITIES MANAGEMENT - GROUNDS | 28.0 | 23.7 | (4.3) |
| FACILITIES MANAGEMENT - HOME REPAIR | 12.0 | 12.0 | 0.0 |
| FACILITIES MANAGEMENT - MAINTENANCE | 61.0 | 57.4 | (3.6) |
| PURCHASING | 19.1 | 18.0 | (1.1) |
| REAL ESTATE SERVICES | 28.0 | 26.0 | (2.0) |
| SUBTOTAL GENERAL FUND | 240.1 | 221.0 | (19.1) |
| **OTHER FUNDS** | | | |
| FLEET MANAGEMENT - GARAGE AND WAREHOUSE | 103.3 | 94.0 | (9.3) |
| FLEET MANAGEMENT - MOTOR POOL | 8.1 | 4.0 | (4.1) |
| PURCHASING - CENTRAL STORES | 15.0 | 15.0 | 0.0 |
| PURCHASING - MAIL AND COURIER SERVICES | 35.0 | 35.0 | 0.0 |
| PURCHASING - PRINTING AND MICROFILM SERVICES | 18.0 | 18.0 | 0.0 |
| SUBTOTAL OTHER FUNDS | 179.4 | 166.0 | (13.4) |
| **TOTAL INTERNAL SERVICES GROUP** | **419.5** | **387.0** | **(32.5)** |

**BUDGETED STAFFING SUMMARY**

| Department | 2002-03 Final Budget | 2003-04 Departmental Proposed | Change |
|---|---|---|---|
| **LAW AND JUSTICE GROUP** | | | |
| **GENERAL FUND** | | | |
| COUNTY TRIAL COURTS - DRUG COURT PROGRAMS | 0.0 | 0.0 | 0.0 |
| COUNTY TRIAL COURTS - GRAND JURY | 0.0 | 0.0 | 0.0 |
| COUNTY TRIAL COURTS - INDIGENT DEFENSE | 0.0 | 0.0 | 0.0 |
| DISTRICT ATTORNEY - CRIMINAL | 382.0 | 395.8 | 13.8 |
| DISTRICT ATTORNEY - CHILD ABDUCTION | 7.0 | 7.0 | 0.0 |
| LAW AND JUSTICE GROUP ADMINISTRATION | 1.0 | 1.0 | 0.0 |
| PROBATION - ADMINISTRATION/COMM CORRECTIONS | 482.0 | 473.6 | (8.4) |
| PROBATION - DETENTION CORRECTIONS | 654.0 | 638.0 | (16.0) |
| PROBATION - PRE-TRIAL DETENTION | 7.0 | 7.0 | 0.0 |
| PROBATION - AB1913 GRANT | 78.0 | 75.0 | (3.0) |
| PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER | 78.5 | 75.1 | (3.4) |
| PUBLIC DEFENDER | 186.3 | 180.3 | (6.0) |
| SHERIFF | 2,879.5 | 2,858.7 | (20.8) |
| SUBTOTAL GENERAL FUND | 4,755.3 | 4,711.5 | (43.8) |
| **OTHER FUNDS** | | | |
| DISTRICT ATTORNEY - SPECIAL REVENUE | 32.0 | 33.0 | 1.0 |
| SHERIFF - SPECIAL REVENUE | 23.0 | 15.0 | (8.0) |
| SUBTOTAL OTHER FUNDS | 55.0 | 48.0 | (7.0) |
| **TOTAL LAW AND JUSTICE GROUP** | **4,810.3** | **4,759.5** | **(50.8)** |
| **TOTAL COUNTY DEPARTMENTS - GENERAL FUND** | **13,789.1** | **12,339.8** | **(1,449.3)** |
| **TOTAL COUNTY DEPARTMENTS - OTHER FUNDS** | **4,386.4** | **4,305.9** | **(80.5)** |
| **GRAND TOTAL COUNTY DEPARTMENTS** | **18,175.5** | **16,645.7** | **(1,529.8)** |

## RESERVES ANALYSIS

The county has a number of reserves and designations that have been established over the years for a variety of purposes. On January 6, 1998, the Board of Supervisors adopted a county policy to provide guidelines and goals for reserve levels. That policy calls for the county's general purpose reserves to equal 10% of locally funded appropriations by 2002-03. It also anticipates establishing special purpose reserves to help meet future needs.

| | 1998-99 | 1999-00 | 2000-01 | 2001-02 | 2002-03 | 2003-04 | |
|---|---|---|---|---|---|---|---|
| **Total General Purpose Reserve** | **25.2** | **27.4** | **27.4** | **30.2** | **31.9** | **34.8** | |
| Specific Purpose Reserves | | | | | | | |
| Medical Center debt service | 11.5 | 34.3 | 32.0 | 32.0 | 32.1 | 32.1 | |
| Justice facilities reserve | 3.6 | 11.7 | 5.2 | 5.0 | 5.0 | 4.0 | |
| Juvenile maximum security reserve | 0.6 | 1.2 | 1.5 | 1.5 | 1.5 | 1.5 | |
| Future retirement rate increase reserve | | 1.5 | 1.5 | 1.5 | 7.0 | 7.0 | |
| Equity Pool | | | | | 1.9 | 4.7 | |
| Teeter | | | | 19.3 | 19.3 | 19.3 | |
| Restitution | | | | 8.9 | 8.5 | 8.5 | * |
| Insurance | | | | | 5.0 | 5.0 | |
| Electronic Voting System | | | | | 5.7 | 5.7 | ** |
| Valley and Pepper Intersection | | | | | 6.0 | 6.0 | ** |
| Capital Projects Reserve | | | | | 4.0 | 4.0 | |
| Bark Beetle | | | | | 0.2 | 0.2 | ** |
| **Total Specific Purpose Reserves** | **15.7** | **48.7** | **40.2** | **68.2** | **96.2** | **98.0** | |
| **Total Reserves** | **40.9** | **76.1** | **67.6** | **98.4** | **128.1** | **132.8** | |

* The majority of this reserve was funded from the settlement with NORCAL. The Solid Waste Management Division plans to come to the Board to recommend the use of the NORCAL settlement monies for costs of the perchlorate issue.

** It is anticipated that projects requiring the use of these funds will be recommended to the Board prior to June 30, 2004.

The County has several reserves. Some are for specific purposes, such as to meet future known obligations or to build a reserve for capital projects. The general reserves are funds held to protect the County from unforeseen increases in expenditures or reductions in revenues, or other extraordinary events, which would harm the fiscal health of the County.

For 2002-03 mid-year Board actions authorized the use of $122,856 of the equity pool reserve to fund equity increases for employees in the District Attorney, Public Defender and Assessor departments.

On December 17, 2002 the Board authorized the use of contingencies in the amount of $26.7 million to increase one existing reserve and to establish five new specific purpose reserves.

- $5.5 million was set aside to help fund the projected $14 million increase in locally funded retirement costs for 2003-04. Ultimately, these increases were funded by ongoing sources of revenue in the 2003-04 financing plan. The $5.5 million increase brings the total retirement designation to $7.0 million which remains available for future anticipated increases in retirement costs.

- $5.0 million was used to establish an Insurance reserve. The purpose of this reserve is to provide funding for the new five-year insurance recovery plan developed to manage increased costs of workers compensation and property insurance.

- $5.7 million was used to establish an Electronic Voting System Reserve. The State has mandated that the county change from a punch card to electronic voting system by January of 2004. This reserve sets aside the projected general fund share of this new voting system.

- $6.0 million was used to establish the Valley and Pepper Intersection reserve. The county has a requirement to improve this intersection, located near the Arrowhead Regional Medical Center (ARMC), as a result of the Environmental Impact Report approved by the Board before construction of the ARMC began.

- $4.0 million was used to establish the Capital Projects reserve. This reserve was established to address the backlog of deferred maintenance projects as well as other capital project needs.

- $0.5 million was used to establish the Bark Beetle reserve to help address the bark beetle infestation in the local mountains. On April 8, 2003, the Board approved the use of $300,000 of this reserve; $100,000 to provide financial assistance for tree removal to low-income individuals and $200,000 to conduct a feasibility study and survey for a Special Assessment or Special Tax District in the San Bernardino Mountains.

For 2003-04, general-purpose reserves are increased $2.9 million. The equity pool, which funds the costs and results of employee classifications studies, is increased by $3.0 million. Uses of $160,949 of the Equity Pool reserve are planned to fund the 2003-04 costs of equity increases for employees in the District Attorney, Public Defender and Assessor departments approved by the Board in 2002-03. A planned use of $1.0 million of the Justice Facilities reserve will be used to offset a portion of the first year cost of the recently approved safety MOU.

## LOCAL COST ANALYSIS

County general fund operations are financed with two major types of funding: departmental program revenues; and countywide unallocated revenues, reserves, and fund balance.

Departmental program revenues include fees, service charges, and state and federal support for programs such as welfare, health care, child support and behavioral health. The balance of departmental costs not funded by these departmental revenue sources is considered local cost. Local cost is funded by countywide, non-allocated revenues such as property tax and vehicle license fees as well as other financing such as use of reserves, fund balance and operating transfers.

Gross local cost financing for 2003-04 is $424,536,785. Shown below are the sources of local cost financing:

**COUNTYWIDE REVENUES AND OTHER FINANCING WHICH PAY FOR GENERAL FUND LOCAL COST**

| | Final Budget 2002-03 | Estimated 2002-03 | Departmental Proposed 2003-04 |
|---|---|---|---|
| **Net Non-Departmental Revenue** | | | |
| Property Taxes: | | | |
| Current Secured, Unsecured, Unitary | 118,485,250 | 120,853,301 | 125,905,507 |
| Supplementals | 2,316,700 | 4,389,240 | 4,885,025 |
| Penalty on Current Taxes | 1,036,200 | 1,113,332 | 1,135,599 |
| Prior Property Taxes, Penalties and Interest | 3,722,170 | 4,566,233 | 5,366,233 |
| Total Property Taxes | 125,560,320 | 130,922,106 | 137,292,364 |
| Vehicle License Fees | 115,154,588 | 119,176,636 | 124,974,967 |
| Sales Tax | 14,400,000 | 15,177,152 | 16,518,694 |
| Other Taxes | 12,086,450 | 13,734,895 | 14,910,372 |
| Net Interest Earnings | 17,100,000 | 16,400,000 | 14,600,000 |
| COWCAP Revenue | 17,500,000 | 17,282,235 | 20,847,838 |
| Property Tax Admin Revenue | 7,995,750 | 9,395,173 | 9,395,173 |
| Booking Fee Revenue | 3,937,000 | 3,937,000 | 3,937,000 |
| Other State and Federal Aid | 3,199,000 | 3,329,275 | 3,329,275 |
| Other Revenue | 2,430,000 | 3,200,000 | 2,430,000 |
| **Subtotal** | 319,363,108 | 332,554,472 | 348,235,683 |
| **Other Financing** | | | |
| Fund balance, beginning | 57,668,914 | 57,668,914 | 40,400,000 |
| Use of Reserves | 900,000 | 870,470 | 1,160,949 |
| Operating Transfers | 27,888,005 | 27,888,005 | 34,740,153 |
| **Subtotal** | 86,456,919 | 86,427,389 | 76,301,102 |
| **TOTAL** | 405,820,027 | 418,981,861 | 424,536,785 |

The most significant sources of county local cost financing are property tax and vehicle license fees. These two sources account for $262,267,331 or 75.3% of discretionary revenues. Year-end fund balance available for financing is estimated to be $40.4 million. Operating transfers includes transfers into the county general fund from the Courthouse and Criminal Justice Construction funds, Solid Waste Management, savings from refinancing and capital improvement projects, and the use of $17.7 million of the tobacco settlement funds, of which $15.0 million is to be applied towards Medical Center Debt Service.

Countywide revenues are allocated to various county departments as local cost as outlined in the following chart:

| Department Title | Final Budget 2002-03: Appropriation | Final Budget 2002-03: Revenue | Final Budget 2002-03: Local Cost | Departmental Proposed Budget 2003-04: Appropriation | Departmental Proposed Budget 2003-04: Revenue | Departmental Proposed Budget 2003-04: Local Cost | Change Between Final and Proposed: Appropriation | Change Between Final and Proposed: Revenue | Change Between Final and Proposed: Local Cost |
|---|---|---|---|---|---|---|---|---|---|
| BOARD OF SUPERVISORS (ALL DISTRICTS) | 4,237,112 | 0 | **4,237,112** | 3,812,528 | 0 | **3,812,528** | (424,584) | 0 | **(424,584)** |
| LEGISLATIVE COSTS | 0 | 0 | **0** | 474,914 | 0 | **474,914** | 474,914 | 0 | **474,914** |
| CLERK OF THE BOARD | 931,793 | 95,675 | **836,118** | 831,849 | 62,500 | **769,349** | (99,944) | (33,175) | **(66,769)** |
| COUNTY ADMINISTRATIVE OFFICE | 4,452,965 | 275,987 | **4,176,978** | 3,498,747 | 0 | **3,498,747** | (954,218) | (275,987) | **(678,231)** |
| COUNTY ADMINISTRATIVE OFFICE - LITIGATION | 1,709,664 | 900,000 | **809,664** | 400,000 | 0 | **400,000** | (1,309,664) | (900,000) | **(409,664)** |
| COUNTY ADMINISTRATIVE OFFICE - JOINT POWERS LEASES | 23,068,480 | 0 | **23,068,480** | 20,467,787 | 0 | **20,467,787** | (2,600,693) | 0 | **(2,600,693)** |
| COUNTY COUNSEL | 6,959,841 | 3,696,950 | **3,262,891** | 7,102,029 | 3,777,460 | **3,324,569** | 142,188 | 80,510 | **61,678** |
| HUMAN RESOURCES | 9,457,530 | 4,283,077 | **5,174,453** | 8,460,832 | 3,103,566 | **5,357,266** | (996,698) | (1,179,511) | **182,813** |
| HUMAN RESOURCES-EMPLOYEE HEALTH AND WELLNESS | 1,600,000 | 1,600,000 | **0** | 30,000 | 30,000 | **0** | (1,570,000) | (1,570,000) | **0** |
| HUMAN RESOURCES-UNEMPLOYMENT INSURANCE | 1,500,000 | 0 | **1,500,000** | 2,700,000 | 0 | **2,700,000** | 1,200,000 | 0 | **1,200,000** |
| INFORMATION SERVICES-EMERGING TECHNOLOGY | 1,792,210 | 273,940 | **1,518,270** | 1,755,861 | 274,900 | **1,480,961** | (36,349) | 960 | **(37,309)** |
| INFORMATION SERVICES-SYSTEMS DEVELOPMENT | 11,722,743 | 6,431,886 | **5,290,857** | 10,208,475 | 4,480,501 | **5,727,974** | (1,514,268) | (1,951,385) | **437,117** |
| LOCAL AGENCY FORMATION COMMISSION | 161,353 | 0 | **161,353** | 173,400 | 0 | **173,400** | 12,047 | 0 | **12,047** |
| SCHOOL CLAIMS | 1,186,804 | 0 | **1,186,804** | 2,850,040 | 0 | **2,850,040** | 1,663,236 | 0 | **1,663,236** |
| SUPERINTENDENT OF SCHOOLS | 282,224 | 0 | **282,224** | 0 | 0 | **0** | 0 | 0 | **0** |
| **ADMINISTRATIVE/EXECUTIVE GROUP SUBTOTAL:** | **69,062,719** | **17,557,515** | **51,505,204** | **62,766,462** | **11,728,927** | **51,037,535** | **(6,014,033)** | **(5,828,588)** | **(185,445)** |
| ASSESSOR | 10,704,022 | 359,195 | **10,344,827** | 10,982,428 | 359,195 | **10,623,233** | 278,406 | 0 | **278,406** |
| AUDITOR-CONTROLLER | 12,610,406 | 8,721,209 | **3,889,197** | 13,035,166 | 9,926,103 | **3,109,063** | 424,760 | 1,204,894 | **(780,134)** |
| CENTRAL COLLECTIONS | 6,894,549 | 6,894,549 | **0** | 7,986,256 | 7,986,256 | **0** | 1,091,707 | 1,091,707 | **0** |
| TREASURER-TAX COLLECTOR | 6,273,423 | 4,160,138 | **2,113,285** | 6,780,201 | 5,110,135 | **1,670,066** | 506,778 | 949,997 | **(443,219)** |
| **FISCAL GROUP SUBTOTAL:** | **36,482,400** | **20,135,091** | **16,347,309** | **38,784,051** | **23,381,689** | **15,402,362** | **2,301,651** | **3,246,598** | **(944,947)** |
| ARCHITECTURE AND ENGINEERING | 645,063 | 5,000 | **640,063** | 634,174 | 0 | **634,174** | (10,889) | (5,000) | **(5,889)** |
| FACILITIES MANAGEMENT DEPARTMENT | 12,822,532 | 6,190,560 | **6,631,972** | 12,428,940 | 5,645,888 | **6,783,052** | (393,592) | (544,672) | **151,080** |
| REAL ESTATE SERVICES | 2,263,523 | 1,546,921 | **716,602** | 2,264,196 | 1,573,500 | **690,696** | 673 | 26,579 | **(25,906)** |
| RENTS | 1,053,739 | 341,241 | **712,498** | 571,138 | 323,000 | **248,138** | (482,601) | (18,241) | **(464,360)** |
| UTILITIES | 14,503,536 | 0 | **14,503,536** | 15,730,303 | 0 | **15,730,303** | 1,226,767 | 0 | **1,226,767** |
| PURCHASING | 1,140,594 | 5,000 | **1,135,594** | 1,112,209 | 10,000 | **1,102,209** | (28,385) | 5,000 | **(33,385)** |
| **INTERNAL SERVICES GROUP SUBTOTAL:** | **32,428,987** | **8,088,722** | **24,340,265** | **32,740,960** | **7,552,388** | **25,188,572** | **311,973** | **(536,334)** | **848,307** |
| COUNTY TRIAL COURTS-MAINTENANCE OF EFFORT | 31,828,295 | 21,697,281 | **10,131,014** | 34,090,295 | 23,721,081 | **10,369,214** | 2,262,000 | 2,023,800 | **238,200** |
| COUNTY TRIAL COURTS-JUDICIAL BENEFITS/FACILITIES COST | 1,806,975 | 0 | **1,806,975** | 1,873,598 | 0 | **1,873,598** | 66,623 | 0 | **66,623** |
| COUNTY TRIAL COURTS-DRUG COURT | 50,320 | 50,320 | **0** | 358,096 | 358,096 | **0** | 307,776 | 307,776 | **0** |
| DISTRICT ATTORNEY-CRIMINAL | 31,888,034 | 21,979,480 | **9,908,554** | 36,907,410 | 21,148,905 | **15,758,505** | 5,019,376 | (830,575) | **5,849,951** |
| DISTRICT ATTORNEY-CHILD ABDUCT | 741,042 | 741,042 | **0** | 773,000 | 0 | **773,000** | 31,958 | (741,042) | **773,000** |
| GRAND JURY | 301,148 | 0 | **301,148** | 201,460 | 0 | **201,460** | (99,688) | 0 | **(99,688)** |
| LAW & JUSTICE ADMINISTRATION | 114,080 | 49,000 | **65,080** | 115,587 | 49,000 | **66,587** | 1,507 | 0 | **1,507** |
| PROBATION-INSTITUTIONS | 39,825,733 | 17,994,623 | **21,831,110** | 43,546,689 | 16,223,754 | **27,322,935** | 3,720,956 | (1,770,869) | **5,491,825** |
| PROBATION-PRETRIAL DETENTION | 480,982 | 0 | **480,982** | 512,610 | 0 | **512,610** | 31,628 | 0 | **31,628** |
| PROBATION-COURT ORDERED PLACEMENTS | 8,329,483 | 0 | **8,329,483** | 7,382,883 | 0 | **7,382,883** | (946,600) | 0 | **(946,600)** |
| PROBATION-CMJJP GRANT | 317,384 | 317,384 | **0** | 260,781 | 260,781 | **0** | (56,603) | (56,603) | **0** |
| PROBATION-ADMIN/COMM CORRECTIONS | 30,833,153 | 20,273,167 | **10,559,986** | 34,872,731 | 21,149,322 | **13,723,409** | 4,039,578 | 876,155 | **3,163,423** |
| PUB ADMIN/PUB GUARDIAN/CONSERVATOR/CORONER | 4,755,894 | 614,000 | **4,141,894** | 5,345,789 | 1,039,936 | **4,305,853** | 589,895 | 425,936 | **163,959** |
| PUBLIC DEFENDER | 17,745,871 | 1,142,272 | **16,603,599** | 19,718,736 | 500,000 | **19,218,736** | 1,972,865 | (642,272) | **2,615,137** |
| SHERIFF | 244,244,638 | 159,288,512 | **84,956,126** | 256,705,621 | 170,704,153 | **86,001,468** | 12,460,983 | 11,415,641 | **1,045,342** |
| COUNTY TRIAL COURTS- INDIGENT DEFENSE | 9,615,047 | 0 | **9,615,047** | 9,219,969 | 0 | **9,219,969** | (395,078) | 0 | **(395,078)** |
| **LAW AND JUSTICE GROUP SUBTOTAL:** | **422,878,079** | **244,147,081** | **178,730,998** | **451,885,255** | **255,155,028** | **196,730,227** | **29,007,176** | **11,007,947** | **17,999,229** |

| Department Title | Final Budget 2002-03: Appropriation | Final Budget 2002-03: Revenue | Final Budget 2002-03: Local Cost | Departmental Proposed Budget 2003-04: Appropriation | Departmental Proposed Budget 2003-04: Revenue | Departmental Proposed Budget 2003-04: Local Cost | Change Between Final and Proposed: Appropriation | Change Between Final and Proposed: Revenue | Change Between Final and Proposed: Local Cost |
|---|---|---|---|---|---|---|---|---|---|
| AIRPORTS | 2,518,785 | 2,461,028 | **57,757** | 2,461,753 | 2,422,940 | **38,813** | (57,032) | (38,088) | **(18,944)** |
| AGRICULTURE, WEIGHTS AND MEASURES | 5,256,794 | 3,638,090 | **1,618,704** | 5,115,736 | 3,353,445 | **1,762,291** | (141,058) | (284,645) | **143,587** |
| ECD-ECONOMIC PROMOTION | 926,263 | 68,000 | **858,263** | 780,751 | 0 | **780,751** | (145,512) | (68,000) | **(77,512)** |
| ECD-SMALL BUSINESS DEVELOPMENT | 228,956 | 40,000 | **188,956** | 200,107 | 40,000 | **160,107** | (28,849) | 0 | **(28,849)** |
| FRANCHISE ADMINISTRATION | 296,432 | 0 | **296,432** | 298,177 | 0 | **298,177** | 1,745 | 0 | **1,745** |
| LAND USE SERVICES-BUILDING AND SAFETY | 4,743,001 | 4,654,771 | **88,230** | 5,845,001 | 5,845,001 | **0** | 1,102,000 | 1,190,230 | **(88,230)** |
| LAND USE SERVICES-CODE ENFORCEMENT | 2,803,194 | 258,200 | **2,544,994** | 2,960,413 | 408,200 | **2,552,213** | 157,219 | 150,000 | **7,219** |
| LAND USE SERVICES-WEED ABATEMENT | 1,872,613 | 1,872,613 | **0** | 1,951,692 | 1,951,692 | **0** | 79,079 | 79,079 | **0** |
| LAND USE SERVICES - CURRENT PLANNING | 2,150,272 | 2,150,272 | **0** | 2,292,380 | 2,292,380 | **0** | 142,108 | 142,108 | **0** |
| LAND USE SERVICES-ADVANCED PLANNING | 3,665,734 | 1,979,710 | **1,686,024** | 3,445,459 | 2,142,113 | **1,303,346** | (220,275) | 162,403 | **(382,678)** |
| MUSEUMS | 4,540,213 | 3,145,487 | **1,394,726** | 3,711,941 | 2,099,089 | **1,612,852** | (828,272) | (1,046,398) | **218,126** |
| REGISTRAR OF VOTERS | 3,393,942 | 673,500 | **2,720,442** | 4,484,686 | 1,744,134 | **2,740,552** | 1,090,744 | 1,070,634 | **20,110** |
| PUBLIC WORKS-REGIONAL PARKS | 6,407,943 | 5,760,448 | **647,495** | 6,758,286 | 5,803,925 | **954,361** | 350,343 | 43,477 | **306,866** |
| PUBLIC WORKS-SURVEYOR | 2,958,835 | 2,958,835 | **0** | 3,310,588 | 3,310,588 | **0** | 351,753 | 351,753 | **0** |
| ECON. DEV/PUBLIC SERVICES GROUP ADMINISTRATION | 98,000 | 0 | **98,000** | 65,856 | 0 | **65,856** | (32,144) | 0 | **(32,144)** |
| **ECON DEVELOP/PUBLIC SERVICES SUBTOTAL:** | **41,860,977** | **29,660,954** | **12,200,023** | **43,682,826** | **31,413,507** | **12,269,319** | **1,821,849** | **1,752,553** | **69,296** |
| AID TO INDIGENTS | 1,614,343 | 269,772 | **1,344,571** | 1,275,123 | 330,986 | **944,137** | (339,220) | 61,214 | **(400,434)** |
| ADMINISTRATIVE CLAIM | 331,489,425 | 319,725,182 | **11,764,243** | 297,664,713 | 286,197,963 | **11,466,750** | (33,824,712) | (33,527,219) | **(297,493)** |
| AMBULANCE REIMBURSEMENTS | 472,501 | 0 | **472,501** | 472,501 | 0 | **472,501** | 0 | 0 | **0** |
| BEHAVIORAL HEALTH | 113,215,605 | 111,372,852 | **1,842,753** | 121,398,270 | 119,555,517 | **1,842,753** | 8,182,665 | 8,182,665 | **0** |
| BEHAVIORAL HEALTH-OADP | 24,784,682 | 24,577,582 | **207,100** | 20,063,339 | 19,913,881 | **149,458** | (4,721,343) | (4,663,701) | **(57,642)** |
| CALIFORNIA CHILDREN'S SERVICES | 10,716,023 | 9,177,982 | **1,538,041** | 10,723,433 | 9,185,392 | **1,538,041** | 7,410 | 7,410 | **0** |
| HEALTH CARE COSTS | 135,600,146 | 117,900,146 | **17,700,000** | 135,628,083 | 120,628,083 | **15,000,000** | 27,937 | 2,727,937 | **(2,700,000)** |
| PUBLIC HEALTH | 73,675,031 | 73,020,711 | **654,320** | 73,360,369 | 72,715,647 | **644,722** | (314,662) | (305,064) | **(9,598)** |
| VETERAN'S AFFAIRS | 1,108,218 | 264,000 | **844,218** | 1,130,068 | 257,018 | **873,050** | 21,850 | (6,982) | **28,832** |
| DEPT OF CHILD SUPPORT | 40,798,946 | 40,798,946 | **0** | 39,889,326 | 39,889,326 | **0** | (909,620) | (909,620) | **0** |
| AGING AND ADULT SERVICES | 8,874,173 | 7,900,036 | **974,137** | 8,147,202 | 8,147,202 | **0** | (726,971) | 247,166 | **(974,137)** |
| CALWORKS-FAMILY GROUP | 213,396,272 | 208,761,366 | **4,634,906** | 196,553,943 | 192,123,884 | **4,430,059** | (16,842,329) | (16,637,482) | **(204,847)** |
| KIN-GAP PROGRAM | 2,709,753 | 2,334,426 | **375,327** | 3,351,569 | 2,795,803 | **555,766** | 641,816 | 461,377 | **180,439** |
| AFDC-FOSTER CARE | 91,761,451 | 78,257,382 | **13,504,069** | 97,635,819 | 83,857,781 | **13,778,038** | 5,874,368 | 5,600,399 | **273,969** |
| CALWORKS-2 PARENT FAMILIES | 24,044,059 | 23,477,958 | **566,101** | 18,846,462 | 18,408,416 | **438,046** | (5,197,597) | (5,069,542) | **(128,055)** |
| AID FOR SERIOUSLY EMOTIONALLY DISTURBED | 2,365,658 | 1,734,312 | **631,346** | 3,345,010 | 2,613,701 | **731,309** | 979,352 | 879,389 | **99,963** |
| AID TO ADOPTIVE CHILDREN | 14,103,489 | 13,176,268 | **927,221** | 17,152,146 | 15,946,603 | **1,205,543** | 3,048,657 | 2,770,335 | **278,322** |
| CHILD ABUSE /DOMESTIC VIOLENCE | 1,432,136 | 1,432,136 | **0** | 1,380,611 | 1,380,611 | **0** | (51,525) | (51,525) | **0** |
| CASH ASSISTANCE - IMMIGRANTS | 1,053,030 | 1,053,030 | **0** | 1,053,030 | 1,053,030 | **0** | 0 | 0 | **0** |
| CHILDREN'S OUT OF HOME CARE | 437,521 | 0 | **437,521** | 338,164 | 0 | **338,164** | (99,357) | 0 | **(99,357)** |
| ENTITLEMENT PAYMENTS (CHILD CARE) | 68,504,316 | 68,504,316 | **0** | 93,919,917 | 93,919,917 | **0** | 25,415,601 | 25,415,601 | **0** |
| REFUGEE CASH ASSISTANCE | 520,000 | 520,000 | **0** | 520,000 | 520,000 | **0** | 0 | 0 | **0** |
| **HUMAN SERVICES SYSTEM SUBTOTAL:** | **1,162,676,778** | **1,104,258,403** | **58,418,375** | **1,143,849,098** | **1,089,440,761** | **54,408,337** | **(18,827,680)** | **(14,817,642)** | **(4,010,038)** |
| **SUBTOTAL:** | **1,765,389,940** | **1,423,847,766** | **341,542,174** | **1,773,708,652** | **1,418,672,300** | **355,036,352** | **8,600,936** | **(5,175,466)** | **13,776,402** |
| CONTINGENCIES | 48,516,783 | 0 | **48,516,783** | 55,698,444 | 0 | **55,698,444** | 7,181,661 | 0 | **7,181,661** |
| RESERVE CONTRIBUTIONS | 3,791,381 | 0 | **3,791,381** | 5,887,258 | 0 | **5,887,258** | 2,095,877 | 0 | **2,095,877** |
| OPERATING TRANSFERS OUT | 11,969,689 | 0 | **11,969,689** | 7,914,731 | 0 | **7,914,731** | (4,054,958) | 0 | **(4,054,958)** |
| **TOTAL ALLOCATED COSTS:** | **64,277,853** | **0** | **64,277,853** | **69,500,433** | **0** | **69,500,433** | **5,222,580** | **0** | **5,222,580** |
| **GRAND TOTAL:** | **1,829,667,793** | **1,423,847,766** | **405,820,027** | **1,843,209,085** | **1,418,672,300** | **424,536,785** | **13,823,516** | **(5,175,466)** | **18,998,982** |

The Board of Supervisors will hear presentations on the 2003-04 Proposed Budget on June 4 – 6, 2003. This budget covers the period from July 1, 2003 – June 30, 2004. Each department is responsible for operating within their budget and has the authority to spend up to the approved budget amount. The County of San Bernardino's 2003-04 Proposed Budget consisting of the general fund, special revenue funds, capital projects funds, and enterprise funds has a total appropriation of $2.6 billion.

General Fund Budget Process

The County Administrative Office has the responsibility of developing the county financing plan for all general fund departments. The 2003-04 financing plan includes $348.2 million in discretionary revenue. This revenue is comprised of property taxes, vehicle license fees, interest on the county investment pool, sales tax, and other taxes. Mandatory costs such as previously negotiated salary increases, previous year's Board approved costs, and other mandated costs are first financed by the discretionary revenue. After the mandatory costs are financed, the remaining unallocated discretionary revenue is presented to the Board of Supervisors for approval of distribution during the budget workshop. In 2003-04, the amount of unallocated discretionary revenue and other financing sources, including Tobacco Settlement proceeds, is $59,136,684 ($13.6 million ongoing and $45.5 million one-time). This amount does not include any of the county's reserves.

A budget workshop will be held on June 4 – 6, 2003 to discuss each department's proposed budget. Each department submitted a proposed budget based on the general fund financing amount allocated to them and their own departmental revenues. Departments also requested funding for those workload and program changes that were unable to be financed in their proposed budget.

Any budgetary changes the Board of Supervisors approve at the budget workshop will be incorporated in the 2003-04 budget that will be presented to the Board during the Budget and Fee Hearing beginning June 23, 2003, at 1:30 in the Board Chambers.

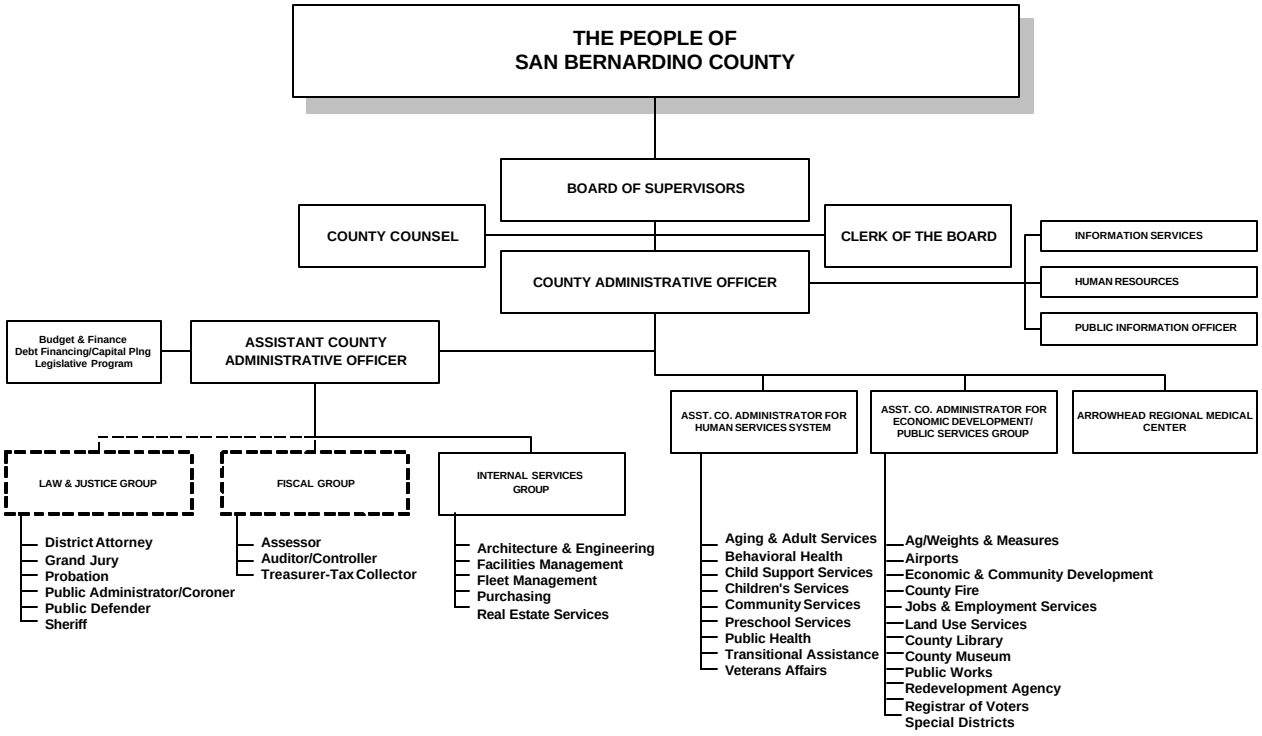
This hearing is to obtain public input on the county budget and fee ordinance changes and to obtain additional Board changes to incorporate into the 2003-04 final budget.

Other Funds Budget Process

In addition to the general fund, the County of San Bernardino has special revenue funds, capital project funds, internal service funds, and enterprise funds. All of these funds are restricted to the revenue sources they receive. Each department having these types of funds is responsible for developing its budget based on the revenue resources available to them. These resources include projected revenue to be collected in 2003-04 and any revenue not spent and carried forward from prior years (for example, fund balance for special revenue funds). These budgets will also be discussed during the budget workshop and Budget and Fee Hearing.

## Proposed Budget Workbook Format

The County of San Bernardino's 2003-04 Proposed Budget is presented in this book based on the County Organizational Structure, which is depicted below. The Administrative/Executive Group is those departments that report directly to the Board of Supervisors or those departments that report directly to the County Administrative Office. This group performs functions related to the overall support of the county. A sample of the departmental budget format is shown on pages 3 – 7 of this Preface; the sample shows and explains how each budget unit is presented in the book. There is also a list of Proposed Budget Definitions on pages 8 – 11 of this Preface that define budget terms commonly used throughout the budget workbook.




Revised February 1, 2002

Departments that have multiple budget units will have a summary at the front that lists the budget units and the department requested budgets for 2003-04 which they are responsible for.

**OVERVIEW OF BUDGET**

The department name and responsible administrator are listed at the top.

**DEPARTMENT:**
**DEPARTMENT HEAD:**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Operating Exp/ Appropriation | Revenue | Local Cost | Rev Over(Under) Exp/ Fund Balance | Staffing |
| Budget #1 | | | | - | |
| Budget #2 | | | | - | |
| Budget #3 | | | - | | |
| Total | - | - | - | - | - |

**BUDGET UNIT: BUDGET UNIT NAME (FUND DEPT)**

## I. GENERAL PROGRAM STATEMENT

Section I is the General Program Statement, which provides a narrative describing the function and activity of the budget in question.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | | | | |
| Total Revenue | | | | |
| Local Cost | | | | |
| Budgeted Staffing | | | | |
| **Workload Indicators** | | | | |
| Workload Indicator #1 | | | | |
| Workload Indicator #2 | | | | |

Section II is the Budget & Workload History, which provides a historical overview of the budget unit, including prior year actuals, the current year adopted budget and year-end estimates, and the department requested budget for next fiscal year.

It also includes budget and actual information related to measurements of workload, called Workload

For those departments that have significant variances between budget and estimates in 2002-03, there will be an explanation of why this occurred. The 2002-03 Budget is the original budget adopted in late June and does not reflect any mid year changes approved by the Board during the fiscal year. In many cases, this is why there are variances between budget and estimates in 2002-03.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

**PROGRAM CHANGES**

**OTHER CHANGES**

## IV. VACANT POSITION IMPACT

## V. OTHER POLICY ITEMS

Section III highlights, in narrative form, some of the major changes that are detailed in the Recommended Program Funded Adjustments column in the Analysis of 2003-04 Budget. Not all departments will have information here, especially if the overall functioning and responsibilities of the department have not changed.

If there are important changes to highlight, they will be broken out into the categories of Staffing, Program, and/or Other Changes.

Section IV highlights the impact of vacant positions within the department. Vacant positions are separated by “Not in Recruitment” and “In Recruitment”. Per Board direction, “Not in Recruitment” positions are slated for deletion in 2003-04. If departments submitted policy items to restore these positions, they are listed under “Vacant Position Restoration Request”.

Section V highlights policy items not related to Vacant Position Restorations; these items refer to requests that are detailed in the following sections. Other Policy items are those workload and program changes that were unable to be financed and the department is requesting funding for.

Section VI highlights any proposed fee changes that are detailed in the following

## VI. FEE CHANGES

GROUP:
DEPARTMENT:
FUND:

The header shows which budget you are looking at and lists the Function and Activity that tie this page to the summary financial schedules prepared by the Auditor's Office.

FUNCTION:
ACTIVITY:

**ANALYSIS OF 2003-04 BUDGET**

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriations** | | | | | |
| Salaries and Benefits | | | | | |
| Services and Supplies | | | | | |
| Central Computer | | | | | |
| Other Charges | | | | | |
| Equipment | | | | | |
| Transfers | | | | | |
| Total Exp Authority | | | | | |
| Reimbursements | | | | | |
| Total Appropriation | | | | | |
| **Revenue** | | | | | |
| Use of Money & Prop | | | | | |
| Taxes | | | | | |
| Current Services | | | | | |
| State, Fed or Gov't Aid | | | | | |
| Other Revenue | | | | | |
| Other Financing Sources | | | | | |
| Total Revenue | | | | | |
| Local Cost | | | | | |
| Budgeted Staffing | | | | | |

This section provides a summary overview of how the budget is formed starting with current year adopted budget and how the budget incrementally progresses with other Board approved changes.

2002-03 Year-End Estimates are included for informational purposes. From left to right following the 2002-03 Year-End Estimates are: 2002-03 Final Budget; the Board approved Base Year Adjustments which include non-discretionary budget changes, such as changes due to legal requirements or salary negotiations; and Mid-Year Adjustments which include Board approved changes to the base budget. These are totaled in the Board Approved Base Budget column.

The next section continues this budget analysis starting with the Board Approved Base Budget.

The header shows which budget you are looking at and lists the Function and Activity that tie this page to the summary financial schedules prepared by the Auditor's Office.

**GROUP:** **FUNCTION:**
**DEPARTMENT:** **ACTIVITY:**
**FUND:**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | | | | | | | |
| Services and Supplies | | | | | | | |
| Central Computer | | | | | | | |
| Other Charges | | | | | | | |
| Equipment | | | | | | | |
| Transfers | | | | | | | |
| Total Exp Authority | | | | | | | |
| Reimbursements | | | | | | | |
| Total Appropriation | | | | | | | |
| **Revenue** | | | | | | | |
| Use of Money & Prop | | | | | | | |
| Taxes | | | | | | | |
| Current Services | | | | | | | |
| State, Fed or Gov't Aid | | | | | | | |
| Other Revenue | | | | | | | |
| Other Financing Sources | | | | | | | |
| Total Revenue | | | | | | | |
| Local Cost | | | | | | | |
| Budgeted Staffing | | | | | | | |

This section is a continuance of the Board Approved Base Budget from the previous section. It continues the summary overview of how the budget incrementally progresses to include Recommended Program Funded Adjustments, exclusion of vacant positions, and restoration of vacant positions that have been recommended by the CAO.

Recommended Program Funded Adjustments represent changes requested by the department and recommended by the CAO that fall within the overall budget financing given to a department. This could consist of a reallocation of resources from one category to another within a departmental budget or an increase in expenditure authority based on new program revenue.

The 2003-04 Department Request column is a combination of the Board Approved Base Budget and Recommended Program Funded Adjustments columns.

The Vacant Position Impact column represents exclusion of vacant budgeted positions as directed by the Board on April 8, 2003.

The 2003-04 Proposed Budget (Adjusted) column reflects the 2003-04 Department Request less the Vacant Position Impact.

The Recommended Vacant Restoration column represents CAO recommendation of vacant positions to be restored back into the 2003-04 budget.

The 2003-04 Recommended Budget column represents the CAO suggested 2003-04 budget based on the necessity of keeping some vacant positions in the budget and is a combination of the 2003-04 Proposed Budget (Adjusted) and the Recommended Vacant Restoration columns.

**Base Year Adjustments**

| | |
|---|---|
| Salaries and Benefits | |
| Services and Supplies | |
| Central Computer | |
| Base Year Appropriation | - |
| Base Year Revenue | - |
| Base Year Local Cost | - |

This section shows detail of changes that are non-discretionary such as negotiated salary increases, retirement cost increases, etc.

**Mid-Year Adjustments**

| | |
|---|---|
| Mid-Year Appropriation | - |
| Mid-Year Revenue | - |
| Mid-Year Local Cost | - |

This section shows detail of Board approved mid-year adjustments to last year's adopted budget.

**Recommended Program Funded Adjustments**

| | |
|---|---|
| Salaries and Benefits | - |
| Service and Supplies | - |
| General Computer | - |
| Equipment | - |
| Transfers | - |
| Total Exp Authority | - |
| Reimbursements | - |
| Total Appropiration | - |
| Total Revenue | - |
| Local Cost | - |

This section shows detail of department requests and CAO recommended changes to the base budget that fall within a department's overall budget financing.

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | | | | | |
| Vacant Budgeted In Recruitment - Retain | | | | | |
| Total Vacant | | | | | |
| Recommended Restoration of Vacant Deleted | | | | | |

This section represents a summary of vacant budgeted positions that are being recommended for retention or deletion from the 2003-04 budget with the detail provided below.

The Vacant Budgeted Not in Recruitment row ties to Column H in the Analysis of 2003-04 Budget.

The Recommended Restoration of Vacant Deleted row ties to Column J in the Analysis of 2003-04 Budget.

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Subtotal Recommended - **Delete** | | | | | |
| Subtotal Recommended - **Retain** | | | | | |
| Total Slated for Deletion | | | | | |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | | | | |

This section shows detail of each vacant budgeted position not in recruitment and those currently in recruitment and related recommendations to be deleted or retained. Each position also reflects revenue support and/or local cost impact.

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## PROPOSED BUDGET DEFINITIONS

**4% Spend Down Plan:** This year's budget includes a 4% Spend Down Plan that was approved by the Board on December 10, 2002. Approved reductions are shown under Base Year Adjustments.

**30% Cost Reduction Plan.** The 30% Cost Reduction Plan, approved by the Board on January 28, 2003, details cost saving measures for discretionary income. The cost saving measures that have been implemented are detailed under Base Year Adjustments.

**Activity –** A component within a fund; usually a specific line of work performed to accomplish a function for which a governmental unit is responsible.

**Appropriation:** An authorization granted by a legislative body to make expenditures and incur obligations for a specific purpose.

**Base Year Adjustments:** All non-discretionary budget changes that are factored into the base budget and approved by the Board with the County Administrative Office's financing plan; these include the cost of new mandates and negotiated salary increases.

**Board Approved Base Budget:** The Board Approved Base Budget reflects the anticipated costs of carrying out the current level of service or activities as authorized by the Board of Supervisors in the prior years. It may include an adjustment for cost increases, but does not include changes in level of service over that authorized by the Board of Supervisors. This year's base budget represents the prior year approved budget plus mandated costs such as salary negotiations (MOU), retirement costs, risk management liabilities, and previous year's mid-year Board approved costs.

**Budgeted Staffing:** The number of equivalent positions funded in the budget unit.

**Capital Project Funds:** Capital Project Funds are used to account for financial resources designated for the acquisition or construction of major capital facilities other than those financed by Enterprise and Internal Service Funds.

**Central Computer:** Central Computer expense category is set up specifically to allocate Information Services Department's computer charges to departments based on usage. These are countywide costs for computer infrastructure such as email, wide area network, payroll processing, and software/hardware staff support. Each department's Central Computer budget amount is estimated at the beginning of the fiscal year by the Information Services Department and is billed based on that estimate. Next year's budget (2004-05) will be adjusted based upon the actual usage in 2003-04.

**Contingencies:** An amount set aside within a budget for unforeseen expenditure requirements. Board action must be take to spend contingency funds.

**COWCAP:** COWCAP is an acronym that stands for County Wide Cost Allocation Plan. It is the method by which indirect support costs for services such as Human Resources, Payroll, Purchasing, etc. are allocated to departments. It is prepared annually by the County Auditor/Controller-Recorder in accordance with the Office of Management and Budget, Budget Circular A-87, which is the guideline for state and federal reimbursements for indirect costs.

**Department:** An organizational device used by county management to group programs of a like nature.

**Depreciation:** The recording of expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

**Discretionary Revenue:** Revenue not legally designated for a specific purpose or program that can be appropriated at the discretion of the Board of Supervisors.

**Employee Health & Productivity Program (EHaP):** A modified duty/return to work program that utilizes specialized nurses to obtain effective and timely treatment for injured or ill employees. Overall goals are to return the employee to the workplace as soon as possible and to increase the health and productivity of employees through health promotion and risk reduction programs.

**Enterprise Funds:** Enterprise Funds are established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through operational revenues.

**Fiscal Year:** County accounting period which runs from July 1 through June 30.

**Fixed Asset:** An asset of a long-term character such as land, buildings, furniture, and other equipment costing $5,000 or more.

**Function:** A group of related activities aimed at accomplishing a major service for which a governmental unit is responsible. This designation is specified by the State Controller. For example: “Public Protection” is the function of the Sheriff’s Department.

**Fund Balance:** The excess of assets of a special revenue fund over its liabilities.

**GASB 33:** GASB 33 signifies Governmental Accounting Standards Board, Statement 33. Statement #33 establishes accounting and financial reporting standards for nonexchange transactions involving financial or capital resources. A nonexchange transaction is where a government gives or receives value without directly receiving or giving value in return. Some examples of nonexchange transactions are taxes, grants, fines, donations, and state and federal funding.

The main change is revenue must be recognized for the above transactions when the underlying exchange has occurred or when eligibility requirements are met. Therefore, money that is received under this criteria and is being put aside in trust funds must be recognized when received and trust funds that are not fiduciary in nature must be eliminated.

**GASB 34:** GASB 34 signifies Governmental Accounting Standards Board, Statement 34. Statement #34 establishes new requirements for the annual financial reports of state and local governments. The goal is to make annual reports easier to understand and more useful to people who use governmental financial information to make decisions.

There are many components of GASB 34, but as it relates to the budget, it is primarily composed of how services provided between county budget units are accounted for. GASB 34 specifies how payments for services should be accounted for, i.e. either as reimbursements or as revenues. While the net impact is zero, reclassifications between these two categories cause inconsistencies when comparing year-to-year budgets by specific expense or revenue categories. In situations where this impact is significant, the departments have included an explanation of the reclassification.

**General Fund:** The General Fund is used to account for resources traditionally associated with government which are not accounted for in a specific fund to satisfy legal requirements or financial management objectives.

**Internal Service Funds:** Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost reimbursement basis.

**Local Cost:** Local cost is the amount contributed by the county general fund from its discretionary revenue sources to finance the activities of a department.

**Memorandum of Understanding (MOU):** For budget purposes, the MOU refers to an approved labor agreement between the county and an employee labor organization that details the salary, benefits, and other conditions of employment.

**Mid-year Adjustments:** Board approved changes to a department's budget after the adoption of the final budget.

**Operating Transfers In/Out:** A method of providing financing from one fund to another for the implementation of a project or program.

**Other Charges:** A category of accounts established for expenditures other than salaries and benefits, services and supplies, and fixed assets. Example: In Home Supportive Services.

**Proposed Budget:** The working document of the fiscal year under discussion. Approval of this document does not allow expenditures for fixed assets and for new permanent employee positions unless specifically approved by the Board of Supervisors.

**Proposition 172:** A permanent extension of a half-cent Local Public Safety Sales Tax approved by California voters on November 2, 1993. Proceeds of this sales tax must be dedicated to public safety.

**Public Service Employee (PSE):** PSEs are employees assigned to entry-level positions in a variety of fields and occupations for a limited duration. They are not full-time, regular county employees. PSEs are subject to an expedited recruiting process to accommodate additional workload or to handle one-time special projects. They do not receive the full range of benefits or have the civil service status of regular county employees.

**Realignment Funding (Health & Welfare):** In 1991/92 the state approved the Health & Welfare Realignment Program which involves a shift of program responsibilities from the state to the counties. This shift is funded through corresponding shift of dedicated Sales Tax and Vehicle License Fee revenue.

**Reimbursements:** Amount received as a repayment of the cost of work or service performed, or of other expenditures made, for or on behalf of another governmental unit or department. Reimbursements represent the recovery of an expenditure.

**Revenue:** The addition of cash or other current assets to governmental funds (receipts) which do not increase any liability or reserve and do not represent the recovery of an expenditure, i.e., reimbursements. Generally, revenue is derived from taxes, licenses and fees or investment earnings. Revenues are deposited in a fund for future appropriation.

**SB 90 State-Mandated Local Program:** State reimbursements to local governments for the cost of activities required by State legislative and executive acts.

**Special Revenue Funds:** Special Revenue Funds account for the proceeds of specific sources that are legally restricted to expenditures for specific purposes.

**Transfers:** The movement of resources from one fund to another usually for payment of services received.

**ADMINISTRATIVE/EXECUTIVE GROUP**
**SUMMARY**

| | Page # | Approp | Revenue | Local Cost |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| BOARD OF SUPERVISORS | 1-1-1 | 3,812,528 | - | 3,812,528 |
| LEGISLATION | 1-1-6 | 474,914 | - | 474,914 |
| CLERK OF THE BOARD | 1-2-1 | 831,849 | 62,500 | 769,349 |
| COUNTY ADMINISTRATIVE OFFICE: | | | | |
| COUNTY ADMINISTRATIVE OFFICE | 1-3-1 | 3,498,747 | - | 3,498,747 |
| LITIGATION | 1-3-6 | 400,000 | - | 400,000 |
| JOINT POWER LEASES | 1-3-10 | 20,467,787 | - | 20,467,787 |
| COUNTY COUNSEL | 1-4-1 | 7,102,029 | 3,777,460 | 3,324,569 |
| HUMAN RESOURCES: | | | | |
| HUMAN RESOURCES | 1-5-1 | 8,460,832 | 3,103,566 | 5,357,266 |
| EMP HEALTH & WELLNESS | 1-5-10 | 30,000 | 30,000 | - |
| UNEMPLOYMENT INSURANCE | 1-5-14 | 2,700,000 | - | 2,700,000 |
| INFORMATION SERVICES: | | | | |
| APPLICATION DEVELOPMENT | 1-6-1 | 10,208,475 | 4,480,501 | 5,727,974 |
| EMERGING TECHNOLOGIES | 1-6-7 | 1,755,861 | 274,900 | 1,480,961 |
| LOCAL AGENCY FORMATION COMMISSION | 1-7-1 | 173,400 | - | 173,400 |
| COUNTY SCHOOLS | 1-8-1 | 2,850,040 | - | 2,850,040 |
| SUPERINTENDENT OF SCHOOLS | 1-9-1 | - | - | - |
| TOTAL GENERAL FUND | | 62,766,462 | 11,728,927 | 51,037,535 |

| **SPECIAL REVENUE FUNDS** | | Approp | Revenue | Fund Balance |
|---|---|---|---|---|
| COUNTY ADMINISTRATIVE OFFICE: | | | | |
| MASTER SETTLEMENT AGREEMENT | 1-3-19 | 27,394,775 | 17,876,000 | 9,518,775 |
| FEDERAL FOREST RESERVE | 1-3-15 | 65,661 | 65,050 | 611 |
| HUMAN RESOURCES: | | | | |
| COMMUTER SERVICES | 1-5-17 | 589,237 | 301,000 | 288,237 |
| EMPLOYEE BENEFITS & SERVICES | 1-5-21 | 2,780,863 | 2,072,000 | 708,863 |
| TOTAL SPECIAL REVENUE FUNDS | | 30,830,536 | 20,314,050 | 10,516,486 |

| **INTERNAL SERVICES FUNDS** | | Operating Expense | Revenue | Revenue Over (Under) Exp |
|---|---|---|---|---|
| HUMAN RESOURCES: | | | | |
| RISK MANAGEMENT | 1-5-25 | 4,614,219 | 4,614,219 | - |
| INSURANCE PROGRAMS | 1-5-32 | 47,652,314 | 49,002,994 | 1,350,680 |
| INFORMATION SERVICES: | | | | |
| COMPUTER OPERATIONS | 1-6-14 | 19,943,189 | 15,981,129 | (3,962,060) |
| NETWORK SERVICES | 1-6-20 | 17,499,757 | 17,499,757 | - |
| TOTAL INTERNAL SERVICE FUNDS | | 89,709,479 | 87,098,099 | (2,611,380) |
| **ENTERPRISE FUNDS** | | | | |
| COUNTY ADMINISTRATIVE OFFICE: | | | | |
| MEDICAL CENTER LEASE PAYMENTS | 1-3-23 | 53,158,112 | 53,158,112 | - |

## OVERVIEW OF BUDGET

**DEPARTMENT: BOARD OF SUPERVISORS**
**BUDGET UNIT: AAA BDF**

### I. GENERAL PROGRAM STATEMENT

The Board of Supervisors is the governing body of the county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 4,017,618 | 4,237,112 | 4,169,803 | 3,812,528 |
| Local Cost | 4,017,618 | 4,237,112 | 4,169,803 | 3,812,528 |
| Budgeted Staffing | | 39.8 | | 39.5 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the reduction of 1.6 budgeted positions. One Project Coordinator and 0.6 Field Representative were eliminated in the department's 4% Spend Down Plan.

In 2002-03, voters in the Second District elected a new supervisor, Paul Biane. Supervisor Biane has restructured the Second District's staff deleting 1.0 Executive Secretary III and 1.0 Field Representative. These deletions were offset by the addition of 1.0 Executive Secretary I, 1.0 Executive Analyst, 0.8 Special Projects Coordinator, and 0.8 Public Service Employee. Other districts made minor changes resulting in a net decrease of 0.3 budgeted staffing.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 2.0 | |

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Board of Supervisors
**FUND:** General AAA BDF

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,508,829 | 3,615,514 | 146,806 | - | 3,762,320 |
| Services and Supplies | 561,868 | 511,482 | (58,328) | - | 453,154 |
| Central Computer | 34,960 | 34,960 | (12,241) | - | 22,719 |
| Transfers | 70,773 | 75,156 | (821) | - | 74,335 |
| Total Exp Authority | 4,176,430 | 4,237,112 | 75,416 | - | 4,312,528 |
| Reimbursements | (6,627) | - | (500,000) | - | (500,000) |
| Total Appropriation | 4,169,803 | 4,237,112 | (424,584) | - | 3,812,528 |
| Local Cost | 4,169,803 | 4,237,112 | (424,584) | - | 3,812,528 |
| Budgeted Staffing | | 39.8 | (1.6) | - | 38.2 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Board of Supervisors
**FUND:** General AAA BDF

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,762,320 | 10,916 | 3,773,236 | - | **3,773,236** | - | 3,773,236 |
| Services and Supplies | 453,154 | 145,056 | 598,210 | - | **598,210** | - | 598,210 |
| Central Computer | 22,719 | - | 22,719 | - | **22,719** | - | 22,719 |
| Transfers | 74,335 | 3,263 | 77,598 | - | **77,598** | - | 77,598 |
| Total Exp Authority | 4,312,528 | 159,235 | 4,471,763 | - | **4,471,763** | - | 4,471,763 |
| Reimbursements | (500,000) | (159,235) | (659,235) | - | **(659,235)** | - | (659,235) |
| Total Appropriation | 3,812,528 | - | 3,812,528 | - | **3,812,528** | - | 3,812,528 |
| Local Cost | 3,812,528 | - | 3,812,528 | - | **3,812,528** | - | 3,812,528 |
| Budgeted Staffing | 38.2 | 1.3 | 39.5 | | **39.5** | | 39.5 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (110,866) | 4% Spend Down Plan - delete 1.0 Project coordinator and 0.6 Field Representative. |
| | 73,977 | MOU. |
| | 168,969 | Retirement. |
| | 14,726 | Risk Management Worker's Comp. |
| | 146,806 | |
| Services and Supplies | (7,195) | 4% Spend Down Plan - decrease in maintenance agreements. |
| | (51,423) | 4% Spend Down Plan - decrease in office expense. |
| | 290 | Risk Management Liabilities. |
| | (58,328) | |
| Central Computer | (12,241) | |
| Transfers | (821) | Incremental Change in EHAP. |
| Total Expenditure Authority | 75,416 | |
| Reimbursements | (500,000) | 30% Cost Reduction Plan. |
| Total Appropriation | (424,584) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 57,292 | Net increase of 1.6 to the Second District consisting of a decrease of 1.0 Executive Secretary III and 1.0 Field Representative offset by the addition of 1.0 Executive Secretary I, 1.0 Executive Analyst, 0.8 Special Projects Coordinator and 0.8 Public Service Employee. |
| | (24,705) | Net decrease of 0.3 for the remaining districts consisting of a decrease of 1.5 Field Representative and 0.6 Office Assistant offset by an increase of 0.6 Project Coordinator, 0.2 Community Liaison and 1.0 Constituent Service Representative. |
| | (21,671) | Decreases in costs due to new staff beginning at lower rates than previous staff. |
| | 10,916 | |
| Services and Supplies | (6,000) | Decrease in Comnet charges. |
| | (8,050) | Decrease in cellular charges due to inclusion in employment contracts. |
| | (7,721) | GASB 34 Accounting Change (EHAP). |
| | 17,300 | Increase in Motor Pool charges. |
| | 3,000 | Increase in Mail Services charges. |
| | 11,550 | Increase in outside phone company charges previously accounted for in office expense. |
| | 16,000 | Increase in general maintenance, structures, and grounds previously accounted for in office expense. |
| | 3,792 | Increase in subscriptions previously accounted for in office expense. |
| | 115,185 | Net increase in general office expense and other miscellaneous expenses. |
| | 145,056 | |
| Transfers | 7,721 | GASB 34 Accounting Change (EHAP). |
| | (4,458) | Decrease in rental costs for district offices |
| | 3,263 | |
| Total Exp Authority | 159,235 | |
| Reimbursements | (159,235) | Increase in transfer from Priority Policy Needs budget unit. |
| Total Appropriation | - | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted in Recruitment - Retain | 2 | 2.0 | 185,401 | - | 185,401 |
| Total Vacant | 2 | 2.0 | 185,401 | - | 185,401 |
| Recommended Restoration of Vacant Delete | | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal: May thru August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Exec Sec Bd of Supervisors* | 8277 | 1.0 | 71,853 | - | 71,853 |
| *Cont Field Rep - 2nd District* | 20066 | 1.0 | 113,548 | - | 113,548 |
| Total in Recruitment - Retain | | 2.0 | 185,401 | - | 185,401 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## BUDGET UNIT: LEGISLATION (AAA LEG)

### I. GENERAL PROGRAM STATEMENT

This program provides federal and state advocacy services to the County of San Bernardino. On February 5, 2002, the Board of Supervisors approved an administrative report that recommended numerous enhancements to San Bernardino County's legislative program. Through the restructuring of federal and state advocacy offices, six advocates currently represent the County. The creation of this new budget unit was approved by the Board of Supervisors on December 17, 2002 and was established to consolidate expenses associated with state and federal advocacy efforts. The position funded through this budget unit is the Director of Legislative Affairs for the Board of Supervisors. The position was previously in the County Administrative Office budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | - | - | 474,914 |
| Local Cost | - | - | - | 474,914 |
| Budgeted Staffing | | | | 1.0 |
| **Workload Indicators** | | | | |
| Federal Advocacy Contracts | | | | 233,572 |
| State Advocacy Contracts | | | | 258,440 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The increase of $6,887 in salaries and benefits reflects the transfer of local cost from the County Administrative Office budget to this new legislative budget unit. This allocation funds increased costs of employer paid retirement and worker' compensation charges for the Director of Legislative Affairs position.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Board of Supervisors - Legislation
**FUND:** General AAA LEG

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | - | - | 140,787 | - | 140,787 |
| Services and Supplies | - | - | 527,240 | - | 527,240 |
| Total Exp Authority | - | - | 668,027 | - | 668,027 |
| Reimbursements | - | - | (200,000) | - | (200,000) |
| Total Appropriation | - | - | 468,027 | - | 468,027 |
| Local Cost | - | - | 468,027 | - | 468,027 |
| Budgeted Staffing | | | 1.0 | | 1.0 |

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors - Legislation
FUND: General AAA LEG

FUNCTION: General
ACTIVITY: Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 140,787 | 6,887 | 147,674 | - | **147,674** | - | 147,674 |
| Services and Supplies | 527,240 | - | 527,240 | - | **527,240** | - | 527,240 |
| Total Exp Authority | 668,027 | 6,887 | 674,914 | - | **674,914** | - | 674,914 |
| Reimbursements | (200,000) | - | (200,000) | - | **-** | - | - |
| Total Appropriation | 468,027 | 6,887 | 474,914 | - | **474,914** | - | 474,914 |
| Local Cost | 468,027 | 6,887 | 474,914 | - | **474,914** | - | 474,914 |
| Budgeted Staffing | 1.0 | | 1.0 | | **1.0** | | 1.0 |

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 140,787 | Salary and benefits for Director of Legislative Affairs. |
| Services and Supplies | 35,228 | Anticipated general office expense for Director of Legislative Affairs. |
| | 492,012 | Anticipated costs for five service contracts for state and federal advocacy. |
| | 527,240 | |
| Total Exp Authority | 668,027 | |
| Transfers | (200,000) | Reimbursement from Solid Waste, Transportation and Flood Control District. |
| Total Appropriation | 468,027 | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 6,887 | Transfer of local cost from AAA CAO for position transferred to this budget unit to pay for increases in retirement and workers comp costs. |
| Total Appropriation | 6,887 | |
| Local Cost | 6,887 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: CLERK OF THE BOARD**
**CLERK OF THE BOARD: J. RENEE BASTIAN**
**BUDGET UNIT: AAA CBD**

### I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and ColDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements, and ordinances; maintains the roster of all committees, commissions, and public agencies, and maintains conflict of interest files for county departments, committees, commissions, and public entities.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 835,909 | 931,793 | 776,355 | 831,849 |
| Total Revenue | 82,285 | 95,675 | 62,500 | 62,500 |
| Local Cost | 753,624 | 836,118 | 713,855 | 769,349 |
| Budgeted Staffing | | 15.0 | | 13.0 |
| **Workload Indicators** | | | | |
| Board Agenda Items | 3,598 | 3,500 | 3,700 | 3,700 |
| Assessment Appeals | 2,454 | 3,500 | 2,700 | 2,700 |
| Licenses | 125 | 300 | 320 | 320 |
| Notices of Determination/Exemption | 489 | 1,550 | 1,550 | 1,550 |
| Resolutions | 309 | 600 | 350 | 350 |
| Conflict of Interest Filings | 1,103 | 1,500 | 1,250 | 1,250 |
| Customer Service Hours | 5,000 | 5,000 | 5,000 | 5,000 |

Estimated expenditures for 2002-03 are $155,438 less than the appropriation due to vacancies in 2.0 budgeted positions and to savings in other services and supplies items.

Revenue is projected to be under budget by $33,175. The loss of state SB90 revenue of $20,000 and the over-estimation of the first year collections of Notices of Determination/Exemption fees of $20,200 are offset by increased license/permit fees and other revenues of $7,000. Due to the savings in expenditures the resultant local cost is expected to be $122,263 below the amount budgeted.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the deletion of 2.0 positions (1.0 Administrative Clerk II and 1.0 Chief Deputy Clerk) that was included in the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan that was implemented.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

The department has one policy item totaling $80,540 that requests the restoration of the 1.0 Chief Deputy Clerk of the Board position that was eliminated in the portion of the 30% cost reduction plan that was implemented.

### VI. FEE CHANGES

The fee for providing supplements to the County Code is deleted since it is no longer used. There is no impact to the budget.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Clerk of the Board
**FUND:** General AAA CBD

**FUNCTION:** General
**ACTIVITY:** Legislative & Admin

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 615,960 | 755,551 | (69,454) | - | 686,097 |
| Services and Supplies | 146,922 | 162,769 | (16,181) | - | 146,588 |
| Central Computer | 13,473 | 13,473 | (803) | - | 12,670 |
| Transfers | - | - | (331) | - | (331) |
| Total Appropriation | 776,355 | 931,793 | (86,769) | - | 845,024 |
| Revenue | | | | | |
| Licenses & Permits | 34,000 | 28,000 | - | - | 28,000 |
| Current Services | 3,500 | 2,475 | - | - | 2,475 |
| State, Fed or Gov't Aid | - | 20,000 | (20,000) | - | - |
| Other Revenue | 25,000 | 45,200 | - | - | 45,200 |
| Total Revenue | 62,500 | 95,675 | (20,000) | - | 75,675 |
| Local Cost | 713,855 | 836,118 | (66,769) | - | 769,349 |
| Budgeted Staffing | | 15.0 | (2.0) | - | 13.0 |

**DEPARTMENT: Clerk of the Board** **ACTIVITY: Legislative & Administration**

**FUND: General AAA CBD**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 686,097 | (7,824) | 678,273 | - | **678,273** | - | 678,273 |
| Services and Supplies | 146,588 | (8,283) | 138,305 | - | **138,305** | - | 138,305 |
| Central Computer | 12,670 | - | 12,670 | - | **12,670** | - | 12,670 |
| Transfers | (331) | 2,932 | 2,601 | - | **2,601** | - | 2,601 |
| Total Appropriation | 845,024 | (13,175) | 831,849 | - | **831,849** | - | 831,849 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 28,000 | 6,000 | 34,000 | - | **34,000** | - | 34,000 |
| Current Services | 2,475 | 1,025 | 3,500 | - | **3,500** | - | 3,500 |
| State, Fed or Gov't Aid | - | - | - | - | **-** | - | - |
| Other Revenue | 45,200 | (20,200) | 25,000 | - | **25,000** | - | 25,000 |
| Total Revenue | 75,675 | (13,175) | 62,500 | - | **62,500** | - | 62,500 |
| Local Cost | 769,349 | - | 769,349 | - | **769,349** | - | 769,349 |
| Budgeted Staffing | 13.0 | | 13.0 | | 13.0 | | 13.0 |

## CLERK OF THE BOARD

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (14,700) | 4% Spend Down Plan. |
| | 20,448 | MOU. |
| | 34,377 | Retirement. |
| | 806 | Risk Management Workers Comp. |
| | (110,385) | 30% Cost Reduction Plan. |
| | (69,454) | |
| Services and Supplies | (18,745) | 4% Spend Down Plan. |
| | 2,564 | Risk Management Liabilities. |
| | (16,181) | |
| Central Computer | (803) | |
| Transfers | (331) | Incremental change in EHAP. |
| Total Appropriation | (86,769) | |
| Revenue | | |
| State, Fed or Gov't Aid | (20,000) | SB90 revenue loss. |
| Total Revenue | (20,000) | |
| Local Cost | (66,769) | |

Staffing is reduced by 2.0 vacant, budgeted positions. As part of the 4% Spend Down Plan, a 1.0 vacant Administrative Clerk II position was to be replaced by 1.0 Clerk II position which created salary savings. Further, the portion of the 30% Cost Reduction Plan being implemented deletes that same 1.0 Clerk II position as well as a 1.0 vacant Chief Deputy Clerk of the Board position.

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**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (7,824) | Adjustment for savings in benefits. |
| Services and Supplies | (5,351) | Cumulative reduction in various services and supplies. |
| | (2,932) | GASB 34 Accounting Change (EHAP). |
| | (8,283) | |
| Transfers | 2,932 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (13,175) | |
| Revenue | | |
| Licenses & Permits | 6,000 | Increase in licenses & permits revenue to reflect actual trends. |
| Current Services | 1,025 | Increase in other miscellaneous services revenue to reflect actual trends. |
| Other Revenue | (20,200) | Adjust Notices of Determination/Exemption fees to reflect actual collections. |
| Total Revenue | (13,175) | |
| Local Cost | - | |

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**POLICY ITEMS**

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 80,540 | - | 80,540 | 1.0 | Restore funding for Chief Deputy Clerk of the Board position. |
| 80,540 | - | 80,540 | 1.0 | **Totals** |

**CLERK OF THE BOARD**

## POLICY DESCRIPTION FORM

**Department/Group:** Clerk of the Board/ Admin/Exec **Budget Code:** AAA CBD
**Title:** Restoration of Chief Deputy Clerk of the Board Position

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 80,540 | $ 80,540 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Chief Deputy Clerk of the Board | $80,540 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 80,540 | $ 80,540 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 80,540 | $ 80,540 |

**CLERK OF THE BOARD**

**Policy Item #1 – Restoration of Chief Deputy Clerk of the Board Position**

The Chief Deputy Clerk of the Board position serves as the assistant to the Clerk of the Board of Supervisors. Government Code Section 25101 states that the Clerk of the Board must attend each regular and/or special meeting of the Board of Supervisors. The Chief Deputy position would fulfill that function in the event that the Clerk of the Board cannot perform those duties. The position is integral to the management team of the department and defunding it would have a significant impact on departmental operations.

First and foremost, there will be no backup should the Clerk of the Board be unable to fulfill the mandated duties. This puts a significant burden on the Clerk of the Board with respect to lack of relief for time off and/or emergencies. Secondly, succession planning has been identified as a priority in the development of the county's leadership team. The elimination of the Chief Deputy position would preclude any succession planning efforts to ensure the continuity of the management staff and department goals.

Finally, the responsibilities for the efficient and effective management of the department require a significant amount of time, commitment to excellence and leadership skills. The department's management staff is responsible for the development of effective and efficient operational plans that include but are not limited to: budgeting, workflow analysis, operational efficiencies and staff development. The Chief Deputy position will bring those skill sets that are key to assisting the Clerk of the Board in the successful management of the department.

Records management, Conflict of Interest filings, Assessment Appeals and the agenda process are a few of the Clerk of the Board responsibilities that require a considerable amount of time and could result in significant financial and/or legal impacts if poorly managed. For example, failure to maintain a records retention program results in the inefficient use of storage space and increased storage costs; poor tracking of Conflict of Interest – Form 700 filings could result in FPPC fines to the county; poor management of the Assessment Appeals process could result in the loss of property tax revenues; and inefficiencies in the agenda process could leave us legally vulnerable due to inaccurate records or potential violations of the Brown/Public Records Act.

Given the responsibilities of the Clerk of the Board and the department, it is prudent to fill the Chief Deputy position to provide backup for the Clerk of the Board, allow succession planning, assist in more efficient supervision of departmental staff and assist in the efficient management of the department.

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE**
**COUNTY ADMINISTRATIVE OFFICER: WALLY HILL**
**BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)**

### I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 3,455,918 | 4,452,965 | 4,287,703 | 3,498,747 |
| Total Revenue | 186,110 | 275,987 | 83,262 | - |
| Local Cost | 3,269,808 | 4,176,978 | 4,204,441 | 3,498,747 |
| Budgeted Staffing | | 33.5 | | 27.0 |

Estimated expenditures include increased costs for the legislative services program ($78,200) and for the sesquicentennial event planning ($11,000). Although, the Board allocated budget authority mid-year for these programs, it is not included in the 2002-03 Budget column presented above.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the reduction of 6.5 budgeted positions. One contract position, Director of Legislative Affairs, is transferred to the new legislative program budget unit (AAA LEG). Three contract positions and 0.5 Clerk I position were eliminated when the legislative program was restructured. Additionally, 1.0 Administrative Analyst is eliminated due to the deferral of SB90 revenue and 1.0 Deputy Administrative Officer was eliminated in the 30% cost reduction plan.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The reduction of $6,887 in salaries and benefits reflects the transfer of local cost allocated to this budget unit for a position transferred to the new legislative budget unit (AAA LEG). This allocation funds increased costs of employer paid retirement and workers compensation charges for this transferred position.

### IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

Vacant Position Restoration Request:

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office
**FUND:** General AAA CAO

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,355,483 | 3,547,501 | (488,798) | - | 3,058,703 |
| Services and Supplies | 1,119,731 | 1,030,548 | (581,096) | 43,000 | 492,452 |
| Central Computer | 33,607 | 33,607 | (8,216) | - | 25,391 |
| Other Charges | - | 2,000 | (2,000) | - | - |
| Equipment | 20,000 | 26,000 | (26,000) | - | - |
| Transfers | 29,249 | 53,676 | (54,221) | - | (545) |
| Total Exp Authority | 4,558,070 | 4,693,332 | (1,160,331) | 43,000 | 3,576,001 |
| Reimbursements | (270,367) | (240,367) | 170,000 | - | (70,367) |
| Total Appropriation | 4,287,703 | 4,452,965 | (990,331) | 43,000 | 3,505,634 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 83,262 | 275,987 | (275,987) | - | - |
| Total Revenue | 83,262 | 275,987 | (275,987) | - | - |
| Local Cost | 4,204,441 | 4,176,978 | (714,344) | 43,000 | 3,505,634 |
| Budgeted Staffing | | 33.5 | (6.5) | - | 27.0 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office
**FUND:** General AAA CAO

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,058,703 | (6,887) | 3,051,816 | (32,002) | **3,019,814** | - | 3,019,814 |
| Services and Supplies | 492,452 | (6,352) | 486,100 | - | **486,100** | - | 486,100 |
| Central Computer | 25,391 | - | 25,391 | - | **25,391** | - | 25,391 |
| Other Charges | - | - | - | - | **-** | - | - |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | (545) | 6,352 | 5,807 | - | **5,807** | - | 5,807 |
| Total Expen Authority | 3,576,001 | (6,887) | 3,569,114 | (32,002) | **3,537,112** | - | 3,537,112 |
| Reimbursements | (70,367) | - | (70,367) | - | **(70,367)** | - | (70,367) |
| Total Appropriation | 3,505,634 | (6,887) | 3,498,747 | (32,002) | **3,466,745** | - | 3,466,745 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | - | - | - | - | **-** | - | - |
| Total Revenue | - | - | - | - | **-** | - | - |
| Local Cost | 3,505,634 | (6,887) | 3,498,747 | (32,002) | **3,466,745** | - | 3,466,745 |
| Budgeted Staffing | 27.0 | - | 27.0 | (1.0) | **26.0** | - | 26.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (110,642) | Eliminate 1.0 Administrative Analyst III position proposed to be funded by SB90 reimbursements from the state. |
| | (517,904) | Eliminate 3.0 contract positions and 0.5 Clerk I position with the restructuring of the legislative program. Transfer 1.0 contract Director of Legislative Affairs to the newly created budget unit for legislation (AAA LEG). |
| | (144,452) | 30% Cost Reduction Plan - Eliminate 1.0 Deputy Administrative Officer position. |
| | 93,774 | MOU. |
| | 185,870 | Retirement. |
| | 4,556 | Risk Management Workers Comp. |
| | (488,798) | |
| Services and Supplies | (139,079) | 4% Spend Down Plan. |
| | 74,725 | Approved by the Board on December 17, 2002 - increased costs of legislative program. |
| | (221,925) | Transfer to newly created budget unit for legislation (AAA LEG). |
| | (300,000) | 30% Cost Reduction Plan - Reduce management audit expenditures. |
| | 5,183 | Risk Management Liabilities. |
| | (581,096) | |
| Central Computer | (8,216) | |
| Other Charges | (2,000) | 4% Spend Down Plan - Eliminate lease-purchase of photocopier. |
| Equipment | (26,000) | 4% Spend Down Plan - Eliminate lease-purchase of photocopier. |
| Transfers | (53,676) | Transfer to newly created budget unit for legislation (AAA LEG). |
| | (545) | Incremental change in EHAP. |
| | (54,221) | |
| Reimbursements | 170,000 | Transfer to newly created budget unit for legislation (AAA LEG). |
| Total Appropriation | (990,331) | |
| State, Fed or Gov't Aid | (110,642) | Reduce SB 90 revenues to reflect elimination of 1.0 position to be funded by this revenue source. |
| | (165,345) | Reduce revenues from Riverside County for legislative services previously provided on a contract basis. |
| Total Revenue | (275,987) | |
| Local Cost | (714,344) | |

The legislative services program, previously included in the CAO budget, has been moved to its own budget unit (AAA LEG) for 2003-04. The legislative program was restructured mid-year to reduce reliance on county staff in favor of contracts with federal and state advocacy service providers. As a result of this restructuring, budgeted staff was reduced by 3.5 positions with another 1.0 position transferred to the newly created legislative budget unit. Due to the restructuring of the legislative services program, a total of $458,160 in appropriation authority was transferred to this newly created budget unit (AAA LEG) from the CAO budget as a base year adjustment.

Staffing was reduced an additional 1.0 position to reflect the elimination of a position that was not filled due to the deferral of SB 90 revenue from the state, and reduced another 1.0 Deputy Administrative Officer position assigned to Law and Justice and legislation was eliminated as part of the 30% cost reduction plan.

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**Mid-Year Adjustment**

| | | |
|---|---|---|
| Services & Supplies | 43,000 | Approved by the Board on April 15, 2003 - Sesquicentennial Event Planning. |
| Total Mid-Year Appropriation | 43,000 | |
| Total Mid-Year Revenue | - | |
| Total Mid-Year Local Cost | 43,000 | |

## COUNTY ADMINISTRATIVE OFFICE

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (6,887) | Transfer local cost target for position transferred to the AAA LEG budget unit. Target funds increases in retirement and workers compensation charges. |
| Services and Supplies | (6,352) | GASB 34 Accounting Change (EHAP). |
| Transfers | 6,352 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (6,887) | |
| Total Revenue | - | |
| Local Cost | (6,887) | |

### Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 32,002 | - | 32,002 |
| Vacant Budgeted in Recruitment - Remain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 32,002 | - | 32,002 |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

### Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| ***Clerk II*** | **77314** | **(1.0)** | **(32,002)** | - | **(32,002)** |
| Subtotal Recommended - **Delete** | | (1.0) | (32,002) | - | (32,002) |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.0) | (32,002) | - | (32,002) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment - Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## BUDGET UNIT: LITIGATION (AAA LIT)

### I. GENERAL PROGRAM STATEMENT

The litigation budget funds external attorney services and other litigation related expenses. There is no staffing associated with this budget unit. The Board approved the establishment of this budget unit in 2001-02. For 2003-04, local cost has been reduced to reflect the actual level of normal expenditures incurred over the last three years and does not include the costs of the larger lawsuits. The use of contingencies will be required for any new major legal contracts proposed that exceed the $400,000 base budget.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 3,808,878 | 1,709,664 | 1,557,111 | 400,000 |
| Total Sources | 2,235,003 | 900,000 | 870,470 | - |
| Local Cost | 1,573,875 | 809,664 | 686,641 | 400,000 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The 2002-03 budget included the use of $900,000 of restitution proceeds set aside to fund the ongoing corruption litigation. The remaining spending authority for the contract relating to this litigation is included in the 2002-03 estimates column. For 2003-04 this results in a reduction of $900,000 in appropriation and an offsetting reduction of $900,000 to operating transfers in from the restitution reserve. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Litigation
**FUND:** General AAA LIT

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 1,567,111 | 1,709,664 | (409,664) | - | 1,300,000 |
| Total Exp Authority | 1,567,111 | 1,709,664 | (409,664) | - | 1,300,000 |
| Reimbursements | (10,000) | - | - | - | - |
| Total Appropriation | 1,557,111 | 1,709,664 | (409,664) | - | 1,300,000 |
| **Sources** | | | | | |
| Operating Transfers In | 870,470 | 900,000 | - | - | 900,000 |
| Total Financing Sources | 870,470 | 900,000 | - | - | 900,000 |
| Local Cost | 686,641 | 809,664 | (409,664) | - | 400,000 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Litigation
**FUND:** General AAA LIT

**FUNCTION:** General
**ACTIVITY:** Legislative and Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,300,000 | (900,000) | 400,000 | - | **400,000** | - | 400,000 |
| Total Exp Authority | 1,300,000 | (900,000) | 400,000 | - | **400,000** | - | 400,000 |
| Reimbursements | - | - | - | - | **-** | - | - |
| Total Appropriation | 1,300,000 | (900,000) | 400,000 | - | **400,000** | - | 400,000 |
| **Sources** | | | | | | | |
| Operating Transfers In | 900,000 | (900,000) | - | - | - | - | - |
| Total Financing Sources | 900,000 | (900,000) | - | - | - | - | - |
| Local Cost | 400,000 | - | 400,000 | - | **400,000** | - | 400,000 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (409,664) | 30% Cost Reduction Plan |
| Total Appropriation | (409,664) | |
| Operating Transfers In | - | |
| | - | |
| Total Sources | - | |
| Local Cost | (409,664) | |

For 2003-04, local cost has been reduced to reflect the actual level of normal expenditures incurred over the last three years and does not include the costs of the larger lawsuits. The use of contingencies will be required for any new major legal contracts proposed that exceed the $400,000 base budget.

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (900,000) | Reduce appropriation for the county corruption litigation. The remaining spending authority for this contract is included in 2002-03 estimates. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source. |
| Total Appropriation | (900,000) | |
| Operating Transfers In | (900,000) | Reduce use of restitution reserve that funds the county corruption litigation. Funding for the remaining spending authority for this contract is included in 2002-03 estimates. If the contract relating to the corruption litigation is increased in the future, an agenda item will be brought back to the Board requesting an increase in appropriation and the use of the restitution reserve as the funding source. |
| Total Sources | (900,000) | |
| Local Cost | - | |

**BUDGET UNIT: JOINT POWERS LEASES (AAA JPL)**

## I. GENERAL PROGRAM STATEMENT

This component funds the cost of long-term lease payments for joint power facility agreements. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 21,109,895 | 23,068,480 | 21,331,281 | 20,467,787 |
| Total Revenue | 629,201 | - | - | - |
| Local Cost | 20,480,694 | 23,068,480 | 21,331,281 | 20,467,787 |

2002-03 actual expenditures are expected to be less than budgeted. This is primarily a result of savings in interest expense on the county's variable rate certificates of participation due to historical lows in short term interest rates. These savings are partially offset by increased letter of credit fees on two of the county's variable rate issues.

Leases Included in this budget for 2003-04 are:

| | |
|---|---|
| 1997 Public Improvement Financing | |
| (ENVEST, West End Juvenile Facility, Pre-School Building) | 1,429,699 |
| County Government Center | 3,244,600 |
| West Valley Detention Center | 5,292,858 |
| Glen Helen Blockbuster Pavilion | 1,352,868 |
| Justice Center/Chino Airport Improvements | 6,302,291 |
| Subtotal | 17,622,316 |
| Savings from refinancing of West Valley Detention Center Project | |
| to be transferred for general fund financing purposes | 4,401,747 |
| Debt Administration (Trustee Fees, Letter of Credit Fees, | - |
| Remarketing, Audit and Arbitrage services etc.) | 823,075 |
| Reimbursements ** | (2,379,351) |
| | $ 20,467,787 |

** Reimbursements include Preschool building rents, Chino Airport rents, lease payments from Glen Helen Pavilion and a transfer from the utilities budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

In 2002-03, savings from refinancings were used to prepay $3.2 million of the Glen Helen Taxable certificates of participation. In 2003-04, savings due to the refinancing of the West Valley Detention Center Project total $4,401,747. Due to the potential impacts of the state budget on the county's general fund, it is proposed that these savings be transferred to the non-departmental budget unit as one-time financing available for allocation. This amount was included as one-time financing available in the 2003-04 financing plan issued on March 19, 2003.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Joint Powers Leases
**FUND:** General AAA JPL

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 23,603,013 | 25,340,212 | (2,493,074) | - | 22,847,138 |
| Total Exp Authority | 23,603,013 | 25,340,212 | (2,493,074) | - | 22,847,138 |
| Reimbursements | (2,271,732) | (2,271,732) | (107,619) | - | (2,379,351) |
| Total Appropriation | 21,331,281 | 23,068,480 | (2,600,693) | - | 20,467,787 |
| Operating Transfers Out | - | - | - | - | - |
| Total Requirements | 21,331,281 | 23,068,480 | (2,600,693) | - | 20,467,787 |
| Local Cost | 21,331,281 | 23,068,480 | (2,600,693) | - | 20,467,787 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Joint Powers Leases
**FUND:** General AAA JPL

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 22,847,138 | (4,401,747) | 18,445,391 | - | **18,445,391** | - | 18,445,391 |
| Total Exp Authority | 22,847,138 | (4,401,747) | 18,445,391 | - | **18,445,391** | - | 18,445,391 |
| Reimbursements | (2,379,351) | - | (2,379,351) | - | **(2,379,351)** | - | (2,379,351) |
| Total Appropriation | 20,467,787 | (4,401,747) | 16,066,040 | - | **16,066,040** | - | 16,066,040 |
| Operating Transfers Out | - | 4,401,747 | 4,401,747 | - | **4,401,747** | - | 4,401,747 |
| Total Requirements | 20,467,787 | - | 20,467,787 | - | **20,467,787** | - | 20,467,787 |
| Local Cost | 20,467,787 | - | 20,467,787 | - | **20,467,787** | - | 20,467,787 |

## COUNTY ADMINISTRATIVE OFFICE

**Base Year Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (2,144,223) | Reduce appropriation for one-time allocation of fund balance attributable to savings from the refinancing of the 1992 Justice Center/Airport Improvement Project. This, combined with $1,055,777 of savings from the refinancing of the 1992 West Valley Detention Center Project, was used to prepay $3,200,000 of the Glen Helen taxable Certificates of Participation in 2002-03. |
| | 12,167 | Minor changes in lease schedules. |
| | (286,000) | On-going savings from the prepayment of Glen Helen taxable certificates of participation. |
| | 90,383 | Increase lease expense to exclude interest on 1997 Public Improvement Project until a certificate of completion is filed. |
| | (333,661) | Return one-time appropriation for rebate payment on 1997 Public Improvement Project. |
| | 168,260 | Increase in Letter of Credit Fees. |
| | (2,493,074) | |
| Reimbursements | (100,000) | Estimated increase in reimbursement from Glen Helen Pavilion special revenue fund for naming rights. |
| | (7,619) | Minor changes in reimbursement schedules. |
| | (107,619) | |
| Total Requirements | (2,600,693) | |
| Local Cost | (2,600,693) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (4,401,747) | Transfer appropriation from the 2003-04 one time savings from the refinancing of the West Valley Detention Center Project. |
| Total Appropriation | (4,401,747) | |
| Operating Transfers Out | 4,401,747 | Increase operating transfers out to transfer the fiscal year 2003-04 refinancing savings to the non-departmental budget unit to help offset impacts of the state budget. |
| Total Requirements | - | |
| Local Cost | - | |

**BUDGET UNIT: FEDERAL FOREST RESERVES (SFB CAO)**

## I. GENERAL PROGRAM STATEMENT

In 1908, Congress enacted a law that requires 25% of the revenues derived from the National Forest System to be given to counties in which the lands are situated for the equal benefit of public schools and roads. Pursuant to Public Law No. 106-393, enacted on October 30, 2000, counties could elect to remain under the 25% Payment Method with fluctuating funding levels or change to the Full Payment Method, that requires these revenues to fund either Title II or Title III projects under the Act. The County elected the Full Payment Method. Title II project funds may be used for the purpose of making additional investments in, and creating additional employment opportunities through projects that improve the maintenance of existing infrastructure, implementing stewardship objectives that enhance forest ecosystems, and restoring and improving land health and water quality. Authorized uses for Title III projects include search, rescue, and emergency services; community service work camps, easement purchases; forest-related educational opportunities; fire prevention and county planning; and community forestry. The State Controller's Office distributes funds to each eligible county according to the agreed upon formula and the counties' election of fund distribution. There is no staffing associated with this budget unit.

During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | - | 64,000 | 65,661 |
| Total Revenue | - | - | 64,611 | 65,050 |
| Fund Balance | | - | | 611 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Federal Forest Reserve
**FUND:** Special Revenue SFB CAO

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Operating Transfers | 64,000 | - | - | 64,000 | 64,000 |
| Total Requirements | 64,000 | - | - | 64,000 | 64,000 |
| **Revenue** | | | | | |
| Use of Money & Prop | - | - | - | - | - |
| State, Fed or Gov't Aid | 64,611 | - | - | 64,000 | 64,000 |
| Total Revenue | 64,611 | - | - | 64,000 | 64,000 |
| Fund Balance | | - | - | - | - |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Federal Forest Reserve
**FUND:** Special Revenue SFB CAO

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Operating Transfers | 64,000 | 1,661 | 65,661 | - | **65,661** | - | 65,661 |
| Total Requirements | 64,000 | 1,661 | 65,661 | - | **65,661** | - | 65,661 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 50 | 50 | - | **50** | - | 50 |
| State, Fed or Gov't Aid | 64,000 | 1,000 | 65,000 | - | **65,000** | - | 65,000 |
| Total Revenue | 64,000 | 1,050 | 65,050 | - | **65,050** | - | 65,050 |
| Fund Balance | - | 611 | 611 | - | **611** | - | 611 |

**Mid-Year Adjustments**

| | | |
|---|---|---|
| Operating Transfers | 64,000 | Operating transfer out to fund aerial photography project and fund program manager position related to bark beetle infestation. Approved by the Board on April 8, 2003. |
| Subtotal Mid-Year Requirements | 64,000 | |
| State, Fed or Gov't Aid | 64,000 | National Forest System revenue. |
| Subtotal Mid-Year Appropriation | 64,000 | |
| Subtotal Mid-Year Fund Balance | - | |

## COUNTY ADMINISTRATIVE OFFICE

| | Recommended Program Funded Adjustments | |
|---|---|---|
| Operating Transfers Out | 1,661 | Anticipated increase in operating transfers out to fund approved Title II or Title III projects and fund balance. |
| Total Requirements | 1,661 | |
| Revenue | | |
| Use of Money & Prop. | 50 | Anticipated increase in revenue. |
| State, Fed or Gov't Aid | 1,000 | Projected 2003-04 National Forest System allocation increase. |
| Total Revenue | 1,050 | |
| Fund Balance | 611 | |

**BUDGET UNIT: MASTER SETTLEMENT AGREEMENT (RSM MSA)**

## I. GENERAL PROGRAM STATEMENT

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 18,341,126 | 26,947,289 | 18,386,633 | 27,394,775 |
| Total Revenue | 22,720,793 | 20,433,000 | 21,391,119 | 17,876,000 |
| Fund Balance | | 6,514,289 | | 9,518,775 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated requirements in this fund are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Program changes in services and supplies include a decrease of $686,093 as a result of the completion of the tobacco cessation programs, which were established with an allocation in the 2000-01 budget. In addition, $2.7 million, previously appropriated in services and supplies, is now reflected in operating transfers for general financing purposes. Also included in services and supplies is an increase of $3.8 million due to an adjustment in fund balance. Beginning with 2003-04, annual payments to the county from the Master Settlement Agreement for the next four years are scheduled at $17.5 million. This $2.7 million expected decrease in tobacco settlement proceeds directly corresponds to the $2.7 million scheduled decrease in general fund financing for the Medical Center debt.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Master Settlement
**FUND:** Special Revenue RSM MSA

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 686,633 | 9,247,289 | - | - | 9,247,289 |
| Total Appropriation | 686,633 | 9,247,289 | - | - | 9,247,289 |
| Operating Transfers Out | 17,700,000 | 17,700,000 | - | - | 17,700,000 |
| Total Requirements | 18,386,633 | 26,947,289 | - | - | 26,947,289 |
| **Revenue** | | | | | |
| Use of Money & Prop | 362,497 | 200,000 | - | - | 200,000 |
| Other Revenue | 21,028,622 | 20,233,000 | - | - | 20,233,000 |
| Total Revenue | 21,391,119 | 20,433,000 | - | - | 20,433,000 |
| Fund Balance | | 6,514,289 | - | - | 6,514,289 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Master Settlement
**FUND:** Special Revenue RSM MSA

**FUNCTION:** General
**ACTIVITY:** Finance

**ANALYSIS OF 2003-04 BUDGET**

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 9,247,289 | 414,486 | 9,661,775 | - | **9,661,775** | - | 9,661,775 |
| Total Appropriation | 9,247,289 | 414,486 | 9,661,775 | - | **9,661,775** | - | 9,661,775 |
| Operating Transfers Out | 17,700,000 | 33,000 | 17,733,000 | - | **17,733,000** | - | 17,733,000 |
| Total Requirements | 26,947,289 | 447,486 | 27,394,775 | - | **27,394,775** | - | 27,394,775 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 200,000 | 160,000 | 360,000 | - | **360,000** | - | 360,000 |
| Other Revenue | 20,233,000 | (2,717,000) | 17,516,000 | - | **17,516,000** | - | 17,516,000 |
| Total Revenue | 20,433,000 | (2,557,000) | 17,876,000 | - | **17,876,000** | - | 17,876,000 |
| Fund Balance | 6,514,289 | 3,004,486 | 9,518,775 | - | **9,518,775** | - | 9,518,775 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services & Supplies | 3,833,579 | Anticipated adjustment for fund balance. |
| | (2,733,000) | Transferred appropriation to operating transfers out. |
| | (686,093) | Allocation for Tobacco Use Reduction program from 2000-01. |
| | 414,486 | |
| Total Appropriation | 414,486 | |
| Operating Transfers Out | (2,700,000) | Decrease in financing for the Medical Center debt. |
| | 2,733,000 | Increase in general purpose financing. |
| | 33,000 | |
| Total Requirements | 447,486 | |
| Revenue | | |
| Use of Money & Prop | 160,000 | Anticipated increase in interest due to fund balance. |
| Other Revenue | (2,717,000) | Anticipated decrease in tobacco proceeds per the Master Settlement Agreement. |
| Total Revenue | (2,557,000) | |
| Fund Balance | 3,004,486 | |

**BUDGET UNIT: MEDICAL CENTER LEASE PAYMENT FUND (EMD JPL)**

## I. GENERAL PROGRAM STATEMENT

This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. Funding sources include state revenues from the SB 1732 – Construction Renovation/Reimbursement Program, operating transfers from ARMC representing Medicare and fee for service revenues, and operating transfers from the general fund backed by realignment revenues and tobacco settlement proceeds. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 53,529,236 | 53,115,289 | 53,019,207 | 53,158,112 |
| Total Financing Sources | 53,529,236 | 53,115,289 | 53,019,207 | 53,158,112 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Services and supplies reflect a slight increase due to an estimated increase in net lease payments coupled with an increase in trustee/administrative fees associated with the debt. State revenues from the SB 1732 – Construction Renovation/Reimbursement program are increased as this reimbursement is based on a percentage of the net lease payments. As mentioned in the Master Settlement Agreement budget unit, annual payments to the County of San Bernardino of tobacco settlement proceeds are scheduled to decrease by $2.7 million in 2003-04. This decrease will be offset by an increase in realignment revenues of $2.7 million.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Medical Center Lease
**FUND:** Enterprise EMD JPL

**FUNCTION:** General
**ACTIVITY:** Property Mgmt

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 53,019,207 | 53,115,289 | - | - | 53,115,289 |
| Total Operating Expense | 53,019,207 | 53,115,289 | - | - | 53,115,289 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 27,108,973 | 24,466,969 | - | - | 24,466,969 |
| Total Revenue | 27,108,973 | 24,466,969 | - | - | 24,466,969 |
| Operating Transfers In | 25,910,234 | 28,648,320 | - | - | 28,648,320 |
| Total Financing Sources | 53,019,207 | 53,115,289 | - | - | 53,115,289 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Administrative Office - Medical Center Lease
**FUND:** Enterprise EMD JPL

**FUNCTION:** General
**ACTIVITY:** Property Mgmt

## ANALYSIS OF 2003-04 BUDGET

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 53,115,289 | 42,823 | 53,158,112 | - | **53,158,112** | - | 53,158,112 |
| Total Operating Expense | 53,115,289 | 42,823 | 53,158,112 | - | **53,158,112** | - | 53,158,112 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 24,466,969 | 17,040 | 24,484,009 | - | **24,484,009** | - | 24,484,009 |
| Total Revenue | 24,466,969 | 17,040 | 24,484,009 | - | **24,484,009** | - | 24,484,009 |
| Operating Transfers In | 28,648,320 | 25,783 | 28,674,103 | - | **28,674,103** | - | 28,674,103 |
| Total Financing Sources | 53,115,289 | 42,823 | 53,158,112 | - | **53,158,112** | - | 53,158,112 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 6,178 | Increase in trustee/administrative fees associated with the debt. |
| | 36,645 | Increase in net lease payments. |
| | 42,823 | |
| Total Operating Expense | 42,823 | |
| State, Fed or Gov't Aid | 17,040 | Increase in SB1732 state revenues due to an increase in net lease payments. |
| Total Revenue | 17,040 | |
| Operating Transfers In | 2,725,783 | Increase in realignment from health care costs budget. |
| | (2,700,000) | Decrease in tobacco settlement proceeds. |
| | 25,783 | |
| Total Financing Sources | 42,823 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY COUNSEL**
**COUNTY COUNSEL: ALAN MARKS**
**BUDGET UNIT: AAA CCL**

### I. GENERAL PROGRAM STATEMENT

County Counsel provides civil legal services to the Board of Supervisors, county departments, and agencies, commissions, special districts, and school districts. County Counsel also provides legal advice to various joint powers authorities and represents the courts and judges on request.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 6,195,376 | 6,959,841 | 6,426,150 | 7,102,029 |
| Total Revenue | 4,087,894 | 3,696,950 | 3,790,950 | 3,777,460 |
| Local Cost | 2,107,482 | 3,262,891 | 2,635,200 | 3,324,569 |
| Budgeted Staffing | | 71.0 | | 65.7 |
| **Workload Indicators** | | | | |
| Attorney-Client Hours | 72,400 | 73,800 | 74,500 | 75,200 |

Budgeted positions were vacant for portions of the fiscal year. Some of these positions were deleted as part of the department's 30% Cost Reduction Plan. In addition, fixed asset purchases were deleted as part of the department's cost reduction measures.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in Base Year Adjustments were a decrease of 2.0 positions, 1.0 Clerk II was deleted due to the 4% Spend Down Plan and 1.0 Research Attorney position was deleted due to the 30% Cost Reduction Plan. The Recommended Program budgeted staffing changes of 3.3 consisted of the reduction of 1.0 Deputy County Counsel I, 1.0 Executive Secretary I, 1.0 Executive Secretary II and a reduction of 0.3 hours of part time Deputy County Counsel IV employees.

The department has also changed their portion of the 30% cost reduction plan that was approved by the Board to be implemented. The department is substituting a regular County Counsel Deputy IV position for deletion and retaining the County Counsel Research Attorney position that was slated for deletion. The reduction amount remains the same.

**PROGRAM CHANGES**

None

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

The department has at total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 3.0 | Retain |
| Total Vacant | 3.0 | |

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Counsel
**FUND:** General AAA CCL

**FUNCTION:** General
**ACTIVITY:** Counsel

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 6,452,206 | 6,954,474 | 380,296 | - | 7,334,770 |
| Services and Supplies | 772,533 | 772,796 | (70,002) | - | 702,794 |
| Central Computer | 65,269 | 65,269 | (20,368) | - | 44,901 |
| Other Charges | - | 660 | - | - | 660 |
| Equipment | - | 30,500 | (25,000) | - | 5,500 |
| Transfers | - | - | (1,178) | - | (1,178) |
| Total Exp Authority | 7,290,008 | 7,823,699 | 263,748 | - | 8,087,447 |
| Reimbursements | (863,858) | (863,858) | (121,560) | - | (985,418) |
| Total Appropriation | 6,426,150 | 6,959,841 | 142,188 | - | 7,102,029 |
| **Revenue** | | | | | |
| Current Services | 3,790,950 | 3,696,950 | 80,510 | - | 3,777,460 |
| Total Revenue | 3,790,950 | 3,696,950 | 80,510 | - | 3,777,460 |
| Local Cost | 2,635,200 | 3,262,891 | 61,678 | - | 3,324,569 |
| Budgeted Staffing | | 71.0 | (2.0) | | 69.0 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Counsel
**FUND:** General AAA CCL

**FUNCTION:** General
**ACTIVITY:** Counsel

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 7,334,770 | (49,970) | 7,284,800 | - | **7,284,800** | - | 7,284,800 |
| Services and Supplies | 702,794 | 42,643 | 745,437 | - | **745,437** | - | 745,437 |
| Central Computer | 44,901 | - | 44,901 | - | **44,901** | - | 44,901 |
| Other Charges | 660 | (660) | - | - | **-** | - | - |
| Equipment | 5,500 | (5,500) | - | - | **-** | - | - |
| Transfers | (1,178) | 13,487 | 12,309 | - | 12,309 | - | 12,309 |
| Total Exp Authority | 8,087,447 | - | 8,087,447 | - | **8,087,447** | - | 8,087,447 |
| Reimbursements | (985,418) | - | (985,418) | - | **(985,418)** | - | (985,418) |
| Total Appropriation | 7,102,029 | - | 7,102,029 | - | **7,102,029** | - | 7,102,029 |
| **Revenue** | | | | | | | |
| Current Services | 3,777,460 | - | 3,777,460 | - | **3,777,460** | - | 3,777,460 |
| Total Revenue | 3,777,460 | - | 3,777,460 | - | **3,777,460** | - | 3,777,460 |
| Local Cost | 3,324,569 | - | 3,324,569 | - | **3,324,569** | - | 3,324,569 |
| Budgeted Staffing | 69.0 | (3.3) | 65.7 | - | **65.7** | - | 65.7 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 173,485 | MOU. |
| | 315,466 | Retirement. |
| | 8,045 | Risk Management Workers Comp. |
| | (31,700) | 4% Spend Down Plan - 1.0 Clerk II. |
| | (85,000) | 30% Cost Reduction Plan - 1.0 Deputy County Counsel IV. |
| | 380,296 | |
| Services and Supplies | 6,814 | Risk Management Liabilities. |
| | (73,816) | 4% Spend Down Plan. |
| | (3,000) | 30% Cost Reduction Plan. |
| | (70,002) | |
| Central Computer | (20,368) | |
| Transfer | (1,178) | Incremental Change in EHAP. |
| Fixed Assets | (25,000) | 4% Spend Down Plan. |
| Reimbursements | (121,560) | 30% Cost Reduction Plan. |
| Total Base Year Appropriation | 142,188 | |
| Current Services | 80,510 | 30% Cost Reduction Plan. |
| Total Base Year Revenue | 80,510 | |
| Total Base Year Local Cost | 61,678 | |

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**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 72,131 | Budget Adjustment- due to equity adjustments and merits |
| | (122,101) | Budget Adjustment- reduction of hours on part-time employees. |
| | (49,970) | |
| Services and Supplies | 56,130 | Budget Adjustments - Increase of expert witnesses and case costs. |
| | (13,487) | GASB 34 Acounting Change (EHAP). |
| | 42,643 | |
| Other Charges | (660) | Budget Adjustment- to remove interest charges - contract complete. |
| Transfers | 13,487 | GASB 34 Acounting Change (EHAP). |
| Equipment | (5,500) | Budget Adjustment - reduction of fixed assets. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Total Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted in Recruitment - Retain | 3 | 3.0 | 265,271 | 265,271 | - |
| Total Vacant | 3 | 3.0 | 265,271 | 265,271 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact
## Detail

| Vacant Budgeted In Recruitment - Retain | | | | | |
|---|---|---|---|---|---|
| County Counsel Paralegal | 14868 | (1.0) | (61,834) | (61,834) | - |
| County Counsel Research Attorney | 75189 | (1.0) | (92,705) | (92,705) | - |
| Deputy County Counsel IV | 75186 | (1.0) | (110,732) | (110,732) | - |
| Total in Recruitment Retain | | (3.0) | (265,271) | (265,271) | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN RESOURCES**
**DIRECTOR: MARCEL TURNER**

| | 2003-04 | | | | | |
|---|---|---|---|---|---|---|
| | Operating Exp/ Appropriation | Revenue | Local Cost | Fund Balance | Revenue Over (Under) Exp | Staffing |
| Human Resources | 8,460,832 | 3,103,566 | 5,357,266 | | | 125.5 |
| Emp Hlth & Wellness | 30,000 | 30,000 | - | | | 13.0 |
| Unemployment Insurance | 2,700,000 | - | 2,700,000 | | | - |
| Commuter Services | 589,237 | 301,000 | | 288,237 | | 3.5 |
| Emp Benefits & Services | 2,780,863 | 2,072,000 | | 708,863 | | - |
| Risk Management | 4,614,219 | 4,614,219 | | | - | 65.0 |
| Insurance Programs | 47,652,314 | 49,002,994 | | | 1,350,680 | - |
| TOTAL | 66,827,465 | 59,123,779 | 8,057,266 | 997,100 | 1,350,680 | 207.0 |

**BUDGET UNIT: HUMAN RESOURCES (AAA HRD)**

### I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits and services; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares the responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 8,308,492 | 9,457,530 | 7,827,212 | 8,460,832 |
| Total Revenue | 3,491,462 | 4,283,077 | 2,899,380 | 3,103,566 |
| Local Cost | 4,817,030 | 5,174,453 | 4,927,832 | 5,357,266 |
| Budgeted Staffing | | 129.8 | | 125.5 |
| **Workload Indicators** | | | | |
| Applications accepted | 65,012 | 65,000 | 73,500 | 93,000 |
| Applicants tested | 24,935 | 25,000 | 27,700 | 28,000 |

Total appropriation and total revenue for 2002-03 are estimated to be less than budget. This is due to a change in accounting whereby payments from departments for the Employee Health and Productivity (EHAP) program and the Employee Assistance Program (EAP) were recognized as abatements to services and supplies rather than revenue as budgeted. In 2003-04, these payments are correctly budgeted as reimbursements rather than revenue.

The number of applications is expected to increase due to the online application process being implemented in 2002-03, which will allow the Employment Division to begin accepting employment applications via the internet.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in Base Year Adjustments is the deletion of 2.0 Public Service Employee, 0.3 Staff Analyst II, and 1.0 Personnel Technician, which is a portion of the department's 30% cost reduction plan implemented. In addition, 1.0 Nurse Practitioner II is deleted because it is no longer required to administer the EHAP program.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Per GASB 34, departmental reimbursements for the EHAP program, EAP, and the Center for Employee Health and Wellness are accounted for as reimbursements rather than revenue.

## IV. VACANT POSITION IMPACT

The department has a total of 13.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 11.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 13.0 | |

**Vacant Position Restoration Request:**
The department has submitted three policy items for the restoration of 5.0 vacant budgeted positions that are slated for deletion. The County Administrative Office is recommending Policy Item # 3 for restoration of a Clerk II position since this position is needed based on the deletion of two part-time public service employee positions who provided this service.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | Equal Employment Opportunity (EEO) | 1.0<br>$114,751<br>Local Cost | This Human Resources Officer II position provides administration of the county's EEO and Americans with Disabilities Act programs. |
| | 2 | Employee Relations | 3.0<br>$257,119<br><br>Local Cost<br>$102,740<br>Revenue Supported<br>$154,379 | These Human Resources Officer positions are responsible for labor negotiations and the administration of discipline, grievances, the various Memoranda of Understanding (MOU), the Personnel Rules, and applicable policies and procedures. |
| x | 3 | Commission on the Status of Women<br>Suggestion Awards Program | 1.0<br>$32,002<br>Local Cost | A Clerk II position assists the Commission on the Status of Women and Suggestion Awards Program.<br>The Commission on the Status of Women serves to advance the causes of all women and works to identify and eliminate inequities that affect their lives. The Suggestion Awards Program encourages employee participation in improving the efficiency and effectiveness of County operations. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources
**FUND:** General AAA HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 7,172,819 | 7,728,774 | 470,803 | - | 8,199,577 |
| Services and Supplies | 2,356,469 | 3,844,467 | (209,192) | - | 3,635,275 |
| Central Computer | 129,054 | 129,054 | (22,898) | - | 106,156 |
| Equipment | 20,000 | 20,000 | (20,000) | | |
| Transfers | 144,870 | 144,870 | - | - | 144,870 |
| Total Exp Authority | 9,823,212 | 11,867,165 | 218,713 | - | 12,085,878 |
| Reimbursements | (1,996,000) | (2,409,635) | (35,900) | - | (2,445,535) |
| Total Appropriation | 7,827,212 | 9,457,530 | 182,813 | - | 9,640,343 |
| **Revenue** | | | | | |
| Current Services | 401,032 | 399,000 | - | - | 399,000 |
| Other Revenue | 2,498,348 | 3,884,077 | - | - | 3,884,077 |
| Total Revenue | 2,899,380 | 4,283,077 | - | - | 4,283,077 |
| Local Cost | 4,927,832 | 5,174,453 | 182,813 | - | 5,357,266 |
| Budgeted Staffing | | 129.8 | (3.3) | - | 126.5 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources
**FUND:** General AAA HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 8,199,577 | 104,680 | 8,304,257 | (768,377) | 7,535,880 | 32,002 | 7,567,882 |
| Services and Supplies | 3,635,275 | 128,266 | 3,763,541 | - | 3,763,541 | - | 3,763,541 |
| Central Computer | 106,156 | - | 106,156 | - | 106,156 | - | 106,156 |
| Equipment | - | 20,000 | 20,000 | - | 20,000 | - | 20,000 |
| Transfers | 144,870 | 47,816 | 192,686 | - | 192,686 | - | 192,686 |
| Total Exp Authority | 12,085,878 | 300,762 | 12,386,640 | (768,377) | 11,618,263 | 32,002 | 11,650,265 |
| Reimbursements | (2,445,535) | (1,480,273) | (3,925,808) | - | (3,925,808) | - | (3,925,808) |
| Total Appropriation | 9,640,343 | (1,179,511) | 8,460,832 | (768,377) | 7,692,455 | 32,002 | 7,724,457 |
| **Revenue** | | | | | | | |
| Current Services | 399,000 | 35,500 | 434,500 | - | 434,500 | - | 434,500 |
| Other Revenue | 3,884,077 | (1,215,011) | 2,669,066 | (299,288) | 2,369,778 | - | 2,369,778 |
| Total Revenue | 4,283,077 | (1,179,511) | 3,103,566 | (299,288) | 2,804,278 | - | 2,804,278 |
| Local Cost | 5,357,266 | - | 5,357,266 | (469,089) | 4,888,177 | 32,002 | 4,920,179 |
| Budgeted Staffing | 126.5 | (1.0) | 125.5 | (11.0) | 114.5 | 1.0 | 115.5 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 204,619 | MOU. |
| | 369,749 | Retirement. |
| | 10,235 | Risk Management Workers' Compensation. |
| | (113,800) | 30% Cost Reduction Plan (Delete 2.0 Public Service Employee, 0.3 Staff Analyst II, 1.0 Personnel Technician). |
| | 470,803 | |
| Services and Supplies | (186,978) | 4% Spend Down Plan. |
| | 50,000 | Tuition fund for Specialized Peace Officers - approved by the Board on Sept. 10, 2002. |
| | 14,302 | Risk Management Liabilities. |
| | (816) | Incremental change in EHAP. |
| | (85,700) | 30% Cost Reduction Plan. |
| | (209,192) | |
| Central Computer | (22,898) | |
| Equipment | (20,000) | |
| Reimbursements | (35,900) | 30% Cost Reduction Plan. |
| Total Base Year Appropriation | 182,813 | |
| Total Base Year Revenue | - | |
| Total Base Year Local Cost | 182,813 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (80,506) | Delete 1.0 Nurse Practitioner II. |
| | 185,186 | Step increases for various positions. |
| | 104,680 | |
| Services and Supplies | (23,319) | GASB 34 accounting change (EHAP). |
| | 151,585 | Adjustments for expected cost increases. |
| | 128,266 | |
| Equipment | 20,000 | Digital identification card machine. |
| Transfers | 24,497 | Increase for County Counsel charges. |
| | 23,319 | GASB 34 accounting change (EHAP). |
| | 47,816 | |
| Total Expenditure Authority | 300,762 | |
| Reimbursements | (1,480,273) | GASB 34 accounting change (EHAP, CEHW, and EAP). |
| Total Appropriation | (1,179,511) | |
| Current Services | 35,500 | Increased revenue for positions funded by various county departments. |
| Other Revenue | (1,215,011) | GASB 34 accounting change (EHAP, CEHW, and EAP). |
| Total Revenue | (1,179,511) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 13 | 11.0 | 768,377 | 299,288 | 469,089 |
| Vacant Budgeted In Recruitment - Retain | 2 | 2.0 | 127,960 | 91,809 | 36,151 |
| Total Vacant | 15 | 13.0 | 896,337 | 391,097 | 505,240 |
| Recommended Restoration of Vacant Deleted | 1 | 1.0 | 32,002 | - | 32,002 |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Human Resources Officer II | 4223 | (1.0) | (114,751) | - | (114,751) |
| Clerk II | 5017 | (1.0) | (32,002) | - | (32,002) |
| Human Resources Officer II | 15970 | (1.0) | (59,997) | (59,997) | - |
| Human Resources Officer II | LY300319 | (0.5) | (47,191) | (47,191) | - |
| Human Resources Officer II | LY300376 | (0.5) | (47,191) | (47,191) | - |
| Human Resources Officer III | LY300377 | (0.5) | (51,370) | - | (51,370) |
| Human Resources Officer I | LY300599 | (0.5) | (51,370) | - | (51,370) |
| **Human Resources Analyst II** | **3971** | (1.0) | (69,411) | - | (69,411) |
| **Human Resources Analyst I** | **73806** | (1.0) | (75,498) | (75,498) | - |
| Human Resources Analyst I | 73807 | (1.0) | (69,411) | (69,411) | - |
| **Human Resources Analyst II** | **76428** | (1.0) | (80,529) | - | (80,529) |
| **Employee Benefits Rep.** | **LY300379** | (1.0) | (37,654) | - | (37,654) |
| Subtotal Recommended - **Delete** | | (10.0) | (736,375) | (299,288) | (437,087) |
| Clerk II | 90564 | (1.0) | (32,002) | - | (32,002) |
| Subtotal Recommended - **Retain** | | (1.0) | (32,002) | - | (32,002) |
| Total Slated for Deletion | | (11.0) | (768,377) | (299,288) | (469,089) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Human Resources Officer II | 778 | 1.0 | 91,809 | 91,809 | - |
| Fiscal Clerk II | 73548 | 1.0 | 36,151 | - | 36,151 |
| Total in Recruitment Retain | | 2.0 | 127,960 | 91,809 | 36,151 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**HUMAN RESOURCES**

## POLICY DESCRIPTION FORM

**Department/Group:** Human Resources/Admin/Exec **Budget Code:** AAA HRD
**Title:** Restore Vacant Budgeted Position—Equal Employment Opportunity Office

**PRIORITY:** Rank 1 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This Human Resources Officer II position is the lead employee for the Equal Employment Opportunity Office (EEO). On March 8, 2003, this position was vacated due to a promotion. The position is responsible for:

- supervising preparation and monitoring of the federally mandated EEO plan and providing assistance to departments in establishing their EEO plans
- investigating and resolving discrimination and sexual harassment complaints
- providing training regarding compliance with state and federal laws pertaining to sexual harassment, the Americans with Disabilities Act (ADA), EEO, and other anti-discrimination legislation.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 114,751 | $ 118,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Human Resources Officer II | 114,751 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ 114,751 | $ 118,000 |

**REVENUE (specify source)**

| | | |
|---|---|---|
| | | |
| | | |
| | | |
| | **Total:** | $ 0 | $ 0 |
| | **LOCAL COST** | $ 114,751 | $ 118,000 |

**HUMAN RESOURCES**

## POLICY DESCRIPTION FORM

**Department/Group:** Human Resources Admin/Exec **Budget Code:** AAA HRD
**Title:** Restoration of Vacant Deleted Positions—Employee Relations

**PRIORITY:** Rank 2 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Employee Relations is responsible for labor negotiations; discipline and grievance administration; compensation administration; and administration of the Memoranda of Understanding (MOU), Personnel Rules, and employment laws, policies and procedures. Among these positions, service would be provided to the Special Districts Department [0.5 Human Resources Officer (HRO) II], Human Services System Administration (0.5 HRO II), and the Economic Development/Public Services Group Administration (1.0 HRO II). Those positions would be fully reimbursed. The remaining 0.5 HRO I and 0.5 HRO III would provide support for the division's management.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 257,119 | $ 265,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Human Resources Officer I | 51,370 |
| 2.0 | Human Resources Officer II | 154,379 |
| 0.5 | Human Resources Officer III | 51,370 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ 257,119 | $ 265,000 |
| **REVENUE (specify source)** | | | |
| **Current Services** | | 154,379 | 162,000 |
| | | | |
| | | | |
| | **Total:** | $ 154,379 | $ 162,000 |
| | **LOCAL COST** | $ 102,740 | $ 103,000 |

**HUMAN RESOURCES**

## POLICY DESCRIPTION FORM

**Department/Group:** Human Resources Admin/Exec **Budget Code:** AAA HRD

**Title:** Restoration of Vacant Deleted Position—Commission on the Status of Women and Suggestion Award Program

**PRIORITY:** Rank 3 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

As part of the Human Resources Department 30% Cost Reduction Plan, this 1.0 Clerk II position was originally identified as slated for deletion; however, through an agreement with the County Administrative Office, the two half-time Public Service Employee positions that support the Commission on the Status of Women and the Suggestion Award program were slated for deletion instead. As part of the agreement, this full-time regular position is retained to support both of the aforementioned Board-mandated programs.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 32,002 | $ 33,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 32,002 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 32,002 | $ 33,000 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 32,002 | $ 33,000 |

**BUDGET UNIT: EMPLOYEE HEALTH AND WELLNESS (AAA OCH)**

## I. GENERAL PROGRAM STATEMENT

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with Occupational Safety and Health Administration (OSHA) regulations and occupational medical problems. The program had been financed by the county's Workers' Compensation Insurance Fund. Beginning in 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of the number of budgeted positions.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,234,479 | 1,600,000 | 965,158 | 30,000 |
| Total Revenue | 1,633,020 | 1,600,000 | 974,780 | 30,000 |
| Local Cost | (398,541) | - | (9,622) | - |
| Budgeted Staffing | | 13.8 | | 13.0 |
| **Workload Indicators** | | | | |
| Preplacement Physicals | 4,314 | 5,000 | 2,760 | 2,500 |
| Work Injury/Illness Exams | 1,416 | 1,500 | 1,550 | 1,600 |
| Fitness-For -Duty-Exams | 32 | 25 | 30 | 30 |
| Other Exams | 6,488 | 5,675 | 7,510 | 7,800 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

An anticipated reduction in hiring results in the deletion of 0.8 positions. The deleted positions include 0.5 Licensed Vocational Nurse and 0.3 Contracted Occupational Physician.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Per GASB 34, departmental reimbursements are accounted for as reimbursements rather than revenue.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Employee Health and Wellness
**FUND:** General AAA OCH

**FUNCTION:** General
**ACTIVITY:** Personnel

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 783,800 | 944,780 | 79,325 | - | 1,024,105 |
| Services and Supplies | 44,255 | 518,117 | (421,496) | - | 96,621 |
| Central Computer | 8,394 | 8,394 | (1,145) | - | 7,249 |
| Transfers | 128,709 | 128,709 | - | - | 128,709 |
| Total Exp Authority | 965,158 | 1,600,000 | (343,316) | - | 1,256,684 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 965,158 | 1,600,000 | (343,316) | - | 1,256,684 |
| **Revenue** | | | | | |
| Current Services | 974,780 | 1,600,000 | (343,316) | - | 1,256,684 |
| Total Revenue | 974,780 | 1,600,000 | (343,316) | - | 1,256,684 |
| Local Cost | (9,622) | - | - | - | - |
| Budgeted Staffing | | 13.8 | - | - | 13.8 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Employee Health and Wellness
**FUND:** General AAA OCH

**FUNCTION:** General
**ACTIVITY:** Personnel

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,024,105 | (57,651) | 966,454 | - | **966,454** | - | 966,454 |
| Services and Supplies | 96,621 | 47,581 | 144,202 | - | **144,202** | - | 144,202 |
| Central Computer | 7,249 | - | 7,249 | - | **7,249** | - | 7,249 |
| Transfers | 128,709 | 40,070 | 168,779 | - | **168,779** | - | 168,779 |
| Total Exp Authority | 1,256,684 | 30,000 | 1,286,684 | - | **1,286,684** | - | 1,286,684 |
| Reimbursements | - | (1,256,684) | (1,256,684) | - | **(1,256,684)** | - | (1,256,684) |
| Total Appropriation | 1,256,684 | (1,226,684) | 30,000 | - | **30,000** | - | 30,000 |
| **Revenue** | | | | | | | |
| Current Services | 1,256,684 | (1,226,684) | 30,000 | - | **30,000** | - | 30,000 |
| Total Revenue | 1,256,684 | (1,226,684) | 30,000 | - | **30,000** | - | 30,000 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 13.8 | (0.8) | 13.0 | - | **13.0** | - | 13.0 |

## HUMAN RESOURCES

| | | |
|---|---|---|
| | **Base Year Adjustments** | |
| Salaries and Benefits | 23,975 | MOU. |
| | 45,306 | Retirement. |
| | 10,044 | Risk Management Workers' Comp. |
| | 79,325 | |
| Services and Supplies | 7,055 | Risk Management liabilities. |
| | (208) | Incremental change in EHAP. |
| | (428,343) | Cost reductions due to decrease in demand. |
| | (421,496) | |
| Central Computer Charges | (1,145) | |
| Total Base Year Appropriation | (343,316) | |
| Total Base Year Revenue | (343,316) | Revenue adjustments for budget changes and cost reductions. |
| Local Cost | - | |

| | | |
|---|---|---|
| | **Recommended Program Funded Adjustments** | |
| Salaries and Benefits | (57,651) | Staffing decreases due to decreased demand for service. |
| Services and Supplies | (2,600) | GASB 34 accounting change (EHAP). |
| | 50,181 | Adjustments for expected cost increases. |
| | 47,581 | |
| Transfers | 2,600 | GASB 34 accounting change (EHAP). |
| | 37,470 | Increase in rent expense. |
| | 40,070 | |
| Total Exp Authority | 30,000 | |
| Reimbursements | (1,256,684) | GASB 34 accounting change (departmental charges for OCH services). |
| Total Appropriation | (1,226,684) | |
| Current Services | (1,226,684) | GASB 34 accounting change (departmental charges for OCH services). |
| Total Revenue | (1,226,684) | |
| Local Cost | - | |

**BUDGET UNIT: UNEMPLOYMENT INSURANCE (AAA UNI)**

## I. GENERAL PROGRAM STATEMENT

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored and reviewed for eligibility, and challenged when appropriate to prevent abuse of the program. There is no staffing associated with this budget unit.

## II. BUDGET AND WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,558,511 | 1,500,000 | 2,622,482 | 2,700,000 |
| Local Cost | 1,558,511 | 1,500,000 | 2,622,482 | 2,700,000 |

Estimates for 2002-03 are significantly higher than budgeted due to an increase in the number of claims, which is attributable in part to the countywide reduction in Public Service Employees, and increased unemployment benefits. Former employees, including Public Service Employees, who are currently unemployed through no fault of their own, are eligible to receive unemployment benefits.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**DEPARTMENT: Human Resources - Unemployment Insurance** **ACTIVITY: Personnel**

**FUND: General AAA RPR**

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 2,557,482 | 1,435,000 | 1,190,000 | - | 2,625,000 |
| Services and Supplies | 15,000 | 15,000 | 10,000 | - | 25,000 |
| Transfers | 50,000 | 50,000 | - | - | 50,000 |
| Total Appropriation | 2,622,482 | 1,500,000 | 1,200,000 | - | 2,700,000 |
| Local Cost | 2,622,482 | 1,500,000 | 1,200,000 | - | 2,700,000 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Unemployment Insurance
**FUND:** General AAA UNI

**FUNCTION:** General
**ACTIVITY:** Personnel

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,625,000 | - | 2,625,000 | - | **2,625,000** | - | 2,625,000 |
| Services and Supplies | 25,000 | - | 25,000 | - | **25,000** | - | 25,000 |
| Transfers | 50,000 | - | 50,000 | - | **50,000** | - | 50,000 |
| Total Appropriation | 2,700,000 | - | 2,700,000 | - | **2,700,000** | - | 2,700,000 |
| Local Cost | 2,700,000 | - | 2,700,000 | - | **2,700,000** | - | 2,700,000 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 1,190,000 | Expected increase in cost of claims based on 2002-03 estimates. |
| Services and Supplies | 10,000 | Increased contract costs. |
| Total Appropriation | 1,200,000 | |
| Total Revenue | - | |
| Local Cost | 1,200,000 | |

**BUDGET UNIT: COMMUTER SERVICES (SDF HRD)**

## I. GENERAL PROGRAM STATEMENT

This is a fund established to account for funds received under AB 2766 to finance mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the District. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

## II. BUDGET AND WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 566,502 | 293,009 | 589,237 |
| Total Revenue | 289,502 | 277,000 | 291,744 | 301,000 |
| Fund Balance | | 289,502 | | 288,237 |
| Budgeted Staffing | | 4.0 | | 3.5 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Budgeted staffing will decrease by 0.5 due to the deletion of 1.0 Public Service Employee and the addition of 0.5 Clerk III that works part-time.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Commuter Services
**FUND:** Special Revenue SDF HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 233,951 | 230,968 | 17,688 | - | 248,656 |
| Services and Supplies | 39,058 | 315,534 | 907 | - | 316,441 |
| Transfers | 20,000 | 20,000 | 693 | - | 20,693 |
| Contingencies | - | - | - | - | - |
| Total Appropriation | 293,009 | 566,502 | 19,288 | - | 585,790 |
| **Revenue** | | | | | |
| Use of Money and Propert | 2,846 | - | - | - | - |
| State, Fed or Gov't Aid | 288,898 | 277,000 | - | - | 277,000 |
| Total Revenue | 291,744 | 277,000 | - | - | 277,000 |
| Fund Balance | | 289,502 | 19,288 | - | 308,790 |
| Budgeted Staffing | | 4.0 | - | - | 4.0 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Commuter Services
**FUND:** Special Revenue SDF HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 248,656 | 696 | 249,352 | - | **249,352** | - | 249,352 |
| Services and Supplies | 316,441 | (282,579) | 33,862 | - | **33,862** | - | 33,862 |
| Transfers | 20,693 | 15,000 | 35,693 | - | **35,693** | - | 35,693 |
| Contingencies | - | 270,330 | 270,330 | - | **270,330** | - | 270,330 |
| Total Appropriation | 585,790 | 3,447 | 589,237 | - | **589,237** | - | 589,237 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 16,000 | 16,000 | - | **16,000** | - | 16,000 |
| State, Fed or Gov't Aid | 277,000 | 8,000 | 285,000 | - | **285,000** | - | 285,000 |
| Total Revenue | 277,000 | 24,000 | 301,000 | - | **301,000** | - | 301,000 |
| Fund Balance | 308,790 | (20,553) | 288,237 | - | **288,237** | - | 288,237 |
| Budgeted Staffing | 4.0 | (0.5) | 3.5 | - | **3.5** | - | 3.5 |

## HUMAN RESOURCES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 6,468 | MOU. |
| | 10,920 | Retirement. |
| | 300 | Risk Management Workers' Comp. |
| | 17,688 | |
| Services and Supplies | 907 | Risk Management liabilities. |
| Transfers | 693 | Incremental change in EHAP. |
| Total Appropriation | 19,288 | |
| Total Revenue | - | |
| Fund Balance | 19,288 | |

---

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 696 | Step increases offset by the decrease of 1.0 part-time PSE and the addition of 0.5 Clerk III. |
| Services and Supplies | (282,579) | Reduce budgeted services and supplies and move excess appropriation to contingencies. |
| Transfers | 15,000 | Increased costs for administrative overhead. |
| Contingencies | 270,330 | Appropriation moved from services and supplies since funding is not yet earmarked for program expense. |
| Total Appropriation | 3,447 | |
| Revenue | | |
| Use of Money & Prop | 16,000 | Interest. |
| State, Fed or Gov't Aid | 8,000 | Expected increase in program revenue from SCAQMD and MDAQMD. |
| Total Revenue | 24,000 | |
| Fund Balance | (20,553) | |

**BUDGET UNIT: EMPLOYEE BENEFITS & SERVICES (SDG HRD)**

## I. GENERAL PROGRAM STATEMENT

This fund was established to account for administrative and management fees collected for managing the County's various employee benefit plans. The fees collected are subsequently transferred to the general fund for the reimbursement of actual administrative and management costs. There is no staffing associated with this budget unit.

## II. BUDGET AND WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 2,621,200 | 2,072,000 | 2,780,863 |
| Total Revenue | 1,598,761 | 1,022,439 | 1,182,102 | 2,072,000 |
| Fund Balance | | 1,598,761 | | 708,863 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Beginning in fiscal year 2003-04, revenues for consulting fees will be transferred in from various medical and dental trust funds and then transferred out to the general fund. This method will provide better tracking for fully costing employee benefits administration.

## IV. VACANT POSITION IMPACT

None.

## IV. OTHER POLICY ITEMS

None.

## V. FEE CHANGES

None.

**GROUP:** Administratiave/Executive
**DEPARTMENT:** Human Resources - Employee Benefits & Services
**FUND:** Special Revenue SDG HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Transfers | 2,072,000 | 2,621,200 | - | - | 2,621,200 |
| Contingencies | - | - | - | - | - |
| Total Appropriation | 2,072,000 | 2,621,200 | - | - | 2,621,200 |
| **Revenue** | | | | | |
| Use of Money & Prop | 150,000 | - | - | - | - |
| Current Services | 1,019,597 | - | - | - | - |
| Other Revenue | 12,505 | 1,022,439 | - | - | 1,022,439 |
| Total Revenue | 1,182,102 | 1,022,439 | - | - | 1,022,439 |
| Fund Balance | | 1,598,761 | - | - | 1,598,761 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Employee Benefits & Services
**FUND:** Special Revenue SDG HRD

**FUNCTION:** General
**ACTIVITY:** Personnel

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 2,621,200 | 7,866 | 2,629,066 | - | **2,629,066** | - | 2,629,066 |
| Contingencies | - | 151,797 | 151,797 | - | **151,797** | - | 151,797 |
| Total Appropriation | 2,621,200 | 159,663 | 2,780,863 | - | **2,780,863** | - | 2,780,863 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 150,000 | 150,000 | - | **150,000** | - | 150,000 |
| Current Services | - | 1,337,000 | 1,337,000 | - | **1,337,000** | - | 1,337,000 |
| Other Revenue | 1,022,439 | (437,439) | 585,000 | - | **585,000** | - | 585,000 |
| Total Revenue | 1,022,439 | 1,049,561 | 2,072,000 | - | **2,072,000** | - | 2,072,000 |
| Fund Balance | 1,598,761 | (889,898) | 708,863 | - | **708,863** | - | 708,863 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Transfers | 7,866 | Projected cost increase for benefits administration. |
| Contingencies | 151,797 | Adjustment for fund balance. |
| Total Appropriation | 159,663 | |
| Revenue | | |
| Use of Money & Prop | 150,000 | Interest. |
| Current Services | 900,000 | Change in accounting; moved from other revenue. Also reflects reduced revenues due to projected countywide staffing decreases. |
| | 437,000 | Revenue from ING for salary savings plan administration. |
| | 1,337,000 | |
| Other Revenue | (1,022,439) | Change in accounting; moved to current services revenue. |
| | 585,000 | Revenue for consulting fees. Previously paid directly from trust funds. |
| | (437,439) | |
| Total Revenue | 1,049,561 | |
| Fund Balance | (889,898) | |

## BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

### I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs, and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each is billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 3,595,779 | 4,259,651 | 4,307,025 | 4,614,219 |
| Total Financing Sources | 3,919,490 | 4,259,651 | 4,486,951 | 4,614,219 |
| Revenue Over (Under) Expense | 323,711 | - | 179,926 | - |
| Budgeted Staffing | | 65.0 | | 65.0 |
| Fixed Assets | 38,491 | 8,429 | - | - |
| **Workload Indicators** | | | | |
| FISCAL SECTION | | | | |
| Database Transactions | 69,052 | 54,896 | 108,488 | 105,000 |
| LIABILITY SECTION | | | | |
| Auto Accidents | 616 | 608 | 570 | 475 |
| Open Claims | 1,308 | 1,389 | 1,042 | 1,042 |
| New Claims | 1,542 | 1,727 | 1,518 | 1,265 |
| Cases Per Adjuster | 187 | 198 | 130 | 130 |
| WORKERS' COMP SECTION | | | | |
| Open Claims | 2,457 | 2,422 | 2,630 | 2,630 |
| New Claims | 1,754 | 1,753 | 1,904 | 1,586 |
| Cases Per Adjuster | 189 | 186 | 202 | 202 |
| SAFETY SECTION | | | | |
| Employees Trained | 3,800 | 5,000 | 7,065 | 5,000 |
| Emergency Responses | 156 | 85 | 119 | 85 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 2.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of the 1.0 vacant Clerk II position that is slated for deletion. The County Administrative Office recommends this policy item, which will restore the department's request of 1.0 vacant budgeted position for the Emergency Medical Services Program. This restoration is recommended because it is required for processing of program claims. Administrative costs are fully reimbursed from the state.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Emergency Medical Services Program | 1.0<br>$32,002<br>Revenue Supported | This Clerk II position processes claims from emergency medical service providers for services provided to indigent patients. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Risk Management
FUND: Internal Service IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,623,133 | 3,638,796 | 329,117 | - | 3,967,913 |
| Services and Supplies | 984,807 | 920,195 | 3,852 | - | 924,047 |
| Central Computer | 39,834 | 39,834 | (1,489) | - | 38,345 |
| Other Charges | - | 1,575 | - | - | 1,575 |
| Transfers | 118,500 | 118,500 | (68) | - | 118,432 |
| Total Exp Authority | 4,766,274 | 4,718,900 | 331,412 | - | 5,050,312 |
| Reimbursements | (459,249) | (459,249) | - | - | (459,249) |
| Total Oper Expense | 4,307,025 | 4,259,651 | 331,412 | - | 4,591,063 |
| **Revenue** | | | | | |
| Use of Money & Prop | 70,100 | - | - | - | - |
| Current Services | 207,200 | - | - | - | - |
| Other Revenue | 118,500 | 50,000 | - | - | 50,000 |
| Total Revenue | 395,800 | 50,000 | - | - | 50,000 |
| Operating Transfer In | 4,209,651 | 4,209,651 | 331,412 | - | 4,541,063 |
| Total Financing Sources | 4,605,451 | 4,259,651 | 331,412 | - | 4,591,063 |
| Total Rev Over/(Under) Exp | 298,426 | - | - | - | - |
| Budgeted Staffing | | 65.0 | - | - | 65.0 |
| **Fixed Asset Exp** | | | | | |
| Equipment | - | 8,429 | - | - | 8,429 |
| Total Fixed Asset Exp | - | 8,429 | - | - | 8,429 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Risk Management
**FUND:** Internal Services IBP RMG

**FUNCTION:** General
**ACTIVITY:** Insurance Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,967,913 | 130,582 | 4,098,495 | (32,002) | 4,066,493 | 32,002 | 4,098,495 |
| Services and Supplies | 924,047 | (74,872) | 849,175 | - | 849,175 | - | 849,175 |
| Central Computer | 38,345 | - | 38,345 | - | 38,345 | - | 38,345 |
| Other Charges | 1,575 | (1,575) | - | - | - | - | - |
| Transfers | 118,432 | 25,037 | 143,469 | - | 143,469 | - | 143,469 |
| Total Exp Authority | 5,050,312 | 79,172 | 5,129,484 | (32,002) | 5,097,482 | 32,002 | 5,129,484 |
| Reimbursements | (459,249) | (56,016) | (515,265) | - | (515,265) | - | (515,265) |
| Total Oper Expense | 4,591,063 | 23,156 | 4,614,219 | (32,002) | 4,582,217 | 32,002 | 4,614,219 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 70,000 | 70,000 | - | 70,000 | - | 70,000 |
| Current Services | - | 225,000 | 225,000 | - | 225,000 | - | 225,000 |
| Other Revenue | 50,000 | (50,000) | - | - | - | - | - |
| Total Revenue | 50,000 | 245,000 | 295,000 | - | 295,000 | - | 295,000 |
| Operating Transfer In | 4,541,063 | (221,844) | 4,319,219 | (32,002) | 4,287,217 | 32,002 | 4,319,219 |
| Total Financing Sources | 4,591,063 | 23,156 | 4,614,219 | (32,002) | 4,582,217 | 32,002 | 4,614,219 |
| Total Rev Over/(Under) Exp | - | - | - | - | - | - | - |
| Budgeted Staffing | 65.0 | - | 65.0 | (1.0) | 64.0 | 1.0 | 65.0 |
| **Fixed Asset Exp** | | | | | | | |
| Equipment | 8,429 | (8,429) | - | - | - | - | - |
| Total Fixed Asset Exp | 8,429 | (8,429) | - | - | - | - | - |

## HUMAN RESOURCES

| | | |
|---|---|---|
| | **Base Year Adjustments** | |
| Salaries and Benefits | 108,225 | MOU. |
| | 202,528 | Retirement. |
| | 18,364 | Risk Management Workers' Compensation. |
| | 329,117 | |
| Services and Supplies | 3,852 | Risk Management Liabilities. |
| Central Computer | (1,489) | |
| Transfers | (68) | Incremental change in EHAP. |
| Total Base Year Operating Expenses | 331,412 | |
| Total Base Year Financing Sources | 331,412 | |
| Rev Over/(Under) Exp | - | |

| | | |
|---|---|---|
| | **Recommended Program Funded Adjustments** | |
| Salaries and Benefits | 130,582 | Step increases for various positions. |
| Services and Supplies | (11,337) | GASB 34 accounting change (EHAP). |
| | (63,535) | Decrease for expected spending reduction. |
| | (74,872) | |
| Other Charges | (1,575) | Reduced interest costs for lease-purchase of equipment. |
| Transfers | 11,337 | GASB 34 accounting change (EHAP). |
| | 13,700 | Increased administrative overhead paid to AAA HRD. |
| | 25,037 | |
| Total Expenditure Authority | 79,172 | |
| Reimbursements | (56,016) | Increased reimbursements from sub funds due to increased salary and benefit costs. |
| Total Operating Expenses | 23,156 | |
| Revenue | | |
| Use of Money/Property | 70,000 | Expected interest earnings. |
| Current Services | 225,000 | Emergency Physicians Reimbursement program. |
| Other Revenue | (50,000) | Reclassification of revenue to current services. |
| Total Revenue | 245,000 | |
| Operating Transfer In | (221,844) | Reduced operating transfers-in due to increased revenue from other sources. |
| Total Financing Sources | 23,156 | |
| Rev Over/(Under) Exp | - | |
| Fixed Asset Exp | | |
| Lease-Purchase Equip | (8,429) | Eliminate budgeted fixed assets. |

### Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 32,002 | 32,002 | - |
| Vacant Budgeted In Recruitment - Retain | 1 | 1.0 | 75,164 | 75,164 | - |
| Total Vacant | 2 | 2.0 | 107,166 | 107,166 | - |
| Recommended Restoration of Vacant Deleted | | 1.0 | 32,002 | 32,002 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Clerk II | LY300029 | (1.0) | (32,002) | (32,002) | - |
| Total Slated for Deletion | | (1.0) | (32,002) | (32,002) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Workers Comp Adjuster II | 10789 | 1.0 | 75,164 | 75,164 | - |
| Total in Recruitment - Retain | | 1.0 | 75,164 | 75,164 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**HUMAN RESOURCES**

## POLICY DESCRIPTION FORM

**Department/Group:** Human Resources Risk Management/ Admin/Exec **Budget Code:** IBP RMG
**Title:** Restoration of Vacant Budgeted Position

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

On July 1, 2002, the Board directed Risk Management to assume responsibility for the Emergency Medical Services Program from Arrowhead Health Administrators. Budgeted staffing for this program, including this Clerk II position, was based on the projected ongoing workload plus a backlog of 5,000 claims and was approved as part of the 2002-03 budget. When Risk Management took over the program there were actually 31,000 backlogged claims. Two Public Service Employees and one extra help Fiscal Clerk I were hired to work the backlogged claims. The current backlog has been reduced to 15,000 claims. As part of the 2003-04 budget, Risk Management has eliminated all budgeted extra help positions. When these positions are deleted, the Clerk II position will be required to continue processing backlogged and ongoing claims.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 32,002 | $ 33,600 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 32,002 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 32,002 | $ 33,600 |
| **REVENUE (specify source)** | | |
| **Current Services** | 32,002 | 33,600 |
| | | |
| | | |
| **Total:** | $ 32,002 | $ 33,600 |
| **Revenue Over (Under) Expense** | $ 0 | $ 0 |

**BUDGET UNIT: INSURANCE PROGRAMS (ALL ISFs EXCEPT IBP)**

## I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured and insured insurance programs. All programs are paid from these self-insurance funds and financed by general fund and non-general fund departments, as well as the Board Governed Special Districts and County Service Areas. Self-insurance and insurance programs include auto liability, property, surety, comprehensive auto, law enforcement liability, workers' compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. There is no staffing associated with this budget unit. Revenue over expense is used to meet actuarially determined claims reserve requirements.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 54,999,503 | 46,735,896 | 59,094,213 | 47,652,314 |
| Total Financing Sources | 48,018,910 | 49,765,885 | 56,424,195 | 49,002,994 |
| Revenue Over/(Under) Expense | (6,980,593) | 3,029,989 | (2,670,018) | 1,350,680 |

Estimated operating expenses and revenue for 2002-03 are higher than budget due to an accounting change regarding reporting for guaranteed investment contract (GIC) disbursements and reimbursements. Transfers for the GIC are estimated at $10,604,358 and revenues are estimated at $10,547,530. Per the investment schedule, there is minimal GIC activity in 2003-04.

Revenue over/(under) expense varies significantly from budget because of an unbudgeted $4.5 million dividend paid to Transportation/Flood Control; increased Workers' Compensation payments due to the increased benefit levels; decreased Workers' Compensation revenue due to decreased staffing in the County; and increased excess insurance premiums for general, automobile, and pollution liability programs.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Operating transfers in and out are impacted significantly due to scheduled reductions in GIC disbursements and reimbursements.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Risk Management
**FUND:** Internal Service (All Except IBP)

**FUNCTION:** General
**ACTIVITY:** Insurance Programs

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 40,455,496 | 38,874,268 | - | - | 38,874,268 |
| Other Charges | 146,804 | 142,500 | - | - | 142,500 |
| Total Appropriation | 40,602,300 | 39,016,768 | - | - | 39,016,768 |
| Operating Transfers Out | 18,491,913 | 7,719,128 | - | - | 7,719,128 |
| Total Oper Expense | 59,094,213 | 46,735,896 | - | - | 46,735,896 |
| **Revenue** | | | | | |
| Use of Money & Prop | (141,105) | 948,175 | - | - | 948,175 |
| Current Services | 35,723,935 | 41,592,810 | - | - | 41,592,810 |
| Other Revenue | (206,082) | 81,900 | - | - | 81,900 |
| Total Revenue | 35,376,748 | 42,622,885 | - | - | 42,622,885 |
| Operating Transfers In | 21,047,447 | 7,143,000 | - | - | 7,143,000 |
| Total Financing Sources | 56,424,195 | 49,765,885 | - | - | 49,765,885 |
| Rev Over/(Under) Exp | (2,670,018) | 3,029,989 | - | - | 3,029,989 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Human Resources - Risk Management
**FUND:** Internal Service (All Except IBP)

**FUNCTION:** General
**ACTIVITY:** Insurance Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 38,874,268 | 4,321,827 | 43,196,095 | - | **43,196,095** | - | 43,196,095 |
| Other Charges | 142,500 | (5,500) | 137,000 | - | **137,000** | - | 137,000 |
| Total Appropriation | 39,016,768 | 4,316,327 | 43,333,095 | - | **43,333,095** | - | 43,333,095 |
| Operating Transfers Out | 7,719,128 | (3,399,909) | 4,319,219 | - | **4,319,219** | - | 4,319,219 |
| Total Oper Expense | 46,735,896 | 916,418 | 47,652,314 | - | **47,652,314** | - | 47,652,314 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 948,175 | (679,375) | 268,800 | - | **268,800** | - | 268,800 |
| Current Services | 41,592,810 | 6,571,884 | 48,164,694 | - | **48,164,694** | - | 48,164,694 |
| Other Revenue | 81,900 | (35,400) | 46,500 | - | **46,500** | - | 46,500 |
| Total Revenue | 42,622,885 | 5,857,109 | 48,479,994 | - | **48,479,994** | - | 48,479,994 |
| Operating Transfers In | 7,143,000 | (6,620,000) | 523,000 | - | **523,000** | - | 523,000 |
| Total Financing Sources | 49,765,885 | (762,891) | 49,002,994 | - | **49,002,994** | - | 49,002,994 |
| Total Rev Over/(Under) Exp | 3,029,989 | (1,679,309) | 1,350,680 | - | **1,350,680** | - | 1,350,680 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 496,815 | Increased workers' compensation excess insurance premiums. |
| | 1,005,168 | Increase for other excess insurance premiums. |
| | 572,185 | Increased other general liability insurance premiums. |
| | 150,528 | Increased malpractice insurance premiums. |
| | (261,502) | Decreased airport and aircraft liability insurance. |
| | 1,333,163 | Increase for other insurance premiums. |
| | 99,750 | Increase for risk reduction programs. |
| | 780,170 | Increase for judgments and settlements. |
| | (91,450) | Decreased management and technical services. |
| | 237,000 | Increase for medical treatment expenses. |
| | 4,321,827 | |
| Other Charges | (5,500) | Decreased taxes and assessments. |
| Total Appropriation | 4,316,327 | |
| Operating Transfers Out | (3,399,909) | Decreased GIC payments of $3,475,521 and transfers to IBP for overhead. |
| Total Operating Expenses | 916,418 | |
| Revenue | | |
| Use of Money & Prop | (679,375) | Decreased interest revenue. |
| Current Services | 6,571,884 | Increased insurance premium revenue of $ 7,069,384, decreased claim cost recoveries of $360,500 and subrogation for departments of $137,000. |
| Other Revenue | (35,400) | Decreased revenue from return of stale-dated checks. |
| Total Revenue | 5,857,109 | |
| Operating Transfers In | (6,620,000) | Decreased GIC proceeds. |
| Total Sources | (762,891) | |
| Total Rev Over(Under) Exp | (1,679,309) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: INFORMATION SERVICES DEPARTMENT**
**CHIEF INFORMATION OFFICER: LEYDEN L. HAHN**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriations/Oper Expense | Revenue | Local Cost | Rev Over (Under) Exp | Staffing |
| Application Development | 10,208,475 | 4,480,501 | 5,727,974 | | 94.8 |
| Emerging Technology Division | 1,755,861 | 274,900 | 1,480,961 | | 17.2 |
| Computer Operations | 19,943,189 | 15,981,129 | | (3,962,060) | 129.9 |
| Network Services | 17,499,757 | 17,499,757 | | - | 102.2 |
| Total | 49,407,282 | 38,236,287 | 7,208,935 | (3,962,060) | 344.1 |

**BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)**

### I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition and integration of turnkey software applications and proposal development.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 12,763,168 | 11,722,743 | 10,391,836 | 10,208,475 |
| Total Revenue | 6,512,817 | 6,431,886 | 5,344,485 | 4,480,501 |
| Local Cost | 6,250,351 | 5,290,857 | 5,047,351 | 5,727,974 |
| Budgeted Staffing | | 101.3 | | 94.8 |
| **Workload Indicators** | | | | |
| Project Hours | 149,873 | 149,479 | 136,800 | 127,400 |

In 2002-03 appropriations of $11,722,743 are estimated to be under budget by $1,330,907 as a result of cost reduction measures implemented to offset reduced revenues caused by State budget cuts and adjustments for the 4% spend down plan. Expenditure reductions include savings from vacant positions ($480,172); reduced services and supplies ($800,735); and the deletion of fixed asset purchases ($50,000). The decrease in project hours in 2003-04 reflects the impact of the 4% spend down and reduced revenues from HSS. These reductions translate into a loss of approximately 22,079 project hours from contracted professional services and regular staff time of 6.5 budgeted staffing.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in Base Year Adjustments is a decrease of 3.0 positions (1.0 Team Leader, 1.0 Team Aide II and 1.0 Programmer Analyst/Programmer) which were eliminated as a result of the 4% Spend Down Plan.

The reduction of 3.5 Programmer III positions was eliminated based on further cost reduction measures to compensate for lower revenues.

**PROGRAM CHANGES**

Service revenues from Human Services, Courts, Public Health and District Attorney decreased from a budget of $3.8 million in 2002-03 to $1.3 million in 2003-04. This reduction of $2.5 million was caused primarily by state budget cuts and has impacted this budget significantly. Some of the lost revenue has been offset partially by

projected revenue increases of $500,000 by projects in Public Works, GIS parcel base map and various countywide management projects. Support costs in computer software, training, equipment purchases, general office expenses, and travel budgets have been reduced drastically to offset these revenue losses in order to stay within local cost.

For the most part, service levels within the unit have declined for affected departments and the ability to respond to additional service requests has also been impacted. Any additional cuts in this budget unit will further reduce the ability to support critical business systems used by the Fiscal, Law and Justice, Sheriff and Administrative groups. The use of contract resources in the professional services budget has also been reduced by $1.2 million and nearly eliminated to accommodate needed cost reductions.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 2.0 | |

The department did not submit a vacant position restoration request.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services
**FUND:** General AAA SDD

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 7,650,100 | 8,130,272 | 427,910 | - | 8,558,182 |
| Services and Supplies | 2,212,889 | 3,013,624 | (1,014,253) | - | 1,999,371 |
| Central Computer | 117,269 | 117,269 | (26,942) | - | 90,327 |
| Equipment | - | 50,000 | (50,000) | - | - |
| Transfers | 411,578 | 411,578 | (47,687) | - | 363,891 |
| Total Appropriation | 10,391,836 | 11,722,743 | (710,972) | - | 11,011,771 |
| **Revenue** | | | | | |
| Current Services | 5,344,485 | 6,431,886 | (1,148,089) | - | 5,283,797 |
| Total Revenue | 5,344,485 | 6,431,886 | (1,148,089) | - | 5,283,797 |
| Local Cost | 5,047,351 | 5,290,857 | 437,117 | - | 5,727,974 |
| Budgeted Staffing | | 101.3 | (3.0) | - | 98.3 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services
**FUND:** General AAA SDD

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 8,558,182 | (6,055) | 8,552,127 | (71,866) | **8,480,261** | - | 8,480,261 |
| Services and Supplies | 1,999,371 | (862,490) | 1,136,881 | - | **1,136,881** | - | 1,136,881 |
| Central Computer | 90,327 | - | 90,327 | - | **90,327** | - | 90,327 |
| Equipment | - | - | | - | | - | - |
| Transfers | 363,891 | 65,249 | 429,140 | - | **429,140** | - | 429,140 |
| Total Appropriation | 11,011,771 | (803,296) | 10,208,475 | (71,866) | **10,136,609** | - | 10,136,609 |
| **Revenue** | | | | | | | |
| Current Services | 5,283,797 | (803,296) | 4,480,501 | - | **4,480,501** | - | 4,480,501 |
| Total Revenue | 5,283,797 | (803,296) | 4,480,501 | - | **4,480,501** | - | 4,480,501 |
| Local Cost | 5,727,974 | - | 5,727,974 | (71,866) | **5,656,108** | - | 5,656,108 |
| Budgeted Staffing | 98.3 | (3.5) | 94.8 | (1.0) | **93.8** | - | 93.8 |

## INFORMATION SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 223,983 | MOU. |
| | 423,444 | Retirement. |
| | 10,755 | Risk Management Workers Comp. |
| | (230,272) | 4% Spend Down Plan- (Delete 1.0 Team Leader, 1.0 Team Aide II, 1.0 Programmer Analyst/Programmer). |
| | 427,910 | |
| Services and Supplies | (1,037,228) | 4% Spend Down Plan. |
| | 22,975 | Risk Management Liabilities. |
| | (1,014,253) | |
| Central Computer | (26,942) | |
| Equipment | (50,000) | 4% Spend Down Plan. |
| Transfers | (42,223) | 4% Spend Down Plan. |
| | (5,464) | Incremental change in EHAP. |
| | (47,687) | |
| Total Base Year Appropriation | (710,972) | |
| Current Services | (1,148,089) | 4% Spend Down Plan. |
| Total Base Year Revenue | (1,148,089) | |
| Total Base Year Local Cost | 437,117 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (6,055) | The reduction of 3.5 Programmer III's was due to reduced service revenues; offset by step increases and increase cost for overtime and call back. |
| Services and Supplies | (839,464) | Reduced professional services contractor costs due to decreased revenues. |
| | (23,026) | GASB 34 Accounting Change (EHAP). |
| | (862,490) | |
| Transfers | 42,223 | Increase to reflect changes in internal cost transfers to IAJ. |
| | 23,026 | GASB 34 Accounting Change (EHAP). |
| | 65,249 | |
| Total Appropriation | (803,296) | |
| Revenue | (803,296) | Decreased to reflect reduced service revenues from HSS, Public Health and Courts partially offset by increased revenues from Public Works, GIS and workflow and content management projects. |
| Total Revenue | (803,296) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 71,866 | - | 71,866 |
| Vacant Budgeted in Recruitment - Retain | 1 | 1.0 | 108,526 | - | 108,526 |
| Total Vacant | 2 | 2.0 | 180,392 | - | 180,392 |
| Recommended Resoration of Vacant Deleted | - | - | - | - | - |

**Vacant Position Impact**
**AAA SDD Detail**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Programmer III | 4627 | (1.0) | (71,866) | - | (71,866) |
| Subtotal Recommended - **Delete** | | (1.0) | (71,866) | - | (71,866) |
| Total Slated for Deletion | | (1.0) | (71,866) | - | (71,866) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Business Systems Analyst II | 70013 | 1.0 | 108,526 | - | 108,526 |
| Total in Recruitment Retain | | 1.0 | 108,526 | - | 108,526 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: EMERGING TECHNOLOGIES DIVISION (AAA ETD)**

## I. GENERAL PROGRAM STATEMENT

The Emerging Technologies Division (ETD) researches, evaluates and recommends technology-oriented products and solutions with the focus of improving internal county processes as well as enabling electronic access by the public to county services. ETD is responsible for maintaining and managing the county's internal and external web sites. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both the county departments and the public. GIMS responsibilities include ongoing maintenance of the county's street network and development of the parcel basemap.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 1,792,210 | 1,356,086 | 1,755,861 |
| Total Revenue | - | 273,940 | 182,263 | 274,900 |
| Local Cost | - | 1,518,270 | 1,173,823 | 1,480,961 |
| Budgeted Staffing | | 19.1 | | 17.2 |
| **Workload Indicators** | | | | |
| Emerging Technology major projects | - | 4 | 12 | 10 |
| GIS Application Projects | - | 150 | 155 | 150 |
| GIS Mapping Projects | - | 250 | 300 | 300 |
| Street Network: Segments maintained | - | 128,463 | 131,000 | 133,500 |

In 2002-03 appropriations are estimated under budget by $436,124 resulting from cost reductions measures implemented for the 4% spend down plan that include vacant budgeted staffing savings of $283,717 and reduced expenditures in software, equipment purchases, training totaling $127,407 and deletion of fixed purchases totaling $25,000. As a newly established unit, workload estimates for the first year were based on the assumption that the scope of the projects would be large. The actual size of projects during the year was smaller in scope and as a result staff was able to complete more projects. Projects estimates for next year are expected to remain the same based on reduced staffing.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Included in base year adjustments is a net decrease of 1.9 positions as a result of the deletion of 1.0 Programmer III in the 4% Spend Down Plan and 1.0 Programmer III in the 30% Cost Reduction Plan. These reductions were offset by 0.1 of overtime hours in the Programmer III position.

### PROGRAM CHANGES

Services and supplies cost in computer software, equipment purchases, and professional services budget were reduced to compensate for salary cost increases of employee step advancement, increased on-call, and higher administrative support cost. Minor reductions in interest and lease purchase principal payments were made to adjust for declining requirements of existing lease purchase loans. ETD will provide GIS support for the Big Bear Watershed program in 2003-04 using grant funding secured by the City of Big Bear.

Projected revenue increased a little reflecting change in Street Network subscription services, completion of contract with the City of Rialto, mapping projects and GIS Watershed program with City of Big Bear.

### OTHER CHANGES

ETD will provide GIS quality assurance and control of data delivered to the county by contract vendor, ERSI in the completion of the parcel basemap.

## IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 2.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 4.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for the restoration of 1.0 vacant budgeted Programmer Analyst III position that is slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | Emerging Technology Division | 1.0<br>$80,996<br>Local Cost | If this Programmer Analyst III position is not filled, required security projects will be delayed beyond the regulatory deadlines required in the HIPAA regulation and the County will be exposed to penalties due to known noncompliant security vulnerabilities. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services - Emerging Technologies
**FUND:** General AAA ETD

**FUNCTION:** General
**ACTIVITY:** Other

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,102,251 | 1,385,968 | (65,491) | - | 1,320,477 |
| Services and Supplies | 158,577 | 285,629 | 21,016 | - | 306,645 |
| Central Computer | 3,513 | 3,513 | 4,832 | - | 8,345 |
| Other Charges | 395 | 750 | - | - | 750 |
| Equipment | 6,635 | 31,635 | - | - | 31,635 |
| Transfers | 84,715 | 84,715 | 2,334 | - | 87,049 |
| Total Appropriation | 1,356,086 | 1,792,210 | (37,309) | - | 1,754,901 |
| **Revenue** | | | | | |
| Current Services | 182,263 | 273,940 | - | - | 273,940 |
| Total Revenue | 182,263 | 273,940 | - | - | 273,940 |
| Local Cost | 1,173,823 | 1,518,270 | (37,309) | - | 1,480,961 |
| Budgeted Staffing | | 19.1 | (1.9) | - | 17.2 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services - Emerging Technologies
**FUND:** General AAA ETC

**FUNCTION:** General
**ACTIVITY:** Other

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,320,477 | 49,284 | 1,369,761 | (161,992) | **1,207,769** | - | 1,207,769 |
| Services and Supplies | 306,645 | (46,467) | 260,178 | - | **260,178** | - | 260,178 |
| Central Computer | 8,345 | - | 8,345 | - | **8,345** | - | 8,345 |
| Other Charges | 750 | (500) | 250 | - | **250** | - | 250 |
| Equipment | 31,635 | (2,335) | 29,300 | - | **29,300** | - | 29,300 |
| Transfers | 87,049 | 978 | 88,027 | - | **88,027** | - | 88,027 |
| Total Appropriation | 1,754,901 | 960 | 1,755,861 | (161,992) | **1,593,869** | - | 1,593,869 |
| **Revenue** | | | | | | | |
| Current Services | 273,940 | 960 | 274,900 | - | **274,900** | - | 274,900 |
| Total Revenue | 273,940 | 960 | 274,900 | - | **274,900** | - | 274,900 |
| Local Cost | 1,480,961 | - | 1,480,961 | (161,992) | **1,318,969** | - | 1,318,969 |
| Budgeted Staffing | 17.2 | - | 17.2 | (2.0) | **15.2** | - | 15.2 |

## INFORMATION SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 30,775 | MOU. |
| | 58,724 | Retirement. |
| | 1,438 | Risk Management Workers' Comp. |
| | (60,731) | 4% Spend Down Plan - Delete 1.0 Programmer III offset by 0.1 in overtime. |
| | (95,697) | 30% Cost Reduction Plan - delete 1.0 Programmer III. |
| | (65,491) | |
| Services and Supplies | 21,016 | Risk Management Liabilities. |
| Central Computer | 4,832 | |
| Transfers | 2,334 | Incremental change in EHAP. |
| Total Appropriation | (37,309) | |
| Total Revenue | - | |
| Local Cost | (37,309) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 49,284 | Step increases. |
| Services and Supplies | (45,489) | Cost reductions in computer software, equipment purchases and professional services. |
| | (978) | GASB 34 Accounting Change (EHAP). |
| | (46,467) | |
| Other Charges | (500) | Reduced interest cost loans. |
| Equipment | (2,335) | Reduced principal portion on lease-purchase loans. |
| Transfers | 978 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | 960 | |
| Revenue | | |
| Current Services | 960 | Net increase in projected revenues from Street Network Subscription, Mapping and Technology projects. |
| Total Revenue | 960 | |
| Local Cost | - | |

## INFORMATION SERVICES

**Vacant Position Impact**
**Summary**

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 2.0 | 161,992 | - | 161,992 |
| Vacant Budgeted in Recruitment - Retain | 2 | 2.0 | 103,747 | - | 103,747 |
| Total Vacant | 4 | 4.0 | 265,739 | - | 265,739 |
| Recommended Resoration of Vacant Deleted | - | - | - | - | - |

**Vacant Position Impact**
**AAA ETD Detail**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| **Programmer Analyst III** | 12141 | (1.0) | (80,996) | - | (80,996) |
| **Programmer Analyst III** | 4647 | (1.0) | (80,996) | - | (80,996) |
| Total Slated for Deletion | | (2.0) | (161,992) | - | (161,992) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| **Geographic Info Sys Tech II** | 1946 | 1.0 | 50,198 | - | 50,198 |
| **Geographic Info Sys Tech III** | 10282 | 1.0 | 53,549 | - | 53,549 |
| Total in Recruitment Retain | | 2.0 | 103,747 | - | 103,747 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**INFORMATION SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** **Information Services/Admin/Exec** **Budget Code:** **AAA ETD**
**Title:** **Restore 1.0 Funded Position for Emerging Technology**

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Restore 1.0 funded Programmer Analyst III position. This funded position has been held vacant as part of the hiring freeze. ISD's staffing plan included filling this position during the first quarter of 2003-04. Restoring this position will not impact local cost or Board approved targets. Programmer Analyst Position 04647 will enable the county to initiate a number of important security projects to protect data and computer systems assets from unauthorized access and attacks. We need to implement a countywide Intrusion Detection System that is more sophisticated to reduce the risk of an intruder gaining access to our network. Another important project for this position is assisting departments in developing and implementing security and privacy plans for their departmental data.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 80,996 | $ 80,996 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Programmer Analyst III | 80,996 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 80,996 | $ 80,996 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 80,996 | $ 80,996 |

**BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)**

## I. GENERAL PROGRAM STATEMENT

The Computer Operations Division is comprised of five Sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 140 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 20,000 users. The Local Area Network (LAN) section provides departmental support for the management of local networks connecting computers within buildings.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Budget 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 18,457,651 | 20,177,069 | 22,323,490 | 19,943,189 |
| Total Revenue | 19,440,566 | 20,177,069 | 18,877,280 | 15,981,129 |
| Revenue Over/(Under) Expense | 982,915 | - | (3,446,210) | (3,962,060) |
| Budgeted Staffing | | 154.4 | | 129.9 |
| Fixed Assets | 1,123,668 | 2,879,261 | 1,029,822 | 1,522,046 |
| Unrestricted Net Assets Available at Yr End | 7,275,075 | | 5,449,094 | |
| **Workload Indicators** | | | | |
| PC Users/E-Mail Customers | 15,463 | 14,467 | 14,697 | 14,697 |
| Record Keyed | 19,023,588 | 19,901,199 | 21,065,667 | 21,065,667 |
| Dist. Depart. Sys. Sup. Bill. Hrs. | 10,328 | 6,868 | 3,767 | 3,767 |
| Telepro. Sup. Billiable Hrs. | 6,117 | 7,146 | 3,600 | 3,600 |
| Wan Connections | 359 | 363 | 367 | 370 |
| CPU Hours | 17,621 | 13,630 | 17,902 | 17,902 |
| PC Desktop Billiable Hours | 19,369 | 26,299 | 21,000 | 20,000 |

In 2002-03 operating expenses estimated over budget by $1,676,533. This is caused by a combination of a mid year approval of $3.0 million for the Geographical Information System (GIS) parcel base map project and mitigated by cost reduction measures of $1,323,467. One time funding of $2.0 million for GIS parcel base map project was transferred from IAM. Revenue is estimated under budget by $1,299,789 due to a decrease in projected service revenues. The expense over revenue of $2,976,322 results from the approved one-time funding of the GIS project from the use of unrestricted net assets in this fund. Fixed assets purchases are under budget because of cost cutting measures.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Overall budgeted staffing decreased by 24.5 vacant budgeted positions. Changes included the deletion of 6.0-Automated Systems Analyst I; 1.0-Automated Systems Analyst II; 1.0-Chief Data Entry Supervisor; 3.0-Clerk II; 3.0-Computer Operator; 1.0-Data Control Clerk III; 2.0-Data Entry Operator II; 1.0-Data Processing Scheduler; 3.0-P1-Product Analyst; 3.0-Product Specialist and 1.0-Programmer Analyst III X-Help. These deletions were needed for cost savings to compensate for projected revenue decreases and budget constraints. Decreases were offset slightly by increase overtime usage of 0.5 positions.

Salaries and benefit cost for approximately 24.5 positions totaling $1,122,385 was deleted in order to manage to projected workload changes, decreased service revenues and to help offset cost increases in other expense areas.

### PROGRAM CHANGES

Staffing and the purchase of services and supplies were reduced to bare minimum levels to hold current year service rates the same and to help offset cost increases.

Services and supplies cost in Computer Software, equipment purchases, training, equipment rental and interest expense budgets were decrease by $1,417,639. These reductions were required to offset declining revenues and cost increases of $1,166,976 for inflation and insurance; higher cost to maintain internal business applications; GIS parcel base map costs; increase in administrative support costs; increased equipment depreciation expenses and to establish a Quality Assurance (QA) program. COWCAP budget was reduced by $110,592 to reflect actual cost allocation of the plan.

The above changes are necessary to maintain a break-even status with projected service revenues, which are declining.

Service revenue projections have decreased by $1,483,640 in anticipation of further service impacts of future State budget cuts in user departments.

Fixed asset equipment purchases decreased by $1,357,215 to reflect current requirements; fully amortized lease purchase equipment loans; and budget constraints.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 5.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 5.0 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 0.0 | Retain |
| Total Vacant | 5.0 | |

**Vacant Position Restoration Request:**

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services - Computer Operations
**FUND:** Internal Services IAJ ALL

**FUNCTION:** General
**ACTIVITY:** Computer Operation

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 8,091,565 | 9,598,469 | 811,988 | - | 10,410,457 |
| Services and Supplies | 14,027,910 | 10,439,585 | - | - | 10,439,585 |
| Other Charges | 36,446 | 36,446 | - | - | 36,446 |
| Total Exp Authority | 22,155,921 | 20,074,500 | 811,988 | - | 20,886,488 |
| Reimbursements | (856,920) | (856,920) | - | - | (856,920) |
| Depreciation | 1,024,489 | 959,489 | - | - | 959,489 |
| Total Operating Expense | 22,323,490 | 20,177,069 | 811,988 | - | 20,989,057 |
| **Revenue** | | | | | |
| Current Services | 18,877,280 | 20,177,069 | (2,712,300) | - | 17,464,769 |
| Total Revenue | 18,877,280 | 20,177,069 | (2,712,300) | - | 17,464,769 |
| Revenue Over/(Under) Exp. | (3,446,210) | - | (3,524,288) | - | (3,524,288) |
| **Fixed Asset Expense** | | | | | |
| Equipment | 1,359,532 | 2,143,225 | - | - | 2,143,225 |
| Equip/Lease Purchzse | 1,054,729 | 736,036 | - | - | 736,036 |
| Total Fixed Assets | 2,414,261 | 2,879,261 | - | - | 2,879,261 |
| Budgeted Staffing | | 154.4 | - | - | 154.4 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Information Services - Computer Operations
**FUND:** Internal Services IAJ ALL

**FUNCTION:** General
**ACTIVITY:** Computer Operations

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 10,410,457 | (1,122,385) | 9,288,072 | (255,199) | **9,032,873** | - | 9,032,873 |
| Services and Supplies | 10,439,585 | (68,184) | 10,371,401 | - | **10,371,401** | - | 10,371,401 |
| Other Charges | 36,446 | (8,151) | 28,295 | - | **28,295** | - | 28,295 |
| Total Exp. Authority | 20,886,488 | (1,198,720) | 19,687,768 | (255,199) | **19,432,569** | - | 19,432,569 |
| Reimbursements | (856,920) | 22,863 | (834,057) | - | **(834,057)** | - | (834,057) |
| Depreciation | 959,489 | 129,989 | 1,089,478 | - | **1,089,478** | - | 1,089,478 |
| Total Appropriation | 20,989,057 | (1,045,868) | 19,943,189 | (255,199) | **19,687,990** | - | 19,687,990 |
| **Revenue** | | | | | | | |
| Current Services | 17,464,769 | (1,483,640) | 15,981,129 | (255,199) | **15,725,930** | - | 15,725,930 |
| Total Revenue | 17,464,769 | (1,483,640) | 15,981,129 | (255,199) | **15,725,930** | - | 15,725,930 |
| Revenue Over/(Under) Exp. | (3,524,288) | (437,772) | (3,962,060) | - | **(3,962,060)** | | (3,962,060) |
| **Fixed Asset Expense** | | | | | | | |
| Equipment | 2,143,225 | (912,643) | 1,230,582 | - | **1,230,582** | - | 1,230,582 |
| Equip/Lease Purchase | 736,036 | (444,572) | 291,464 | - | **291,464** | - | 291,464 |
| Total Fixed Assets | 2,879,261 | (1,357,215) | 1,522,046 | - | **1,522,046** | - | 1,522,046 |
| Budgeted Staffing | 154.4 | (24.5) | 129.9 | (5.0) | **124.9** | - | 124.9 |

## INFORMATION SERVICES

| | Base Year Adjustments | |
|---|---|---|
| Salaries and Benefits | 279,278 | MOU. |
| | 518,511 | Retirement. |
| | 14,199 | Risk Management Works Comp. |
| | 811,988 | |
| Total Base Year Operating Expense | 811,988 | |
| Current Services | (2,712,300) | Decrease in CPU and Infrastructure rates for 2003-04. |
| Total Base Year Revenue | (2,712,300) | |
| Total Base Year Revenue Over/(Under) | (3,524,288) | |

Service rates for CPU and Infrastructure services were decreased to return $2,712,300 in retained earning to users of this fund. Base Year increases in MOU, Retirement and Worker Comp cost totaling $811,988 were absorbed without any offsetting rate increases.

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| | Recommended Program Funded Adjustments | |
|---|---|---|
| Salaries and Benefits | (1,122,385) | Decreased to reflect deletion of 25.0 positions and increased overtime usage of 0.5 positions. |
| Services and Supplies | | |
| Computer Software Expense | (286,772) | Decreased for cost savings purposes and reduced users projected requirement. |
| Inventoriable Equipment | (447,256) | Decrease for cost saving purposes and projected user needs. |
| Training | (171,469) | Decreased for cost savings purposes. |
| COWCAP | (110,592) | Decreased allocation per approved plan. |
| Distributed Dp Equipment | (300,331) | Decreased to user projected needs and cost savings purposes. |
| Purchase of Material | 256,934 | Increased cost for paper, tape, and other computer supplies. |
| Insurance & Other General Svcs | 221,592 | Increased cost for insurance and other business related expenses. |
| Transfers | (32,278) | GASB 34 Accounting Change (EHAP). |
| Rents & Leases-Equipment | (203,660) | Decreased reflecting lease to purchase conversion and reduced projection by ISF users. |
| Application Development Svcs | 567,876 | Increased to reflect current cost of maintaining internal business systems, GIS parcel basemap support and to establish a Quality Assurance function. |
| | 437,772 | GIS parcel base map project |
| | (68,184) | |
| Other Charges | (8,151) | Reduced interest on fully paid loans. |
| Total Exp Authority | (1,198,720) | |
| Reimbursements | (9,415) | Decrease in projected reimbursements of internal adminstrative cost allocation among ISD operating divisions. |
| | 32,278 | GASB 34 Accounting Change (EHAP). |
| | 22,863 | |
| Depreciation | 129,989 | Depreciation expense for full year of new purchases. |
| Total Operating Expense | (1,045,868) | |
| Revenue | (1,483,640) | Decreased to reflect projected reduction in service revenues. |
| Revenue Over/(Under) Exp | 437,772 | |
| Fixed Asset Expense | | |
| Equipment | (912,643) | Decrease to reflect current need for capital equipment. |
| Equip Lease-Purchase | (444,572) | Reduced principal payment portion for fully paid loans. |
| Total Fixed Asset | (1,357,215) | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev. Over (Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 5 | 255,199 | 255,199 | 255,199 | - |
| Vacant Budgeted in Recruitment - Remain | - | - | - | - | - |
| Total Vacant | 5 | 255,199 | 255,199 | 255,199 | - |
| Recommended Resoration of Vacant Deleted | - | - | - | - | - |

### Vacant Position Impact
### IAJ ALL Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev. Over (Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Computer Operations Specialist | 75690 | (1.0) | (50,586) | (50,586) | - |
| Computer Operations Supervisor | 1114 | (1.0) | (55,147) | (55,147) | - |
| Fiscal Clerk II | 3342 | (1.0) | (17,893) | (17,893) | - |
| Systems Support Supervisor | 74159 | (1.0) | (86,138) | (86,138) | - |
| Accounting Technician | 71771 | (1.0) | (45,435) | (45,435) | - |
| Total Slated for Deletion | | (5.0) | (255,199) | (255,199) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: NETWORK SERVICES (IAM ALL)**

## I. GENERAL PROGRAM STATEMENT

Information Services' Network Services Division provides countywide telephone, microwave and radio services and the operation of related hardware, software and communications facilities, including a network of microwave sites.

The Network Services budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 19,517,107 | 20,172,114 | 19,335,069 | 17,499,757 |
| Total Revenue | 19,794,354 | 18,172,114 | 18,172,114 | 17,499,757 |
| Revenue Over/(Under) Expense | 277,247 | (2,000,000) | (1,162,955) | - |
| Budgeted Staffing | | 110.1 | | 102.2 |
| Fixed Assets | 2,348,654 | 2,585,785 | 2,167,783 | 2,491,319 |
| Unrestricted Net Assets Available at Yr End | 3,864,562 | | 2,650,950 | |
| **Workload Indicators** | | | | |
| Service Calls | 22,567 | 26,000 | 26,000 | 21,500 |
| Radios | 8,845 | 9,424 | 9,424 | 9,200 |
| Telephone | 19,646 | 19,000 | 19,000 | 19,500 |
| Circuits | 1,582 | 1,582 | 1,582 | 1,237 |

In 2002-03 operating expenses are estimated to be under budget by $837,045 as a result of cost reduction measures implemented in anticipation of reduced revenue caused by state budget cuts and the county's purchasing and hiring freeze. In 2002-03 revenue is projected to meet budget. The $1,162,955 expense over revenue results from the approved $2.0 million one-time funding of the Geographical Information System (GIS) project from the use of unrestricted net assets in this fund.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Overall budgeted staffing decreased by 7.9 positions. This resulted from a combination of adding and deleting positions of various classifications to adjust for workload changes.

Sixteen positions were deleted, which included 2.0 Clerk II; 9.0 Communications Technician II; 1.0 Network Control Specialist; 2.0 Electronic Drafting Technician; 1.0 Multimedia Coordinator; and 1.0 Telephone Service Specialist.

Usage of overtime equivalent to 5.1 budgeted staffing (0.3 Help Desk Technician; 0.8 Communications Installer; 0.5 800 MHz Analyst; 2.7 Communications Technician I, II, III; and 0.8 Supervising Communications Technician) is increased to meet current workload; 2.0 Communications Technician III are added to provide senior field service skills that require independent judgment; and 1.0 Network Services Supervisor is added to provide supervision of the Network Control area.

**PROGRAM CHANGES**

These increases are more than offset by $1,952,895 in reduced expenses. This reduction comes mostly from reduced outside communication services and electronic parts that include data/voice circuits, network trunking, intra/inter state connectivity for calls off the county's microwave network and other communication services needed to manage the county's 19,500 user telephone system. Budgeted costs for these areas were increased in 2002-03 to support projected growth in new county facilities and system upgrades. This growth did not occur as expected and outside communication services and parts cost budget have been reduced to reflect recent expense trends and requirements.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 10.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 9.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 10.0 | |

The department did not submit a vacant position restoration request.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Network Services
FUND: Internal Services IAM ALL

FUNCTION: General
ACTIVITY: Tele., Microwv., Radio

ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 6,258,935 | 7,095,980 | 666,644 | - | 7,762,624 |
| Services and Supplies | 11,196,219 | 11,204,153 | (2,000,000) | - | 9,204,153 |
| Central Computer | 17,050 | 9,116 | - | - | 9,116 |
| Other Charges | 67,208 | 67,208 | - | - | 67,208 |
| Transfers | 468,571 | 468,571 | - | - | 468,571 |
| Total Appropriation | 18,007,983 | 18,845,028 | (1,333,356) | - | 17,511,672 |
| Depreciation | 1,327,086 | 1,327,086 | - | - | 1,327,086 |
| Total Operating Expense | 19,335,069 | 20,172,114 | (1,333,356) | - | 18,838,758 |
| **Revenue** | | | | | |
| Use of Money & Property | 1,500 | 1,500 | - | - | 1,500 |
| Current Services | 18,170,614 | 18,170,614 | (1,287,000) | - | 16,883,614 |
| Total Revenue | 18,172,114 | 18,172,114 | (1,287,000) | - | 16,885,114 |
| Rev Over/(Under) Exp. | (1,162,955) | (2,000,000) | 46,356 | - | (1,953,644) |
| **Fixed Asset Exp.** | | | | | |
| Equipment | 1,750,000 | 1,750,000 | - | - | 1,750,000 |
| Equip/Lease Purchase | 835,785 | 835,785 | - | - | 835,785 |
| Total Fixed Assets | 2,585,785 | 2,585,785 | - | - | 2,585,785 |
| Budgeted Staffing | | 110.1 | - | - | 110.1 |

**GROUP:** Administrative/Executive Group
**DEPARTMENT:** Information Services - Network Services
**FUND:** Internal Service IAM ALL

**FUNCTION:** General
**ACTIVITY:** Tele., Microwv., Radio

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 7,762,624 | (61,723) | 7,700,901 | (654,423) | **7,046,478** | - | 7,046,478 |
| Services and Supplies | 9,204,153 | (1,342,895) | 7,861,258 | - | **7,861,258** | - | 7,861,258 |
| Central Computer | 9,116 | 26,402 | 35,518 | - | **35,518** | - | 35,518 |
| Other Charges | 67,208 | (13,494) | 53,714 | - | **53,714** | - | 53,714 |
| Transfers | 468,571 | 16,346 | 484,917 | - | **484,917** | - | 484,917 |
| Total Appropriation | 17,511,672 | (1,375,364) | 16,136,308 | (654,423) | **15,481,885** | - | 15,481,885 |
| Depreciation | 1,327,086 | 36,363 | 1,363,449 | - | **1,363,449** | - | 1,363,449 |
| Total Operating Expense | 18,838,758 | (1,339,001) | 17,499,757 | (654,423) | **16,845,334** | - | 16,845,334 |
| **Revenue** | | | | | | | |
| Use of Money & Property | 1,500 | (1,000) | 500 | - | **500** | - | 500 |
| Current Services | 16,883,614 | 615,643 | 17,499,257 | (654,423) | **16,844,834** | - | 16,844,834 |
| Total Revenue | 16,885,114 | 614,643 | 17,499,757 | (654,423) | **16,845,334** | - | 16,845,334 |
| Rev Over/(Under) Exp. | (1,953,644) | 1,953,644 | - | - | **-** | - | - |
| **Fixed Asset Exp.** | | | | | | | |
| Equipmnet | 1,750,000 | (150,000) | 1,600,000 | - | **1,600,000** | - | 1,600,000 |
| Equip/Lease Purchase | 835,785 | 55,534 | 891,319 | - | **891,319** | - | 891,319 |
| Total Fixed Assets | 2,585,785 | (94,466) | 2,491,319 | - | **2,491,319** | | 2,491,319 |
| Budgeted Staffing | 110.1 | (7.9) | 102.2 | (9.0) | **93.2** | - | 93.2 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 666,644 | Increased due to MOU, Retirement and Workers Comp Adjustments. |
| Services and Supplies | (2,000,000) | One-time funding for GIS parcel base map project transferred to IAJ. |
| Total Operating Expense | (1,333,356) | |
| Total Revenue | (1,287,000) | Decrease to reflect reduced telephone rate from $32.50 to $27.00. |
| Revenue Over/(Under) Exp | 46,356 | |

The Telephone rate will decrease from $32.50 to $27.00 effective with the beginning of the new fiscal year. This rate reduction is achievable from the completion of the multi-year telephone network switch infrastructure upgrade program, which resulted in lower operating cost. Project cost associated with the completion of upgrading the telephone systems were deleted resulting in a rate decrease for telephones and annual cost savings of approximately $1,287,000 to phone users.

Base Year increases of $666,644 for MOU salary and benefit, Retirement and Workers Comp cost increases were absorbed without any offsetting rate change.

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**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (61,723) | Decrease reflecting deletion of positions, increase overtime usage and step advances and addition of supervisor position. |
| Services and Supplies | (1,902,895) | Decrease cost of outside phone company services and supplies to show cost reduction efforts and to adjust to workload changes. |
| | 579,088 | Increase long distance usage by county departments. |
| | (19,088) | GASB 34 Accounting Change (EHAP). |
| | (1,342,895) | |
| Central Computer | 26,402 | Increase usage of Central Computer Operations ISF services. |
| Other Charges | (13,494) | Decrease interest charges on fully paid lease-purchase loans. |
| Transfers In/Out | (2,742) | Decrease reflect's a new accounting method for EHAP and cost increases in allocated admin cost. |
| | 19,088 | GASB 34 Accounting Change (EHAP). |
| | 16,346 | |
| Depreciation | 36,363 | Increase to reflect full year depreciation of new fixed asset purchases. |
| Total Operating Expense | (1,339,001) | Cost reduction to stay within projected revenues. |
| Use of Money and Property | (1,000) | |
| Current Services | 615,643 | Increase due to projected higher long distance usage and service contracts. |
| Total Revenue | 614,643 | |
| Revenue Over/(Under) Exp | 1,953,644 | |
| Fixed Asset Expense | | |
| Equipment | (150,000) | Decrease as part of the cost reduction plan. |
| Equipment lease-Purchase | 55,534 | Increase principal for new lease-purchase loans of proposed lease purchase of telephone systems. |
| Total Fixed Assets | (94,466) | |

## INFORMATION SERVICES

**Vacant Position Impact**
**Summary**

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over (Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 9 | 9.0 | 654,423 | 654,423 | - |
| Vacant Budgeted in Recruitment - Retain | 1 | 1.0 | 42,173 | 42,173 | - |
| Total Vacant | 10 | 10.0 | 696,596 | 696,596 | - |
| Recommended Resoration of Vacant Deleted | | - | - | - | - |

**Vacant Position Impact**
**IAM ALL Detail**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over (Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Communications Tech II | 00000821 | (1.0) | (58,922) | (58,922) | - |
| Communications Tech II | 00000817 | (1.0) | (58,922) | (58,922) | - |
| Communications Tech III | 00074091 | (1.0) | (62,911) | (62,911) | - |
| Communications Tech III | 00074090 | (1.0) | (69,051) | (69,051) | - |
| Supvg Comm Technician | 00074085 | (1.0) | (94,494) | (94,494) | - |
| DeputyChief of NetworkServices | 00012714 | (1.0) | (101,425) | (101,425) | - |
| Network Control Specialist | 00012720 | (1.0) | (66,462) | (66,462) | - |
| Network Control Supervisor | 00012717 | (1.0) | (73,489) | (73,489) | - |
| Supvg Comm Technician | 00013870 | (1.0) | (68,747) | (68,747) | - |
| Total Slated for Deletion | | (9.0) | (654,423) | (654,423) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Equipment Parts Specialist I | 9914 | 1.0 | 42,173 | 42,173 | - |
| Total in Recruitment Retain | | 1.0 | 42,173 | 42,173 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OVERVIEW OF BUDGET

**DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION**
**BUDGET UNIT: AAA LAF**

### I. GENERAL PROGRAM STATEMENT

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies. In meeting these responsibilities the Commission 1) regulates proposed boundary changes for cities and special districts within the County of San Bernardino; 2) determines the spheres of influence for local agencies within San Bernardino County and conducts related municipal service reviews; 3) regulates the formation and dissolution of cities and special districts; and 4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, LAFCO has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolution of special districts based upon the findings of its special studies. Costs in this budget represent the county's legally mandated contribution to LAFCO's operating expense. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 158,189 | 161,353 | 170,000 | 173,400 |
| Local Cost | 158,189 | 161,353 | 170,000 | 173,400 |

Total cost for 2002-03 is expected to exceed the amount budgeted by $8,647 because LAFCO adopted its final budget for 2002-03 after the county financing was established. The mandated county share is one-third of the LAFCO operating cost that is not reimbursed by fees and other revenue.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Local Agency Formation Commission
**FUND:** General AAA LAF

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Other Charges | 170,000 | 161,353 | 12,047 | - | 173,400 |
| Total Appropriation | 170,000 | 161,353 | 12,047 | - | 173,400 |
| Local Cost | 170,000 | 161,353 | 12,047 | - | 173,400 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Local Agency Formation Commission
**FUND:** General AAA LAF

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 173,400 | - | 173,400 | - | **173,400** | - | 173,400 |
| Total Appropriation | 173,400 | - | 173,400 | - | **173,400** | - | 173,400 |
| Local Cost | 173,400 | - | 173,400 | - | **173,400** | - | 173,400 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | 12,047 | Anticipated increase in county's legally mandated contribution. |
| Total Appropriation | 12,047 | |
| Local Cost | 12,047 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY SCHOOLS**
**SUPERINTENDENT: HERB FISCHER**
**BUDGET UNIT: AAA SCL**

### I. GENERAL PROGRAM STATEMENT

Beginning in 2003-04, this budget unit represents the county's total legal and contractual obligations to contribute to the costs of the County Superintendent of Schools and School Claims. Prior to 2003-04, this budget unit was only School Claims.

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for 33 school districts and 2 regional occupational programs and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction.

The function of the School Claims Division is to perform warrant production, control, and accounting to include a prepayment examination and audit of the expenditures from the funds of the school districts, community college districts, regional occupational programs in the county, and from the County School Service Fund of the County Superintendent of Schools. This involves the audit of all payrolls and accounts payable to include contracts and expenses for supplies, materials, services, and equipment. The Division performs all audits and approval functions required of the County Auditor/Controller and County Superintendent of Schools, and is jointly responsible to those elected officials.

There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,174,581 | 1,186,804 | 1,186,804 | 2,850,040 |
| Local Cost | 1,174,581 | 1,186,804 | 1,186,804 | 2,850,040 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The county's obligation to fund schools was previously recorded in several other county budget units; the Superintendent of Schools, Real Estate Services, and Facilities Management. Beginning this year, all expenditures are contained in this single budget unit. Local cost has been transferred accordingly.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: County Schools
FUND: General AAA SCL

FUNCTION: Education
ACTIVITY: School Administration

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 1,186,804 | 1,186,804 | 35,604 | - | 1,222,408 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 1,186,804 | 1,186,804 | 35,604 | - | 1,222,408 |
| Local Cost | 1,186,804 | 1,186,804 | 35,604 | - | 1,222,408 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** County Schools
**FUND:** General AAA SCL

**FUNCTION:** Education
**ACTIVITY:** School Administration

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,222,408 | 1,161,584 | 2,383,992 | - | **2,383,992** | - | 2,383,992 |
| Transfers | - | 466,048 | 466,048 | - | **466,048** | - | 466,048 |
| Total Appropriation | 1,222,408 | 1,627,632 | 2,850,040 | - | **2,850,040** | - | 2,850,040 |
| Local Cost | 1,222,408 | 1,627,632 | 2,850,040 | - | **2,850,040** | - | 2,850,040 |

### Base Year Adjustments

| | | |
|---|---|---|
| Services and Suppplies | 35,604 | Contract obligation for increased schools' employee costs. |
| Total Appropriation | 35,604 | |
| Local Cost | 35,604 | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 282,224 | Cost transferred from Superintendent of Schools budget unit (AAA SCS). |
| | 464,360 | Cost transferred from Real Estate Services for rents and leases. |
| | 415,000 | Cost transferred from utilities budget for ISD telephone services charges. |
| | 1,161,584 | |
| Transfers | 466,048 | Reimbursement to Facilities Management for utilities. |
| Total Appropriation | 1,627,632 | |
| Local Cost | 1,627,632 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: SUPERINTENDENT OF SCHOOLS**
**SUPERINTENDENT: HERB FISCHER**
**BUDGET UNIT: AAA SCS**

### I. GENERAL PROGRAM STATEMENT

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for the school districts and two regional occupational programs and provides ancillary services to five community college districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 290,356 | 282,224 | 282,224 | - |
| Local Cost | 290,356 | 282,224 | 282,224 | - |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The county's obligation to fund schools was previously recorded in several budget units. Beginning in 2003-04, this budget unit is being closed out and added into the former School Claims budget unit (AAA SCL) in order to reflect the total county obligation for funding schools in a single budget unit.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Administrative/Executive
**DEPARTMENT:** Superintendent of Schools
**FUND:** General AAA SCS

**FUNCTION:** Education
**ACTIVITY:** School Administration

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 282,224 | 282,224 | - | - | 282,224 |
| Total Appropriation | 282,224 | 282,224 | - | - | 282,224 |
| Local Cost | 282,224 | 282,224 | - | - | 282,224 |

**GROUP:** Administrative/Executive
**DEPARTMENT:** Superintendent of Schools
**FUND:** General AAA SCS

**FUNCTION:** Education
**ACTIVITY:** School Administration

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 282,224 | (282,224) | - | - | - | - | - |
| Total Appropriation | 282,224 | (282,224) | - | - | - | - | - |
| Local Cost | 282,224 | (282,224) | - | - | - | - | - |

### Recommended Program Funding Adjustments

| | | |
|---|---|---|
| Services and Supplies | (282,224) | Transfer cost to consolidated County Schools budget unit (AAA SCL). |
| Total Appropriation | (282,224) | |
| Local Cost | (282,224) | |

**CAPITAL IMPROVEMENT PROGRAM**
**SUMMARY**

| | Page # | General Fund Local Cost | General Fund Other | Other Funding | Total |
|---|---|---|---|---|---|
| **RECOMMENDED FUNDED PROJECTS** | | | | | |
| BY PROJECT TYPE | 2-1-2 | | | | |
| HEALTH AND SAFETY PROJECTS | | 1,999,000 | 1,120,000 | - | 3,119,000 |
| GENERAL PROJECTS | | 20,000 | 495,000 | 1,025,000 | 1,540,000 |
| DEFERRED MAINT. OTHER | | 680,000 | - | 117,000 | 797,000 |
| DEFERRED MAINT. PAVING | | 285,000 | - | - | 285,000 |
| HEALTH AND SAFETY ROOFING | | 390,000 | - | 45,000 | 435,000 |
| ADA - AMERICANS w/ DISABILITIES ACT | | 150,000 | - | - | 150,000 |
| TOTAL RECOMMENDED PROJECTS | | 3,524,000 | 1,615,000 | 1,187,000 | 6,326,000 |
| **CARRYOVER PROJECTS** | | | | | |
| CIP FUNDS | 2-1-2 | | | | |
| CJV AND CJS | | 20,008,004 | - | 41,116,010 | 61,124,014 |
| AVIATION | | - | - | 22,420,382 | 22,420,382 |
| TOTAL CARRYOVER PROJECTS | | 20,008,004 | - | 63,536,392 | 83,544,396 |
| **TOTAL 2003-04 PROPOSED CIP BUDGET** | | **23,532,004** | **1,615,000** | **64,723,392** | **89,870,396** |
| **SUPPLEMENTAL INFORMATION** | | | | | |
| **FUNDED PROJECTS BY GEOGRAPHIC LOCATION** | 2-1-6 | | | | |
| COUNTYWIDE - ALL DISTRICTS | | 940,000 | - | 350,000 | 1,290,000 |
| FIRST DISTRICT | | 300,000 | - | 637,000 | 937,000 |
| SECOND DISTRICT | | 725,000 | 40,000 | 50,000 | 815,000 |
| THIRD DISTRICT | | 475,000 | - | - | 475,000 |
| FOURTH DISTRICT | | 116,000 | - | 150,000 | 266,000 |
| FIFTH DISTRICT | | 968,000 | 1,575,000 | - | 2,543,000 |
| **TOTAL FUNDED PROJECTS** | | 3,524,000 | 1,615,000 | 1,187,000 | 6,326,000 |

**CAPITAL IMPROVEMENT PROGRAM**
**SUMMARY**

| | Page # | General Fund Local Cost | General Fund Other | Other Funding | Total |
|---|---|---|---|---|---|
| **SUPPLEMENTAL INFORMATION (continued)** | | | | | |
| **SHORT LIST PROJECTS** | | | | | |
| **BY PROJECT TYPE (EXHIBIT A)** | 2-1-11 | | | | |
| ADA - AMERICANS w/ DISABILITIES ACT | | 920,000 | - | - | 920,000 |
| DMH - DEFERRED MAINT. HVAC | | - | - | - | - |
| DMO - DEFERRED MAINT. OTHER | | 2,055,000 | - | 117,000 | 2,172,000 |
| DMP - DEFERRED MAINT. PAVING | | 510,000 | - | - | 510,000 |
| HSO - HEALTH/SAFETY OTHER | | 6,639,000 | 1,120,000 | 1,750,000 | 9,509,000 |
| HSR - HEALTH/SAFETY ROOFING | | 1,709,000 | - | 45,000 | 1,754,000 |
| HSP - HEALTH/SAFETY PAVING | | 700,000 | - | - | 700,000 |
| OP - OPERATIONAL PAVING | | 700,000 | - | - | 700,000 |
| OP - OPERATIONAL QUALITY OF LIFE | | 4,245,000 | 495,000 | 745,000 | 5,485,000 |
| OP - OPERATIONAL REVENUE | | 525,000 | - | 280,000 | 805,000 |
| **TOTAL OF SHORT LIST PROJECTS** | | 18,003,000 | 1,615,000 | 2,937,000 | 22,555,000 |
| **SHORT LIST PROJECTS** | | | | | |
| **BY GEOGRAPHIC LOCATION (EXHIBIT B)** | 2-1-16 | | | | |
| COUNTYWIDE - ALL DISTRICTS | | 1,020,000 | - | 350,000 | 1,370,000 |
| FIRST DISTRICT | | 3,635,000 | - | 2,387,000 | 6,022,000 |
| SECOND DISTRICT | | 3,570,000 | 40,000 | 50,000 | 3,660,000 |
| THIRD DISTRICT | | 2,425,000 | - | - | 2,425,000 |
| FOURTH DISTRICT | | 1,241,000 | - | 150,000 | 1,391,000 |
| FIFTH DISTRICT | | 6,112,000 | 1,575,000 | - | 7,687,000 |
| **TOTAL OF SHORT LIST PROJECTS** | | 18,003,000 | 1,615,000 | 2,937,000 | 22,555,000 |
| **ALL SUBMITTALS** | | | | | |
| **BY PROJECT TYPE (EXHIBIT C)** | 2-1-21 | | | | |
| ADA - AMERICANS w/ DISABILITIES ACT | | 1,900,000 | - | - | 1,900,000 |
| DMH - DEFERRED MAINT. HVAC | | 2,215,000 | - | - | 2,215,000 |
| DMO - DEFERRED MAINT. OTHER | | 3,395,000 | - | 90,000 | 3,485,000 |
| DMP - DEFERRED MAINT. PAVING | | 2,090,000 | - | - | 2,090,000 |
| HSO - HEALTH/SAFETY OTHER | | 7,904,000 | 1,120,000 | 1,750,000 | 10,774,000 |
| HSP - HEALTH/SAFETY PAVING | | 700,000 | - | 1,880,000 | 2,580,000 |
| HSR - HEALTH/SAFETY ROOFING | | 1,924,000 | - | 45,000 | 1,969,000 |
| OP - OPERATIONAL PAVING | | 700,000 | - | - | 700,000 |
| OP - OPERATIONAL QUALITY OF LIFE | | 279,695,000 | 495,000 | 745,000 | 280,935,000 |
| OP - OPERATIONAL REVENUE | | 1,880,000 | - | 2,140,000 | 4,020,000 |
| **TOTAL OF ALL SUBMITTALS** | | 302,403,000 | 1,615,000 | 6,650,000 | 306,553,000 |
| **ALL SUBMITTALS** | | | | | |
| **BY GEOGRAPHIC LOCATION (EXHIBIT D)** | 2-1-29 | | | | |
| COUNTYWIDE - ALL DISTRICTS | | 2,220,000 | - | 350,000 | 2,570,000 |
| FIRST DISTRICT | | 8,440,000 | - | 3,987,000 | 12,427,000 |
| SECOND DISTRICT | | 4,265,000 | 40,000 | 50,000 | 4,355,000 |
| THIRD DISTRICT | | 11,105,000 | - | - | 11,105,000 |
| FOURTH DISTRICT | | 3,551,000 | - | 430,000 | 3,981,000 |
| FIFTH DISTRICT | | 272,492,000 | 1,575,000 | - | 274,067,000 |
| **TOTAL OF ALL SUBMITTALS** | | 302,073,000 | 1,615,000 | 4,817,000 | 308,505,000 |

## CAPITAL IMPROVEMENT PROGRAM (CIP)

### SUMMARY

The county's Capital Improvement Program (CIP) includes construction, rehabilitation, and repair projects for numerous facilities and structures. Solid waste, road, flood control and park projects are administered by the Economic Development/Public Services Group (ED/PSG). Table 1 provides a summary of ED/PSG projects proposed for 2003-04. Details on the Solid Waste and Transportation Division projects can be found in the budget workbook section for each division. Details on the Regional Park Division projects are on file with the Public Works Department (PWD). Architecture and Engineering Department (A&E) administers projects for all others, including Airports, general fund departments, and Economic and Community Development. Table 2 provides a summary of A&E proposed projects for 2003-04.

**Table 1**

| ED/PSG Capital Improvement Projects | | | | | |
|---|---|---|---|---|---|
| | Description | # of Projects | New Projects | Carryover Projects | Total |
| PWD – Solid Waste (SW) | Capital Projects Technical Support | 25 | $2,957,263 | $154,500 | $3,111,763 |
| | Site Closures and Maintenance | 28 | 5,709,050 | 4,518,627 | 10,227,677 |
| | Site Enhancement, Expansion & Acquisition | 28 | 8,066,116 | 4,554,194 | 12,620,310 |
| | Groundwater Remediation | 34 | 7,139,476 | 2,144,500 | 9,283,976 |
| | Sub-Total – PWD- SW – CIP | 115 | $23,871,905 | $11,371,821 | $35,243,726 |
| PWD – Transportation | Various Road Projects-First District | 27 | $3,039,100 | $6,999,000 | $10,038,100 |
| | Various Road Projects-Second Dist. | 23 | 225,000 | 10,779,100 | 11,004,100 |
| | Various Road Projects-Third District | 12 | 1,423,000 | 3,809,400 | 5,232,400 |
| | Various Road Projects-Fourth Dist. | 6 | 264,100 | 605,600 | 869,700 |
| | Various Road Projects-Fifth District | 12 | 322,300 | 1,502,700 | 1,825,000 |
| | Total PWD – Transportation – CIP | 80 | $5,273,500 | $23,695,800 | $28,969,300 |
| PWD – Regional Parks (RP) | Santa Ana River Trail – Phase II | 1 | | $3,400,000 | $3,400,000 |
| | Santa Ana River Trail – Phase III | 1 | | 2,200,000 | 2,200,000 |
| | Proposition 12 – Various Projects | 9 | $234,184 | 2,000,000 | 2,234,184 |
| | Proposition 40 – Various Projects | TBD | 1,000,000 | | 1,000,000 |
| | Santa Ana River Pkwy Improve. | 1 | 3,300,000 | | 3,300,000 |
| | Cooley Ranch Landfill Brown Field | 1 | 150,000 | | 150,000 |
| | Wilson Creek | 1 | 65,000 | | 65,000 |
| | Total PWD – RP – CIP | 14 | $4,749,184 | $7,600,000 | $12,349,184 |
| **Total ED/PSG Capital Improvement Projects** | | 209 | $33,894,589 | $42,667,621 | $76,562,210 |

**Architecture and Engineering Department CIP Projects for 2003-04**

The proposed 2003-04 CIP for projects administered by A&E began with 197 requests from 15 departments totaling $308.5 million. These initial requests were evaluated based on direction provided by the March 19th Financing Plan for the 2003-04 budget which directed that deferred maintenance and health/safety projects be given priority, and that no new general fund supported construction projects be proposed. The focus for 2003-04 was on health and safety, roof repairs, water systems, pavement repair, hydraulic elevator rehabilitation, and fire alarm systems. This evaluation resulted in a proposed list of new projects totaling $6,326,000 ($3.524 million - general fund CIP local cost, $1.615 million - other general fund, and $1.187 million - other funding):

**Table 2**

| A&E Capital Improvement Projects | | | | | |
|---|---|---|---|---|---|
| Description | # of Projects | General Fund - Local Cost | General Fund Other | Other Funding Source | Total |
| **New Projects 2003-04** | | | | | |
| Health/Safety | 9 | $1,999,000 | $1,120,000 | | $3,119,000 |
| General Projects | 9 | 20,000 | 495,000 | $1,025,000 | 1,540,000 |
| Deferred Maintenance - Other | 5 | 680,000 | | 117,000 | 797,000 |
| Paving | 2 | 285,000 | | | 285,000 |
| Roofing | 2 | 390,000 | | 45,000 | 435,000 |
| Americans with Disabilities Act | 1 | 150,000 | | | 150,000 |
| **Total Proposed Projects 2003-04** | **28** | **$3,524,000** | **$1,615,000** | **$1,187,000** | **$6,326,000** |
| **Carryover Projects – Prior Years** | | | | | |
| Funds CJV and CJS | 78 | $20,008,004 | | $41,116,010 | $61,124,014 |
| Aviation | 41 | | | 22,420,382 | 22,420,382 |
| **Total Carryover** | **119** | **$20,008,004** | | **$63,536,392** | **$83,544,396** |
| **Total A&E Capital Improvement Projects** | **147** | **$23,532,004** | **$1,615,000** | **$64,723,392** | **$89,870,396** |

Details are provided on the following pages.

## CAPITAL IMPROVEMENT PROGRAM
## 2003-04

### Background

On October 1, 2002, county departments were requested to submit Capital Improvement Program (CIP) requests for the 2003-04 budget. The County Administrative Office (CAO) received 197 requests from 15 departments with an estimated cost of $308.5 million (see Exhibits C and D, All Submittals). Departments submitting more than one CIP request prioritized their requests. CIP requests were also submitted by Architecture and Engineering Department (A&E) and Facilities Management Department (FM) for general projects.

The CIP requests ranged from minor projects under $10,000 to major projects with total costs, in some cases, in excess of millions of dollars. While the Board of Supervisors approved additional one-time funding in 2002-03 to address deferred maintenance in county facilities, the number of projects submitted and the total dollar volume continues to be reflective of years of limited funding for capital improvements. Particularly, health and safety projects and deferred maintenance for county facilities continue to be critical areas for funding consideration.

**Table 3**

| SUMMARY OF ALL 2003-04 CIP REQUESTS RECEIVED BY GEOGRAPHIC LOCATION | | |
|---|---|---|
| District | # of Projects | Cost Estimate (Millions) |
| Countywide | 12 | $2.6 |
| 1 | 39 | 12.4 |
| 2 | 24 | 4.4 |
| 3 | 19 | 11.1 |
| 4 | 20 | 4.0 |
| 5 | 79 | 274.0 |
| TOTAL | 197 | $308.5 |

### Short-List Process

The CAO established the following goals in short-listing the CIP projects:

1. Review prior year CIP funding allocations for savings, priorities, and additional funding needs.
2. Identify potential funding sources for 2003-04 CIP budget.
3. Categorize projects to facilitate evaluation and in accordance with County Policy No. 02-08, Capital Budget Policy.
4. Identify department priorities.
5. Obtain Administrative Analyst and Deputy Administrative Officer review and short-list recommendations.
6. Receive Board of Supervisor priorities and revise short-list recommendations.
7. Refine scope and obtain detailed cost estimates on recommended short-list.
8. Identify and recommend funding for projects with funding sources outside the general fund.
9. Identify for consideration the most critical need projects with local cost ($3.5 million has been set aside).
10. Identify phased projects that require funding for subsequent phases.
11. Separate projects that require additional study or have special circumstances that require detailed reports to the Board for consideration at a later date (e.g. special workgroups established for a particular CIP project).
12. Provide comments on other projects that deserve special mention.

### Review of Prior Year (2002-03) CIP Funding

In identifying projects to be considered for capital improvement expenditures for 2003-04, projects and funding allocations for 2002-03 were reviewed for savings, priorities and additional funding needs. In June 2002, approximately $4.9 million in general fund local cost was initially approved for funding of CIP. In October 2002, the Board authorized the addition of approximately $3.6 million of one-time funding for additional projects for a total general fund local cost of $8.5 million. The 2002-03 budget also included $13.3 million for projects with other funding sources. The following funding allocations by project type were made for CIP projects last year:

**Table 4**

| SUMMARY OF 2002-03 CIP FUNDING BY PROJECT TYPE | | |
|---|---|---|
| Category | Cost | % Local Cost |
| Heating, Ventilation, Air Conditioning (HVAC) | $2,680,000 | 31.7 |
| Health & Safety | 2,137,000 | 25.2 |
| Deferred Maintenance | 1,640,000 | 19.4 |
| Paving | 1,202,000 | 14.2 |
| Roofing | 500,000 | 5.9 |
| General Projects | 303,000 | 3.6 |
| Sub-Total – General Fund Local Cost | $8,462,000 | 100.0 |
| Projects with Reimbursable Funding Sources | 13,279,251 | |
| Total CIP Funding FY 2002-03 | $21,741,251 | |

### Review of Carryover Projects

A summary of the status of previously approved CIP projects is attached as Exhibit E – General Fund Carryover Projects Summary, Exhibit F – Reimbursable Carryover Projects Summary, and Exhibit G - Airports Capital Improvement Projects.

**Table 5**

| SUMMARY OF 2002-03 CIP CARRYOVER BALANCES | | | | | | |
|---|---|---|---|---|---|---|
| | General Fund – Local Cost | | Other Funding | | Total | |
| Description | # of Projects | General Fund – Local Cost | # of Projects | Reimbursable Projects | # of Projects | Carryover Balances |
| Carryover from Prior Fiscal Years | 23 | $ 4,653,656 | 22 | $18,567,735 | 45 | $23,221,391 |
| 2002-03 New Projects | 14 | 4,411,040 | 5 | 10,439,748 | 19 | 14,850,788 |
| 2002-03 One Time Projects | 7 | 2,207,252 | | | 7 | 2,207,252 |
| 2002-03 Mid-Year Insert Projects | 1 | 315,000 | 5 | 1,578,887 | 6 | 1,893,887 |
| Sub-Total Projected Carryover Balance (Fund CJV - See Exhibit E & F) | 45 | $11,586,948 | 32 | $30,586,370 | 77 | $42,173,318 |
| Projected Carryover Balance (Fund CJS – High Desert Juvenile Assessment and Detention Center – See Exhibit F) | 1 | $8,421,056 | | $10,529,640 | 1 | $18,950,696 |
| Aviation (See Exhibit G) | | | 41 | 22,420,382 | 41 | 22,420,382 |
| TOTAL CARRYOVER | 46 | $20,008,004 | 73 | $63,536,392 | 119 | $83,544,396 |

**Potential Funding Sources for 2003-04**

Potential local cost funding sources for 2003-04 CIP projects were identified as follows:

**Table 6**

| POTENTIAL LOCAL COST FUNDING SOURCES FOR 2003-04 CIP | |
|---|---|
| Category | Funding Source Allocation |
| Base Budget Allocation for General Fund – Local Cost CIP | $3,500,000 |
| Anticipated Savings from Completed CIP Projects* | 24,000 |
| Total Available for General Fund Local Cost Projects | $3,524,000 |

* During 2001-02 budget workshops, the Board asked staff to periodically review the carryover from prior CIP funding and determine if additional funds can be made available for new projects. A&E anticipates the savings from completion of 20 general fund projects in 2002-03 to be $2,533,239 (see Exhibit E – General Fund Carryover Projects Summary, 2002-03 Completed Projects). Of this total, $2.5 million will be returned to the general fund as proposed in the March 19, 2003 Financing Plan for the 2003-04 budget. We propose to make $24,000 of this savings available for 2003-04 CIP projects. The balance of $9,239 will be used to help offset cost overruns in other projects.

In addition, departments have identified other funding sources for a number of projects separate from the general fund target provided in the financing plan (e.g. Airports, ECD, department budgets, etc.). Expenditures for these projects will be reimbursed. The Board of Supervisors also has discretionary funding (designated in the 2002-03 mid-year budget allocation as total ongoing discretionary funding) available for **ALL** discretionary local costs, including CIP. The Board earmarked $4 million of discretionary funding for deferred maintenance projects and $6 million for the realignment of Valley Boulevard at Pepper Avenue in Colton.

**CAO Administrative Review**

CIP projects were categorized as follows:

1. Have a funding source other than the general fund CIP target
2. Eliminates health/safety hazards – costs are codes as:
    a. A – American's with Disabilities Act
    b. HSR – Roofing
    c. HSP – Health/Safety Paving projects
    d. HSO – Health/Safety Other
3. Results from deferred maintenance – costs are coded as:
    a. DMH – Heating/Ventilation/Air Conditioning
    b. DMP – Deferred Maintenance Paving
    c. DMO – Deferred Maintenance Other
4. Implements mandated programs – costs are coded as M
5. Reduces operation or maintenance costs or generates revenue – costs are coded as:
    a. OR – Operational – Reduces Costs or Generates Revenue
    b. OP – Operational – Paving
    c. OQ – Promotes economic revitalization or enhances the quality of life

The CIP requests were then reviewed and short-listed by CAO Administrative Analysts and Deputy Administrative Officers for each department/group. The total number of projects was initially narrowed from 197 to 74 with an estimated local cost of $24.6 million.

Each Board Office was asked to review the short-list and full list of CIP's submitted by the departments and provide input. The CAO also met with A&E and FM to review and prioritize the projects. Detailed cost estimates were then prepared by A&E through outside cost estimators for 71 projects on the short-list

(three projects were withdrawn). The revised cost for these projects, based on a more detailed scope of work, was $18.0 million for general fund projects, $1.62 million for general fund - other and $2.9 million for other funded projects.

**Preliminary Identified CIP Funding for 2003-04** **$6.326 Million**

Given a poor economic outlook and state budget uncertainties, the CAO directed staff to propose funding for health and safety and deferred maintenance projects only. New construction projects would not be recommended for funding during 2003-04. Based on the input received, the CAO is recommending projects totaling $6,326,000 for funding as follows (see Exhibit A – Short List Projects – Summary by Project Type):

**Table 7**

| RECOMMENDED PROJECTS BY PROJECT TYPE FOR 2003-04 CIP | | | | | |
|---|---|---|---|---|---|
| Description | Type | General Fund Local Cost | General Fund Other | Other Funding Source | Total |
| Health/Safety – Other | HSO | $1,999,000 | $1,120,000 | | $3,119,000 |
| General Projects - Operational – Economic Revitalization or Enhance Quality of Life | OQ | | 495,000 | $745,000 | 1,240,000 |
| General Projects – Operational – Revenue | OR | 20,000 | | 280,000 | 300,000 |
| Deferred Maintenance – Other | DMO | 680,000 | | 117,000 | 797,000 |
| Health/Safety Hazard – Roofing | HSR | 390,000 | | 45,000 | 435,000 |
| Deferred Maintenance – Paving | DMP | 285,000 | | | 285,000 |
| Americans with Disabilities Act | A | 150,000 | | | 150,000 |
| Heath/Safety Hazard – Paving | HSP | | | | 0 |
| Deferred Maintenance – HVAC | DMH | | | | 0 |
| Operational – Paving | OP | | | | 0 |
| **Total Identified Funding** | | **$3,524,000** | **$1,615,000** | **$1,187,000** | **$6,326,000** |

Although funding recommendations are based on criteria listed under the section entitled "CAO Administrative Review", the following is a summary of the recommended projects organized by geographic location in order to provide a picture of the geographic distribution (see Exhibit B – Summary of Recommended Projects by Geographic Location):

**Table 8**

| RECOMMENDED FUNDING BY GEOGRAPHIC LOCATION FOR 2003-04 CIP | | | | |
|---|---|---|---|---|
| Area | General Fund Local Cost | General Fund – Other* | Other Funding Source | Total |
| County-Wide – General | $ 940,000 | | $ 350,000 | $1,290,000 |
| First District | 300,000 | | 637,000 | 937,000 |
| Second District | 725,000 | $40,000 | 50,000 | 815,000 |
| Third District | 475,000 | | | 475,000 |
| Fourth District | 116,000 | | 150,000 | 266,000 |
| Fifth District | 968,000 | 1,575,000 | | 2,543,000 |
| **Total Identified Funding** | **$3,524,000** | **$1,615,000** | **$1,187,000** | **$6,326,000** |

*In prior budget years, the CIP budget had two categories of funding: general fund and reimbursable funding sources. A portion of the reimbursable funding sources were actually general fund dollars that the Board controls (e.g. department budget funding, Justice Facilities Reserve (JFR), realignment, and special revenue funds). While reimbursable to the CIP, the Board requested the CAO identify these other general fund sources that reimburse the CIP separate from other funding sources (such as Community Development Block Grant (CDBG), state/federal grants, airport funding sources and Inmate Welfare

Fund). This year's CIP summary includes a column entitled "General Fund – Other" to capture those funding sources that are general fund but reimbursable to CIP.

Following is a detailed summary of each new proposed project by District:

**Table 9**

| PROPOSED NEW PROJECTS BY GEOGRAPHIC LOCATION FOR 2003-04 | | | | | | |
|---|---|---|---|---|---|---|
| District/City/Department/Site | Description | Type | General Fund CIP Local Cost | General Fund - Other | Other Funding | Total |
| **Countywide** | | | | | | |
| Various | Facilities Management Budget for minor CIP projects | DMO | $400,000 | | | $400,000 |
| Various | Funds for roof restoration | HSR | 390,000 | | | 390,000 |
| Various | Funds to continue ADA improvement program | A | 150,000 | | | 150,000 |
| Various | ECD Projects (CDBG funds) | OQ | | | $350,000 | 350,000 |
| | **Countywide Total** | | **$940,000** | **$0** | **$350,000** | **$1,290,000** |
| **First District** | | | | | | |
| Lucerne Valley – Library – 33103 Woman Springs Rd. | 1,104 SF expansion of Library (First District, CDBG, Library & Private Funding). Total project cost estimate of $380,000. | OQ | | | $330,000 | $330,000 |
| Yermo – Regional Parks (RP) -Calico Ghost Town | Remodel upper town restrooms | DMO | $260,000 | | | 260,000 |
| Victorville - Regional Parks – Mojave Narrows RP | Design Park Flood Control | DMO | 20,000 | | 27,000 | 47,000 |
| Victorville – Regional Parks - Mojave Narrows RP | Design Horseshoe Lake stabilization & rehabilitation | OR | 20,000 | | | 20,000 |
| Apple Valley – Airports – 21600 Corwin Rd. | Construct shadeports @ terminal apron | OR | | | 140,000 | 140,000 |
| Twentynine Palms –Airports – 78569 29 Palms Hwy | Construct shadeports | OR | | | 140,000 | 140,000 |
| | **First District Total** | | **$300,000** | **$0** | **$637,000** | **$937,000** |
| **Second District** | | | | | | |
| Devore – A&E - Glen Helen Region | Replace deteriorated water system (Phase III) | HSO | $500,000 | | | $500,000 |
| Devore – Regional Parks – Glen Helen RP | Rehabilitate campground paving | DMP | 225,000 | | | 225,000 |
| Devore – Sheriff – 18000 W. Institution Road | Remove/Replace (R/R) dishwasher | OQ | | | $50,000 | 50,000 |
| Devore – Sheriff – 18000 W. Institution Road (JFR) | Modernize utility feed | HSO | | $40,000 | | 40,000 |
| | **Second District Total** | | **$725,000** | **$40,000** | **$50,000** | **$815,000** |
| **Third District** | | | | | | |
| Redlands – Museum – 2022 Orange Tree Lane | Install fire suppression / sprinkler system | HSO | $200,000 | | | $200,000 |
| Redlands – Museum – 2022 Orange Tree Lane | Correct code violations & deficiencies | HSO | 275,000 | | | 275,000 |
| | **Third District Total** | | **$475,000** | **$0** | **$0** | **$475,000** |
| **Fourth District** | | | | | | |
| Chino – Museum – 17127 Pomona Rincon Road | Provide potable water | HSO | $116,000 | | | $116,000 |
| | Repair Cal Aero Building roofs | HSR | | | $45,000 | 45,000 |
| | Merrill Avenue beautification | OQ | | | 15,000 | 15,000 |
| | Building Improvements – A270, 440, 480, 485 & 490 | DMO | | | 40,000 | 40,000 |
| | Dome hangars 1-4 rehab | DMO | | | 50,000 | 50,000 |
| | **Fourth District Total** | | **$116,000** | **$0** | **$150,000** | **$266,000** |

**Table 9 (Continued)**

| District/City/Department/Site | Description | Type | General Fund CIP Local Cost | General Fund - Other | Other Funding | Total |
|---|---|---|---|---|---|---|
| **Fifth District** | | | | | | |
| San Bernardino – Auditor-Controller – 222 W. Hospitality Lane | Remodel 1st Floor | OQ | | $335,000 | | $335,000 |
| San Bernardino – Auditor-Controller – 222 W. Hospitality Lane | Remodel 2nd Floor | OQ | | 160,000 | | 160,000 |
| Colton – ARMC – 400 N. Pepper Avenue | Convert Behavioral Health beds to medical beds | HSO | | 1,080,000 | | 1,080,000 |
| San Bernardino/Fontana – FM - 316 & 364 N. Mt. View; 825 E. 3rd St.; 630 E. Rialto Avenue (2); 17780 & 17830 Arrow Blvd. | Rehab hydraulic elevators (Phase I). 2 elevators remain @ $140k | HSO | $428,000 | | | 428,000 |
| San Bernardino – FM – 172 W. Third St. | Upgrade fire alarm system | HSO | 360,000 | | | 360,000 |
| San Bernardino – FM – 351 N. Mt. View Avenue | Upgrade fire alarm system | HSO | 120,000 | | | 120,000 |
| San Bernardino – A&E – Pavement Management – 630 E. Rialto Avenue & 825 E. 3rd St. | Seal coat parking lots | DMP | 60,000 | | | 60,000 |
| | **Fifth District Total** | | **$968,000** | **$1,575,000** | **$0** | **$2,543,000** |
| | **Grand Total** | | **$3,524,000** | **$1,615,000** | **$1,187,000** | **$6,326,000** |

### Proposed CIP Project Highlights

Highlights of 2003-04 proposed CIP projects are detailed below:

- **Roofing Projects** **$390,000**

  The CAO proposes to increase local cost funding for on-going roof restoration for county buildings from $150,000 budgeted in 2002-03 to $390,000 for 2003-04. With increased precipitation this winter, the need to increase expenditures for preventative maintenance of the roofs became apparent. FM undertook the repair of 30 facility roofs in the spring. While most of the buildings could be repaired with existing FM maintenance staff or local contractors, three buildings were identified that require new roofs and an additional twelve buildings were determined to need further assessment. FM is in the process of retaining the services of a roofing specialist to evaluate existing roofs, provide cost analysis of needed repairs, and make recommendations for on-going maintenance. The results of this evaluation will be the basis upon which projects are prioritized for future funding. The three roofs that require immediate attention will be proposed for funding mid-year from contingencies earmarked for deferred maintenance.

- **Water Systems** **$683,000**

  The 2003-04 CIP includes several proposed water system projects:
  - Glen Helen Water System - In 2001-02 and 2002-03 budgets, the Board approved Phase I ($700,000 to drill wells) and Phase II ($1,500,000 to add water tank storage) of the Glen Helen Water system to meet potable water demand for the Sheriff and Regional Park facilities in Devore. The 2003-04 CIP proposes to complete the project with $500,000 to replace the delivery system pipes.
  - Victorville – Regional Parks – Mojave Narrows Regional Park – During heavy rains, storm water runoff floods campground and picnic areas and overflows the earthen Horseshoe Lake Dam at Mojave Narrows Regional Park. The 2003-04 CIP proposes to provide funding in the amount of $67,000 to begin design to address flood control ($20,000 from the general fund and $27,000 from the Flood Control District) and to design to address drainage problems, stabilize and renovate the lake ($20,000). The plans will be used by Regional Parks to seek additional funding

for the project. Total estimated project costs are $.7 million for flood control and $1.9 million for stabilization and renovation of the Lake.

- Chino Museum – The 2003-04 CIP budget proposes to provide a potable water source for the Yorba-Slaughter Adobe Museum. The existing well is contaminated. $116,000 is proposed to drill a new well on the site.

- **Pavement Management** **$285,000**

In the 2002-03 budget, the CAO requested A&E to prepare a Pavement Management System (PMS) for countyowned office building parking lots. Efforts were first concentrated in the San Bernardino area. Three major government center locations were evaluated: County Government Center, Gilbert Street facilities, and Third Street facilities. The general conditions were found to be poor. Four methods to extend the life of the parking lots were identified (listed in order of condition and cost): Sealcoat, Slurry Coat, Flood Seal, and Remove and Replace. The Board approved a total of $1,202,000 for paving projects in 2002-03 and work is in progress to rehabilitate seven major parking lot locations. In evaluating the methods available, A&E has determined that if a parking lot has not reached the "Remove and Replace" status, the sealcoat method supplemented with crack sealing, provides the county with the most value, both in terms of appearance and cost. As a result, the CAO has requested the PMS be revised and include all parking lots countywide, including Regional Park facilities, utilizing the sealcoat or remove and replace methods. While $593,000 was proposed to be funded in 2003-04 for San Bernardino parking lots, given budget constraints and experience gained in completing work on parking lots during 2002-03, $60,000 using the sealcoat method is proposed for funding for San Bernardino parking lots in 2003-04. In addition, one paving project in the amount of $225,000 is proposed at Glen Helen Regional Park. The total proposed funding for paving projects for 2003-04 is $285,000. After the entire PMS is developed countywide, funding will be programmed for future budget years.

- **Elevator Hydraulic Ram Replacement Projects** **$428,000**

The contract elevator maintenance companies for the county's multi-story, elevator-served buildings have identified nine elevators in eight buildings that have single bottom hydraulic cylinders that require replacement with new double bottom cylinders. The single bottom cylinders are subject to corrosion caused by groundwater content and electrolysis conditions within the soil. In 1972, the building code required all new elevators have a double bottom cylinder, and in 1980, the code further required all metal cylinders be wrapped or have new installed cylinders constructed from non-corrosive material. The nine elevators were all installed prior to 1971. The 2003-04 CIP budget proposes to rehabilitate six of the nine elevators. All of the elevators are being closely monitored for hydraulic cylinder leaks during monthly service inspections until such time as the work can be completed. The interiors of the elevators will also be improved and brought up to current ADA standards. The remaining three elevators will be proposed for funding in 2004-05.

- **Fire Alarm System Upgrades** **$480,000**

Annually, the Human Resources Department, Risk Management Division, conducts fire inspections at county facilities. The inspections are performed by the property underwriting services, user department, and Facilities Management Department to minimize the risk of loss due to fire. Reports with recommendations and/or corrective actions are generated and issued to FM and the user department. Recommendations have been made to improve fire protection systems in seven office buildings. Fire protection can be defined as either fire alarms and/or sprinkler systems installed in the buildings. Facilities with the lowest amount of fire protection were given the highest priority. The 2003-04 proposed CIP budget includes the installation of fire alarm systems in the two buildings that lack either type of fire protection: 172 W. Third St., San Bernardino ($360,000) and 351 N. Mt. View Avenue, San Bernardino ($120,000). Upgrades of fire alarm systems to the remaining five buildings will be proposed for funding in future budget years.

**Recommendations for continued improvements to the CIP**

Several recommendations to improve the CIP in the future were identified in past budget processes. We have repeated those recommendations with status/updates shown in **bold** type.

1. Consider stepping up base CIP funding allocation annually ($3 million in 2002-03). **The base CIP funding was increased to $3.5 million for 2003-04 and additional one-time funding was approved by the Board in 2002-03 in the amount of $5.4 million to address the deferred maintenance backlog.**

2. Develop a long-term plan for deferred maintenance and major repair/replacement projects (e.g. roofing, paving, HVAC). Separate these from the CIP process with an emphasis on efficiency and cost reduction. **Energy management systems, HVAC deferred maintenance program, and paving management systems were undertaken in 2001-02 and 2002-03. A more comprehensive countywide pavement management system and roof condition analysis is underway for 2003-04. In addition, fire alarm and elevator systems were evaluated and programmed for funding beginning in the 2003-04 CIP budget.**

3. Develop a 5-year rolling plan with funding options for capital improvement projects. **Funding was set aside in CIP in 2001-02 for long-term space planning. A Master Space Plan study for the San Bernardino area will be completed by June 2003. Procedures are being developed for 5-year rolling plans for all departments countywide.**

4. Review adequacy of minor maintenance allocation for FM annually (currently $400,000). **FM receives requests for minor CIP projects (less than $25,000) well in excess of the budgeted $400,000 annually, however, this allocation was not increased due to budget constraints.**

5. Begin CIP process earlier in the fiscal year and provide mid-year proposals as appropriate. **The CIP process was started three months earlier in 2002-03 and 2003-04. Beginning the process earlier has provided additional time to adequately evaluate projects, develop scopes of work, and prepare detailed cost estimates that are more reliable than past practices.**

6. Periodically review carryover from prior CIP funding and revise projections and allocation of funds if appropriate. **The carryover list was reviewed, funds were reallocated, and savings from completed projects are being proposed to be used for 2003-04.**

County of
San Bernardino

# EXHIBIT A
## SHORT LIST PROJECTS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

## SUMMARY OF SHORT LIST PROJECTS

| | Count | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|
| ADA - AMERICANS w/ DISABILITIES ACT | 2 | $920,000 | $0 | $0 |
| DMH - DEFERRED MAINT. HVAC | 0 | $0 | $0 | $0 |
| DMO - DEFERRED MAINT. OTHER | 13 | $2,055,000 | $0 | $117,000 |
| DMP - DEFERRED MAINT. PAVING | 3 | $510,000 | $0 | $0 |
| HSO - HEALTH/SAFETY OTHER | 22 | $6,639,000 | $1,120,000 | $1,750,000 |
| HSP - HEALTH/SAFETY PAVING | 1 | $700,000 | $0 | $0 |
| HSR - HEALTH/SAFETY ROOFING | 7 | $1,709,000 | $0 | $45,000 |
| OP - OPERATIONAL PAVING | 2 | $700,000 | $0 | $0 |
| OQ - OPERATIONAL QUALITY OF LIFE | 17 | $4,245,000 | $495,000 | $745,000 |
| OR - OPERATIONAL REVENUE | 4 | $525,000 | $0 | $280,000 |
| SHORT LIST PROJECTS TOTAL | 71 | $18,003,000 | $1,615,000 | $2,937,000 |

## SUMMARY OF RECOMMENDED PROJECTS (bold)

| | Count | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|
| **ADA - AMERICANS w/ DISABILITIES ACT** | **1** | **$150,000** | **$0** | **$0** |
| **DMH - DEFERRED MAINT. HVAC** | **0** | **$0** | **$0** | **$0** |
| **DMO - DEFERRED MAINT. OTHER** | **5** | **$680,000** | **$0** | **$117,000** |
| **DMP - DEFERRED MAINT. PAVING** | **2** | **$285,000** | **$0** | **$0** |
| **HSO - HEALTH/SAFETY OTHER** | **9** | **$1,999,000** | **$1,120,000** | **$0** |
| **HSP - HEALTH/SAFETY PAVING** | **0** | **$0** | **$0** | **$0** |
| **HSR - HEALTH/SAFETY ROOFING** | **2** | **$390,000** | **$0** | **$45,000** |
| **OP - OPERATIONAL PAVING** | **0** | **$0** | **$0** | **$0** |
| **OQ - OPERATIONAL QUALITY OF LIFE** | **6** | **$0** | **$495,000** | **$745,000** |
| **OR - OPERATIONAL REVENUE** | **3** | **$20,000** | **-** | **$280,000** |
| **RECOMMENDED PROJECTS SUB-TOTAL** | **28** | **$3,524,000** | **$1,615,000** | **$1,187,000** |
| **GENERAL FUND CIP CARRYOVER FUNDS** | | **-$24,000** | | |
| **RECOMMENDED PROJECTS TOTAL** | | **$3,500,000** | **$1,615,000** | **$1,187,000** |



Health/Safety: A=ADA; HSO=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT A
## SHORT LIST PROJECTS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

## AMERICANS w/ DISABILITIES ACT - ADA

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 183 | Arch. & Eng. | Various | Countywide | A | ADA improvement program | **$150,000** | - | - |
| 2 | 1 | 99 | Regional Parks | Mojave River Forks Reg. Park | Summit Valley | A | Renovate restroom & shower bldgs. | $770,000 | - | - |
| 2 | | | | | | | ADA TOTAL | $920,000 | $0 | $0 |
| **1** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$150,000** | **$0** | **$0** |

## DEFERRED MAINTENANCE - HVAC

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | | | | | | | DEFERRED MAINTENANCE - HVAC TOTAL | $0 | $0 | $0 |
| **0** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$0** | **$0** | **$0** |

## DEFERRED MAINTENANCE - OTHER

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 198 | Facilities Mgmt. | Various | Countywide | DMO | Annual Minor CIP Funding | **$400,000** | - | - |
| 2 | 1 | 73 | Regional Parks | Calico Ghost Town Reg. Park | Yermo | DMO | Remodel upper town restroom | **$260,000** | - | - |
| 3 | 1 | 94 | Regional Parks | Mojave Narrows Reg. Park | Victorville | DMO | Design Park Flood Control | **$20,000** | - | **$27,000** |
| 4 | 2 | 3 | District Attorney | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint and carpet offices | $100,000 | - | - |
| 5 | 2 | 23 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint exterior of Courthouse | $215,000 | - | - |
| 6 | 2 | 56 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | DMO | Rehabilitate elevator interiors | $80,000 | - | - |
| 7 | 2 | 125 | Facilities Mgmt. | 8303 Haven Av. | Rancho Cucamonga | DMO | R/R security gate | $100,000 | - | - |
| 8 | 2 | 189 | Arch. & Eng. | 8303 Haven Av. | Rancho Cucamonga | DMO | Additional funding to complete skylights | $180,000 | - | - |
| 9 | 3 | 126 | Facilities Mgmt. | 216 & 222 Brookside Av. | Redlands | DMO | Site improvements | $150,000 | - | - |
| 10 | 4 | 69 | Airports | 7000 Merrill Av. | Chino | DMO | Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.) | - | - | **$40,000** |
| 11 | 4 | 70 | Airports | 7000 Merrill Av. | Chino | DMO | Dome Hangars 1-4 Rehab (100% Fontana Principal) | - | - | **$50,000** |
| 12 | 5 | 135 | Facilities Mgmt. | 351 N. Arrowhead Av. | San Bernardino | DMO | R/R irrigation system | $200,000 | - | - |
| 13 | 5 | 137 | Facilities Mgmt. | 385 N. Arrowhead Av. | San Bernardino | DMO | Convert all exterior lighting to low voltage | $350,000 | - | - |
| 13 | | | | | | | DEFERRED MAINTENANCE - OTHER TOTAL | $2,055,000 | $0 | $117,000 |
| **5** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$680,000** | **$0** | **$117,000** |

Health/Safety: A=ADA; HSO=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT A

## SHORT LIST PROJECTS

### SUMMARY BY PROJECT TYPE





## DEFERRED MAINTENANCE - PAVING

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 81 | Regional Parks | Glen Helen Reg. Park | Devore | DMP | Rehabilitate campground paving | **$225,000** | - | - |
| 2 | 2 | 87 | Regional Parks | Lake Gregory Reg. Park | Crestline | DMP | Rehabilitate S. beach parking lot | $225,000 | - | - |
| 3 | 5 | 192 | Arch. & Eng. | 630 E Rialto Av. & 825 E 3rd St. | San Bernardino | DMP | Pavement Sealcoat | **$60,000** | - | - |
| 3 | | | | | | | DEFERRED MAINTENANCE - PAVING TOTAL | $510,000 | $0 | $0 |
| **2** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$285,000** | **$0** | **$0** |

## HEALTH/SAFETY - OTHER

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 12 | Superior Court | 14455 Civic Dr. | Victorville | HSO | Construct employee only access corridor | $1,250,000 | - | - |
| 2 | 1 | 43 | Superior Court | 235 E. Mt. View | Barstow | HSO | Install security door | $40,000 | - | - |
| 3 | 1 | 145 | Facilities Mgmt. | 6527 White Feather Rd. | Joshua Tree | HSO | R/R existing UST, replace w/ AGST | $150,000 | - | - |
| 4 | 1 | 181 | County Fire | Baker Bl. | Baker | HSO | Construct 8,000 SF fire station | - | - | $1,750,000 |
| 5 | 2 | 178 | Sheriff | 18000 W. Institution Rd. | Devore | HSO | Modernize utility feed (Jus. Fac. Res.) | - | **$40,000** | - |
| 6 | 2 | 194 | Arch. & Eng. | Glen Helen Region | Devore | HSO | Replace deteriorated water system (Ph III) | **$500,000** | - | - |
| 7 | 3 | 39 | Superior Court | 26010 State Hwy 189 | Twin Peaks | HSO | Install parking lot lighting | $100,000 | - | - |
| 8 | 3 | 172 | Museum | 2022 Orange Tree Ln. | Redlands | HSO | Install fire suppression/sprinkler system | **$200,000** | - | - |
| 9 | 3 | 173 | Museum | 2022 Orange Tree Ln. | Redlands | HSO | Correct code violations & deficiencies | **$275,000** | - | - |
| 10 | 4 | 176 | Museum | 17127 Pomona Rincon R | Chino | HSO | Provide potable water | **$116,000** | - | - |
| 11 | 5 | 25 | Superior Court | 900 E. Gilbert St. | San Bernardino | HSO | Install emergency generator for Juv. Crt. Bldg. | $500,000 | - | - |
| 12 | 5 | 118 | Probation | 900 E. Gilbert St. | San Bernardino | HSO | Video security expansion - 15 cameras only | $285,000 | - | - |
| 13 | 5 | 121 | Probation | 900 E. Gilbert St. | San Bernardino | HSO | Construct secure access gate (Unit 2 & 3) | $400,000 | - | - |
| 14 | 5 | 128 | Facilities Mgmt. | 777 Rialto Av. | San Bernardino | HSO | Upgrade fire alarm system | $155,000 | - | - |
| 15 | 5 | 129 | Facilities Mgmt. | 172 W. Third St. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | **$360,000** | - | - |
| 16 | 5 | 130 | Facilities Mgmt. | 351 N. Mt. View Av. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | **$120,000** | - | - |
| 17 | 5 | 139 | Facilities Mgmt. | 200 S. Lena Rd. | San Bernardino | HSO | Upgrade fire alarm system | $290,000 | - | - |
| 18 | 5 | 143 | Facilities Mgmt. | 316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl. | San Bernardino & Fontana | HSO | Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k | **$428,000** | - | - |
| 19 | 5 | 140 | Facilities Mgmt. | 655 E. Third St. | San Bernardino | HSO | Upgrade fire alarm system | $390,000 | - | - |
| 20 | 5 | 141 | Facilities Mgmt. | 670 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $380,000 | - | - |
| 21 | 5 | 142 | Facilities Mgmt. | 900 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $700,000 | - | - |
| 22 | 5 | 182 | ARMC | 400 N. Pepper Av. | Colton | HSO | Convert BHD beds to med. Beds (Realignment Funds) | - | **$1,080,000** | - |
| 22 | | | | | | | HEALTH/SAFETY - OTHER TOTAL | $6,639,000 | $1,120,000 | $1,750,000 |
| **9** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$1,999,000** | **$1,120,000** | **$0** |

Health/Safety: A=ADA; HSO=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT A
## SHORT LIST PROJECTS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

### HEALTH/SAFETY - PAVING

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 72 | Regional Parks | Calico Ghost Town Reg. Park | Yermo | HSP | Rehabilitate parking lot | $700,000 | - | - |
| 1 | | | | | | | HEALTH/SAFETY - PAVING TOTAL | $700,000 | $0 | $0 |
| **0** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$0** | **$0** | **$0** |

### HEALTH/SAFETY - ROOFING

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 188 | Arch. & Eng. | Various | Countywide | HSR | Funds for roof restoration | **$390,000** | - | - |
| 2 | 2 | 174 | Museum | 8810 Hemlock Av. | Rancho Cucamonga | HSR | Re-roofing & water damage mitigation | $225,000 | - | - |
| 3 | 2 | 193 | Arch. & Eng. | 9500 Etiwanda Av. | Rancho Cucamonga | HSR | Replace deteriorated hypalon roof (Ph III) | $450,000 | - | - |
| 4 | 4 | 64 | Airports | 7000 Merrill Av. | Chino | HSR | Repair Cal Aero Bldgs. Roof (100% Fontana Int.) | - | - | **$45,000** |
| 5 | 5 | 132 | Facilities Mgmt. | 630 E. Rialto Av. | San Bernardino | HSR | R/R CDC boiler plant roof | $130,000 | - | - |
| 6 | 5 | 159 | Facilities Mgmt. | 777 Rialto Av. | San Bernardino | HSR | R/R roof | $464,000 | - | - |
| 7 | 5 | 160 | Facilities Mgmt. | 200 S. Lena Rd. | San Bernardino | HSR | R/R roof | $50,000 | - | - |
| 7 | | | | | | | HEALTH/SAFETY - ROOFING TOTAL | $1,709,000 | $0 | $45,000 |
| **2** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$390,000** | **$0** | **$45,000** |

### OPERATIONAL - PAVING

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 27 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | OP | Construct additional parking capacity (NE lot) | $500,000 | - | - |
| 2 | 3 | 110 | Regional Parks | Yucaipa Reg. Park | Yucaipa | OP | Tent area parking development | $200,000 | - | - |
| 2 | | | | | | | OPERATIONAL - PAVING TOTAL | $700,000 | $0 | $0 |
| **0** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$0** | **$0** | **$0** |

Health/Safety: A=ADA; HSO=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT A
## SHORT LIST PROJECTS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

## OPERATIONAL - QUALITY OF LIFE

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 185 | Arch. & Eng. | Various | Countywide | OQ | Space planning | $80,000 | - | - |
| 2 | All | 187 | Arch. & Eng. | Various | Countywide | OQ | ECD Projects (CDBG funds) | - | - | **$350,000** |
| 3 | 1 | 197 | Arch. & Eng. | 33103 Old Woman Springs Rd. | Lucerne Valley | OQ | 1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations) | - | - | **$330,000** |
| 4 | 1 | 124 | Facilities Mgmt. | 301 Mt. View | Barstow | OQ | Site improvements | $150,000 | - | - |
| 5 | 1 | 191 | Arch. & Eng. | 1111 E. Bailey Av. | Needles | OQ | Remodel office areas in building B & C | $275,000 | - | - |
| 6 | 2 | 61 | Sheriff | 18000 W. Institution Rd. | Devore | OQ | R/R dishwasher (Inmate Welfare Fund) | - | - | **$50,000** |
| 7 | 2 | 82 | Regional Parks | Glen Helen Reg. Park | Devore | OQ | Water playground development | $160,000 | - | - |
| 8 | 2 | 83 | Regional Parks | Glen Helen Reg. Park | Devore | OQ | Install swim area shade cover | $280,000 | - | - |
| 9 | 2 | 85 | Regional Parks | Lake Gregory Reg. Park | Crestline | OQ | Rehab. San Moritz Way | $330,000 | - | - |
| 10 | 3 | 175 | Museum | 2022 Orange Tree Ln. | Redlands | OQ | Remodel Exhibit Hall into 15k SF warehse | $1,500,000 | - | - |
| 11 | 4 | 68 | Airports | 7000 Merrill Av. | Chino | OQ | Merrill Av. Beautification (100% Fontana Principal) | - | - | **$15,000** |
| 12 | 4 | 79 | Regional Parks | Cucamonga-Gausti Reg. | Ontario | OQ | South lake restroom development | $620,000 | - | - |
| 13 | 5 | 6 | Auditor-Controller | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 1st Flr. [50% SDW & 50% SDX] | - | **$335,000** | - |
| 14 | 5 | 7 | Auditor-Controller | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 2nd Flr. (100% Dept.) | - | **$160,000** | - |
| 15 | 5 | 114 | Coroner | 777 Rialto Av. | San Bernardino | OQ | Construct mezzanine in existing warehouse | $350,000 | - | - |
| 16 | 5 | 144 | Facilities Mgmt. | 172 W. Third St. | San Bernardino | OQ | Upgrade electrical service | $500,000 | - | - |
| 17 | 5 | 190 | Arch. & Eng. | 777 E. Rialto Av. | San Bernardino | OQ | Remodel for ROV, Ag. & Mail Srvcs. | TBD | - | - |
| 17 | | | | | | | OPERATIONAL - QUALITY OF LIFE TOTAL | $4,245,000 | $495,000 | $745,000 |
| **6** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$0** | **$495,000** | **$745,000** |

## OPERATIONAL - REVENUE

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 66 | Airports | 21600 Corwin Rd. | Apple Valley | OR | Construct shadeports @ terminal apron (CSA60) | - | - | **$140,000** |
| 2 | 1 | 71 | Airports | 78569 29 Palms Hwy. | Twenty-nine Palms | OR | Construct shadeports (100% Fontana Principal) | - | - | **$140,000** |
| 3 | 1 | 95 | Regional Parks | Mojave Narrows Reg. Park | Victorville | OR | Design Horseshoe Lake Stabilization & Restoration | **$20,000** | - | $0 |
| 4 | 4 | 65 | Airports | 7000 Merrill Av. | Chino | OR | Separate elect. meters @ hangers | $505,000 | - | - |
| 4 | | | | | | | OPERATIONAL - QUALITY OF LIFE TOTAL | $525,000 | $0 | $280,000 |
| **3** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$20,000** | **-** | **$280,000** |

Health/Safety: A=ADA; HSO=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT B
## SHORT LIST PROJECTS
### SUMMARY BY GEOGRAPHIC LOCATION

**2003-04 CIP**
5/13/2003

## SUMMARY OF SHORT LIST PROJECTS

| | Count | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|
| COUNTYWIDE - ALL DISTRICTS | 5 | $1,020,000 | $0 | $350,000 |
| FIRST DISTRICT | 14 | $3,635,000 | $0 | $2,387,000 |
| SECOND DISTRICT | 16 | $3,570,000 | $40,000 | $50,000 |
| THIRD DISTRICT | 6 | $2,425,000 | $0 | $0 |
| FOURTH DISTRICT | 7 | $1,241,000 | $0 | $150,000 |
| FIFTH DISTRICT | 23 | $6,112,000 | $1,575,000 | $0 |
| SHORT LIST PROJECTS TOTAL | 71 | $18,003,000 | $1,615,000 | $2,937,000 |

## SUMMARY OF RECOMMENDED PROJECTS (bold)

| | Count | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|
| **COUNTYWIDE - ALL DISTRICTS** | **4** | **$940,000** | **$0** | **$350,000** |
| **FIRST DISTRICT** | **6** | **$300,000** | **$0** | **$637,000** |
| **SECOND DISTRICT** | **4** | **$725,000** | **$40,000** | **$50,000** |
| **THIRD DISTRICT** | **2** | **$475,000** | **$0** | **$0** |
| **FOURTH DISTRICT** | **5** | **$116,000** | **$0** | **$150,000** |
| **FIFTH DISTRICT** | **7** | **$968,000** | **$1,575,000** | **$0** |
| **RECOMMENDED PROJECTS SUB-TOTAL** | **28** | **$3,524,000** | **$1,615,000** | **$1,187,000** |
| **GENERAL FUND CIP CARRYOVER FUNDS** | | **-$24,000** | | |
| **RECOMMENDED PROJECTS TOTAL** | | **$3,500,000** | **$1,615,000** | **$1,187,000** |

## COUNTYWIDE - ALL DISTRICTS

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 198 | Facilities Mgmt. | Various | Countywide | DMO | Annual Minor CIP Funding | **$400,000** | $0 | - |
| 2 | All | 188 | Arch. & Eng. | Various | Countywide | HSR | Funds for roof restoration | **$390,000** | $0 | - |
| 3 | All | 183 | Arch. & Eng. | Various | Countywide | A | ADA improvement program | **$150,000** | $0 | - |
| 4 | All | 185 | Arch. & Eng. | Various | Countywide | OQ | Space planning | $80,000 | $0 | - |
| 5 | All | 187 | Arch. & Eng. | Various | Countywide | OQ | ECD Projects (CDBG funds) | - | $0 | **$350,000** |
| 5 | | | | | | | COUNTYWIDE - ALL DISTRICTS TOTAL | $1,020,000 | $0 | $350,000 |
| **4** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$940,000** | **$0** | **$350,000** |

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT B
## SHORT LIST PROJECTS
### SUMMARY BY GEOGRAPHIC LOCATION

**2003-04 CIP**
5/13/2003

FIRST DISTRICT

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 181 | County Fire | Baker Bl. | Baker | HSO | Construct 8,000 SF fire station | - | - | $1,750,000 |
| 2 | 1 | 197 | Arch. & Eng. | 33103 Old Woman Springs Rd. | Lucerne Valley | OQ | 1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations) | - | - | **$330,000** |
| 3 | 1 | 94 | Regional Parks | Mojave Narrows Reg. Park | Victorville | DMO | Design Park Flood Control | **$20,000** | - | **$27,000** |
| 4 | 1 | 95 | Regional Parks | Mojave Narrows Reg. Park | Victorville | OR | Design Horseshoe Lake Stabilization & Restoration | **$20,000** | - | |
| 5 | 1 | 73 | Regional Parks | Calico Ghost Town Reg. Park | Yermo | DMO | Remodel upper town restroom | **$260,000** | - | - |
| 6 | 1 | 191 | Arch. & Eng. | 1111 E. Bailey Av. | Needles | OQ | Remodel office areas in building B & C | $275,000 | - | - |
| 7 | 1 | 12 | Superior Court | 14455 Civic Dr. | Victorville | HSO | Construct employee only access corridor | $1,250,000 | - | - |
| 8 | 1 | 43 | Superior Court | 235 E. Mt. View | Barstow | HSO | Install security door | $40,000 | - | - |
| 9 | 1 | 66 | Airports | 21600 Corwin Rd. | Apple Valley | OR | Construct shadeports @ terminal apron (CSA60) | - | - | **$140,000** |
| 10 | 1 | 71 | Airports | 78569 29 Palms Hwy. | Twenty-nine Palms | OR | Construct shadeports (100% Fontana Principal) | - | - | **$140,000** |
| 11 | 1 | 72 | Regional Parks | Calico Ghost Town Reg. Park | Yermo | HSP | Rehabilitate parking lot | $700,000 | - | - |
| 12 | 1 | 99 | Regional Parks | Mojave River Forks Reg. Park | Summit Valley | A | Renovate restroom & shower bldgs. | $770,000 | - | - |
| 13 | 1 | 124 | Facilities Mgmt. | 301 Mt. View | Barstow | OQ | Site improvements | $150,000 | - | - |
| 14 | 1 | 145 | Facilities Mgmt. | 6527 White Feather Rd. | Joshua Tree | HSO | R/R existing UST, replace w/ AGST | $150,000 | - | - |
| 14 | | | | | | | FIRST DISTRICT TOTALS | $3,635,000 | $0 | $2,387,000 |
| **6** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$300,000** | **$0** | **$637,000** |

2-1-17

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT B
## SHORT LIST PROJECTS
### SUMMARY BY GEOGRAPHIC LOCATION



## SECOND DISTRICT

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 194 | Arch. & Eng. | Glen Helen Region | Devore | HSO | Replace deteriorated water system (Ph III) | **$500,000** | - | - |
| 2 | 2 | 23 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint exterior of Courthouse | $215,000 | - | - |
| 3 | 2 | 81 | Regional Parks | Glen Helen Reg. Park | Devore | DMP | Rehabilitate campground paving | **$225,000** | - | - |
| 4 | 2 | 3 | District Attorney | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint and carpet offices | $100,000 | - | - |
| 5 | 2 | 27 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | OP | Construct additional parking capacity (NE lot) | $500,000 | - | - |
| 6 | 2 | 56 | Superior Court | 8303 Haven Av. | Rancho Cucamonga | DMO | Rehabilitate elevator interiors | $80,000 | - | - |
| 7 | 2 | 61 | Sheriff | 18000 W. Institution Rd. | Devore | OQ | R/R dishwasher (Inmate Welfare Fund) | - | - | **$50,000** |
| 8 | 2 | 82 | Regional Parks | Glen Helen Reg. Park | Devore | OQ | Water playground development | $160,000 | - | - |
| 9 | 2 | 83 | Regional Parks | Glen Helen Reg. Park | Devore | OQ | Install swim area shade cover | $280,000 | - | - |
| 10 | 2 | 85 | Regional Parks | Lake Gregory Reg. Park | Crestline | OQ | Rehab. San Moritz Way | $330,000 | - | - |
| 11 | 2 | 87 | Regional Parks | Lake Gregory Reg. Park | Crestline | DMP | Rehabilitate S. beach parking lot | $225,000 | - | - |
| 12 | 2 | 125 | Facilities Mgmt. | 8303 Haven Av. | Rancho Cucamonga | DMO | R/R security gate | $100,000 | - | - |
| 13 | 2 | 174 | Museum | 8810 Hemlock Av. | Rancho Cucamonga | HSR | Re-roofing & water damage mitigation | $225,000 | - | - |
| 14 | 2 | 178 | Sheriff | 18000 W. Institution Rd. | Devore | HSO | Modernize utility feed (Jus. Fac. Res.) | - | **$40,000** | - |
| 15 | 2 | 189 | Arch. & Eng. | 8303 Haven Av. | Rancho Cucamonga | DMO | Additional funding to complete skylights | $180,000 | - | - |
| 16 | 2 | 193 | Arch. & Eng. | 9500 Etiwanda Av. | Rancho Cucamonga | HSR | Replace deteriorated hypalon roof (Ph III) | $450,000 | - | - |
| 16 | | | | | | | SECOND DISTRICT TOTALS | $3,570,000 | $40,000 | $50,000 |
| **4** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$725,000** | **$40,000** | **$50,000** |

## THIRD DISTRICT

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 3 | 172 | Museum | 2022 Orange Tree Ln. | Redlands | HSO | Install fire suppression/sprinkler system | **$200,000** | - | - |
| 2 | 3 | 173 | Museum | 2022 Orange Tree Ln. | Redlands | HSO | Correct code violations & deficiencies | **$275,000** | - | - |
| 3 | 3 | 39 | Superior Court | 26010 State Hwy 189 | Twin Peaks | HSO | Install parking lot lighting | $100,000 | - | - |
| 4 | 3 | 110 | Regional Parks | Yucaipa Reg. Park | Yucaipa | OP | Tent area parking development | $200,000 | - | - |
| 5 | 3 | 126 | Facilities Mgmt. | 216 & 222 Brookside Av. | Redlands | DMO | Site improvements | $150,000 | - | - |
| 6 | 3 | 175 | Museum | 2022 Orange Tree Ln. | Redlands | OQ | Remodel Exhibit Hall into 15k SF warehse | $1,500,000 | - | - |
| 6 | | | | | | | THIRD DISTRICT TOTALS | $2,425,000 | $0 | $0 |
| **2** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$475,000** | **$0** | **$0** |

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT B
## SHORT LIST PROJECTS
### SUMMARY BY GEOGRAPHIC LOCATION



FOURTH DISTRICT

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 4 | 176 | Museum | 17127 Pomona Rincon Rd. | Chino | HSO | Provide potable water | **$116,000** | - | - |
| 2 | 4 | 65 | Airports | 7000 Merrill Av. | Chino | OR | Separate elect. meters @ hangers | $505,000 | - | - |
| 3 | 4 | 64 | Airports | 7000 Merrill Av. | Chino | HSR | Repair Cal Aero Bldgs. Roof (100% Fontana Int.) | - | - | **$45,000** |
| 4 | 4 | 68 | Airports | 7000 Merrill Av. | Chino | OQ | Merrill Av. Beautification (100% Fontana Principal) | - | - | **$15,000** |
| 5 | 4 | 69 | Airports | 7000 Merrill Av. | Chino | DMO | Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.) | - | - | **$40,000** |
| 6 | 4 | 70 | Airports | 7000 Merrill Av. | Chino | DMO | Dome Hangars 1-4 Rehab (100% Fontana Principal) | - | - | **$50,000** |
| 7 | 4 | 79 | Regional Parks | Cucamonga-Gausti Reg. Park | Ontario | OQ | South lake restroom development | $620,000 | - | - |
| 7 | | | | | | | FOURTH DISTRICT TOTALS | $1,241,000 | $0 | $150,000 |
| **5** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$116,000** | **$0** | **$150,000** |

2-1-19

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT B
## SHORT LIST PROJECTS
### SUMMARY BY GEOGRAPHIC LOCATION

**2003-04 CIP**
5/13/2003

FIFTH DISTRICT

| Item | District | Log # | Department | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | 6 | Auditor-Controller | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 1st Flr. [50% SDW & 50% SDX] | - | **$335,000** | - |
| 2 | 5 | 7 | Auditor-Controller | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 2nd Flr. (100% Dept.) | - | **$160,000** | - |
| 3 | 5 | 182 | ARMC | 400 N. Pepper Av. | Colton | HSO | Convert BHD beds to med. Beds (Realignment Funds) | - | **$1,080,000** | - |
| 4 | 5 | 143 | Facilities Mgmt. | 316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl. | San Bernardino & Fontana | HSO | Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k | **$428,000** | - | - |
| 5 | 5 | 118 | Probation | 900 E. Gilbert St. | San Bernardino | HSO | Video security expansion - 15 cameras only | $285,000 | - | - |
| 6 | 5 | 129 | Facilities Mgmt. | 172 W. Third St. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | **$360,000** | - | - |
| 7 | 5 | 130 | Facilities Mgmt. | 351 N. Mt. View Av. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | **$120,000** | - | - |
| 8 | 5 | 192 | Arch. & Eng. | 630 E Rialto Av. & 825 E 3rd St. | San Bernardino | DMP | Pavement Sealcoat | **$60,000** | - | - |
| 9 | 5 | 159 | Facilities Mgmt. | 777 Rialto Av. | San Bernardino | HSR | R/R roof | $464,000 | - | - |
| 10 | 5 | 132 | Facilities Mgmt. | 630 E. Rialto Av. | San Bernardino | HSR | R/R CDC boiler plant roof | $130,000 | - | - |
| 11 | 5 | 160 | Facilities Mgmt. | 200 S. Lena Rd. | San Bernardino | HSR | R/R roof | $50,000 | - | - |
| 12 | 5 | 141 | Facilities Mgmt. | 670 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $380,000 | - | - |
| 13 | 5 | 142 | Facilities Mgmt. | 900 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $700,000 | - | - |
| 14 | 5 | 140 | Facilities Mgmt. | 655 E. Third St. | San Bernardino | HSO | Upgrade fire alarm system | $390,000 | - | - |
| 15 | 5 | 128 | Facilities Mgmt. | 777 Rialto Av. | San Bernardino | HSO | Upgrade fire alarm system | $155,000 | - | - |
| 16 | 5 | 139 | Facilities Mgmt. | 200 S. Lena Rd. | San Bernardino | HSO | Upgrade fire alarm system | $290,000 | - | - |
| 17 | 5 | 135 | Facilities Mgmt. | 351 N. Arrowhead Av. | San Bernardino | DMO | R/R irrigation system | $200,000 | - | - |
| 18 | 5 | 137 | Facilities Mgmt. | 385 N. Arrowhead Av. | San Bernardino | DMO | Convert all exterior lighting to low voltage | $350,000 | - | - |
| 19 | 5 | 144 | Facilities Mgmt. | 172 W. Third St. | San Bernardino | OQ | Upgrade electrical service | $500,000 | - | - |
| 20 | 5 | 25 | Superior Court | 900 E. Gilbert St. | San Bernardino | HSO | Install emergency generator for Juv. Crt. Bldg. | $500,000 | - | - |
| 21 | 5 | 190 | Arch. & Eng. | 777 E. Rialto Av. | San Bernardino | OQ | Remodel for ROV, Ag. & Mail Srvcs. | TBD | - | - |
| 22 | 5 | 114 | Coroner | 777 Rialto Av. | San Bernardino | OQ | Construct mezzanine in existing warehouse | $350,000 | - | - |
| 23 | 5 | 121 | Probation | 900 E. Gilbert St. | San Bernardino | HSO | Construct secure access gate (Unit 2 & 3) | $400,000 | - | - |
| 23 | | | | | | | FIFTH DISTRICT TOTALS | $6,112,000 | $1,575,000 | $0 |
| **7** | | | | | | | **RECOMMENDED PROJECTS TOTAL** | **$968,000** | **$1,575,000** | **$0** |

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

| | Count | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|
| ADA - AMERICANS w/ DISABILITIES ACT | 11 | $1,900,000 | $0 | $0 |
| DMH - DEFERRED MAINT. HVAC | 15 | $2,215,000 | $0 | $0 |
| DMO - DEFERRED MAINT. OTHER | 25 | $3,395,000 | $0 | $90,000 |
| DMP - DEFERRED MAINT. PAVING | 13 | $2,090,000 | $0 | $0 |
| HSO - HEALTH/SAFETY OTHER | 41 | $7,904,000 | $1,120,000 | $1,750,000 |
| HSP - HEALTH/SAFETY PAVING | 4 | $700,000 | $0 | $1,880,000 |
| HSR - HEALTH/SAFETY ROOFING | 10 | $1,924,000 | $0 | $45,000 |
| OP - OPERATIONAL PAVING | 2 | $700,000 | $0 | $0 |
| OQ - OPERATIONAL QUALITY OF LIFE | 62 | $279,695,000 | $495,000 | $745,000 |
| OR - OPERATIONAL REVENUE | 15 | $1,880,000 | $0 | $2,140,000 |
| ALL PROJECTS TOTALS | 198 | $302,403,000 | $1,615,000 | $6,650,000 |

## AMERICANS w/ DISABILITIES ACT - ADA

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 14 | Superior Court | 7 | Courthouses | Countywide | A | Remodel public service counters | - | - | - |
| 2 | All | 183 | Arch. & Eng. | - | Various | Countywide | A | ADA improvement program | $150,000 | - | - |
| 3 | 1 | 75 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | A | General town ADA improvements | $350,000 | - | - |
| 4 | 1 | 99 | Regional Parks | 3 | Mojave River Forks Reg. Park | Summit Valley | A | Renovate restroom & shower bldgs. | $770,000 | - | - |
| 5 | 2 | 5 | Preschool Srvcs. | 1 | 555 W. Maple St. | Ontario | A | Construct new elevator (deleted by Dept. 1/14/03) | - | - | - |
| 6 | 2 | 86 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | A | South Beach ADA access & fishing dock | $160,000 | - | - |
| 7 | 4 | 77 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | A | Rehabilitate restrooms | $190,000 | - | - |
| 8 | 4 | 106 | Regional Parks | - | Prado Reg. Park | Chino | A | Rehabilitate restrooms | $255,000 | - | - |
| 9 | 5 | 19 | Superior Court | 12 | 351 N. Arrowhead Av. | San Bernardino | A | Replace/Modify doors from T-wing to Crthse. | $25,000 | - | - |
| 10 | 5 | 22 | Superior Court | 15 | Excl. RC, Red. & VV | Countywide | A | Remodel public restrooms (ADA) | - | - | - |
| 11 | 5 | 166 | Facilities Mgmt. | 3 | 222 Hospitality Ln. | San Bernardino | A | Install automatic doors | - | - | - |
| 11 | | | | | | | | AMERICANS w/ DISABILITIES ACT - TOTAL | $1,900,000 | $0 | $0 |



Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## DEFERRED MAINTENANCE HVAC - DMH

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 167 | Facilities Mgmt. | 4 | 1111 Bailey St. | Needles | DMH | R/R HVAC (Court & Sheriff's Bldgs.) | - | - | - |
| 2 | 1 | 168 | Facilities Mgmt. | 4 | 200 E. Buena Vista | Barstow | DMH | R/R HVAC | - | - | - |
| 3 | 1 | 169 | Facilities Mgmt. | 4 | 14455 Civic Dr. | Victorville | DMH | R/R HVAC equipment & install auto-controls | - | - | - |
| 4 | 2 | 26 | Superior Court | 19 | 8303 Haven Av. | Rancho Cucamonga | DMH | Repair HVAC System | - | - | - |
| 5 | 2 | 150 | Facilities Mgmt. | 2 | 9500 Etiwanda Av. | Rancho Cucamonga | DMH | Install energy management control system | - | - | - |
| 6 | 2 | 153 | Facilities Mgmt. | 3 | 8303 Haven Av. | Rancho Cucamonga | DMH | R/R pneumatic w/ electronic HVAC controls | - | - | - |
| 7 | 3 | 154 | Facilities Mgmt. | 3 | 477 Summit Bl. | Big Bear Lake | DMH | Replace multi-zone air conditioner | - | - | - |
| 2 | 3 | 196 | Arch. & Eng. | - | 216 Brookside Av. | Redlands | DMH | Additional funding to complete HVAC project | $270,000 | - | - |
| 9 | 5 | 131 | Facilities Mgmt. | 1 | 777 E. Rialto Av. | San Bernardino | DMH | R/R 2 single zone & 4 multi-zone air hdlrs. | $400,000 | - | - |
| 10 | 5 | 134 | Facilities Mgmt. | 1 | 175/157 W. Fifth St. | San Bernardino | DMH | R/R chiller equip. & air balance | $600,000 | - | - |
| 11 | 5 | 138 | Facilities Mgmt. | 1 | 104 E. Fourth St. | San Bernardino | DMH | R/R chiller & cooling tower | $250,000 | - | - |
| 12 | 5 | 155 | Facilities Mgmt. | 3 | 825 E. Third St. | San Bernardino | DMH | R/R HVAC equipment, re-zone & air balance | - | - | - |
| 13 | 5 | 156 | Facilities Mgmt. | 3 | 351 N. Arrowhead Av. | San Bernardino | DMH | R/R small cooling tower | - | - | - |
| 14 | 5 | 164 | Facilities Mgmt. | 3 | 351 N. Arrowhead Av. | San Bernardino | DMH | R/R York chiller (apart of Cent. Crthse. Proj.) | - | - | - |
| 15 | 5 | 195 | Arch. & Eng. | - | 670 E. Gilbert St. | San Bernardino | DMH | Additional funding to complete HVAC project | $695,000 | - | - |
| 15 | | | | | | | | DEFERRED MAINTENANCE HVAC TOTAL | $2,215,000 | $0 | $0 |

## DEFERRED MAINTENANCE OTHER - DMO

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 13 | Superior Court | 6 | Courthouses | Countywide | DMO | R/R flooring & paint common areas | $1,200,000 | - | - |
| 2 | All | 44 | Superior Court | 34 | Courthouses | Countywide | DMO | Wash windows | - | - | - |
| 3 | All | 198 | Facilities Mgmt. | - | Various | Countywide | DMO | Annual Minor CIP Funding | $400,000 | - | - |
| 4 | 2 | 3 | District Attorney | 3 | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint and carpet offices | $100,000 | - | - |
| 5 | 2 | 23 | Superior Court | 16 | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint exterior of Courthouse | $215,000 | - | - |
| 6 | 2 | 56 | Superior Court | 47 | 8303 Haven Av. | Rancho Cucamonga | DMO | Rehabilitate elevator interiors | $80,000 | - | - |
| 7 | 2 | 125 | Facilities Mgmt. | 1 | 8303 Haven Av. | Rancho Cucamonga | DMO | R/R security gate | $100,000 | - | - |
| 8 | 2 | 189 | Arch. & Eng. | - | 8303 Haven Av. | Rancho Cucamonga | DMO | Additional funding to complete skylights | $180,000 | - | - |
| 9 | 3 | 107 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | DMO | R/R group picnic shelter structure | $190,000 | - | - |
| 10 | 3 | 113 | Regional Parks | - | Big Morongo Canyon | Morongo Valley | DMO | Restore historic barn | $65,000 | - | - |
| 11 | 3 | 126 | Facilities Mgmt. | 1 | 216 & 222 Brookside Av. | Redlands | DMO | Site improvements | $150,000 | - | - |
| 12 | 4 | 69 | Airports | 7 | 7000 Merrill Av. | Chino | DMO | Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.) | - | - | $40,000 |
| 13 | 4 | 70 | Airports | 8 | 7000 Merrill Av. | Chino | DMO | Dome Hangars 1-4 Rehab (100% Fontana Principal) | - | - | $50,000 |
| 14 | 5 | 4 | District Attorney | 4 | 316 N. Mt. View Av. | San Bernardino | DMO | Paint offices | $25,000 | - | - |
| 15 | 5 | 16 | Superior Court | 9 | 900 E. Gilbert St. | San Bernardino | DMO | Enhance electrical and HVAC systems | $130,000 | - | - |

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## DEFERRED MAINTENANCE OTHER - DMO (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 16 | 5 | 24 | Superior Court | 17 | 17780 Arrow Bl. | Fontana | DMO | Paint exterior of Courthouse | - | - | - |
| 17 | 5 | 33 | Superior Court | 26 | 900 E. Gilbert St. | San Bernardino | DMO | Install rain gutters on Juvenile Court Bldg. | $10,000 | - | - |
| 18 | 5 | 45 | Superior Court | 35 | 780 E. Gilbert St. | San Bernardino | DMO | Paint Bldg. #9, 7, & 11 | - | - | - |
| 19 | 5 | 135 | Facilities Mgmt. | - | 351 N. Arrowhead Av. | San Bernardino | DMO | R/R irrigation system | $200,000 | - | - |
| 20 | 5 | 137 | Facilities Mgmt. | - | 385 N. Arrowhead Av. | San Bernardino | DMO | Convert all exterior lighting to low voltage | $350,000 | - | - |
| 21 | 5 | 146 | Facilities Mgmt. | 2 | 385 N. Arrowhead Av. | San Bernardino | DMO | Rehabilitate Board Chambers & Lobby | - | - | - |
| 22 | 5 | 147 | Facilities Mgmt. | 2 | 900 E. Gilbert St. | San Bernardino | DMO | CJH - Infrastructure - gas & water lines | - | - | - |
| 23 | 5 | 148 | Facilities Mgmt. | 2 | 655 E. Third St. | San Bernardino | DMO | Repair 4" 'make-up' water line | - | - | - |
| 24 | 3 | 149 | Facilities Mgmt. | 2 | 222 Brookside Av. | Redlands | DMO | R/R interior galv. water lines | - | - | - |
| 25 | 5 | 158 | Facilities Mgmt. | 3 | 2001 W. Agua Mansa Rd. | Colton | DMO | R/R irrigation system | - | - | - |
| 25 | | | | | | | | DEFERRED MAINTENANCE OTHER TOTAL | $3,395,000 | $0 | $90,000 |

## DEFERRED MAINTENANCE PAVING - DMP

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | 192 | Arch. & Eng. | - | 630 E Rialto Av. & 825 E 3rd St. | San Bernardino | DMP | Pavement Sealcoat | $60,000 | - | - |
| 2 | 1 | 96 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | DMP | Rehabilitate roadways & parking lots | $475,000 | - | - |
| 3 | 1 | 98 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | DMP | Rehabilitate roadways & parking lots | $170,000 | - | - |
| 4 | 2 | 81 | Regional Parks | - | Glen Helen Reg. Park | Devore | DMP | Rehabilitate campground paving | $225,000 | - | - |
| 5 | 2 | 87 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | DMP | Rehabilitate S. beach parking lot | $225,000 | - | - |
| 6 | 3 | 111 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | DMP | Rehabilitate roadways & parking lots | $235,000 | - | - |
| 7 | 3 | 112 | Regional Parks | - | Big Morongo Canyon | Morongo Valley | DMP | Rehabilitate roadways & parking lots | $100,000 | - | - |
| 8 | 4 | 80 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | DMP | Rehabilitate roadways & parking lots | $220,000 | - | - |
| 9 | 4 | 103 | Regional Parks | - | Prado Reg. Park | Chino | DMP | Rehabilitate roadways & parking lots | $380,000 | - | - |
| 10 | 5 | 35 | Superior Court | 28 | 17780 Arrow Bl. | Fontana | DMP | Repave Courthouse parking lot | - | - | - |
| 11 | 5 | 152 | Facilities Mgmt. | 2 | 200 S. Lena Rd. | San Bernardino | DMP | Rehabilitate large cracks in parking lot | - | - | - |
| 12 | 5 | 161 | Facilities Mgmt. | 3 | 777 S. Rialto Av. | San Bernardino | DMP | Rehabilitate parking lot (ISG) | - | - | - |
| 13 | 5 | 162 | Facilities Mgmt. | 3 | 210 S. Lena Rd. | San Bernardino | DMP | Rehabilitate all paved areas | - | - | - |
| 13 | | | | | | | | DEFERRED MAINTENANCE PAVING TOTAL | $2,090,000 | $0 | $0 |



Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## HEALTH/SAFETY OTHER - HSO

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | 143 | Facilities Mgmt. | 1 | 316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl. | San Bernardino & Fontana | HSO | Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k | $428,000 | - | - |
| 2 | 1 | 12 | Superior Court | 5 | 14455 Civic Dr. | Victorville | HSO | Construct employee only access corridor | $1,250,000 | - | - |
| 3 | 1 | 43 | Superior Court | 33 | 235 E. Mt. View | Barstow | HSO | Install security door | $40,000 | - | - |
| 4 | 1 | 92 | Regional Parks | - | Moabi Reg. Park | Needles | HSO | Remove/replace C Dock | $170,000 | - | - |
| 5 | 1 | 120 | Probation | - | 14455 Civic Dr. | Victorville | HSO | Secure sallyport & parking - Canceled | $50,000 | - | - |
| 6 | 1 | 145 | Facilities Mgmt. | 1 | 6527 White Feather Rd. | Joshua Tree | HSO | R/R existing UST, replace w/ AGST | $150,000 | - | - |
| 7 | 1 | 179 | Sheriff | - | 1111 Bailey Av. | Needles | HSO | HVAC vent cleaning & modifications | $10,000 | - | - |
| 8 | 1 | 181 | County Fire | - | Baker Bl. | Baker | HSO | Construct 8,000 SF fire station | - | - | $1,750,000 |
| 9 | 2 | 60 | Sheriff | - | 18000 W. Institution Rd. | Devore | HSO | Upgrade utility service - Canceled by Dept. | $40,000 | - | - |
| 10 | 2 | 178 | Sheriff | - | 18000 W. Institution Rd. | Devore | HSO | Modernize utility feed (Jus. Fac. Res.) | - | $40,000 | - |
| 11 | 2 | 194 | Arch. & Eng. | - | Glen Helen Region | Devore | HSO | Replace deteriorated water system (Ph III) | $500,000 | - | - |
| 12 | 3 | 39 | Superior Court | 31 | 26010 State Hwy 189 | Twin Peaks | HSO | Install parking lot lighting | $100,000 | - | - |
| 13 | 3 | 109 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | HSO | R/R playground equipment | $220,000 | - | - |
| 14 | 3 | 136 | Facilities Mgmt. | 1 | 2028 Orange Tree Ln. | Redlands | HSO | Rehabilitate Assc. Bldgs. (duplicate see #173) | - | - | - |
| 15 | 3 | 172 | Museum | 1 | 2022 Orange Tree Ln. | Redlands | HSO | Install fire suppression/sprinkler system | $200,000 | - | - |
| 16 | 3 | 173 | Museum | 2 | 2022 Orange Tree Ln. | Redlands | HSO | Correct code violations & deficiencies | $275,000 | - | - |
| 17 | 4 | 48 | Superior Court | 38 | 13260 Central Av. | Chino | HSO | Repair exhaust systems in public restrooms | - | - | - |
| 18 | 4 | 176 | Museum | 4 | 17127 Pomona Rincon Rd. | Chino | HSO | Provide potable water | $116,000 | - | - |
| 19 | 5 | 15 | Superior Court | 8 | 351 N. Arrowhead Av. | San Bernardino | HSO | Upgrade fire alarm system | $640,000 | - | - |
| 20 | 5 | 21 | Superior Court | 14 | Courthouses | San Bernardino | HSO | Remodel main entrance to Juvenile Court bldg. | - | - | - |
| 21 | 5 | 25 | Superior Court | 18 | 900 E. Gilbert St. | San Bernardino | HSO | Install emergency generator for Juv. Crt. Bldg. | $500,000 | - | - |
| 22 | 5 | 36 | Superior Court | 29a | 900 E. Gilbert St. | San Bernardino | HSO | Remove play area equipment @ Juv. Crt. Bldg. | $10,000 | - | - |
| 23 | 5 | 46 | Superior Court | 36 | 17780 Arrow Bl. | Fontana | HSO | Repair exhaust systems in public restrooms | - | - | - |
| 24 | 5 | 118 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Video security expansion - 15 cameras only | $285,000 | - | - |
| 25 | 5 | 121 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Construct secure access gate (Unit 2 & 3) | $400,000 | - | - |
| 26 | 5 | 122 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Law enforcement security gate - Canceled | - | - | - |
| 27 | 5 | 123 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Kuiper Youth Center - Canceled | - | - | - |
| 28 | 5 | 128 | Facilities Mgmt. | 1 | 777 Rialto Av. | San Bernardino | HSO | Upgrade fire alarm system | $155,000 | - | - |
| 29 | 5 | 129 | Facilities Mgmt. | 1 | 172 W. Third St. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | $360,000 | - | - |
| 30 | 5 | 130 | Facilities Mgmt. | 1 | 351 N. Mt. View Av. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | $120,000 | - | - |
| 31 | 5 | 139 | Facilities Mgmt. | 1 | 200 S. Lena Rd. | San Bernardino | HSO | Upgrade fire alarm system | $290,000 | - | - |
| 32 | 5 | 140 | Facilities Mgmt. | 1 | 655 E. Third St. | San Bernardino | HSO | Upgrade fire alarm system | $390,000 | - | - |
| 33 | 5 | 141 | Facilities Mgmt. | 1 | 670 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $380,000 | - | - |
| 34 | 5 | 142 | Facilities Mgmt. | 1 | 900 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $700,000 | - | - |
| 35 | 5 | 151 | Facilities Mgmt. | 2 | 900 E. Gilbert St. | San Bernardino | HSO | Construct new maint. shop (by N. Warehouse) | - | - | - |



Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
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Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## HEALTH/SAFETY OTHER - HSO (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 36 | 5 | 163 | Facilities Mgmt. | 3 | 172 W. Third St. | San Bernardino | HSO | Abate asbestos in basement | - | - | - |
| 37 | 5 | 165 | Facilities Mgmt. | 3 | 351 N. Mt. View Av. | San Bernardino | HSO | Abate all asbestos | - | - | - |
| 38 | 5 | 170 | Facilities Mgmt. | 4 | 351 N. Mt. View Av. | San Bernardino | HSO | Repair stairway separation | - | - | - |
| 39 | 5 | 171 | Facilities Mgmt. | 4 | 655 E. Third St. | San Bernardino | HSO | Modernize emg. power auto-transfer switch | - | - | - |
| 40 | 5 | 177 | Sheriff | - | 1771 Miro Wy. | Rialto | HSO | Modify area to accommodate dispatch consoles | $125,000 | - | - |
| 41 | 5 | 182 | ARMC | - | 400 N. Pepper Av. | Colton | HSO | Convert BHD beds to med. Beds (Realignment Funds) | - | $1,080,000 | - |
| 41 | | | | | | | | HEALTH/SAFETY OTHER TOTAL | $7,904,000 | $1,120,000 | $1,750,000 |

## HEALTH/SAFETY PAVING - HSP

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 67 | Airports | 5 | 711 Airport Rd. | Needles | HSP | Resurface RWY 11-29 &TWY (90%FAA+10% Fon. Int.) | - | - | $1,600,000 |
| 2 | 1 | 72 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | HSP | Rehabilitate parking lot | $700,000 | - | - |
| 3 | 4 | 63 | Airports | 1 | 7000 Merrill Av. | Chino | HSP | Relocate RWY 3-21 threshold (90% FAA+10% Fon. Int.) | - | - | $280,000 |
| 4 | 5 | 119 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSP | R/R rec. area asphalt (Unit 2 & 3) - Canceled | - | - | - |
| 4 | | | | | | | | HEALTH/SAFETY PAVING TOTAL | $700,000 | $0 | $1,880,000 |

## HEALTH/SAFETY ROOFING - HSR

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 188 | Arch. & Eng. | - | Various | Countywide | HSR | Funds for roof restoration | $390,000 | - | - |
| 2 | 2 | 174 | Museum | 3 | 8810 Hemlock Av. | Rancho Cucamonga | HSR | Re-roofing & water damage mitigation | $225,000 | - | - |
| 3 | 2 | 193 | Arch. & Eng. | - | 9500 Etiwanda Av. | Rancho Cucamonga | HSR | Replace deteriorated hypalon roof (Ph III) | $450,000 | - | - |
| 4 | 4 | 64 | Airports | 2 | 7000 Merrill Av. | Chino | HSR | Repair Cal Aero Bldgs. Roof (100% Fontana Int.) | - | - | $45,000 |
| 5 | 5 | 127 | Facilities Mgmt. | 1 | 351 N. Arrowhead Av. | San Bernardino | HSR | Remove cooling tower equip. @ T-wing | $150,000 | - | - |
| 6 | 5 | 132 | Facilities Mgmt. | 1 | 630 E. Rialto Av. | San Bernardino | HSR | R/R CDC boiler plant roof | $130,000 | - | - |
| 7 | 5 | 133 | Facilities Mgmt. | 1 | 210 N. Lena Rd. | San Bernardino | HSR | R/R Bldg. #7 Roof | $65,000 | - | - |
| 8 | 5 | 157 | Facilities Mgmt. | 3 | 601 N. E St. | San Bernardino | HSR | R/R roof | - | - | - |
| 9 | 5 | 159 | Facilities Mgmt. | 3 | 777 Rialto Av. | San Bernardino | HSR | R/R roof | $464,000 | - | - |
| 10 | 5 | 160 | Facilities Mgmt. | 3 | 200 S. Lena Rd. | San Bernardino | HSR | R/R roof | $50,000 | - | - |
| 10 | | | | | | | | HEALTH/SAFETY ROOFING TOTAL | $1,924,000 | $0 | $45,000 |

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## OPERATIONAL - PAVING

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 27 | Superior Court | 20 | 8303 Haven Av. | Rancho Cucamonga | OP | Construct additional parking capacity (NE lot) | $500,000 | - | - |
| 2 | 3 | 110 | Regional Parks | 2 | Yucaipa Reg. Park | Yucaipa | OP | Tent area parking development | $200,000 | - | - |
| 2 | | | | | | | | OPERATIONAL - PAVING TOTAL | $700,000 | $0 | $0 |

## OPERATIONAL - QUALITY OF LIFE - OQ

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 17 | Superior Court | 10 | Courthouses | Countywide | OQ | Remodel Crtrm. Clerks' desk - ergonomics | - | - | - |
| 2 | All | 20 | Superior Court | 13 | Various | Countywide | OQ | Refinish/Replace hallway benches | - | - | - |
| 3 | All | 31 | Superior Court | 24 | Courthouses | Countywide | OQ | Modernize exterior & interior signage | - | - | - |
| 4 | All | 32 | Superior Court | 25 | Courthouses | Countywide | OQ | Replace laminates in Courtrooms | - | - | - |
| 5 | All | 185 | Arch. & Eng. | - | Various | Countywide | OQ | Space planning | $80,000 | - | - |
| 6 | All | 187 | Arch. & Eng. | - | Various | Countywide | OQ | ECD Projects (CDBG funds) | - | - | $350,000 |
| 7 | 1 | 40 | Superior Court | 32a | 6527 Whitefeather Rd. | Joshua Tree | OQ | Construct additional office space | - | - | - |
| 8 | 1 | 41 | Superior Court | 32b | 6527 Whitefeather Rd. | Joshua Tree | OQ | Construct Crtrm., chamb. & jury delib. | $1,250,000 | - | - |
| 9 | 1 | 42 | Superior Court | 32c | 6527 Whitefeather Rd. | Joshua Tree | OQ | Expand parking lot if new courtroom added | - | - | - |
| 10 | 1 | 54 | Superior Court | 45 | 14455 Civic Dr. | Victorville | OQ | Correct parking lot drainage (NW area) | - | - | - |
| 11 | 1 | 58 | Superior Court | 49 | 14455 Civic Dr. | Victorville | OQ | Remove hallway planter box | $10,000 | - | - |
| 12 | 1 | 73 | Regional Parks | 1 | Calico Ghost Town Reg. Park | Yermo | DMO | Remodel upper town restroom | $260,000 | - | - |
| 13 | 1 | 90 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | Marina channel rehab & bridge development | $670,000 | - | - |
| 14 | 1 | 91 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | Recreation facility development (Bldg. & pool) | $540,000 | - | - |
| 15 | 1 | 93 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | SCADA System | $40,000 | - | - |
| 16 | 1 | 101 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OQ | Playground development | $220,000 | - | - |
| 17 | 1 | 124 | Facilities Mgmt. | 1 | 301 Mt. View | Barstow | OQ | Site improvements | $150,000 | - | - |
| 18 | 1 | 191 | Arch. & Eng. | - | 1111 E. Bailey Av. | Needles | OQ | Remodel office areas in building B & C | $275,000 | - | - |
| 19 | 1 | 197 | Arch. & Eng. | - | 33103 Old Woman Springs Rd. | Lucerne Valley | OQ | 1,104 SF Expansion of Library (First District, Library, CDBG | - | - | $330,000 |
| 20 | 2 | 57 | Superior Court | 48 | 8303 Haven Av. | Rancho Cucamonga | OQ | Tint windows | $10,000 | - | - |
| 21 | 2 | 59 | Superior Court | 50 | 8303 Haven Av. | Rancho Cucamonga | OQ | Remove Wall Dividers | $30,000 | - | - |
| 22 | 2 | 61 | Sheriff | - | 18000 W. Institution Rd. | Devore | OQ | R/R dishwasher (Inmate Welfare Fund) | - | - | $50,000 |
| 23 | 2 | 62 | Sheriff | - | 9500 Etiwanda Av. | Rancho Cucamonga | OQ | Upgrade tube delivery system | $40,000 | - | - |
| 24 | 2 | 82 | Regional Parks | - | Glen Helen Reg. Park | Devore | OQ | Water playground development | $160,000 | - | - |
| 25 | 2 | 83 | Regional Parks | 5 | Glen Helen Reg. Park | Devore | OQ | Install swim area shade cover | $280,000 | - | - |
| 26 | 2 | 84 | Regional Parks | - | Glen Helen Reg. Park | Devore | OQ | Construct parking expansion | $450,000 | - | - |
| 27 | 2 | 85 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | OQ | Rehab. San Moritz Way | $330,000 | - | - |



Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
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Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE



## OPERATIONAL - QUALITY OF LIFE - OQ (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 28 | 2 | 89 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | OQ | Renovate fitness trail | $255,000 | - | - |
| 29 | 3 | 34 | Superior Court | 27 | 216 Brookside Av. | Redlands | OQ | Construct new 25,000 SF Courthouse Facility | $6,500,000 | - | - |
| 30 | 3 | 38 | Superior Court | 30 | 477 Summit Bl. | Big Bear Lake | OQ | Install security glass @ Clerk's office counter | $940,000 | - | - |
| 31 | 3 | 55 | Superior Court | 46 | 26010 State Hwy 189 | Twin Peaks | OQ | Construct Attorney/Client conference room | $50,000 | - | - |
| 32 | 3 | 108 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | OQ | SCADA System | $110,000 | - | - |
| 33 | 3 | 175 | Museum | 3 | 2022 Orange Tree Ln. | Redlands | OQ | Remodel Exhibit Hall into 15k SF warehse | $1,500,000 | - | - |
| 34 | 4 | 2 | District Attorney | 2 | 13260 Central Av. | Chino | OQ | Remodel proposed expansion space | $100,000 | - | - |
| 35 | 4 | 47 | Superior Court | 37 | 13260 Central Av. | Chino | OQ | Construct new elevator at north end of bldg. | - | - | - |
| 36 | 4 | 49 | Superior Court | 39 | 13260 Central Av. | Chino | OQ | Install awning @ patio | - | - | - |
| 37 | 4 | 68 | Airports | 6 | 7000 Merrill Av. | Chino | OQ | Merrill Av. Beautification (100% Fontana Principal) | - | - | $15,000 |
| 38 | 4 | 78 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | OQ | Replace group picnic shelters 1 & 2 | $340,000 | - | - |
| 39 | 4 | 79 | Regional Parks | 4 | Cucamonga-Gausti Reg. Park | Ontario | OQ | South lake restroom development | $620,000 | - | - |
| 40 | 4 | 102 | Regional Parks | - | Prado Reg. Park | Chino | OQ | Park entry gate building expansion | $320,000 | - | - |
| 41 | 4 | 105 | Regional Parks | - | Prado Reg. Park | Chino | OQ | SCADA System | $60,000 | - | - |
| 42 | 5 | 1 | District Attorney | 1 | 780 E. Gilbert St. | San Bernardino | OQ | Relocate Juvenile offices from trailers | $205,000 | - | - |
| 43 | 5 | 6 | Auditor-Controller | 1 | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 1st Flr. [50% SDW & 50% SDX] | - | $335,000 | - |
| 44 | 5 | 7 | Auditor-Controller | 2 | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 2nd Flr. (100% Dept.) | - | $160,000 | - |
| 45 | 5 | 8 | Superior Court | 1 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct of new Courthouse | $250,000,000 | - | - |
| 46 | 5 | 9 | Superior Court | 2 | 900 E. Gilbert St. | San Bernardino | OQ | Fund EIR for a new Juvenile Court complex | $150,000 | - | - |
| 47 | 5 | 10 | Superior Court | 3 | 900 E. Gilbert St. | San Bernardino | OQ | Construct new Juvenile Court complex | $11,000,000 | - | - |
| 48 | 5 | 11 | Superior Court | 4 | 17780 Arrow Bl. | Fontana | OQ | Remodel extng. office into Court and Chamb. | $400,000 | - | - |
| 49 | 5 | 18 | Superior Court | 11 | 900 E. Gilbert St. | San Bernardino | OQ | Remodel bench area in Depts. J-1, J-2, J-3 | $200,000 | - | - |
| 50 | 5 | 28 | Superior Court | 21 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct additional elevator - Annex Bldg. | $1,000,000 | - | - |
| 51 | 5 | 29 | Superior Court | 22 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct awning @ T-wing entrances | - | - | - |
| 52 | 5 | 30 | Superior Court | 23 | 351 N. Arrowhead Av. | San Bernardino | OQ | Install AC for T-wing entrance vestibule | - | - | - |
| 53 | 5 | 37 | Superior Court | 29b | 900 E. Gilbert St. | San Bernardino | OQ | Construct patio, awning & seating @ play area | - | - | - |
| 54 | 5 | 114 | Coroner | 1 | 777 Rialto Av. | San Bernardino | OQ | Construct mezzanine in existing warehouse | $350,000 | - | - |
| 55 | 5 | 115 | Coroner | 2 | 175 S. Lena Rd. | San Bernardino | OQ | Construct morgue facility expansion | - | - | - |
| 56 | 5 | 116 | Coroner | 3 | 175 S. Lena Rd. | San Bernardino | OQ | Construct office & parking expansion | - | - | - |
| 57 | 5 | 117 | Coroner | 4 | 175 S. Lena Rd. | San Bernardino | OQ | Construct WV morgue facility | - | - | - |
| 58 | 5 | 144 | Facilities Mgmt. | - | 172 W. Third St. | San Bernardino | OQ | Upgrade electrical service | $500,000 | - | - |
| 59 | 5 | 180 | Registrar of Voters | - | 777 E. Rialto Av. | San Bernardino | OQ | Modular furniture | $150,000 | - | - |
| 60 | 5 | 184 | Arch. & Eng. | - | 385 N. Arrowhead Av. | San Bernardino | OQ | A&E dept. planning and programming budget | $150,000 | - | - |
| 61 | 5 | 186 | Arch. & Eng. | - | 780 E. Gilbert St. | San Bernardino | OQ | ARMC trlrs. To CJH for DA (duplicate see #1) | - | - | - |
| 62 | 5 | 190 | Arch. & Eng. | - | 777 E. Rialto Av. | San Bernardino | OQ | Remodel for ROV, Ag. & Mail Srvcs. | TBD | - | - |
| 62 | | | | | | | | OPERATIONAL - QUALITY OF LIFE TOTAL | $279,695,000 | $495,000 | $745,000 |



Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

County of
San Bernardino

# EXHIBIT C
## ALL SUBMITTALS
### SUMMARY BY PROJECT TYPE

**2003-04 CIP**
5/13/2003

OPERATIONAL - REVENUE - OR

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 50 | Superior Court | 41 | 14455 Civic Dr. | Victorville | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 2 | 1 | 53 | Superior Court | 44 | 14455 Civic Dr. | Victorville | OR | Repair restroom laminate | - | - | - |
| 3 | 1 | 66 | Airports | 4 | 21600 Corwin Rd. | Apple Valley | OR | Construct shadeports @ terminal apron (CSA60) | - | - | $140,000 |
| 4 | 1 | 71 | Airports | 9 | 78569 29 Palms Hwy. | Twenty-nine Palms | OR | Construct shadeports (100% Fontana Principal) | - | - | $140,000 |
| 5 | 1 | 74 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | OR | Improve I-15 signage | $260,000 | - | - |
| 6 | 1 | 76 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | OR | Campground "O" improvements | $320,000 | - | - |
| 7 | 1 | 94 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | DMO | Design Park Flood Control | $20,000 | - | $680,000 |
| 8 | 1 | 95 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | OR | Design Horseshoe Lake Stabilization & Restoration | $20,000 | - | $1,180,000 |
| 9 | 1 | 97 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OR | Equestrian area shower development | $110,000 | - | - |
| 10 | 1 | 100 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OR | Develop equestrian area w/ RV hook-ups & corral | $160,000 | - | - |
| 11 | 2 | 51 | Superior Court | 42 | 13260 Central Av. | Chino | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 12 | 2 | 88 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | OR | SCADA System | $40,000 | - | - |
| 13 | 4 | 65 | Airports | 3 | 7000 Merrill Av. | Chino | OR | Separate elect. meters @ hangers | $505,000 | - | - |
| 14 | 4 | 104 | Regional Parks | - | Prado Reg. Park | Chino | OR | Improve domestic water system | $445,000 | - | - |
| 15 | 5 | 52 | Superior Court | 43 | 17780 Arrow Bl. | Fontana | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 15 | | | | | | | | OPERATIONAL - REVENUE TOTAL | $1,880,000 | $0 | $2,140,000 |

2-1-28

Health/Safety: A=ADA; HSO=Other; HSP=Paving; HSR=Roof
Deferred Maint.: DMH=HVAC; DMO=Other; DMP=Paving

Operational: OP=Paving; OQ=OP's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



| | Count | Gen. Fund - Local Cost | Gen. Fund Other | Other Funding |
|---|---|---|---|---|
| COUNTYWIDE - ALL DISTRICTS | 12 | $2,220,000 | $0 | $350,000 |
| FIRST DISTRICT | 39 | $8,440,000 | $0 | $3,987,000 |
| SECOND DISTRICT | 28 | $4,265,000 | $40,000 | $50,000 |
| THIRD DISTRICT | 19 | $11,105,000 | $0 | $0 |
| FOURTH DISTRICT | 20 | $3,551,000 | $0 | $430,000 |
| FIFTH DISTRICT | 79 | $272,492,000 | $1,575,000 | $0 |
| ALL PROJECTS TOTALS | 197 | $302,073,000 | $1,615,000 | $4,817,000 |

## COUNTYWIDE - ALL DISTRICTS

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | All | 14 | Superior Court | 7 | Courthouses | Countywide | A | Remodel public service counters | - | - | - |
| 2 | All | 183 | Arch. & Eng. | - | Various | Countywide | A | ADA improvement program | $150,000 | - | - |
| 3 | All | 13 | Superior Court | 6 | Courthouses | Countywide | DMO | R/R flooring & paint common areas | $1,200,000 | - | - |
| 4 | All | 44 | Superior Court | 34 | Courthouses | Countywide | DMO | Wash windows | - | - | - |
| 5 | All | 198 | Facilities Mgmt. | - | Various | Countywide | DMO | Annual Minor CIP Funding | $400,000 | - | - |
| 6 | All | 188 | Arch. & Eng. | - | Various | Countywide | HSR | Funds for roof restoration | $390,000 | - | - |
| 7 | All | 17 | Superior Court | 10 | Courthouses | Countywide | OQ | Remodel Crtrm. Clerks' desk - ergonomics | - | - | - |
| 8 | All | 20 | Superior Court | 13 | Various | Countywide | OQ | Refinish/Replace hallway benches | - | - | - |
| 9 | All | 31 | Superior Court | 24 | Courthouses | Countywide | OQ | Modernize exterior & interior signage | - | - | - |
| 10 | All | 32 | Superior Court | 25 | Courthouses | Countywide | OQ | Replace laminates in Courtrooms | - | - | - |
| 11 | All | 185 | Arch. & Eng. | - | Various | Countywide | OQ | Space planning | $80,000 | - | - |
| 12 | All | 187 | Arch. & Eng. | - | Various | Countywide | OQ | ECD Projects (CDBG funds) | - | - | $350,000 |
| 12 | | | | | | | | COUNTYWIDE - ALL DISTRICTS TOTAL | $2,220,000 | $0 | $350,000 |



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Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



FIRST DISTRICT

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 75 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | A | General town ADA improvements | $350,000 | - | - |
| 2 | 1 | 99 | Regional Parks | 3 | Mojave River Forks Reg. Park | Summit Valley | A | Renovate restroom & shower bldgs. | $770,000 | - | - |
| 3 | 1 | 167 | Facilities Mgmt. | 4 | 1111 Bailey St. | Needles | DMH | R/R HVAC (Court & Sheriff's Bldgs.) | - | - | - |
| 4 | 1 | 168 | Facilities Mgmt. | 4 | 200 E. Buena Vista | Barstow | DMH | R/R HVAC | - | - | - |
| 5 | 1 | 169 | Facilities Mgmt. | 4 | 14455 Civic Dr. | Victorville | DMH | R/R HVAC equipment & install auto-controls | - | - | - |
| 6 | 1 | 94 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | DMO | Design Park Flood Control | $20,000 | - | $27,000 |
| 7 | 1 | 96 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | DMP | Rehabilitate roadways & parking lots | $475,000 | - | - |
| 8 | 1 | 98 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | DMP | Rehabilitate roadways & parking lots | $170,000 | - | - |
| 9 | 1 | 12 | Superior Court | 5 | 14455 Civic Dr. | Victorville | HSO | Construct employee only access corridor | $1,250,000 | - | - |
| 10 | 1 | 43 | Superior Court | 33 | 235 E. Mt. View | Barstow | HSO | Install security door | $40,000 | - | - |
| 11 | 1 | 92 | Regional Parks | - | Moabi Reg. Park | Needles | HSO | Remove/replace C Dock | $170,000 | - | - |
| 12 | 1 | 120 | Probation | - | 14455 Civic Dr. | Victorville | HSO | Secure sallyport & parking - Canceled | $50,000 | - | - |
| 13 | 1 | 145 | Facilities Mgmt. | 1 | 6527 White Feather Rd. | Joshua Tree | HSO | R/R existing UST, replace w/ AGST | $150,000 | - | - |
| 14 | 1 | 179 | Sheriff | - | 1111 Bailey Av. | Needles | HSO | HVAC vent cleaning & modifications | $10,000 | - | - |
| 15 | 1 | 181 | County Fire | - | Baker Bl. | Baker | HSO | Construct 8,000 SF fire station | - | - | $1,750,000 |
| 16 | 1 | 67 | Airports | 5 | 711 Airport Rd. | Needles | HSP | Resurface RWY 11-29 &TWY (90%FAA+10% Fon. Int.) | - | - | $1,600,000 |
| 17 | 1 | 72 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | HSP | Rehabilitate parking lot | $700,000 | - | - |
| 18 | 1 | 40 | Superior Court | 32a | 6527 Whitefeather Rd. | Joshua Tree | OQ | Construct additional office space | - | - | - |
| 19 | 1 | 41 | Superior Court | 32b | 6527 Whitefeather Rd. | Joshua Tree | OQ | Construct Crtrm., chamb. & jury delib. | $1,250,000 | - | - |
| 20 | 1 | 42 | Superior Court | 32c | 6527 Whitefeather Rd. | Joshua Tree | OQ | Expand parking lot if new courtroom added | - | - | - |
| 21 | 1 | 54 | Superior Court | 45 | 14455 Civic Dr. | Victorville | OQ | Correct parking lot drainage (NW area) | - | - | - |
| 22 | 1 | 58 | Superior Court | 49 | 14455 Civic Dr. | Victorville | OQ | Remove hallway planter box | $10,000 | - | - |
| 23 | 1 | 73 | Regional Parks | 1 | Calico Ghost Town Reg. Park | Yermo | DMO | Remodel upper town restroom | $260,000 | - | - |
| 24 | 1 | 90 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | Marina channel rehab & bridge development | $670,000 | - | - |
| 25 | 1 | 91 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | Recreation facility development (Bldg. & pool) | $540,000 | - | - |
| 26 | 1 | 93 | Regional Parks | - | Moabi Reg. Park | Needles | OQ | SCADA System | $40,000 | - | - |
| 27 | 1 | 101 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OQ | Playground development | $220,000 | - | - |
| 28 | 1 | 124 | Facilities Mgmt. | 1 | 301 Mt. View | Barstow | OQ | Site improvements | $150,000 | - | - |
| 29 | 1 | 191 | Arch. & Eng. | - | 1111 E. Bailey Av. | Needles | OQ | Remodel office areas in building B & C | $275,000 | - | - |
| 30 | 1 | 197 | Arch. & Eng. | - | 33103 Old Woman Springs Rd. | Lucerne Valley | OQ | 1,104 SF Expansion of Library (First District, Library, CDBG, Priv. Donations) | - | - | $330,000 |



Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
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Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



## FIRST DISTRICT (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 31 | 1 | 50 | Superior Court | 41 | 14455 Civic Dr. | Victorville | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 32 | 1 | 53 | Superior Court | 44 | 14455 Civic Dr. | Victorville | OR | Repair restroom laminate | - | - | - |
| 33 | 1 | 66 | Airports | 4 | 21600 Corwin Rd. | Apple Valley | OR | Construct shadeports @ terminal apron (CSA60) | - | - | $140,000 |
| 34 | 1 | 71 | Airports | 9 | 78569 29 Palms Hwy. | Twenty-nine Palms | OR | Construct shadeports (100% Fontana Principal) | - | - | $140,000 |
| 35 | 1 | 74 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | OR | Improve I-15 signage | $260,000 | - | - |
| 36 | 1 | 76 | Regional Parks | - | Calico Ghost Town Reg. Park | Yermo | OR | Campground "O" improvements | $320,000 | - | - |
| 37 | 1 | 95 | Regional Parks | - | Mojave Narrows Reg. Park | Victorville | OR | Design Horseshoe Lake Stabilization & Restoration | $20,000 | - | $0 |
| 38 | 1 | 97 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OR | Equestrian area shower development | $110,000 | - | - |
| 39 | 1 | 100 | Regional Parks | - | Mojave River Forks Reg. Park | Summit Valley | OR | Develop equestrian area w/ RV hook-ups & corral | $160,000 | - | - |
| 39 | | | | | | | | FIRST DISTRICT TOTAL | $8,440,000 | $0 | $3,987,000 |

## SECOND DISTRICT

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 5 | Preschool Srvcs. | 1 | 555 W. Maple St. | Ontario | A | Construct new elevator (deleted by Dept. 1/14/03) | - | - | - |
| 2 | 2 | 86 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | A | South Beach ADA access & fishing dock | $160,000 | - | - |
| 3 | 2 | 26 | Superior Court | 19 | 8303 Haven Av. | Rancho Cucamonga | DMH | Repair HVAC System | - | - | - |
| 4 | 2 | 150 | Facilities Mgmt. | 2 | 9500 Etiwanda Av. | Rancho Cucamonga | DMH | Install energy management control system | - | - | - |
| 5 | 2 | 153 | Facilities Mgmt. | 3 | 8303 Haven Av. | Rancho Cucamonga | DMH | R/R pneumatic w/ electronic HVAC controls | - | - | - |
| 6 | 2 | 3 | District Attorney | 3 | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint and carpet offices | $100,000 | - | - |
| 7 | 2 | 23 | Superior Court | 16 | 8303 Haven Av. | Rancho Cucamonga | DMO | Paint exterior of Courthouse | $215,000 | - | - |
| 8 | 2 | 56 | Superior Court | 47 | 8303 Haven Av. | Rancho Cucamonga | DMO | Rehabilitate elevator interiors | $80,000 | - | - |
| 9 | 2 | 125 | Facilities Mgmt. | 1 | 8303 Haven Av. | Rancho Cucamonga | DMO | R/R security gate | $100,000 | - | - |
| 10 | 2 | 189 | Arch. & Eng. | - | 8303 Haven Av. | Rancho Cucamonga | DMO | Additional funding to complete skylights | $180,000 | - | - |
| 11 | 2 | 81 | Regional Parks | - | Glen Helen Reg. Park | Devore | DMP | Rehabilitate campground paving | $225,000 | - | - |
| 12 | 2 | 87 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | DMP | Rehabilitate S. beach parking lot | $225,000 | - | - |
| 13 | 2 | 60 | Sheriff | - | 18000 W. Institution Rd. | Devore | HSO | Upgrade utility service - Canceled by Dept. | $40,000 | - | - |
| 14 | 2 | 178 | Sheriff | - | 18000 W. Institution Rd. | Devore | HSO | Modernize utility feed (Jus. Fac. Res.) | - | $40,000 | - |
| 15 | 2 | 194 | Arch. & Eng. | - | Glen Helen Region | Devore | HSO | Replace deteriorated water system (Ph III) | $500,000 | - | - |
| 16 | 2 | 174 | Museum | 3 | 8810 Hemlock Av. | Rancho Cucamonga | HSR | Re-roofing & water damage mitigation | $225,000 | - | - |
| 17 | 2 | 193 | Arch. & Eng. | - | 9500 Etiwanda Av. | Rancho Cucamonga | HSR | Replace deteriorated hypalon roof (Ph III) | $450,000 | - | - |
| 18 | 2 | 27 | Superior Court | 20 | 8303 Haven Av. | Rancho Cucamonga | OP | Construct additional parking capacity (NE lot) | $500,000 | - | - |
| 19 | 2 | 57 | Superior Court | 48 | 8303 Haven Av. | Rancho Cucamonga | OQ | Tint windows | $10,000 | - | - |
| 20 | 2 | 59 | Superior Court | 50 | 8303 Haven Av. | Rancho Cucamonga | OQ | Remove Wall Dividers | $30,000 | - | - |
| 21 | 2 | 61 | Sheriff | - | 18000 W. Institution Rd. | Devore | OQ | R/R dishwasher (Inmate Welfare Fund) | - | - | $50,000 |
| 22 | 2 | 62 | Sheriff | - | 9500 Etiwanda Av. | Rancho Cucamonga | OQ | Upgrade tube delivery system | $40,000 | - | - |

Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



## SECOND DISTRICT (Continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 23 | 2 | 82 | Regional Parks | - | Glen Helen Reg. Park | Devore | OQ | Water playground development | $160,000 | - | - |
| 24 | 2 | 83 | Regional Parks | 5 | Glen Helen Reg. Park | Devore | OQ | Install swim area shade cover | $280,000 | - | - |
| 25 | 2 | 84 | Regional Parks | - | Glen Helen Reg. Park | Devore | OQ | Construct parking expansion | $450,000 | - | - |
| 26 | 2 | 89 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | OQ | Renovate fitness trail | $255,000 | - | - |
| 27 | 2 | 51 | Superior Court | 42 | 13260 Central Av. | Chino | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 28 | 2 | 88 | Regional Parks | - | Lake Gregory Reg. Park | Crestline | OR | SCADA System | $40,000 | - | - |
| 28 | | | | | | | | SECOND DISTRICT TOTAL | $4,265,000 | $40,000 | $50,000 |

## THIRD DISTRICT

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 3 | 154 | Facilities Mgmt. | 3 | 477 Summit Bl. | Big Bear Lake | DMH | Replace multi-zone air conditioner | - | - | - |
| 2 | 3 | 196 | Arch. & Eng. | - | 216 Brookside Av. | Redlands | DMH | Additional funding to complete HVAC project | $270,000 | - | - |
| 3 | 3 | 107 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | DMO | R/R group picnic shelter structure | $190,000 | - | - |
| 4 | 3 | 113 | Regional Parks | - | Big Morongo Canyon | Morongo Valley | DMO | Restore historic barn | $65,000 | - | - |
| 5 | 3 | 126 | Facilities Mgmt. | 1 | 216 & 222 Brookside Av. | Redlands | DMO | Site improvements | $150,000 | - | - |
| 6 | 3 | 149 | Facilities Mgmt. | 2 | 222 Brookside Av. | Redlands | DMO | R/R interior galv. water lines | - | - | - |
| 7 | 3 | 111 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | DMP | Rehabilitate roadways & parking lots | $235,000 | - | - |
| 8 | 3 | 112 | Regional Parks | - | Big Morongo Canyon | Morongo Valley | DMP | Rehabilitate roadways & parking lots | $100,000 | - | - |
| 9 | 3 | 39 | Superior Court | 31 | 26010 State Hwy 189 | Twin Peaks | HSO | Install parking lot lighting | $100,000 | - | - |
| 10 | 3 | 109 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | HSO | R/R playground equipment | $220,000 | - | - |
| 11 | 3 | 136 | Facilities Mgmt. | 1 | 2028 Orange Tree Ln. | Redlands | HSO | Rehabilitate Assc. Bldgs. (duplicate see #173) | - | - | - |
| 12 | 3 | 172 | Museum | 1 | 2022 Orange Tree Ln. | Redlands | HSO | Install fire suppression/sprinkler system | $200,000 | - | - |
| 13 | 3 | 173 | Museum | 2 | 2022 Orange Tree Ln. | Redlands | HSO | Correct code violations & deficiencies | $275,000 | - | - |
| 14 | 3 | 110 | Regional Parks | 2 | Yucaipa Reg. Park | Yucaipa | OP | Tent area parking development | $200,000 | - | - |
| 15 | 3 | 34 | Superior Court | 27 | 216 Brookside Av. | Redlands | OQ | Construct new 25,000 SF Courthouse Facility | $6,500,000 | - | - |
| 16 | 3 | 38 | Superior Court | 30 | 477 Summit Bl. | Big Bear Lake | OQ | Install security glass @ Clerk's office counter | $940,000 | - | - |
| 17 | 3 | 55 | Superior Court | 46 | 26010 State Hwy 189 | Twin Peaks | OQ | Construct Attorney/Client conference room | $50,000 | - | - |
| 18 | 3 | 108 | Regional Parks | - | Yucaipa Reg. Park | Yucaipa | OQ | SCADA System | $110,000 | - | - |
| 19 | 3 | 175 | Museum | 3 | 2022 Orange Tree Ln. | Redlands | OQ | Remodel Exhibit Hall into 15k SF warehse | $1,500,000 | - | - |
| 19 | | | | | | | | THIRD DISTRICT TOTAL | $11,105,000 | $0 | $0 |



Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of
San Bernardino

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION

**2003-04 CIP**
5/13/2003

FOURTH DISTRICT

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 4 | 77 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | A | Rehabilitate restrooms | $190,000 | - | - |
| 2 | 4 | 106 | Regional Parks | - | Prado Reg. Park | Chino | A | Rehabilitate restrooms | $255,000 | - | - |
| 3 | 4 | 69 | Airports | 7 | 7000 Merrill Av. | Chino | DMO | Bldg. Imprvs (A270,440,480,485 & 490 (100% Fon. Prin.) | - | - | $40,000 |
| 4 | 4 | 70 | Airports | 8 | 7000 Merrill Av. | Chino | DMO | Dome Hangars 1-4 Rehab (100% Fontana Principal) | - | - | $50,000 |
| 5 | 4 | 80 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | DMP | Rehabilitate roadways & parking lots | $220,000 | - | - |
| 6 | 4 | 103 | Regional Parks | - | Prado Reg. Park | Chino | DMP | Rehabilitate roadways & parking lots | $380,000 | - | - |
| 7 | 4 | 48 | Superior Court | 38 | 13260 Central Av. | Chino | HSO | Repair exhaust systems in public restrooms | - | - | - |
| 8 | 4 | 176 | Museum | 4 | 17127 Pomona Rincon Rd. | Chino | HSO | Provide potable water | $116,000 | - | - |
| 9 | 4 | 63 | Airports | 1 | 7000 Merrill Av. | Chino | HSP | Relocate RWY 3-21 threshold (90% FAA+10% Fon. Int.) | - | - | $280,000 |
| 10 | 4 | 64 | Airports | 2 | 7000 Merrill Av. | Chino | HSR | Repair Cal Aero Bldgs. Roof (100% Fontana Int.) | - | - | $45,000 |
| 11 | 4 | 2 | District Attorney | 2 | 13260 Central Av. | Chino | OQ | Remodel proposed expansion space | $100,000 | - | - |
| 12 | 4 | 47 | Superior Court | 37 | 13260 Central Av. | Chino | OQ | Construct new elevator at north end of bldg. | - | - | - |
| 13 | 4 | 49 | Superior Court | 39 | 13260 Central Av. | Chino | OQ | Install awning @ patio | - | - | - |
| 14 | 4 | 68 | Airports | 6 | 7000 Merrill Av. | Chino | OQ | Merrill Av. Beautification (100% Fontana Principal) | - | - | $15,000 |
| 15 | 4 | 78 | Regional Parks | - | Cucamonga-Gausti Reg. Park | Ontario | OQ | Replace group picnic shelters 1 & 2 | $340,000 | - | - |
| 16 | 4 | 79 | Regional Parks | 4 | Cucamonga-Gausti Reg. Park | Ontario | OQ | South lake restroom development | $620,000 | - | - |
| 17 | 4 | 102 | Regional Parks | - | Prado Reg. Park | Chino | OQ | Park entry gate building expansion | $320,000 | - | - |
| 18 | 4 | 105 | Regional Parks | - | Prado Reg. Park | Chino | OQ | SCADA System | $60,000 | - | - |
| 19 | 4 | 65 | Airports | 3 | 7000 Merrill Av. | Chino | OR | Separate elect. meters @ hangers | $505,000 | - | - |
| 20 | 4 | 104 | Regional Parks | - | Prado Reg. Park | Chino | OR | Improve domestic water system | $445,000 | - | - |
| 20 | | | | | | | | FOURTH DISTRICT TOTAL | $3,551,000 | $0 | $430,000 |

Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



FIFTH DISTRICT

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5 | 19 | Superior Court | 12 | 351 N. Arrowhead Av. | San Bernardino | A | Replace/Modify doors from T-wing to Crthse. | $25,000 | - | - |
| 2 | 5 | 22 | Superior Court | 15 | Excl. RC, Red. & VV | Countywide | A | Remodel public restrooms (ADA) | - | - | - |
| 3 | 5 | 166 | Facilities Mgmt. | 3 | 222 Hospitality Ln. | San Bernardino | A | Install automatic doors | - | - | - |
| 4 | 5 | 138 | Facilities Mgmt. | 1 | 104 E. Fourth St. | San Bernardino | DMH | R/R chiller & cooling tower | $250,000 | - | - |
| 5 | 5 | 131 | Facilities Mgmt. | 1 | 777 E. Rialto Av. | San Bernardino | DMH | R/R 2 single zone & 4 multi-zone air hdlrs. | $400,000 | - | - |
| 6 | 5 | 134 | Facilities Mgmt. | 1 | 175/157 W. Fifth St. | San Bernardino | DMH | R/R chiller equip. & air balance | $600,000 | - | - |
| 7 | 5 | 155 | Facilities Mgmt. | 3 | 825 E. Third St. | San Bernardino | DMH | R/R HVAC equipment, re-zone & air balance | - | - | - |
| 8 | 5 | 156 | Facilities Mgmt. | 3 | 351 N. Arrowhead Av. | San Bernardino | DMH | R/R small cooling tower | - | - | - |
| 9 | 5 | 164 | Facilities Mgmt. | 3 | 351 N. Arrowhead Av. | San Bernardino | DMH | R/R York chiller (apart of Cent. Crthse. Proj.) | - | - | - |
| 10 | 5 | 195 | Arch. & Eng. | - | 670 E. Gilbert St. | San Bernardino | DMH | Additional funding to complete HVAC project | $695,000 | - | - |
| 11 | 5 | 4 | District Attorney | 4 | 316 N. Mt. View Av. | San Bernardino | DMO | Paint offices | $25,000 | - | - |
| 12 | 5 | 16 | Superior Court | 9 | 900 E. Gilbert St. | San Bernardino | DMO | Enhance electrical and HVAC systems | $130,000 | - | - |
| 13 | 5 | 24 | Superior Court | 17 | 17780 Arrow Bl. | Fontana | DMO | Paint exterior of Courthouse | - | - | - |
| 14 | 5 | 33 | Superior Court | 26 | 900 E. Gilbert St. | San Bernardino | DMO | Install rain gutters on Juvenile Court Bldg. | $10,000 | - | - |
| 15 | 5 | 45 | Superior Court | 35 | 780 E. Gilbert St. | San Bernardino | DMO | Paint Bldg. #9, 7, & 11 | - | - | - |
| 16 | 5 | 135 | Facilities Mgmt. | - | 351 N. Arrowhead Av. | San Bernardino | DMO | R/R irrigation system | $200,000 | - | - |
| 17 | 5 | 137 | Facilities Mgmt. | - | 385 N. Arrowhead Av. | San Bernardino | DMO | Convert all exterior lighting to low voltage | $350,000 | - | - |
| 18 | 5 | 146 | Facilities Mgmt. | 2 | 385 N. Arrowhead Av. | San Bernardino | DMO | Rehabilitate Board Chambers & Lobby | - | - | - |
| 19 | 5 | 147 | Facilities Mgmt. | 2 | 900 E. Gilbert St. | San Bernardino | DMO | CJH - Infrastructure - gas & water lines | - | - | - |
| 20 | 5 | 148 | Facilities Mgmt. | 2 | 655 E. Third St. | San Bernardino | DMO | Repair 4" 'make-up' water line | - | - | - |
| 21 | 5 | 158 | Facilities Mgmt. | 3 | 2001 W. Agua Mansa Rd | Colton | DMO | R/R irrigation system | - | - | - |
| 22 | 5 | 35 | Superior Court | 28 | 17780 Arrow Bl. | Fontana | DMP | Repave Courthouse parking lot | - | - | - |
| 23 | 5 | 152 | Facilities Mgmt. | 2 | 200 S. Lena Rd. | San Bernardino | DMP | Rehabilitate large cracks in parking lot | - | - | - |
| 24 | 5 | 161 | Facilities Mgmt. | 3 | 777 S. Rialto Av. | San Bernardino | DMP | Rehabilitate parking lot (ISG) | - | - | - |
| 25 | 5 | 162 | Facilities Mgmt. | 3 | 210 S. Lena Rd. | San Bernardino | DMP | Rehabilitate all paved areas | - | - | - |
| 26 | 5 | 192 | Arch. & Eng. | - | 630 E Rialto Av. & 825 E 3rd St. | San Bernardino | DMP | Pavement Sealcoat | $60,000 | - | - |
| 27 | 5 | 15 | Superior Court | 8 | 351 N. Arrowhead Av. | San Bernardino | HSO | Upgrade fire alarm system | $640,000 | - | - |
| 28 | 5 | 21 | Superior Court | 14 | Courthouses | San Bernardino | HSO | Remodel main entrance to Juvenile Court bldg. | - | - | - |
| 29 | 5 | 25 | Superior Court | 18 | 900 E. Gilbert St. | San Bernardino | HSO | Install emergency generator for Juv. Crt. Bldg. | $500,000 | - | - |
| 30 | 5 | 36 | Superior Court | 29a | 900 E. Gilbert St. | San Bernardino | HSO | Remove play area equipment @ Juv. Crt. Bldg. | $10,000 | - | - |



Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



FIFTH DISTRICT (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 31 | 5 | 46 | Superior Court | 36 | 17780 Arrow Bl. | Fontana | HSO | Repair exhaust systems in public restrooms | - | - | - |
| 32 | 5 | 118 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Video security expansion - 15 cameras only | $285,000 | - | - |
| 33 | 5 | 121 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Construct secure access gate (Unit 2 & 3) | $400,000 | - | - |
| 34 | 5 | 122 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Law enforcement security gate - Canceled | - | - | - |
| 35 | 5 | 123 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSO | Kuiper Youth Center - Canceled | - | - | - |
| 36 | 5 | 128 | Facilities Mgmt. | 1 | 777 Rialto Av. | San Bernardino | HSO | Upgrade fire alarm system | $155,000 | - | - |
| 37 | 5 | 129 | Facilities Mgmt. | 1 | 172 W. Third St. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | $360,000 | - | - |
| 38 | 5 | 130 | Facilities Mgmt. | 1 | 351 N. Mt. View Av. | San Bernardino | HSO | Upgrade fire alarm system (Ph I) | $120,000 | - | - |
| 39 | 5 | 139 | Facilities Mgmt. | 1 | 200 S. Lena Rd. | San Bernardino | HSO | Upgrade fire alarm system | $290,000 | - | - |
| 40 | 5 | 140 | Facilities Mgmt. | 1 | 655 E. Third St. | San Bernardino | HSO | Upgrade fire alarm system | $390,000 | - | - |
| 41 | 5 | 141 | Facilities Mgmt. | 1 | 670 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $380,000 | - | - |
| 42 | 5 | 142 | Facilities Mgmt. | 1 | 900 E. Gilbert St. | San Bernardino | HSO | Upgrade fire alarm system | $700,000 | - | - |
| 43 | 5 | 143 | Facilities Mgmt. | 1 | 316 & 364 N. Mt View Av.; 825 E. 3rd St.; 630 E. Rialto Av.; 17780 Arrow Bl. | San Bernardino & Fontana | HSO | Rehab. (6) hydraulic elevators (Ph I) - 3 elevators remain @ $210k | $428,000 | - | - |
| 44 | 5 | 151 | Facilities Mgmt. | 2 | 900 E. Gilbert St. | San Bernardino | HSO | Construct new maint. shop (by N. Warehouse) | - | - | - |
| 45 | 5 | 163 | Facilities Mgmt. | 3 | 172 W. Third St. | San Bernardino | HSO | Abate asbestos in basement | - | - | - |
| 46 | 5 | 165 | Facilities Mgmt. | 3 | 351 N. Mt. View Av. | San Bernardino | HSO | Abate all asbestos | - | - | - |
| 47 | 5 | 170 | Facilities Mgmt. | 4 | 351 N. Mt. View Av. | San Bernardino | HSO | Repair stairway separation | - | - | - |
| 48 | 5 | 171 | Facilities Mgmt. | 4 | 655 E. Third St. | San Bernardino | HSO | Modernize emg. power auto-transfer switch | - | - | - |
| 49 | 5 | 177 | Sheriff | - | 1771 Miro Wy. | Rialto | HSO | Modify area to accommodate dispatch consoles | $125,000 | - | - |
| 50 | 5 | 182 | ARMC | - | 400 N. Pepper Av. | Colton | HSO | Convert BHD beds to med. Beds (Realignment Funds) | - | $1,080,000 | - |
| 51 | 5 | 119 | Probation | - | 900 E. Gilbert St. | San Bernardino | HSP | R/R rec. area asphalt (Unit 2 & 3) - Canceled | - | - | - |
| 52 | 5 | 127 | Facilities Mgmt. | 1 | 351 N. Arrowhead Av. | San Bernardino | HSR | Remove cooling tower equip. @ T-wing | $150,000 | - | - |
| 53 | 5 | 132 | Facilities Mgmt. | 1 | 630 E. Rialto Av. | San Bernardino | HSR | R/R CDC boiler plant roof | $130,000 | - | - |
| 54 | 5 | 133 | Facilities Mgmt. | 1 | 210 N. Lena Rd. | San Bernardino | HSR | R/R Bldg. #7 Roof | $65,000 | - | - |
| 55 | 5 | 157 | Facilities Mgmt. | 3 | 601 N. E St. | San Bernardino | HSR | R/R roof | - | - | - |
| 56 | 5 | 159 | Facilities Mgmt. | 3 | 777 Rialto Av. | San Bernardino | HSR | R/R roof | $464,000 | - | - |
| 57 | 5 | 160 | Facilities Mgmt. | 3 | 200 S. Lena Rd. | San Bernardino | HSR | R/R roof | $50,000 | - | - |
| 58 | 5 | 1 | District Attorney | 1 | 780 E. Gilbert St. | San Bernardino | OQ | Relocate Juvenile offices from trailers | $205,000 | - | - |
| 59 | 5 | 6 | Auditor-Controller | 1 | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 1st Flr. [50% SDW & 50% SDX] | - | $335,000 | - |
| 60 | 5 | 7 | Auditor-Controller | 2 | 222 W. Hospitality Ln | San Bernardino | OQ | Remodel 2nd Flr. (100% Dept.) | - | $160,000 | - |

Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
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Operational: OP=Paving; OQ=Op's; OR=Revenue

# EXHIBIT D
## ALL SUBMITTALS
### SUMMARY BY GEOGRAPHIC LOCATION



FIFTH DISTRICT (continued)

| Item | District | Log # | Department | Priority | Site | City | Project Type | Description | Gen. Fund - Local Cost | Gen. Fund - Other | Other Funding |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 61 | 5 | 8 | Superior Court | 1 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct of new Courthouse | $250,000,000 | - | - |
| 62 | 5 | 9 | Superior Court | 2 | 900 E. Gilbert St. | San Bernardino | OQ | Fund EIR for a new Juvenile Court complex | $150,000 | - | - |
| 63 | 5 | 10 | Superior Court | 3 | 900 E. Gilbert St. | San Bernardino | OQ | Construct new Juvenile Court complex | $11,000,000 | - | - |
| 64 | 5 | 11 | Superior Court | 4 | 17780 Arrow Bl. | Fontana | OQ | Remodel extng. office into Court and Chamb. | $400,000 | - | - |
| 65 | 5 | 18 | Superior Court | 11 | 900 E. Gilbert St. | San Bernardino | OQ | Remodel bench area in Depts. J-1, J-2, J-3 | $200,000 | - | - |
| 66 | 5 | 28 | Superior Court | 21 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct additional elevator - Annex Bldg. | $1,000,000 | - | - |
| 67 | 5 | 29 | Superior Court | 22 | 351 N. Arrowhead Av. | San Bernardino | OQ | Construct awning @ T-wing entrances | - | - | - |
| 68 | 5 | 30 | Superior Court | 23 | 351 N. Arrowhead Av. | San Bernardino | OQ | Install AC for T-wing entrance vestibule | - | - | - |
| 69 | 5 | 37 | Superior Court | 29b | 900 E. Gilbert St. | San Bernardino | OQ | Construct patio, awning & seating @ play area | - | - | - |
| 70 | 5 | 114 | Coroner | 1 | 777 Rialto Av. | San Bernardino | OQ | Construct mezzanine in existing warehouse | $350,000 | - | - |
| 71 | 5 | 115 | Coroner | 2 | 175 S. Lena Rd. | San Bernardino | OQ | Construct morgue facility expansion | - | - | - |
| 72 | 5 | 116 | Coroner | 3 | 175 S. Lena Rd. | San Bernardino | OQ | Construct office & parking expansion | - | - | - |
| 73 | 5 | 117 | Coroner | 4 | 175 S. Lena Rd. | San Bernardino | OQ | Construct WV morgue facility | - | - | - |
| 74 | 5 | 144 | Facilities Mgmt. | - | 172 W. Third St. | San Bernardino | OQ | Upgrade electrical service | $500,000 | - | - |
| 75 | 5 | 180 | Registrar of Voters | - | 777 E. Rialto Av. | San Bernardino | OQ | Modular furniture | $150,000 | - | - |
| 76 | 5 | 184 | Arch. & Eng. | - | 385 N. Arrowhead Av. | San Bernardino | OQ | A&E dept. planning and programming budget | $150,000 | - | - |
| 77 | 5 | 186 | Arch. & Eng. | - | 780 E. Gilbert St. | San Bernardino | OQ | ARMC trlrs. To CJH for DA (duplicate see #1) | - | - | - |
| 78 | 5 | 190 | Arch. & Eng. | - | 777 E. Rialto Av. | San Bernardino | OQ | Remodel for ROV, Ag. & Mail Srvcs. | TBD | - | - |
| 79 | 5 | 52 | Superior Court | 43 | 17780 Arrow Bl. | Fontana | OR | Install headboard @ rear wall in Jury Boxes | - | - | - |
| 79 | | | | | | | | FIFTH DISTRICT TOTAL | $272,492,000 | $1,575,000 | $0 |



Health/Safety: A=ADA; HRS=Roof; HSP=Paving; HSO=Other
Deferred Maint.: DMH=HVAC; DMP=Paving; DMO=Other

Operational: OP=Paving; OQ=Op's; OR=Revenue

County of San Bernardino
Period Ending 3/31/03

# EXHIBIT E
## GENERAL FUND CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/19/2003

| | Proj. | FY 02/03 ADJUSTED BUDGET | FY 02/03 EXPENDITURES | CARRYOVER BALANCE |
|---|---|---|---|---|
| CARRYOVER FROM PRIOR FISCAL YEARS | 23 | $9,630,587 | $4,976,931 | $4,653,656 |
| 2002-03 NEW PROJECTS | 14 | $4,441,500 | $30,460 | $4,411,040 |
| 2002-03 ONE-TIME FUNDING PROJECTS | 7 | $2,230,000 | $22,748 | $2,207,252 |
| 2002-03 MID-YEAR INSERT PROJECTS | 1 | $350,000 | $35,000 | $315,000 |
| TOTAL CARRYOVER FUND CJV | 45 | $16,652,087 | $5,065,139 | $11,586,948 |
| TOTAL CARRYOVER FUND CJS | 1 | $10,921,056 | $2,500,000 | $8,421,056 |
| TOTAL CARRYOVER FUNDS CJV & CJS | 46 | $27,573,143 | $7,565,139 | $20,008,004 |

### CARRYOVER FROM PRIOR FISCAL YEARS

| Item | DEPARTMENT | SITE | CITY | Dist | Proj # | PROJECT | COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Various Departments | Various Sites | County Wide | All | 90680 | Site Assessment & Remediation | Monitoring water at 2 sites, preparing mitigation plan | $854,974 | $170,000 | $684,974 |
| 2 | Various Departments | TBD | County Wide | All | 00240 | ADA Compliance | Construction in progress | $248,651 | $210,317 | $38,334 |
| 3 | Reg. Parks - Moabi RP | Park Moabi Rd. | Needles | 1 | 00810 | Park Moabi Water Rights Purchase | Pending water rights issues | $247,750 | $0 | $247,750 |
| 4 | Facilities Management | 777 E. Rialto Av. | San Bernardino | 5 | 10130 | Building Fire System Repair | Pending Risk Mgt. Approval | $36,263 | $0 | $36,263 |
| 5 | Public Health | 19777 Shelter Wy. | Devore | 2 | 00750 | Devore Animal Shelter Expansion | Pending bids | $881,234 | $226,195 | $655,039 |
| 6 | Regional Parks | 24171 Lake Dr. | Crestline | 2 | 10470 | Lake Gregory Dam Valve Replacement | Design PO issued | $156,960 | $33,553 | $123,407 |
| 7 | Sheriff | 9500 Etiwanda Av. | Rancho Cucamonga | 2 | 20110 | WVDC Hypalon Roof Replacement | Design contract issued | $221,602 | $73,840 | $147,762 |
| 8 | County Building | 477 Summit Bl. | Big Bear | 3 | 20120 | Big Bear L&J Center Remodel | Pending bids | $184,063 | $38,359 | $145,704 |
| 9 | Reg. Parks - Yucaipa RP | 33900 Oak Glen Rd. | Yucaipa | 3 | 20140 | Yucaipa RP Irrigation Pumps Replacement | Construction in progress | $259,588 | $199,546 | $60,042 |
| 10 | Government Center | 385 N. Arrowhead Av. | San Bernardino | 5 | 20765 | CGC Security & Parking Improvements | Construction in progress | $613,000 | $375,233 | $237,767 |
| 11 | Museum | 2024 Orange Tree Ln. | Redlands | 3 | 20580 | Redlands Museum Chiller Replacement | Construction in progress | $904,000 | $869,616 | $34,384 |
| 12 | Central Detention Ctr | 630 E. Rialto Av. | San Bernardino | 5 | 20590 | CDC HVAC Controls Replacement | Construction in progress | $897,087 | $667,674 | $229,413 |
| 13 | Information Services | 670 E. Gilbert St. | San Bernardino | 5 | 20600 | IS Bldg. - Basement HVAC Replacement | Construction in progress | $502,225 | $357,169 | $145,056 |
| 14 | County Building | 17830 Arrow Bl. | Fontana | 2 | 20610 | Fontana Complex Chiller Replacement | Construction in progress | $1,297,318 | $38,024 | $1,259,294 |
| 15 | Road | Mt. View Av. (South) | San Bernardino | 5 | 20135 | Mt. View Av. Rehabilitation | Pending bids | $55,119 | $600 | $54,519 |
| 16 | | Interstate 10/Pepper Av. | Colton | 5 | 20530 | Valley Bl. Realignment | Consultant PO issued | $105,680 | $51,414 | $54,266 |
| 17 | Various | Various Sites | Countywide | All | 20680 | Space Studies/Requests | Consultant contracts issued | $867,618 | $877,682 | -$10,064 |
| 18 | Architecture & Eng. | Glen Helen | Devore | 2 | 20690 | Devore Water System Replacement | Construction in progress | $721,487 | $655,109 | $66,378 |
| 19 | Board of Supervisors | 385 N. Arrowhead Av. | San Bernardino | 5 | 20775 | Board Chamber Improvements | To be completed by Fac Mgmt | $56,000 | $973 | $55,027 |
| 20 | Facilities Mgmt | 6527 White Feather Rd. | Joshua Tree | 1 | 20795 | Morongo Complex HVAC Upgrade | | $172,000 | $0 | $172,000 |
| 21 | Museum | 2024 Orange Tree Ln. | Redlands | 3 | 20800 | Museum Office Space Addition | Consultant PO issued | $117,968 | $35,370 | $82,598 |
| 22 | Board Chambers | 385 N. Arrowhead Av. | San Bernardino | 5 | 20810 | Board Chamber Recarpet | To be completed by Fac Mgmt | $40,000 | $0 | $40,000 |
| 23 | Sheriff | 2419 Euclid Av. | Upland | 2 | 20820 | Sheriff Modular Office Trailers | Construction in progress | $190,000 | $96,257 | $93,743 |
| 23 | | | | | | | SUB-TOTALS | $9,630,587 | $4,976,931 | $4,653,656 |

County of San Bernardino
Period Ending 3/31/03

# EXHIBIT E
## GENERAL FUND CARRYOVER PROJECTS SUMMARY

2003-04 CIP
5/19/2003

### 2002-03 NEW PROJECTS

| Item | DEPARTMENT | SITE | CITY | Dist | Proj # | PROJECT | COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Architecture & Eng. | TBD | Countywide | All | 30000 | ADA Improvements @ Various Sites | | $150,000 | $0 | $150,000 |
| 2 | Architecture & Eng. | TBD | Countywide | All | 30010 | Foam Roof Restoration @ Various Sites | Awaiting consultant proposals | $100,000 | $1,082 | $98,918 |
| 3 | Courts | 14455 Civic Dr. | Victorville | 1 | 30040 | Courthouse Parking Lot | Pending bids | $517,000 | $16,442 | $500,558 |
| 4 | Courts | 14455 Civic Dr. | Victorville | 1 | 30060 | Juvenile Court Sallyport | Awaiting consultant proposals | $135,000 | $2,439 | $132,561 |
| 5 | Sheriff | 9500 Etiwanda Av. | Rancho Cucamonga | 2 | 30080 | WVDC Hypalon Roof Replacement - Ph II | Pending bids | $400,000 | $459 | $399,541 |
| 6 | District Attorney | 8303 Haven Av. | Rancho Cucamonga | 2 | 30090 | District Attorney Remodel - 4th Flr. | | $27,000 | $0 | $27,000 |
| 7 | Public Health | 13260 Central Av. | Chino | 4 | 30110 | Public Health Remodel | | $100,000 | $0 | $100,000 |
| 8 | Courts | 13260 Central Av. | Chino | 4 | 30120 | Remove/Replace Air Handlers & Controls | | $500,000 | $3,780 | $496,220 |
| 9 | Sheriff | 630 E. Rialto Av. | San Bernardino | 5 | 30150 | Remove/Replace HVAC - Ph II | Awaiting consultant proposals | $0 | $0 | $0 |
| 10 | Behavioral Health | 700 E. Gilbert St. | San Bernardino | 5 | 30170 | Campus Grounds Improvements | | $770,000 | $0 | $770,000 |
| 11 | Behavioral Health | 700 E. Gilbert St. | San Bernardino | 5 | 30200 | Campus Parking Lot & Roads Improvements | | $375,000 | $0 | $375,000 |
| 12 | Information Services | 670 E. Gilbert St. | San Bernardino | 5 | 30220 | North Parking Lot Rehabilitation | Pending bids | $50,000 | $2,278 | $47,722 |
| 13 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 30250 | HVAC, Controls & Electrical Repairs | | $876,500 | $3,980 | $872,520 |
| 14 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 30260 | R/R Perris Hill Water Storage Tank | | $441,000 | $0 | $441,000 |
| 14 | | | | | | | SUB-TOTALS | $4,441,500 | $30,460 | $4,411,040 |

### 2002-03 ONE-TIME FUNDING PROJECTS

| Item | DEPARTMENT | SITE | CITY | Dist | Proj # | PROJECT | COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Facilities Management | 1111 Bailey Av. | Needles | 1 | 30270 | Parking Lot & Road Rehabilitation | | $110,000 | $0 | $110,000 |
| 2 | Architecture & Eng. | Glen Helen | Devore | 2 | 30280 | Devore Water System Replacement - Ph II | Awaiting consultant proposals | $1,500,000 | $3,699 | $1,496,301 |
| 3 | Courts | 216 Brookside Av. | Redlands | 3 | 30290 | Remove /Replace HVAC System | | $0 | $0 | $0 |
| 4 | Parks | 800 N. Archibald Av. | Ontario | 4 | 30300 | Remove /Replace Pool Filtration System | Awaiting consultant proposals | $470,000 | $649 | $469,351 |
| 5 | Facilities Management | 157-175 W. Fifth St. | San Bernardino | 5 | 30310 | Parking Lot Rehabilitation | Consultant PO issued | $80,000 | $9,700 | $70,300 |
| 6 | Facilities Management | 670 E. Gilbert St | San Bernardino | 5 | 30320 | Remove/Replace 1st & 2nd Flr. HVAC System | | $0 | $0 | $0 |
| 7 | Architecture & Eng. | Third St. Facilities | San Bernardino | 5 | 30330 | Parking Lot & Road Rehabilitation | Consultant PO issued | $70,000 | $8,700 | $61,300 |
| 7 | | | | | | | SUB-TOTALS | $2,230,000 | $22,748 | $2,207,252 |

### 2002-03 MID-YEAR INSERT PROJECTS

| Item | DEPARTMENT | SITE | CITY | Dist | Proj # | PROJECT | COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | District Attorney | Various Sites | Countywide | All | 30640 | Remodel Offices | Construction in progress | 350,000 | 35,000 | $315,000 |
| 1 | | | | | | | SUB-TOTALS | $350,000 | $35,000 | $315,000 |

### FUND CJS PROJECT

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Probation | | Apple Valley | 1 | 10740 | High Desert Juvenile Detention Facility | Construction in progress | $10,921,056 | 2,500,000 | $8,421,056 |
| 1 | | | | | | | SUB-TOTALS | $10,921,056 | $2,500,000 | $8,421,056 |

County of San Bernardino
Period Ending 3/31/03

# EXHIBIT E
## GENERAL FUND CARRYOVER PROJECTS SUMMARY

**2003-04 CIP**
5/13/2003

### 2002-03 COMPLETED PROJECTS

| Item | DEPARTMENT | SITE | CITY | Dist | Proj # | PROJECT | COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Facilities Management | 175 W. Fifth St. | San Bernardino | 5 | 50100 | Design & Construct 1-Hr. Corridors | | $80,914 | $0 | $80,914 |
| 2 | Probation | 9478 Etiwanda Av. | Rancho Cucamonga | 2 | 60314 | West Valley Juvenile Hall - Ph II | | $3,900,000 | $1,475,000 | $2,425,000 |
| 3 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 00060 | Surveillance Cameras for Units 12 & 13 | | $19,524 | $15,536 | $3,988 |
| 4 | Regional Parks | 3666 Ghost Town Rd. | Yermo | 1 | 10270 | Calico RP Lower Restroom Renovation | | $40,947 | $20,802 | $20,145 |
| 5 | Regional Parks | 16700 S. Euclid Av. | Chino | 4 | 10190 | Prado Reg. Park Restroom Rehabilitation | | $297,984 | $304,658 | -$6,674 |
| 6 | Facilities Management | 8303 Haven Av. | Rancho Cucamonga | 2 | 10220 | Lobby Skylight Replacement | | $35,003 | $41,878 | -$6,875 |
| 7 | Architecture & Eng. | 385 N. Arrowhead Av. | San Bernardino | 5 | 10951 | CGC 3rd & 4th Flr. Remodel | | $14,974 | $23,423 | -$8,449 |
| 8 | Library | 1111 Bailey Av. | Needles | 1 | 20050 | Library Roof Repair | | $120,187 | $122,520 | -$2,333 |
| 9 | Architecture & Eng. | 301 E. Mt. View | Barstow | 1 | 20060 | Office Bldg. Remodel | | $95,311 | $91,987 | $3,324 |
| 10 | Museum | Yorba Slaughter | Chino | 4 | 20150 | Post Office Rehabilitation | | $31,768 | $4,516 | $27,252 |
| 11 | Architecture & Eng. | 825 E. Third St. | San Bernardino | 5 | 20210 | Partial Roof Replacement | | $78,757 | $74,201 | $4,556 |
| 12 | Architecture & Eng. | 172 W. Third St. | San Bernardino | 5 | 20195 | North Parking Lot Sealcoat & Restripe | | $140,188 | $140,188 | $0 |
| 13 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 20780 | GHRC Lighting Replacement | Construction in progress | $160,000 | $160,000 | $0 |
| 14 | Sheriff | 630 E. Rialto Av. | San Bernardino | 5 | 20785 | CDC Lighting Replacement | Construction in progress | $215,000 | $215,000 | $0 |
| 15 | Sheriff | 9478 Etiwanda Av. | San Bernardino | 2 | 20830 | WVDC Lighting Replacement | Construction in progress | $891,000 | $891,000 | $0 |
| 16 | Facilities Management | Various Sites | Countywide | All | 30030 | Minor CIP Projects | Completed by Fac Mgmt | $400,000 | $400,000 | $0 |
| 17 | District Attorney | 14440 Civic Dr. | Victorville | 1 | 30070 | Office Remodel | | $26,000 | $27,135 | -$1,135 |
| 18 | Museum | 35308 Panorama Dr. | Yucaipa | 3 | 30100 | Mousely Museum Security Improvements | Funds transferred to project 30130 | $6,500 | $3,637 | $2,863 |
| 19 | Museum | 2001 W. Aqua Mansa Rd | Colton | 5 | 30130 | Aqua Mansa Museum Security Impr. | | $54,500 | $54,000 | $500 |
| 20 | District Attorney | 316 N. Mt. View Av. | San Bernardino | 5 | 20170 | Remove/Replace HVAC System | | $677,050 | $686,887 | -$9,837 |
| 20 | | | | | | | | $7,285,607 | $4,752,368 | $2,533,239 |

County of San Bernardino
Period Ending 3/31/03

# EXHIBIT F
## REIMBURSABLE CARRYOVER PROJECTS SUMMARY

**2003-04 CIP**
5/13/2003

| | Proj. | FY 02/03 ADJUSTED BUDGET | FY 02/03 EXPENDITURES | CARRYOVER BALANCE |
|---|---|---|---|---|
| CARRYOVER FROM PRIOR FISCAL YEARS | 22 | $27,704,438 | $8,473,647 | $18,567,735 |
| 2002-03 NEW PROJECTS | 5 | $11,700,000 | $161,613 | $10,439,748 |
| 2002-03 MID-YEAR INSERT PROJECTS | 5 | $3,077,531 | $1,498,644 | $1,578,887 |
| SUB-TOTAL FUND CJV | 32 | $42,481,969 | $10,133,904 | $30,586,370 |
| FUND CJS PROJECT | 1 | $19,329,640 | $8,800,000 | $10,529,640 |
| TOTAL REIMBURSABLE CARRYOVER FUNDS CJV & CJS | 33 | $61,811,609 | $18,933,904 | $41,116,010 |

### FUND CJV
### CARRYOVER FROM PRIOR FISCAL YEARS

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Behavioral Health | 700 E. Gilbert St. | San Bernardino | 5 | 90660 | Phoenix Clinic | MLH & DPA - Construction in Progress | $5,060,863 | $3,997,807 | $400,000 |
| 2 | Architecture & Eng. | 780 E. Gilbert St. | San Bernardino | 5 | 90330 | CMC Demolition & Site Reuse | MCR - In progress | $137,850 | $119,453 | $18,397 |
| 3 | Superior Courts | 15505 Civic Dr. | Victorville | 1 | 00490 | Courtrooms Expansion | CTC - Construction in progress | $240,000 | $190,000 | $50,000 |
| 4 | Architecture & Eng. | 351 N. Arrowhead Av. | San Bernardino | 5 | 10830 | Courthouse Seismic Retrofit | CTC, FEMA & St. Grant | $12,195,001 | $1,253,554 | $10,941,447 |
| 5 | Architecture & Eng. | 385 N. Arrowhead Av. | San Bernardino | 5 | 00781 | Board Chambers Video Upgrade | ISD - Awaiting direction from IS | $16,505 | $0 | $16,505 |
| 6 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 10230 | CJH Improvements | JFR - Construction in progress | $1,017,797 | $860,811 | $156,986 |
| 7 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 10235 | CJH Tents & Classrooms | Justice Facilities Reserve | $207,125 | $47,272 | $159,853 |
| 8 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 10120 | Juvenile Dependency Court | JFR & DPA - Pending bids | $4,768,619 | $41,480 | $4,727,139 |
| 9 | Probation | 900 E. Gilbert St. | San Bernardino | 5 | 90720 | Ward 'B' Remodel - RYEF | PROB - Construction in progress | $938,884 | $891,302 | $47,582 |
| 10 | Public Health | 351 N. Mt. View Av. | San Bernardino | 5 | 90780 | Public Health Remodel | PHL - On hold by dept | $168,385 | $961 | $167,424 |
| 11 | Sheriff | 17780 Arrow Bl. | Fontana | 5 | 10700 | Station Expansion | SHR - Construction in progress | $720,537 | $275,883 | $444,654 |
| 12 | District Attorney | 222 Brookside Av. | Redlands | 3 | 10980 | DA Office Relocation | DAT - On hold by dept | $40,000 | $38 | $39,962 |
| 13 | Architecture & Eng. | 400 N. Pepper Av. | Colton | 5 | 20040 | ARMC - 3rd Flr. Nursing Unit Remodel | MCR - On hold by dept | $0 | $0 | $0 |
| 14 | Architecture & Eng. | 400 N. Pepper Av. | Colton | 5 | 20045 | ARMC - Emergency Room Remodel | On hold by dept | $237,816 | $0 | $237,816 |
| 15 | ISD | Butterfield | Chino Hills | 4 | 20200 | Chino Hills 800 Mhz Radio Tower | ISD | $250,000 | $1,170 | $248,830 |
| 16 | Registrar of Voters | 777 E. Rialto Av. | San Bernardino | 5 | 20755 | ROV Improvements | ROV - Project approved 1-29-02 | $99,033 | $91,033 | $8,000 |
| 17 | Sheriff | 9500 Etiwanda Av. | Rancho Cucamonga | 2 | 20290 | WVDC Recreation Yard Improvements | SHR - Project approved 10-4-01 | $217,379 | $191,757 | $25,622 |
| 18 | Sheriff | 630 E. Rialto Av. | San Bernardino | 5 | 20655 | CDC Employee Parking Lot Improvements | SHR - On hold by dept | $98,777 | $8,928 | $89,849 |
| 19 | Sheriff | 630 E. Rialto Av. | San Bernardino | 5 | 20665 | CDC Security Monitoring System | SHR - Consultant contract awarded | $691,788 | $58,554 | $633,234 |
| 20 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 20740 | GHRC Loading Dock Extension | SHR - On hold by dept | $55,824 | $11,104 | $44,720 |
| 21 | Library | 41930 Garstin Dr. | Big Bear | 3 | 20185 | Exterior Siding Replacement | LIB - Consultant contract awarded | $96,319 | $6,974 | $89,345 |
| 22 | Airports | 7000 Merrill Av. | Chino | 4 | 20335 | Hanger Replacement | IBP - Construction in progress | $445,936 | $425,566 | $20,370 |
| 22 | | | | | | | SUB-TOTALS | $27,704,438 | $8,473,647 | $18,567,735 |

### 2002-03 NEW PROJECTS

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Auditor/Controller | 222 W. Hospitality Ln. | San Bernardino | 5 | 30140 | 4th Flr. Remodel | ACR - Construction in progress | $314,000 | $127,178 | $186,822 |
| 2 | Treasurer/Tax Collector | 172 W. Third St. | San Bernardino | 5 | 30160 | Office Area Remodel | TTX - Consultant contract awarded | $230,000 | $15,074 | $214,926 |
| 3 | Information Services | 670 E. Gilbert St. | San Bernardino | 5 | 30220 | North Parking Lot Rehabilitation | ISD - Consultant contract awarded | $50,000 | $18,000 | $32,000 |
| 4 | Behavioral Health | 700 E. Gilbert St. | San Bernardino | 5 | 30230 | Construct 50,000SF Administration Bldg. | MLH - On hold by dept | $9,006,000 | $0 | $9,006,000 |
| 5 | Behavioral Health | 760 E. Gilbert St. | San Bernardino | 5 | 30240 | Bldg. H Asbestos Abatement & Remodel | MLH - Consultant RFP issued | $2,100,000 | $1,361 | $1,000,000 |
| 5 | | | | | | | SUB-TOTALS | $11,700,000 | $161,613 | $10,439,748 |

County of San Bernardino
Period Ending 3/31/03

# EXHIBIT F
## REIMBURSABLE CARRYOVER PROJECTS SUMMARY

**2003-04 CIP**
5/13/2003

### 2002-03 MID-YEAR INSERT PROJECTS

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Sheriff | 1771 Miro Wy. | Rialto | 5 | 20790 | Sheriff & Cnty. Fire Facilities Expansion | CFD & SHR - Construction in progress | $931,000 | $824,254 | $106,746 |
| 2 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 30380 | Max. Security Recreation Yard Expansion | SHR - Pending bids | $974,125 | $77,368 | $896,757 |
| 3 | ECD | 2024 Orange Tree Ln. | Redlands | 3 | 30390 | Design Hall of Paleontology | ECD - Consultant contract awarded | $469,406 | $250,743 | $218,663 |
| 4 | Parks | Park Moabi Rd. | Needles | 1 | 30510 | Remove/Replace Fuel Tank | PARK - Construction in progress | $353,000 | $311,279 | $41,721 |
| 5 | District Attorney | Various Sites | Countywide | ALL | 30640 | Office Remodel | | $350,000 | $35,000 | $315,000 |
| 5 | | | | | | | SUB-TOTALS | $3,077,531 | $1,498,644 | $1,578,887 |

### FUND CJS PROJECT

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Probation | | Apple Valley | 1 | 10740 | High Desert Juvenile Detention Center | St. Grant - Construction in progress | 19,329,640 | 8,800,000 | 10,529,640 |

### FUND CJV
### 2002-03 COMPLETED PROJECTS

| Item | DEPARTMENT | ADDRESS | CITY | Dist | Proj # | PROJECT | FUNDING SOURCE - COMMENTS | FY 02/03 Adj. Budget | FY 02/03 Expenditure | Carryover Balance |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ECD | 65430 Winter Rd. | Joshua Tree | 3 | 10320 | Copper Mt. Comm. Ctr. Emg. Generator | ECD | 6,266 | 415 | 5,851 |
| 2 | ECD | Fifth St. | Daggett | 1 | 10500 | Daggett Street Improvements | ECD | 9,136 | 9,136 | - |
| 3 | ECD | Lenwood park | Lenwood | 1 | 10580 | Lenwood-Grandview ADA Playground | ECD | 87,598 | 48,405 | 39,193 |
| 4 | Library | 15001 Wakit Rd. | Apple Valley | 1 | 90240 | Apple Valley Library | ECD | 369,440 | 65,749 | 303,691 |
| 5 | Museum | 2024 Orange Tree Ln. | Redlands | 3 | 00820 | Museum Trailer Relov=cation | MUS | - | - | - |
| 6 | Probation | 9500 Etiwanda Av. | Rancho Cucamonga | 5 | 60314 | Juvenile Hall Dorms | St./COP/Local Match | 5,401,343 | 1,677,988 | 3,723,355 |
| 7 | Public Defender | 235 E. Mt. View | Barstow | 1 | 10850 | Move | PBD - Funds trans. to Proj. #20060 | - | - | - |
| 8 | Public Defender | 780 E. Gilbert St. | San Bernardino | 5 | 10960 | Bldg. 5 Remodel | PBD | 22,116 | - | 22,116 |
| 9 | ECD | Foothill Bl. & Redwood | Fontana | 5 | 90190 | W. Fontana Senior Housing Complex | ECD - Redevelopment | 6,394 | - | 6,394 |
| 10 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 00740 | GHRC Admin. Bldg. Expansion & Remodel | SHR | 156,621 | 91,733 | 64,888 |
| 11 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 90750 | GHWC Max. Security Housing Expansion | St./BOC | 11,432 | 17,020 | (5,588) |
| 12 | Behavioral Health | 780 E. Gilbert St. | San Bernardino | 5 | 20160 | Independent Electrical Feed | Funds trns to proj 30400 | 201,631 | 123,243 | 78,388 |
| 13 | ECD | 4131 N. Third Av. | San Bernardino | 2 | 20450 | Newmark ES Parking Lot Improvements | MLH - Funds trans. to Proj. #30400 | 21,627 | - | 21,627 |
| 14 | Parks | 36600 Ghost Town Rd. | Yermo | 1 | 20560 | Calico GT Fire Damage Replacement | IBP | 93,072 | 31,057 | 62,015 |
| 15 | Sheriff | 18000 W. Institution Rd. | Devore | 2 | 20640 | Sheriff's Training & Learning Center | | 5,338 | 7,947 | (2,609) |
| 16 | ECD | 18422 Bear Valley Rd. | Victorville | 1 | 20660 | Victorville Baseball fields | ECD | 189,343 | 189,343 | - |
| 17 | ISD | Butterfield | Chino Hills | 4 | 20205 | Chino Hills 800 Mhz Radio Tower | ISD | 34,368 | 34,368 | - |
| 18 | ISD | 670 E. GILBERT ST. | San Bernardino | 5 | 10150 | IS PDU & UPS Upgrades | ISD | 119,695 | 85,693 | 34,002 |
| 19 | Assessor & Courts | 172 W. Third St. | San Bernardino | 5 | 20725 | 3rd Flr. Remodel | ASR & CTC | 53,000 | 49,000 | 4,000 |
| 20 | Superior Courts | 8303 Haven Av. | Rancho Cucamonga | 2 | 20770 | FLJC Program Logic Control Replacement | Justice Facility Reserve | 31,944 | 18,731 | 13,213 |
| 21 | Architecture & Eng. | TBD | Countywide | ALL | 30020 | ECD Project Development | ECD | 350,000 | 250,000 | 100,000 |
| 22 | ECD | 24306 Crest Forest Dr. | Crestline | 3 | 10161 | New HVAC System | ECD | 54,000 | 48,156 | 5,844 |
| 23 | Behavioral Health | 700 E. Gilbert St. | San Bernardino | 5 | 30400 | Unit 4 remodel | MLH | 250,000 | 250,000 | - |
| 24 | ARMC | 400 N. Pepper Av. | Colton | 5 | 30430 | ARMC Employee Parking Security Imprv. | MCR | 200,000 | 200,000 | - |
| 25 | Assessor & Courts | 172 W. Third St. | San Bernardino | 5 | 30480 | 3rd Flr. Remodel | ASR & CTC | 48,200 | - | 48,200 |
| 26 | ECD | 500 E. Citrus Av. | Redlands | 3 | 30540 | Kitchen Remodel - PH II | ECD | 88,220 | 85,000 | 3,220 |
| 27 | Sheriff | 9500 Etiwanda Av. | Rancho Cucamonga | 2 | 30610 | Repair Drain line | SHR | 50,000 | 46,209 | 3,791 |
| 28 | Superior Courts | 8303 Haven Av. | Rancho Cucamonga | 2 | 20770 | FLJC Program Logic Control Replacement | Justice Facility Reserve | 31,944 | 18,731 | 13,213 |
| 29 | Architecture & Eng. | 11165 Vale Dr. | Morongo Valley | 3 | 20520 | Covington Park Parking Lot Rehabilitation | | 39,080 | 39,000 | 80 |
| 29 | | | | | | | SUB-TOTALS | $7,931,808 | $3,386,924 | $4,544,884 |

# EXHIBIT G
## AIRPORTS CAPITAL IMPROVEMENT PROJECTS



| Project | Fund | 2003-04 New Projects | 2003-04 Carryover Projects | 2003-04 Proposed Total Budget |
|---|---|---|---|---|
| **All Airports** | | | | |
| Contingency (Fontana Interest Fund) | RAA | | $4,183,913 | $4,183,913 |
| Contingency (CSA 60 Special Aviation Fund) | RAI | | $2,360,365 | $2,360,365 |
| Contingency (Fontana Principal) | RAW | | $11,865 | $11,865 |
| Contingency (Operating) | RCD | | $270,221 | $270,221 |
| **Apple Valley Airport** | | | | |
| Port-A-Port Reconstruction | REH | | $70,000 | $70,000 |
| South Ramp Hangar Development | REE | | $2,187,311 | $2,187,311 |
| South Ramp & Taxiway Reconstruction | REF | | $276,595 | $276,595 |
| Terminal Roof Repair | None | | $55,000 | $55,000 |
| Public Restroom Facility | RGZ | | $84,761 | $84,761 |
| Secondary Fire Access Road | None | | $250,000 | $250,000 |
| Security Fence | None | | $106,200 | $106,200 |
| Install Aircraft Run-up areas, all RWY's | None | | $50,000 | $50,000 |
| Update Airport Layout Plan | RHT | | $66,552 | $66,552 |
| Construct Shade ports | None | $140,000 | | $140,000 |
| **Barstow-Daggett Airport** | | | | |
| Construct Modular Office Building/Shop | REN | | $100,000 | $100,000 |
| Perimeter Fence | RHW | | $1,675,093 | $1,675,093 |
| Coat Interior of Water Tanks | RCW | | $259,522 | $259,522 |
| Rehabilitate Airport Access Road | None | | $106,667 | $106,667 |
| Update Airport Layout Plan | RHR | | $66,667 | $66,667 |
| Taxiway C & W 1/2 of TWA | None | | $389,000 | $389,000 |
| **Chino Airport** | | | | |
| Acquire Land for Clear Zone | RBT | | $174,734 | $174,734 |
| Test/Monitor Ground Water for PCE's & TCE's | RBS | | $60,000 | $60,000 |
| Replace Maintenance Facility | REL | | $35,000 | $35,000 |
| Relocate ILS | RDW | | $1,500,000 | $1,500,000 |
| Taxiway D Relocation/Ramp Relocation & Light | REJ | | $1,927,451 | $1,927,451 |
| Rotating Beacon | RHS | | $100,000 | $100,000 |
| Cal Aero Drive; Parking, Guard shack, Gates | RHS | | $199,401 | $199,401 |
| Update CLUP | None | | $50,000 | $50,000 |

# EXHIBIT G
## AIRPORTS CAPITAL IMPROVEMENT PROJECTS



| Project | Fund | 2003-04 New Projects | 2003-04 Carryover Projects | 2003-04 Proposed Total Budget |
|---|---|---|---|---|
| Update Master Plan | RGX | | $25,000 | $25,000 |
| Seal/Paint Main Ramp, 8/26L, & Associated Twys | None | | $455,000 | $455,000 |
| First Phase Access Rd. Reconstruct Rwy 8L/26R | RHF | | $2,222,222 | $2,222,222 |
| Illuminate Windsocks | RHS | | $20,000 | $20,000 |
| Reconstruct Stearman Drive | RHS | | $164,820 | $164,820 |
| Roof Repair, Bldgs. A310, A315 & A320 | None | | $48,000 | $48,000 |
| Rwy 3-21 Threshold Relocation | None | | $280,000 | $280,000 |
| Cal Aero Buildings- Roof Repairs | None | $45,000 | | $45,000 |
| Merrill Avenue Fence Line Beautification | None | $15,000 | | $15,000 |
| Reverted Bldg. Impvmts. A440, A485, A480, A270 | None | $40,000 | | $40,000 |
| Dome Hangars 1-4 Rehab & Lighting/Elect. Impvmts. | None | $50,000 | | $50,000 |
| **Needles Airport** | | | | |
| Water Well | REY | | $80,000 | $80,000 |
| Chip Seal Access Road | None | | $150,000 | $150,000 |
| Taxiway Lighting | None | | $40,000 | $40,000 |
| Airport Layout Plan | RHG | | $35,778 | $35,778 |
| PAPI | None | | $45,000 | $45,000 |
| Resurface Rwy 11-29 & Associated Twy's | None | | $1,600,000 | $1,600,000 |
| **Twentynine Palms Airport** | | | | |
| Design, Engineer & Construct Rwy 8/26 | REV | | $368,244 | $368,244 |
| Install Twy Lights parallel Rwy 17/35 | None | | $20,000 | $20,000 |
| Update CLUP | None | | $50,000 | $50,000 |
| Fuel Tank Remediation/Vapor Extraction | None | | $100,000 | $100,000 |
| Rwy 17/35 Twy & Ramp Repair | None | | $100,000 | $100,000 |
| Construct Shade ports | None | $140,000 | | $140,000 |
| | **TOTALS** | **$430,000** | **$22,420,382** | **$22,850,382** |

**INTERNAL SERVICES GROUP**
**SUMMARY**

| | Page # | Approp | Revenue | Local Cost |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| ARCHITECTURE AND ENGINEERING | 3-1-1 | 634,174 | - | 634,174 |
| FACILITIES MANAGEMENT: | | | | |
| ADMINISTRATION | 3-2-27 | 385,060 | - | 385,060 |
| CUSTODIAL DIVISION | 3-2-1 | 3,402,566 | 1,706,888 | 1,695,678 |
| GROUNDS DIVISION | 3-2-7 | 1,456,154 | 639,000 | 817,154 |
| HOME REPAIR PROGRAM | 3-2-14 | - | - | - |
| MAINTENANCE DIVISION | 3-2-20 | 7,185,160 | 3,300,000 | 3,885,160 |
| UTILITIES | 3-2-31 | 15,730,303 | - | 15,730,303 |
| PURCHASING | 3-4-1 | 1,112,209 | 10,000 | 1,102,209 |
| REAL ESTATE SERVICES: | | | | |
| REAL ESTATE SERVICES | 3-5-1 | 2,264,196 | 1,573,500 | 690,696 |
| RENTS AND LEASES | 3-5-9 | 571,138 | 323,000 | 248,138 |
| TOTAL GENERAL FUND | | 32,740,960 | 7,552,388 | 25,188,572 |
| **SPECIAL REVENUE FUND** | | **Approp** | **Revenue** | **Fund Balance** |
| REAL ESTATE SERVICES: | | | | |
| CHINO AGRICULTURAL PRESERVE | 3-5-12 | 3,900,640 | 862,498 | 3,038,142 |
| **INTERNAL SERVICES FUNDS** | | **Operating Expense** | **Revenue** | **Revenue Over (Under) Exp** |
| FLEET MANAGEMENT: | | | | |
| GARAGE AND WAREHOUSE | 3-3-1 | 7,343,777 | 8,191,300 | 847,523 |
| MOTOR POOL | 3-3-6 | 8,415,009 | 11,265,463 | 2,850,454 |
| PURCHASING: | | | | |
| CENTRAL STORES | 3-4-5 | 8,306,235 | 8,510,000 | 203,765 |
| MAIL AND COURIER SERVICES | 3-4-10 | 7,870,713 | 8,100,000 | 229,287 |
| PRINTING SERVICES | 3-4-15 | 2,641,808 | 2,805,000 | 163,192 |
| TOTAL INTERNAL SERVICES FUNDS | | 34,577,542 | 38,871,763 | 4,294,221 |

## OVERVIEW OF BUDGET

**DEPARTMENT: ARCHITECTURE & ENGINEERING**
**DIRECTOR: G. DANIEL OJEDA**
**BUDGET UNIT: AAA ANE**

## I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction project management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 567,126 | 645,063 | 610,842 | 634,174 |
| Total Revenue | 13,464 | 5,000 | 10,461 | - |
| Local Cost | 553,662 | 640,063 | 600,381 | 634,174 |
| Budgeted Staffing | | 25.0 | | 25.0 |
| **Workload Indicators** | | | | |
| Construction Contracts Awarded | 88 | 106 | 93 | |
| Consultant Agreements | 57 | 41 | 91 | |
| Projects Managed | | | | 165 |
| Inspections Performed | | | | 1,804 |
| Construction Estimates Completed | | | | 120 |

New workload indicators were established to reflect a more concise measurement of functions performed.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Changes in staffing reflect conversion of a Contract Chief Building Construction Engineer to a regular Building Construction Engineer III. The requested position will be in a lower salary range. This position will manage complex projects and assist in the supervision of lower level project management staff to effectively meet completion goals.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request budget. The breakdown of these positions are as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 2.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 2.0 | |

**ARCHITECTURE AND ENGINEERING**

**Vacant Position Restoration Request**:

The department has submitted a policy item to restore 2.0 vacant budgeted positions that are slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | CIP | 2.0<br>$148,604<br>Revenue Supported | 2.0 Building Construction Engineer II positions for program management of Capital Improvement Program projects. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Architecture & Engineering
**FUND:** General AAA ANE

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,841,911 | 2,027,376 | 182,409 | - | 2,209,785 |
| Services and Supplies | 211,935 | 231,252 | (31,583) | - | 199,669 |
| Central Computer | 20,016 | 20,016 | (6,286) | - | 13,730 |
| Transfers | 8,903 | 9,500 | (162) | - | 9,338 |
| Total Exp Authority | 2,082,765 | 2,288,144 | 144,378 | - | 2,432,522 |
| Reimbursements | (1,471,923) | (1,643,081) | (150,267) | - | (1,793,348) |
| Total Appropriation | 610,842 | 645,063 | (5,889) | - | 639,174 |
| **Revenue** | | | | | |
| Other Revenue | 10,461 | 5,000 | - | - | 5,000 |
| Total Revenue | 10,461 | 5,000 | - | - | 5,000 |
| Local Cost | 600,381 | 640,063 | (5,889) | - | 634,174 |
| Budgeted Staffing | | 25.0 | - | - | 25.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Architecture & Engineering
**FUND:** General AAA ANE

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,209,785 | 16,310 | 2,226,095 | (148,604) | **2,077,491** | - | 2,077,491 |
| Services and Supplies | 199,669 | (4,496) | 195,173 | - | **195,173** | - | 195,173 |
| Central Computer | 13,730 | - | 13,730 | - | **13,730** | - | 13,730 |
| Transfers | 9,338 | 2,594 | 11,932 | - | **11,932** | - | 11,932 |
| Total Exp Authority | 2,432,522 | 14,408 | 2,446,930 | (148,604) | **2,298,326** | - | 2,298,326 |
| Reimbursements | (1,793,348) | (19,408) | (1,812,756) | 148,604 | **(1,664,152)** | - | (1,664,152) |
| Total Appropriation | 639,174 | (5,000) | 634,174 | - | **634,174** | - | 634,174 |
| **Revenue** | | | | | | | |
| Current Services | 5,000 | (5,000) | - | - | **-** | - | - |
| Total Revenue | 5,000 | (5,000) | - | - | **-** | - | - |
| Local Cost | 634,174 | - | 634,174 | - | **634,174** | - | 634,174 |
| Budgeted Staffing | 25.0 | - | 25.0 | (2.0) | **23.0** | - | 23.0 |

## ARCHITECTURE AND ENGINEERING

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 53,384 | MOU. |
| | 102,936 | Retirement. |
| | 26,089 | Risk Management Workers Comp. |
| | 182,409 | |
| Services and Supplies | (25,603) | 4% Spend Down Plan. |
| | 4,020 | Risk Management Liabilities. |
| | (10,000) | 30% Cost Reduction Plan. |
| | (31,583) | |
| Central Computer | (6,286) | |
| Transfers | (162) | Incremental change in EHAP. |
| Reimbursements | (150,267) | Increase correlates to increase in salaries and benefits. |
| Total Base Year Appropriation | (5,889) | |
| Total Base Year Revenue | - | |
| Total Base Year Local Cost | (5,889) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 16,310 | Increase due to equity adjustment approved by the Board in January 2002 for Executive Secretary II and various step increases. |
| Services & Supplies | (4,496) | GASB 34 Accounting Change (EHAP). |
| Transfers | 4,496 | GASB 34 Accounting Change (EHAP). |
| | (1,902) | Decrease in PSG payroll charges. |
| | 2,594 | |
| Reimbursements | (19,408) | Increase due to MOU salary increases that are passed on to the various Capital Improvement Projects. |
| Total Appropriation | (5,000) | |
| Total Revenue | (5,000) | Decrease due to revenues are now included in reimbursements. |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 2.0 | 148,604 | 148,604 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 2 | 2.0 | 148,604 | 148,604 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Building Construction Engineer II* | 10497 | (1.0) | (74,302) | (74,302) | - |
| *Building Construction Engineer II* | LY 301059 | (1.0) | (74,302) | (74,302) | - |
| Subtotal Recommended - **Delete** | | (2.0) | (148,604) | (148,604) | - |
| Total Slated for Deletion | | (2.0) | (148,604) | (148,604) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Remain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ARCHITECTURE AND ENGINEERING

## POLICY DESCRIPTION FORM

**Department/Group:** Architecture & Engineering/ISG **Budget Code:** AAA ANE
**Title:** Restoration of 2 BCE II Positions (10497 & LV301059)

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

See Attached

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 148,604 | $ 153,062 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 2.0 | BCE II | 148,604 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) 5011 Transfers In | (148,604) | (153,062) |
| Total: | $ 0 | $ 0 |

**REVENUE (specify source)**

| | | |
|---|---|---|
| | | |
| | | |
| | | |
| Total: | $ 0 | $ 0 |
| LOCAL COST | $ 0 | $ 0 |

## ARCHITECTURE AND ENGINEERING

### Policy Item #1 of 1 - Restoration of 2 BCE II Positions (10497 & LV301059)

One Building Construction Engineer II (BCE II) position has been vacant for six months, as the result of the promotion of an employee to Building Construction Engineer III (BCE III). A second BCE II position was new for fiscal year 2002-03, and therefore, has been frozen all year. Architecture & Engineering (A&E) had Human Resources (HR) advertise for the BCE II position in newspapers during October 2002 and only two applications were received. A&E had HR expand the recruitment to trade magazines in November and December 2002. Recruitment was halted with the hiring freeze in January 2003, and as a result A&E did not pursue filling the BCE II position. In the interim, A&E has worked with HR to modify the job requirements in order to attract more candidates.

A&E is currently using an outside consulting firm to help manage some of the projects. Filling the vacant BCE II positions would allow the department to manage these projects with in-house county staff instead of more expensive outside consultants.

The current workload of over 155 projects, which are being managed by the department, far exceeds the number for a project management staff of eight currently filled positions to handle successfully. The number of projects will increase as a result of new mid-year projects submitted for approval by departments, additional ECD funded projects, and new 2003-04 approved Capital Improvement Program (CIP) projects.

The costs for these positions are 100% reimbursable to the general fund from the CIP budget. The BCE II positions are not part of the department's 30% spend down plan.

## OVERVIEW OF BUDGET

**DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT**
**DIRECTOR: DAVE GIBSON**

| | 2003-04 | | | |
|---|---|---|---|---|
| | Appropriations | Revenue | Local Cost | Staffing |
| Custodial Division | 3,402,566 | 1,706,888 | 1,695,678 | 54.9 |
| Grounds Division | 1,456,154 | 639,000 | 817,154 | 23.7 |
| Home Repair Program | - | - | - | 12.0 |
| Maintenance Division | 7,185,160 | 3,300,000 | 3,885,160 | 57.4 |
| Administration | 385,060 | - | 385,060 | 4.0 |
| Utilities | 15,730,303 | - | 15,730,303 | - |
| TOTAL | 28,159,243 | 5,645,888 | 22,513,355 | 152.0 |

## BUDGET UNIT: CUSTODIAL DIVISION (AAA FMD FMC)

### I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county owned and some leased facilities through a combination of county employees and contract custodial service providers.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,898,918 | 3,656,870 | 3,093,100 | 3,402,566 |
| Total Revenue | 1,366,533 | 1,962,190 | 1,680,180 | 1,706,888 |
| Local Cost | 1,532,385 | 1,694,680 | 1,412,920 | 1,695,678 |
| Budgeted Staffing | | 63.0 | | 54.9 |
| **Workload Indicators** | | | | |
| Square Feet Maintained: | | | | |
| In-House | 1,199,312 | 1,199,312 | 1,304,314 | 1,304,314 |
| Contracted | 851,906 | 851,906 | 837,843 | 837,843 |

Variance in 2002-03 is a result of vacant positions due to a high turnover rate that directly impacted revenues.

Workload indicators have changed slightly for the custodial division. Square footage maintained in house has increased mostly due to the addition of West Valley Juvenile Hall. The decrease in contracted custodial square footage is caused by a small portion of West Valley Juvenile Hall that was previously contracted out and is now maintained in house.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Budget staffing reduction of 8.1 includes the deletion of two part time (1.0 budgeted staffing) Building Services Janitors and 1.0 Custodian I as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 2.0 Custodian I positions and 1.0 Supervising Custodian. In addition to these position deletions, the department has deleted 1.0 Supervising Custodian, 1.0 Custodian, and reduced funding to 73% of four Custodian I positions (1.1 budgeted staffing) due to a Risk Management Worker's Compensation Experience Modification charge.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 7.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 7.3 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 7.3 | |

**Vacant Position Restoration Request:**

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

## IV. OTHER POLICY ITEMS

None.

## V. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Custodial
**FUND:** General AAA FMD FMC

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,651,460 | 2,093,339 | 50,981 | - | 2,144,320 |
| Services and Supplies | 1,441,640 | 1,538,531 | (52,036) | - | 1,486,495 |
| Equipment | - | 25,000 | (25,000) | - | - |
| Transfers | - | - | (611) | - | (611) |
| Total Appropriation | 3,093,100 | 3,656,870 | (26,666) | - | 3,630,204 |
| **Revenue** | | | | | |
| Current Services | 1,680,180 | 1,962,190 | (16,000) | - | 1,946,190 |
| Total Revenue | 1,680,180 | 1,962,190 | (16,000) | - | 1,946,190 |
| Local Cost | 1,412,920 | 1,694,680 | (10,666) | - | 1,684,014 |
| Budgeted Staffing | | 63.0 | (5.0) | - | 58.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Custodial
**FUND:** General AAA FMD FMC

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,144,320 | 36,958 | 2,181,278 | (241,040) | **1,940,238** | - | 1,940,238 |
| Services and Supplies | 1,486,495 | (276,129) | 1,210,366 | - | **1,210,366** | - | 1,210,366 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | (611) | 11,533 | 10,922 | - | **10,922** | - | 10,922 |
| Total Appropriation | 3,630,204 | (227,638) | 3,402,566 | (241,040) | **3,161,526** | - | 3,161,526 |
| **Revenue** | | | | | | | |
| Current Services | 1,946,190 | (239,302) | 1,706,888 | - | **1,706,888** | - | 1,706,888 |
| Total Revenue | 1,946,190 | (239,302) | 1,706,888 | - | **1,706,888** | - | 1,706,888 |
| Local Cost | 1,684,014 | 11,664 | 1,695,678 | (241,040) | **1,454,638** | - | 1,454,638 |
| Budgeted Staffing | 58.0 | (3.1) | 54.9 | (7.3) | **47.6** | - | 47.6 |

## FACILITIES MANAGEMENT

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (52,695) | 4% Spend Down Plan - delete 1.0 Building Services Janitors and 1.0 Custodian I. |
| | 52,283 | MOU. |
| | 89,174 | Retirement. |
| | 16,803 | Risk Management Workers Comp. |
| | 43,851 | Full year funding for custodial positions at West Valley Juvenile Hall. |
| | (98,435) | 30% Cost Reduction Plan - delete 2.0 Custodian I's and 1.0 Supervising Custodian. |
| | 50,981 | |
| Services & Supplies | (9,600) | 4% Spend Down Plan. |
| | 5,574 | Risk Management Liabilities. |
| | (48,010) | 30% Cost Reduction Plan. |
| | (52,036) | |
| Equipment | (25,000) | 4% Spend Down Plan. |
| Transfers | (611) | Incremental Change in EHAP. |
| Total Appropriation | (26,666) | |
| Total Revenue | (16,000) | 4% Spend Down Plan. |
| Local Cost | (10,666) | |

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**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries & Benefits | 99,803 | Worker's Compensation - Experience Modification Charge. |
| | (108,721) | Delete 1.0 Supervising Custodian and 2.1 Custodian I. |
| | 45,876 | Miscellaneous step increases. |
| | 36,958 | |
| Services & Supplies | (264,596) | Decrease due to less than anticipated expenditures in contract services. |
| | (11,533) | GASB 34 Accounting Change (EHAP). |
| | (276,129) | |
| Transfers | 11,533 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (227,638) | |
| Revenue | | |
| Current Services | (239,302) | Anticipated reduction in services provided to departments. |
| Total Revenue | (239,302) | |
| Local Cost | 11,664 | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 9 | 7.3 | (241,040) | - | (241,040) |
| Vacant Budgeted In Recruitment - Remain | - | - | - | - | - |
| Total Vacant | 9 | 7.3 | (241,040) | - | (241,040) |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| ***Custodian I*** | **968** | **(.7)** | **(23,718)** | **-** | **(23,718)** |
| *Custodian I* | 978 | (1.0) | (33,342) | - | (33,342) |
| ***Custodian I*** | **1017** | **(.7)** | **(23,718)** | **-** | **(23,718)** |
| ***Custodian I*** | **1024** | **(.7)** | **(23,715)** | **-** | **(23,715)** |
| ***Custodian I*** | **1027** | **(.7)** | **(23,718)** | **-** | **(23,718)** |
| ***Custodian I*** | **1033** | **(1.0)** | **(32,694)** | **-** | **(32,694)** |
| ***Custodian I*** | **77387** | **(1.0)** | **(32,694)** | **-** | **(32,694)** |
| ***Custodian I*** | **77388** | **(1.0)** | **(32,694)** | **-** | **(32,694)** |
| ***Custodian I*** | **99157** | **(.5)** | **(14,747)** | **-** | **(14,747)** |
| Subtotal Recommended - **Delete** | | (7.3) | (241,040) | - | (241,040) |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (7.3) | (241,040) | - | (241,040) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)**

## I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,271,781 | 1,595,135 | 1,368,125 | 1,456,154 |
| Total Revenue | 716,904 | 753,370 | 700,000 | 639,000 |
| Local Cost | 554,877 | 841,765 | 668,125 | 817,154 |
| Budgeted Staffing | | 28.0 | | 23.7 |
| **Workload Indicators** | | | | |
| Acres Maintained | 715 | 715 | 720 | 720 |

Variance in budget is a result of vacant positions and savings in services and supplies.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 2.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 2.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for the restoration of 2.0 Grounds Caretaker I's that are slated for deletion. The County Administrative Office recommends Policy Item #1 to restore the 2.0 vacant budgeted positions that would provide landscape maintenance at the Arrowhead Regional Medical Center (ARMC). This restoration is being recommended in order to replace Public Service Employees that are currently providing this service. All costs are 100% reimbursable from ARMC.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Grounds Services | 2.0<br>$72,338<br>Revenue Supported | 2.0 Grounds Caretakers that provide landscape maintenance at ARMC. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Grounds
**FUND:** General AAA FMD FMG

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 954,898 | 1,096,809 | (17,718) | - | 1,079,091 |
| Services and Supplies | 413,227 | 498,326 | (30,039) | - | 468,287 |
| Central Computer | - | - | 894 | - | 894 |
| Transfers | - | - | (424) | - | (424) |
| Total Appropriation | 1,368,125 | 1,595,135 | (47,287) | - | 1,547,848 |
| **Revenue** | | | | | |
| Current Services | 700,000 | 753,370 | (8,000) | - | 745,370 |
| Total Revenue | 700,000 | 753,370 | (8,000) | - | 745,370 |
| Local Cost | 668,125 | 841,765 | (39,287) | - | 802,478 |
| Budgeted Staffing | | 28.0 | (3.0) | - | 25.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Grounds
**FUND:** General AAA FMD FMG

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,079,091 | (29,057) | 1,050,034 | (72,338) | **977,696** | 72,338 | 1,050,034 |
| Services and Supplies | 468,287 | (67,916) | 400,371 | - | **400,371** | - | 400,371 |
| Central Computer | 894 | - | 894 | - | **894** | - | 894 |
| Transfers | (424) | 5,279 | 4,855 | - | **4,855** | - | 4,855 |
| Total Appropriation | 1,547,848 | (91,694) | 1,456,154 | (72,338) | **1,383,816** | 72,338 | 1,456,154 |
| **Revenue** | | | | | | | |
| Current Services | 745,370 | (106,370) | 639,000 | (72,338) | **566,662** | 72,338 | 639,000 |
| Total Revenue | 745,370 | (106,370) | 639,000 | (72,338) | **566,662** | 72,338 | 639,000 |
| Local Cost | 802,478 | 14,676 | 817,154 | - | **817,154** | - | 817,154 |
| Budgeted Staffing | 25.0 | (1.3) | 23.7 | (2.0) | **21.7** | 2.0 | 23.7 |

## FACILITIES MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (40,727) | 4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker. |
| | 30,392 | MOU. |
| | 54,056 | Retirement. |
| | 9,655 | Risk Management Workers Comp. |
| | (71,094) | 30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. |
| | (17,718) | |
| Services and Supplies | (7,922) | 4% Spend Down Plan. |
| | 1,047 | Risk Management Liabilities. |
| | (23,164) | 30% Spend Down Plan. |
| | (30,039) | |
| Central Computer | 894 | |
| Transfers | (424) | Incremental change in EHAP. |
| Total Appropriation | (47,287) | |
| Total Revenue | (8,000) | 4% Spend Down Plan. |
| Local Cost | (39,287) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (50,007) | Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I. |
| | 20,950 | Projected step increases. |
| | (29,057) | |
| Services and Supplies | (62,637) | Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year. |
| | (5,279) | GASB 34 Accounting Change (EHAP). |
| | (67,916) | |
| Transfers | 5,279 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (91,694) | |
| Revenue | | |
| Current Services | (106,370) | Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site. |
| Total Revenue | (106,370) | |
| Local Cost | 14,676 | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 2.0 | 72,338 | 72,338 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 2 | 2.0 | 72,338 | 72,338 | - |
| Recommended Restoration of Vacant Deleted | | 2.0 | 72,338 | 72,338 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Grounds Caretaker I* | 2359 | (1.0) | (36,169) | (36,169) | - |
| *Grounds Caretaker I* | 76360 | (1.0) | (36,169) | (36,169) | - |
| Subtotal Recommended - **Retain** | | (2.0) | (72,338) | (72,338) | - |
| Total Slated for Deletion | | (2.0) | (72,338) | (72,338) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**FACILITIES MAGAGEMENT**

## POLICY DESCRIPTION FORM

**Department/Group:** Facilities Management-Grounds/ISG **Budget Code:** AAA FMD FMG
**Title:** Grounds Caretaker I

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

These positions perform landscape at Arrowhead Regional Medical Center. Facilities Mangement is fully reimbursed for these positions. Currently, Public Service Employees (PSE) are performing these duties. PSE's were used to determine what level of service is needed by ARMC. The intent, once the level of service was determined, was to eliminate the PSE's and fill with full-time permanent positions. ARMC has agreed to cover all costs incurred for landscaping services at ARMC which include the cost of these 2.0 full-time positions.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 72,338 | $ 74,508 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Grounds Caretaker I | 36,169 |
| 1.0 | Grounds Caretaker I | 36,169 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 72,338 | $ 74,508 |
| **REVENUE (specify source)** | | |
| **9800 Other Services** | 72,338 | 74,508 |
| | | |
| | | |
| **Total:** | $ 72,338 | $ 74,508 |
| **LOCAL COST** | $ 0 | $ 0 |

## BUDGET UNIT: HOME REPAIR (AAA FMH)

### I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | (114,236) | - | (4,278) | - |
| Local Cost | (114,236) | - | (4,278) | - |
| Budgeted Staffing | | 12.0 | | 12.0 |
| **Workload Indicators** | | | | |
| Jobs Completed | 320 | 320 | 334 | 341 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Staffing changes include deleting 1.0 Housing Repair Worker II and funding 1.0 Housing Repair Worker III position. The Housing Repair Worker II position is being phased out as positions are vacated. This phase out, which replaces Home Repair Worker II's with Home Repair Worker III's, is necessary to provide the program with positions that are more highly skilled in home repairs.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

**Vacant Position Restoration Request**

The department has submitted a policy item for restoration of the 1.0 vacant Housing Repair Worker III position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of the 1.0 vacant position for the Home Repair Program. This restoration is being recommended since the program is federally funded and all costs are 100% reimbursed from the Economic and Community Development Department.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Home Repair | 1.0<br>$44,532<br>Revenue Supported | This Housing Repair Worker III position provides minor home repairs to the general public that meets age and income requirements. |

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Home Repair
**FUND:** General AAA FMH

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 544,084 | 554,624 | 51,309 | - | 605,933 |
| Services and Supplies | 252,300 | 246,038 | (1,798) | - | 244,240 |
| Transfers | - | - | (266) | - | (266) |
| Total Exp Authority | 796,384 | 800,662 | 49,245 | - | 849,907 |
| Reimbursements | (800,662) | (800,662) | (49,245) | - | (849,907) |
| Total Appropriation | (4,278) | - | - | - | - |
| Local Cost | (4,278) | - | - | - | - |
| Budgeted Staffing | | 12.0 | - | - | 12.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Home Repair
**FUND:** General AAA FMH

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 605,933 | 13,230 | 619,163 | (44,532) | **574,631** | 44,532 | 619,163 |
| Services and Supplies | 244,240 | (1,361) | 242,879 | - | **242,879** | - | 242,879 |
| Transfers | (266) | 2,346 | 2,080 | - | **2,080** | - | 2,080 |
| Total Exp Authority | 849,907 | 14,215 | 864,122 | (44,532) | **819,590** | 44,532 | 864,122 |
| Reimbursements | (849,907) | (14,215) | (864,122) | 44,532 | **(819,590)** | (44,532) | (864,122) |
| Total Appropriation | - | - | - | - | **-** | - | - |
| Local Cost | - | - | - | - | - | - | - |
| Budgeted Staffing | 12.0 | - | 12.0 | (1.0) | **11.0** | 1.0 | 12.0 |

## FACILITIES MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 16,269 | MOU. |
| | 29,597 | Retirement. |
| | 5,443 | Risk Management Workers Comp. |
| | 51,309 | |
| Services and Supplies | (1,798) | Risk Management Liabilities. |
| Transfers | (266) | Incremental change in EHAP. |
| Reimbursements | (49,245) | Base year adjustmenst funded throught ECD Home Repair Program. |
| Total Appropriation | - | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 3,467 | Funding increase to fill Housing Repair Worker III position and delete Housing Repair Worker II position. |
| | 9,763 | Projected costs for step increases. |
| | 13,230 | |
| Services and Supplies | 985 | Increased appropriations to cover projected expenditures. |
| | (2,346) | GASB 34 Accounting Change (EHAP). |
| | (1,361) | |
| Transfers | 2,346 | GASB 34 Accounting Change (EHAP). |
| Reimbursements | (14,215) | Additional funding from ECD Home Repair Program to cover additional expenditures. |
| Total Appropriation | - | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 44,532 | 44,532 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 44,532 | 44,532 | - |
| Recommended Restoration of Vacant Deleted | | 1.0 | 44,532 | 44.532 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Housing Repair Worker III* | 8591 | (1.0) | (44,532) | (44,532) | - |
| Subtotal Recommended - **Retain** | | (1.0) | (44,532) | (44,532) | - |
| Total Slated for Deletion | | (1.0) | (44,532) | (44,532) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**FACILITIES MANAGEMENT**

## POLICY DESCRIPTION FORM

**Department/Group:** Facilities Management-Home Repair/ISG **Budget Code:** AAA FMD FMH
**Title:** Housing Repair Worker III #8591

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☒ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The Home Repair Program is a federally funded program and this position is fully reimbursed through the Economic and Community Development Department.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 44,532 | $ 45,868 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Housing Repair Wkr III | 44,532 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** Economic and Community Development | (44,532) | (45,868) |
| **Total:** | $ 0 | $ 0 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: MAINTENANCE DIVISION (AAA FMD FMM)**

## I. GENERAL PROGRAM STATEMENT

The Maintenance Division of the Facilities Management Department administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 6,945,474 | 7,226,422 | 6,980,990 | 7,185,160 |
| Total Revenue | 3,207,557 | 3,475,000 | 3,265,000 | 3,300,000 |
| Local Cost | 3,737,917 | 3,751,422 | 3,715,990 | 3,885,160 |
| Budgeted Staffing | | 61.0 | | 57.4 |
| **Workload Indicators** | | | | |
| Square feet maintained | 4,175,000 | 4,175,000 | 4,285,000 | 4,285,000 |
| Maintenance trouble calls | 11,037 | 12,000 | 12,000 | 12,000 |
| Maintenance requisitions | 1,020 | 1,200 | 1,000 | 1,000 |

Actual expenses were lower in 2002-03 due to vacant positions and savings in services and supplies.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing reductions of 3.6 include the deletion of 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker as outlined in the Facilities Management Department 4% Spend Down plan. In addition to these position deletions, the department has deleted 1.0 General Maintenance Mechanic and reduced funding to 73% for one Electrician and one General Maintenance Mechanic (0.6 budgeted staffing). The additional reductions are necessary in order to fund the increase in MOU, retirement, and Risk Management Workers Compensation costs.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has 2.4 vacant positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.4 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 2.4 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of a 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item # 1 which would restore the department's request of the 1.0 vacant Maintenance Supervisor position for maintenance services. All costs are 100% reimbursable from Capital Improvement Projects and other maintenance requests from county departments.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Maintenance Services | 1.0<br>$70,367<br>Revenue Supported | Maintenance Supervisor to monitor the completion of minor Capital Improvement Program projects. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Maintenance
**FUND:** General AAA FMD FMM

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,145,148 | 3,298,902 | 260,812 | - | 3,559,714 |
| Services and Supplies | 3,787,777 | 3,870,100 | (94,219) | - | 3,775,881 |
| Central Computer | 24,695 | 24,695 | (4,394) | - | 20,301 |
| Transfers | 23,370 | 32,725 | (33,485) | - | (760) |
| Total Appropriation | 6,980,990 | 7,226,422 | 128,714 | - | 7,355,136 |
| **Revenue** | | | | | |
| Current Services | 3,265,000 | 3,475,000 | (70,000) | - | 3,405,000 |
| Total Revenue | 3,265,000 | 3,475,000 | (70,000) | - | 3,405,000 |
| Local Cost | 3,715,990 | 3,751,422 | 198,714 | - | 3,950,136 |
| Budgeted Staffing | | 61.0 | (2.0) | - | 59.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Maintenance
**FUND:** General AAA FMD FMM

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,559,714 | (31,784) | 3,527,930 | (147,699) | **3,380,231** | 70,367 | 3,450,598 |
| Services and Supplies | 3,775,881 | (150,528) | 3,625,353 | - | **3,625,353** | - | 3,625,353 |
| Central Computer | 20,301 | - | 20,301 | - | **20,301** | - | 20,301 |
| Transfers | (760) | 12,336 | 11,576 | - | **11,576** | - | 11,576 |
| Total Exp Authority | 7,355,136 | (169,976) | 7,185,160 | (147,699) | **7,037,461** | 70,367 | 7,107,828 |
| **Revenue** | | | | | | | |
| Current Services | 3,405,000 | (105,000) | 3,300,000 | (70,367) | **3,229,633** | 70,367 | 3,300,000 |
| Total Revenue | 3,405,000 | (105,000) | 3,300,000 | (70,367) | **3,229,633** | 70,367 | 3,300,000 |
| Local Cost | 3,950,136 | (64,976) | 3,885,160 | (77,332) | **3,807,828** | - | 3,807,828 |
| Budgeted Staffing | 59.0 | (1.6) | 57.4 | (3.0) | **54.4** | 1.0 | 55.4 |

## FACILITIES MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (86,841) | 4% Spend Down Plan - delete 1.0 General Maintenance Mechanic and 1.0 General Maintenance Worker. |
| | 88,779 | MOU. |
| | 166,393 | Retirement. |
| | 32,634 | Risk Management Workers Comp. |
| | 59,847 | Full year funding for maintenance staff at West Valley Juvenile Hall. |
| | 260,812 | |
| Services & Supplies | (103,770) | 4% Spend Down Plan. |
| | 14,351 | Risk Management Liabilities. |
| | (4,800) | 30% Cost Reduction Plan. |
| | (94,219) | |
| Central Computer | (4,394) | |
| Transfers | (32,724) | 4% Spend Down Plan. |
| | (761) | Incremental Change in EHAP. |
| | (33,485) | |
| Total Appropriation | 128,714 | |
| Total Revenue | (70,000) | 4% Spend Down Plan. |
| Local Cost | 198,714 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (36,993) | Delete 1.0 General Maintenance Mechanic. |
| | (13,622) | Delete .3 Electrician. |
| | (14,857) | Delete .3 General Maintenance Mechanic. |
| | 33,688 | Projected costs for step increases. |
| | (31,784) | |
| Services and Supplies | (139,191) | Reduce Building Maintenance Budget to better reflect projected expenditures. |
| | (11,337) | GASB 34 Accounting Change (EHAP). |
| | (150,528) | |
| Transfers | 999 | Increase in services provided by county sign shop. |
| | 11,337 | GASB 34 Accounting Change (EHAP). |
| | 12,336 | |
| Total Appropriation | (169,976) | |
| Revenue | | |
| Current Services | (105,000) | Revenue reduction budgeted to reflect projected revenues. |
| Total Revenue | (105,000) | |
| Local Cost | (64,976) | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 3 | 1.4 | 77,332 | - | 77,332 |
| Vacant Budgeted In Recruitment - Retain | - | 1.0 | 70,367 | 70,367 | - |
| Total Vacant | 3 | 2.4 | 147,699 | 70,367 | 77,332 |
| Recommended Restoration of Vacant Deleted | | 1.0 | 70,367 | 70,367 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| ***Electrician*** | **7975** | **(.7)** | **(40,339)** | **-** | **(40,339)** |
| ***General Maint Mechanic*** | **77325** | **(.7)** | **(36,993)** | **-** | **(36,993)** |
| Subtotal Recommended - **Delete** | | (1.4) | (77,332) | - | (77,332) |
| *Maintenance Supervisor* | 7189 | (1.0) | (70,367) | (70,367) | - |
| Subtotal Recommended - **Retain** | | (1.0) | (70,367) | (70,367) | - |
| Total Slated for Deletion | | (2.4) | (147,699) | (70,367) | (77,332) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**FACILITIES MANAGEMENT**

## POLICY DESCRIPTION FORM

**Department/Group:** Facilities Management-Maintenance/ISG **Budget Code:** AAA FMD FMM
**Title:** Maintenance Supervisor , Position #7189

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The duties of this position are currently being performed by a General Maintenance Mechanic on Special Assignment Compensation (SAC) with the SAC scheduled to expire on July 1, 2003. It is the responsibility of this position to oversee minor Capital Improvement Program (CIP) projects for Facilities Management. All salary/benefit costs will be 100% reimbursed from the CIP budget.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 70,367 | $ 72,478 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Maintenance Supv | 70,367 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 70,367 | $ 72,478 |
| **REVENUE (specify source)** | | |
| 9800 Other Services | 70,367 | 72,478 |
| | | |
| | | |
| **Total:** | $ 70,367 | $ 72,478 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: ADMINISTRATION (AAA FMD FMT)**

## I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance).

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 344,841 | 344,105 | 334,567 | 385,060 |
| Total Revenue | 349 | - | 284 | - |
| Local Cost | 344,492 | 344,105 | 334,283 | 385,060 |
| Budgeted Staffing | | 4.0 | | 4.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Staffing changes include the reduction of 1.0 Staff Aide and the addition of 1.0 Staff Analyst II to monitor and maintain the new CAFM (Computer Aided Facilities Management) maintenance and inventory software. Also included is the conversion of an Executive Secretary III to an Executive Secretary II.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Administration
**FUND:** General AAA FMD FMT

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 329,769 | 335,825 | 16,754 | - | 352,579 |
| Services and Supplies | 4,798 | 8,280 | (14,346) | - | (6,066) |
| Transfers | - | - | (89) | - | (89) |
| Total Appropriation | 334,567 | 344,105 | 2,319 | - | 346,424 |
| **Revenue** | | | | | |
| Other Revenue | 284 | - | - | - | - |
| Total Revenue | 284 | - | - | - | - |
| Local Cost | 334,283 | 344,105 | 2,319 | - | 346,424 |
| Budgeted Staffing | | 4.0 | - | - | 4.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Administration
**FUND:** General AAA FMD FMT

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 352,579 | 7,641 | 360,220 | - | **360,220** | - | 360,220 |
| Services and Supplies | (6,066) | 30,213 | 24,147 | - | **24,147** | - | 24,147 |
| Transfers | (89) | 782 | 693 | - | **693** | - | 693 |
| Total Appropriation | 346,424 | 38,636 | 385,060 | - | **385,060** | | 385,060 |
| **Revenue** | | | | | | | |
| Current Services | - | - | - | - | **-** | - | - |
| Total Revenue | - | - | - | - | **-** | | |
| Local Cost | 346,424 | 38,636 | 385,060 | - | **385,060** | - | 385,060 |
| Budgeted Staffing | 4.0 | - | 4.0 | - | **4.0** | - | 4.0 |

## FACILITIES MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 8,868 | MOU. |
| | 17,462 | Retirement. |
| | 424 | Risk Management Workers Comp. |
| | (10,000) | 30% Cost Reduction Plan |
| | 16,754 | |
| Services and Supplies | (13,605) | Risk Management Liabilities. |
| | (741) | 30% Cost Reduction Plan. |
| | (14,346) | |
| Transfers | (89) | Incremental change in EHAP. |
| Total Appropriation | 2,319 | |
| Total Revenue | - | |
| Local Cost | 2,319 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (5,228) | Net Savings between addition of an Executive Secretary II and deletion of an Executive Secretary III. |
| | 12,869 | Net increase between addition of a Staff Analyst II and deletion of a Staff Aide. |
| | 7,641 | |
| Services & Supplies | 30,995 | Increase in appropriations to more accurately reflect administrative costs. |
| | (782) | GASB 34 Accounting Change (EHAP). |
| | 30,213 | |
| Transfers | 782 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | 38,636 | |
| Total Revenue | - | |
| Local Cost | 38,636 | |

## BUDGET UNIT: UTILITIES (AAA UTL)

### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 15,931,125 | 14,503,536 | 16,611,351 | 15,730,303 |
| Total Revenue | 167,073 | - | - | - |
| Local Cost | 15,764,052 | 14,503,536 | 16,611,351 | 15,730,303 |
| **Workload Indicators** | | | | |
| Electric | 11,241,499 | 10,250,000 | 11,723,700 | 11,723,700 |
| Gas | 645,968 | 846,000 | 820,200 | 820,200 |
| Water | 1,559,515 | 1,270,000 | 1,623,461 | 1,623,461 |
| Sewer | 691,604 | 500,000 | 794,977 | 794,977 |
| Disposal | 970,482 | 879,000 | 899,700 | 899,700 |

Actual expenditures exceeded budget as a result of an increase in costs in electrical ,disposal, and water/sewer rates that were partially offset by the electrical retrofit program.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of $881,048 in this budget unit. County Schools will provide reimbursement to this budget unit of $466,048 in 2003-04 for utility costs, and County Schools will pay for phone costs directly.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

Historically administration of the Utilities budget, which is under the auspices of the Facilities Management Department, included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. One position – 1.0 Energy/Utility Analyst costing $64,380– is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities - principally electric, gas, water and sewer – and will coordinate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Utilities
**FUND:** General AAA UTL

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 16,141,351 | 14,053,536 | 2,107,815 | - | 16,161,351 |
| Transfers | 470,000 | 470,000 | - | - | 470,000 |
| Total Exp Authority | 16,611,351 | 14,523,536 | 2,107,815 | - | 16,631,351 |
| Reimbursements | - | (20,000) | - | - | (20,000) |
| Total Appropriation | 16,611,351 | 14,503,536 | 2,107,815 | - | 16,611,351 |
| Local Cost | 16,611,351 | 14,503,536 | 2,107,815 | - | 16,611,351 |

**GROUP:** Internal Services
**DEPARTMENT:** Facilities Management - Utilities
**FUND:** General AAA UTL

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 16,161,351 | (435,000) | 15,726,351 | - | **15,726,351** | - | 15,726,351 |
| Transfers | 470,000 | - | 470,000 | - | **470,000** | - | 470,000 |
| Total Exp Authority | 16,631,351 | (435,000) | 16,196,351 | - | **16,196,351** | - | 16,196,351 |
| Reimbursements | (20,000) | (446,048) | (466,048) | - | **(466,048)** | - | (466,048) |
| Total Appropriation | 16,611,351 | (881,048) | 15,730,303 | - | **15,730,303** | | 15,730,303 |
| Local Cost | 16,611,351 | (881,048) | 15,730,303 | - | **15,730,303** | - | 15,730,303 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 2,107,815 | Other - increase in utility costs. |
| Total Appropriation | 2,107,815 | |
| Local Cost | 2,107,815 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (20,000) | Adjusted due to reduction in reimbursements. |
| | (415,000) | Local cost transfer to Superintendent of Schools in budget (AAA SCL) for ISD telephone service charges. |
| | (435,000) | |
| Reimbursements | 20,000 | One time reimbursement for electrical usage at Ontario facility in 2002-03. |
| | (466,048) | Reimbursement from Superintendent of Schools budget (AAA SCL) for utilities. |
| | (446,048) | |
| Total Appropriation | (881,048) | |
| Total Revenues | - | |
| Local Cost | (881,048) | |

**FACILITIES MANAGEMENT**

## POLICY DESCRIPTION FORM

**Department/Group:** Facilities Management/ISG **Budget Code:** AAA UTL
**Title:** Energy Utility Analyst

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☒ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Historically, administration of the Utilities budget which is under the auspices of the Facilities Management Department included only the processing of the utility bills for payment. Due to the lack of dedicated support, the department has made budget projections and year-end estimates based solely on fiscal data supported only by utility payments. A 1.0 Energy /Utility Analyst is requested to administer and provide analysis of the utility budget. The Utility Analyst will be responsible for reporting on utility usage in all of the county facilities, prinicipally electric, gas, water, and sewer and will coordionate the development of utility usage reports to make recommendations regarding energy conservation matters. In addition, the analyst will act as a liaison with the utility companies (Southern California Edison, The Gas Company, Southwest Gas, etc.) that serve the county. The salary & benefits for this position will be fully absorbed into the utility budget.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ | $ |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Staff Analyst II | 64,380 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ | $ |

| | | |
|---|---|---|
| **REVENUE (specify source)** | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ | $ |

## OVERVIEW OF BUDGET

**DEPARTMENT: FLEET MANAGEMENT**
**DIRECTOR: ROGER WEAVER**

| | 2003-04 | | | |
|---|---|---|---|---|
| | Operating Expense | Revenue | Revenue Over/(Under) | Staffing |
| Garage | 7,343,777 | 8,191,300 | 847,523 | 94.0 |
| Motor Pool | 8,415,009 | 11,265,463 | 2,850,454 | 4.0 |
| Total | 15,758,786 | 19,456,763 | 3,697,977 | 98.0 |

**BUDGET UNIT: GARAGE (ICB VHS)**

## I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Garage budget unit is an Internal Services Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

## II. BUDGET AND WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 12,965,388 | 12,996,138 | 13,307,587 | 7,343,777 |
| Total Revenue | 12,901,671 | 13,260,000 | 13,314,463 | 8,191,300 |
| Revenue Over/(Under) Expense | (63,717) | 263,862 | 6,876 | 847,523 |
| Budgeted Staffing | | 103.3 | | 94.0 |
| Fixed Assets | 235 | 324,300 | 388 | 170,000 |
| Unrestricted Net Assets Available at Yr End | 82,089 | | 89,000 | |
| **Workload Indicators** | | | | |
| Number of Work Orders | 19,960 | 20,700 | 17,000 | 17,000 |
| Number of Billable Shop Hours | 98,426 | 99,200 | 66,000 | 71,000 |
| Warehouse Sales | 1,305,748 | 1,464,000 | 995,000 | 1,000,000 |
| Parts Sales | 3,157,350 | 3,038,000 | 2,717,000 | 3,000,000 |
| Fuel Gallons Dispensed | 2,668,354 | 2,888,000 | 2,900,000 | 2,900,000 |

Workload in 2002-03 is estimated less than budget. However, estimated operating expense is greater than budget due to increased fuel costs. Revenue is greater than budget due to the implementation of the revised Garage rates charged to the Motor Pool. These rates were approved by the Board on July 2, 2002.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

The Fleet Management Motor Pool division (IBA VHS) will transfer 3.0 budgeted positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This change is incorporated to better align job function by fund. The increase in salaries and benefits will be offset by eliminating 12.3 vacant positions.

## FLEET MANAGEMENT

### PROGRAM CHANGES

None.

### OTHER CHANGES

Reimbursements are increased and revenues are decreased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance.

## IV. VACANT POSITION IMPACT

None.

## IV. OTHER POLICY ITEMS

None.

## V. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General
ACTIVITY: Central Garage

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 5,170,023 | 5,407,656 | 522,019 | - | 5,929,675 |
| Services and Supplies | 7,828,546 | 7,237,074 | 33,280 | - | 7,270,354 |
| Central Computer | 42,018 | 42,018 | (7,182) | - | 34,836 |
| Transfers | 17,000 | 59,390 | (1,247) | - | 58,143 |
| Total Exp Authority | 13,057,587 | 12,746,138 | 546,870 | - | 13,293,008 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 13,057,587 | 12,746,138 | 546,870 | - | 13,293,008 |
| Depreciation | 250,000 | 250,000 | - | - | 250,000 |
| Total Operating Exp | 13,307,587 | 12,996,138 | 546,870 | - | 13,543,008 |
| **Revenue** | | | | | |
| Use of Money & Prop | 15,000 | 40,000 | - | - | 40,000 |
| Current Services | 13,300,000 | 13,220,000 | - | - | 13,220,000 |
| Other Revenue | (537) | - | - | - | - |
| Total Revenue | 13,314,463 | 13,260,000 | - | - | 13,260,000 |
| Rev Over/(Under) Exp | 6,876 | 263,862 | (546,870) | - | (283,008) |
| Budgeted Staffing | | 103.3 | - | - | 103.3 |
| **Fixed Asset Exp.** | | | | | |
| Equipment | - | 316,300 | - | - | 316,300 |
| Structures & Improv | 388 | - | - | - | - |
| Vehicles | - | 8,000 | - | - | 8,000 |
| Total Fixed Assets | 388 | 324,300 | - | - | 324,300 |

**GROUP:** Internal Services
**DEPARTMENT:** Fleet Management
**FUND:** Internal Services ICB VHS

**FUNCTION:** General
**ACTIVITY:** Central Garage

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 5,929,675 | (68,633) | 5,861,042 | - | **5,861,042** | - | 5,861,042 |
| Services and Supplies | 7,270,354 | (1,263,068) | 6,007,286 | - | **6,007,286** | - | 6,007,286 |
| Central Computer | 34,836 | - | 34,836 | - | **34,836** | - | 34,836 |
| Transfers | 58,143 | 273,067 | 331,210 | - | **331,210** | - | 331,210 |
| Total Exp Authority | 13,293,008 | (1,058,634) | 12,234,374 | - | **12,234,374** | - | 12,234,374 |
| Reimbursements | - | (5,140,597) | (5,140,597) | - | **(5,140,597)** | - | (5,140,597) |
| Total Appropriation | 13,293,008 | (6,199,231) | 7,093,777 | - | **7,093,777** | - | 7,093,777 |
| Depreciation | 250,000 | - | 250,000 | - | **250,000** | - | 250,000 |
| Total Operating Exp | 13,543,008 | (6,199,231) | 7,343,777 | - | **7,343,777** | - | 7,343,777 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 40,000 | (20,000) | 20,000 | - | **20,000** | - | 20,000 |
| Current Services | 13,220,000 | (5,048,700) | 8,171,300 | - | **8,171,300** | - | 8,171,300 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 13,260,000 | (5,068,700) | 8,191,300 | - | **8,191,300** | - | 8,191,300 |
| Revenue Over/(Under) Exp | 283,008 | 1,130,531 | 847,523 | - | 847,523 | - | 847,523 |
| Budgeted Staffing | 103.3 | (9.3) | 94.0 | - | **94.0** | - | 94.0 |
| **Fixed Asset Exp** | | | | | | | |
| Equipment | 316,300 | (166,300) | 150,000 | - | **150,000** | - | 150,000 |
| Structures & Improv | - | 20,000 | 20,000 | - | **20,000** | - | 20,000 |
| Vehicles | 8,000 | (8,000) | - | - | - | - | - |
| Total Fixed Asset Exp | 324,300 | (154,300) | 170,000 | - | **170,000** | - | 170,000 |

## FLEET MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 165,757 | MOU. |
| | 307,051 | Retirement. |
| | 49,211 | Risk Management Workers' Comp. |
| | 522,019 | |
| Services and Supplies | 33,280 | Risk Management liabilities. |
| Central Computer | (7,182) | |
| Transfers | (1,247) | Incremental change in EHAP. |
| Total Operating Expense | 546,870 | |
| Total Revenue | - | |
| Revenue Over(Under) Exp | (546,870) | |

---

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 132,161 | Transfer in 3.0 positions from Motor Pool - 1.0 Fiscal Clerk III and 2.0 Motor Pool Assistant. |
| | (492,191) | Step increases offset by the elimination of 12.3 positions - 0.8 Clerk II, 1.0 Custodian I, 1.0 Equipment Parts Specialist I, 3.0 Equipment Services Specialist, 1.0 Fiscal Clerk II, 1.0 Garage Service Writer, 2.0 Motor Fleet Mechanic, 1.0 Motor Pool Assistant, 1.0 Operations Manager, 0.5 Public Service Employee. |
| | 291,397 | GASB 34 accounting change (departmental overhead). |
| | (68,633) | |
| Services and Supplies | (19,156) | GASB 34 accounting change (EHAP). |
| | (1,243,912) | The purchase of replacement vehicles in 2002-03 and 2003-04 will result in decreased costs for the purchase of parts. |
| | (1,263,068) | |
| Transfers | 19,156 | GASB 34 accounting change (EHAP). |
| | 253,911 | Barstow lease. |
| | 273,067 | |
| Total Exp Authority | (1,058,634) | |
| Reimbursements | (291,397) | GASB 34 accounting change (departmental overhead). |
| | (4,849,200) | GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance). |
| | (5,140,597) | |
| Total Operating Expense | (6,199,231) | |
| Revenue | (5,068,700) | GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance). |
| Rev Over/(Under) Exp | 1,130,531 | |
| Total Fixed Assets | (154,300) | The department expects to purchase less equipment than budgeted in 2002-03. |

## BUDGET UNIT: MOTOR POOL (IBA VHS)

### I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,892 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

The Motor Pool budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 9,779,969 | 8,650,585 | 8,772,083 | 8,415,009 |
| Total Revenue | 11,061,452 | 10,992,000 | 11,396,476 | 11,265,463 |
| Revenue Over/(Under) Expense | 1,281,483 | 2,341,415 | 2,624,393 | 2,850,454 |
| Budgeted Staffing | | 8.1 | | 4.0 |
| Fixed Assets | 1,988,299 | 6,000,000 | 4,500,000 | 4,200,000 |
| Unrestricted Net Assets Avail. at Yr. End | 7,380,307 | | 5,505,000 | |
| **Workload Indicators** | | | | |
| Vehicles owned by the Motor Pool | 1,913 | 1,925 | 1,295 | 1,295 |
| Vehicles owned by other departments | | | 597 | 597 |
| Total miles driven (all vehicles) | 18,817,108 | 21,150,000 | 19,375,000 | 19,000,000 |

Workload indicators are changed to segregate fleet vehicles that are owned by the motor pool and those that are owned by other departments. The charge for monthly fixed cost is not assessed on vehicles owned by other departments because Fleet Management is not responsible for their eventual replacement.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

The Motor Pool division will transfer 3.0 positions (1.0 Fiscal Clerk III and 2.0 Motor Pool Assistants) to the Fleet Management Garage (ICB VHS). This transfer is incorporated to better align job function by fund and is reflected by a reduction of salaries and benefits. In addition, 1.0 Public Service Employee and 0.1 budgeted Fiscal Clerk III overtime are deleted.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Services and supplies are decreased and transfers are increased to reflect the GASB 34 accounting change required to properly record Motor Pool reimbursements to the Garage for vehicle maintenance and administrative overhead.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Fleet Management - Motor Pool
**FUND:** Internal Services IBA VHS

**FUNCTION:** General
**ACTIVITY:** Central Motor Pool

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 556,087 | 675,301 | 28,134 | - | 703,435 |
| Services and Supplies | 6,311,514 | 5,204,508 | (97,503) | - | 5,107,005 |
| Central Computer | 4,482 | 4,482 | (2,042) | - | 2,440 |
| Transfers | - | - | (179) | - | (179) |
| Total Exp Authority | 6,872,083 | 5,884,291 | (71,590) | - | 5,812,701 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 6,872,083 | 5,884,291 | (71,590) | - | 5,812,701 |
| Depreciation | 1,900,000 | 2,766,294 | - | - | 2,766,294 |
| Total Operating Expense | 8,772,083 | 8,650,585 | (71,590) | - | 8,578,995 |
| **Revenue** | | | | | |
| Use of Money & Prop | 165,000 | 165,000 | - | - | 165,000 |
| Current Services | 9,852,000 | 10,652,000 | - | - | 10,652,000 |
| Other Revenue | 1,206,209 | - | - | - | - |
| Other Financing | 173,267 | 175,000 | - | - | 175,000 |
| Total Revenue | 11,396,476 | 10,992,000 | - | - | 10,992,000 |
| Rev Over/(Under) Exp | 2,624,393 | 2,341,415 | 71,590 | - | 2,413,005 |
| Budgeted Staff | | 8.1 | - | - | 8.1 |
| **Fixed Asset Exp.** | | | | | |
| Vehicles | 4,500,000 | 6,000,000 | - | - | 6,000,000 |
| Total Fixed Assets | 4,500,000 | 6,000,000 | - | - | 6,000,000 |

**GROUP:** Internal Services
**DEPARTMENT:** Fleet Management - Motor Pool
**FUND:** Internal Services IBA VHS

**FUNCTION:** General
**ACTIVITY:** Central Motor Pool

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 703,435 | (505,837) | 197,598 | - | **197,598** | - | 197,598 |
| Services and Supplies | 5,107,005 | (4,361,734) | 745,271 | - | **745,271** | - | 745,271 |
| Central Computer | 2,440 | - | 2,440 | - | **2,440** | - | 2,440 |
| Transfers | (179) | 5,143,481 | 5,143,302 | - | **5,143,302** | - | 5,143,302 |
| Total Exp Authority | 5,812,701 | 275,910 | 6,088,611 | - | **6,088,611** | - | 6,088,611 |
| Reimbursements | - | (300,000) | (300,000) | - | **(300,000)** | - | (300,000) |
| Total Appropriation | 5,812,701 | (24,090) | 5,788,611 | - | **5,788,611** | - | 5,788,611 |
| Depreciation | 2,766,294 | (139,896) | 2,626,398 | - | **2,626,398** | - | 2,626,398 |
| Total Operating Expense | 8,578,995 | (163,986) | 8,415,009 | - | **8,415,009** | - | 8,415,009 |
| **Revenue** | | | | | | | |
| Use of money & Prop | 165,000 | - | 165,000 | - | **165,000** | - | 165,000 |
| Current Services | 10,652,000 | (2,352,935) | 8,299,065 | - | **8,299,065** | - | 8,299,065 |
| Other Revenue | - | 2,626,398 | 2,626,398 | - | **2,626,398** | - | 2,626,398 |
| Other Financing | 175,000 | - | 175,000 | - | **175,000** | - | 175,000 |
| Total Revenue | 10,992,000 | 273,463 | 11,265,463 | - | **11,265,463** | - | 11,265,463 |
| Rev Over/(Under) Exp | 2,413,005 | 437,449 | 2,850,454 | - | **2,850,454** | - | 2,850,454 |
| Budgeted Staffing | 8.1 | (4.1) | 4.0 | - | **4.0** | - | 4.0 |
| **Fixed Asset Exp.** | | | | | | | |
| Vehicles | 6,000,000 | (1,800,000) | 4,200,000 | - | **4,200,000** | - | 4,200,000 |
| Total Fixed Assets | 6,000,000 | (1,800,000) | 4,200,000 | - | **4,200,000** | - | 4,200,000 |

## FLEET MANAGEMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 9,826 | MOU. |
| | 16,324 | Retirement. |
| | 1,984 | Risk Management Workers' Comp. |
| | 28,134 | |
| Services and Supplies | (97,503) | Risk Management liabilities. |
| Central Computer | (2,042) | |
| Transfers | (179) | Incremental change in EHAP. |
| Total Operating Exp | (71,590) | |
| Total Revenue | - | |
| Revenue Over/(Under) Exp. | 71,590 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (214,440) | Step increases offset by 1.0 Fiscal Clerk and 2.0 Motor Pool Assistants transferred to the Garage (ICB VHS), deletion of 1.0 Public Service Employee, and elimination of 0.1 budgeted Fiscal Clerk III overtime. |
| | (291,397) | GASB 34 accounting change (departmental overhead). |
| | (505,837) | |
| Services and Supplies | (1,583) | GASB 34 accounting change (EHAP). |
| | 45,939 | COWCAP |
| | (4,406,090) | GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance). |
| | (4,361,734) | |
| Transfers | 1,583 | GASB 34 accounting change (EHAP). |
| | 291,397 | GASB 34 accounting change (Departmental overhead). |
| | 4,850,501 | GASB 34 accounting change (Motor Pool reimbursements to the Garage for vehicle maintenance). |
| | 5,143,481 | |
| Total Exp Authority | 275,910 | |
| Reimbursement | (300,000) | Garage expenses. |
| Depreciation | (139,896) | Auditor-Controller estimates. |
| Total Operating Expense | (163,986) | |
| Revenue | | |
| Current Services | (2,352,935) | Decrease to reclassify revenue related to vehicle replacement. |
| Other Revenue | 2,626,398 | Reclassify revenue related to vehicle replacement. |
| Total Revenue | 273,463 | |
| Rev Over/(Under) Exp | 437,449 | |
| Total Fixed Assets | (1,800,000) | Decrease the number of vehicles to be purchased from 300 to 200. |

## OVERVIEW OF BUDGET

**DEPARTMENT: PURCHASING**
**DIRECTOR: AURELIO W. DE LA TORRE**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Operating Exp/ Appropriation | Revenue | Local Cost | Revenue Over/ (Under) Exp | Staffing |
| Purchasing | 1,112,209 | 10,000 | 1,102,209.0 | | 18.0 |
| Central Stores | 8,306,235 | 8,510,000 | | 203,765 | 15.0 |
| Mail/Courier Services | 7,870,713 | 8,100,000 | | 229,287 | 35.0 |
| Printing Services | 2,641,808 | 2,805,000 | | 163,192 | 18.0 |
| TOTAL | 19,930,965 | 19,425,000 | 1,102,209 | 596,244 | 86.0 |

**BUDGET UNIT: PURCHASING (AAA PUR)**

## I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,139,471 | 1,140,594 | 1,092,814 | 1,112,209 |
| Total Revenue | 36,225 | 5,000 | 11,390 | 10,000 |
| Local Cost | 1,103,246 | 1,135,594 | 1,081,424 | 1,102,209 |
| Budgeted Staffing | | 19.1 | | 18.0 |
| **Workload Indicators** | | | | |
| Purchase Orders | 1,852 | 2,300 | 2,400 | 2,300 |
| Request For Payments | 62,797 | 62,000 | 66,200 | 65,000 |
| Requisitions | 3,772 | 4,700 | 3,500 | 3,500 |
| Blanket Purchase Orders | 1,714 | 2,000 | 2,200 | 2,100 |
| Request For Proposals | 120 | 200 | 275 | 300 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,068,446 | 1,099,154 | 92,879 | - | 1,192,033 |
| Services and Supplies | 170,150 | 175,124 | (69,341) | - | 105,783 |
| Central Computer | 16,125 | 14,926 | (1,506) | - | 13,420 |
| Other Charges | 2,187 | 3,835 | - | - | 3,835 |
| Equipment | 27,366 | 57,765 | (55,600) | - | 2,165 |
| Transfers | - | - | 183 | - | 183 |
| Total Exp Authority | 1,284,274 | 1,350,804 | (33,385) | - | 1,317,419 |
| Less: | | | | | |
| Reimbursements | (191,460) | (210,210) | - | - | (210,210) |
| Total Appropriation | 1,092,814 | 1,140,594 | (33,385) | - | 1,107,209 |
| **Revenue** | | | | | |
| State Aid | 195 | - | - | - | - |
| Other Revenue | 11,195 | 5,000 | - | - | 5,000 |
| Total Revenue | 11,390 | 5,000 | - | - | 5,000 |
| Local Cost | 1,081,424 | 1,135,594 | (33,385) | - | 1,102,209 |
| Budgeted Staffing | | 19.1 | | - | 19.1 |

**GROUP:** Internal Services
**DEPARTMENT:** Purchasing
**FUND:** General AAA PUR

**FUNCTION:** General
**ACTIVITY:** Finance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,192,033 | (4,401) | 1,187,632 | - | **1,187,632** | - | 1,187,632 |
| Services and Supplies | 105,783 | (13,258) | 92,525 | - | **92,525** | - | 92,525 |
| Central Computer | 13,420 | - | 13,420 | - | **13,420** | - | 13,420 |
| Other Charges | 3,835 | (2,838) | 997 | - | **997** | - | 997 |
| Equipment | 2,165 | 3,618 | 5,783 | - | **5,783** | - | 5,783 |
| Transfers | 183 | 3,129 | 3,312 | - | **3,312** | - | 3,312 |
| Total Exp Authority | 1,317,419 | (13,750) | 1,303,669 | - | **1,303,669** | - | 1,303,669 |
| Reimbursements | (210,210) | 18,750 | (191,460) | - | **(191,460)** | - | (191,460) |
| Total Appropriation | 1,107,209 | 5,000 | 1,112,209 | - | **1,112,209** | - | 1,112,209 |
| **Revenue** | | | | | | | |
| Other Revenue | 5,000 | 5,000 | 10,000 | - | **10,000** | - | 10,000 |
| Total Revenue | 5,000 | 5,000 | 10,000 | - | **10,000** | - | 10,000 |
| Local Cost | 1,102,209 | - | 1,102,209 | - | **1,102,209** | - | 1,102,209 |
| Budgeted Staffing | 19.1 | (1.1) | 18.0 | - | **18.0** | - | 18.0 |

## PURCHASING

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 31,718 | MOU. |
| | 59,747 | Retirement. |
| | 1,414 | Risk Management Workers Comp. |
| | 92,879 | |
| Services and Supplies | (20,424) | 4% Spend Down Plan. |
| | (50,000) | 30% Cost Reduction Plan. |
| | 1,083 | Risk Management Liabilities. |
| | (69,341) | |
| Central Computer | (1,506) | |
| Equipment | (25,000) | 4% Spend Down Plan. |
| | (30,600) | 30% Cost Reduction Plan. |
| | (55,600) | |
| Transfers | 183 | Incremental change in EHAP. |
| Total Base Year Appropriation | (33,385) | |
| Total Base Year Revenue | - | |
| Total Base Year Local Cost | (33,385) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (4,401) | Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases. |
| Services and Supplies | (10,129) | Reduction in purchase of computers. |
| | (3,129) | GASB 34 Accouting Change (EHAP). |
| | (13,258) | |
| Other Charges | (2,838) | Interest reduction on completed lease. |
| Equipment | 3,618 | Second year of a five-year lease. |
| Transfers | 3,129 | GASB 34 Accouting Change (EHAP). |
| Reimbursements | 18,750 | Deletion of reimbursement for vehicle purchase. |
| Total Appropriation | 5,000 | |
| Revenue | | |
| Other Revenue | 5,000 | Anticipated increase in surplus sales. |
| Total Revenue | 5,000 | |
| Local Cost | - | |

## BUDGET UNIT: CENTRAL STORES (IAV PUR)

### I. GENERAL PROGRAM STATEMENT

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Central Stores budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 8,885,275 | 8,451,223 | 8,629,559 | 8,306,235 |
| Total Revenue | 9,127,369 | 9,115,000 | 8,853,030 | 8,510,000 |
| Total Revenue Over/(Under) Exp | 242,094 | 663,777 | 223,471 | 203,765 |
| Budgeted Staffing | | 15.0 | | 15.0 |
| Fixed Assets | 30,000 | 35,000 | - | 35,000 |
| Unrestricted Net Assets Available at Yr End | 477,471 | | 350,000 | |
| **Workload Indicators** | | | | |
| Work Orders | 42,510 | 40,000 | 38,500 | 37,000 |
| Whse/Store Sales ($) | 9,112,955 | 9,100,000 | 8,500,000 | 8,250,000 |

The operating expense between budget to estimated for 2002-03 is due to additional expenses in services and supplies to meet the higher than anticipated demand by departments for materials such as paper, batteries, copier toner, printer cartridges, etc.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

The department has a 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Central Stores
**FUND:** Internal Services IAV PUR

**FUNCTION:** General
**ACTIVITY:** Central Stores

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 577,344 | 558,759 | 52,011 | - | 610,770 |
| Services and Supplies | 7,947,853 | 7,788,216 | 37,539 | - | 7,825,755 |
| Central Computer | 11,123 | 11,009 | 1,426 | - | 12,435 |
| Transfers | 93,239 | 93,239 | (331) | - | 92,908 |
| Total Operating Expense | 8,629,559 | 8,451,223 | 90,645 | - | 8,541,868 |
| **Revenue** | | | | | |
| Other Revenue | 8,853,030 | 9,115,000 | 90,645 | - | 9,205,645 |
| Total Revenue | 8,853,030 | 9,115,000 | 90,645 | - | 9,205,645 |
| Revenue Over/(Under) Exp. | 223,471 | 663,777 | - | - | 663,777 |
| Budgeted Staffing | | 15.0 | | - | 15.0 |
| **Fixed Asset Exp.** | | | | | |
| Equipment | - | 35,000 | - | - | 35,000 |
| Total Fixed Assets | - | 35,000 | - | - | 35,000 |

**GROUP:** Internal Services
**DEPARTMENT:** Central Stores
**FUND:** Internal Services IAV PUR

**FUNCTION:** General
**ACTIVITY:** Central Stores

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 610,770 | 27,770 | 638,540 | (31,686) | **606,854** | - | 606,854 |
| Services and Supplies | 7,825,755 | (262,650) | 7,563,105 | - | **7,563,105** | - | 7,563,105 |
| Central Computer | 12,435 | - | 12,435 | - | **12,435** | - | 12,435 |
| Transfers | 92,908 | (753) | 92,155 | - | **92,155** | - | 92,155 |
| Total Operating Expense | 8,541,868 | (235,633) | 8,306,235 | (31,686) | **8,274,549** | - | 8,274,549 |
| **Revenue** | | | | | | | |
| Current Services | 9,205,645 | (695,645) | 8,510,000 | (31,686) | **8,478,314** | - | 8,478,314 |
| Total Revenue | 9,205,645 | (695,645) | 8,510,000 | (31,686) | **8,478,314** | - | 8,478,314 |
| Revenue Over/(Under) Exp. | 663,777 | (460,012) | 203,765 | - | **203,765** | - | 203,765 |
| Budgeted Staffing | 15.0 | - | 15.0 | (1.0) | **14.0** | - | 14.0 |
| **Fixed Asset Exp.** | | | | | | | |
| Equipment | 35,000 | - | 35,000 | - | **35,000** | - | 35,000 |
| Total Fixed Assets | 35,000 | - | 35,000 | - | **35,000** | - | 35,000 |

## PURCHASING

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 17,688 | MOU. |
| | 31,426 | Retirement. |
| | 2,897 | Risk Managemnet Workers Comp. |
| | 52,011 | |
| Services and Supplies | 37,539 | Risk Management Liabilities. |
| Central Computer | 1,426 | |
| Transfers | (331) | Incremental change in EHAP. |
| Total Operating Expense | 90,645 | |
| Total Revenue | 90,645 | Increase in Central Stores orders. |
| Total Rev Over/(Under) Exp | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 27,770 | Additional increase due to anticipated step increases. |
| Services and Supplies | (259,718) | It is expected that with the county spenddown, this category will decrease accordingly. |
| | (2,932) | GASB 34 Accounting Change (EHAP). |
| | (262,650) | |
| Transfers | 2,565 | Increase in admin. fees. |
| | 2,932 | GASB 34 Accounting Change (EHAP) placing this expense in this category. |
| | (6,250) | Delete proportional share of vehicle purchase. |
| | (753) | |
| Total Operating Expense | (235,633) | |
| Revenue | | |
| Current Services | (695,645) | Anticipated decrease in Central Store orders. |
| Total Revenue | (695,645) | |
| Rev Over/(Under) Exp | (460,012) | |

## PURCHASING

### Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 31,686 | 31,686 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 31,686 | 31,686 | - |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

### Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Clerk II* | 9426 | (1.0) | (31,686) | (31,686) | - |
| Subtotal Recommended - **Delete** | | (1.0) | (31,686) | (31,686) | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.0) | (31,686) | (31,686) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)**

## I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

The Purchasing – Mail/Courier Service budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 6,831,149 | 7,608,480 | 7,646,323 | 7,870,713 |
| Total Revenue | 6,893,169 | 7,900,000 | 7,825,000 | 8,100,000 |
| Revenue Over/(Under) | 62,020 | 291,520 | 178,677 | 229,287 |
| Budgeted Staffing | | 35.0 | | 35.0 |
| Fixed Assets | 27,721 | 54,196 | 31,247 | 56,843 |
| Unrestricted Net Assets Available at Yr End | 439,133 | | 350,000 | |
| **Workload Indicators** | | | | |
| Interoffice Mail Pickup-Delivery | 151,835 | 150,000 | 152,894 | 153,787 |
| Inserting/Intel Insert | 8,198,148 | 8,200,000 | 8,254,499 | 8,300,000 |
| Folding/Tab-Label | 12,133,771 | 13,000,000 | 12,036,438 | 13,200,000 |
| Bus Rply/Postage Due | 201,305 | 175,000 | 295,413 | 320,000 |
| Mail Pieces Processed | 14,106,854 | 14,300,000 | 14,471,139 | 14,500,000 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

The department did not submit a vacant position restoration request.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,123,098 | 1,096,000 | 100,730 | - | 1,196,730 |
| Services and Supplies | 6,456,652 | 6,416,552 | 777 | - | 6,417,329 |
| Central Computer | 4,597 | 5,509 | (3,231) | - | 2,278 |
| Other Charges | 1,897 | 30,340 | - | - | 30,340 |
| Transfers | 49,079 | 49,079 | (578) | - | 48,501 |
| Total Appropriation | 7,635,323 | 7,597,480 | 97,698 | - | 7,695,178 |
| Depreciation | 11,000 | 11,000 | - | - | 11,000 |
| Total Operating Expense | 7,646,323 | 7,608,480 | 97,698 | - | 7,706,178 |
| **Revenue** | | | | | |
| Current Services | 7,550,000 | 7,600,000 | 97,698 | - | 7,697,698 |
| Other Revenue | 275,000 | 300,000 | - | - | 300,000 |
| Total Revenue | 7,825,000 | 7,900,000 | 97,698 | - | 7,997,698 |
| Revenue Over/(Under) Exp. | 178,677 | 291,520 | - | - | 291,520 |
| Budgeted Staffing | | 35.0 | - | - | 35.0 |
| **Fixed Asset Exp.** | | | | | |
| Vehicle | 20,000 | 20,000 | - | - | 20,000 |
| Lease | 11,247 | 34,196 | - | - | 34,196 |
| Total Fixed Assets | 31,247 | 54,196 | - | - | 54,196 |

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND: Internal Services IAY PUR

FUNCTION: General
ACTIVITY: Mail & Courier Services

ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,196,730 | 93,329 | 1,290,059 | (32,296) | **1,257,763** | - | 1,257,763 |
| Services and Supplies | 6,417,329 | 52,843 | 6,470,172 | - | **6,470,172** | - | 6,470,172 |
| Central Computer | 2,278 | - | 2,278 | - | **2,278** | - | 2,278 |
| Other Charges | 30,340 | (12,599) | 17,741 | - | **17,741** | - | 17,741 |
| Transfers | 48,501 | 2,962 | 51,463 | - | **51,463** | - | 51,463 |
| Total Appropriation | 7,695,178 | 136,535 | 7,831,713 | (32,296) | **7,799,417** | - | 7,799,417 |
| Depreciation | 11,000 | 28,000 | 39,000 | - | **39,000** | - | 39,000 |
| Total Operating Expense | 7,706,178 | 164,535 | 7,870,713 | (32,296) | **7,838,417** | - | 7,838,417.00 |
| **Revenue** | | | | | | | |
| Current Services | 7,697,698 | 102,302 | 7,800,000 | (32,296) | **7,767,704** | - | 7,767,704 |
| Other Revenue | 300,000 | - | 300,000 | - | **300,000** | - | 300,000 |
| Total Revenue | 7,997,698 | 102,302 | 8,100,000 | (32,296) | **8,067,704** | - | 8,067,704 |
| Revenue Over/(Under) Exp. | 291,520 | (62,233) | 229,287 | - | **229,287** | - | 229,287 |
| Budgeted Staffing | 35.0 | - | 35.0 | (1.0) | **34.0** | - | 34.0 |
| **Fixed Asset Exp.** | | | | | | | |
| Vehicles | 20,000 | (20,000) | - | - | **-** | - | - |
| Lease | 34,196 | 22,647 | 56,843 | | **56,843** | - | 56,843 |
| Total Fixed Assets | 54,196 | 2,647 | 56,843 | - | **56,843** | - | 56,843 |

## PURCHASING

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 36,459 | MOU. |
| | 63,237 | Retirement. |
| | 1,034 | Risk Management Workers Comp. |
| | 100,730 | |
| Services and Supplies | 777 | Risk Management Liabilities. |
| Central Computer | (3,231) | |
| Transfers | (578) | Incremental change in EHAP. |
| Total Operating Expense | 97,698 | |
| Total Revenue | 97,698 | Increase anticipated from Board approved mail rates. |
| Revenue Over/(Under) Exp | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 86,941 | Additional increase due to salary step increases. |
| | 6,388 | Workers Comp. Experience Modification. |
| | 93,329 | |
| Services and Supplies | 59,489 | Increase is primarily due to a substantial increase in COWCAP charges. |
| | (6,646) | GASB 34 Accounting Change (EHAP). |
| | 52,843 | |
| Other Charges | (12,599) | There is an anticipated net decrease in Interest due. |
| Transfers | 2,566 | Increase in administration (AAA PUR) reimbursement. |
| | 6,646 | GASB 34 Accounting Change (EHAP). |
| | (6,250) | Delete proportional share of vehicle purchase. |
| | 2,962 | |
| Depreciation | 28,000 | Increase due to depreciation on new equipment. |
| Total Operating Expense | 164,535 | |
| Revenue | | |
| Current Services | 102,302 | Total anticipated increase from Board approved mail rates is $200,000 with $97,698 applied to offset base year adjustment costs. Mail rates were last adjusted five years ago. |
| Total Revenue | 102,302 | |
| Total Rev Over/(Under) Exp | (62,233) | |
| Fixed Asset Exp | | |
| Vehicles | (20,000) | No anticipated expense. |
| Lease | 22,647 | Increase due to lease-purchase of two replacement non-intelligent inserters with six stations at a cost of $140,000. This equipment is required for the day-to-day handling of the mail products and is a 5-year lease-purchase. |
| Total Fixed Assets | 2,647 | |

## PURCHASING

### Vacant Position Impact
### Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 32,296 | 32,296 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 32,296 | 32,296 | - |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

### Vacant Position Impact
### Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Mail Clerk II* | 75743 | (1.0) | (32,296) | (32,296) | - |
| Subtotal Recommended - **Delete** | | (1.0) | (32,296) | (32,296) | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.0) | (32,296) | (32,296) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## BUDGET UNIT: PRINTING SERVICES (IAG PUR)

### I. GENERAL PROGRAM STATEMENT

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports. This program is an internal service fund and as such, all operational costs are distributed to user departments through overhead rates.

The Purchasing – Printing Services budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 2,615,521 | 2,666,312 | 2,540,228 | 2,641,808 |
| Total Revenue | 2,557,341 | 2,800,000 | 2,700,000 | 2,805,000 |
| Total Revenue Over/(Under) Exp | (58,180) | 133,688 | 159,772 | 163,192 |
| Budgeted Staffing | | 18.0 | | 18.0 |
| Fixed Assets | 143,700 | 81,887 | 46,229 | 208,179 |
| Unrestricted Net Assets Available at Yr End | 726,848 | | 550,000 | |
| **Workload Indicators** | | | | |
| Printed Pages - Units | 75,713,806 | 80,000,000 | 80,000,000 | 76,000,000 |
| Graphic Arts - Hrs. Billed | 3,245 | 4,000 | 3,200 | 3,500 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

The department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

The department did not submit a vacant position restoration request.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Printing Services
**FUND:** Internal Services IAG PUR

**FUNCTION:** General
**ACTIVITY:** Printing

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 721,194 | 754,330 | 75,394 | - | 829,724 |
| Services and Supplies | 1,677,021 | 1,773,506 | 704 | - | 1,774,210 |
| Central Computer | 5,504 | 3,633 | 1,211 | - | 4,844 |
| Other Charges | 7,617 | 5,951 | - | - | 5,951 |
| Transfers | 40,550 | 40,550 | (397) | - | 40,153 |
| Total Exp Authority | 2,451,886 | 2,577,970 | 76,912 | - | 2,654,882 |
| Reimbursements | (42,658) | (42,658) | - | - | (42,658) |
| Total Appropriation | 2,409,228 | 2,535,312 | 76,912 | - | 2,612,224 |
| Decpreciation | 131,000 | 131,000 | - | - | 131,000 |
| Total Operating Expense | 2,540,228 | 2,666,312 | 76,912 | - | 2,743,224 |
| **Revenue** | | | | | |
| Current Services | 2,700,000 | 2,800,000 | 76,912 | - | 2,876,912 |
| Total Revenue | 2,700,000 | 2,800,000 | 76,912 | - | 2,876,912 |
| Revenue Over/(Under) Exp. | 159,772 | 133,688 | - | - | 133,688 |
| Budgeted Staffing | | 18.0 | - | - | 18.0 |
| **Fixed Asset Exp.** | | | | | |
| Equipment | 1,008 | 35,000 | - | - | 35,000 |
| Lease | 45,221 | 46,887 | - | - | 46,887 |
| Total Fixed Assets | 46,229 | 81,887 | - | - | 81,887 |

**GROUP:** Internal Services
**DEPARTMENT:** Printing Services
**FUND:** Internal Services IAG PUR

**FUNCTION:** General
**ACTIVITY:** Printing

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 829,724 | 17,743 | 847,467 | (38,453) | **809,014** | - | 809,014 |
| Services and Supplies | 1,774,210 | (138,423) | 1,635,787 | - | **1,635,787** | - | 1,635,787 |
| Central Computer | 4,844 | - | 4,844 | - | **4,844** | - | 4,844 |
| Other Charges | 5,951 | (4,872) | 1,079 | - | **1,079** | - | 1,079 |
| Transfers | 40,153 | (2,732) | 37,421 | - | **37,421** | - | 37,421 |
| Total Exp Authority | 2,654,882 | (128,284) | 2,526,598 | (38,453) | **2,488,145** | - | 2,488,145 |
| Reimbursements | (42,658) | (5,132) | (47,790) | - | **(47,790)** | - | (47,790) |
| Total Appropriation | 2,612,224 | (133,416) | 2,478,808 | (38,453) | **2,440,355** | - | 2,440,355 |
| Depreciation | 131,000 | 32,000 | 163,000 | - | **163,000** | - | 163,000 |
| Total Operating Expense | 2,743,224 | (101,416) | 2,641,808 | (38,453) | **2,603,355** | - | 2,603,355 |
| **Revenue** | | | | | | | |
| Current Services | 2,876,912 | (71,912) | 2,805,000 | (38,453) | **2,766,547** | - | - |
| Total Revenue | 2,876,912 | (71,912) | 2,805,000 | (38,453) | **2,766,547** | - | 2,766,547 |
| Revenue Over/(Under) Exp. | 133,688 | 29,504 | 163,192 | - | **163,192** | - | 163,192 |
| Budgeted Staffing | 18.0 | - | 18.0 | (1.0) | **17.0** | - | 17.0 |
| **Fixed Asset Exp.** | | | | | | | |
| Equipment | 35,000 | 125,000 | 160,000 | - | **160,000** | - | 160,000 |
| Lease | 46,887 | 1,292 | 48,179 | - | **48,179** | - | 48,179 |
| Total Fixed Assets | 81,887 | 126,292 | 208,179 | - | **208,179** | - | 208,179 |

## PURCHASING

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 23,611 | MOU. |
| | 42,926 | Retirement. |
| | 8,857 | Risk Management Workers Comp. |
| | 75,394 | |
| Services and Supplies | 704 | Risk Management Liabilities. |
| Central Computer | 1,211 | |
| Transfers | (397) | Incremental change in EHAP. |
| Total Expense Change | 76,912 | |
| Total Revenue Change | 76,912 | Increase in printing services. |
| Total Rev Over/(Under) Change | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 17,743 | Additional increase due to step increases. |
| Services and Supplies | (134,905) | Decrease due to anticipated spenddown of county departments. |
| | (3,518) | GASB 34 Accounting Change (EHAP). |
| | (138,423) | |
| Other Charges | (4,872) | Due to less interest due on current Lease/purchases. |
| Transfers | 3,518 | GASB 34 Accounting Change (EHAP) placing expense in this category. |
| | (6,250) | Delete proportional share of vehicle purchase. |
| | (2,732) | |
| Total Exp Authority | (128,284) | |
| Reimbursements | (5,132) | Anticipated increase from Centarl Mail and Central Stores. |
| Depreciation | 32,000 | Additional depreciation due for anticipated purchase of equipment. |
| Total Operating Exp | (101,416) | |
| Revenue | | |
| Current Services | (71,912) | Net decrease anticipated in revenue. |
| Total Revenue | (71,912) | |
| Rev Over/(Under) Exp | (29,504) | |
| Fixed Asset Exp | | |
| Equipment | 125,000 | Net increase in capital equipment due to the purchase of a CTP (Computer to Plate) system at a cost of $160,000. This purchase will save county departments a minimum of $21.00 per order as it will enable Graphic Arts to go from designing on a computer to outputting a plate for the job to be printed. |
| Lease | 1,292 | Net increase in principal due on current lease/purchases. |
| Total Fixed Assets | 126,292 | |

## PURCHASING

### Vacant Position Impact
### Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 38,453 | 38,453 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 38,453 | 38,453 | - |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

### Vacant Position Impact
### Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Graphics Technician* | 75742 | (1.0) | (38,453) | (38,453) | - |
| Subtotal Recommended - **Delete** | | (1.0) | (38,453) | (38,453) | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.0) | (38,453) | (38,453) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OVERVIEW OF BUDGET

**DEPARTMENT: REAL ESTATE SERVICES**
**DIRECTOR: DAVID H. SLAUGHTER**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Operating Exp/ Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Real Estate Services | 2,264,196 | 1,573,500 | 690,696 | | 26.0 |
| Rents And Leases | 571,138 | 323,000 | 248,138 | | - |
| Chino Agric Preserve | 3,900,640 | 862,498 | | 3,038,142 | - |
| TOTAL | 6,735,974 | 2,758,998 | 938,834 | 3,038,142 | 26.0 |

**BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)**

## I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,358,494 | 2,263,523 | 1,955,802 | 2,264,196 |
| Total Revenue | 946,310 | 1,546,921 | 1,318,000 | 1,573,500 |
| Local Cost | 412,184 | 716,602 | 637,802 | 690,696 |
| Budgeted Staffing | | 28.0 | | 26.0 |
| **Workload Indicators** | | | | |
| Total hours billed | 48,853 | 44,000 | | |
| Number of leases | 216 | 230 | | |
| Appraisals / Aquisitions (hours) | | | 13,200 | 16,400 |
| Property Management (hours) | | | 12,600 | 14,200 |

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the deletion of 2.0 Real Property Agent II, which is a portion of the department's 30% Cost Reduction Plan implemented.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant budgeted not in recruitment | 4.0 | Slated for deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total vacant | 4.0 | |

**Vacant Position Restoration Request:**

The department has a submitted policy item for the restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore 2.0 Real Property Agent (RPA) III positions. This restoration is being recommended because these positions will enable the department to meet its expected workload and the cost of these positions will be fully reimbursed by service fees charged to the department's customers.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Real Estate Services | 2.0<br>$182,470<br>Revenue Supported | These RPA III positions will provide property management, appraisal, and acquisition services. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services
**FUND:** General AAA RPR

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,698,013 | 1,922,691 | 11,728 | - | 1,934,419 |
| Services and Supplies | 221,774 | 303,670 | (73,503) | - | 230,167 |
| Central Computer | 17,015 | 17,162 | (4,331) | - | 12,831 |
| Transfers | 19,000 | 20,000 | - | - | 20,000 |
| Total Exp Authority | 1,955,802 | 2,263,523 | (66,106) | - | 2,197,417 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 1,955,802 | 2,263,523 | (66,106) | - | 2,197,417 |
| **Revenue** | | | | | |
| Use of Money & Prop | 46,000 | - | - | - | - |
| State Aid | 1,700 | - | - | - | - |
| Current Services | 1,270,300 | 1,546,921 | (40,200) | - | 1,506,721 |
| Total Revenue | 1,318,000 | 1,546,921 | (40,200) | - | 1,506,721 |
| Local Cost | 637,802 | 716,602 | (25,906) | - | 690,696 |
| Budgeted Staffing | | 28.0 | (2.0) | - | 26.0 |

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services
**FUND:** General AAA RPR

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,934,419 | 45,889 | 1,980,308 | (304,201) | **1,676,107** | 182,470 | 1,858,577 |
| Services and Supplies | 230,167 | 16,585 | 246,752 | - | **246,752** | - | 246,752 |
| Central Computer | 12,831 | - | 12,831 | - | **12,831** | - | 12,831 |
| Transfers | 20,000 | 4,305 | 24,305 | - | **24,305** | - | 24,305 |
| Total Exp Authority | 2,197,417 | 66,779 | 2,264,196 | (304,201) | **1,959,995** | 182,470 | 2,142,465 |
| Reimbursements | - | - | - | - | **-** | - | - |
| Total Appropriation | 2,197,417 | 66,779 | 2,264,196 | (304,201) | **1,959,995** | 182,470 | 2,142,465 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 46,000 | 46,000 | - | **46,000** | - | 46,000 |
| State Aid | - | - | - | - | **-** | - | - |
| Current Services | 1,506,721 | 20,779 | 1,527,500 | (208,920) | **1,318,580** | 182,470 | 1,501,050 |
| Total Revenue | 1,506,721 | 66,779 | 1,573,500 | (208,920) | **1,364,580** | 182,470 | 1,547,050 |
| Local Cost | 690,696 | - | 690,696 | (95,281) | **595,415** | - | 595,415 |
| Budgeted Staffing | 26.0 | - | 26.0 | (4.0) | **22.0** | 2.0 | 24.0 |

## REAL ESTATE SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 49,151 | MOU. |
| | 91,318 | Retirement. |
| | 22,559 | Risk Management Workers' Comp. |
| | (151,300) | 30% Cost Reduction Plan - delete 2.0 Real Property Agent II. |
| | 11,728 | |
| Services and Supplies | (28,664) | 4% Spend Down Plan. |
| | (44,611) | Risk Management liabilities. |
| | (228) | EHAP. |
| | (73,503) | |
| Central Computer | (4,331) | |
| Total Appropriation | (66,106) | |
| Total Revenue | (40,200) | 30% Cost Reduction Plan. |
| Local Cost | (25,906) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 45,889 | Step increases. |
| Services and Supplies | (5,082) | GASB 34 accounting change (EHAP). |
| | 21,667 | Adjustments for expected cost increases. |
| | 16,585 | |
| Transfers | 5,082 | GASB 34 accounting change (EHAP). |
| | (777) | Changes for personnel and payroll services. |
| | 4,305 | |
| Total Appropriation | 66,779 | |
| Revenue | | |
| Use of Money & Prop | 46,000 | Vending machines and concessions. |
| Current Services | 20,779 | Increase to reflect increased staffing costs. |
| Total Revenue | 66,779 | |
| Local Cost | - | |

**Vacant Position Impact Summary**

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 4 | 4.0 | 304,201 | 208,920 | 95,281 |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 4 | 4.0 | 304,201 | 208,920 | 95,281 |
| Recommended Restoration of Vacant Deleted | | 2.0 | 182,470 | 182,470 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| **Real Property Agent II** | **4838** | (1.0) | (78,687) | (23,137) | (55,550) |
| **Clerk III** | **16062** | (1.0) | (43,044) | (3,313) | (39,731) |
| Subtotal Recommended - **Delete** | | (2.0) | (121,731) | (26,450) | (95,281) |
| Real Property Agent III | 77907 | (1.0) | (91,235) | (91,235) | - |
| Real Property Agent III | 77908 | (1.0) | (91,235) | (91,235) | - |
| Subtotal Recommended - **Retain** | | (2.0) | (182,470) | (182,470) | - |
| Total Slated for Deletion | | (4.0) | (304,201) | (208,920) | (95,281) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**REAL ESTATE SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** Real Estate Services/Internal Services **Budget Code:** AAA RPR
**Title:** Restoration

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 182,470 | $ 189,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Real Property Agent III | 91,235 |
| 1.0 | Real Property Agent III | 91,235 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 182,470 | $ 189,000 |
| **REVENUE (specify source)** | | |
| **Current Services** | 182,470 | 189,000 |
| | | |
| | | |
| **Total:** | $ 182,470 | $ 189,000 |
| **LOCAL COST** | $ 0 | $ 0 |

**REAL ESTATE SERVICES**

**Policy item #1 – Restoration of 2.0 Real Property Agent III**

A Senior Real Property Agent (RPA) with ten years experience was placed on administrative leave February 1, 2002 and terminated October 24, 2002. The position was not filled pending an appeal by the employee to the Civil Service Commission. On March 19, 2003, the Commission denied the appeal for reinstatement and upheld the termination. Real Estate Services Department (RESD) desires to fill the position with a more experienced RPA III. The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan. If this position is not filled, leases will not be properly managed and could go into holdover for extended periods.

In 2002-03 an increase in the property management, appraisal, and acquisition workload was anticipated and the budget included salary and benefit costs for two higher-level RPA positions; however, no classification action was requested pending the hiring of a new director for RESD. A new director was hired in August 2002. Subsequently, a classification study was completed. On December 10, 2002, the Board approved 2.0 RPA III positions subject to the presentation of a report on changes in leased space by department from 1997 through 2002. The report was presented on January 28, 2003. On January 29, 2003, the Board instituted a hiring freeze.

RESD has received requests for appraisal and acquisition services from county departments that cannot be satisfied at the current staffing level. An analysis of workload for 2003-04 and beyond indicates the current workload level will be sustained and likely increase. RESD can satisfy this demand for serve by filling one of the higher-level positions newly budgeted in 2002-03. If this position is not filled, departments will be forced to hire less efficient, more costly consultants for appraisal and acquisition services.

The cost of this RPA III will be fully reimbursed by revenue from direct charges for service; will not increase local cost; and is not part of the RESD 30% Cost Reduction Plan.

## BUDGET UNIT: RENTS (AAA RNT)

### I. GENERAL PROGRAM STATEMENT

The Rents budget funds the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,074,021 | 1,053,739 | 688,893 | 571,138 |
| Total Revenue | 420,537 | 341,241 | 323,000 | 323,000 |
| Local Cost | 653,484 | 712,498 | 365,893 | 248,138 |
| **Workload Indicators** | | | | |
| Number of leases | 216 | 230 | 256 | 256 |
| Square feet of leased space managed | | | 2,274,700 | 2,274,700 |

A new workload indicator, square feet of leased space managed, is added to provide additional information regarding the county's leasing activities.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Beginning in 2003-04, all county paid expenditures for County Schools is transferred to one budget unit (AAA SCL), which results in a local cost decrease of $464,360 in this budget unit.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services - Rents and Leases
**FUND:** General AAA RNT

**FUNCTION:** General
**ACTIVITY:** Property Management

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 28,376,660 | 31,752,100 | - | - | 31,752,100 |
| Other Charges | - | 3,000 | - | - | 3,000 |
| Total Exp Authority | 28,376,660 | 31,755,100 | - | - | 31,755,100 |
| Reimbursements | (27,687,767) | (30,701,361) | - | - | (30,701,361) |
| Total Appropriation | 688,893 | 1,053,739 | - | - | 1,053,739 |
| **Revenue** | | | | | |
| Use of Money & Prop | 323,000 | 341,241 | - | - | 341,241 |
| Total Revenue | 323,000 | 341,241 | - | - | 341,241 |
| Local Cost | 365,893 | 712,498 | - | - | 712,498 |



3-5-10

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services - Rent and Leases
**FUND:** General AAA RNT

**FUNCTION:** General
**ACTIVITY:** Property Management

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 31,752,100 | 2,882,916 | 34,635,016 | - | **34,635,016** | - | 34,635,016 |
| Other Charges | 3,000 | (3,000) | - | - | **-** | - | - |
| Total Exp Authority | 31,755,100 | 2,879,916 | 34,635,016 | - | **34,635,016** | - | 34,635,016 |
| Reimbursements | (30,701,361) | (3,362,517) | (34,063,878) | - | **(34,063,878)** | - | (34,063,878) |
| Total Appropriation | 1,053,739 | (482,601) | 571,138 | - | **571,138** | - | 571,138 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 341,241 | (18,241) | 323,000 | - | **323,000** | - | 323,000 |
| Total Revenue | 341,241 | (18,241) | 323,000 | - | **323,000** | - | 323,000 |
| Local Cost | 712,498 | (464,360) | 248,138 | - | **248,138** | - | 248,138 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 3,347,276 | Increased expenditures for additional leased space and annual increases. |
| | (464,360) | Transfer appropriation to AAA SCS. |
| | 2,882,916 | |
| Other Charges | (3,000) | |
| Total Exp Authority | 2,879,916 | |
| Reimbursements | (3,362,517) | Increased reimbursements due to additional leased space and annual increases. |
| Total Appropriation | (482,601) | |
| Revenue | | |
| Use of Money & Prop | (18,241) | Decrease lease revenue from various school districts. |
| Local Cost | (464,360) | |



3-5-11

**BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)**

## I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives revenues from the lease of acquired properties. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 404,349 | 3,448,142 | 410,000 | 3,900,640 |
| Total Revenue | 976,180 | 841,691 | 841,691 | 862,498 |
| Fund Balance | | 2,606,451 | | 3,038,142 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated requirements in this fund are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services - Chino Agricultural Preserve
**FUND:** Special Revenue SIF INQ

**FUNCTION:** Public Ways & Facilities
**ACTIVITY:** Public Works

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 382,000 | 362,110 | - | - | 362,110 |
| Other Charges | - | 3,058,032 | - | - | 3,058,032 |
| Contingencies | 28,000 | 28,000 | - | - | 28,000 |
| Total Appropriation | 410,000 | 3,448,142 | - | - | 3,448,142 |
| **Revenue** | | | | | |
| Use of Money & Prop | 841,692 | 841,691 | - | - | 841,691 |
| Total Revenue | 841,692 | 841,691 | - | - | 841,691 |
| Fund Balance | | 2,606,451 | - | - | 2,606,451 |

**GROUP:** Internal Services
**DEPARTMENT:** Real Estate Services - Chino Agricultural Preserve
**FUND:** Special Revenue SIF INQ

**FUNCTION:** Public Ways & Facilities
**ACTIVITY:** Public Works

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 362,110 | 27,890 | 390,000 | - | **390,000** | - | 390,000 |
| Other Charges | 28,000 | 3,000 | 31,000 | - | **31,000** | - | 31,000 |
| Contingencies | 3,058,032 | 421,608 | 3,479,640 | - | **3,479,640** | - | 3,479,640 |
| Total Appropriation | 3,448,142 | 452,498 | 3,900,640 | - | **3,900,640** | - | 3,900,640 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 841,691 | 20,807 | 862,498 | - | **862,498** | - | 862,498 |
| Total Revenue | 841,691 | 20,807 | 862,498 | - | **862,498** | - | 862,498 |
| Fund Balance | 2,606,451 | 431,691 | 3,038,142 | - | **3,038,142** | - | 3,038,142 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 27,890 | Funding for mandated Water Quality Control Board (WQCB) studies. |
| Other charges | 3,000 | Increased taxes and assessments on real property. |
| Contingencies | 431,691 | Contingency for purchase of property |
| | (10,083) | Adjustment for fund balance. |
| | 421,608 | |
| Total Appropriation | 452,498 | |
| Revenue | | |
| Use of Money and Property | 20,807 | Annual increase for lease contracts. |
| Total Revenue | 20,807 | |
| Fund Balance | 431,691 | |

## FISCAL GROUP
## SUMMARY

| | Page # | Approp | Revenue | Local Cost |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| ASSESSOR | 4-1-1 | 10,982,428 | 359,195 | 10,623,233 |
| AUDITOR/CONTROLLER-RECORDER | 4-2-1 | 13,035,166 | 9,926,103 | 3,109,063 |
| TREASURER/TAX COLLECTOR: | | | | |
| TREASURER/TAX COLLECTOR | 4-3-1 | 6,780,201 | 5,110,135 | 1,670,066 |
| CENTRAL COLLECTIONS | 4-3-13 | 7,986,256 | 7,986,256 | - |
| TOTAL GENERAL FUND | | 38,784,051 | 23,381,689 | 15,402,362 |
| **SPECIAL REVENUE FUNDS** | | **Approp** | **Revenue** | **Fund Balance** |
| ASSESSOR: | | | | |
| STATE/COUNTY PROPERTY TAX ADMINISTRATION | 4-1-8 | 3,166,825 | 2,179,938 | 986,887 |
| AUDITOR/CONTROLLER-RECORDER: | | | | |
| MICROGRAPHICS | 4-2-14 | 704,029 | - | 704,029 |
| SYSTEM DEVELOPMENT | 4-2-17 | 13,315,578 | 3,380,000 | 9,935,578 |
| VITAL RECORDS | 4-2-21 | 526,119 | 128,000 | 398,119 |
| TOTAL SPECIAL REVENUE FUNDS | | 17,712,551 | 5,687,938 | 12,024,613 |
| **INTERNAL SERVICES FUND** | | **Operating Expense** | **Revenue** | **Revenue Over (Under) Exp** |
| AUDITOR/CONTROLLER-RECORDER: | | | | |
| RECORDS MANAGEMENT | 4-2-24 | 133,772 | 133,865 | 93 |

## OVERVIEW OF BUDGET

**DEPARTMENT: ASSESSOR**
**ASSESSOR: DONALD WILLIAMSON**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Assessor | 10,982,428 | 359,195 | 10,623,233 | | 159.9 |
| State/County Property Tax Administration Prog | 3,166,825 | 2,179,938 | | 986,887 | 29.0 |
| TOTAL | 14,149,253 | 2,539,133 | 10,623,233 | 986,887 | 188.9 |

**BUDGET UNIT: ASSESSOR (AAA ASR)**

## I. GENERAL PROGRAM STATEMENT

Under California law, the Assessor has the following basic responsibilities: 1) Locate and describe all taxable property in the county and identify ownership; 2) Establish a taxable value for all property subject to property taxation; 3) List all the taxable value of all property on the assessment roll and 4) Apply all legal exemptions.

The Assessor maintains current records on approximately 675,000 parcels of real property, 43,000 business property accounts and 33,000 other assessments, including boats, aircraft and manufactured home accessories. The Assessor also administers 17 different types of property tax exemptions including homeowners, veteran, disabled veteran, church, religious and welfare exemptions.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 11,256,876 | 10,704,022 | 10,478,515 | 10,982,428 |
| Total Revenue | 381,904 | 359,195 | 389,659 | 359,195 |
| Local Cost | 10,874,972 | 10,344,827 | 10,088,856 | 10,623,233 |
| Budgeted Staffing | | 165.8 | | 159.9 |
| **Workload Indicators** | | | | |
| Assessments-Bus/Personal | 62,346 | 49,000 | 46,000 | 47,000 |
| Assessments-Real Property | 250,980 | 250,000 | 215,000 | 230,000 |
| Assessment Appeals | 1,496 | 3,500 | 1,900 | 4,500 |
| Transfers of Ownership | 154,008 | 160,000 | 166,000 | 165,000 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Included in base year adjustments is the deletion of 7.0 positions (2.0 Clerk III's, 1.0 Appraiser Technician, 1.0 Appraiser III, 1.0 Appraiser II, 1.0 Title Technician I and 1.0 Assistant Assessor) that were included in the 4% Spend Down Plan.

Due to increased public inquiries in the Fontana District Office, reinstatement of the Clerk III position plus overtime (1.1 budgeted staffing) is necessary.

### PROGRAM CHANGES

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Requested Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 4.0 | Retain |
| Total Vacant | 4.0 | |

## V. OTHER POLICY ITEMS

Reinstate the remaining 6.0 positions totaling $370,574 that were deleted during the 4% Spend Down Plan, see attached Policy Item.

## VI. FEE CHANGES

None.

**GROUP:** Fiscal
**DEPARTMENT:** Assessor
**FUND:** General AAA ASR

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 8,816,248 | 9,061,111 | 407,469 | - | 9,468,580 |
| Services and Supplies | 645,978 | 617,889 | (9,712) | - | 608,177 |
| Central Computer | 763,446 | 763,446 | (114,749) | - | 648,697 |
| Transfers | 252,843 | 261,576 | (4,602) | - | 256,974 |
| Total Appropriation | 10,478,515 | 10,704,022 | 278,406 | - | 10,982,428 |
| **Revenue** | | | | | |
| Taxes | 249,604 | 176,000 | - | - | 176,000 |
| Other Revenue | 140,055 | 183,195 | - | - | 183,195 |
| Total Revenue | 389,659 | 359,195 | - | - | 359,195 |
| Local Cost | 10,088,856 | 10,344,827 | 278,406 | - | 10,623,233 |
| Budgeted Staffing | | 165.8 | (7.0) | - | 158.8 |

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: General AAA ASR

FUNCTION: General
ACTIVITY: Finance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 9,468,580 | 20,796 | 9,489,376 | - | **9,489,376** | - | 9,489,376 |
| Services and Supplies | 608,177 | (46,207) | 561,970 | - | **561,970** | - | 561,970 |
| Central Computer | 648,697 | - | 648,697 | - | **648,697** | - | 648,697 |
| Transfers | 256,974 | 25,411 | 282,385 | - | **282,385** | - | 282,385 |
| Total Appropriation | 10,982,428 | - | 10,982,428 | - | **10,982,428** | - | 10,982,428 |
| **Revenue** | | | | | | | |
| Taxes | 176,000 | 45,000 | 221,000 | - | **221,000** | - | 221,000 |
| Other Revenue | 183,195 | (45,000) | 138,195 | - | **138,195** | - | 138,195 |
| Total Revenue | 359,195 | - | 359,195 | - | **359,195** | - | 359,195 |
| Local Cost | 10,623,233 | - | 10,623,233 | - | **10,623,233** | - | 10,623,233 |
| Budgeted Staffing | 158.8 | 1.1 | 159.9 | - | **159.9** | - | 159.9 |

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 252,620 | MOU. |
| | 483,338 | Retirement. |
| | 77,166 | Risk Mangement Workers Comp. |
| | (405,655) | 4% Spend Down Plan - 7.0 positions deleted (2.0 Clerk III's,1.0 Appraiser Technician,1.0 Appraiser III, 1.0 Apraiser II, 1.0 Title Technician I and 1.0 Asst Assessor). |
| | 407,469 | |
| Services and Supplies | (1,574) | Risk Management Liabilities. |
| | (8,138) | 4% Spend Down Plan. |
| | (9,712) | |
| Central Computer | (114,749) | |
| Transfers | (4,602) | Incremental Change in EHAP. |
| Total Base Year Appropriation | 278,406 | |
| Total Base Year Revenue | - | |
| Total Base Year Local Cost | 278,406 | |

## ASSESSOR

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 20,796 | Addition of 1.1 Clerk in Fontana. |
| Services and Supplies | (12,860) | Various services and supply decreases. |
| | (33,347) | GASB 34 Accounting Change (EHAP). |
| | (46,207) | |
| Transfers | (7,936) | |
| | 33,347 | GASB 34 Accounting Change (EHAP). |
| | 25,411 | |
| Total Appropriation | - | |
| Revenue | | |
| Taxes | 45,000 | |
| Other Revenue | (45,000) | |
| Total Revenue | - | |
| Local Cost | - | |

### Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted in Recruitment - Retain | 4 | 4.0 | 221,597 | - | 221,597 |
| Total Vacant | 4 | 4.0 | 221,597 | - | 221,597 |
| Recommended Resoration of Vacant Deleted | | - | - | - | - |

### Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | | | | | |
| Auditor-Appraiser II | 70852 | 1.0 | 69,180 | - | 69,180 |
| Clerk II | 16 | 1.0 | 32,002 | - | 32,002 |
| Appraiser Technician | 11401 | 1.0 | 42,652 | - | 42,652 |
| Supervising District Appraiser I | 8068 | 1.0 | 77,763 | - | 77,763 |
| Subtotal Recommended - **Retain** | | 4.0 | 221,597 | - | 221,597 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented. If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**ASSESSOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Assessor/Fiscal **Budget Code:** AAA ASR

**Title:** Restoration of Deleted Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 370,574 | $ 370,574 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Appraiser Technician | 38,554 |
| 1.0 | Clerk III | 32,449 |
| 1.0 | Appraiser III | 72,885 |
| 1.0 | Director, Staff & Budgets | 113,614 |
| 1.0 | Appraiser II | 66,596 |
| 1.0 | Title Technician II | 46,476 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 370,574 | $ 370,574 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 370,574 | $ 370,574 |

**ASSESSOR**

**Policy Item 1 of 1 – Restoration of Deleted Positions**

The Assessor's office has not properly been provided with all revenue sources. For example, the Williamson Act, 5% Supplemental, and Admin Charges. The calculation below shows the recalculation to accommodate these figures and identifies an adjusted net county cost. In addition, it shows the recovery of not having these revenue sources in the budget and the related decrease and estimate of how much we should get back from last years 2% reduction and next years 4% reduction.

| | |
|---|---|
| CAO Target | 10,623,233 |
| | |
| Williamson Act | 5,814 |
| 5% Supplemenatal (SB 813) | 1,403,428 |
| Admin Fees (AB 2557) | 5,276,355 |
| **Total Additional Revenue** | 6,685,597 |
| | |
| Adjusted Local Cost * | 3,937,636 |
| Percentage Decrease (a) | 62.9% |
| | |
| CAO Reductions | |
| 2% FY 02/03 | 211,119 |
| 4% FY 03/04 | 413,345 |
| **Total (b)** | 624,464 |
| | |
| Amount over reduced (a * b) | 392,999 |

* Will be further adjusted for other county general fund expenses (approximately 2M)

This amount "over reduced" will be utilized to get back the staff that was taken out for the 4% reduction. The positions are as follows:

| **Position** | **Amount** |
|---|---|
| Appraiser Technician | 38,554 |
| Clerk III | 32,449 |
| Appraiser III | 72,885 |
| Director of Staff and Budgets ** | 113,614 |
| Appraiser II | 66,596 |
| Title Technician II | 46,476 |
| **Total** | 370,574 |

** This position will be substituted for the deleted Assistant Assessor position.

**BUDGET UNIT: STATE/COUNTY PROPERTY TAX ADMINISTRATION PROGRAM (RCS ASR)**

## I. GENERAL PROGRAM STATEMENT

On February 13, 1996, the Board of Supervisors approved an agreement with the State of California to participate in a state/county property tax administration program for calendar year 1996. The agreement provided a loan of $2,139,938 for 1996, with a provision for the same in the following two calendar years. The state passed legislation extending this program through calendar year 2002.

Effective January 1, 2002, the State legislature approved authorization of AB589. This bill creates the State-County Property Tax Grant Program to replace the prior loan program. The grant is effective starting with the 2002-03 fiscal year and is authorized for the County until calendar year 2007. As with the prior loan program, these funds are intended to supplement the county's property tax administrative cost. The amount of the loan is set forth on a schedule established by the state and is anticipated to be the same as the previous loan program.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,195,667 | 3,287,378 | 2,300,491 | 3,166,825 |
| Total Revenue | 2,187,384 | 2,179,938 | 2,179,938 | 2,179,938 |
| Fund Balance | | 1,107,440 | | 986,887 |
| Budgeted Staffing | | 30.0 | | 29.0 |
| **Workload Indicators** | | | | |
| Assessment Backlogs: | | | | |
| Proposition 8 | 109,066 | 107,391 | 90,836 | 75,150 |
| Mandatory Audits | 468 | 370 | 496 | 370 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Reduction in staffing of 1.0 position due to the deletion of a Public Service Employee.

**PROGRAM CHANGES**

Contingencies are used to set aside funds that are available from the state on a calendar year basis but are budgeted and managed in the county system on a fiscal year basis.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

Since this budget unit has a fixed revenue source, the department is requesting $225,000 for postage and printing costs to compensate for diminishing funds available for services and supplies due to increased MOU costs.

## VI. FEE CHANGES

None.

**GROUP:** Fiscal
**DEPARTMENT:** Assessor
**FUND:** Special Revenue RCS ASR

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,534,696 | 1,533,489 | - | - | 1,533,489 |
| Services and Supplies | 765,795 | 805,643 | - | - | 805,643 |
| Transfers | - | - | (859) | - | (859) |
| Contingencies | - | 948,246 | - | - | 948,246 |
| Total Appropriation | 2,300,491 | 3,287,378 | (859) | - | 3,286,519 |
| **Revenue** | | | | | |
| Taxes | 40,000 | 40,000 | - | - | 40,000 |
| State, Fed Or Gov't Aid | 2,139,938 | 2,139,938 | - | - | 2,139,938 |
| Total Revenue | 2,179,938 | 2,179,938 | - | - | 2,179,938 |
| Fund Balance | | 1,107,440 | (859) | - | 1,106,581 |
| Budgeted Staffing | | 30.0 | - | - | 30.0 |

GROUP: Fiscal
DEPARTMENT: Assessor
FUND: Special Revenue RCS ASR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,533,489 | 226,627 | 1,760,116 | - | 1,760,116 | - | 1,760,116 |
| Services and Supplies | 805,643 | (391,021) | 414,622 | - | 414,622 | - | 414,622 |
| Transfers | (859) | 6,059 | 5,200 | - | 5,200 | - | 5,200 |
| Contingencies | 948,246 | 38,641 | 986,887 | - | 986,887 | - | 986,887 |
| Total Appropriation | 3,286,519 | (119,694) | 3,166,825 | - | 3,166,825 | - | 3,166,825 |
| **Revenue** | | | | | | | |
| Taxes | 40,000 | - | 40,000 | - | 40,000 | - | 40,000 |
| State, Fed ro Gov't Aid | 2,139,938 | - | 2,139,938 | - | 2,139,938 | - | 2,139,938 |
| Total Revenue | 2,179,938 | - | 2,179,938 | - | 2,179,938 | - | 2,179,938 |
| Fund Balance | 1,106,581 | (119,694) | 986,887 | - | 986,887 | | 986,887 |
| Budgeted Staffing | 30.0 | (1.0) | 29.0 | - | 29.0 | - | 29.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Transfers | (859) | Incremental Change in EHAP. |
| Total Base Year Appropriation | (859) | |
| Total Base Year Revenue | - | |
| Fund Balance | (859) | |

## ASSESSOR

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 226,627 | Increase in salaries due to MOU and retirement increases offsety by reduction in 1.0 PSE. |
| Services and Supplies | (384,962) | Decrease expenses to compensate for salaries and benefits increase. |
| | (6,059) | GASB 34 Accounting Change (EHAP). |
| | (391,021) | |
| Transfers | 6,059 | GASB 34 Accounting Change (EHAP). |
| Contingencies | 38,641 | |
| Total Appropriation | (119,694) | |
| Total Revenue | - | |
| Fund Balance | (119,694) | |

**ASSESSOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Assessor/Fiscal **Budget Code:** RCS ASR ASR

**Title:** Increase in Services and Supplies for Postage/Printing Costs

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Due to reductions in the Assessor general fund, several expenses were shifted to the state provided Property Tax Administration Program (PTAP). Two of these expenses are the printing (2323) of state mandated forms and the postage (2310) necessary to mail them to the taxpayers. Examples of these mandated forms are supplemental assessment notices, assessment roll change notices, business property statements, and homeowners and other exemption claims.

The PTAP is provided by the state to reduce assessment backlogs and increase revenue back to the state as well as the funded counties. This is accomplished through additional staffing as well as automation. Historically, the increases to salary based on the MOU have not been provided for this fund (RCS). This has caused a decline in the funds available for other services and supplies. The Assessors office is now at a point where we cannot function without supplemental funding for the requisite MOU increases. All budgeted expenditures have been reduced to a minimum.

Maintaining the current staffing is critical to the revenue to the state as well as the county. Additionally, the staff is requisite to achieve the contractually mandated workload criteria. Financially, the staff cost an average of $60,000 and provide a return of $157,000.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ | $ |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| | | |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | 225,000 | 225,000 |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 225,000 | $ 225,000 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 225,000 | $ 225,000 |

## OVERVIEW OF BUDGET

**DEPARTMENT: AUDITOR/CONTROLLER-RECORDER**
**AUDITOR/CONTROLLER-RECORDER: LARRY WALKER**

| | 2003-04 | | | | | |
|---|---|---|---|---|---|---|
| | Appropriations/Oper Expense | Revenue | Local Cost | Fund Balance | Rev Over/ (Under) Exp | Staffing |
| Auditor/Controller-Records | 13,035,166 | 9,926,103 | 3,109,063 | | | 193.1 |
| Micrographics | 704,029 | - | | 704,029 | | - |
| System Development | 13,315,578 | 3,380,000 | | 9,935,578 | | - |
| Vital Records | 526,119 | 128,000 | | 398,119 | | - |
| Records Management | 133,772 | 133,865 | | | 93 | 2.0 |
| Total | 27,714,664 | 13,567,968 | 3,109,063 | 11,037,726 | 93 | 195.1 |

**BUDGET UNIT: AUDITOR/CONTROLLER-RECORDER (AAA ACR)**

## I. GENERAL PROGRAM STATEMENT

The Office of the Auditor/Controller-Recorder and County Clerk is responsible for providing a variety of accounting services and document recording services. The Auditor and Controller Divisions record the collections, and perform the disbursements and audits of all county financial activities to ensure sound financial management. In addition, it is responsible for personnel payroll services, developing and implementing accounting systems, and administering the countywide cost allocation plan. The Recorder Division is responsible for accepting all documents for recording that comply with applicable recording laws, producing and maintaining official records relating to documents evidencing ownership and encumbrances of real and personal property and other miscellaneous records. The Recorder Division is also responsible for County Archives and County Clerk functions. County Archives maintains all the historical records for the county. The Office of the County Clerk produces and maintains the official records relating to vital statistics, fictitious business names, and other entities required by the State to register with the County Clerk.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 11,823,477 | 12,610,406 | 12,074,144 | 13,035,166 |
| Total Sources | 10,169,895 | 8,721,209 | 11,324,048 | 9,926,103 |
| Local Cost | 1,653,582 | 3,889,197 | 750,096 | 3,109,063 |
| Budgeted Staffing | | 189.9 | | 193.1 |
| **Workload Indicators** | | | | |
| Marriage ceremonies | 3,147 | 2,943 | 3,000 | 2,950 |
| Notary bonds files | 2,022 | 1,967 | 2,450 | 2,400 |
| Fund transfers processed | 27,069 | 21,000 | 21,000 | 21,000 |
| Deposits processed | 11,852 | 11,250 | 13,000 | 12,500 |
| Warrants issued/audited | 333,047 | 350,000 | 334,869 | 330,000 |
| Payroll direct deposits | 462,843 | 471,000 | 483,500 | 481,600 |
| Payroll warrants issued | 36,953 | 36,000 | 30,000 | 29,900 |
| Tax refunds/corrections | 52,985 | 58,000 | 64,000 | 64,700 |
| Legal docs recorded | 671,000 | 691,491 | 756,000 | 720,000 |
| Audits | 148 | 74 | 76 | 76 |
| Marriage licenses | 10,035 | 10,268 | 9,176 | 9,200 |
| Fict business names filed | 14,685 | 13,851 | 15,366 | 15,105 |
| Birth certs issued | 54,165 | 49,929 | 51,027 | 50,430 |
| Marriage certs issued | 17,679 | 16,777 | 17,588 | 16,950 |
| Death certs issued | 7,433 | 7,440 | 7,841 | 8,000 |

The projected lower local cost is the result of salary savings and higher than expected Recorder revenues.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

The proposed budget reflects a net increase of 3.2 budgeted positions due to a technical correction to remove the vacancy factor included in the prior year's budget. No new position numbers were added and there is no increase in funding associated with this technical correction.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 21.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 14.7 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 6.5 | Retain |
| Total Vacant | 21.2 | |

**Vacant Position Restoration Request:**

The department has submitted policy items for the restoration of 14.7 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends a portion of Policy Item #1 which would restore 2.0 Data Entry Operators since they are directly related to revenue and Policy Item #4 which would restore the department's request of 1.2 vacant Public Service Employee positions for the Accounting Intern Program since they are seasonal in nature.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Recording Revenue | 7.4<br>$284,134<br>Revenue Supported | All positions (4.0 Clerk III's, 2.0 Data Entry Operator, 1.0 Recording Supervisor and 0.4 Clerk IV) are fully supported by revenue and provide direct customer service to the public. Elimination of these positions would cause customer service delays and perhaps reduction of overall revenue. County Administrative Office is recommending restoration of the 2.0 Data Entry Operators costing $77,568 since they are directly related to revenue. |
| | 2 | Audit Division | 4.0 - **$253,929**<br><br>$174,758<br>Local Cost<br>$79,171<br>Revenue Supported | All positions (1.5 Internal Auditor II's, 1.0 Accountant I, 1.0 Accountant II's and 0.5 Supervising Act III's) are partially offset by direct billing for services to other entities. Elimination of these positions could result in a reduction of revenue already budgeted. |
| | 3 | Controller and Administrator Division | 2.11<br>$129,735<br>Local Cost | Being able to hire (1.0 Fiscal Clerk, 1.0 ACR Payables Manager, 0.01 Staff Analyst and 0.1 PSE) positions would enhance oversight of payments, contract monitoring and department administration. |
| x | 4 | Accounting Intern Program (Seasonal) | 1.2 - **$31,552**<br><br>$19,830<br>Local Cost<br>$11,722<br>Revenue Supported | During the months of July through mid-September, there is a significant increase in workload due to year end closing, internal audits activities, property tax activities, preparation of COWCAP, and preparation for the countywide financial audit. The Auditor/Controller-Recorder (ACR) has operated an Accounting Intern Program for many years to meet this workload. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The $3 change in auditing and accounting fees is based upon cost calculations from the 2003-04 COWCAP. The proposed accounting fee would bring in an additional $38,856 in revenue.

The current Child Support assignments fee does not capture all transaction costs. The current fee is $1 per person per pay period regardless of how many different deductions made. The new proposed fee would charge $1 per transaction. For instance, some employees have deductions for more than one transaction due to more than one responsibility in a household(s). The new proposed fee would bring additional revenue of $10,750.

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder
**FUND:** General AAA ACR

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 9,572,519 | 9,780,046 | 789,021 | - | 10,569,067 |
| Services and Supplies | 1,764,141 | 1,764,141 | (9,071) | - | 1,755,070 |
| Central Computer | 736,734 | 736,734 | 135,488 | - | 872,222 |
| Transfers | - | - | (3,297) | - | (3,297) |
| Total Exp Authority | 12,073,394 | 12,280,921 | 912,141 | - | 13,193,062 |
| Reimbursements | - | - | (251,986) | - | (251,986) |
| Total Appropriation | 12,073,394 | 12,280,921 | 660,155 | - | 12,941,076 |
| Operating Transfer Out | 750 | 329,485 | - | - | 329,485 |
| Total Requirements | 12,074,144 | 12,610,406 | 660,155 | - | 13,270,561 |
| **Revenue** | | | | | |
| Licenses & Permits | 363,600 | 404,000 | - | - | 404,000 |
| Current Services | 10,385,246 | 7,380,061 | 1,440,289 | 200,000 | 9,020,350 |
| State, Fed or Gov't Aid | 49,204 | 288,950 | - | (200,000) | 88,950 |
| Other Revenue | 55,500 | 177,700 | - | - | 177,700 |
| Total Revenue | 10,853,550 | 8,250,711 | 1,440,289 | - | 9,691,000 |
| Operating Transfer In | 470,498 | 470,498 | - | - | 470,498 |
| Total Financing Sources | 11,324,048 | 8,721,209 | 1,440,289 | - | 10,161,498 |
| Local Cost | 750,096 | 3,889,197 | (780,134) | - | 3,109,063 |
| Budgeted Staffing | | 189.9 | - | - | 189.9 |

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder
**FUND:** General AAA ACR

**FUNCTION:** General
**ACTIVITY:** Finance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 10,569,067 | 301,688 | 10,870,755 | (699,350) | **10,171,405** | 109,120 | 10,280,525 |
| Services and Supplies | 1,755,070 | 252,099 | 2,007,169 | - | **2,007,169** | - | 2,007,169 |
| Central Computer | 872,222 | - | 872,222 | - | **872,222** | - | 872,222 |
| Transfers | (3,297) | 86,699 | 83,402 | - | **83,402** | - | 83,402 |
| Total Exp Authority | 13,193,062 | 640,486 | 13,833,548 | (699,350) | **13,134,198** | 109,120 | 13,243,318 |
| Reimbursements | (251,986) | (546,396) | (798,382) | - | **(798,382)** | - | (798,382) |
| Total Appropriation | 12,941,076 | 94,090 | 13,035,166 | (699,350) | **12,335,816** | 109,120 | 12,444,936 |
| Operating Transfer Out | 329,485 | (329,485) | - | - | **-** | - | - |
| Total Requirements | 13,270,561 | (235,395) | 13,035,166 | (699,350) | **12,335,816** | 109,120 | 12,444,936 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 404,000 | (39,000) | 365,000 | - | **365,000** | - | 365,000 |
| Current Services | 9,020,350 | 439,281 | 9,459,631 | (375,027) | **9,084,604** | 89,290 | 9,173,894 |
| State, Fed or Gov't Aid | 88,950 | (45,478) | 43,472 | - | **43,472** | - | 43,472 |
| Other Revenue | 177,700 | (119,700) | 58,000 | - | **58,000** | - | 58,000 |
| Total Revenue | 9,691,000 | 235,103 | 9,926,103 | (375,027) | **9,551,076** | 89,290 | 9,640,366 |
| Operating Transfer In | 470,498 | (470,498) | - | - | **-** | - | - |
| Total Financing Sources | 10,161,498 | (235,395) | 9,926,103 | (375,027) | **9,551,076** | 89,290 | 9,640,366 |
| Local Cost | 3,109,063 | - | 3,109,063 | (324,323) | **2,784,740** | 19,830 | 2,804,570 |
| Budgeted Staffing | 189.9 | 3.2 | 193.1 | (14.7) | **178.4** | 3.2 | 181.6 |

## AUDITOR/CONTROLLER-RECORDER

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries & Benefits | 271,081 | MOU. |
| | 508,347 | Retirement. |
| | 9,593 | Risk Mgmt Workers' Comp. |
| | 789,021 | |
| Services & Supplies | 7,331 | Risk Management Liabilities. |
| | (16,402) | 4% Spend Down Plan. |
| | (9,071) | |
| Central Computer | 135,488 | |
| Transfer | (3,297) | Incremental Change in EHAP. |
| Reimbursements | (251,986) | 30% Cost Reduction Plan. |
| Base Year Appropriation | 660,155 | |
| Revenue | 345,000 | Court MOU. |
| | 956,123 | 30% Cost Reduction Plan. |
| | 139,166 | 4% Spend Down Plan. |
| | 1,440,289 | |
| Base Year Revenue | 1,440,289 | |
| Base Year Local Cost | (780,134) | |

**Mid-Year Adjustment**

| | | |
|---|---|---|
| Current Services | 200,000 | Increased recording reveune. |
| Stat, Fed or Gov't Aid | (200,000) | Less SB 90 revenue. |
| Mid-Year Revenue | - | |
| Mid-Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 301,688 | Increase in budget for step increases, paid vacation and administrative leave. |
| Services and Supplies | (2,000) | Reduce special department expense. |
| | (36,220) | GASB 34 Accounting Change (EHAP). |
| | (19,166) | Reduce courier & printing expense. |
| | (20,000) | Reduce temporary help - outside services. |
| | 260,000 | Increase in postage |
| | 45,858 | Comnet , cellular and other services |
| | 6,127 | Increase in Property Insurance |
| | 7,000 | Increase in other banking charges |
| | 1,500 | Increase in shredding |
| | 9,000 | Increase in Air Travel |
| | 252,099 | |
| Transfers | 50,479 | Transfer to Records Management IRM ACR. |
| | 36,220 | GASB 34 Accounting Change (EHAP). |
| | 86,699 | |
| Reimbursements | (105,000) | Reimbursement from TTX (repay cost of Bank Reconciliation). |
| | (470,498) | Due to GASB 34 shown as reimbursement from SDW and SDV instead of Operating Transfers In. |
| | 29,102 | Decrease in reimbursement from SDW and SDV. |
| | (546,396) | |
| Operating Transfer Out | (329,485) | 4th floor remodel budgeted in 2002-03. |
| Total Requirements | (235,395) | |
| Revenue | | |
| Licenses, Permits | (39,000) | Estimate reduced activity. |
| Current Services | 439,281 | Estimated increased levels of recording activity. |
| State and Federal Aid | (45,478) | Do not expect to receive claimed state funds this year. |
| Other Revenue | (119,700) | Reduction in number of hours billed to others. |
| Operating Transfers In | (470,498) | Due to GASB 34 funds received from SDW and SDV now budgeted as reimbursements |
| Total Sources | (235,395) | |
| Local Cost | - | |

## AUDITOR/CONTROLLER-RECORDER

**Vacant Position Impact**
**Summary**

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 33 | 14.7 | 699,350 | 375,027 | 324,323 |
| Vacant Budgeted in Recruitment - Retain | 7 | 6.5 | 425,161 | - | 425,161 |
| Total Vacant | 40 | 21.2 | 1,124,511 | 375,027 | 749,484 |
| Recommended Restoration of Vacant Deleted | 16 | 3.2 | 109,120 | 89,290 | 19,830 |

**Vacant Position Impact**
**AAA ACR Detail**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Accountant I | 0675 | (1.0) | (57,171) | (33,171) | (24,000) |
| | | | | | 0 |
| Accountant II | 75702 | (1.0) | (62,961) | - | (62,961) |
| Auditor-Controller Manager | LY301115 | (1.0) | (89,074) | - | (89,074) |
| Clerk III | 05031 | (1.0) | (36,123) | (36,123) | - |
| Clerk III | LY300657 | (1.0) | (36,123) | (36,123) | - |
| Clerk III | LY300914 | (1.0) | (36,123) | (36,123) | - |
| Clerk III | LY300915 | (1.0) | (36,123) | (36,123) | - |
| Clerk IV | LY300917 | (0.4) | (12,570) | (12,570) | - |
| Fiscal Clerk II | LY200464 | (0.5) | (18,623) | - | (18,623) |
| Fiscal Clerk II | LY301007 | (0.5) | (18,623) | - | (18,623) |
| Internal Auditor II | 5392 | (0.5) | (32,008) | (9,000) | (23,008) |
| Internal Auditor II | 16055 | (0.5) | (32,008) | (9,000) | (23,008) |
| Internal Auditor II | 16056 | (0.5) | (32,008) | (18,000) | (14,008) |
| Recording Supervisor | 1740 | (1.0) | (49,504) | (49,504) | - |
| Staff Analyst II | LY300918 | (0.01) | (785) | - | (785) |
| Supervising Accountant III | 2272 | (0.5) | (37,773) | (10,000) | (27,773) |
| Public Service Employee | 73131 | (0.1) | (2,630) | - | (2,630) |
| Subtotal Recommended - **Delete** | | (11.5) | (590,230) | (285,737) | (304,493) |
| Data Entry Operator I Incen 15 | 3378 | (0.5) | (19,392) | (19,392) | - |
| Data Entry Operator I Incen 15 | 3379 | (0.5) | (19,392) | (19,392) | - |
| Data Entry Operator I Incen 15 | 3380 | (0.5) | (19,392) | (19,392) | - |
| Data Entry Operator I Incen 157 | 13001 | (0.5) | (19,392) | (19,392) | - |
| Public Service Employee (Seasonal July-Sept) | 73126 | (0.1) | (2,191) | - | (2,191) |
| Public Service Employee | 73127 | (0.1) | (2,301) | - | (2,301) |
| Public Service Employee | 73128 | (0.1) | (2,301) | - | (2,301) |
| Public Service Employee | 73130 | (0.1) | (2,630) | - | (2,630) |
| Public Service Employee | 90273 | (0.1) | (2,191) | - | (2,191) |
| Public Service Employee | 90391 | (0.1) | (3,177) | (3,177) | - |
| Public Service Employee | 90832 | (0.1) | (3,177) | - | (3,177) |
| Public Service Employee | 90917 | (0.1) | (3,177) | (3,177) | - |
| Public Service Employee | 90922 | (0.1) | (3,177) | (3,177) | - |
| Public Service Employee | 91530 | (0.1) | (2,191) | (2,191) | - |
| Public Service Employee | 91901 | (0.1) | (2,191) | - | (2,191) |
| Public Service Employee | 91934 | (0.1) | (2,848) | - | (2,848) |
| Subtotal Recommended - **Retain** | | (3.2) | (109,120) | (89,290) | (19,830) |
| Total Slated for Deletion | | (14.7) | (699,350) | (375,027) | (324,323) |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment · **Retain** | | | | | |
| Auditor-Controller Manager | 7001 | 1.0 | 89,074 | - | 89,074 |
| Automated System Analyst I | LY300596 | 1.0 | 58,941 | - | 58,941 |
| Deputy Recorder | 74928 | 1.0 | 68,384 | - | 68,384 |
| Internal Auditor II | 5391 | 0.5 | 32,008 | - | 32,008 |
| Recordable Document Clerk | 1737 | 1.0 | 39,206 | - | 39,206 |
| System Account II | 11517 | 1.0 | 68,774 | - | 68,774 |
| System Account III | 4896 | 1.0 | 68,774 | - | 68,774 |
| Total in Recruitment Retain | | 6.5 | 425,161 | - | 425,161 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Auditor/Controller-Recorder (AAA ACR)
**PREPARED BY:** Betsy Starbuck
**PHONE #** 386-8818

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Auditing Fee | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $14,379 would be absorbed within available local cost funding and limit the resources available for other services. |
| Management Services Fee | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $150 would be absorbed within available local cost funding and limit the resources available for other services. |
| General Accounting Fee | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $8,115 would be absorbed within available local cost funding and limit the resources available for other services. |
| Property Tax Fee | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated would be absorbed within available local cost funding and limit the resources available for other services. |
| Payroll Accounting Fee | $28.00 | $31.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $1,458 would be absorbed within available local cost funding and limit the resources available for other services. |
| Special Tax Report | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $4,353 would be absorbed within available local cost funding and limit the resources available for other services. |
| Child Support & Wage Assignments | $1.00 | $1.00 | $0.00 | Child Support assignments currently charged $1 per person, per pay period. Proposed fee would charge $1 per person, per transaction, per pay period. For instance some employees have deductions for more than one transaction due to various responsibilities. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $10,750 would be absorbed within available local cost funding and limit the resources available for other services. |
| Reimbursable Projects Fee | $62.00 | $65.00 | $3.00 | The $3.00 change in auditing and accounting fees is based upon cost calculations from 2003-04 COWCAP. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased cost estimated at $10,401 would be absorbed within available local cost funding and limit the resources available for other services. |

## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** Auditor/Controller-Recorder (AAA ACR)
**PREPARED BY:** Betsy Starbuck
**PHONE #** 386-8818

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A __1 of __1**

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.023A (a) Auditing Fee | $62.00 | $65.00 | $3.00 | 4,793 | 4,793 | 0 | $297,166.00 | $311,545.00 | $14,379.00 |
| 16.023A (b) Management Services Fee | $62.00 | $65.00 | $3.00 | 50 | 50 | 0 | $3,100.00 | $3,250.00 | $150.00 |
| 16.023A (e) General Accounting Fee | $62.00 | $65.00 | $3.00 | 2,705 | 2,705 | 0 | $167,710.00 | $175,825.00 | $8,115.00 |
| 16.023A (f) Property Tax Accounting Fee | $62.00 | $65.00 | $3.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.023A (l) Payroll Accounting Fee | $28.00 | $31.00 | $3.00 | 486 | 486 | 0 | $13,608.00 | $15,066.00 | $1,458.00 |
| 16.023A (k) (1) Special Tax Reports plus ISD Charges | $62.00 | $65.00 | $3.00 | 1,451 | 1,451 | 0 | $89,962.00 | $94,315.00 | $4,353.00 |
| 16.023A (l) Child Support **and other** wage assignments | $1.00 per pay period | $1.00 **each** per pay period | $0.00 | 12,000 | 22,750 | 10,750 | $12,000.00 | $22,750.00 | $10,750.00 |
| 16.023A (m) Reimbursable Projects Accounts | $62.00 | $65.00 | $3.00 | 3,467 | 3,467 | 0 | $214,954.00 | $225,355.00 | $10,401.00 |
| | | | $0.00 | | | 0 | | | $0.00 |
| | | | $0.00 | | | 0 | | | $0.00 |
| **TOTAL THIS PAGE** | | | $21.00 | | | 10,750 | | | $49,606.00 |
| **GRAND TOTAL (All Page A's)** | | | $21.00 | | | 10,750 | | | $49,606.00 |

**AUDITOR/CONTROLLER-RECORDER**

## POLICY DESCRIPTION FORM

**Department/Group:** Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

**Title:** Recording Revenue Producing Positions

**PRIORITY:** Rank 1 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**All of these positions are fully supported by revenue and provide direct customer service to the public. Elimination of these positions would cause customer service delays and perhaps reduction of overall revenue.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 284,134 | $ 398,523 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 5031 | Clerk III | $36,123 |
| 1.0 1740 | Recording Supervisor | $49,504 |
| 0.5 3378 | Data Entry Oper. I Incen 15 | $19,392 |
| 1.0 LY300657 | Clerk III | $36,123 |
| 0.5 3379 | Data Entry Oper I Incen 15 | $19,392 |
| 1.0 LY300914 | Clerk III | $36,123 |
| 0.4 LY300917 | Clerk IV | $12,570 |
| 1.0 LY300915 | Clerk III | $36,123 |
| 0.5 3380 | Data Entry Oper I Incen 15 | $19,392 |
| 0.5 13001 | Data Entry Oper I Incen 15 | $19,392 |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 284,134 | $ 398,523 |
| **REVENUE (specify source)** | | |
| Costs fully supported by Recording Revenue (9625) | $ 284,134 | $ 398,523 |
| | | |
| | | |
| **Total:** | $ 284,134 | $ 398,523 |
| **LOCAL COST** | $ 0 | $ 0 |

**AUDITOR/CONTROLLER-RECORDER**

## POLICY DESCRIPTION FORM

**Department/Group:** Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

**Title:** Audit Division

**PRIORITY:** Rank 2 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

See Attached

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 253,929 | $ 391,694 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 2272 | Supervising Act III | $37,773 |
| 0.5 16056 | Internal Auditor II | $32,008 |
| 0.5 16055 | Internal Auditor II | $32,008 |
| 0.5 5392 | Internal Auditor II | $32,008 |
| 1.0 00675 | Accountant I | $57,171 |
| 1.0 75702 | Accountant II | $62,961 |

| | | |
|---|---|---|
| **Services & Supplies** | $ 253,929 | $ 391,694 |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ | $ |

**REVENUE (specify source)**

| | | |
|---|---|---|
| **Billing for financial audits to Special Districts and other entities (9280)** | $ 79,171 | $ 92,000 |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 174,758 | $ 299,694 |

**Policy Item #2 of 4 – Audit Division**

As indicated in the Policy Description Form for the Supervising Accountant III, in addition to the mandatory audits that the Internal Audits Section (IAS) performs each year, an audit plan has been developed that provides for an operational audit of every County department within a four-year audit cycle. The impact of this increased audit responsibility has been to assign 2 to 3 audit assignments simultaneously to every staff member including our supervisors.

The additional operational audit workload and audit cycle requires additional staffing at the Accountant I level. The Accountant I at will assist the Internal Auditor IIs and management in performing their functions in the most efficient and effective manner.

IAS performs financial audits for part of the fiscal year that are billed to the special districts and other chargeable entities at our approved billing rate. It is anticipated that approximately $18,000 will be billed for each of these requested positions for each fiscal year.

**AUDITOR/CONTROLLER-RECORDER**

## POLICY DESCRIPTION FORM

**Department/Group:** Auditor/Controller-Recorder **Budget Code:** AAA ACR

**Title:** Controller and Administrator

**PRIORITY:** Rank 3 **of** 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Theses positions are funded by local cost. Being able to hire these positions would enhance oversight of payments, contract monitoring and department administration.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 129,735 | $ 232,584 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 LY301115 | ACR Payables Manager | $89,074 |
| 0.01 LY300918 | Staff Analyst II | $ 785 |
| 0.5 LY200464 | Fiscal Clerk II | $18,623 |
| 0.5 LY301007 | Fiscal Clerk II | $18,623 |
| 0.1 73131 | Public Service Employee | $ 2,630 |

| | | |
|---|---|---|
| **Services & Supplies** | $ | $ |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 129,735 | $ 232,584 |
| **REVENUE (specify source)** | | |
| ) | $ | $ |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 129,735 | $ 232,584 |

**AUDITOR/CONTROLLER-RECORDER**

## POLICY DESCRIPTION FORM

**Department/Group:** Auditor/Controller-Recorder/Fiscal **Budget Code:** AAA ACR

**Title:** Seasonal Workload

**PRIORITY:** Rank 4 **of 4** **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The Auditors/Controller-Recorder (ACR) has operated an Accounting Intern Program for many years to meet their workload demands. During the months of July through mid-September, there is a significant increase in workload due to year-end closing, internal audit activities, property tax activities, preparation of COWCAP, and preparation for the countywide financial audit.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 31,552 | $ |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.1 73126 | Public Service Employee | $2,191 |
| 0.1 73127 | Public Service Employee | $2,301 |
| 0.1 73128 | Public Service Employee | $2,301 |
| 0.1 73130 | Public Service Employee | $2,630 |
| 0.1 90273 | Public Service Employee | $ 2,191 |
| 0.1 90391 | Public Service Employee | $3 177 |
| 0.1 90832 | Public Service Employee | $3,177 |
| 0.1 90917 | Public Service Employee | $3,177 |
| 0.1 90922 | Public Service Employee | $3,177 |
| 0.1 91530 | Public Service Employee | $2,191 |
| 0.1 91901 | Public Service Employee | $2,191 |
| 0.1 91934 | Public Service Employee | $2,848 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 31,552 | $ |
| **REVENUE (specify source)** | | |
| _____ | | |
| _____ | | |
| **Total:** | $ 11,722 | $ |
| **LOCAL COST** | $ 19,830 | $ |

**BUDGET UNIT: MICROGRAPHICS (SDV REC)**

## I. GENERAL PROGRAM STATEMENT

The Micrographics fund was established to defray the cost of converting the county recorder's documents into an electronic storage system. The budget primarily reflects expenditures in services and supplies to upgrade and maintain systems that convert the ever-present flow of paper documents to microfilm and/or digital images. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 473,181 | 919,822 | 183,973 | 704,029 |
| Total Revenue | 57,674 | 31,820 | - | - |
| Fund Balance | | 888,002 | | 704,029 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP: Fiscal** | **FUNCTION: General**
**DEPARTMENT: Auditor/Controller-Recorder - SDV REC** | **ACTIVITY: Finance**
**FUND: Special Revenue SDV REC**

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 56,104 | 791,953 | - | - | 791,953 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 56,104 | 791,953 | - | - | 791,953 |
| Operating Transfers Out | 127,869 | 127,869 | - | - | 127,869 |
| Total Requirements | 183,973 | 919,822 | - | - | 919,822 |
| **Revenue** | | | | | |
| Mircro Fees | - | 31,820 | - | - | 31,820 |
| Total Revenue | - | 31,820 | - | - | 31,820 |
| Fund Balance | - | 888,002 | - | - | 888,002 |

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder - Micrographics
**FUND:** Special Revenue SDV REC

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 791,953 | (245,571) | 546,382 | - | **546,382** | - | 546,382 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | - | 157,647 | 157,647 | - | **157,647** | - | 157,647 |
| Total Appropriation | 791,953 | (87,924) | 704,029 | - | **704,029** | - | 704,029 |
| Operating Transfer Out | 127,869 | (127,869) | - | - | **-** | - | - |
| Total Requirements | 919,822 | (215,793) | 704,029 | - | **704,029** | - | 704,029 |
| Micro Fees | 31,820 | (31,820) | - | - | **-** | - | - |
| Total Revenue | 31,820 | (31,820) | - | - | **-** | - | - |
| Fund Balance | 888,002 | (183,973) | 704,029 | - | **704,029** | - | 704,029 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (245,571) | Reduction is due to more accurate and conservative reflection of actual expenditures. |
| Transfers | 157,647 | Increased staff support cost from AAA ACR budget unit (prior year $127,869). |
| Total Appropriation | (87,924) | |
| Operating Transfer Out | (127,869) | Reclassed to transfers. |
| Total Requirements | (215,793) | |
| Revenue | (31,820) | Reduction in interest income. |
| Fund Balance | (183,973) | |

**BUDGET UNIT: SYSTEM DEVELOPMENT (SDW REC)**

## I. GENERAL PROGRAM STATEMENT

The Systems Development fund was established to support, maintain and improve the system of recorded documents. Revenue includes fees collected pursuant to Government Code Section 27361 on legal documents. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 1,775,455 | 12,457,832 | 3,423,088 | 13,315,578 |
| Total Revenue | 2,769,996 | 2,750,000 | 3,550,834 | 3,380,000 |
| Fund Balance | | 9,707,832 | | 9,935,578 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder - Development
**FUND:** Special Revenue SDW REC

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 2,110,959 | 10,170,703 | - | - | 10,170,703 |
| Equipment | 825,000 | 1,800,000 | - | - | 1,800,000 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 2,935,959 | 11,970,703 | - | - | 11,970,703 |
| Operating Transfer Out | 487,129 | 487,129 | - | - | 487,129 |
| Total Requirements | 3,423,088 | 12,457,832 | - | - | 12,457,832 |
| **Revenue** | | | | | |
| Micro Fees | 3,550,834 | 2,750,000 | - | - | 2,750,000 |
| Total Revenue | 3,550,834 | 2,750,000 | - | - | 2,750,000 |
| Fund Balance | | 9,707,832 | - | - | 9,707,832 |

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder - Development
**FUND:** Special Revenue SDW REC

**FUNCTION:** General
**ACTIVITY:** Finance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 10,170,703 | (506,180) | 9,664,523 | - | **9,664,523** | - | 9,664,523 |
| Equipment | 1,800,000 | 998,000 | 2,798,000 | - | **2,798,000** | - | 2,798,000 |
| Transfers | - | 685,555 | 685,555 | - | **685,555** | - | 685,555 |
| Total Appropriation | 11,970,703 | 1,177,375 | 13,148,078 | - | **13,148,078** | - | 13,148,078 |
| Operating Transfer Out | 487,129 | (319,629) | 167,500 | - | **167,500** | - | 167,500 |
| Total Requirements | 12,457,832 | 857,746 | 13,315,578 | - | **13,315,578** | - | 13,315,578 |
| **Revenue** | | | | | | | |
| Micro Fees | 2,750,000 | 630,000 | 3,380,000 | - | **3,380,000** | - | 3,380,000 |
| Total Revenue | 2,750,000 | 630,000 | 3,380,000 | - | **3,380,000** | - | 3,380,000 |
| Fund Balance | 9,707,832 | 227,746 | 9,935,578 | - | **9,935,578** | - | 9,935,578 |

## AUDITOR/CONTROLLER-RECORDER

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (308,680) | Reduction is due to more accurate and conservative reflection of actual expenditures. |
| | (167,500) | Moved to Operating Transfer Out for CIP Request. |
| | (30,000) | Decreased to fund AC Network Air FM. |
| | (506,180) | |
| Equipment | 868,000 | Continuing improvements to the Recorder's imaging system. |
| | 100,000 | APC Infrastructure. |
| | 30,000 | APC Network Air FM. |
| | 998,000 | |
| Transfers | 487,129 | Due to GASB 34 reclassed from operating transfers out. |
| | 120,171 | Increase in amount to Library (SAP CLB) for staffing and space for County Clerk functions. |
| | 78,255 | Increase in staff support costs to AAA ACR. |
| | 685,555 | |
| Total Appropriation | 1,177,375 | |
| Operating Trans Out | (487,129) | Due to GASB 34 funds disbursed to Auditor/Controller (AAA ACR) and County Library (SAP CLB) for staffing now budgeted as transfers. |
| | 167,500 | CIP request for 1st floor remodel. |
| | (319,629) | |
| Total Requirements | 857,746 | |
| Revenue | | |
| Micro Fees | 630,000 | To reflect the level of recording activity. |
| Total Revenue | 630,000 | |
| Fund Balance | 227,746 | |

**BUDGET UNIT: VITAL RECORDS (SDX REC)**

## I. GENERAL PROGRAM STATEMENT

The Vital Records fund was established to support vital records operations, including improvement and automation of vital record systems. Revenue includes fees collected pursuant to Health and Safety Code Section 10605.3, for certified copies of vital statistic records. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 48,205 | 529,074 | 153,433 | 526,119 |
| Total Revenue | 114,547 | 99,000 | 121,478 | 128,000 |
| Fund Balance | | 430,074 | | 398,119 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder - Vital Records
**FUND:** Special Revenue SDX REC

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 153,433 | 529,074 | - | - | 529,074 |
| Total Appropriation | 153,433 | 529,074 | - | - | 529,074 |
| Operating Transfers Out | - | - | - | - | - |
| Total Requirements | - | - | - | - | - |
| **Revenue** | | | | | |
| Micro Fees | 121,478 | 99,000 | - | - | 99,000 |
| Total Revenue | 121,478 | 99,000 | - | - | 99,000 |
| Fund Balance | | 430,074 | - | - | 430,074 |

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder - Vital Records
**FUND:** Special Revenue SDX REC

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 529,074 | (170,455) | 358,619 | - | **358,619** | - | 358,619 |
| Total Appropriation | 529,074 | (170,455) | 358,619 | - | **358,619** | - | 358,619 |
| Operating Transfers Out | - | 167,500 | 167,500 | - | **167,500** | - | 167,500 |
| Total Requirements | 529,074 | (2,955) | 526,119 | - | **526,119** | - | 526,119 |
| **Revenue** | | | | | | | |
| Micro Fees | 99,000 | 29,000 | 128,000 | - | **128,000** | - | 128,000 |
| Total Revenue | 99,000 | 29,000 | 128,000 | - | **128,000** | - | 128,000 |
| Fund Balance | 430,074 | (31,955) | 398,119 | - | **398,119** | - | 398,119 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (2,955) | Reduction is due to more accurate and conservative reflection of actual expenditures. |
| | (167,500) | Move to Operating Transfer for CIP Request. |
| Total Appropriation | (170,455) | |
| Operating Transfer Out | 167,500 | CIP Request for 1st floor remodel. |
| Total Requirements | (2,955) | |
| Micro Fees | 29,000 | Increase is due to slight increase in requests for certified copies of vital statistic records. |
| Revenue | 29,000 | |
| Fund Balance | (31,955) | |

**BUDGET UNIT: RECORDS MANAGEMENT (IRM ACR)**

## I. GENERAL PROGRAM STATEMENT

Records Management, an internal services fund, is responsible for storage of vital documents and records destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

The Records Management budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 98,445 | 132,356 | 223,130 | 133,772 |
| Total Revenue | 123,699 | 132,356 | 112,345 | 133,865 |
| Revenue Over/(Under) Expense | 25,254 | - | (110,785) | 93 |
| Budgeted Staffing | | 2.0 | | 2.0 |
| Unrestricted Net Assets Available at Yr End | 108,141 | | 1,963 | |
| **Workload Indicators** | | | | |
| Service Calls | 22,567 | 26,000 | 26,000 | 21,500 |
| Radios | 8,845 | 9,424 | 9,424 | 9,200 |
| Telephone | 19,646 | 19,000 | 19,000 | 19,500 |
| Circuits | 1,582 | 1,582 | 1,582 | 1,237 |

The increase in operating expenses is primarily due to the Board approved consulting contract on December 17, 2002 for a not to exceed cost of $99,500 for Records Management improvements.

Decrease in revenue is due to departmental requests for Shredding/Reams which have decreased since the shredder was determined to be unsafe.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

On March 4, 2003 the Board of Supervisors approved rate increase for storage of $.08 per cubic foot per month for a total of $.29 per cubic foot per month and a decrease for shredding of $1.60 per box for a total of $6.33 per box per month, to be effective July 1, 2003.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 2.0 | |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The Board of Supervisors approved a rate increase of $.08 per cubic foot per month for a total of $.29 per cubic foot per month for storage and a decrease of $1.60 per box for a total of $6.33 per box for shredding to be effective July 1, 2003.

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder
**FUND:** Internal Services IRM ACR

**FUNCTION:** General
**ACTIVITY:** Records Management

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 45,949 | 76,949 | 7,053 | - | 84,002 |
| Services and Supplies | 177,183 | 55,407 | - | - | 55,407 |
| Transfers | - | - | 347 | - | 347 |
| Total Exp. Authority | 223,132 | 132,356 | 7,400 | - | 139,756 |
| Reimbursements | - | - | - | - | - |
| Total Operating Expense | 223,132 | 132,356 | 7,400 | - | 139,756 |
| **Revenue** | | | | | |
| Current Services | 112,345 | 132,356 | - | - | 132,356 |
| Total Revenue | 112,345 | 132,356 | - | - | 132,356 |
| Rev Over/(Under) Exp | (110,787) | - | 7,400 | - | 7,400 |
| Budgeted Staffing | | 2.0 | - | - | 2.0 |

**GROUP:** Fiscal
**DEPARTMENT:** Auditor/Controller-Recorder
**FUND:** Internal Services IRM ACR

**FUNCTION:** General
**ACTIVITY:** Records Management

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 84,002 | 18,446 | 102,448 | - | **102,448** | - | 102,448 |
| Services and Supplies | 55,407 | 26,049 | 81,456 | - | **81,456** | - | 81,456 |
| Transfers | 347 | - | 347 | - | **347** | - | 347 |
| Total Exp. Authority | 139,756 | 44,495 | 184,251 | - | **184,251** | - | 184,251 |
| Reimbursements | - | (50,479) | (50,479) | - | **(50,479)** | - | (50,479) |
| Total Operating Expense | 139,756 | (5,984) | 133,772 | - | **133,772** | - | 133,772 |
| **Revenue** | | | | | | | |
| Current Services | 157,308 | (23,443) | 133,865 | - | **133,865** | - | 133,865 |
| Total Revenue | 157,308 | (23,443) | 133,865 | - | **133,865** | - | 133,865 |
| Rev Over/(Under) Exp | (17,552) | (17,459) | 93 | - | **93** | - | 93 |
| Budgeted Staffing | 2.0 | - | 2.0 | - | **2.0** | - | 2.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 2.376 | MOU. |
| | 4,220 | Retirement. |
| | 457 | Risk Management Workers' Comp. |
| | 7,053 | |
| Services and Supplies | 347 | Incremental Change in EHAP. |
| Total Base Year Appropriation | 7,400 | |
| Total Base Year Revenue | - | |
| Total Base Year Rev Over (Under) Exp | - | |

## AUDITOR/CONTROLLER-RECORDER

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benenfits | 18,446 | Cost of .25 budgeted staff - Record Management Supervisor. |
| Services and Supplies | 26,440 | Increase COWCAP , decrease professional services and increase general office expense. |
| | (391) | GASB 34 Accounting Change (EHAP). |
| | 26,049 | |
| Reimbursement | (50,479) | Reimbursement to IRM for recording services. |
| Total Appropriation | (5,984) | |
| Revenue | | |
| Current Service | (23,052) | Estimated decrease in revenue caused by reduced use of services. |
| | (391) | GASB 34 Accounting Change (EHAP). |
| | (23,443) | |
| Total Revenue | (23,443) | |
| Total Base Year Rev Over (Unde | 17,459 | |

### Vacant Position Impact
### Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over (Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted in Recruitment - Remain | 2.0 | 2.0 | 90,129 | 90,129 | - |
| Total Vacant | 2.0 | 2.0 | 90,129 | 90,129 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

### Vacant Position Impact
### IRM ACR Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over (Under) |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Records Management Technician | 77894 | 1.0 | 36,158 | 36,158 | - |
| Records Management Supervisor | 77895 | 1.0 | 53,971 | 53,971 | - |
| Total in Recruitment Retain | | 2.0 | 90,129 | 90,129 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OVERVIEW OF BUDGET

**DEPARTMENT: TREASURER-TAX COLLECTOR**
**TREASURER-TAX COLLECTOR: RICHARD LARSEN**

| | 2003-04 | | | |
|---|---|---|---|---|
| | Appropriations | Revenue | Local Cost | Staffing |
| Treasurer-Tax Collector | 6,780,201 | 5,110,135 | 1,670,066 | 66.5 |
| Central Collections | 7,986,256 | 7,986,256 | - | 94.5 |
| TOTAL | 14,766,457 | 13,096,391 | 1,670,066 | 161.0 |

**BUDGET UNIT: TREASURER-TAX COLLECTOR (AAA TTX)**

## I. GENERAL PROGRAM STATEMENT

The Treasurer-Tax Collector has two distinct functions: the collection of property taxes and the treasury function. The tax collection function involves the collection and accounting of property taxes for all taxing entities in the county. This currently amounts to more than $1.0 billion in property taxes, plus county licenses and other fees. The Treasurer is also responsible for the investment of the county investment pool, which includes county funds and all school districts within the county, as well as providing banking services for these agencies. The Treasurer currently manages assets of over $2.0 billion.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 6,574,194 | 6,273,423 | 6,593,036 | 6,780,201 |
| Total Revenue | 4,075,854 | 4,160,138 | 4,958,950 | 5,110,135 |
| Local Cost | 2,498,340 | 2,113,285 | 1,634,086 | 1,670,066 |
| Budgeted Staffing | | 66.5 | | 66.5 |
| **Workload Indicators** | | | | |
| Tax bills sent Out: | | | | |
| Annual Secured | 701,205 | 705,000 | 704,219 | 715,000 |
| Annual Unsecured | 41,770 | 42,000 | 42,903 | 43,000 |
| Supplementals | 89,013 | 62,000 | 62,522 | 64,000 |
| Total | 831,988 | 809,000 | 809,644 | 822,000 |
| Tax charges (in millions): | | | | |
| Annual Secured | 1,027 | 1,070 | 1,113 | 1,200 |
| Annual Unsecured | 69 | 70 | 74 | 74 |
| Supplementals | 50 | 33 | 36 | 34 |
| Total | 1,146 | 1,173 | 1,223 | 1,308 |
| Phone Calls (Interactive Voice Response System)* | 267,000 | 289,000 | 289,000 | 300,000 |
| Tax Sale Parcels Sold* | 1,165 | 1,600 | 3,400 | 4,700 |
| Checks Deposited* | 2,225,949 | Not Available | 2,317,000 | 2,410,000 |
| Warrants Processed* | 2,297,246 | Not Available | 2,332,000 | 2,367,000 |
| Assets Managed (in thousands) (as of Dec. 31)* | 2,170,907 | Not Available | 2,233,072 | 2,250,000 |

*First time included in budget book.

Estimated costs for 2002-03 are expected to be over budget by approximately $320,000. Costs for title search, auction and advertising costs related to two tax sales exceeded the 2002-03 budget due to efforts to accelerate the number of properties offered at tax sales. These costs were offset by increased revenue (see below).

The majority of the estimated 2002-03 revenue increases over budget are due to the increase in tax sale revenues ($816,000), increased assessment and tax collection fees ($73,000) and increased collection fees from unsecured delinquent parcels ($21,000). The Treasurer-Tax Collector originally budgeted to sell approximately 1,600 properties at tax sales but actually sold approximately 3,400 properties. These estimated revenue increases over budget are partially offset by an expected decrease in administrative charges to the Treasury Pool resulting from an analysis of its costs.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

An increased interest in real estate ownership by the public, as a result of the decline in the stock market along with historical low interest rates, has caused the number of properties sold at tax sales to skyrocket. In addition, being able to purchase properties using the Internet (one sale in 2002-03 and two planned in 2003-04) has increased participation at tax sales. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through the tax sales in 2003-04. The department plans to auction approximately 5,500 properties in 2003-04. The increased emphasis on tax sales will result in an increase to the department's services and supplies expenses (all of which are reimbursable through tax sale fees). Specifically, title search and auction/advertising costs are expected to be approximately $386,000 higher than the 2002-03 budget and tax sale postage and other costs are expected to be approximately $46,000 higher than the 2002-03 budget.

**OTHER CHANGES**

The Treasurer-Tax Collector expects to meet its 30% cost reductions plan through increased cost reimbursements from tax sale revenues (discussed above in Program Changes) and reimbursements from Central Collections. Increases to tax sale revenues are expected to cover the additional title search and auction related costs required for planned tax sales. As a result of an analysis of its costs, the Treasurer-Tax Collector expects to increase its reimbursements from Central Collections by approximately $334,000 to $675,000.

## IV. VACANT POSITION IMPACT

The department has a total of 6.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 4.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 6.0 | |

**Vacant Position Restoration Request:**

The department has submitted policy items for the restoration of 4.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, #3 and #4 which would restore the department's request of 3.0 vacant budgeted position for the Treasurer Tax Collector since they are either directly connected to revenue or are seasonal in nature.

**TREASURER-TAX COLLECTOR**

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Tax Sale/Account Reconciliation | 1.0<br>$67,238<br>Revenue Supported | The Accountant II position would insure that tax sale and other property tax collection errors are caught and corrected on a timely basis. Also assist in determining that tax sale collection procedures are followed and all receipts properly recorded. |
| | 2 | Administrative Support | 1.0<br>$67,238<br>Revenue Supported | The Staff Analyst II would assist in the development of automated reporting systems; assist in preparation of the department's budget and revenue projections; liaison with Auditor-Controller regarding FAS/TZ systems; conduct studies of banking costs; monitor banking activity and charges and prepare written reports; and prepare Requests for Proposals (RFPs) for banking and investment related services and equipment and administer contracts. |
| x | 3 | Tax Sales | 1.0<br>$32,002<br>Revenue Supported | With the anticipated increase in volumes of properties sold in 2003-04, the workload will increase in the Tax Sale section of the department. An additional Clerk II is needed to process the increased letters and notices to parties of interest and buyers. |
| x | 4 | Seasonal Positions | 1.0<br>$17,514<br>Revenue Supported | During its peak workload periods, the Department needs seasonal employees to assist in the mailroom and to perform cashiering duties to cover the additional workload that occurs during that period. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Adding fee to cover cost of any special programming request. Deleting six minor fees based on County Counsel opinion regarding public information requests. No impact to budget.

**GROUP:** Fiscal
**DEPARTMENT:** Treasurer-Tax Collector
**FUND:** General AAA TTX

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,266,259 | 3,486,873 | 269,827 | - | 3,756,700 |
| Services and Supplies | 2,859,398 | 2,319,171 | (28,204) | - | 2,290,967 |
| Central Computer | 609,159 | 609,159 | 50,511 | - | 659,670 |
| Transfers | - | - | - | - | - |
| Total Exp Authority | 6,734,816 | 6,415,203 | 292,134 | - | 6,707,337 |
| Reimbursements | (341,780) | (341,780) | (333,774) | - | (675,554) |
| Total Appropriation | 6,393,036 | 6,073,423 | (41,640) | - | 6,031,783 |
| Operating Transfer Out | 200,000 | 200,000 | - | - | 200,000 |
| Total Requirement | 6,593,036 | 6,273,423 | (41,640) | - | 6,231,783 |
| **Revenue** | | | | | |
| Licenses and Permits | 1,000 | 1,000 | - | - | 1,000 |
| Taxes | 256,750 | 245,000 | - | - | 245,000 |
| Current Services | 2,737,668 | 1,817,138 | 423,579 | - | 2,240,717 |
| State, Fed or Gov't Aid | - | 22,000 | (22,000) | - | - |
| Other Revenue | 1,963,532 | 2,075,000 | - | - | 2,075,000 |
| Total Revenue | 4,958,950 | 4,160,138 | 401,579 | - | 4,561,717 |
| Local Cost | 1,634,086 | 2,113,285 | (443,219) | - | 1,670,066 |
| Budgeted Staffing | | 66.5 | - | - | 66.5 |

**GROUP:** Fiscal
**DEPARTMENT:** Treasurer/Tax Collector
**FUND:** General AAA TTX

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,756,700 | 56,412 | 3,813,112 | (183,922) | **3,629,190** | 116,754 | 3,745,944 |
| Services and Supplies | 2,290,967 | 575,219 | 2,866,186 | - | **2,866,186** | - | 2,866,186 |
| Central Computer | 659,670 | - | 659,670 | - | **659,670** | - | 659,670 |
| Transfers | - | 116,529 | 116,529 | - | **116,529** | - | 116,529 |
| Total Exp Authority | 6,707,337 | 748,160 | 7,455,497 | (183,922) | **7,271,575** | 116,754 | 7,388,329 |
| Reimbursements | (675,554) | 258 | (675,296) | 44,826 | **(630,470)** | - | (630,470) |
| Total Appropriation | 6,031,783 | 748,418 | 6,780,201 | (139,096) | **6,641,105** | 116,754 | 6,757,859 |
| Operating Transfer Out | 200,000 | (200,000) | - | - | **-** | - | - |
| Total Requirements | 6,231,783 | 548,418 | 6,780,201 | (139,096) | **6,641,105** | 116,754 | 6,757,859 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 1,000 | - | 1,000 | - | **1,000** | - | 1,000 |
| Taxes | 245,000 | 12,000 | 257,000 | - | **257,000** | - | 257,000 |
| Current Services | 2,240,717 | 931,283 | 3,172,000 | (139,096) | **3,032,904** | 116,754 | 3,149,658 |
| Other Revenue | 2,075,000 | (394,865) | 1,680,135 | - | **1,680,135** | - | 1,680,135 |
| Total Revenue | 4,561,717 | 548,418 | 5,110,135 | (139,096) | **4,971,039** | 116,754 | 5,087,793 |
| Local Cost | 1,670,066 | - | 1,670,066 | - | **1,670,066** | - | 1,670,066 |
| Budgeted Staffing | 66.5 | - | 66.5 | (4.0) | **62.5** | 3.0 | 65.0 |

## TREASURER-TAX COLLECTOR

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 94,878 | MOU. |
| | 170,655 | Retirement. |
| | 4,294 | Risk Management Works Comp. |
| | 269,827 | |
| Services and Supplies | (6,204) | Risk Mgmt Liabilities. |
| | (22,000) | Loss of SB90 revenue. |
| | (28,204) | |
| Central Computer | 50,511 | |
| Reimbursements | (333,516) | 30% Cost Reduction. |
| | (258) | Incremental Change in EHAP. |
| | (333,774) | |
| Total Base Year Appropriation | (41,640) | |
| Current Services | 339,048 | 30% Cost Reduction. |
| | 84,531 | 4% Spend Down Plan. |
| | 423,579 | |
| State, Fed or Gov't Aid | (22,000) | Loss of SB90 revenue. |
| Total Base Year Revenue | 401,579 | |
| Total Base Year Local Cost | (443,219) | |

The Treasurer-Tax Collector expects to meet its 30% cost reductions plan through increased cost reimbursements from tax sale revenues and reimbursements from Central Collections.

---

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 56,412 | Increase in salary and benefits for budgeted step increases and paid vacation and administrative leave. |
| Services and Supplies | 443,787 | Increases in costs related to tax sales (title search, auction, advertising, postage and other costs). |
| | 138,000 | Increases in system development and distributed DP equipment charges. |
| | 5,219 | Net increase in all other costs. |
| | (11,787) | GASB 34 Accounting Change EHAP. |
| | 575,219 | |
| Transfers | 105,000 | Bank reconciliation fees paid to Auditor/Controller ($105,000) and other employee programs. |
| | (258) | |
| | 11,787 | GASB 34 Accounting Change EHAP. |
| | 116,529 | |
| Reimbursement | 258 | |
| Operating Transfers Out | (200,000) | Decrease for expenses related to a remodel of the County Treasurer's Offices in 2002-03 |
| Total Requirements | 548,418 | |
| Revenue | | |
| Taxes | 12,000 | Increase in penalties on taxes. |
| Current Services | 931,283 | Increase in the tax sale revenues, assessment and tax collection fees and unsecured tax collection fees. |
| Other Revenue | (409,865) | Decrease in administrative charges to Treasury Pool related to remodel of the County Treasurer's Offices in 2002-03 and analysis of data processing charges. |
| | 15,000 | Other increases. |
| | (394,865) | |
| Total Revenue | 548,418 | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue and Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 5 | 4.0 | 183,992 | 183,992 | - |
| Vacant Budgeted in Recruitment - Retain | 2 | 2.0 | 116,058 | 116,058 | - |
| Total Vacant | 7 | 6.0 | 300,050 | 300,050 | - |
| Recommended Restoration of Vacant Deleted | 4 | 3.0 | 116,754 | 116,754 | - |

## Vacant Position Impact
## AAA TTX Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue and Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Staff Analyst II | LY300434 | (1.0) | (67,238) | (67,238) | - |
| Subtotal Recommended - **Delete** | | (1.0) | (67,238) | (67,238) | - |
| Clerk II | LY300265 | (1.0) | (32,002) | (32,002) | |
| Accountant II | 00071855 | (1.0) | (67,238) | (67,238) | - |
| Public Service Employee (Seasonal Nov thru Dec and March thru April) | 94696 | (0.5) | (8,757) | (8,757) | - |
| Public Service Employee (Seasonal Nov thru Dec and March thru April) | N0008 | (0.5) | (8,757) | (8,757) | - |
| Subtotal Recommended - **Retain** | | (3.0) | (116,754) | (116,754) | - |
| Total Slated for Deletion | | (4.0) | (183,992) | (183,992) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Investment Analyst | 76510 | 1.0 | 76,842 | 76,842 | - |
| Clerk II | 3914 | 1.0 | 39,216 | 39,216 | - |
| Total in Recruitment Retain | | 2.0 | 116,058 | 116,058 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Treasurer-Tax Collector **Budget Code:** AAA TTX
**Title:** Tax Sale/Accountant Reconciliation

**PRIORITY:** Rank 1 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This Accountant II position is 100% funded from tax sale revenues and administrative charges to the Treasury Pool and Central Collections. During 2002-03, the Department budgeted to sell approximately 1,600 properties at tax sale but actually sold approximately 3,400 properties and collected over $10 million. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through increased tax sales in 2003-04. In fact, the department plans to auction approximately 5,500 properties in 2003-04. The volume of activity and dollars involved requires an Accountant II to insure that tax sale proceeds are properly accounted for, properly recorded and that Department tax sale procedures are followed.

The department also manages over $2 billion of investments and collects more than $1 billion in property taxes annually. The position allows the Treasurer-Tax Collector to expand reconciliation procedures to insure errors are caught and corrected on a timely basis.

The Treasurer-Tax Collector has had an Accountant II position (71855) open only since November 2, 2002. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because the volume of tax sales was not expected in 2002-03.

As indicated on the Policy Description Form, the Treasurer-Tax Collector ranked this position as having the highest priority in need and should be restored. This is the only accountant position budgeted in the Treasurer-Tax Collector budget unit. Without this position, we risk having non-professional staff (e.g. fiscal clerks) perform higher-level accounting duties, resulting in possible error or defalcations. The numbers included below on this form were included with our originally submitted 2003-04 budget.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 67,238 | $ 69,255 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Accountant II | 67,238 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** 5011 – Central Collections | 22,413 | 23,085 |
| **Total:** | $ 44,825 | $ 46,170 |
| **REVENUE (specify source)** | | |
| 9265 – Tax Sale | 22,412 | 23,085 |
| 9970 – Treasury Pool | 22,413 | 23,085 |
| **Total:** | $ 44,825 | $ 46,170 |
| **LOCAL COST** | $ 0 | $ 0 |

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Treasurer-Tax Collector **Budget Code:** AAA-TTX
**Title:** Staff Analyst II

**PRIORITY:** Rank 2 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 67,238 | $ 69,255 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Staff Analyst II | 67,238 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** 5011 – Central Collections | 22,413 | 23,085 |
| **Total:** | $ 44,825 | $ 46,170 |
| **REVENUE (specify source)** | | |
| 9970 – Treasury Pool | 22,413 | 23,085 |
| 9265 – Tax Sale | 22,412 | 23,085 |
| | | |
| **Total:** | $ 44,825 | $ 46,170 |
| **LOCAL COST** | $ 0 | $ 0 |

**TREASURER-TAX COLLECTOR**

**Policy Item #2 of 4 – Staff Analyst II**

The Treasurer-Tax Collector has not filled the Staff Analyst position approved with the 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because we thought the position might be cut during the 30% spend-down process if we could not meet our target. The Department did not want to hire someone that might be laid off six months later. The department now believes it will be able to meet its 30% spend-down target from revenues and therefore wants to fill the position in 2003-04.

The Staff Analyst II position is 100% funded through administrative charges to the Treasury Pool and Central Collections and from tax sale. This is the department's only staff analyst position. This position would:

1. Assist in the development of automated reporting systems with other management and Treasurer-Tax Collector.

2. Assist in preparation of the department's budget and revenue projections.

3. With the Treasurer's Office Supervisor, act as liaison with Auditor/Controller regarding FAS/TZ system issues, consolidated banking services, e-commerce and other projects.

4. Conducts studies of banking costs and structure of banking accounts under supervision of Treasurer's Office Supervisor.

5. Monitor banking activity and charges and prepare written reports.

6. Prepare Requests for Proposals (RFPs) for banking and investment related services and equipment and administer contracts.

The department manages over $2 billion of investments and collects more than $1 billion in property taxes annually. The tasks mentioned above are critical to the department's and county's goals of providing excellent customer service. The numbers included below on this form were included with our originally submitted 2003-04 budget.

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Treasurer Tax Collector **Budget Code:** AAA-TTX
**Title:** Tax Sales

**PRIORITY:** Rank 3 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This Clerk II position is 100% funded from tax sale revenue. During 2002-03, the Department budgeted to sell approximately 1,600 properties at tax sale but actually sold approximately 3,400 properties. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through increased tax sales in 2003-04. In fact, the department plans to auction approximately 5,500 properties in 2003-04.

The increased volume of properties sold has naturally increased the workload of the Tax Sale section of the department, which is currently staffed by three positions. An additional Clerk II is therefore needed to process the increased letters and notices to parties of interest and buyers.

The Treasurer-Tax Collector did not fill this Clerk II position approved with the FY 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because the volume of tax sales was not expected in 2002-03.

The numbers included on this form were included in our originally submitted FY 2003-04 budget.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 32,002 | $ 32,962 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 32,002 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 32,002 | $ 32,962 |
| **REVENUE (specify source)** | | |
| 9265 - Tax Sale | 32,002 | 32,962 |
| | | |
| **Total:** | $ 32,002 | $ 32,962 |
| **LOCAL COST** | $ 0 | $ 0 |

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Treasurer-Tax Collector **Budget Code:** AAA-TTX
**Title:** Seasonal Positions

**PRIORITY:** Rank 4 of 4 **FUNDING:** Full Year ☐ Other ☒ 6 Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

During its peak workload periods, the department needs seasonal employees. Each year we hire employees from Kelly Services and use Public Service Employees in November – December and March – April to assist in the mailroom and to perform cashiering duties to cover the additional workload that occurs during that period. During December and April, both the volume of phone calls and number of payments processed received by the department increases more than ten-fold from normal periods. In addition, seasonal employees are sometimes used to supplement full-time staff to assist handling peak workloads during tax sale and when supplemental assessment bills are mailed. Due to the dramatic turnover in property and development, the number of supplemental bills has increased 82% from last fiscal year.

The department is now requesting two Public Service Employees for up to six months each. The seasonal employees are 100% funded from tax sale revenue.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 17,514 | $ 18,039 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Public Svce. Employee | 8,757 |
| 0.5 | Public Svce. Employee | 8,757 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 17,514 | $ 18,039 |
| **REVENUE (specify source)** | | |
| **9265 - Tax Sale** | 17,514 | 18,039 |
| | | |
| **Total:** | $ 17,514 | $ 18,039 |
| **LOCAL COST** | $ 0 | $ 0 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Treasurer-Tax Collector (AAA TTX)
**PREPARED BY:** Jim Mummert
**PHONE #** 387-6360

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| $16.02 | | | | | Reimbursement is not expected to be material. |
| Special Programming Request at Cost (bb) | | Actual Cost | Reimbursement for Actual Cost | Fee would reimburse department for all costs incurred for any special request from the public. | |
| Tax Sale (cc) Parcel Data Fee | $0.00 | $50.00 | $50.00 | Proposed fee would cover costs of providing last known mailing address of parties of interest to potential bidders for properties subject to tax sale. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. |
| Letter of Payment (c) | $5.00 | | ($5.00) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| Microfilm Prints (d) | $1.25 | | ($1.25) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| Microfiche Prints (e) | $1.25 | | ($1.25) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| Excess Proceeds List (p) | $25.00 | | ($25.00) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| Parties of Interest Listing (q) | $50.00 | | ($50.00) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| Tax Sale Property Sold Listing (w) | $25.00 | | ($25.00) | Treasurer-Tax Collector is not charging a fee based on County Counsel opinion regarding public information requests. | None. |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Treasurer-Tax Collector (AAA TTX)
PREPARED BY: Jim Mummert
PHONE # 387-6360

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| $16.02 | | | $0.00 | | | 0 | | | $0.00 |
| Special Programming Request at Cost (bb) | | Actual Cost | | Amounts are expected to be immaterial | | | Revenue is expected to be immaterial | | |
| Tax Sale Parcel Data Fee (cc) | $0.00 | $50.00 | $50.00 | 0 | 500 | 500 | $0.00 | $25,000.00 | $25,000.00 |
| Letter of Payment (c) | $5.00 | $0.00 | ($5.00) | | | 0 | | | $0.00 |
| Microfilm Prints (d) | $1.25 | $0.00 | ($1.25) | | | 0 | | | $0.00 |
| Microfiche Prints (e) | $1.25 | $0.00 | ($1.25) | | | 0 | | | $0.00 |
| Excess Proceeds List (p) | $25.00 | $0.00 | ($25.00) | | | 0 | | | $0.00 |
| Parties of Interest Listing (q) | $50.00 | $0.00 | ($50.00) | | | 0 | | | $0.00 |
| Tax Sale Property Sold Listing (w) | $25.00 | $0.00 | ($25.00) | | | 0 | | | $0.00 |
| | | | $0.00 | | | 0 | | | $0.00 |
| | | | $0.00 | | | 0 | | | $0.00 |
| **TOTAL THIS PAGE** | $107.50 | $0.00 | ($57.50) | | | 500 | | | $25,000.00 |
| **GRAND TOTAL (All Page A's)** | #REF! | $0.00 | ($57.50) | | | 500 | | | $25,000.00 |

**BUDGET UNIT: CENTRAL COLLECTIONS (AAA TCC)**

## I. GENERAL PROGRAM STATEMENT

Central Collections is a division of the Treasurer-Tax Collector. The division's purpose is to centrally coordinate the county's collection functions by providing a collection service for the county, as well as to provide accounting and collections of court ordered payments. Total collections by the division are estimated at $31.0 million for 2003-04. The majority of these collections are from court-ordered fines and the Arrowhead Regional Medical Center's delinquent accounts receivable.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 5,175,474 | 6,894,549 | 6,162,725 | 7,986,256 |
| Total Revenue | 6,711,371 | 6,894,549 | 7,029,725 | 7,986,256 |
| Local Cost | (1,535,897) | - | (867,000) | - |
| Budgeted Staffing | | 93.9 | | 94.5 |
| **Workload Indicators** | | | | |
| Total collections ($) | 30,004,855 | 26,000,000 | 30,000,000 | 31,000,000 |
| Open accounts | 270,826 | Not Available | 325,000 | 350,000 |
| Assigned accounts | 174,716 | Not Available | 192,000 | 192,000 |

Estimated costs for 2002-03 reflect a savings in salaries and benefits due to open positions during the year and a savings in services and supplies due to decreased professional services expenses.

Estimated revenues for 2002-03 reflect an expected increase due mainly from Court collection fees.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted Staffing is proposed to increase a net 0.6 positions and is funded with existing resources. Staffing changes include the following:

(1) 1.0 new Programmer Analyst III position added to support the increased workload and general programming updates and modifications and specific programming projects such as the HIPAA, AB3000 and SB1732 implementations.

(2) 3.1 positions (1.1 Collections Officers, 1.0 Fiscal Clerk II and 1.0 Public Information Clerk) filled during the year due to increased workload.

(3) Decreases of 3.5 positions (1.0 Supervising Accountant II, 2.0 Public Service Employees (PSEs), and 0.5 Supervising Fiscal Clerk I) that are no longer needed as a result of organization changes in the Accounting Section.

### PROGRAM CHANGES

As a result of collections increasing to an expected $31.0 million for 2003-04, the department's services and supplies expenses will also increase. Specifically, County Counsel expenses are expected to be $51,000 higher than the 2002-03 budget, other professional services (Columbia Ultimate Business Systems) are expected to be $29,000 higher than the 2002-03 budget and non-inventoriable equipment is expected to be $46,000 higher than the 2002-03 budget.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The Department has a total of 10.5 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 5.5 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 5.0 | Retain |
| Total Vacant | 10.5 | |

**Vacant Position Restoration Request:**

The department has submitted policy items for the restoration of 5.5 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #2 which would restore the department's request of 4.0 vacant Public Service Employee positions for seasonal workloads.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | System Support for New Legislative Programs | 1.5<br>$76,651<br>Revenue Supported | Central Collections needs to continue to make programming modifications and changes to its collection interfaces with the courts, DMV, Franchise Tax board and other agencies due to several significant changes in law, including AB3000, SB172, and HIPPA. Without 1.0 Supervising Accounting Tech and 0.5 Automated Systems Tech, normal daily operations will be affected, as well as needed development projects, which will not be completed. In addition, high level of accounting functions also need to be performed. |
| x | 2 | Collections Support Positions | 4.0<br>$74,254<br>Revenue Supported | Public Service Employees (PSE's) are vital to Central Collections operation. The department uses PSE's due to increased workload demands such as the AB3000 system revision. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Fiscal
**DEPARTMENT:** Treasurer-Tax Collector - Central Collections
**FUND:** General AAA TCC

**FUNCTION:** General
**ACTIVITY:** Finance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,840,239 | 4,429,885 | 297,013 | - | 4,726,898 |
| Services and Supplies | 1,919,209 | 2,061,387 | 4,959 | - | 2,066,346 |
| Central Computer | 61,497 | 61,497 | (13,207) | - | 48,290 |
| Equipment | - | - | - | - | - |
| Transfers | 341,780 | 341,780 | (1,215) | - | 340,565 |
| Total Appropriation | 6,162,725 | 6,894,549 | 287,550 | - | 7,182,099 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 50,971 | 107,977 | - | - | 107,977 |
| Current Services | 6,807,941 | 6,525,072 | 287,550 | - | 6,812,622 |
| State, Fed or Gov't Aid | 113,156 | 100,000 | - | - | 100,000 |
| Other Revenue | 57,657 | 161,500 | - | - | 161,500 |
| Total Revenue | 7,029,725 | 6,894,549 | 287,550 | - | 7,182,099 |
| Local Cost | (867,000) | - | - | - | - |
| Budgeted Staffing | | 93.9 | - | - | 93.9 |

**GROUP:** Fiscal
**DEPARTMENT:** Treasurer-Tax Collector - Central Collections
**FUND:** General AAA TCC

**FUNCTION:** General
**ACTIVITY:** Finance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 4,726,898 | 221,484 | 4,948,382 | (150,905) | **4,797,477** | 74,254 | 4,871,731 |
| Services and Supplies | 2,066,346 | 131,663 | 2,198,009 | - | **2,198,009** | - | 2,198,009 |
| Central Computer | 48,290 | - | 48,290 | - | **48,290** | - | 48,290 |
| Equipment | - | 100,000 | 100,000 | - | **100,000** | - | 100,000 |
| Transfers | 340,565 | 351,010 | 691,575 | - | **691,575** | - | 691,575 |
| Total Appropriation | 7,182,099 | 804,157 | 7,986,256 | (150,905) | **7,835,351** | 74,254 | 7,909,605 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 107,977 | (57,006) | 50,971 | - | **50,971** | - | 50,971 |
| Current Services | 6,812,622 | 826,521 | 7,639,143 | (150,905) | **7,488,238** | 74,254 | 7,562,492 |
| State, Fed or Gov't Aid | 100,000 | 13,156 | 113,156 | - | **113,156** | - | 113,156 |
| Other Revenue | 161,500 | 21,486 | 182,986 | - | **182,986** | - | 182,986 |
| Total Revenue | 7,182,099 | 804,157 | 7,986,256 | (150,905) | **7,835,351** | 74,254 | 7,909,605 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 93.9 | 0.6 | 94.5 | (5.5) | **89.0** | 4.0 | 93.0 |

## TREASURER-TAX COLLECTOR

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 106,371 | MOU. |
| | 185,877 | Retirement. |
| | 4,765 | Risk Management Workers Comp. |
| | 297,013 | |
| Services and Supplies | 4,959 | Risk Management liabilities. |
| Central Computer | (13,207) | |
| Transfers | (1,215) | Incremental Change in EHAP. |
| Total Base Year Appropriation | 287,550 | |
| Current Services | 287,550 | Expected increase in revenues due to increase in collections. |
| Total Base Year Revenue | 287,550 | |
| Total Base Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 221,484 | Increase in salaries and benefits for a net 0.6 budgeted staffing increase which includes the conversion of 2.0 PSEs and step increases for existing positions. |
| Services and Supplies | 149,157 | Increase in costs related to County Counsel expenses, professional services, noninventoriable equipment and general office expenses. |
| | (17,494) | GASB 34 Accounting Change (EHAP). |
| | 131,663 | |
| Equipment | 100,000 | Increase to computer hardware. |
| Transfers | 333,516 | Increase in reimbursements for salaries and benefits and services and supplies costs provided by the Treasurer-Tax Collector. |
| | 17,494 | GASB 34 Accounting Change (EHAP). |
| | 351,010 | |
| Total Appropriation | 804,157 | |
| Revenue | | |
| Fines & Forfeitures | (57,006) | Decrease in vehicle code fines. |
| Current Services | 826,521 | Increase in accounting fees for services performed for various agencies, for reimbursements for ARMC collection costs, and for fees for traffic fine collections. |
| State, Fed or Gov't Aid | 13,156 | Increase in revenues from the 10% state incentive on restitution collections. |
| Other Revenue | 21,486 | Increase in other revenues for NSF checks. |
| Total Revenue | 804,157 | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 6 | 5.5 | 150,905 | 150,905 | - |
| Vacant Budgeted in Recruitment - Retain | 5 | 5.0 | 243,451 | 243,451 | - |
| Total Vacant | 11 | 10.5 | 394,356 | 394,356 | - |
| Recommended Restoration of Vacant Deleted | 4 | 4.0 | 74,254 | 74,254 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal:May thru August) | | | | | |
| Vacant Budgeted Not in Recruitment | | | | | |
| Supvg Accounting Technician | 00000234 | (1.0) | (53,936) | (53,936) | - |
| Automated Systems Technician | LY300406 | (0.5) | (22,715) | (22,715) | - |
| Subtotal Recommended - **Delete** | | (1.5) | (76,651) | (76,651) | - |
| Public Service Employee | 00070141 | (1.0) | (18,609) | (18,609) | - |
| Public Service Employee | 00070354 | (1.0) | (18,951) | (18,951) | - |
| Public Service Employee | 00074926 | (1.0) | (18,347) | (18,347) | - |
| Public Service Employee | 00074927 | (1.0) | (18,347) | (18,347) | - |
| Subtotal Recommended - **Retain** | | (4.0) | (74,254) | (74,254) | - |
| Total Slated for Deletion | | (5.5) | (150,905) | (150,905) | - |
| Vacant Budgeted In Recruitment- **Retain** | | | | | |
| Collections Officer | 00000202 | 1.0 | 45,435 | 45,435 | - |
| Collections Officer | 00001036 | 1.0 | 49,504 | 49,504 | - |
| Collections Officer | 00005112 | 1.0 | 49,504 | 49,504 | - |
| Collections Officer | 00007118 | 1.0 | 49,504 | 49,504 | - |
| Collections Officer | 00007151 | 1.0 | 49,504 | 49,504 | - |
| Total in Recruitment Retain | | 5.0 | 243,451 | 243,451 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Central Collections **Budget Code:** AAA TCC
**Title:** System Support for New Legislative Programs

**PRIORITY:** Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attachment.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 76,651 | $ 102,347 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Aut. Systems Tech. | 22,715 |
| 1.0 | Supv. Acct. Tech. | 53,936 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) | | |
| Total: | $ 76,651 | $ 102,347 |
| **REVENUE (specify source)** | | |
| 9285 – Accounting Services | 76,651 | 102,347 |
| | | |
| | | |
| Total: | $ 76,651 | $ 102,347 |
| LOCAL COST | $ 0 | $ 0 |

**TREASURER-TAX COLLECTOR**

**Policy Item 1 of 2 – Restoration of Deleted Positions**

The Automated Systems Technician position is needed to assist in our normal daily maintenance operations. Presently, work such as routine server and workstation maintenance is not being done regularly and this affects our system performance and security. Also, analysts are performing technical work instead of the needed 40-50 development projects that are currently on hold. Without the Automated Systems Technician, normal daily operations will be affected, as well as needed development projects, which will not be completed.

A Supervising Accountant Technician position is needed to perform increased high-level accounting functions. Due to the complexities of the implementation of AB3000, which was passed as an urgency measure in the fall of 2002, and the anticipated increased work demands from the work of five additional collectors, the department needs a supervising accountant technician position.

The costs of all of these positions are funded 100% through reimbursement revenues.

**TREASURER-TAX COLLECTOR**

## POLICY DESCRIPTION FORM

**Department/Group:** Central Collections **Budget Code:** AAA TCC
**Title:** Seasonal Positions

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Public Service Employees are vital to Central Collections operations. The division uses PSE's as seasonal employees and to supplement full-time employees who are on long-term sick leave or occupied due to increased workload demands such as the AB3000 system revision. Central Collections strives to provide excellent customer service and without the ability to hire PSE's when needed, the quality of our service and collections may decline. Without PSE staff, collection staff may also be pulled to staff the front counter and fill other support functions, thereby pulling them from collection activities.

The costs of all of these positions are reimbursed 100% through reimbursement revenues.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 74,254 | $ 76,482 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Public Service Employee | 18,609 |
| 1.0 | Public Service Employee | 18,951 |
| 1.0 | Public Service Employee | 18,347 |
| 1.0 | Public Service Employee | 18,347 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 74,254 | $ 76,482 |
| **REVENUE (specify source)** | | |
| 9285 – Accounting Services | 18,347 | 18,897 |
| 9315 – Institution Care & Services | 37,560 | 38,687 |
| 9610 – Collection Fee | 18,347 | 18,898 |
| **Total:** | $ 74,254 | $ 76,482 |
| **LOCAL COST** | $ 0 | $ 0 |

**LAW AND JUSTICE GROUP**
**SUMMARY**

| | Page # | Approp | Revenue | Local Cost |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| COUNTY TRIAL COURTS: | | | | |
| DRUG COURT PROGRAMS | 5-1-1 | 358,096 | 358,096 | - |
| GRAND JURY | 5-1-5 | 201,460 | - | 201,460 |
| INDIGENT DEFENSE | 5-1-8 | 9,219,969 | - | 9,219,969 |
| JUDICIAL BENEFITS/FACILITIES COSTS | 5-1-12 | 1,873,598 | - | 1,873,598 |
| TRIAL COURT FUNDING - MAINTENANCE OF EFFORT | 5-1-15 | 34,090,295 | 23,721,081 | 10,369,214 |
| DISTRICT ATTORNEY: | | | | |
| CRIMINAL | 5-2-1 | 36,907,410 | 21,148,905 | 15,758,505 |
| CHILD ABDUCTION | 5-2-13 | 773,000 | - | 773,000 |
| LAW AND JUSTICE GROUP ADMINISTRATION | 5-3-1 | 115,587 | 49,000 | 66,587 |
| PROBATION: | | | | |
| ADMINISTRATION & COMMUNITY CORRECTIONS | 5-4-1 | 34,872,731 | 21,149,322 | 13,723,409 |
| DETENTION CORRECTIONS | 5-4-18 | 43,546,689 | 16,223,754 | 27,322,935 |
| PRE-TRIAL DETENTION | 5-4-27 | 512,610 | - | 512,610 |
| AB 1913 GRANT | 5-4-30 | 260,781 | 260,781 | - |
| COURT-ORDERED PLACEMENTS | 5-4-14 | 7,382,883 | - | 7,382,883 |
| PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER | 5-5-1 | 5,345,789 | 1,039,936 | 4,305,853 |
| PUBLIC DEFENDER | 5-6-1 | 19,718,736 | 500,000 | 19,218,736 |
| SHERIFF | 5-7-1 | 256,705,621 | 170,704,153 | 86,001,468 |
| TOTAL GENERAL FUND | | 451,885,255 | 255,155,028 | 196,730,227 |
| **SPECIAL REVENUE FUND** | | **Approp** | **Revenue** | **Fund Balance** |
| COUNTY TRIAL COURTS: | | | | |
| COURTHOUSE SEISMIC SURCHARGE | 5-1-19 | 4,236,719 | 972,000 | 3,264,719 |
| COURTHOUSE FACILITY - EXCESS 25% | 5-1-22 | 3,830,935 | 1,227,000 | 2,603,935 |
| SURCHARGE ON LIMITED FILINGS | 5-1-26 | 1,120,000 | 1,120,000 | - |
| INDIGENT DEFENSE REGISTRATION FEE | | 519,040 | 133,500 | 385,540 |
| DISTRICT ATTORNEY CONSOLIDATED | 5-2-17 | 6,991,440 | 4,619,000 | 2,372,440 |
| LAW AND JUSTICE ADMINISTRATION: | | | | |
| 2000 LOCAL LAW ENFORCEMENT BLOCK GRANT | 5-3-13 | - | - | - |
| 2001 LOCAL LAW ENFORCEMENT BLOCK GRANT | 5-3-9 | 89,999 | 3,080 | 86,919 |
| 2002 LOCAL LAW ENFORCEMENT BLOCK GRANT | 5-3-5 | 232,612 | 3,568 | 229,044 |
| PROBATION: | | | | |
| JUVENILE JUSTICE GRANT PROGRAM (AB 1913) | 5-4-37 | 12,335,706 | 6,320,513 | 6,015,193 |
| PUBLIC ADMIN/GUARDIAN/CONSERV/CORONER | | | | |
| FORENSIC PATHOLOGY GRANT | 5-5-14 | 12,068 | 95 | 11,973 |
| SHERIFF: | | | | |
| SHERIFF CONSOLIDATED | 5-7-18 | 26,113,374 | 16,245,517 | 9,867,857 |
| TOTAL SPECIAL REVENUE FUNDS | | 55,481,893 | 30,644,273 | 24,837,620 |

## OVERVIEW OF BUDGET

## DEPARTMENT: COUNTY TRIAL COURTS

| | 2003-04 | | | |
|---|---|---|---|---|
| | Appropriations | Revenue | Local Cost | Fund Balance |
| Drug Court Programs | 358,096 | 358,096 | - | - |
| Grand Jury | 201,460 | - | 201,460 | - |
| Indigent Defense | 9,219,969 | - | 9,219,969 | - |
| Judicial Benefits/Facilities | 1,873,598 | - | 1,873,598 | - |
| Trial Court Funding - Maint of Effort | 34,090,295 | 23,721,081 | 10,369,214 | - |
| Special Revenue Funds: | | | | |
| Courthouse Facility - Excess 25% | 3,830,935 | 1,227,000 | - | 2,603,935 |
| Courthouse Seismic Surcharge | 4,236,719 | 972,000 | - | 3,264,719 |
| Surcharge on Limited Filings | 1,120,000 | 1,120,000 | - | - |
| Indigent Defense - Co. Trial Cts. | 519,040 | 133,500 | - | - |
| TOTAL | 45,743,418 | 24,079,177 | 21,664,241 | 5,868,654 |

## BUDGET UNIT: DRUG COURT PROGRAMS (AAA FLP)

### I. GENERAL PROGRAM STATEMENT

This budget unit accounts for administrative treatment and support costs for Drug Court Programs. Funding is from grant revenues and reimbursements by the Office of Alcohol and Drug Programs in the Department of Behavioral Health. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 106,814 | 50,320 | 145,428 | 358,096 |
| Total Revenue | 106,814 | 50,320 | 145,428 | 358,096 |
| Local Cost | - | - | - | - |

Variance of estimate from budget is due to two new grants for Barstow and Fontana drug court programs that became available during the last quarter of 2002-03.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** County Trial Courts - Drug Court Programs
**FUND:** General AAA FLP

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 269,922 | 164,320 | 307,776 | - | 472,096 |
| Total Exp Authority | 269,922 | 164,320 | 307,776 | - | 472,096 |
| Reimbursements | (124,494) | (114,000) | - | - | (114,000) |
| Total Appropriation | 145,428 | 50,320 | 307,776 | - | 358,096 |
| **Revenue** | | | | | |
| Other Revenue | 145,428 | 50,320 | 307,776 | - | 358,096 |
| Total Revenue | 145,428 | 50,320 | 307,776 | - | 358,096 |
| Local Cost | - | - | - | - | - |

**GROUP:** Law and Justice
**DEPARTMENT:** County Trial Courts - Drug Court Programs
**FUND:** General AAA FLP

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 472,096 | 18,546 | 490,642 | - | **490,642** | - | 490,642 |
| Total Expen Authority | 472,096 | 18,546 | 490,642 | - | **490,642** | - | 490,642 |
| Reimbursements | (114,000) | (18,546) | (132,546) | - | **(132,546)** | - | (132,546) |
| Total Oper Expense | 358,096 | - | 358,096 | - | **358,096** | - | 358,096 |
| **Revenue** | | | | | | | |
| Other Revenue | 358,096 | - | 358,096 | - | **358,096** | - | 358,096 |
| Total Revenue | 358,096 | - | 358,096 | - | **358,096** | - | 358,096 |
| Local Cost | - | - | - | - | **-** | - | - |

### Base Year Adjustments

| | | |
|---|---|---|
| Services and Supplies | 308,252 | Increase for Barstow and Fontana Drug Court programs. |
| | (476) | Risk Manamgemet Liabilities. |
| | 307,776 | |
| Total Appropriation | 307,776 | |
| Other Revenue | 307,776 | US Dept. of Justice revenue for Barstow and Fontana Drug Court programs offset by reduction for Risk Management. |
| Total Revenue | 307,776 | |
| Local Cost | - | |

## COUNTY TRIAL COURTS

| | Recommended Program Funded Adjustments | |
|---|---|---|
| Services and Supplies | 18,546 | Increase in administrative costs due to salary increases as well as allowance for office expense. |
| Reimbursements | (18,546) | Increase reimbursement to cover anticipated program costs. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

## BUDGET UNIT: GRAND JURY (AAA GJY)

### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Grand Jury is appointed annually by the Superior Court. Its responsibilities include investigating local government, examining instances of public office crime and corruption, and returning indictments in certain criminal cases brought before it by the District Attorney's office. Funding in this budget unit covers members stipend, office supplies, administrative support costs and contract costs for audits. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 316,620 | 301,148 | 289,102 | 201,460 |
| Local Cost | 316,620 | 301,148 | 289,102 | 201,460 |

Variance of estimated 2002-03 from budget is due to lower expenditures incurred for auditing.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Grand Jury
FUND: General AAA GJY

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 289,102 | 301,148 | (99,688) | - | 201,460 |
| Total Appropriation | 289,102 | 301,148 | (99,688) | - | 201,460 |
| Local Cost | 289,102 | 301,148 | (99,688) | - | 201,460 |

**GROUP:** Law and Justice
**DEPARTMENT:** Grand Jury
**FUND:** General AAA GJY

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 201,460 | - | 201,460 | - | **201,460** | - | 201,460 |
| Total Appropriation | 201,460 | - | 201,460 | - | **201,460** | - | 201,460 |
| Local Cost | 201,460 | - | 201,460 | - | **201,460** | - | 201,460 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (12,046) | 4% Spend Down Plan. |
| | (86,730) | 30% Cost Reduction Plan. |
| | (912) | Risk Management Liabilities. |
| | (99,688) | |
| Total Appropriation | (99,688) | |
| Local Cost | (99,688) | |

**BUDGET UNIT: INDIGENT DEFENSE PROGRAM (AAA IDC)**

## I. GENERAL PROGRAM STATEMENT

State law requires that the courts appoint attorneys, investigators, and necessary defense experts for indigents in criminal cases. Private counsel is typically appointed when the Public Defender's Office has a conflict or is otherwise not available to handle cases. Appropriations for these appointments are included in this trial court indigent defense budget unit. These costs are not eligible for state trial court funding.

The Indigent Defense Program is administered by the Superior Court, with staff that process and monitor accounts payable for the court-appointed defense representation services. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 9,599,711 | 9,615,047 | 9,220,845 | 9,219,969 |
| Total Revenue | (40,000) | - | - | - |
| Local Cost | 9,639,711 | 9,615,047 | 9,220,845 | 9,219,969 |
| **Workload Indicators** | | | | |
| Felony Appointments | 4,500 | 4,600 | 3,600 | 3,800 |
| Misdemeanor Appointments | 2,600 | 2,800 | 2,300 | 2,400 |
| Juvenile Delinquency Appointments | 2,000 | 2,300 | 1,700 | 1,800 |

Indigent Defense's estimated 2002-03 appropriations and workload are less than budgeted due primarily to the Public Defender's reduction in conflicts while crime statistics were remaining level or increasing slightly. Indigent Defense's budget is directly related to court-appointed services after the Public Defender has conflicted off cases, therefore a decrease in conflicts equates to a reduction in workload and expenditures for Indigent Defense.

Although 2003-04 workload is expected to increase slightly from 2002-03, it is expected that the Public Defender will continue to maintain a low conflict rate so workload indicator estimates are considerably less than 2002-03 budgeted indicators. While caseload is expected to increase slightly, appropriations are expected to decrease due to a planned reduction in investigator/witness air travel, printing services, death penalty investigations, and court-appointed defense attorney services as recommended in the 4% Spend Down and 30% Cost Reduction plans.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Indigent Defense Program
FUND: General AAA IDC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 9,220,845 | 9,615,047 | (395,078) | - | 9,219,969 |
| Total Appropriation | 9,220,845 | 9,615,047 | (395,078) | - | 9,219,969 |
| Local Cost | 9,220,845 | 9,615,047 | (395,078) | - | 9,219,969 |

GROUP: Law and Justice
DEPARTMENT: County Trial Courts - Indigent Defense Program
FUND: General AAA IDC

FUNCTION: Public Protection
ACTIVITY: Judicial

ANALYSIS OF 2003-04 BUDGET

| | E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I + J<br>K<br>2003-04 Recmmended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 9,219,969 | - | 9,219,969 | - | **9,219,969** | - | 9,219,969 |
| Total Expen Authority | 9,219,969 | - | 9,219,969 | - | **9,219,969** | - | 9,219,969 |
| Local Cost | 9,219,969 | - | 9,219,969 | - | **9,219,969** | - | 9,219,969 |

## COUNTY TRIAL COURTS

| | | Base Year Adjustments |
|---|---|---|
| Services and Supplies | (384,602) | 4% Spend Down Plan. |
| | (10,000) | 30% Cost Reduction Plan. |
| | (476) | Risk Management Liabilities. |
| | (395,078) | |
| Total Appropriation | (395,078) | |
| Total Revenue | - | |
| Local Cost | (395,078) | |

**BUDGET UNIT: JUDICIAL BENEFITS/FACILITIES (AAA CTN)**

## I. GENERAL PROGRAM STATEMENT

On January 1, 1998, AB 233, the Lockyer – Isenberg Trial Court Funding Act of 1997 went into effect in the State of California. This bill fundamentally changed how the trial courts are funded by transferring primary responsibility for funding the courts to the state, including sole responsibility for funding future growth in court operations costs. However, under AB 233, the costs of locally authorized judicial benefits and costs for facilities remain the responsibility of counties. This budget unit was established in 1997-98 to appropriate funds for those local judicial benefits (designated as other charges in budget) and facilities-related expenses (designated as services and supplies in budget). There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 203-04 |
|---|---|---|---|---|
| Total Appropriation | 1,692,051 | 1,806,975 | 1,803,952 | 1,873,598 |
| Local Cost | 1,692,051 | 1,806,975 | 1,803,952 | 1,873,598 |
| **Workload Indicators** | | | | |
| Number of Judges (Filled) | 62 | 63 | 61 | 63 |
| Number of Facilities | 22 | 22 | 22 | 22 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Judicial Benefits/Facilities
**FUND:** General AAA CTN

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 481,081 | 473,000 | 66,623 | - | 539,623 |
| Other Charges | 1,286,771 | 1,333,975 | - | - | 1,333,975 |
| Transfers | 36,100 | - | - | - | - |
| Total Appropriation | 1,803,952 | 1,806,975 | 66,623 | - | 1,873,598 |
| Local Cost | 1,803,952 | 1,806,975 | 66,623 | - | 1,873,598 |

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Judicial Benefits/Facilities
**FUND:** General AAA CTN

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 539,623 | - | 539,623 | - | **539,623** | - | 539,623 |
| Other Charges | 1,333,975 | (55,000) | 1,278,975 | - | **1,278,975** | - | 1,278,975 |
| Transfers | - | 55,000 | 55,000 | - | **55,000** | - | 55,000 |
| Total Appropriation | 1,873,598 | - | 1,873,598 | - | **1,873,598** | - | 1,873,598 |
| Local Cost | 1,873,598 | - | 1,873,598 | - | **1,873,598** | - | 1,873,598 |

### Base Year Adjustments

| | | |
|---|---|---|
| Services and Supplies | (25,000) | 4% Spend Down Plan. |
| | 91,623 | Risk Management Liabilities. |
| | 66,623 | |
| Subtotal Base Year Appropriation | 66,623 | |
| Subtotal Base Year Revenue | - | |
| Subtotal Base Year Local Cost | 66,623 | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | (55,000) | Shift rent chages to appropriate object code. |
| Transfers | 55,000 | |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

**BUDGET UNIT: TRIAL COURT FUNDING – MAINTENANCE OF EFFORT (MOE) (AAA TRC)**

## I. GENERAL PROGRAM STATEMENT

On January 1, 1998, AB233, the Lockyer – Isenberg Trial Court Funding Act of 1997 went into effect in the State of California. This bill fundamentally changed how the trial courts are funded by transferring primary responsibility for funding the courts to the state, including sole responsibility for funding future growth in court operations costs. In addition, it requires counties to make a capped maintenance of effort (MOE) payment to the state each year for operations of the courts. The MOE contribution is made up of two components: reported 1994-95 county expenses for court operations, plus fine and forfeiture revenue sent to the state in 1994-95. Under the bill, county MOE amounts were established in 1997-98 with certain reductions and adjustments subsequently authorized by the state. Current MOE contribution for expenditure component is $20,227,102 annually; and for revenues, is $8,163,193 annually. In return, the state allowed the counties to retain many of those same fines and forfeitures to help fund their MOE payments with the provision that collections that exceed the amount of the revenue MOE be split equally with the state. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 33,402,632 | 31,828,295 | 33,596,545 | 34,090,295 |
| Total Revenue | 24,403,078 | 21,697,281 | 24,669,462 | 23,721,081 |
| Local Cost | 8,999,554 | 10,131,014 | 8,927,083 | 10,369,214 |

Variance of estimated 2002-03 from budget is due to anticipated higher collections of revenues (above the revenue MOE) which is shared equally with the state.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Appropriations were increased to reflect higher anticipated payment to state based on projected share of revenue collections above the revenue MOE.

Also, appropriations were shifted to operating transfer category to more accurately reflect anticipated transfer payment to Court special revenue fund associated with 25% of county's share of collections above revenue MOE.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Trial Courts - Maintenance of Effort (MOE)
FUND: General AAA TRC

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Other Charges | 32,555,295 | 31,828,295 | (348,000) | - | 31,480,295 |
| Total Appropriation | 32,555,295 | 31,828,295 | (348,000) | - | 31,480,295 |
| Operating Transfer Out | 1,041,250 | - | - | - | - |
| Total Requirements | 33,596,545 | 31,828,295 | (348,000) | - | 31,480,295 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 7,455,403 | 12,401,193 | - | - | 12,401,193 |
| State, Fed or Gov't Aid | (311,286) | - | - | - | - |
| Current Services | 17,525,345 | 9,296,088 | (586,200) | - | 8,709,888 |
| Total Revenue | 24,669,462 | 21,697,281 | (586,200) | - | 21,111,081 |
| Local Cost | 8,927,083 | 10,131,014 | 238,200 | - | 10,369,214 |

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Maintenance of Effort (MOE)
**FUND:** General AAA TRC

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 31,480,295 | 1,410,000 | 32,890,295 | - | **32,890,295** | - | 32,890,295 |
| Total Appropriation | 31,480,295 | 1,410,000 | 32,890,295 | - | **32,890,295** | - | 32,890,295 |
| Operating Transfer Out | - | 1,200,000 | 1,200,000 | - | **1,200,000** | - | 1,200,000 |
| Total Requirements | 31,480,295 | 2,610,000 | 34,090,295 | - | **34,090,295** | - | 34,090,295 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 12,401,193 | (5,183,593) | 7,217,600 | - | **7,217,600** | - | 7,217,600 |
| State, Fed or Gov't Aid | - | - | - | - | **-** | - | - |
| Current Services | 8,709,888 | 7,793,593 | 16,503,481 | - | **16,503,481** | - | 16,503,481 |
| Total Revenue | 21,111,081 | 2,610,000 | 23,721,081 | - | **23,721,081** | - | 23,721,081 |
| Local Cost | 10,369,214 | - | 10,369,214 | - | **10,369,214** | - | 10,369,214 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | (348,000) | Legislative correction to Maintenance of Effort. |
| Total Requirements | (348,000) | |
| Current Services | (586,200) | Reduction for Juvenile Dependency revenue no longer included in this budget unit. |
| Total Revenue | (586,200) | |
| Local Cost | 238,200 | |

## COUNTY TRIAL COURTS

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | 1,410,000 | Anticipated higher payment to state for shared revenues offset by shift to operating transfers. |
| Operating Transfer Out | 1,200,000 | Transfer for Court per collections agreement. |
| Total Requirements | 2,610,000 | |
| Revenue | | |
| Fines & Forfeitures | (5,183,593) | Realignment of revenues to appropriate category - shift to current services. |
| Current Services | 7,793,593 | Shift from fines & forfeitures and increase in anticipated collections based on projections and inclusion of undesignated revenues. |
| Total Revenue | 2,610,000 | |
| Local Cost | - | |

**BUDGET UNIT: COURTHOUSE SEISMIC SURCHARGE (RSB CAO)**

## I. GENERAL PROGRAM STATEMENT

Funding for this Special Revenue budget unit comes from $35 surcharge on civil filings over $25,000 pursuant to Government Code Section 76236, and is slated to be used for Central Courthouse seismic retrofit. Because this funding source was originally accounted for in a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | 3,387,719 | - | 4,236,719 |
| Total Revenue | 2,319,719 | 1,068,000 | 945,000 | 972,000 |
| Fund Balance | | 2,319,719 | | 3,264,719 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Appropriations are shifted from contingencies to operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Courthouse Seismic Surcharge
**FUND:** Special Revenue RSB CAO

**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Contingencies | - | 3,387,719 | - | - | 3,387,719 |
| Total Appropriation | - | 3,387,719 | - | - | 3,387,719 |
| Operating Transfer Out | - | - | - | - | - |
| Total Requirements | - | 3,387,719 | - | - | 3,387,719 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 887,000 | 1,010,000 | - | - | 1,010,000 |
| Use of Money & Prop | 58,000 | 58,000 | - | - | 58,000 |
| Total Revenue | 945,000 | 1,068,000 | - | - | 1,068,000 |
| Fund Balance | | 2,319,719 | - | - | 2,319,719 |

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Courthouse Seismic Surcharge
**FUND:** Special Revenue RSB CAO
**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Contingencies | 3,387,719 | (3,387,719) | - | - | - | - | - |
| Total Appropriation | 3,387,719 | (3,387,719) | - | - | - | - | - |
| Operating Transfer Out | - | 4,236,719 | 4,236,719 | - | 4,236,719 | - | 4,236,719 |
| Total Requirements | 3,387,719 | 849,000 | 4,236,719 | - | 4,236,719 | - | 4,236,719 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 1,010,000 | (96,000) | 914,000 | - | 914,000 | - | 914,000 |
| Use of Money & Prop | 58,000 | - | 58,000 | - | 58,000 | - | 58,000 |
| Total Revenue | 1,068,000 | (96,000) | 972,000 | - | 972,000 | - | 972,000 |
| Fund Balance | 2,319,719 | 945,000 | 3,264,719 | - | 3,264,719 | - | 3,264,719 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Contingencies | (3,387,719) | Move to operating transfers. |
| Total Appropriation | (3,387,719) | |
| Operating Transfer Out | 3,387,719 | Move from contingencies. |
| | 849,000 | Increase due to fund balance and change in revenue. |
| | 4,236,719 | |
| Total Requirements | 849,000 | |
| Revenue | | |
| Fines & Forfeitures | (96,000) | Adjust to projected level based on 2002-03 experience. |
| Total Revenue | (96,000) | |
| Fund Balance | 945,000 | |

**BUDGET UNIT: COURTHOUSE FACILITY – EXCESS 25% (RSD CAO)**

## I. GENERAL PROGRAM STATEMENT

Funding in this Special Revenue Budget unit comes from 25% of County's 50% share of excess fines collected above the County's revenue maintenance of effort obligation to the State associated with Trial Court funding (per collections agreement between county and Superior Court). Because this funding source was originally a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | 2,462,685 | - | 3,830,935 |
| Total Financing Sources | 1,535,685 | 927,000 | 1,068,250 | 1,227,000 |
| Fund Balance | | 1,535,685 | | 2,603,935 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Appropriations are shifted from contingencies to operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit project.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Courthouse Facility
**FUND:** Special Revenue RSD CAO

**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Contingencies | - | 2,462,685 | - | - | 2,462,685 |
| Total Appropriation | - | 2,462,685 | - | - | 2,462,685 |
| Operating Transfer Out | - | - | - | - | - |
| Total Requirements | - | 2,462,685 | - | - | 2,462,685 |
| **Revenue** | | | | | |
| Fines & Forfeitures | - | 900,000 | - | - | 900,000 |
| Use of Money & Prop | 27,000 | 27,000 | - | - | 27,000 |
| Total Revenue | 27,000 | 927,000 | - | - | 927,000 |
| Operating Transfer In | 1,041,250 | - | - | - | - |
| Total Financing Sources | 1,068,250 | 927,000 | - | - | 927,000 |
| Fund Balance | | 1,535,685 | - | - | 1,535,685 |

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Courthouse Facility
**FUND:** Special Revenue RSD CAO

**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Contingencies | 2,462,685 | (2,462,685) | - | - | - | - | - |
| Total Appropriation | 2,462,685 | (2,462,685) | - | - | - | - | - |
| Operating Transfers Out | - | 3,830,935 | 3,830,935 | - | 3,830,935 | - | 3,830,935 |
| Total Requirements | 2,462,685 | 1,368,250 | 3,830,935 | - | 3,830,935 | - | 3,830,935 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 900,000 | (900,000) | - | - | - | - | - |
| Use of Money & Prop | 27,000 | - | 27,000 | - | 27,000 | - | 27,000 |
| Total Revenue | 927,000 | (900,000) | 27,000 | - | 27,000 | - | 27,000 |
| Operating Transfer In | - | 1,200,000 | 1,200,000 | - | 1,200,000 | - | 1,200,000 |
| Total Financing Sources | 927,000 | 300,000 | 1,227,000 | - | 1,227,000 | - | 1,227,000 |
| Fund Balance | 1,535,685 | 1,068,250 | 2,603,935 | - | 2,603,935 | - | 2,603,935 |

## COUNTY TRIAL COURTS

| | Recommended Program Funded Adjustments | |
|---|---|---|
| Contingencies | (2,462,685) | Move to operating transfers. |
| Total Appropriation | (2,462,685) | |
| Operating Transfers Out | 2,462,685 | Move from contingencies. |
| | 1,368,250 | Increase due to fund balance and change in revenue. |
| | 3,830,935 | |
| Total Requirements | 1,368,250 | |
| Revenue | | |
| Fines & Forfeitures | (900,000) | Move to operating transfers In |
| Total Revenue | (900,000) | |
| Operating Transfers In | 900,000 | Move from fines & forfeitures. |
| | 300,000 | Adjust to projected level based on 2002-03 experience. |
| | 1,200,000 | |
| Total Sources | 300,000 | |
| Fund Balance | 1,068,250 | |

**BUDGET UNIT: SURCHARGE ON LIMITED FILINGS (RSE CAO)**

## I. GENERAL PROGRAM STATEMENT

Funding for this Special Revenue budget unit comes from $35 surcharge on civil filings under $25,000 pursuant to Government Code Section 76236 and is slated to be used for Central Courthouse seismic retrofit projects. AB 2022, which became law on January 1, 2003, expanded application of existing $35 civil filing fee surcharge to include all civil filings. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | - | - | 1,120,000 |
| Total Revenue | - | - | - | 1,120,000 |
| Fund Balance | | - | | - |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Appropriations are included under operating transfers in anticipation of expenses to be incurred for the Central Courthouse seismic retrofit project.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Surcharge on Limited Filings
**FUND:** Special Revenue RSE CAO

**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

**ANALYSIS OF 2003-04 BUDGET**

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Operating Transfer Out | - | - | - | - | - |
| Total Requirements | - | - | - | - | - |
| **Revenue** | | | | | |
| Fines & Forfeitures | - | - | - | - | - |
| Use of Money & Prop | - | - | - | - | - |
| Total Revenue | - | - | - | - | - |
| Fund Balance | - | - | - | - | - |

**GROUP:** Law and Justice
**DEPARTMENT:** Trial Courts - Surcharge on Limited Filings
**FUND:** Special Revenue RSE CAO

**FUNCTION:** General
**ACTIVITY:** Plant Acquisition

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Operating Transfer Out | - | 1,120,000 | 1,120,000 | - | 1,120,000 | - | 1,120,000 |
| Total Requirements | - | 1,120,000 | 1,120,000 | - | 1,120,000 | - | 1,120,000 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | - | 1,100,000 | 1,100,000 | - | 1,100,000 | - | 1,100,000 |
| Use of Money & Prop | - | 20,000 | 20,000 | - | 20,000 | - | 20,000 |
| Total Revenue | - | 1,120,000 | 1,120,000 | - | 1,120,000 | - | 1,120,000 |
| Fund Balance | - | - | - | - | - | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Operating Transfer Out | 1,120,000 | Operating transfers associated with Central Courthouse seismic retrofit project. |
| Total Requirements | 1,120,000 | |
| Revenue | | |
| Fines & Forfeitures | 1,100,000 | Projected level of surcharge revenue for civil filing under $25K. |
| Use of Money & Prop. | 20,000 | Projected interest on fund balance. |
| Total Revenue | 1,120,000 | |
| Fund Balance | - | |

## BUDGET UNIT: INDIGENT DEFENSE – SPECIAL REVENUE FUND (RMX IDC)

### I. GENERAL PROGRAM STATEMENT

This budget unit accounts for the $25 fee assessments collected from indigent defendants at the time the court appoints defense counsel as allowed by Penal Code Section 987.5. Funds collected are deposited into Special Revenue Fund (RMX IDC). Distribution of funds is at the discretion of the Board of Supervisors pursuant to Penal Code 987.5 (e). This fee had been included in the county's fee schedule since 1997. There is no staffing associated with this budget unit.

Because this funding source was originally a trust fund, no budget was developed prior to 2001-02. As required by GASB 34, this revenue is now accounted for in a special revenue fund.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 434,040 | - | 519,040 |
| Total Revenue | 277,040 | 157,000 | 108,500 | 133,500 |
| Fund Balance | | 277,040 | | 385,540 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** AdmLaw and Justiceinistrative/Executive
**FUNCTION:** Public Protection
**DEPARTMENT:** County Trial Courts - Indigent Defense Program
**ACTIVITY:** Judicial
**FUND:** Special Revenue RMX IDC

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Contingencies | - | 434,040 | - | - | 434,040 |
| Total Appropriation | - | 434,040 | - | - | 434,040 |
| **Revenue** | | | | | |
| Use of Money & Prop | 8,500 | 7,000 | - | | 7,000 |
| Current Services | 100,000 | 150,000 | - | - | 150,000 |
| Total Revenue | 108,500 | 157,000 | - | - | 157,000 |
| Fund Balance | | 277,040 | - | - | 277,040 |

**GROUP:** Law and Justice
**DEPARTMENT:** County Trial Courts - Indigent Defense Program
**FUND:** Special Revenue RMX IDC
**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Contingencies | 434,040 | 85,000 | 519,040 | - | **519,040** | - | 519,040 |
| Total Appropriation | 434,040 | 85,000 | 519,040 | - | **519,040** | - | 519,040 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 7,000 | 1,500 | 8,500 | | **8,500** | | |
| Current Services | 150,000 | (25,000) | 125,000 | - | **125,000** | - | 125,000 |
| Total Revenue | 157,000 | (23,500) | 133,500 | - | **133,500** | - | 133,500 |
| Fund Balance | 277,040 | 108,500 | 385,540 | - | **385,540** | - | 385,540 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Contingencies | 85,000 | Increase based on fund balance increase. |
| Total Appropriation | 85,000 | |
| Use of Money & Prop | 1,500 | |
| Current Services | (25,000) | Adjust to anticipated level. |
| Total Revenue | (23,500) | |
| Fund Balance | 108,500 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: DISTRICT ATTORNEY**
**DISTRICT ATTORNEY: MICHAEL A. RAMOS**

| | Appropriations | Revenue | Local Cost | Fund Balance | Staffing |
|---|---|---|---|---|---|
| Criminal | 36,907,410 | 21,148,905 | 15,758,505 | - | 395.8 |
| Child Abduction | 773,000 | - | 773,000 | - | 7.0 |
| Special Revenue | 6,991,440 | 4,619,000 | - | 2,372,440 | 33.0 |
| TOTAL | 44,671,850 | 25,767,905 | 16,531,505 | 2,372,440 | 435.8 |

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## BUDGET UNIT: CRIMINAL (AAA DAT)

### I. GENERAL PROGRAM STATEMENT

The District Attorney has the mandated responsibility under Government Code Section 26500 to prosecute crimes committed within the county, to provide legal assistance to criminal investigations conducted by law enforcement agencies operating within the county, and to advise the Grand Jury.

The District Attorney's Office has an ethical responsibility to the victims of crimes to ensure that they are kept abreast of the progress regarding their cases. Further, in its pursuit of justice, the District Attorney's Office is required to keep the public informed about the job it is doing on the public's behalf.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 32,008,962 | 31,888,034 | 34,120,091 | 36,907,410 |
| Total Revenue | 28,234,285 | 21,979,480 | 20,640,047 | 21,148,905 |
| Local Cost | 3,774,677 | 9,908,554 | 13,480,044 | 15,758,505 |
| Budgeted Staffing | | 382.0 | | 395.8 |
| **Workload Indicators** | | | | |
| **Cases Reviewed:** | | | | |
| Criminal Felonies Reviewed | 21,848 | 19,809 | 23,148 | 23,610 |
| Criminal Misdemeanors Reviewed | 44,600 | 40,438 | 45,466 | 46,374 |
| Othr/Unclassfied Cases Reviewed | 7,448 | 6,753 | 8,272 | 8,437 |
| Juvenile Cases Reviewed | 6,703 | 6,500 | 6,446 | 6,575 |
| **Total:** | 80,599 | 73,500 | 83,332 | 84,996 |
| **Cases Filed by District Attorney** | | | | |
| Criminal Felonies Filed | 16,956 | 16,700 | 17,815 | 18,171 |
| Criminal Misdemeanors Filed | 36,862 | 36,500 | 37,774 | 38,529 |
| Other/Unclassified Cases Filed | 47 | 45 | 143 | 140 |
| Juvenile Cases Filed | 5,601 | 4,600 | 5,276 | 5,382 |
| **Total:** | 59,466 | 57,845 | 61,008 | 62,222 |

Projected cases reviewed and filed are expected to increase in 2003-04 reflecting increase in workload that is consistent with prior year and current year actual experience and growth in population.

Variance for 2001-02 actual local cost and 2002-03 budgeted local cost is due to one-time funding in the amount of $6.4 million that were brought in from trust funds in 2001-02.

Variance for estimated 2002-03 appropriations and revenue from adopted budget represent MOU increases for Attorney, Safety & Safety management, and Supervising Attorney bargaining units; mid-year approval of additional staff and supplies to support additional criminal court as a result of judicial reassignments and Central Court expansion; and miscellaneous revenue reductions for SB90 and grants.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

In addition to base year adjustments, which include Board approved mid-year items and 4% budget reduction, the following staffing changes are included in the proposed budget as recommended program adjustments:

- Decrease staffing by 1.0 Accounting Tech position and increased staffing by 1.0 Staff Analyst II position to reflect reclassification request.
- Decrease staffing by 3.0 Victim Witness Advocates to match available grant funding.
- Decrease staffing by 1.0 Programmer Analyst III due to previously anticipated transfer of position from ISD that did not occur.
- Decrease staffing by 4.0 Clerk II's; 2.8 Clerk III's; 1.0 Deputy District Attorney IV; 2.0 District Attorney Investigator I's; 1.0 District Attorney Investigator II; 0.9 Investigative Technician; and 2.0 Secretary I's to reflect anticipated turnover and meet available funding level.
- In addition to the staffing changes discussed above, a technical correction to remove the vacancy factor included in the prior year's budget resulted in an overall net increase of 8.8 total budgeted staffing in recommended program funded adjustments. No new position numbers were added and there is no increase in funding associated with this technical correction.

### PROGRAM CHANGES

Services and supplies increases due to continued Electronic Information Sharing project reimbursed by Local Law Enforcement Block Grant (LLEBG) funds; safety equipment purchase and replacement (funded from forfeitures special revenue); training and CIP projects expenses (funded from federal asset forfeiture special revenue).

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 4.4 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 1.6 | Slated for Deletion |
| Vacant Budgeted In Recruitment 2.8 | Retain | |
| Total Vacant | 4.4 | |

**Vacant Position Restoration Request**:

The department has submitted policy items for the restoration of the 2.6 vacant budgeted positions that are slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | Deputy District Attorney Workload | 0.8<br>$90,668<br>Local Cost | This request is to retain funding for a Deputy District Attorney position to address workload needs in Barstow Office. |
| | 2 | Clerk III Workload | 0.8<br>$28,568<br>Local Cost | This request is to retain funding for a Clerk III position to address workload needs. |

## V. OTHER POLICY ITEMS

**Identity Theft Crime Unit:** This item would establish a unit devoted to investigation and prosecution of identity theft crimes in San Bernardino County. The unit would consist of one Deputy District Attorney and an Investigator. One-time costs are $288,838. Ongoing costs are $272,171.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Criminal
FUND: AAA DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 32,587,093 | 30,170,795 | 5,433,084 | 209,318 | 35,813,197 |
| Services and Supplies | 3,551,910 | 3,517,897 | 3,843 | - | 3,521,740 |
| Central Computer | 328,614 | 328,614 | (89,794) | - | 238,820 |
| Transfers | 326,426 | 544,680 | - | - | 544,680 |
| Total Exp Authority | 36,794,043 | 34,561,986 | 5,347,133 | 209,318 | 40,118,437 |
| Reimbursements | (2,673,952) | (2,673,952) | - | - | (2,673,952) |
| Total Appropriation | 34,120,091 | 31,888,034 | 5,347,133 | 209,318 | 37,444,485 |
| **Revenue** | | | | | |
| Taxes | 16,395,000 | 16,395,000 | 632,500 | - | 17,027,500 |
| State, Fed or Gov't Aid | 4,240,047 | 5,580,300 | (926,000) | - | 4,654,300 |
| Other Revenue | 5,000 | 4,180 | - | - | 4,180 |
| Total Revenue | 20,640,047 | 21,979,480 | (293,500) | - | 21,685,980 |
| Local Cost | 13,480,044 | 9,908,554 | 5,640,633 | 209,318 | 15,758,505 |
| Budgeted Staffing | | 382.0 | 5.0 | - | 387.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Criminal
**FUND:** General AAA DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 35,813,197 | (467,887) | 35,345,310 | (119,236) | **35,226,074** | - | 35,226,074 |
| Services and Supplies | 3,521,740 | 383,460 | 3,905,200 | - | **3,905,200** | - | 3,905,200 |
| Central Computer | 238,820 | - | 238,820 | - | **238,820** | - | 238,820 |
| Transfers | 544,680 | (146,103) | 398,577 | - | **398,577** | - | 398,577 |
| Total Expen Authority | 40,118,437 | (230,530) | 39,887,907 | (119,236) | **39,768,671** | - | 39,768,671 |
| Reimbursements | (2,673,952) | (306,545) | (2,980,497) | - | **(2,980,497)** | - | (2,980,497) |
| Total Appropriation | 37,444,485 | (537,075) | 36,907,410 | (119,236) | **36,788,174** | - | 36,788,174 |
| **Revenue** | | | | | | | |
| Taxes | 17,027,500 | - | 17,027,500 | - | **17,027,500** | - | 17,027,500 |
| State, Fed or Gov't Aid | 4,654,300 | (551,892) | 4,102,408 | - | **4,102,408** | - | 4,102,408 |
| Other Revenue | 4,180 | 14,817 | 18,997 | - | **18,997** | - | 18,997 |
| Total Revenue | 21,685,980 | (537,075) | 21,148,905 | - | **21,148,905** | - | 21,148,905 |
| Local Cost | 15,758,505 | - | 15,758,505 | (119,236) | **15,639,269** | - | 15,639,269 |
| Budgeted Staffing | 387.0 | 8.8 | 395.8 | (1.6) | **394.2** | - | 394.2 |

## DISTRICT ATTORNEY

| | | |
|---|---|---|
| | **Base Year Adjustments** | |
| Salaries and Benefits | 3,079,947 | MOU. |
| | 1,699,620 | Retirement. |
| | 74,770 | Risk Management Workers Comp. |
| | 975,089 | Additional staff approved for Central Court expansion approved by Board on Oct. 1, 2002 and 2nd. Asst. DA position approved on Feb. 11, 2003. |
| | (396,342) | 4% Spend Down Plan. |
| | 5,433,084 | |
| Services and Supplies | (8,505) | Incremental change in EHAP. |
| | (31,211) | Risk Management Liabilities. |
| | 43,559 | Additional services and supplies approved for Central Court expansion. |
| | 3,843 | |
| Central Computer | (89,794) | |
| Subtotal Base Year Appropriation | 5,347,133 | |
| Taxes | 632,500 | Increase in Prop. 172 revenues. |
| State, Fed or Gov't Aid | (926,000) | Reduction of SB90 revenue due to state suspension of payment is backfilled by local cost. |
| Subtotal Base Year Revenue | (293,500) | |
| Subtotal Base Year Local Cost | 5,640,633 | |
| Budgeted staffing | 5.0 | Addition of 5.0 DDAs; 1.0 Inv; 1.0 Clerk for court expansion; 1.0 2nd. Asst DA offset by reduction of 2.0 Investigator I's and 1.0 DA Investigator II due to 4% reduction. |
| | **Mid-Year Adjustments** | |
| Salaries and Benefits | 209,318 | Supervising Attorney MOU approved by Board of Supervisors on March 25, 2003. |
| Subtotal Mid-Year Appropriation | 209,318 | |
| Subtotal Mid-Year Revenue | - | |
| Subtotal Mid-Year Local Cost | 209,318 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 7,609 | Reclassification request - delete 1.0 Accounting Technician and fund 1.0 Staff Analyst II. |
| | (147,000) | Reduction of 3.0 Victim witness Advocates to meet available funding. |
| | (79,209) | Reduction of 1.0 Programmer Analyst for previously anticipated transfer that did not occur. |
| | (249,287) | Reduction of 4.0 Clerk II's; 2.8 Clerk III's; 1.0 DDA IV; 2.0 DA Inv 1; 1.0 DA Inv II; 0.9 Investigative Tech; and 2.0 Secretary I offset by technical correction to remove vacancy factor included in prior year's budget. |
| | (467,887) | |
| Services and Supplies | 159,925 | Increase represents LLEBG expenditures for EIS. |
| | 75,000 | Safety equipment purchase and replacement. |
| | 148,535 | Training and CIP projects expenses. |
| | 383,460 | |
| Transfers | (146,103) | Correction for projected rent expenditure. |
| Reimbursements | (144,140) | Increase represents LLEBG funds, fed asset forfeitures and fines. |
| | (87,405) | Training and CIP projects from fed asset forfeitures. |
| | (75,000) | Safety equipment purchase and replacement from forfeitures. |
| | (306,545) | |
| Total Appropriation | (537,075) | |
| Revenue | | |
| State and Federal Aid | (551,892) | $276,456 represents loss of SB 90 revenue not offset by local cost backfill; $120,000 loss of spousal abuser prosecution program grant; $75,000 loss of community prosecution grant; and misc grant reductions (50,180 for statutory rape vertical prosecution; $26,131 for career criminal prosecution, etc.). |
| Other Revenue | 14,817 | Increase in LLEBG match. |
| Total Revenue | (537,075) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 1.6 | 119,236 | - | 119,236 |
| Vacant Budgeted In Recruitment - Retain | 4 | 2.8 | 160,335 | - | 160,335 |
| Total Vacant | 6 | 4.4 | 279,571 | - | 279,571 |
| Recommended Restoration of Vacant Deleted | | | | | |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Deputy District Attorney IV* | 77479 | (0.8) | (90,668) | - | (90,668) |
| *Clerk III* | 2710 | (0.8) | (28,568) | - | (28,568) |
| Subtotal Recommended - **Delete** | | (1.6) | (119,236) | - | (119,236) |
| *None* | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.6) | (119,236) | - | (119,236) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk III* | 9652 | 0.8 | 29,472 | - | 29,472 |
| *Clerk III* | 16518 | 1.0 | 34,021 | - | 34,021 |
| *District Atty Investigator I* | 15697 | 0.5 | 48,421 | - | 48,421 |
| *District Atty Investigator I* | 15217 | 0.5 | 48,421 | - | 48,421 |
| Total in Recruitment Retain | | 2.8 | 160,335 | - | 160,335 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## POLICY ITEMS

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 288,838 | - | 288,838 | 2.0 | Identity Theft Crime Unit. |
| - | - | - | - | |
| 288,838 | - | 288,838 | 2.0 | |

**DISTRICT ATTORNEY**

## POLICY DESCRIPTION FORM

**Department/Group:** District Attorney/Law & Justice **Budget Code:** AAA DAT

**Title:** Deputy District Attorney (Position #77479)

**PRIORITY:** Rank 1 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

With the Central Court Expansion, the District Attorney's Office was given four additional attorney positions to handle the increased burden of courtroom appearances. We promptly hired for two of those positions from an existing list and initiated a new recruitment to fill the remaining positions. With the new administration of Mike Ramos, his previous position and that of the new Assistant District Attorney, Mike Risely, became open. Of the four open positions, three were lost in the round of budgetary cutbacks that came about this year. Although our recruitment was completed, the District Attorney imposed an internal hiring freeze as the budget position was being further evaluated, particularly as it related to the potential state cutbacks in grant positions. Although we had an open position, this precaution was taken to avoid going over budget.

We now have a better estimate and some clear answers as to our grant status. Additionally, as the internal assessment of needs in the office has continued with the new administration, we now feel that filling the open attorney position is appropriation at this time. This assessment, along with the contemplated transfer of some of our attorney staff, discloses a critical need in our desert division. Further, the assessment also discloses the further critical need for a Public Integrity Unit. These increasing pressures on our staffing result in our request to fill the position from the already existing list of qualified candidates. We have checked references, evaluated the candidates and are ready to make an offer to fill the position.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 90,668 | $ 93,388 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Deputy District Attorney | 90,668 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 90,668 | $ 93,388 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 90,668 | $ 93,388 |

**DISTRICT ATTORNEY**

## POLICY DESCRIPTION FORM

**Department/Group:** District Attorney/Law & Justice **Budget Code:** AAA DAT
**Title:** Clerk III (Position #02710)

**PRIORITY:** Rank 2 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

As the department completes a business needs assessment, we have identified several areas of need where this clerical position would be valuable. The position was being held pending grant renewals to see if the state budget would impact grant amounts.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 25,568 | $ 26,335 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk III | 25,568 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | 25,568 | 26,335 |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | 25,000 |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 25,568 | $ 26,335 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 25,568 | $ 26,335 |

**DISTRICT ATTORNEY**

## POLICY DESCRIPTION FORM

**Department/Group:** District Attorney/Law & Justice **Budget Code:** AAA DAT
**Title:** Identity Theft Crime Unit

**PRIORITY:** Rank 3 of 3 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☒ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Fund staff devoted exclusively to investigation and prosecution of identity theft crimes in San Bernardino County (see attached).

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 234,961 | $ 246,709 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Deputy District Attorney | 139,380 |
| 1.0 | DA Investigator I | 95,581 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | 28,877 | 25,412 |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | |
|---|---|---|
| One Vehicle for Investigator | 25,000 | 25,000 |
| | | |
| | | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 288,838 | $ 272,121 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 288,838 | $ 272,121 |

**DISTRICT ATTORNEY**

**Policy Item #3 of 3 – Identity Theft Crime Unit**

The explosion of Internet usage and the availability of on-line public records coupled with the ease of credit card access, has contributed greatly to dramatic increases in the crime of identity theft. Cases range from a peace officer who had a criminal he was investigating assume his identity and file bankruptcy in the name of the officer to a local man who assumed the identity of a victim of the World Trade Center Attack in order to facilitate the theft of tens of thousands of dollars. One national estimate is that one in three Americans will be the victim of identity theft during their lifetime. The cost of credit card fraud alone is estimated at over one billion dollars annually.

The theft of an individual's identity generates incredible psychological trauma, as the damage left in the wake of such a theft often takes years to clean up. Falsified credit cards, fraudulently obtained loans and liens against personal property take years to unravel. Suspects often go unidentified, as it takes highly skilled investigators, competent in high technology criminal investigation methods, to track, locate and identify the suspects. Collecting evidence to prove the crime sufficiently in court is yet another difficult task investigators must undertake. Lastly, highly skilled prosecutors are necessary to both understand the highly complex cases and successfully prosecute these nefarious criminals in court in order to prevent the victimization of additional citizens.

Many con artists have made the transition to high technology criminal. Training and equipment to investigate and prosecute these criminals is expensive. Because of the level of expertise necessary, a long-term commitment is required of investigative and prosecutorial staff members in order to combat this ever-increasing crime.

## BUDGET UNIT: CHILD ABDUCTION (AAA DOS)

### I. GENERAL PROGRAM STATEMENT

The Child Abduction Program is required by Chapter 1399, Statutes of 1976, Custody of Minors. The purpose of the program is to prosecute those who criminally abduct children and to return minors to a safe environment. This statute designates the level of service that the District Attorney must provide. This program requires extensive travel nationwide and around the world to return children to the custody of the adult ordered by the court. This program is normally reimbursed by SB 90 (state mandated program reimbursement) funds.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 692,679 | 741,042 | 731,696 | 773,000 |
| Total Revenue | 1,942,755 | 741,042 | - | - |
| Local Cost | (1,250,076) | - | 731,696 | 773,000 |
| Budgeted Staffing | | 7.0 | | 7.0 |

Estimated variance from adopted budget represents deferred SB90 revenue due to state budget. Expenses have been reduced to the extent possible to minimize local cost backfill burden.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Due to suspension of SB90 reimbursement by the state, a local cost backfill of $773,000 was necessary for this budget unit. Overall increase represents MOU costs for all classification units offset by reduction in services and supplies in order to meet local cost backfill.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Child Abduction
**FUND:** General AAA DOS

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 606,560 | 588,278 | 32,177 | - | 620,455 |
| Services and Supplies | 88,773 | 152,764 | (219) | - | 152,545 |
| Transfers | 36,363 | - | - | - | - |
| Total Appropriation | 731,696 | 741,042 | 31,958 | - | 773,000 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | - | 741,042 | (741,042) | - | - |
| Total Revenue | - | 741,042 | (741,042) | - | - |
| Local Cost | | - | 773,000 | - | 773,000 |
| Budgeted Staffing | | 7.0 | - | - | 7.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Child Abduction
**FUND:** General AAA DOS

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | | |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 620,455 | 29,603 | 650,058 | - | **650,058** | - | 650,058 |
| Services and Supplies | 152,545 | (67,604) | 84,941 | - | **84,941** | - | 84,941 |
| Transfers | - | 38,001 | 38,001 | - | **38,001** | - | 38,001 |
| Total Appropriation | 773,000 | - | 773,000 | - | **773,000** | - | 773,000 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | - | - | - | - | **-** | - | - |
| Total Revenue | - | - | - | - | **-** | - | - |
| Local Cost | 773,000 | - | 773,000 | - | **773,000** | - | 773,000 |
| Budgeted Staffing | 7.0 | - | 7.0 | - | **7.0** | - | 7.0 |

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 7,433 | MOU. |
| | 19,130 | Retirement. |
| | 5,614 | Risk Management Workers Comp. |
| | 32,177 | |
| Services and Supplies | (65) | Risk Management Liabilities. |
| | (154) | Incremental change in EHAP. |
| | (219) | |
| Total Base Year Appropriation | 31,958 | |
| Total Base Year Revenue | (741,042) | Suspension of SB90 reimbursement backfilled by local cost. |
| Total Base Year Local Cost | (773,000) | |

## DISTRICT ATTORNEY

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 29,603 | Correction to funding level for salaries and benefits and to cover step increases. |
| Services and Supplies | (67,604) | Decrease in services and supplies to meet funding level and to reflect expenditures for Rent and EHAP charges under transfers. |
| Transfers | 38,001 | Moved funding for Rent and EHAP from Services and Supplies to Transfers. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

## I. GENERAL PROGRAM STATEMENT

This is a summary of seven special revenue accounts for the District Attorney's Office: Asset Forfeiture Unit; Specialized Prosecutions; Auto Insurance Fraud; Worker's Compensation Fraud; Real Estate Fraud; Vehicle Fees; and Federal Asset Forfeiture.

Revenue for these units is received from fines and forfeitures, the Department of Insurance, recording fees, and vehicle registration assessments. Each unit represents a self-funded program. No county general funds are used.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 3,164,065 | 4,713,759 | 4,575,779 | 6,991,440 |
| Total Revenue | 4,238,592 | 2,868,769 | 5,103,229 | 4,619,000 |
| Fund Balance | | 1,844,990 | | 2,372,440 |
| Budgeted Staffing | | 32.0 | | 33.0 |

Appropriations variance $137,980 represents cost savings measures across all budget units. Revenue exceeds projected figure due to continuation of strong housing market and several large forfeitures.

## III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Addition of 1.0 Public Service Employee (PSE) position in the Real Estate Fraud unit for short-term duration for a specific case.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney
**FUND:** Special Revenue Consolidated

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 2,871,737 | 2,763,178 | - | - | 2,763,178 |
| Services and Supplies | 368,941 | 581,474 | - | - | 581,474 |
| Transfers | 794,250 | 668,000 | - | - | 668,000 |
| Contingencies | 540,851 | 701,107 | - | - | 701,107 |
| Total Appropriation | 4,575,779 | 4,713,759 | - | - | 4,713,759 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 2,070,450 | 985,564 | - | - | 985,564 |
| Use of Money & Prop | 8,920 | - | - | - | - |
| Current Services | 1,050,000 | 588,575 | - | - | 588,575 |
| State, Fed or Gov't Aid | 1,973,859 | 1,294,630 | - | - | 1,294,630 |
| Total Revenue | 5,103,229 | 2,868,769 | - | - | 2,868,769 |
| Fund Balance | | 1,844,990 | - | - | 1,844,990 |
| Budgeted Staffing | | 32.0 | - | - | 32.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney
**FUND:** Special Revenue Consolidated

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,763,178 | 415,516 | 3,178,694 | - | **3,178,694** | - | 3,178,694 |
| Services and Supplies | 581,474 | (188,921) | 392,553 | - | **392,553** | - | 392,553 |
| Transfers | 668,000 | 367,969 | 1,035,969 | - | **1,035,969** | - | 1,035,969 |
| Contingencies | 701,107 | 1,683,117 | 2,384,224 | - | **2,384,224** | - | 2,384,224 |
| Total Appropriation | 4,713,759 | 2,277,681 | 6,991,440 | - | **6,991,440** | - | 6,991,440 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 985,564 | 524,436 | 1,510,000 | - | **1,510,000** | - | 1,510,000 |
| Use of Money & Prop | - | 9,000 | 9,000 | - | **9,000** | - | 9,000 |
| Current Services | 588,575 | 411,425 | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| State, Fed or Gov't Aid | 1,294,630 | 805,370 | 2,100,000 | - | 2,100,000 | - | 2,100,000 |
| Total Revenue | 2,868,769 | 1,750,231 | 4,619,000 | - | **4,619,000** | - | 4,619,000 |
| Fund Balance | 1,844,990 | 527,450 | 2,372,440 | - | **2,372,440** | - | 2,372,440 |
| Budgeted Staffing | 32.0 | 1.0 | 33.0 | - | **33.0** | - | 33.0 |

## DISTRICT ATTORNEY

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Salaries and Benefits | 415,516 | Consolidated adjustment across all special revenue funds. |
| Services and Supplies | (188,921) | Consolidated adjustment across all special revenue funds. |
| Transfers | 367,969 | Consolidated adjustment across all special revenue funds. |
| Contingencies | 1,683,117 | Consolidated adjustment across all special revenue funds. |
| Total Appropriation | 2,277,681 | |
| Revenue | | |
| Fines and Forfeitures | 524,436 | Consolidated adjustment across all special revenue funds. |
| Use of Money & Prop | 9,000 | Consolidated adjustment across all special revenue funds. |
| Current Services | 411,425 | Consolidated adjustment across all special revenue funds. |
| State, Fed or Gov't Aid | 805,370 | Consolidated adjustment across all special revenue funds. |
| Total Revenue | 1,750,231 | |
| Fund Balance | 527,450 | |

**BUDGET UNIT: ASSET FORFEITURE (SBH DAT)**

## I. GENERAL PROGRAM STATEMENT

This program was established to process asset forfeiture funds generated by activities of the Sheriff and police agencies. Budgeted positions include two deputy district attorneys and three clerical support positions.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 351,997 | 528,944 | 549,264 | 629,521 |
| Total Revenue | 529,118 | 310,159 | 500,000 | 460,000 |
| Fund Balance | | 218,785 | | 169,521 |
| Budgeted Staffing | | 5.0 | | 5.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Asset Forfeiture
FUND: Special Revenue SBH DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 391,400 | 365,039 | - | - | 365,039 |
| Services and Supplies | 25,853 | 40,594 | - | - | 40,594 |
| Transfers | 8,700 | - | - | - | - |
| Contingencies | 123,311 | 123,311 | - | - | 123,311 |
| Total Appropriation | 549,264 | 528,944 | - | - | 528,944 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 500,000 | 310,159 | - | - | 310,159 |
| Total Revenue | 500,000 | 310,159 | - | - | 310,159 |
| Fund Balance | | 218,785 | - | - | 218,785 |
| Budgeted Staffing | | 5.0 | - | - | 5.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Asset Forfeiture
**FUND:** Special Revenue SBH DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 365,039 | 52,663 | 417,702 | - | **417,702** | - | 417,702 |
| Services and Supplies | 40,594 | (13,086) | 27,508 | - | **27,508** | - | 27,508 |
| Transfers | - | 9,736 | 9,736 | - | **9,736** | - | 9,736 |
| Contingencies | 123,311 | 51,264 | 174,575 | - | **174,575** | - | 174,575 |
| Total Appropriation | 528,944 | 100,577 | 629,521 | - | **629,521** | - | 629,521 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 310,159 | 149,841 | 460,000 | - | **460,000** | - | 460,000 |
| Total Revenue | 310,159 | 149,841 | 460,000 | - | **460,000** | - | 460,000 |
| Fund Balance | 218,785 | (49,264) | 169,521 | - | **169,521** | - | 169,521 |
| Budgeted Staffing | 5.0 | - | 5.0 | - | **5.0** | - | 5.0 |

## DISTRICT ATTORNEY

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 52,663 | MOU. |
| Services and Supplies | (13,086) | Rents now in transfers and misc adjustments. |
| Transfers | 9,736 | Rents. |
| Contingencies | 51,264 | Increase contingencies due to fund balance/revenue in excess of unit expenditure. |
| Total Appropriation | 100,577 | |
| Revenue | | |
| Other Revenue | 149,841 | Adjust to anticipated level of asset forfeiture revenue. |
| Total Revenue | 149,841 | |
| Fund Balance | (49,264) | |

**BUDGET UNIT: SPECIALIZED PROSECUTIONS (SBI DAT)**

## I. GENERAL PROGRAM STATEMENT

This unit was established in 1990-91 with funding from various asset forfeiture accounts to specifically prosecute crimes, such as hazardous waste dumping, consumer fraud, and violations of Cal-OSHA laws.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 732,594 | 751,456 | 787,180 | 1,763,871 |
| Total Revenue | 818,293 | 650,405 | 1,500,000 | 950,000 |
| Fund Balance | | 101,051 | | 813,871 |
| Budgeted Staffing | | 7.0 | | 7.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Specialized Prosecution
FUND: Special Revenue SBI DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 626,600 | 599,630 | - | - | 599,630 |
| Services and Supplies | 85,580 | 151,826 | - | - | 151,826 |
| Transfers | 75,000 | - | - | - | - |
| Total Appropriation | 787,180 | 751,456 | - | - | 751,456 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 1,500,000 | 650,405 | - | - | 650,405 |
| Total Revenue | 1,500,000 | 650,405 | - | - | 650,405 |
| Fund Balance | | 101,051 | - | - | 101,051 |
| Budgeted Staffing | | 7.0 | - | - | 7.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Specialized Prosecution
**FUND:** Special Revenue SBI DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 599,630 | 70,503 | 670,133 | - | **670,133** | - | 670,133 |
| Services and Supplies | 151,826 | (34,827) | 116,999 | - | **116,999** | - | 116,999 |
| Transfers | | 153,109 | 153,109 | - | **153,109** | - | 153,109 |
| Contingencies | - | 823,630 | 823,630 | - | **823,630** | - | 823,630 |
| Total Appropriation | 751,456 | 1,012,415 | 1,763,871 | - | **1,763,871** | - | 1,763,871 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 650,405 | 299,595 | 950,000 | - | **950,000** | - | 950,000 |
| Total Revenue | 650,405 | 299,595 | 950,000 | - | **950,000** | - | 950,000 |
| Fund Balance | 101,051 | 712,820 | 813,871 | - | **813,871** | - | 813,871 |
| Budgeted Staffing | 7.0 | - | 7.0 | - | **7.0** | - | 7.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 70,503 | MOU. |
| Services and Supplies | (34,827) | Rents now in transfers, increase in professional services. |
| Transfers | 153,109 | For rents, EHAP and law enforcement equipment. |
| Contingencies | 823,630 | Increase in contingencies due to revenue in excess of expenditures in this unit. |
| Total Appropriation | 1,012,415 | |
| Revenue | | |
| Other Revenue | 299,595 | Adjust to projected level based on 2002-03 experience. |
| Total Revenue | 299,595 | |
| Fund Balance | 712,820 | |

**BUDGET UNIT: AUTO INSURANCE FRAUD (RIP DAT)**

## I. GENERAL PROGRAM STATEMENT

Section 1871 of the Insurance Code authorizes the Insurance Commission to distribute funds collected from insurance companies for the purpose of auto fraud investigation and prosecution. This unit is dedicated to that effort and is funded by the Department of Insurance.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 517,566 | 560,468 | 548,005 | 673,944 |
| Total Revenue | 505,193 | 502,378 | 563,859 | 600,000 |
| Fund Balance | | 58,090 | | 73,944 |
| Budgeted Staffing | | 5.0 | | 5.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Auto Insurance Fraud Unit
**FUND:** Special Revenue RIP DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 465,097 | 466,160 | - | - | 466,160 |
| Services and Supplies | 59,408 | 94,308 | - | - | 94,308 |
| Transfers | 23,500 | - | - | - | - |
| Total Appropriation | 548,005 | 560,468 | - | - | 560,468 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 563,859 | 502,378 | - | - | 502,378 |
| Total Revenue | 563,859 | 502,378 | - | - | 502,378 |
| Fund Balance | | 58,090 | - | - | 58,090 |
| Budgeted Staffing | | 5.0 | - | - | 5.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney Auto Insurance Fraud Unit
**FUND:** Special Revenue RIP DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 466,160 | 74,058 | 540,218 | - | **540,218** | - | 540,218 |
| Services and Supplies | 94,308 | (41,574) | 52,734 | - | **52,734** | - | 52,734 |
| Transfers | - | 25,266 | 25,266 | - | **25,266** | - | 25,266 |
| Contingencies | - | 55,726 | 55,726 | - | **55,726** | - | 55,726 |
| Total Appropriation | 560,468 | 113,476 | 673,944 | - | **673,944** | - | 673,944 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 502,378 | 97,622 | 600,000 | - | **600,000** | - | 600,000 |
| Total Revenue | 502,378 | 97,622 | 600,000 | - | **600,000** | - | 600,000 |
| Fund Balance | 58,090 | 15,854 | 73,944 | - | **73,944** | - | 73,944 |
| Budgeted Staffing | 5.0 | - | 5.0 | - | **5.0** | - | 5.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 74,058 | MOU (Attorney and general). |
| Services and Supplies | (41,574) | Allocated to transfers out for rent and misc adjustments. |
| Transfers | 25,266 | Rents. |
| Contingencies | 55,726 | Increase contingencies due to excess revenue/fund balance over expenditure for this budget unit. |
| Total Appropriation | 113,476 | |
| Revenue | | |
| Other Revenue | 97,622 | Adjust to projected level. |
| Total Revenue | 97,622 | |
| Fund Balance | 15,854 | |

**BUDGET UNIT: WORKERS COMPENSATION FRAUD (ROB DAT)**

## I. GENERAL PROGRAM STATEMENT

The Insurance Commissioner of the State of California, pursuant to the provisions of Section 1872.83 of the California Insurance Code, distributes funds for the purposes of investigation and prosecution of worker's compensation insurance fraud cases. This program is dedicated to that effort.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 801,817 | 834,883 | 850,901 | 1,174,416 |
| Total Revenue | 806,690 | 499,566 | 800,000 | 890,000 |
| Fund Balance | | 335,317 | | 284,416 |
| Budgeted Staffing | | 8.0 | | 8.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Workers Compensation Fraud
FUND: Special Revenue ROB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 727,351 | 690,240 | - | - | 690,240 |
| Services and Supplies | 82,050 | 144,643 | - | - | 144,643 |
| Transfers | 41,500 | - | - | - | - |
| Total Appropriation | 850,901 | 834,883 | - | - | 834,883 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 800,000 | 499,566 | - | - | 499,566 |
| Total Revenue | 800,000 | 499,566 | - | - | 499,566 |
| Fund Balance | | 335,317 | - | - | 335,317 |
| Budgeted Staffing | | 8.0 | - | - | 8.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney -Workers Compensation Fraud
**FUND:** Special Revenue ROB DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 690,240 | 85,420 | 775,660 | - | **775,660** | - | 775,660 |
| Services and Supplies | 144,643 | (75,005) | 69,638 | - | **69,638** | - | 69,638 |
| Transfers | - | 44,658 | 44,658 | - | **44,658** | - | 44,658 |
| Contingencies | - | 284,460 | 284,460 | - | **284,460** | - | 284,460 |
| Total Appropriation | 834,883 | 339,533 | 1,174,416 | - | **1,174,416** | - | 1,174,416 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 499,566 | 390,434 | 890,000 | - | **890,000** | - | 890,000 |
| Total Revenue | 499,566 | 390,434 | 890,000 | - | **890,000** | - | 890,000 |
| Fund Balance | 335,317 | (50,901) | 284,416 | - | **284,416** | - | 284,416 |
| Budgeted Staffing | 8.0 | - | 8.0 | - | **8.0** | - | 8.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 85,420 | MOU. |
| Services and Supplies | (75,005) | Rents moved to transfer out and misc adjustments. |
| Transfers | 44,658 | Rents. |
| Contingencies | 284,460 | Increase due to excess fund balance/revenue over expenditure for this budget unit. |
| Total Appropriation | 339,533 | |
| Revenue | | |
| Other Revenue | 390,434 | Adjust to projected level. |
| Total Revenue | 390,434 | |
| Fund Balance | (50,901) | |

**BUDGET UNIT: REAL ESTATE FRAUD UNIT (REB DAT)**

## I. GENERAL PROGRAM STATEMENT

On January 23, 1996, the Board of Supervisors adopted Resolution 96-14 to allow the county to collect an additional $2 fee upon recording documents as set forth in Government Code Section 27388 to provide the county with resources to investigate and prosecute real estate fraud crimes. This program was previously accounted for in the general fund. All program costs and revenues were transferred to a special revenue fund in 1997-98.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 760,091 | 1,073,807 | 1,061,136 | 1,474,096 |
| Total Revenue | 932,783 | 588,575 | 1,050,000 | 1,000,000 |
| Fund Balance | | 485,232 | | 474,096 |
| Budgeted Staffing | | 7.0 | | 8.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Addition of 1.0 Public Service Employee on a short-term basis for a specific case.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: District Attorney - Real Estate Fraud Unit
FUND: Special Revenue REB DAT

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 661,289 | 642,109 | - | - | 642,109 |
| Services and Supplies | 116,050 | 150,103 | - | - | 150,103 |
| Tranfers | 35,550 | - | - | - | - |
| Contingencies | 248,247 | 281,595 | - | - | 281,595 |
| Total Appropriation | 1,061,136 | 1,073,807 | - | - | 1,073,807 |
| **Revenue** | | | | | |
| Other Revenue | 1,050,000 | 588,575 | - | - | 588,575 |
| Total Revenue | 1,050,000 | 588,575 | - | - | 588,575 |
| Fund Balance | | 485,232 | - | - | 485,232 |
| Budgeted Staffing | | 7.0 | - | - | 7.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Real Estate Fraud Unit
**FUND:** Special Revenue REB DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 642,109 | 132,872 | 774,981 | - | **774,981** | - | 774,981 |
| Services and Supplies | 150,103 | (24,429) | 125,674 | - | **125,674** | - | 125,674 |
| Transfers | - | 38,200 | 38,200 | - | **38,200** | - | 38,200 |
| Contingencies | 281,595 | 253,646 | 535,241 | - | **535,241** | - | 535,241 |
| Total Appropriation | 1,073,807 | 400,289 | 1,474,096 | - | **1,474,096** | - | 1,474,096 |
| **Revenue** | | | | | | | |
| Current Services | 588,575 | 411,425 | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Total Revenue | 588,575 | 411,425 | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Fund Balance | 485,232 | (11,136) | 474,096 | - | **474,096** | - | 474,096 |
| Budgeted Staffing | 7.0 | 1.0 | 8.0 | - | **8.0** | - | 8.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 132,872 | MOU and addition of 1.0 PSE. |
| Services and Supplies | (24,429) | Adjustment from services and supplies to Transfers for rents. |
| Transfer | 38,200 | Rents. |
| Contingencies | 253,646 | Expected collections exceed expenditures - amount allocated to contingencies. |
| Total Appropriation | 400,289 | |
| Revenue | | |
| Current Services | 411,425 | Adjust to projected level. |
| Total Revenue | 411,425 | |
| Fund Balance | (11,136) | |

## BUDGET UNIT: VEHICLE FEES (SDM DAT)

### I. GENERAL PROGRAM STATEMENT

This fund represents the District Attorney's share in the $1 registration assessment on vehicles registered in San Bernardino County and is used to fund auto theft prosecution efforts. The funds are allocated to pay for the auto theft expenses in the District Attorney's main criminal budget. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 610,000 | 610,000 | 927,314 |
| Total Revenue | 317,314 | 292,686 | 610,000 | 610,000 |
| Fund Balance | | 317,314 | | 317,314 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Vehicle Fees
**FUND:** Special Revenue SDM DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Transfers | 610,000 | 610,000 | - | - | 610,000 |
| Total Appropriation | 610,000 | 610,000 | - | - | 610,000 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 610,000 | 292,686 | - | - | 292,686 |
| Total Revenue | 610,000 | 292,686 | - | - | 292,686 |
| Fund Balance | | 317,314 | - | - | 317,314 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Vehicle Fees
**FUND:** Special Revenue SDM DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 610,000 | - | 610,000 | - | **610,000** | - | 610,000 |
| Contingencies | - | 317,314 | 317,314 | - | **317,314** | - | 317,314 |
| Total Appropriation | 610,000 | 317,314 | 927,314 | - | **927,314** | - | 927,314 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 292,686 | 317,314 | 610,000 | - | **610,000** | - | 610,000 |
| Total Revenue | 292,686 | 317,314 | 610,000 | - | **610,000** | - | 610,000 |
| Fund Balance | 317,314 | - | 317,314 | - | **317,314** | - | 317,314 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Contingencies | 317,314 | Increase contingencies due to excess fund balance above budget unit expenditure requirement. |
| Total Appropriation | 317,314 | |
| Revenue | | |
| State, Fed, or Gov't Aid | 317,314 | Adjust to projected level. |
| Total Revenue | 317,314 | |
| Fund Balance | - | |

**BUDGET UNIT: FEDERAL ASSET FORFEITURE (SDN DAT)**

## I. GENERAL PROGRAM STATEMENT

This fund represents asset forfeitures filed through the federal asset forfeiture program. The U.S. Department of Justice sets forth terms by which law enforcement may use federally forfeited property for law enforcement purposes. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 354,201 | 169,293 | 348,278 |
| Total Revenue | 329,718 | 25,000 | 79,370 | 109,000 |
| Fund Balance | | 329,201 | | 239,278 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Federal Asset Forfeiture
**FUND:** Special Revenue SDN DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Transfers | - | 58,000 | - | - | 58,000 |
| Contingencies | 169,293 | 296,201 | - | - | 296,201 |
| Total Appropriation | 169,293 | 354,201 | - | - | 354,201 |
| **Revenue** | | | | | |
| Use of Money & Prop | 8,920 | - | - | - | - |
| Fines and Forfeitures | 70,450 | 25,000 | - | - | 25,000 |
| Total Revenue | 79,370 | 25,000 | - | - | 25,000 |
| Fund Balance | | 329,201 | - | - | 329,201 |

**GROUP:** Law and Justice
**DEPARTMENT:** District Attorney - Federal Asset Forfeiture
**FUND:** Special Revenue SDN DAT

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 58,000 | 97,000 | 155,000 | - | **155,000** | - | 155,000 |
| Contingencies | 296,201 | (102,923) | 193,278 | - | **193,278** | - | 193,278 |
| Total Appropriation | 354,201 | (5,923) | 348,278 | - | **348,278** | - | 348,278 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 9,000 | 9,000 | - | **9,000** | - | 9,000 |
| Fines & Forfeitures | 25,000 | 75,000 | 100,000 | - | **100,000** | - | 100,000 |
| Total Revenue | 25,000 | 84,000 | 109,000 | - | **109,000** | - | 109,000 |
| Fund Balance | 329,201 | (89,923) | 239,278 | - | **239,278** | - | 239,278 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Transfers | 97,000 | Increase to projected level of activity. |
| Contingencies | (102,923) | Decrease contingencies - move to transfers. |
| Total Appropriation | (5,923) | |
| Revenue | | |
| Use of Money & Prop | 9,000 | Adjust to projected level. |
| Fines & Forfeitures | 75,000 | Adjust to projected level. |
| Total Revenue | 84,000 | |
| Fund Balance | (89,923) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: LAW AND JUSTICE GROUP**
**CHAIRMAN: JAMES B. HACKLEMAN**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Law & Justice Group | 115,587 | 49,000 | 66,587 | | 1.0 |
| 2002 Law Enforcement Grant | 232,612 | 3,568 | | 229,044 | - |
| 2001 Law Enforcement Grant | 89,999 | 3,080 | | 86,919 | - |
| 2000 Law Enforcement Grant | - | - | | | - |
| TOTAL | 438,198 | 55,648 | 66,587 | 315,963 | 1.0 |

**BUDGET UNIT: LAW AND JUSTICE GROUP (AAA LNJ)**

## I. GENERAL PROGRAM STATEMENT

Under the general direction of the Law and Justice Group Chairman, the Law and Justice administrative analyst provides administrative support to the Law and Justice Group; conducts complex research and analytical studies involving administrative and operational relationships of the Law and Justice Group departments; and coordinates special projects of mutual concern to the Group.

The Law and Justice administrative analyst also serves as the County Alternative Dispute Resolution Program Coordinator. A surcharge on civil filing fees generates funding for the program; a portion of which is revenue to this budget unit to partially reimburse the analyst's salary.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 119,667 | 114,080 | 111,380 | 115,587 |
| Total Revenue | 98,461 | 49,000 | 49,000 | 49,000 |
| Local Cost | 21,206 | 65,080 | 62,380 | 66,587 |
| Budgeted Staffing | | 1.0 | | 1.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**
None.

**PROGRAM CHANGES**
None.

**OTHER CHANGES**
None.

## IV. VACANT POSITION IMPACT
None.

## V. OTHER POLICY ITEMS
None.

## VI. FEE CHANGES
None.

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group
**FUND:** General AAA LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 100,039 | 100,039 | 7,619 | - | 107,658 |
| Services and Supplies | 11,301 | 14,001 | (6,614) | - | 7,387 |
| Central Computer | 40 | 40 | 524 | - | 564 |
| Transfers | - | - | (22) | - | (22) |
| Total Appropriation | 111,380 | 114,080 | 1,507 | - | 115,587 |
| Revenue | | | | | |
| Current Services | 49,000 | 49,000 | - | - | 49,000 |
| Total Revenue | 49,000 | 49,000 | - | - | 49,000 |
| Local Cost | 62,380 | 65,080 | 1,507 | - | 66,587 |
| Budgeted Staffing | | 1.0 | - | - | 1.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group
**FUND:** General AAA LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 107,658 | 3,844 | 111,502 | - | **111,502** | - | 111,502 |
| Services and Supplies | 7,387 | (4,039) | 3,348 | - | **3,348** | - | 3,348 |
| Central Computer | 564 | - | 564 | - | **564** | - | 564 |
| Transfers | (22) | 195 | 173 | - | **173** | - | 173 |
| Total Appropriation | 115,587 | - | 115,587 | - | **115,587** | - | 115,587 |
| Revenue | | | | | | | |
| Current Services | 49,000 | - | 49,000 | - | **49,000** | - | 49,000 |
| Total Revenue | 49,000 | - | 49,000 | - | **49,000** | - | 49,000 |
| Local Cost | 66,587 | - | 66,587 | - | **66,587** | - | 66,587 |
| Budgeted Staffing | 1.0 | - | 1.0 | - | **1.0** | - | 1.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 2,577 | MOU. |
| | 4,923 | Retirement. |
| | 119 | Risk Management Workers Comp. |
| | 7,619 | |
| Services and Supplies | (2,603) | 4% Spend Down Plan. |
| | (11) | Risk Management Liabilities. |
| | (4,000) | 30% Cost Reduction Plan. |
| | (6,614) | |
| Central Computer | 524 | |
| Transfers | (22) | Incremental change in EHAP. |
| Total Appropriation | 1,507 | |
| Total Revenue | - | |
| Local Cost | 1,507 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 3,844 | Transfer from services and supplies to adjust for actual salary costs. |
| Services and Supplies | (3,844) | Transfer to salaries and benefits to adjust for actual salary costs. |
| | (195) | GASB 34 Accounting Change (EHAP). |
| | (4,039) | |
| Transfers | 195 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

**BUDGET UNIT: 2002 LOCAL LAW ENFORCEMENT BLOCK GRANT (SDT LNJ)**

## I. GENERAL PROGRAM STATEMENT

This is a 2002 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant will provide funding for the creation of a law and justice data-sharing interface allowing the District Attorney, Public Defender, Probation, and the Superior Court to share information more efficiently. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | - | - | 232,612 |
| Total Revenue | - | - | 229,044 | 3,568 |
| Fund Balance | | - | | 229,044 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

On September 10, 2002, the Board of Supervisors accepted the 2002 LLEBG grant in the amount of $227,544. These funds were originally allocated for 2.0 probation officer positions for drug courts, two jail visitation modules at West Valley Detention Center for attorney/client conferencing, and for further development of the electronic data-sharing project.

As recommended by the Law & Justice Group, on February 4, 2003 the Board reallocated funds from the earlier 2001 LLEBG grant for these three projects in order to spend that funding prior to the end of the 2001 grant period. This made the full amount of the 2002 grant available for the data-sharing project.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2002 LLEBG
FUND: Special Revenue SDT LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Transfers | - | - | 227,544 | - | 227,544 |
| Total Appropriation | - | - | 227,544 | - | 227,544 |
| **Revenue** | | | | | |
| Use of Money & Prop | 1,500 | - | - | - | - |
| State, Fed or Gov't Aid | 227,544 | - | 227,544 | - | 227,544 |
| Total Revenue | 229,044 | - | 227,544 | - | 227,544 |
| Fund Balance | | - | - | - | - |

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group - 2002 LLEBG
**FUND:** Special Revenue SDT LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 227,544 | 5,068 | 232,612 | - | **232,612** | - | 232,612 |
| Total Appropriation | 227,544 | 5,068 | 232,612 | - | **232,612** | - | 232,612 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 3,568 | 3,568 | - | **3,568** | - | 3,568 |
| State, Fed or Gov't Aid | 227,544 | (227,544) | - | - | **-** | - | - |
| Total Revenue | 227,544 | (223,976) | 3,568 | - | **3,568** | - | 3,568 |
| Fund Balance | - | 229,044 | 229,044 | - | **229,044** | - | 229,044 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Transfers | 147,116 | Probation officers for drug courts approved September 10, 2002. |
| | 30,947 | Jail visitation modules at West Valley Detention Center approved September 10, 2002. |
| | 49,481 | Development of the law and justice data-sharing project approved September 10, 2002. |
| | 227,544 | |
| Total Appropriation | 227,544 | |
| Revenue | | |
| State, Fed or Gov't Aid | 227,544 | Grant accepted September 10, 2002. |
| Total Revenue | 227,544 | |
| Fund Balance | - | |

***Note:*** On February 4, 2003, the Board reallocated the funding for the probation officers and the jail visitation modules to the law and justice data-sharing project.

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**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Transfers | 5,068 | Anticipated interest in 2002-03 and 2003-04 to be applied toward approved projects. |
| Total Appropriation | 5,068 | |
| Revenue | | |
| Use of Money & Prop | 3,568 | Anticipated interest earnings in 2003-04. |
| State, Fed or Gov't Aid | (227,544) | Grant revenue was received in 2002-03. |
| Total Revenue | (223,976) | |
| Fund Balance | 229,044 | |

**BUDGET UNIT: 2001 LOCAL LAW ENFORCEMENT BLOCK GRANT (RNE LNJ)**

## I. GENERAL PROGRAM STATEMENT

This is a 2001 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant provides funding for 2.0 probation officer positions for drug courts in Fontana, Big Bear, and Barstow; the purchase of two mobile jail units to provide jail visitation at the West Valley Detention Center for attorney/client video conferencing; and for further development of the Law and Justice Group's electronic data-sharing project. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 298,451 | 208,452 | 89,999 |
| Total Revenue | 287,971 | 10,480 | 7,400 | 3,080 |
| Fund Balance | | 287,971 | | 86,919 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The 2001 LLEBG grant was originally allocated to fund a technology project to facilitate information sharing among the Law and Justice Group departments. Due to delays in the technology project, on February 4, 2003 the Board approved the reallocation of the majority of this funding for probation officers for drug courts and two mobile jail units. This budget is adjusted to that anticipated level of activity for 2003-04.

**OTHER CHANGES**

Contingencies of $7,000 is transferred to purchase radio equipment for Sheriff as recommended by the Law and Justice Group. As all grant funds must be spent by October 24, 2003, the remainder of the contingencies, $8,000, is transferred for other services and supplies.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group - 2001 LLEBG
**FUND:** Special Revenue RNE LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Transfers | 208,452 | - | 283,451 | - | 283,451 |
| Contingencies | - | 298,451 | (283,451) | - | 15,000 |
| Total Appropriation | 208,452 | 298,451 | - | - | 298,451 |
| **Revenue** | | | | | |
| Use of Money & Prop | 7,400 | 10,480 | - | - | 10,480 |
| Total Revenue | 7,400 | 10,480 | - | - | 10,480 |
| Fund Balance | | 287,971 | - | - | 287,971 |

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group - 2001-LLEBG
**FUND:** Special Revenue RNE LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 283,451 | (193,452) | 89,999 | - | **89,999** | - | 89,999 |
| Contingencies | 15,000 | (15,000) | - | - | **-** | - | - |
| Total Appropriation | 298,451 | (208,452) | 89,999 | - | **89,999** | - | 89,999 |
| Revenue | | | | | | | |
| Use of Money & Prop | 10,480 | (7,400) | 3,080 | - | **3,080** | - | 3,080 |
| Total Revenue | 10,480 | (7,400) | 3,080 | - | **3,080** | - | 3,080 |
| Fund Balance | 287,971 | (201,052) | 86,919 | - | **86,919** | - | 86,919 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Transfers | 147,116 | Probation officers (2.0 positions) for drug courts approved February 4, 2003. |
| | 30,947 | Jail visitation modules for Sheriff approved February 4, 2003. |
| | 105,388 | Electronic data-sharing project approved February 4, 2003. |
| | 283,451 | |
| Contingencies | (283,451) | Reduction of contingencies for projects approved February 4, 2003. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Transfers | (208,452) | Reduce for portion of grant spent in 2002-03. |
| | 7,000 | From contingencies for radio equipment for Sheriff as recommended by Law and Justice Group. |
| | 8,000 | From contingencies for services and supplies. |
| | (193,452) | |
| Contingencies | (15,000) | |
| Total Appropriation | (208,452) | |
| Revenues | | |
| Use of Money & Prop | (7,400) | To adjust to interest earnings anticipated during 2003-04. |
| Total Revenue | (7,400) | |
| Fund Balance | (201,052) | |

**BUDGET UNIT: 2000 LOCAL LAW ENFORCEMENT BLOCK GRANT (SDO LNJ)**

## I. GENERAL PROGRAM STATEMENT

This is a 2000 Local Law Enforcement Block Grant (LLEBG) received from the U.S. Department of Justice for the purpose of reducing crime and improving public safety. The grant provided funding for 1) cabling and radio equipment to allow for interoperability between county law enforcement agencies and the California Highway Patrol; 2) the development of Phase II and III of the Law and Justice Group e-Filing project; and 3) additional printers and computer equipment for the Office of the Public Defender to adequately interface with the e-Filing project. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 280,376 | 241,696 | - |
| Total Revenue | 238,124 | 42,252 | 3,572 | - |
| Fund Balance | | 238,124 | | - |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The funding period for this grant was two years, November 21, 2000 to November 30, 2002. All funds have been expended.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Law and Justice Group - 2000 LLEBG
FUND: Special Revenue SDO LNJ

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services & Supplies | 3,360 | - | - | - | - |
| Transfers | 238,336 | 142,860 | 137,516 | - | 280,376 |
| Contingencies | - | 137,516 | (137,516) | - | - |
| Total Appropriation | 241,696 | 280,376 | - | - | 280,376 |
| **Revenue** | | | | | |
| Use of Money & Prop | 3,572 | 42,252 | - | - | 42,252 |
| Total Revenue | 3,572 | 42,252 | - | - | 42,252 |
| Fund Balance | | 238,124 | - | - | 238,124 |

**GROUP:** Law and Justice
**DEPARTMENT:** Law and Justice Group - 2000 LLEBG
**FUND:** Special Revenue SDO LNJ

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services & Supplies | - | - | - | - | - | - | - |
| Transfers | 280,376 | (280,376) | - | - | - | - | - |
| Contingencies | - | - | - | - | - | - | - |
| Total Appropriation | 280,376 | (280,376) | - | - | - | - | - |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 42,252 | (42,252) | - | - | - | - | - |
| Total Revenue | 42,252 | (42,252) | - | - | - | - | - |
| Fund Balance | 238,124 | (238,124) | - | - | - | - | - |

### Base Year Adjustments

| | | |
|---|---|---|
| Transfers | 137,516 | From contingencies for intrusion detection software and radio equipment approved September 10, 2002. |
| Contingencies | (137,516) | Reduction of contingencies for software and equipment approved September 10, 2002. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Fund Balance | - | |

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Transfers | (280,376) | Grant ended November 30, 2002. |
| Total Appropriation | (280,376) | |
| Revenue | | |
| Use of Money & Prop | (42,252) | Grant ended November 30, 2002. |
| Total Revenue | (42,252) | |
| Fund Balance | (238,124) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: PROBATION**
**ADMINISTRATOR: RAYMOND WINGERD**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriations | Revenue | Local Cost | Fund Balance | Staffing |
| Admin/Comm Corr | 34,872,731 | 21,149,322 | 13,723,409 | - | 473.6 |
| Court Ordered Placements | 7,382,883 | - | 7,382,883 | - | - |
| Detention Corrections | 43,546,689 | 16,223,754 | 27,322,935 | - | 638.0 |
| Pretrial Detention | 512,610 | - | 512,610 | - | 7.0 |
| Assembly Bill 1913 (AB1913) | 260,781 | 260,781 | - | - | 75.0 |
| Special Revenue | 12,335,706 | 6,320,513 | - | 6,015,193 | - |
| Total | 98,911,400 | 43,954,370 | 48,941,837 | 6,015,193 | 1,193.6 |

**BUDGET UNIT: PROBATION – ADMIN & COMMUNITY CORRECTIONS (AAA PRB)**

### I. GENERAL PROGRAM STATEMENT

The Probation Administration Bureau is responsible for the overall management of the Probation Department's field services, institutions, and pretrial detention units. The Community Corrections Bureau included in this budget unit provides adult and juvenile court related services in the areas of investigation and probationer supervision.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 29,720,431 | 30,833,153 | 32,895,377 | 34,872,731 |
| Total Revenue | 20,151,510 | 20,273,167 | 22,345,216 | 21,149,322 |
| Local Cost | 9,568,921 | 10,559,986 | 10,550,161 | 13,723,409 |
| Budgeted Staffing | | 482.0 | | 473.6 |
| **Workload Indicators** | | | | |
| Adult Services: | | | | |
| Supervision (avgs) | 16,992 | 18,842 | 19,000 | 20,000 |
| Investigations (avgs) | 10,532 | 12,000 | 13,000 | 14,000 |
| Electronic Monitoring (avgs) | 64 | 75 | 75 | 75 |
| Juvenile Services: | | | | |
| Supervision (avgs) | 3,903 | 4,200 | 3,500 | 3,700 |
| Investigations (avgs) | 3,496 | 4,000 | 2,900 | 3,000 |
| Intake/Community Service Team | 6,060 | 6,100 | 7,500 | 7,800 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

The 4% Spend Down Plan, included in Base Year Adjustments, eliminated 1.0 budgeted staff (1.0 Probation Officer). The end of funding from various grants and school contracts eliminated 11.0 positions (1.0 Administrative Clerk, 1.0 Clerk II, 1.0 Corrections Officer, 6.0 Probation Officers, 1.0 Public Service Employee, 1.0 Secretary I) while funding from new grants and contracts added 3.6 positions (1.0 Background Investigator, 2.6 Probation Officers) for a net decrease of 8.4 budgeted staff.

**PROGRAM CHANGES**

Vehicle charges, travel costs, and systems development are expected to increase in 2003-04; however, reductions in temporary help, general maintenance, rents/leases, and training costs combined with a transfer of Risk Management charges to AAA PRN (to cover liability insurance) will decrease service and supplies by approximately $300,000. A Federal Community Oriented Policing Services Technology grant was approved in January 2003, which will provide one-time funding for the installation of both an adult and juvenile Case Management system.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The departments has a total of 19.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 15.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 4.0 | Retain |
| Total Vacant | 19.0 | |

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 15.0 vacant budgeted positions that are slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | Administrative Services Bureau | 3.0<br>$116,056<br>Local Cost | These 3.0 Clerk II positions provide administrative support including the processing of new cases, updating warrant information and conditions of probation, and reassignment of new cases. |
| | 1 | Administrative Services Bureau | 1.0<br>$48,211<br>Local Cost | This Clerk IV position supervises the central administrative group; manages the report distribution system; develops cross divisional reports; and oversees the fingerprinting systems, submission process, central reception area, mail distribution, and issuance of department identification. |
| | 1 | Administrative Services Bureau | 1.0<br>$108,584<br>Local Cost | This Probation Division Director I position is responsible for oversight of the Day Reporting Center in the Central Valley area, as well as six programs that monitor approximately 1,500 minors on probation in the Central Valley area. This position also monitors five separate grant funding sources. |
| | 1 | Juvenile Intake Management, Success and Aftercare Programs, adult investigations, and recruiting. | 9.0 - **$660,335**<br><br>$357,435<br>Local Cost<br>$302,900<br>Revenue Supported | These 9.0 Probation Officer II positions divert cases from court sentencing to prevention programs resulting in reduced costs in investigation, attorney fees, and court costs. In addition, these positions manage high risk juvenile probations; and work within the Success Program in positions in excess of those funded by AB1913. Finally, one of these positions is responsible for management of high risk juveniles which increases community safety and substantial county savings in out-of-home placement and CYA costs and one is responsible for the recruitment of personnel for the department. |
| | 1 | Administrative Services Bureau | 1.0<br>$59,895<br>Local Cost | This Supervising Accounting Technician position supervises a fiscal staff responsible for complex documentation for grants and entitlements; hires and trains staff; assigns and monitors work; evaluates work performance; performs a variety of accounting functions. |

## V. OTHER POLICY ITEMS

The department is presenting a single policy item, an Adult Sex Offender Program, totaling approximately $1.5 million and 14.0 new positions to hold sex offenders accountable and to protect the community. The adult sex offender is a great risk to public safety, and also has the highest recidivism rate of all lawbreakers.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Probation - Administration & Community Corrections
FUND: General AAA PRB

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 28,228,048 | 27,930,769 | 4,146,290 | - | 32,077,059 |
| Services and Supplies | 6,717,157 | 5,167,266 | 143,456 | - | 5,310,722 |
| Central Computer | 477,855 | 477,855 | (166,696) | - | 311,159 |
| Other Charges | 72,399 | 74,500 | - | - | 74,500 |
| Equipment | 28,600 | 28,600 | - | - | 28,600 |
| Transfers | 744,700 | 748,075 | - | - | 748,075 |
| Total Exp Authority | 36,268,759 | 34,427,065 | 4,123,050 | - | 38,550,115 |
| Reimbursements | (3,373,382) | (3,593,912) | - | - | (3,593,912) |
| Total Appropriation | 32,895,377 | 30,833,153 | 4,123,050 | - | 34,956,203 |
| **Revenue** | | | | | |
| Taxes | 7,266,320 | 7,266,320 | 166,250 | - | 7,432,570 |
| Current Services | 1,226,085 | 1,271,332 | - | - | 1,271,332 |
| State, Fed or Gov't Aid | 13,850,858 | 11,733,515 | 568,282 | - | 12,301,797 |
| Other Revenue | 1,953 | 2,000 | - | - | 2,000 |
| Total Revenue | 22,345,216 | 20,273,167 | 734,532 | - | 21,007,699 |
| Local Cost | 10,550,161 | 10,559,986 | 3,388,518 | - | 13,948,504 |
| Budgeted Staffing | | 482.0 | (1.0) | | 481.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Administration & Community Corrections
**FUND:** General AAA PRB

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 32,077,059 | (248,018) | 31,829,041 | (993,081) | **30,835,960** | - | 30,835,960 |
| Services and Supplies | 5,310,722 | (302,802) | 5,007,920 | - | **5,007,920** | - | 5,007,920 |
| Central Computer | 311,159 | - | 311,159 | - | **311,159** | - | 311,159 |
| Other Charges | 74,500 | - | 74,500 | - | **74,500** | - | 74,500 |
| Equipment | 28,600 | - | 28,600 | - | **28,600** | - | 28,600 |
| Transfers | 748,075 | 225,090 | 973,165 | - | **973,165** | - | 973,165 |
| Total Exp Authority | 38,550,115 | (325,730) | 38,224,385 | (993,081) | **37,231,304** | - | 37,231,304 |
| Reimbursements | (3,593,912) | 242,258 | (3,351,654) | - | **(3,351,654)** | - | (3,351,654) |
| Total Appropriation | 34,956,203 | (83,472) | 34,872,731 | (993,081) | **33,879,650** | - | 33,879,650 |
| **Revenue** | | | | | | | |
| Taxes | 7,432,570 | - | 7,432,570 | - | **7,432,570** | - | 7,432,570 |
| Current Services | 1,271,332 | (16,705) | 1,254,627 | (14,400) | **1,240,227** | - | 1,240,227 |
| State, Fed or Gov't Aid | 12,301,797 | 158,328 | 12,460,125 | (288,500) | **12,171,625** | - | 12,171,625 |
| Other Revenue | 2,000 | - | 2,000 | - | **2,000** | - | 2,000 |
| Total Revenue | 21,007,699 | 141,623 | 21,149,322 | (302,900) | **20,846,422** | - | 20,846,422 |
| Local Cost | 13,948,504 | (225,095) | 13,723,409 | (690,181) | **13,033,228** | - | 13,033,228 |
| Budgeted Staffing | 481.0 | (7.4) | 473.6 | (15.0) | **458.6** | - | 458.6 |

## PROBATION

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (170,000) | 4% Spend Down Plan - overtime and termination benefits savings. |
| | 446,744 | MOU. |
| | 1,453,184 | Retirement. |
| | 407,756 | Risk Management Workers Comp. |
| | 2,012,800 | Approved by the Board on September 10, 2002 mid-year salary adjustment for Specialized Peace Officers. |
| | 55,806 | Approved by the Board on December 17, 2002 mid-year salary adjustment for Probation Division Directors. |
| | (60,000) | 30% Cost Reduction Plan - delete 1.0 budgeted staff (1.0 Probation Officer). |
| | 4,146,290 | |
| Services and Supplies | 252,161 | Risk Management Liabilities. |
| | (3,705) | Incremental change in EHAP. |
| | (105,000) | 4% Spend Down Plan - tuition/membership and rents/leases savings. |
| | 143,456 | |
| Central Computer | (166,696) | |
| Total Appropriation | 4,123,050 | |
| Taxes | 166,250 | Increase in Prop 172 revenues. |
| State, Fed or Gov't Aid | 418,282 | Federal Title IV-E revenues - 4% Spend Down Plan. |
| | 150,000 | Targeted case management revenues - 4% Spend Down Plan. |
| | 568,282 | |
| Total Revenue | 734,532 | |
| Local Cost | 3,388,518 | |

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2001-04 MOU to provide additional compensation to Probation Division Directors I and II. These increases of $2,068,606 are reflected in the local cost.

The Administration/Community Corrections Bureau agreed to decrease Salaries/Benefits (170,000), decrease services and supplies (105,000) and increase revenues (568,283) as part of the 4% Spend Down Plan. Additionally, $60,000 of local cost (1.0 Corrections Officer) was deleted in response to the 30% Cost Reduction plan.

## PROBATION

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (98,401) | Promoting Safe and Stable Families funding - delete 1.5 positions (1.0 Admin Clerk, 0.5 Probation Officer). |
| | (195,275) | Change in school contract funding - delete 3.5 positins (1.0 Corrections Officer, 1.5 Probation Officers, 1.0 Secretary I). |
| | (212,507) | Children's System of Care funding - delete 4.0 positions (1.0 PSE, 1.0 Clerk II, 2.0 Probation Officers. |
| | 209,494 | Federal Department of Justice/COPS Grant - add 2.7 positions (1.7 Probation Officers, 1.0 Background Investigator). |
| | (63,135) | Juvenile Accountability Incentive Block Grant - delete 1.0 position (1.0 Probation Officer). |
| | (55,353) | High Intensity Drug Traffic - delete 1.0 position (1.0 Probation Officer). |
| | 50,611 | Local Law Enforcement Block Grant - add 0.9 position (0.9 Probation Officer). |
| | 115,845 | Prop 36 - overtime costs. |
| | 110,582 | Federal Passage Grant - overtime costs. |
| | (97,753) | Salary savings resulting from employee steps being lower than budgeted. |
| | (12,126) | Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies. |
| | (248,018) | |
| Services and Supplies | (70,000) | Reduce temporary help costs. |
| | (83,500) | Reduce general maintenance on equipment. |
| | 250,000 | Increase vehicle charges. |
| | 20,000 | Increase in travel costs. |
| | (60,000) | Decrease in DP equipment per ISD. |
| | 12,800 | Increase in systems development. |
| | (40,000) | Decrease in rents/leases. |
| | (35,570) | Decrease in training costs. |
| | 12,126 | Adjust for 4% Spend Down Plan - reduce salaries and benefits vs. services and supplies. |
| | (225,095) | Risk Management Liabilities transfer to PRN. |
| | (83,563) | GASB 34 Accounting Change (EHAP). |
| | (302,802) | |
| Transfers | 79,231 | HSS administratiave services. |
| | 62,296 | Rent - Victorville. |
| | 83,563 | GASB 34 Accounting Change (EHAP). |
| | 225,090 | |
| Reimbursements | (16,710) | HSS fiscal staff reimbursement. |
| | 108,105 | Family preservation fund. |
| | 212,507 | Loss of Behavioral Health funding. |
| | (11,033) | Fout Springs Parole Officer reimbursement. |
| | (50,611) | Local Law Enforcement reimbursements. |
| | 242,258 | |
| Total Appropriation | (83,472) | |
| Revenue | | |
| Current Services | (43,705) | Adjustment - electronic monitoring. |
| | 10,000 | Adjustment - CYA reimbursement fees. |
| | 17,000 | Adjustment - adult supervision. |
| | (16,705) | |
| State, Fed or Gov't Aid | (20,320) | Reduction in Senate Bill 933 3stimates. |
| | 15,077 | State OCJP/SET Grant. |
| | (55,353) | Reduction in HIDTA Grant. |
| | 21,240 | State PASSAGE Grant. |
| | (355,000) | Reduction in state funding for STC 924 Program. |
| | 391,016 | Federal Title IV-E. |
| | (195,275) | Change in school contracts. |
| | 209,494 | Federal COPS Grant. |
| | 124,834 | Federal JAIBG/OCJP Grant. |
| | 24,627 | Night Light San Bernardino police contribution. |
| | (187,969) | Reduction in Federal JABG Grant. |
| | 85,957 | Federal Night Light Grant. |
| | 100,000 | Federal Prop 36. |
| | 158,328 | |
| Total Revenue | 141,623 | |
| Local Cost | (225,095) | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 15 | 15.0 | 993,081 | 302,900 | 690,181 |
| Vacant Budgeted In Recruitment - Retain | 4 | 4.0 | 199,802 | - | 199,802 |
| Total Vacant | 19 | 19.0 | 1,192,883 | 302,900 | 889,983 |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Clerk II* | 02844 | (1.0) | (39,216) | - | (39,216) |
| *Clerk II* | 02848 | (1.0) | (37,619) | - | (37,619) |
| *Clerk II* | 02868 | (1.0) | (39,216) | - | (39,216) |
| ***Clerk IV*** | **04351** | **(1.0)** | **(48,211)** | **-** | **(48,211)** |
| *Probation Officer II* | 04559 | (1.0) | (69,033) | (35,907) | (33,126) |
| *Probation Officer II* | 04573 | (1.0) | (67,871) | (35,326) | (32,545) |
| *Probation Officer II* | 04582 | (1.0) | (70,884) | (36,832) | (34,052) |
| *Probation Officer II* | 04597 | (1.0) | (70,884) | (36,832) | (34,052) |
| *Probation Officer II* | 04608 | (1.0) | (77,567) | (40,174) | (37,393) |
| ***Supervising Acct Tech*** | **09288** | **(1.0)** | **(59,895)** | **-** | **(59,895)** |
| *Probation Officer II* | 09381 | (1.0) | (72,181) | (37,480) | (34,701) |
| ***Probation Division Director*** | **11617** | **(1.0)** | **(108,584)** | **-** | **(108,584)** |
| *Probation Officer II* | 14965 | (1.0) | (77,567) | (40,174) | (37,393) |
| *Probation Officer II* | 16128 | (1.0) | (77,567) | (40,175) | (37,392) |
| *Probation Officer II* | 75844 | (1.0) | (76,781) | - | (76,781) |
| Subtotal Recommended - **Delete** | | (15.0) | (993,076) | (302,900) | (690,176) |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (15.0) | (993,076) | (302,900) | (690,176) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk II* | 11602 | 1.0 | 39,216 | - | 39,216 |
| *Automated Systems Analyst* | 15600 | 1.0 | 71,901 | - | 71,901 |
| *Fiscal Clerk III* | 16229 | 1.0 | 49,469 | - | 49,469 |
| *Clerk III* | 16233 | 1.0 | 39,216 | - | 39,216 |
| Total in Recruitment Retain | | 4.0 | 199,802 | - | 199,802 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## POLICY ITEMS

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 1,485,900 | - | 1,485,900 | 14.0 | Adult Sex Offender Program. |
| 1,485,900 | - | 1,485,900 | 14.0 | **Totals** |

**PROBATION**

## POLICY DESCRIPTION FORM

**Department/Group:** Probation/L&J **Budget Code:** AAA PRB

**Title:** Probation Vacancy Positions Reinstatement

**PRIORITY:** Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 993,081 | $ 1,042,735 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 3.0 | Clerk II | 116,056 |
| 1.0 | Clerk IV | 48,211 |
| 1.0 | Probation Division Director I | 108,584 |
| 9.0 | Probation Officer II | 660,335 |
| 1.0 | Supervising Accounting Tech. | 59,895 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 993,081 | $ 1,042,735 |

**REVENUE (specify source)**

| | | |
|---|---|---|
| 8700 State – Realignment | 139,917 | 146,910 |
| 9000 Federal Title IV-E | 148,583 | 156,010 |
| 9635 Investigation Fees | 14,400 | 14,400 |
| Total: | $ 302,900 | $ 317,320 |
| LOCAL COST | $ 690,181 | $ 725,415 |

**PROBATION**

**Policy Item #1 – Probation Vacancy Positions Reinstatement**

**Clerk II – Position Numbers 02844, 02848, 02868**

These are adult and juvenile positions responsible for processing of new cases from the courts for assignment to probation officers for investigations or for reassignment from investigation officers to case managers. Loss of these positions will create a backlog of cases and substantially delay processing of cases. These positions are the "horseshoe nail" in a long chain of events that leads to the ultimate resolution of juvenile and adult criminal cases.

Delays in the clerical processing inevitably lead to additional costs resulting from overtime to complete late reports and additional detention costs. These positions also update warrant information and conditions of probation. Failure to record this information results in either offenders remaining at large at a cost to community safety or erroneous arrests resulting in litigation against the county. We had obtained a certification list on a PR for 02868 several months ago and had selected a candidate. She failed background and we did not proceed with a second candidate because of a self-imposed "freeze" on filling vacancies that was started in November 2002, in anticipation of the effects from the spend-down plans.

**Clerk IV – Position Number 04351**

This position was vacated when the incumbent transferred to another department (ARMC). This position reports to the Administrative Manager and supervises the central administrative group comprised of one Clerk III, two Clerk II and one Clerk I positions. One position is currently vacant (Clerk III) and two of the authorized positions are currently filled with PSE's because of the current hiring controls and a long-term illness. The inability to fill this position significantly increases the level of overtime and is also currently requiring the use of staff from other divisions to properly perform the functions.

This position is the Probation Department's California Law Enforcements Terminal System (CLETS) Coordinator, managers the Automated Court/Probation Report distribution system, formats and assists with the publication of the Probation Department's internal publication, processes the Department of Justice billing for services, assists in the development of cross divisional reports and oversees the fingerprinting systems and submission process, the central reception area, mail distribution, central closed files of all adult and juvenile probationers, central ordering of clerical supplies and coordinates the issuance of County/Department ID

**Division Director I – Position Number 11617**

The DDI is responsible for overseeing the Day Reporting Center in the Central SB area, known as the Youth Justice Center. The DDI is directly responsible for 6 programs consisting of approximately 80 positions. These 6 programs/positions monitor approximately 1500 minors on Probation in the Central Valley area. The Day Reporting Center also houses a County School Program that has approximately 90 minors enrolled. There are approximately 5 separate grant funding sources that the DDI is directly responsible for monitoring compliance.

**Probation Officer II – Multiple Position Numbers**

*Probation Officer II position numbers 04559 & 04582* are CST/QD positions responsible for intake of out-of-custody application for petitions from law enforcement agencies. These positions are partially funded by Title IV-E. The positions act as the front door to the juvenile justice systems. Cases diverted by these officers result in savings of substantial County costs. The absence of this diversion option may result in cases filed in the juvenile court with the commensurate costs of prosecution, defense and probation investigations resources. These officers directly reduce the number of probation officers required to complete more involved and time consuming court reports. Their diversion and prevention program also reduce end cost for supervision and placement of delinquent minors.

*Probation Officer II position numbers 04573, 04597, 04608, 14965 & and 16128* are Success and Aftercare positions that are substantially funded by Title IV-E and HSS Realignment revenues. These positions manage high-risk juvenile probationers. Their services reduce recidivism by these minors resulting in increased community safety and substantial county savings in out-of-home placement costs and CYA costs.

**PROBATION**

*Probation officer II positions number 09381* is an adult investigations positions. While completely county general funded at this time, they will be partially funded by Targeted Case Management claim next year. This function is mandated by Penal Code section 1203. Currently officers working overtime at additional expense complete the excess work created by these vacant positions.

*Probation Officer II position number 75844* is the department's recruiting officer. It is currently vacant for obvious reasons. However, it will be a critical position immediately preceding the opening of the High Desert Juvenile Detention and Assessment Center. This will require the hiring of a large number of new Probation Corrections Officers and other positions in a very short time frame. It will be necessary to refill the recruiter position enough in advance of this effort to plan and organize a recruitment effort. Failure to fill this position at that time will result in a slow filling of positions over an extended period, adding to start-up costs or preventing opening of the facility on time, which is required per the County's agreement with the Board of Corrections

**Supervising Accounting Technician – Position Number 09288**

This position was vacated through an internal promotion. The position supervises a fiscal staff of five involved in processing technically complex documentation, such a MediCal, Foster Care/ SSI/ SSA and TANF applications, for various state/federal grants and entitlements. Hires and trains staff; assigns work and monitors workloads; evaluates work performance and prepares WPE's. Coordinates work schedules and provides temporary back-up as needed. The incumbent promoted to another position in Probation but must continue to provide operational oversight of the group while attempting to learn in the new position. We are using an existing staff member to help with the temporary supervision. This creates operational inefficiencies and delays the recovery of costs from grants and other sources of revenue.

This position also assists program staff assigned to various grants with program budgets/modifications, regulation interpretation, program planning and various other requests; interprets grant and entitlement regulations and implements procedures accordingly; prepares claims for state and federal grants. Verifies grant related expenses using time studies, spreadsheets, County FAS reports, Payroll Registers and other accounting documentation.

Other major functions include:

1. Maintains or supervises the maintenance of fiscal files and cost tracking systems in accordance with Generally Accepted Accounting Principles required by the County and other governmental agencies.

2. Audits a variety of payment documents for accuracy and compliance with established procedures and requirements. Processes necessary adjustments to reconcile fiscal transactions by researching discrepancies, and preparing corrected documents.

3. Provides advice to Chief Probation Officer and Deputy Chief Probation Officers in order to conduct program development that is consistent with requirements and restrictions of various grants and entitlements.

4. Researches statutes and regulatory updates to insure compliance with current internal procedures. Communicates both verbally and in writing with state and federal representatives to clarify regulatory intent.

5. Tracks and distributes incoming revenue for specific programs and/or departmental units. Provides, as needed statistical reports to management for program and budget purposes.

**PROBATION**

## POLICY DESCRIPTION FORM

**Department/Group:** Probation/L&J **Budget Code:** AAA PRB

**Title:** Community Corrections – Adult Sex Offender Program

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 1,034,070 | $ 1,063,962 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Supervising Probation Officer | 96,938 |
| 1.0 | Probation Officer III | 83,017 |
| 10.0 | Probation Officer II | 775,017 |
| 2.0 | Clerk II | 78,442 |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Services & Supplies** | 273,070 | 71,100 |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | 2003-04 | Ongoing 2004-05 |
|---|---|---|---|
| Five (5) Full Size Vehicles | 125,000 | 125,000 | |
| | | | |
| | | | |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 1,485,900 | $ 1,191,510 |
| **REVENUE (specify source)** | | |
| _____ | | |
| _____ | | |
| _____ | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 1,485,900 | $ 1,191,510 |

**PROBATION**

**Policy Item #2 of 2 – Community Corrections – Adult Sex Offender Program**

Program Change
Adult Services – Adult Sex Offender Program
One (1) Supervising Probation Officer
One (1) Probation Officer III
Ten (10) Probation Officer II's
Two (2) Clerk II's
Five (5) Cars

Sex offenders on adult probation represent one of the highest threats to public safety and potential for victimization of any group of criminals under supervised release. Their crimes, which often have a lifelong, profound effect on their victims and families, almost always involve multiple victims, most of whom are helpless against their advances. One self-report study of 153 child molesters accounted for 22,981 victims.

These predators are among the most difficult to supervise because of the hidden nature of their crimes and a reluctance of their victims to come foreword. Public awareness of this public safety issue and the danger that sex offenders represent in the community has increased recently, resulting in Megan's Law, mandatory offender registration and community access to lists of offenders. The traditional method of supervising these offenders in this county has offered little in the way of public protection. They are mixed into the regular adult caseloads and assigned a Probation Officer who has an average caseload size of 1:290, where the average face-to-face contact with a PO occurs every 3 to 6 months. Because these offenders are secretive, manipulative and convincing felons who specialize in keeping their activities hidden from the authorities, smaller caseloads of specially trained PO's are necessary to effectively supervise these people.

The most serious sex offenders are required by Penal Code section 290, to register with their local law enforcement. There are approximately 400 P.C. 290 registrants sex offenders under probation supervision in San Bernardino County. One specially trained unit of 10 probation officers could supervise all of these offenders, with a caseload ratio of 1:40, providing regular home visits, home searches, computer searches for pornography, enforce attendance in counseling and therapy sessions and protect potential victims.

In addition to the 10 Probation Officers, 1 Supervisor, 1 PO III, 2 clerks, equipment and space to house the unit would be necessary. Salaries, benefits, equipment (cars, radios, safety equipment, which are one time cost) and space for 1 year is 1.5 million dollars.

**BUDGET UNIT: COURT-ORDERED PLACEMENTS (AAA PYA)**

## I. GENERAL PROGRAM STATEMENT

Juveniles are committed to the California Youth Authority or placed in group homes to facilitate their rehabilitation. The county is required to pay costs of support for those minors not eligible for state or federal reimbursement programs. Appropriations are located in an independent budget to present a clear picture of expenditures and to separate the ongoing operations of Administration/Community Corrections from those over which the department has little control. There is no staffing associated with this budget unit.

The department continues its efforts to reduce ordered placements by increasing options available in the community through day reporting centers, enhancing special supervision programs, and providing for detention options which are funded through the Crime Prevention Act 2000.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 8,200,255 | 8,329,483 | 6,672,740 | 7,382,883 |
| Local Cost | 8,200,255 | 8,329,483 | 6,672,740 | 7,382,883 |
| **Workload Indicators** | | | | |
| Average Monthly Non-CALWORKS Private Placements | 15 | 15 | 15 | 15 |
| Average Monthly CYA Commitments New and Existing | 531 | 540 | 421 | 431 |

In 2001-02, an average of 531 wards were held in California Youth Authority facilities monthly due primarily to prior aggressive court sentencing practices. When a ward is committed to the California Youth Authority, the sentence must be completed unless reversed by court order.

Less aggressive sentencing practices, combined with many wards completing their terms, resulted in a decrease in average monthly commitments in 2002-03, and consequently a decrease in 2002-03 year end appropriation projections. In addition, the 2002-03 budget included fee increases from the California Youth Authority, which did not materialize in 2002-03.

The 2002-03 commitment level is expected to increase slightly in 2003-04. In addition, it is likely that the state will enact the sliding scale fee system which could increase fees by approximately 10%-20%. The anticipated fee increase (conservatively estimated at 10%) and expected population growth represents an increase of approximately $700,000 over 2002-03 estimated appropriations. If fees increase over 10%, the department may require a mid-year increase in appropriations.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Due to the implementation of new processes and through careful monitoring the departments has reduced the number of CYA commitments and has decreased the length of time wards stay in foster care These changes enabled the department to decrease local cost by $446,600 as part of the 4% Spend Down Plan.

In addition, based on the anticipated 2003-04 placements, state institutional costs have been decreased $500,000. As previously mentioned, if fees increase over 10%, the department may require a mid-year increase in appropriations

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Court Ordered Placements
**FUND:** General AAA PYA

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Other Charges | 7,619,408 | 9,333,643 | (446,600) | - | 8,887,043 |
| Total Exp Authority | 7,619,408 | 9,333,643 | (446,600) | - | 8,887,043 |
| Reimbursements | (946,668) | (1,004,160) | - | - | (1,004,160) |
| Total Appropriation | 6,672,740 | 8,329,483 | (446,600) | - | 7,882,883 |
| Local Cost | 6,672,740 | 8,329,483 | (446,600) | - | 7,882,883 |

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Court Ordered Placements
**FUND:** General AAA PYA

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 8,887,043 | (511,033) | 8,376,010 | - | **8,376,010** | - | 8,376,010 |
| Total Expen Authority | 8,887,043 | (511,033) | 8,376,010 | - | **8,376,010** | - | 8,376,010 |
| Reimbursements | (1,004,160) | 11,033 | (993,127) | - | **(993,127)** | - | (993,127) |
| Total Appropriation | 7,882,883 | (500,000) | 7,382,883 | - | **7,382,883** | - | 7,382,883 |
| Local Cost | 7,882,883 | (500,000) | 7,382,883 | - | **7,382,883** | - | 7,382,883 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | (446,600) | 4% Spend Down Plan - reduction in juvenile placements. |
| Total Appropriation | (446,600) | |
| Local Cost | - | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | (11,033) | Decrease in charges for Fouts Springs Youth placement. |
| | (500,000) | Decrease in State Institutional costs. |
| | (511,033) | |
| Reimbursements | 11,033 | Decrease in HSS reimbursement due to decreased placement. |
| Total Appropriation | (500,000) | |
| Local Cost | (500,000) | |

**BUDGET UNIT: PROBATION – DETENTION CORRECTIONS (AAA PRN)**

## I. GENERAL PROGRAM STATEMENT

The Detention Corrections Bureau (DCB) of the Probation Department is responsible for the operations of the county's juvenile institutions which provide both pre- and post-adjudication custody, counseling, medical care and guidance of delinquent and custodial children in a variety of short and medium-term programs.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 32,586,222 | 39,825,733 | 37,488,564 | 43,546,689 |
| Total Revenue | 17,638,677 | 17,994,623 | 17,263,261 | 16,223,754 |
| Local Cost | 14,947,545 | 21,831,110 | 20,225,303 | 27,322,935 |
| Budgeted Staffing | | 654.0 | | 638.0 |
| **Workload Indicators** | | | | |
| Central Juvenile Hall | 397 | 364 | 268 | 268 |
| West Valley Juvenile Hall | 34 | 182 | 175 | 175 |
| Camp Heart Bar | 19 | 22 | 20 | 20 |
| Kuiper Youth Center | 30 | 40 | 30 | 40 |
| Regional Youth Education Facility | 19 | 40 | 30 | 40 |
| Average daily population (total) | 499 | 648 | 523 | 543 |
| Average length of stay at Juvenile Hall (days) | 34 | 35 | 34 | 34 |

Estimated 2002-03 appropriations are less than budgeted due in part to the delay in the opening of the West Valley Juvenile Detention and Assessment Center. The 2002-03 Budget was developed with an estimated opening date of October 2002 for the center; however, the facility did not open and operate at full capacity until December 2002. In addition to salary savings, the delayed opening of the facility provided savings in clothing & personal supplies, utilities, laundry & dry-cleaning, and general household expenses.

Although the average daily population at all juvenile facilities is expected to decline, appropriations will increase due to full year funding of the West Valley facility, increased MOU and retirement costs, and mid-year salary adjustments for Probation Division Directors and Specialized Peace Officers.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Base year adjustments to staff include the reduction of 16.0 budgeted staff due to the elimination of the Challenge Grant (7.0 Probation Corrections Officers, 2.0 Probation Night Custody Officers, 2.0 Supervising Probation Officers, 1.0 Probation Officer II) and the 30% Cost Reduction Plan (2.0 Probation Division Directors, 1.0 Automated Systems Tech, 1.0 Clerk II). Although budgeted staff decreased, salaries and benefits increased as a result of full year funding for West Valley Juvenile Hall; mid year salary increases for Specialized Peace Officers and Probation Division Directors; increases in MOU and retirement costs; and increases in indemnification and overtime costs.

### PROGRAM CHANGES

Service and supplies decreased significantly due to reductions in food/laundry services, inventoriable equipment, training, maintenance, and improvements; however, charges for Risk Management Liability costs for facilities have been transferred to this budget unit from Probation's Administration and Community Corrections budget unit (AAA PRB), which partially offset the savings. State revenue is expected to decrease as a result of the elimination of the Challenge Grant, a decrease in Standards and Training for Corrections state funding, and a decrease in meal claims due to the anticipated population decrease.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 37.0 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 25.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 12.0 | Retain |
| Total Vacant | 37.0 | |

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 25.0 vacant budgeted positions that are slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 1 | West Valley Facility | 1.0<br>$40,891<br>Local Cost | This Clerk III position provides clerical support for institutional administrative staff, including the intake areas and the medical clinic. In addition this position provides backup as a receptionist. |
| | 1 | Detention Center staffing and county sponsored program staffing | 12.0 - **$684,585**<br>$589,161<br>Local Cost<br>$95,424<br>Revenue Supported | These 12.0 Probation Corrections Officers are responsible for supervision of court wards in the detention and treatment programs operated by the department. |
| | 1 | Detention Center staffing and county sponsored program staffing | 4.0 - **$172,662**<br>$155,288<br>Local Cost<br>$17,374<br>Revenue Supported | These 4.0 Probation Night Custody Officers are responsible for supervising wards in detention and treatment facilities from 10 pm to 6 am. |
| | 1 | Detention Center staffing and county sponsored program staffing | 4.0 - $296,164<br>$263,927<br>Local Cost<br>$32,237<br>Revenue Supported | These 4.0 Probation Corrections Supervisor Is are the first line of supervison for Probation Correction Officers and Night Custody Officers. They are responsible for training, supervision, and evaluation of staff. |
| | 1 | Detention Center staffing and county sponsored program staffing | 3.0 - **$260,186**<br>$184,586<br>Local Cost<br>$75,600<br>Revenue Supported | These 3.0 Probation Corrections Supervisor IIs represent the senior level of supervision. These positions manage the Probation Corrections Supervisor Is and serve as the Watch Commander for the 24/7 institutions. They are responsible for the day to day operations. |
| | 1 | High Desert Facility | 1.0<br>$48,388<br>Local Cost | This Secretary I position will support the Director of the facility in compiling and maintaining records relating to the facility. In additon this posiiton will assist in transitioning the staff and wards into the facility. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Detention Corrections
**FUND:** General AAA PRN

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 30,810,009 | 33,081,886 | 3,831,467 | - | 36,913,353 |
| Services and Supplies | 5,650,306 | 5,669,118 | (8,072) | - | 5,661,046 |
| Central Computer | 203,322 | 203,322 | (44,667) | - | 158,655 |
| Other Charges | 135,000 | 135,100 | 25,000 | - | 160,100 |
| Equipment | 39,179 | 78,000 | - | - | 78,000 |
| Transfers | 650,748 | 658,307 | 29,248 | - | 687,555 |
| Total Appropriation | 37,488,564 | 39,825,733 | 3,832,976 | - | 43,658,709 |
| **Revenue** | | | | | |
| Taxes | 4,458,680 | 4,458,680 | 271,250 | - | 4,729,930 |
| Current Services | 352,175 | 440,000 | - | - | 440,000 |
| State, Fed or Gov't Aid | 11,688,406 | 12,331,943 | (941,004) | - | 11,390,939 |
| Other Revenue | 764,000 | 764,000 | (764,000) | - | - |
| Total Revenue | 17,263,261 | 17,994,623 | (1,433,754) | - | 16,560,869 |
| Local Cost | 20,225,303 | 21,831,110 | 5,266,730 | - | 27,097,840 |
| Budgeted Staffing | | 654.0 | (16.0) | | 638.0 |

**FUND: General AAA PRN**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | **Board Approved Base Budget** | **Recommended Program Funded Adjustments** | **2003-04 Department Request** | **Vacant Position Impact** | **2003-04 Proposed Budget (Adjusted)** | **Recommended Vacant Restoration** | **2003-04 Recommended Budget** |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 36,913,353 | 476,972 | 37,390,325 | (1,502,876) | **35,887,449** | - | 35,887,449 |
| Services and Supplies | 5,661,046 | (858,652) | 4,802,394 | - | **4,802,394** | - | 4,802,394 |
| Central Computer | 158,655 | - | 158,655 | - | **158,655** | - | 158,655 |
| Other Charges | 160,100 | - | 160,100 | - | **160,100** | - | 160,100 |
| Equipment | 78,000 | (35,000) | 43,000 | - | **43,000** | - | 43,000 |
| Transfers | 687,555 | 304,660 | 992,215 | - | **992,215** | - | 992,215 |
| Total Appropriation | 43,658,709 | (112,020) | 43,546,689 | (1,502,876) | **42,043,813** | - | 42,043,813 |
| **Revenue** | | | | | | | |
| Taxes | 4,729,930 | - | 4,729,930 | (164,138) | **4,565,792** | - | 4,565,792 |
| Current Services | 440,000 | - | 440,000 | - | **440,000** | - | 440,000 |
| State, Fed or Gov't Aid | 11,390,939 | (337,115) | 11,053,824 | (56,497) | **10,997,327** | - | 10,997,327 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 16,560,869 | (337,115) | 16,223,754 | (220,635) | **16,003,119** | - | 16,003,119 |
| Local Cost | 27,097,840 | 225,095 | 27,322,935 | (1,282,241) | **26,040,694** | - | 26,040,694 |
| Budgeted Staffing | 638.0 | | 638.0 | (25.0) | **613.0** | | 613.0 |

## PROBATION

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 835,374 | MOU. |
| | 1,565,884 | Retirement. |
| | 557,110 | Risk Management Workers Comp. |
| | (692,196) | Elimination of Challenge Grant- 12 budgeted staff (7.0 Probation Corrections Officers, 2.0 Probation Night Custody Officers, 2.0 Supervising Probation Officres, 1.0 Probation Officer II). |
| | 1,655,838 | West Valley Juvenile Hall full year funding. |
| | (25,000) | 4% Spend Down Plan. |
| | 107,600 | Approved by the Board on September 10, 2002 Mid Year Salary Adjustment for Specialized Peace Officers. |
| | 70,194 | Approved by the Board on December 17, 2002 Mid Year Salary Adjustment for Probation Divison Directors. |
| | (243,337) | 30% Cost Reduction Plan - 4.0 budgeted staff (2.0 Probation Division Directors, 1.0 Automated Systems Tech, 1.0 Clerk II). |
| | 3,831,467 | |
| Services and Supplies | (5,052) | Incremental change in EHAP. |
| | 170,925 | West Valley Juvenile Hall full year funding. |
| | (173,945) | Elimination of Challenge Grant. |
| | (8,072) | |
| Central Computer | (44,667) | |
| Other Charges | 25,000 | West Valley Juvenile Hall full year funding. |
| Transfers | (140,752) | Elimination of Challenge Grant. |
| | 170,000 | West Valley Juvenile Hall full year funding. |
| | 29,248 | |
| Total Appropriation | 3,832,976 | |
| Taxes | 271,250 | Increase in Prop 172 revenue. |
| State, Fed or Gov't Aid | 65,889 | West Valley Juvenile Hall full year funding. |
| | (1,006,893) | Elimination of Challenge Grant. |
| | (941,004) | |
| Other Revenue | (764,000) | One-time West Valley Juvenile Hall. |
| Total Revenue | (1,433,754) | |
| Local Cost | 5,266,730 | |

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2001-04 MOU to provide additional compensation to Probation Division Directors I and II. These increases of $177,794 are reflected in the local cost.

The Administration/Community Corrections Bureau decreased salaries & benefits by $268,337 for the 4% Spend Down Plan and 30% Cost Reduction Plan. Full year funding for West Valley Juvenile Hall increased salaries & benefits by approximately $1.6 million.

Other base year changes include the elimination of the Challenge Grant ($1,006,893) and an increase in Prop 172 revenue ($271,250).

## PROBATION

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (12,972) | Adjust for 30% cut - reduce salaries & benefits vs service & supplies. |
| | 36,319 | Increase in short term disability costs. |
| | 24,986 | Increase in social security medicare costs. |
| | 215,469 | Incrase in indemnification costs. |
| | 213,170 | Increase in anticipated overtime costs. |
| | 476,972 | |
| Services and Supplies | (2,300) | Offset federal TANF Eligibility Worker cost increase. |
| | (188,977) | West Valley Juvenile Hall food/laundry. |
| | 12,972 | Adjust for 30% cut - reduce salaries & benefits vs service & supplies. |
| | 225,095 | Risk Management Liabilities transfer from PRB. |
| | (118,435) | GASB 34 Accounting Change (EHAP). |
| | (176,358) | Decrease Meal Claims due to decreased population. |
| | (518,500) | Decrease Inventoriable Equipment. |
| | (52,500) | Decrease in training costs. |
| | (39,649) | Decrease in maintenance & improvements. |
| | (858,652) | |
| Equipment | (35,000) | |
| Transfers | 2,300 | Offset federal TANF Eligibility Worker cost increase. |
| | 188,977 | West Valley Juvenile Hall food/laundry. |
| | 118,435 | GASB 34 Accounting Change (EHAP). |
| | (5,052) | Salaries & benefits. |
| | 304,660 | |
| Total Appropriation | (112,020) | |
| Revenue | | |
| State, Fed or Gov't Aid | (138,107) | Loss of Standards and Training for Corrections state funding. |
| | 4,807 | Increase in temporary assistance to needy families state funding. |
| | (27,457) | Loss of Federal Ranch/Camp Grant funding. |
| | (176,358) | Decrease in meal claims due to decreased population. |
| | (337,115) | |
| Total Revenue | (337,115) | |
| Local Cost | 225,095 | |

**PROBATION**

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 25 | 25.0 | 1,502,876 | 220,635 | 1,282,241 |
| Vacant Budgeted In Recruitment - Retain | 12 | 12.0 | 738,617 | 79,121 | 659,496 |
| Total Vacant | 37 | 37.0 | 2,241,493 | 299,756 | 1,941,737 |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Clerk III* | 77216 | (1.0) | (40,891) | | (40,891) |
| *Probation Corrections Officer* | 02414 | (1.0) | (58,273) | (23,556) | (34,717) |
| *Probation Corrections Officer* | 02432 | (1.0) | (60,673) | (24,756) | (35,917) |
| *Probation Corrections Officer* | 02445 | (1.0) | (58,273) | (23,556) | (34,717) |
| ***Probation Corrections Officer*** | **02450** | **(1.0)** | **(51,164)** | | **(51,164)** |
| *Probation Corrections Officer* | 02452 | (1.0) | (58,273) | (23,556) | (34,717) |
| ***Probation Corrections Officer*** | **17039** | **(1.0)** | **(58,273)** | | **(58,273)** |
| *Probation Corrections Officer* | 70471 | (1.0) | (48,291) | | (48,291) |
| *Probation Corrections Officer* | 77287 | (1.0) | (58,273) | | (58,273) |
| *Probation Corrections Officer* | 77288 | (1.0) | (58,273) | | (58,273) |
| *Probation Corrections Officer* | 77289 | (1.0) | (58,273) | | (58,273) |
| *Probation Corrections Officer* | 77290 | (1.0) | (58,273) | | (58,273) |
| *Probation Corrections Officer* | 77291 | (1.0) | (58,273) | | (58,273) |
| *Probation Corrections Supv I* | 05398 | (1.0) | (79,121) | | (79,121) |
| *Probation Corrections Supv I* | 05405 | (1.0) | (75,634) | (32,237) | (43,397) |
| *Probation Corrections Supv I* | 77253 | (1.0) | (72,285) | | (72,285) |
| *Probation Corrections Supv I* | 77254 | (1.0) | (69,124) | | (69,124) |
| *Probation Corrections Supv II* | 05400 | (1.0) | (90,723) | (39,781) | (50,942) |
| *Probation Corrections Supv II* | 05407 | (1.0) | (86,665) | | (86,665) |
| *Probation Corrections Supv II* | 73583 | (1.0) | (82,798) | (35,819) | (46,979) |
| *Probation Night Custody Ofcr* | 03950 | (1.0) | (45,918) | (17,374) | (28,544) |
| *Probation Night Custody Ofcr* | 03952 | (1.0) | (44,021) | | (44,021) |
| *Probation Night Custody Ofcr* | 03963 | (1.0) | (42,230) | | (42,230) |
| *Probation Night Custody Ofcr* | 04706 | (1.0) | (40,493) | | (40,493) |
| *Secretary I* | 75057 | (1.0) | (48,388) | | (48,388) |
| Subtotal Recommended - **Delete** | | (25.0) | (1,502,876) | (220,635) | (1,282,241) |
| Total Slated for Deletion | | (25.0) | (1,502,876) | (220,635) | (1,282,241) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk II* | 03082 | 1.0 | 37,619 | - | 37,619 |
| *Fiscal Clerk II* | 77221 | 1.0 | 44,445 | - | 44,445 |
| *Institutional Nurse 1 - Prob* | 08536 | 1.0 | 79,274 | - | 79,274 |
| *Institutional Nurse* | 77229 | 1.0 | 82,614 | - | 82,614 |
| *Institutional Nurse* | 77230 | 1.0 | 86,515 | - | 86,515 |
| *Institutional Nurse* | 77233 | 1.0 | 79,274 | - | 79,274 |
| *Institutional Nurse* | 77234 | 1.0 | 82,614 | - | 82,614 |
| *Probation Corrections Officer* | 70225 | 1.0 | 58,273 | - | 58,273 |
| *Probation Corrections Supv I* | 70531 | 1.0 | 79,121 | 79,121 | - |
| *Probation Food Service Worker* | 07085 | 1.0 | 38,802 | - | 38,802 |
| *Probation Food Service Worker* | 75322 | 1.0 | 34,338 | - | 34,338 |
| *Probation Food Service Worker* | 77239 | 1.0 | 35,728 | - | 35,728 |
| Total in Recruitment Retain | | 12.0 | 738,617 | 79,121 | 659,496 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**PROBATION**

## POLICY DESCRIPTION FORM

**Department/Group:** Probation/L&J **Budget Code:** AAA PRN

**Title:** Probation Detention Corrections Vacancy Positions Reinstatement

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 1,502,876 | $ 1,572,770 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk III | 40,891 |
| 12.0 | Probation Correction Officer | 684,585 |
| 4.0 | Probation Night Custody Officer | 172,662 |
| 4.0 | Probation Corrections Supervisor I | 296,164 |
| 3.0 | Probation Corrections Supervisor II | 260,186 |
| 1.0 | Secretary I | 48,388 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 1,502,876 | $ 1,572,770 |
| **REVENUE (specify source)** | | |
| 8296 Prop 172 ½% Sales Tax | 164,138 | 164,138 |
| 8700 State - Realignment | 43,705 | 43,705 |
| 9010 Federal Ranch/Camp Funding | 12,792 | 12,792 |
| **Total:** | $ 220,635 | $ 220,635 |
| **LOCAL COST** | $ 1,282,241 | $ 1,352,135 |

**PROBATION**

**Policy Item #1 of 1 – Probation Detention Corrections Vacancy Positions Reinstatement**

**Clerk III, West Valley (Position #77216)**
This position was approved as a part of the staffing for West Valley Juvenile Detention Center. It was filled, but the person recently left suddenly. This is lead clerical position that has to have the skills to fill in in a variety of posts in the institution, such as reception, staffing office, intake or the medical clinic. Even at full clerical staffing, West Valley is understaffed in clerical positions. In a 24/7 facility, shifts have to be filled. This vacancy has been filled using overtime.

**Probation Corrections Officer (PCO) (Position #02414, 02432, 02445, 02450, 02452, 17039 and 70471 [Recurrent]) and Positions #77287, 77288, 77289, 77290 and 77291 [West Valley]**

PCO positions are mandated by the State Board of Corrections at a ratio of 1 PCO for every 10 wards in custody from 6am to 10pm. These positions are needed to supervise the nearly 500 court wards in the detention and treatment programs operated by the department. (Central and West Valley J.D., Regional Youth Education Facility for Boys and Girls and Camp Heart Bar.) These vacancies represent shifts in the institutions that have to be filled in order to provide for safe and secure environment, supervise wards and minimize liability. Vacant shifts are currently being filled using overtime, which ultimately is more expensive to the County than filling regular positions. Recurrents are needed to fill in for regular employees who have emergency leave, illness, or other unplanned absence from work. They are also need for vacation and training relief.

These positions are a part of the approved staffing for the West Valley Juvenile Detention Center. They are held vacant in order to use the saved revenue on recurrent PCO's who fill in as needed. Filling these positions with regular employees and giving them a set shift in the institution would result in having too many people on duty at some times, and not enough at other times. Using the recurrents to fill in as needed not only provides for better staffing, it saves money in the process. Because of illness, emergency leave, medical situations that require immediate supervision off site at a hospital and other extraordinary situations, detention facilities cannot operate without recurrent help.

**Probation Night Custody Officer (NCO) (Position #03950, 03952, 03963 and 04706)**
The State Board of Corrections (BOC) mandates NCO's at a ratio of 1 to 20 court wards. They supervise wards in detention (Central and West Valley J.D.) and treatment (Regional Youth Education Facility and Camp Heart Bar) from 10pm to 6am. These vacancies represent shifts in the institutions that have to be filled. Failure to fill these position results in non-compliance with BOC requirements and overtime being paid to PCO's to fill the shifts. PCO's make more money than NCO's and when filling in for an NCO, they make it at the overtime rate.

**Probation Corrections Supervisor I (Position #05398, 05405, 77253 and 77254)**
PCS I's are the first line of supervision for PCO's and Night Custody Officers. They are responsible for their training, supervision and evaluation of these staff. With these positions filled, the staff to supervisor ratio would be 1 to 13. These are shift positions that work 24/7 and while vacant, the shifts must be filled via overtime.

**Probation Corrections Supervisor II (Position #05400, 05407 and 73583)**
These senior level supervisors manage the PCS I's and serve as the Watch Commander for the 24/7 institutions. As the lead supervisors, they are responsible for day-to-day operations, programming, staffing, new bookings, approval of certain disciplines for wards and security of the facility. These are 24/7 shift positions that have to be filled. Vacancies at this level generate overtime.

**Secretary I, High Desert Juvenile Facility (Position #75057)**
This position will play a key role in the implementation of the new High Desert Juvenile Detention Center. The staff person will support the Director II in compiling and maintaining records relating to construction and purchasing (for grant and other purposes), and assist with other issues involving the transitioning of staff and wards into the facility.

The Secretary 1 is also a position that requires confidentiality due to the nature or personnel and juvenile ward information that is handled in a Juvenile Detention Center. This person assists the management of the institution in day-to-day activities by ensuring that information/correspondence between the institution, administration and the State Board of Corrections is consistent. Additionally, this person performs duties and tasks integral to the daily operation and is trusted as such with a wide variety of confidential material.

## BUDGET UNIT: PRETRIAL DETENTION (AAA POR)

### I. GENERAL PROGRAM STATEMENT

The Pre-Trial Detention/Own-Recognizance Program was started in 1990 as a cooperative effort with the courts, the Sheriff, and Probation to alleviate jail overcrowding. This program provides on-site detention releases, as well as court ordered investigations and pre-arraignment conditional release monitoring and court reporting.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 411,185 | 480,982 | 409,215 | 512,610 |
| Local Cost | 411,185 | 480,982 | 409,215 | 512,610 |
| Budgeted Staffing | | 7.0 | | 7.0 |
| **Workload Indicators** | | | | |
| Felony Screening | 32,000 | 33,000 | 37,000 | 39,000 |
| Court Referrals | 670 | 700 | 900 | 1,000 |
| Daily Pre-Arraignment | 5,228 | 6,000 | 5,700 | 5,900 |
| On-site Interviews | 319 | 400 | 400 | 500 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Pretrial Detention
**FUND:** General AAA POR

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 348,591 | 417,545 | 34,174 | - | 451,719 |
| Services and Supplies | 23,475 | 26,288 | (864) | - | 25,424 |
| Central Computer | 6,549 | 6,549 | (1,682) | - | 4,867 |
| Transfers | 30,600 | 30,600 | - | - | 30,600 |
| Total Appropriation | 409,215 | 480,982 | 31,628 | - | 512,610 |
| Local Cost | 409,215 | 480,982 | 31,628 | - | 512,610 |
| Budgeted Staffing | | 7.0 | | | 7.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - Pretrial Detention
**FUND:** General AAA POR

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 451,719 | - | 451,719 | - | **451,719** | - | 451,719 |
| Services and Supplies | 25,424 | (1,213) | 24,211 | - | **24,211** | - | 24,211 |
| Central Computer | 4,867 | - | 4,867 | - | **4,867** | - | 4,867 |
| Transfers | 30,600 | 1,213 | 31,813 | - | **31,813** | - | 31,813 |
| Total Appropriation | 512,610 | - | 512,610 | - | **512,610** | - | 512,610 |
| Local Cost | 512,610 | - | 512,610 | - | **512,610** | **-** | 512,610 |
| Budgeted Staffing | 7.0 | | 7.0 | | **7.0** | | 7.0 |

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 9,632 | MOU. |
| | 18,105 | Retirement. |
| | 6,437 | Risk Management Workers Comp. |
| | 34,174 | |
| Services and Supplies | (864) | Incremental change in EHAP. |
| Central Computer | (1,682) | |
| Total Appropriation | 31,628 | |
| Local Cost | 31,628 | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (1,213) | GASB 34 Accounting Change (EHAP). |
| Transfers | 1,213 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | - | |
| Local Cost | - | |

**BUDGET UNIT: ASSEMBLY BILL 1913 (AAA PRG)**

## I. GENERAL PROGRAM STATEMENT

Assembly Bill 1913 (Schiff-Cardenas Crime Prevention Act 2000) was signed by Governor Davis on September 7, 2000. AB1913 annually allocates state resources to fund programs that address juvenile crime prevention needs within the county. A Juvenile Justice Coordinating Council (JJCC) develops and recommends programs for funding, as well as develops the Comprehensive Multi Agency Juvenile Justice Plan (CMJJP), which identifies and addresses gaps in service to juvenile offenders and their families throughout San Bernardino County. The county anticipates receiving approximately $5.9 million in 2003-04, which will be used to provide programs for local youth. The programs funded include: Day Reporting Centers; the House Arrest Program; the Let's End Truancy Program; the School Probation Officer Program; the SUCCESS Program; and the Preventing Repeat Offenders Program.

Appropriations for these programs occur in this budget unit and are reimbursed by funds maintained in a special revenue fund (SIG). All funds received by the county must be encumbered in the fiscal year received: however, the county has an additional fiscal year to spend the funds.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 5,424,360 | 317,384 | 237,212 | 260,781 |
| Total Revenue | 5,424,360 | 317,384 | 237,212 | 260,781 |
| Local Cost | - | - | - | - |
| Budgeted Staffing | | 78.0 | | 75.0 |
| **Workload Indicators** | | | | |
| House Arrest Program | 52 | 65 | 70 | 70 |
| Day Reporting Centers | 238 | 750 | 800 | 800 |
| Schools Programs | 870 | 1,000 | 1,100 | 1,200 |
| SUCCESS Expansion | 360 | 450 | 550 | 575 |

GASB 34 prompted an accounting change in 2002-03 which designates that grant funding be shown as reimbursements rather than revenue. Consequently, budgeted and estimated revenues have significantly decreased from 2001-02. Budgeted revenues represent state funds received to defray costs for Probation Officers assigned to local schools.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Changes in budgeted staffing led to a net loss of 3.0 budgeted positions. The termination of funding from various school contracts eliminated 5.0 Probation Officer II's, while the additions of two new contracts added 2.0 (Probation Officer II's.

### PROGRAM CHANGES

The department will continue the funding of the Day Reporting Centers which provide a structured environment throughout the day for youth on a regional basis; the House Arrest Program, which provides an intensive supervision program for minors awaiting disposition by the court; the Let's End Truancy Program, which allows Deputy District Attorneys to become, involved in school truancy programs; the School Probation Officer Program which funds on site Probation Officers at local schools; and the SUCCESS Program, which provides intensive supervision to minors who are wards of the court while they remain in the community with their families.

In addition, the department will begin the Preventing Repeat Offenders Program, which is aimed at reducing crime among the small group of juvenile offenders who may be at greatest risk of becoming serious repeat offenders.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 3.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 3.0 | |

Vacant Position Restoration Request:

The department has submitted a policy item for the restoration of the 3.0 vacant budgeted positions that are slated for deletion. Because the West Valley Day Reporting Center is in the planning stage, the department is unsure when these positions will be required in 2003-04. Subsequently, the County Administrative Office recommends the deletion of these positions and advises the department to return to the Board to request these positions when the West Valley Day Reporting Center is nearing completion.

| CAO Rec | Item | Program | Reimbursement Supported | Program Description |
|---|---|---|---|---|
| | 1 | Day Reporting Center | 3.0<br>$139,021<br>Reimbursement Supported | The West Valley Day Reporting Center will provide a structured environment throughout the day for youth. The 3.0 budgeted staff (2.0 Probation Corrections Officer & 1.0 Clerk II) will operate the AB1913 funded Success program in the West Valley. |

## IV. OTHER POLICY ITEMS

None.

## V. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - AB 1913/CMJJP Grant
**FUND:** General AAA PRG

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 4,362,004 | 4,380,673 | 399,847 | - | 4,780,520 |
| Services and Supplies | 1,185,736 | 988,568 | 1,990 | - | 990,558 |
| Central Computer | 1,269 | 1,269 | 34,385 | - | 35,654 |
| Other Charges | 2,000 | 1,000 | - | - | 1,000 |
| Transfers | 491,338 | 720,791 | - | - | 720,791 |
| Total Exp Authority | 6,042,347 | 6,092,301 | 436,222 | - | 6,528,523 |
| Reimbursements | (5,805,135) | (5,774,917) | (436,222) | - | (6,211,139) |
| Total Appropriation | 237,212 | 317,384 | - | - | 317,384 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 237,212 | 317,384 | - | - | 317,384 |
| Total Revenue | 237,212 | 317,384 | - | - | 317,384 |
| Local Cost | - | - | - | - | - |
| Budgeted Staffing | | 78.0 | | | 78.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Probation - AB 1913/CMJJP Grant
**FUND:** General AAA PRG

**FUNCTION:** Public Protection
**ACTIVITY:** Detention & Corrections

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 4,780,520 | 153,193 | 4,933,713 | (139,021) | **4,794,692** | - | 4,794,692 |
| Services and Supplies | 990,558 | (794,544) | 196,014 | - | **196,014** | - | 196,014 |
| Central Computer | 35,654 | - | 35,654 | - | **35,654** | - | 35,654 |
| Other Charges | 1,000 | 1,000 | 2,000 | - | **2,000** | - | 2,000 |
| Transfers | 720,791 | 13,566 | 734,357 | - | **734,357** | - | 734,357 |
| Total Expen Authority | 6,528,523 | (626,785) | 5,901,738 | (139,021) | **5,762,717** | - | 5,762,717 |
| Reimbursements | (6,211,139) | 570,182 | (5,640,957) | 139,021 | **(5,501,936)** | - | (5,501,936) |
| Total Appropriation | 317,384 | (56,603) | 260,781 | - | **260,781** | - | 260,781 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 317,384 | (56,603) | 260,781 | - | **260,781** | - | 260,781 |
| Total Revenue | 317,384 | (56,603) | 260,781 | - | **260,781** | - | 260,781 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 78.0 | (3.0) | 75.0 | (3.0) | **72.0** | - | 72.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 101,563 | MOU. |
| | 225,186 | Retirement. |
| | 73,098 | Risk Management Workers Comp. |
| | 399,847 | |
| Services and Supplies | 1,990 | Incremental change in EHAP. |
| Central Computer | 34,385 | |
| Reimbursements | (399,847) | Increased salaries & benefits. |
| | (34,385) | Central computer. |
| | (1,990) | Incremental change in EHAP. |
| | (436,222) | |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

On September 10, 2002 the Board of Supervisors and the San Bernardino County Safety Employees' Benefit Association approved a Memorandum of Understanding for the Specialized Peace Officer-Supervisory units. Additionally, the Board of Supervisors approved an amendment to the 2003-04 MOU to provide additional compensation to Probation Division Director Is and IIs. These increases are not part of the local cost and are intended to be funded with additional grant monies. However, due to a decrease in grant funding, these costs will be paid by decreasing service and supplies appropriations as shown in the recommended program funded adjustments below.

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (77,567) | Contract with Fontana - 1.0 budgeted Probation Officer. |
| | (67,756) | Contract with Rialto - 1.0 budgeted Probation Officer. |
| | (147,640) | Contract with San Bernardino County Schools - 2.0 budgeted Probation Officers. |
| | (77,567) | Contract with Yucaipa - 1.0 budgeted Probation Officer. |
| | 78,864 | Contract with Chaffey - 1.0 budgeted Probation Officer. |
| | 78,864 | Contract with Barstow - 1.0 budgeted Probation Officer. |
| | 365,995 | Increase for Preventing Repeat Offenders Program. |
| | 153,193 | |
| Services and Supplies | (2,000) | Decrease in clothing and personal supplies. |
| | (27,242) | Decrease in communications. |
| | (78,750) | Decrease in food. |
| | (3,540) | Decrease in memberships. |
| | (2,600) | Decrease in publications. |
| | (45,614) | Decrease in Special department expense. |
| | (36,520) | Decrease in training. |
| | 14,000 | Increase in utilities. |
| | 6,882 | Increase in Risk Management liabilities. |
| | 8,757 | Increase in office expense. |
| | (1,300) | Decrease in courier and printing. |
| | 10,135 | Increse in distributed data cost. |
| | (353,169) | Decrease in professional services. |
| | (9,840) | Decrease in medical, dental, and laboratory supplies. |
| | (3,422) | Decrease in private mileage. |
| | (234,108) | Decrease in vehicle charges. |
| | (22,690) | Decrease in travel. |
| | (13,523) | GASB 34 Accounting Change (EHAP). |
| | (794,544) | |
| Other Charges | 1,000 | Increased Support to Minors. |
| Transfers | 70,894 | Increase in salaries & benefits transfer to Public Health and HSS. |
| | (70,851) | Decrease in rent & leases transfer for Day Reporting Centers. |
| | 13,523 | GASB 34 Accounting Change (EHAP). |
| | 13,566 | |
| Reimbursements | (204,387) | Salaries & benefits increase for various programs. |
| | 774,569 | Service & supplies decrease for various programs. |
| | 570,182 | |
| Total Appropriation | (56,603) | |
| Total Revenue | (56,603) | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 3 | 3.0 | 139,021 | 139,021 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 3 | 3.0 | 139,021 | 139,021 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Reimbursements | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Probation Corrections Officer* | 74574 | (1.0) | (51,164) | (51,164) | - |
| *Probation Corrections Officer* | 74575 | (1.0) | (53,408) | (53,408) | |
| *Clerk II* | 74578 | (1.0) | (34,449) | (34,449) | |
| Total Slated for Deletion | | (3.0) | (139,021) | (139,021) | - |
| Vacant Budgeted In Recruitment - Retain | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## POLICY DESCRIPTION FORM

**Department/Group:** Probation/L&J **Budget Code:** AAA PRG
**Title:** AB 1913 Grant – Vacancy Positions Reinstatement

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Clerk II (Position #074578) –** This is an AB 1913 funded position for Success in the West Valley. The position is designated for the Day Reporting Center (DRC) in the West Valley. The DRC has not yet opened but the position will be necessary when it does. Deleting the position will result in the loss of a fully grant funded position; there is no local cost funding.

**Probation Corrections Officers (Positions 74574 and 74575) –** These are AB 1913 funded positions for the DRC in the West Valley. The DRC has not yet opened but these positions will be necessary when it does. Deleting the positions will result in the loss of fully grant funded positions; there is no local cost funding.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 139,021 | $ 145,972 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 34,449 |
| 2.0 | Probation Corrections Ofcr | 104,572 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** AB 1913 SIG Special Revenue | (139,021) | (145,972) |
| **Total:** | $ | $ |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: AB 1913 - SPECIAL REVENUE FUND (SIG PRG)**

## I. GENERAL PROGRAM STATEMENT

Assembly Bill 1913 (Schiff-Cardenas Crime Prevention Act 2000) was signed by Governor Davis on September 7, 2000. This Bill allocated $121.0 million to counties on a per capita basis to be spent on prevention and intervention of juvenile crime. San Bernardino County's share in 2000-01 was just over $5.9 million to fund programs during 2000-01 and 2001-02. Additional funding of $5.8 million was provided during 2001-02 for expenditures through June 30, 2003; and $5.9 million was received in 2002-03 for expenditures through June 30, 2005. In accordance with state law, a Juvenile Justice Coordinating Council (JJCC) was formed to develop and recommend programs for funding. Programs are approved by the Board of Supervisors and the California Board of Corrections. When spending plans for these programs are developed, the Board of Supervisors approves appropriations in the affected county department budgets. Departments then seek reimbursement from this special revenue fund. At this time, the county departments are Probation and the District Attorney's Office. There is no staffing associated with this budget unit.

Because this funding source was originally a trust fund, no budget was developed for 2001-02. During March 2002, this funding source was transferred to a special revenue fund, as required by GASB 34.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 12,433,281 | 6,378,541 | 12,335,706 |
| Total Revenue | 6,112,768 | 6,320,513 | 6,280,966 | 6,320,513 |
| Fund Balance | | 6,112,768 | | 6,015,193 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None

GROUP: Law and Justice
DEPARTMENT: Probation - AB 1913
FUND: Special Revenue SIG PRG

FUNCTION: Public Protection
ACTIVITY: Detention & Corrections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Transfers | 6,378,541 | 6,483,748 | - | - | 6,483,748 |
| Contingencies | - | 5,949,533 | - | - | 5,949,533 |
| Total Appropriation | 6,378,541 | 12,433,281 | - | - | 12,433,281 |
| **Revenue** | | | | | |
| Use of Money & Prop | 360,453 | 400,000 | - | - | 400,000 |
| State, Fed or Gov't Aid | 5,920,513 | 5,920,513 | - | - | 5,920,513 |
| Total Revenue | 6,280,966 | 6,320,513 | - | - | 6,320,513 |
| Fund Balance | | 6,112,768 | - | - | 6,112,768 |

**Law and Justice** | **FUNCTION: Public Protection**
**Probation - AB 1913** | **ACTIVITY: Detention & Corrections**
**Special Revenue SIG PRG**

**ANALYSIS OF 2003-04 BUDGET**

| E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I + J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|
| 6,483,748 | (6,483,748) | - | - | **-** | - | - |
| 5,949,533 | 6,386,173 | 12,335,706 | - | **12,335,706** | - | 12,335,706 |
| 12,433,281 | (97,575) | 12,335,706 | - | **12,335,706** | - | 12,335,706 |
| 400,000 | - | 400,000 | - | **400,000** | - | 400,000 |
| 5,920,513 | - | 5,920,513 | - | **5,920,513** | - | 5,920,513 |
| 6,320,513 | - | 6,320,513 | - | **6,320,513** | - | 6,320,513 |
| 6,112,768 | (97,575) | 6,015,193 | - | **6,015,193** | - | 6,015,193 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Transfers | (6,483,748) | Reclassified to contingencies. |
| Contingencies | 6,386,173 | Reclassified from transfers and adjustment for fund balance. |
| Total Appropriation | (97,575) | |
| Total Revenue | - | |
| Fund Balance | (97,575) | |

**OVERVIEW OF BUDGET**

**DEPARTMENT: PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/ CONSERVATOR/CORONER**
**ADMINISTRATOR: BRIAN McCORMICK**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| PA/PG/Conservator/Coroner | 5,345,789 | 1,039,936 | 4,305,853 | | 75.1 |
| Forensic Pathology Grant | 12,068 | 95 | | 11,973 | - |
| TOTAL | 5,357,857 | 1,040,031 | 4,305,853 | 11,973 | 75.1 |

**BUDGET UNIT: PA/PG/CONSERVATOR/CORONER (AAA PAC)**

## I. GENERAL PROGRAM STATEMENT

The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 4,362,490 | 4,755,894 | 4,910,612 | 5,345,789 |
| Total Revenue | 765,741 | 614,000 | 804,530 | 1,039,936 |
| Local Cost | 3,596,749 | 4,141,894 | 4,106,082 | 4,305,853 |
| Budgeted Staffing | | 78.5 | | 75.1 |
| **Workload Indicators** | | | | |
| Public Administrator cases | 405 | 350 | 400 | 480 |
| Coroner cases | 8,863 | 8,800 | 9,000 | 9,400 |
| Autopsies | 622 | 700 | 700 | 730 |
| Public Guardian Probate cases | 148 | 240 | 240 | 240 |
| Public Guardian Conservator cases | 449 | 625 | 625 | 625 |

Variance from budget in appropriations is in services and supplies - unanticipated temporary help needs, maintenance charges, unbudgeted risk management charges, and upgrades/maintenance costs of software used for the coroner and public administrator/public guardian activities.

Although the state SB90 reimbursement was eliminated, revenue is still expected to exceed budget by $190,000. This is due to an increase in Targeted Case Management revenue and increased collections in coroner fees, estate fees, and other current services. The net variance is expected to be $35,000 under local cost.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Included in base year adjustments is the deletion of 4.0 positions (2.0 Deputy Coroner Investigator and 1.0 Clerk IV, and 1.0 PSE/Contract position) as the result of the 4% Spend Down and 30% Cost Reduction Plans.

A new Project Administrator position is added, funded by federal Targeted Case Management and MediCal Administration revenues. Additionally, budgeted units for several positions were reduced slightly by 0.4, resulting in a total net increase of 0.6 budgeted staffing.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The proposed budget provides for an overall net increase of $68,000 in current service revenues to match the anticipated collection levels for 2002-03: PA/PG estate fees (+$30,000) Coroner report fees (+$3,000), and other services (+$35,000). Additionally a new source of revenue, federal Targeted Case Management (TCM), was identified mid-year in 2002-03. The actual TCM receipts are projected to be $280,000 for 2002-03, and the department expects that this revenue source will provide as much as $512,000 in 2003-04.

## IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in the 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 1.0 | |

## V. OTHER POLICY ITEMS

Seven policy items are submitted for Board of Supervisors consideration. These items request the addition of 20.5 budgeted positions for a total local cost of $1,243,418.

## VI. FEE CHANGES

The 2003-04 fee proposals recommend an increase in the private autopsy fee ($1,500 to $2,000) and the addition of various service fees, resulting in $28,620 of additional revenue.

**GROUP:** Law and Justice
**DEPARTMENT:** Public Administrator/ Public Guardian/Conservator/Coroner
**FUND:** General AAA PAC

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 4,541,964 | 4,506,126 | 297,363 | - | 4,803,489 |
| Services and Supplies | 738,264 | 620,615 | (21,330) | - | 599,285 |
| Central Computer | 54,279 | 54,279 | (15,686) | - | 38,593 |
| Other Charges | 467,900 | 467,900 | - | - | 467,900 |
| Equipment | 1,231 | - | - | - | - |
| Transfers | 32,490 | 32,490 | (1,735) | - | 30,755 |
| Total Exp Authority | 5,836,128 | 5,681,410 | 258,612 | - | 5,940,022 |
| Reimbursements | (925,516) | (925,516) | - | - | (925,516) |
| Total Appropriation | 4,910,612 | 4,755,894 | 258,612 | - | 5,014,506 |
| **Revenue** | | | | | |
| Current Services | 516,000 | 450,000 | - | - | 450,000 |
| State, Fed or Gov't Aid | 288,530 | 94,000 | 94,653 | - | 188,653 |
| Other Revenue | - | 70,000 | - | - | 70,000 |
| Total Revenue | 804,530 | 614,000 | 94,653 | - | 708,653 |
| Local Cost | 4,106,082 | 4,141,894 | 163,959 | - | 4,305,853 |
| Budgeted Staffing | | 78.5 | (4.0) | - | 74.5 |

**GROUP:** Law and Justice
**DEPARTMENT:** Public Administrator/Public Guardian/Conservator/Coroner
**FUND:** General AAA PAC

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 4,803,489 | 180,512 | 4,984,001 | - | **4,984,001** | - | 4,984,001 |
| Services and Supplies | 599,285 | 425,395 | 1,024,680 | - | **1,024,680** | - | 1,024,680 |
| Central Computer | 38,593 | - | 38,593 | - | **38,593** | - | 38,593 |
| Other Charges | 467,900 | (277,900) | 190,000 | - | **190,000** | - | 190,000 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | 30,755 | 15,344 | 46,099 | - | **46,099** | - | 46,099 |
| Total Exp Authority | 5,940,022 | 343,351 | 6,283,373 | - | **6,283,373** | - | 6,283,373 |
| Reimbursements | (925,516) | (12,068) | (937,584) | - | **(937,584)** | - | (937,584) |
| Total Appropriation | 5,014,506 | 331,283 | 5,345,789 | - | **5,345,789** | - | 5,345,789 |
| **Revenue** | | | | | | | |
| Current Services | 450,000 | 68,000 | 518,000 | - | **518,000** | - | 518,000 |
| State, Fed or Gov't Aid | 188,653 | 333,283 | 521,936 | - | **521,936** | - | 521,936 |
| Other Revenue | 70,000 | (70,000) | - | - | **-** | - | - |
| Total Revenue | 708,653 | 331,283 | 1,039,936 | - | **1,039,936** | - | 1,039,936 |
| Local Cost | 4,305,853 | - | 4,305,853 | - | **4,305,853** | - | 4,305,853 |
| Budgeted Staffing | 74.5 | 0.6 | 75.1 | - | **75.1** | - | 75.1 |

## PA/PG/CONSERVATOR/CORONER

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (109,200) | 4% Spend Down Plan - 2.0 budgeted Deputy Coroner Investigator positions. |
| | 248,753 | MOU. |
| | 206,114 | Retirement. |
| | 35,661 | Risk Management Workers Comp. |
| | (83,965) | 30% Cost Reduction Plan - delete 1.0 budgeted Clerk IV and 1.0 PSE/Contract position. |
| | 297,363 | |
| Services and Supplies | (56,476) | 4% Spend Down Plan. |
| | 6,493 | Risk Management Liabilities. |
| | 28,653 | Increase in coroner transportation costs, offset by increased revenue. |
| | (21,330) | |
| Central Computer | (15,686) | |
| Transfers | (1,735) | Incremental change in EHAP. |
| Total Appropriation | 258,612 | |
| Revenue | | |
| State, Fed or Gov't Aid | (84,000) | SB90 Revenue Loss. |
| | 28,653 | Increase in Targeted Case Management (TCM) revenues. |
| | 150,000 | 30% Cost Reduction Plan. |
| | 94,653 | |
| Total Revenue | 94,653 | |
| Local Cost | 163,959 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 63,775 | Risk Management workers comp surcharge. |
| | 79,712 | Add 1.0 budgeted position for Project Administer for TCM revenue claims. |
| | 37,025 | Increase for overtime costs. |
| | 180,512 | |
| Services and Supplies | (15,344) | GASB 34 Accounting Change (EHAP). |
| | 338,900 | Reclassify professional services from other contract charges. |
| | 12,068 | To refurbish morgue tables with funds transferred in from special revenue fund (SAX). |
| | 26,000 | Increase general maintenance budget to reflect actual cost trends. |
| | 20,000 | Increase temporary help budget to reflect cost trends. |
| | 40,000 | Upgrade/maintenance of medical examiner and public guardian/admin. proprietary software. |
| | 3,771 | Minor adjustments for several line items. |
| | 425,395 | |
| Other Charges | 61,000 | Increase in forensic toxicology contract. |
| | (338,900) | Reclassify other contract charges to professional services. |
| | (277,900) | |
| Transfers | 15,344 | GASB 34 Accounting Change (EHAP). |
| Reimbursements | (12,068) | Transfers in from special revenue fund(SAX) to refurbish morgue tables. |
| Total Appropriation | 331,283 | |
| Revenue | | |
| Current Services | 3,000 | Increase in coroner report fees. |
| | 30,000 | Increase in estate fees. |
| | 35,000 | Increase in other services revenue. |
| | 68,000 | |
| State, Fed or Gov't Aid | 70,000 | Reclassify other revenue for targeted case management to federal aid. |
| | 263,283 | Additional targeted case management revenues. |
| | 333,283 | |
| Other Revenue | (70,000) | Reclassify other revenue to state and federal aid. |
| Total Revenue | 331,283 | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment -Delete | - | - | - | - | - |
| Vacant Budgeted in Recruitment - Retain | 1 | 1.0 | 43,492 | 43,492 | - |
| Total Vacant | 1 | 1.0 | 43,492 | 43,492 | - |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

## Vacant Position Impact
## AAA PAC Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Note: If position is seasonal indicate next to Classification (Seasonal - May through August)* | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk III* | 2896 | 1.0 | 43,492 | 43,492 | - |
| Total in Recruitment - Retain | | 1.0 | 43,492 | 43,492 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OTHER POLICY ITEMS

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 527,219 | - | 527,219 | 10.0 | In-house body removal services. |
| 129,425 | - | 129,425 | 1.0 | Computer inventory system to decedents and estate assets. |
| 56,000 | - | 56,000 | 1.0 | Automated Systems Analyst current dual filled. |
| 77,567 | - | 77,567 | 1.5 | Restore funding for Deputy Coroner position. |
| 62,212 | 31,106 | 31,106 | 1.0 | Additional Deputy Public Guardian position. |
| 68,532 | 34,266 | 34,266 | 1.0 | Additional Supervising Deputy Public Guardian position. |
| 387,835 | - | 387,835 | 5.0 | Additional Deputy Coroner positions. |
| 1,308,790 | 65,372 | 1,243,418 | 20.5 | **Totals** |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** PUB/ADMIN/GRD/COR (AAA PAC)
**PREPARED BY:** Lex Banez
**PHONE #** 909-387-2574

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Private autopsy fee - 16.0220 (f) | $1,500.00 | $2,000.00 | $500.00 | There has been a significant increase in the cost of performing autopsies, including the cost of toxicology tests and other investigative actions. | Increased cost in performing autopsies resulted in the reduction of budgeted overtime for forensic pathologists. In addition, failure to capture full reimbursement of these costs from private parties would result in additional local cost for overtime that could be used to cover salaries and benefits for other mandated operations. |
| X-ray procurement fee - 16.0220 (o) | $0.00 | $25.00 | $25.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| Digital Photo on disk (CD Rom) - 16.0220 (p) | $0.00 | $5.00 | $5.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| Polaroid Photograph Copies-16.0220 (q) | $0.00 | $2.00/each | $2.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| Paraffin block re-cuts processing fee - 16.0220 (r) | $0.00 | $5.00 | $5.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| Digital and Polaroid photo processing fee 16.0220 (s) | $0.00 | $5.00 | $5.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| Vehicle impound storage fee - 16.0220 (t) | $0.00 | $15.00/day | $15.00 | Department has been providing these services without reimbursement. | If fees are not established, providing these services will continue to divert local cost that could be used to fund other needs. |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** PUB/ADMIN/GRD/COR (AAA PAC)
**PREPARED BY:** Lex Banez
**PHONE #** 909-387-2574

**PAGE A - FEE ADJUSTMENT CALCULATION**



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change in Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change in Fee Revenue (H)-(G) |
| Private autopsy fee - 16.0220 (f) | $1,500.00 | $2,000.00 | $500.00 | 14 | 24 | 10 | $21,000.00 | $48,000.00 | $27,000.00 |
| X-ray procurement fee -16.0220 (o) | $0.00 | $25.00 | $25.00 | 0 | 20 | 20 | $0.00 | $500.00 | $500.00 |
| Digital Photo on disk (CD Rom) - 16.0220 (p) | $0.00 | $5.00 | $5.00 | 0 | 12 | 12 | $0.00 | $60.00 | $60.00 |
| Polaroid Photograph Copies- 16.0220 (q) | $0.00 | $2.00 | $2.00 | 0 | 250 | 250 | $0.00 | $500.00 | $500.00 |
| Paraffin block re-cuts processing fee - 16.0220 (r) | $0.00 | $5.00 | $5.00 | 0 | 16 | 16 | $0.00 | $80.00 | $80.00 |
| Digital and Polaroid photo processing fee 16.0220 (s) | $0.00 | $5.00 | $5.00 | 0 | 60 | 60 | $0.00 | $300.00 | $300.00 |
| Vehicle impound storage fee - 16.0220 (t) | $0.00 | $15.00 | $15.00 | 0 | 12 | 12 | $0.00 | $180.00 | $180.00 |
| | | | $0.00 | | | 0 | $0.00 | $0.00 | $0.00 |
| | | | $0.00 | | | 0 | $0.00 | $0.00 | $0.00 |
| | | | $0.00 | | | 0 | $0.00 | $0.00 | $0.00 |
| **TOTAL THIS PAGE** | $1,500.00 | $2,057.00 | $557.00 | 14 | 394 | 380 | $21,000.00 | $49,620.00 | $28,620.00 |
| **GRAND TOTAL (All Page A's)** | $1,500.00 | $2,057.00 | $557.00 | 14 | 394 | 380 | $21,000.00 | $49,620.00 | $28,620.00 |

*NOTE:* There is no appropriation increase for the six new fees, because the provision of these services is already included in the Department budget. This would reduce local cost by $1,620.

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
**Title:** In-House Body Removal Services

**PRIORITY:** Rank 1 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☒ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

As part of law enforcement, we recognize the importance of chain of evidence and the securing of personal property. More importantly, we recognize the sanctity of the decedents themselves. This past year a horrific crime occurred when a contract body transport employee violently and maliciously sexually assaulted the body of a young female decedent. This was despite having policies and procedures in place to ensure compliance throughout our prior contract body removal service. We feel it would be in the best interest of the County to provide this service on an "in-house" basis.

All details of this study are on file in our office. The March/2000 study indicated that by having control over staff and equipment, we could assure ultimately that all above mentioned is being carefully monitored. It is our opinion that performing this service on an "in-house" basis would offer the county the least risk and liability exposure. Policy budget consideration is requested.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 582,380 | $ 599,851 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 10.0 | Body Removal Tech | 582,380 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | 42,498 | 42,498 |
| **Other (specify)** _____ | | |
| **Equipment** | 82,341 | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| 3 Transport Vans | 82,341 |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify) Contract Appropriation Available** | (180,000) | (180,000) |
| **Total:** | $ 527,219 | $ 462,349 |
| **REVENUE (specify source)** | | |
| _____ | | |
| _____ | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 527,219 | $ 462,349 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L & J **Budget Code:** AAA PAC

**Title:** Computerized Inventory System for Decedent and Estate Assets

**PRIORITY:** Rank 2 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☐ Program Change ☒ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The Coroner, Public Administrator, and Public Guardian take possession of personal property belonging to clients under the jurisdiction of these three departments. A computerized inventory system is requested to track all personal property assets, and bar coding will be used for their individual and unique identity. A central database will be used to store data obtained in six (6) different physical locations. A detailed report is available upon request. Recent Grand Jury findings have consistently recommended the acquisition of this computerized inventory tracking system, and we certainly support their findings. Approval of this policy item will provide the desired level of fiduciary asset accountability, and minimize risk/liability to the county.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 43,492 | $ 44,797 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk III | 43,492 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | 16,295 | 16,295 |
| **Other (specify)** one-time expenses for start-up | 69,638 | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 129,425 | $ 61,092 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 129,425 | $ 61,092 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
**Title:** Request for Automated Systems Analyst Position

**PRIORITY:** Rank 3 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This department has a fully developed local area network (LAN) system that connects 70+ workstations, as well as access to the county's wide area network (WAN) and the Internet. Currently the department is contracting for technical support and has utilized an existing employee as an Interim Automated Systems Analyst for the ***past 7 years*** and the need is to have a permanent "in-House" Systems Analyst position.

Without the guidance and expertise of a full-time Systems Analyst, there is considerable risk and liability for the county the longer this need remains unmet.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 56,000 | $ 57,680 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Automated Systems Analyst I | 56,000 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 56,000 | $ 57,680 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 56,000 | $ 57,680 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
**Title:** Restoration of Funding for Deputy Coroner Positions

**PRIORITY:** Rank 4 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

One authorized Deputy Coroner position was not funded due to target funding limitations during the 2000-2001 budget. .5 funding reductions in 2001-02 were also made due to funding limitations. Given the geography of San Bernardino County and the extensive population growth in the desert regions, we have encountered an increase in reported deaths. The current number of Deputy Coroner Investigators cannot adequately cover our 24-hour/seven days a week operation. Overtime, standby and callback will continue to increase in order to cover sick, holiday and vacation time as well as occupational injuries, court testimony and continuing education. The addition of one deputy and funding for .5 FTE deputies will allow us to restore our staffing to only a baseline level to reduce risk/liability to the county.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 77,567 | $ 79,894 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.5 | Deputy Coroner | 77,567 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 77,567 | $ 79,894 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 77,567 | $ 79,894 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
**Title:** Request for Deputy Public Guardian Position

**PRIORITY:** Rank 5 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The Public Guardian Department places approximately 500 active LPS and Probate conservatees into 100+ different care facilities. The Deputy Public Guardians handle difficult placement issues, and engage in considerable dialog with the facilities.

There is a need for a centralized point of contact between the Public Guardian and these facilities. Some of the responsibilities may include, but should not be limited to: interface with the department of Health Services and residential care licensing regarding facility licensing issues, liaison to the care facilities, maintenance a facility information database and new facility reviews. This position would also be utilized to mitigate the existing case management workload.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 62,212 | $ 64,078 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Deputy Public Guardian | 62,212 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 62,212 | $ 64,078 |
| **REVENUE (specify source)** | | |
| **Federal Aid - Targeted Case Management/MediCal Administration** | 31,106 | 32,039 |
| | | |
| | | |
| **Total:** | $ 31,106 | $ 32,039 |
| **LOCAL COST** | $ 31,106 | $ 32,039 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC

**Title:** Request for Additional Supervising Deputy Public Guardian Positions

**PRIORITY:** Rank 6 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The California Probate Code charges the Public Guardian's Department with responsibility for the care of individuals who are placed on conservatorship by the court. The Deputy Public Guardian staff acts as case managers who place conservatees in care facilities, and perform in-person visits, and manage all aspects of conservatee estates. A new Supervising Deputy Public Guardian position is requested to increase supervisor representation in court, at a variety of agency meetings, and to reduce supervisory span of control in the office.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 68,532 | $ 70,588 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Supervising Deputy Public Guardian | 68,532 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 68,532 | $ 70,588 |
| **REVENUE (specify source)** | | |
| Federal Aid - Targeted Case Management/MediCal Administration | 34,266 | 35,294 |
| | | |
| | | |
| **Total:** | $ 34,266 | $ 35,294 |
| **LOCAL COST** | $ 34,266 | $ 35,294 |

**PA/PG/CONSERVATOR/CORONER**

## POLICY DESCRIPTION FORM

**Department/Group:** PA/PG/Conservator/Coroner / L&J **Budget Code:** AAA PAC
**Title:** Request for Additional Deputy Coroner Positions

**PRIORITY:** Rank 7 of 7 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

With the addition of five (5) Deputy Coroner/Investigator positions, this would allow the Supervising Deputy Coroners more time to focus on supervision and personnel issues, providing extensive vacation/sick leave relief and performing investigations. With the addition of these deputies, overtime compensation will decrease.

The five (5) deputy positions will promote a more stress-free work environment for supervisory as well as other employees, in light of increasing caseloads.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 387,835 | $ 399,470 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 5.0 | Deputy Coroner/Investigators | 387,835 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 387,835 | $ 399,470 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 387,835 | $ 399,470 |

**BUDGET UNIT: FORENSIC PATHOLOGY GRANT (SAX PAC)**

## I. GENERAL PROGRAM STATEMENT

This budget unit includes funding received several years ago from the Loma Linda Eye and Tissue Bank for projects associated with the Coroner's morgue facility. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 11,555 | - | 12,068 |
| Total Revenue | - | - | 418 | 95 |
| Fund Balance | | 11,555 | | 11,973 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

This revenue was originally placed into a trust fund for the purpose of morgue facility improvements. Due to GASB 33 accounting requirements, the trust fund was closed and the funds transferred to this special revenue fund. As such, any expenditure requires an appropriation approved by the Board of Supervisors. The department has recently determined that 16 morgue tables require refurbishment, and this funding may be used for that purpose. The department expects to expend these funds and close this special revenue fund early in 2003-04.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Public Administrator/Public Guardian/Conservator/Coroner
FUND: Special Revenue SAX PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Transfers | - | - | - | - | - |
| Contingencies | - | 11,555 | - | - | 11,555 |
| Total Appropriation | - | 11,555 | - | - | 11,555 |
| **Revenue** | | | | | |
| Use of Money & Prop | 418 | - | - | - | - |
| Total Revenue | 418 | - | - | - | - |
| Fund Balance | | 11,555 | - | - | 11,555 |

**GROUP:** Law and Justice
**DEPARTMENT:** Public Administrator/Public Guardian/Conservator/Coroner
**FUND:** Special Revenue SAX PAC

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | - | 12,068 | 12,068 | - | **12,068** | - | 12,068 |
| Contingencies | 11,555 | (11,555) | - | - | **-** | - | - |
| Total Appropriation | 11,555 | 513 | 12,068 | - | **12,068** | - | 12,068 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 95 | 95 | - | **95** | - | 95 |
| Total Revenue | - | 95 | 95 | - | **95** | - | 95 |
| Fund Balance | 11,555 | 418 | 11,973 | - | **11,973** | - | 11,973 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Transfers | 11,555 | From contingencies for refurbishment of morgue tables. |
| | 513 | Increase appropriation for interest earned in 2002-03 and 2003-04. |
| | 12,068 | Total transfer out to operating budget (AAA PAC) for morgue tables. |
| Contingencies | (11,555) | To be transfered out for refurbishment of morgue tables. |
| Total Appropriation | 513 | |
| Revenue | | |
| Use of Money & Prop | 95 | Anticipated interest earnings in 2003-04. |
| Fund Balance | 418 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC DEFENDER**
**ADMINISTRATOR: JOHN ROTH**
**BUDGET UNIT: AAA PBD**

## I. GENERAL PROGRAM STATEMENT

The Public Defender's Office is constitutionally mandated to provide legal representation to anyone charged with an offense and is found by the Court to be unable to afford private counsel. The Public Defender's Office plays a key role in the timely administration of justice, serving as the first line of indigent defense by taking on the majority of indigent clients.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 16,476,624 | 17,745,871 | 18,585,700 | 19,718,736 |
| Total Revenue | 1,868,630 | 1,142,272 | 1,220,300 | 500,000 |
| Local Cost | 14,607,994 | 16,603,599 | 17,365,400 | 19,218,736 |
| Budgeted Staffing | | 186.3 | | 180.3 |
| **Workload Indicators** | | | | |
| Felony Appointments | 12,411 | 13,000 | 13,100 | 13,250 |
| Misdemeanor Appointments | 27,946 | 31,500 | 28,800 | 30,000 |
| Juvenile Delinquency Appts. | 3,917 | 4,200 | 3,750 | 3,750 |
| Juvenile Dependency Appts. | 1,069 | 1,150 | 1,100 | 1,100 |

Estimated 2002-03 appropriations are higher than budgeted as a result of base-year and mid-year MOU and salary increases. Estimated 2002-03 revenues are higher than budgeted due to unanticipated collection of current service revenue.

2003-04 budgeted revenue will decrease significantly due to the suspension of SB90 funding and the termination of a state funded grant. These changes have correspondingly increased local cost. Department Requested appropriations for 2003-04 have increased due to salaries and benefits increase as well as increased MOU costs.

Overall staffing level has decreased as a result of the 4% Spend Down plan and the court awarding the Juvenile Dependency program WIC contract to a private law firm.

The Public Defender anticipates an increase in Felony and Misdemeanor Appointments, but expects no variation in juvenile appointments.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Base-year adjustments to staffing include the elimination of 3.0 budgeted staff (3.0 Deputy Public Defenders) in the 4% Spend Down plan. The elimination of the Dependency Unit decreased 6.0 budgeted staff (1.0 Social Service Practitioner, 4.5 Deputy Public Defenders, 0.5 Secretary): while the Central Courthouse reorganization added 3.0 budgeted staff (1.0 Assistant Public Defender, 2.0 Deputy Public Defenders). These changes have had the net effect of reducing budgeted staff by 6.0 budgeted positions for 2003-04.

### PROGRAM CHANGES

Professional and specialized services are expected to increase as a result of the anticipated growth in felony and misdemeanor appointments. The increase will be partially offset by decreases in equipment maintenance and general office expense.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 2.0 | |

## V. OTHER POLICY ITEMS

The department is presenting a single policy item, an increase of 3.0 new positions, totaling approximately $400,000 for Mentally Disabled Offender cases. The Public Defender previously requested additional attorneys, however, the item never received Board consideration due to the suspension of SB 90 funding. The current positions for the MDO program is 1.0 budgeted attorney. Three additional attorneys are requested to avoid unavailability conflicts.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Public Defender
FUND: General AAA PBD

FUNCTION: Public Protection
ACTIVITY: Judicial

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 15,829,714 | 15,712,189 | 2,033,262 | 97,682 | 17,843,133 |
| Services and Supplies | 2,410,381 | 1,687,719 | 63,608 | - | 1,751,327 |
| Central Computer | 136,405 | 137,183 | (39,415) | - | 97,768 |
| Other Charges | - | 1,300 | - | - | 1,300 |
| Equipment | 4,200 | 42,000 | - | - | 42,000 |
| Transfers | 205,000 | 165,480 | - | - | 165,480 |
| Total Appropriation | 18,585,700 | 17,745,871 | 2,057,455 | 97,682 | 19,901,008 |
| **Revenue** | | | | | |
| Current Services | 437,300 | 420,000 | - | - | 420,000 |
| State, Fed or Gov't Aid | 783,000 | 722,272 | (460,000) | - | 262,272 |
| Total Revenue | 1,220,300 | 1,142,272 | (460,000) | - | 682,272 |
| Local Cost | 17,365,400 | 16,603,599 | 2,517,455 | 97,682 | 19,218,736 |
| Budgeted Staffing | | 186.3 | (6.0) | | 180.3 |

**GROUP:** Law and Justice
**DEPARTMENT:** Public Defender
**FUND:** General AAA PBD

**FUNCTION:** Public Protection
**ACTIVITY:** Judicial

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 17,843,133 | (379,987) | 17,463,146 | - | **17,463,146** | - | 17,463,146 |
| Services and Supplies | 1,751,327 | 204,197 | 1,955,524 | - | **1,955,524** | - | 1,955,524 |
| Central Computer | 97,768 | - | 97,768 | - | **97,768** | - | 97,768 |
| Other Charges | 1,300 | (1,300) | - | - | **-** | - | - |
| Equipment | 42,000 | (42,000) | - | - | **-** | - | - |
| Transfers | 165,480 | 36,818 | 202,298 | - | **202,298** | - | 202,298 |
| Total Appropriation | 19,901,008 | (182,272) | 19,718,736 | - | **19,718,736** | - | 19,718,736 |
| **Revenue** | | | | | | | |
| Current Services | 420,000 | 30,000 | 450,000 | - | **450,000** | - | 450,000 |
| State, Fed or Gov't Aid | 262,272 | (212,272) | 50,000 | - | **50,000** | - | 50,000 |
| Total Revenue | 682,272 | (182,272) | 500,000 | - | **500,000** | - | 500,000 |
| Local Cost | 19,218,736 | - | 19,218,736 | - | **19,218,736** | - | 19,218,736 |
| Budgeted Staffing | 180.3 | | 180.3 | | **180.3** | | 180.3 |

| | | |
|---|---|---|
| | | **Base Year Adjustments** |
| Salaries and Benefits | 500,476 | MOU. |
| | 878,936 | Retirement. |
| | 71,377 | Risk Management Workers Comp. |
| | 1,090,186 | Approved by the Board on July 23, 2002 for Public Attorney MOU costs. |
| | 410,559 | Attorneys and Support Staff for Central Courthouse Reorg - 3.0 budgeted staff (1.0 Assistant Public Defender, 2.0 Deputy Public Defenders). |
| | (586,200) | Elimination of Dependency Unit Staff due to Court awarding contract to private firm - 6.0 budgeted staff (1.0 Social Service Practitioner, 4.5 Deputy Public Defenders, 0.5 Secretary). |
| | (332,072) | 4% Spend Down Plan-3.0 budgeted staff (3.0 Deputy Public Defenders). |
| | 2,033,262 | |
| Services and Supplies | 21,737 | Risk Management Liabilities. |
| | (2,729) | Incremental change in EHAP. |
| | 44,600 | Increased office expense due to Central Courthouse Reorg. |
| | 63,608 | |
| Central Computer | (39,415) | |
| Subtotal Base Year Appropriation | 2,057,455 | |
| Subtotal Base Year Revenue | (460,000) | Suspension of SB90 Funding. |
| Subtotal Base Year Local Cost | 2,517,455 | |
| | | **Mid-Year Adjustments** |
| Salaries & Benefits | 97,682 | Supervising Deputy Public Defender negotiations. |
| Subtotal Mid-Year Local Cost | 97,682 | |

Base-year adjustments to salaries and benefits include MOU, retirement, and workers comp increases. Staffing changes occurred as a result of the Court awarding the WIC 300 contract to a private law firm, the 4% Spend Down Plan, and the Central Courthouse reorganization. Mid-year adjustments include supervising attorney salary adjustments.

Base year adjustments to service and supplies include an increase in Risk Management Liabilities and an increase due to the Central Courthouse reorganization. Base year revenue increases also include the suspension of SB90 funding.

| | | |
|---|---|---|
| | | **Recommended Program Funded Adjustments** |
| Salaries and Benefits | (379,987) | Reduce salaries & benefits to fund increases in services & supplies. |
| Services and Supplies | (162,871) | Decrease in equipment maintenance, comnet charges, and general office expense. |
| | (12,919) | GASB 34 Accounting Change EHAP. |
| | 379,987 | Increase in noninventoriable equipment, professional & specialized services, training, and rents & leases. |
| | 204,197 | |
| Other Charges | (1,300) | |
| Equipment | (42,000) | |
| Transfers | 23,899 | Increase in salaries & benefits and service & supplies paid by transfer. |
| | 12,919 | GASB 34 Accounting Change EHAP. |
| | 36,818 | |
| Total Appropriation | (182,272) | |
| Revenue | | |
| Current Services | 30,000 | Increase for Justice Courts legal services. |
| State, Fed or Gov't Aid | (212,272) | Termination of state grant. |
| Total Revenue | (182,272) | |
| Local Cost | - | |

## PUBLIC DEFENDER

**Vacant Position Impact Detail**

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 2.0 | 2.0 | 86,529 | - | 86,529 |
| Total Vacant | 2.0 | 2.0 | 86,529 | - | 86,529.0 |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

**Vacant Position Impact Detail**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk III* | 09878 | 1.0 | 43,037 | - | 43,037 |
| *Clerk III* | 71058 | 1.0 | 43,492 | - | 43,492 |
| Total in Recruitment Remain | | 2.0 | 86,529 | - | 86,529 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**POLICY ITEMS**

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 402,855 | 402,855 | | 3.0 | Deputy Public Defender IV |
| - | - | - | - | |
| - | - | - | - | |
| 402,855 | 402,855 | - | 3.0 | Total |

**PUBLIC DEFENDER**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Defender/L&J **Budget Code:** AAA PBD
**Title:** Mentally Disordered Offender (MDO) Program

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☒ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Increase in Mentally Disordered Offender (MDO) Program resulted in the transfer of three (3) Deputy Public Defenders from the Central Office into the MDO Unit to provide coverage. The Public Defender presented a staffing request item to the board of Supervisors for consideration and no new staffing was approved for the Public Defender. However, the District Attorney requested additional attorney staffing which was approved. In order to continue to provide representation for the MDO cases, the Public Defender must seek replacement staff for the three Deputy Public Defenders transferred from the Central Office, or declare unavailability conflicts. The potential impact for three attorneys in regular criminal departments is approximately $480,000.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 402,855 | $ 414,912 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 3.0 | Deputy Public Defender IV | 402,855 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 402,855 | $ 414,912 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 402,855 | $ 414,912 |

## OVERVIEW OF BUDGET

**DEPARTMENT: SHERIFF**
**SHERIFF: GARY PENROD**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | **Appropriations** | **Revenue** | **Local Cost** | **Fund Balance** | **Staffing** |
| Sheriff | 256,705,621 | 170,704,153 | 86,001,468 | - | 2,858.7 |
| Special Revenue | 25,903,107 | 16,245,517 | - | 9,657,590 | 15.0 |
| TOTAL | 282,608,728 | 186,949,670 | 86,001,468 | 9,657,590 | 2,873.7 |

**BUDGET UNIT: SHERIFF (AAA SHR)**

## I. GENERAL PROGRAM STATEMENT

The Sheriff acts as chief law enforcement officer of the county, providing a full range of police services throughout the unincorporated area and 14 cities that contract with the county for law enforcement services.

The general law enforcement mission is carried out through the operation of 15 county stations and centralized services including crime investigations, a crime laboratory and identification bureau, central records, communication dispatch and aviation division for general patrol and search and rescue activities. The Sheriff also contracts with the Courts to provide security and civil processing. The Sheriff manages three major detention facilities: the Central Detention Center; Glen Helen Rehabilitation Center and the West Valley Detention Center. The department also operates a regional law enforcement training academy and emergency driver training facility.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 236,533,926 | 244,244,638 | 244,099,091 | 256,705,621 |
| Total Financing Sources | 155,181,997 | 159,288,512 | 161,208,252 | 170,704,153 |
| Local Cost | 81,351,929 | 84,956,126 | 82,890,839 | 86,001,468 |
| Budgeted Staffing | | 2,879.5 | | 2,858.7 |
| **Workload Indicators** | | | | |
| Calls for Service | 607,714 | 800,000 | 650,264 | 660,000 |
| All Crimes Reported | 103,969 | 135,000 | 112,937 | 120,000 |

Variance from budget is mainly due to receipt of Supplemental Law Enforcement Special Fund (SLESF) in the amount of $1,185,052, the California Law Enforcement Equipment Program (CLEEP) for $310,469, the IRNET grant from the Office of National Drug Control Policy for $675,000, amendments to law enforcement contracts, and various state grants that were not included in the 2002-03 budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

In addition to base year adjustments, which include Board approved mid-year items and 4% Spend Down Plan, the proposed budget also reflects a net decrease of 2.8 budgeted positions due to a technical correction and elimination of multiple Public Service Employee (PSE) positions which were deleted as part of the department's PSE Correction Plan and replaced with either regular or recurrent positions as needed. There is no increase in funding associated with these staffing changes.

## PROGRAM CHANGES

The Sheriff's Department projects a $280,000 shortfall in Peace Officer Standards of Training (POST) reimbursement for mandatory law enforcement training of county personnel and related expenditures caused by an anticipated 40% decrease in State funding. This will result in reduction in available classes offered at the Sheriff's Training Academy and a corresponding reduction in instructor salaries and related expenditures.

The department is expecting a $497,332 increase in reimbursements from the Probation Department for food and laundry services provided to the West Valley Juvenile Hall. The new juvenile facility was opened last year. The Sheriff's Food Services personnel provide meals for both wards and Probation staff. Laundry services are also provided by West Valley Detention Center personnel. By utilizing existing personnel and equipment in the Sheriff's detention system, the county is saving considerable personnel and equipment cost.

The aviation law enforcement contract with the City of Fontana was terminated during 2002-03 resulting in a decrease of $200,000 in current services revenues budget. The corresponding expenditure savings is not yet determined at this time. The Aviation operation still patrols the unincorporated areas of Fontana and vicinity.

The new Inter-governmental agreement with US Marshal Services for incarceration of federal inmates at Central Detention Center allows the department to submit separate charges for prescription medication, previously included in the daily housing rate. Traditionally, only minor prescription medication such as pain relievers, are provided to inmates. An increasing number of federal inmates, with prescriptions ordered by medical practitioners from the US Marshal detention system, are being transferred to Sheriff's facilities. This significantly increased the overall housing costs of inmates. The department estimates $1.5 million in actual cost of medication to be fully offset by US Marshal revenue in 2003-04.

The cost of psychotropic medications for inmates, in the amount of $1.3 million, previously included in the Sheriff's budget, has been identified as an appropriate cost for which funding in the Behavioral Health budget unit is available. Therefore, these costs are removed from the Sheriff's budget along with a reduction in local cost.

## OTHER CHANGES

Changes in accounting method for contract city overtime has resulted in an estimated $2.0 million increase in salaries and benefits with a corresponding increase in contract law enforcement revenues.

## IV. VACANT POSITION IMPACT

The department has a total of 138.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 15.9 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 122.3 | Retain |
| Total Vacant | 138.2 | |

Vacant Position Restoration Request:

The department has submitted policy items for the restoration of the 15.9 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 3.0 vacant budgeted positions that are funded via non-local cost funding sources such as Inmate Welfare Fund and CAL-DNA grant.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| X | 1 | Crime Lab Grant and Inmate Welfare Fund positions | 3.0<br>$142,718<br>Revenue Supported | This request is to retain funding for 3.0 vacant budgeted positions. 1.0 Criminalist is for the Sheriff's Crime Lab and is funded via CAL-DNA grant; and 1.0 PSE and 1.0 Social Worker II are funded via Inmate Welfare Fund. |
| | 2 | Vacant Budgeted Not in Recruitment | 12.9<br>$499,218<br>Local Cost | This request is to retain funding for 12.9 vacant budgeted positions that are not currently in recruitment due to budget uncertainty. Salary and benefits savings from vacancies such as these help to offset overtime costs; and elimination of these positions would result in a permanent increase in workload for existing employees. |

## V. OTHER POLICY ITEMS

Funding for 4.0 Systems Support Analyst III, 4.0 Automated Systems Analyst I and 3.0 Automated Systems Technicians totaling $843,285. The county is obligated to keep these positions for 1 year after grant funds has been depleted.

Funding for 3.0 Systems Development Team Leaders, 3.0 Systems Support Analysts, 3.5 Automated Systems Analyst I and 2.5 Automated Systems Technicians. The county provided local cost funding of $714,000 for these positions for 2002-03 as required by the CopsMORE Grant. The positions are still necessary for the conversion and maintenance several law enforcement applications still funded by the CopsMORE Grant.

Budget cuts at the state level may impact the California Peace Officers Standards and Training “POST” reimbursements to state’s Regional Training Centers. The Sheriff Department’s funding is expected to be reduced by $280,000. This constitutes salaries and benefits of training personnel providing mandatory peace officers training classes and travel and training related expenditures.

## VI. FEE CHANGES

A livescan fingerprinting fee increase of $5 per card is requested, resulting in approximately $150,000 in incremental revenues. The revenue increase is expected to fully offset increased costs associated with providing livescan fingerprinting.

A $0.75 locker rental fee for West Valley Detention Center visiting lobby is proposed. Revenues collected would offset expenses related to locker equipment cost and maintenance and would reduce local cost.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: General AAA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 204,588,752 | 202,345,741 | 15,702,317 | - | 218,048,058 |
| Services and Supplies | 34,476,592 | 37,321,874 | (1,995,286) | - | 35,326,588 |
| Central Computer | 1,956,883 | 1,956,883 | (25,015) | - | 1,931,868 |
| Other Charges | 1,217,222 | 1,234,500 | - | - | 1,234,500 |
| Equipment | 4,957,158 | 5,965,126 | (256,000) | - | 5,709,126 |
| Transfers | 1,214,014 | 1,104,014 | (54,448) | - | 1,049,566 |
| Total Exp Authority | 248,410,621 | 249,928,138 | 13,371,568 | - | 263,299,706 |
| Reimbursements | (4,311,530) | (5,683,500) | (172,210) | - | (5,855,710) |
| Total Appropriation | 244,099,091 | 244,244,638 | 13,199,358 | - | 257,443,996 |
| **Revenue** | | | | | |
| Licenses & Permits | 32,263 | 45,000 | - | - | 45,000 |
| Fines & Forfeitures | 4,012 | - | - | - | - |
| Taxes | 66,217,111 | 65,580,000 | 2,530,000 | - | 68,110,000 |
| Use of Money & Prop | 5,521 | 3,600 | - | - | 3,600 |
| Current Services | 68,410,299 | 70,604,608 | 5,609,954 | - | 76,214,562 |
| State, Fed or Gov't Aid | 23,280,673 | 18,941,439 | 1,714,062 | - | 20,655,501 |
| Other Revenue | 3,258,373 | 4,113,865 | - | - | 4,113,865 |
| Total Revenue | 161,208,252 | 159,288,512 | 9,854,016 | - | 169,142,528 |
| Operating Transfer In | - | - | 1,000,000 | - | 1,000,000 |
| Total Financing Sources | 161,208,252 | 159,288,512 | 10,854,016 | - | 170,142,528 |
| Local Cost | 82,890,839 | 84,956,126 | 2,345,342 | - | 87,301,468 |
| Budgeted Staffing | | 2,879.5 | (18.0) | - | 2,861.5 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department
**FUND:** General AAA SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 218,048,058 | 2,733,590 | 220,781,648 | (641,936) | **220,139,712** | 142,718 | 220,282,430 |
| Services and Supplies | 35,326,588 | (2,629,411) | 32,697,177 | - | **32,697,177** | - | 32,697,177 |
| Central Computer | 1,931,868 | - | 1,931,868 | - | **1,931,868** | - | 1,931,868 |
| Other Charges | 1,234,500 | (12,850) | 1,221,650 | - | **1,221,650** | - | 1,221,650 |
| Equipment | 5,709,126 | (1,284,126) | 4,425,000 | - | **4,425,000** | - | 4,425,000 |
| Transfers | 1,049,566 | 707,176 | 1,756,742 | - | **1,756,742** | - | 1,756,742 |
| Total Exp Authority | 263,299,706 | (485,621) | 262,814,085 | (641,936) | **262,172,149** | 142,718 | 262,314,867 |
| Reimbursements | (5,855,710) | (252,754) | (6,108,464) | 142,718 | **(5,965,746)** | (142,718) | (6,108,464) |
| Total Appropriation | 257,443,996 | (738,375) | 256,705,621 | (499,218) | **256,206,403** | - | 256,206,403 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 45,000 | - | 45,000 | - | **45,000** | - | 45,000 |
| Fines & Forfeitures | - | 5,000 | 5,000 | - | **5,000** | - | 5,000 |
| Taxes | 68,110,000 | - | 68,110,000 | - | **68,110,000** | - | 68,110,000 |
| Use of Money & Prop | 3,600 | 2,500 | 6,100 | - | **6,100** | - | 6,100 |
| Current Services | 76,214,562 | (1,780,863) | 74,433,699 | - | **74,433,699** | - | 74,433,699 |
| State, Fed or Gov't Aid | 20,655,501 | 1,555,670 | 22,211,171 | - | **22,211,171** | - | 22,211,171 |
| Other Revenue | 3,413,865 | 779,318 | 4,193,183 | - | **4,193,183** | - | 4,193,183 |
| Total Revenue | 168,442,528 | 561,625 | 169,004,153 | - | **169,004,153** | - | 169,004,153 |
| Operating Transfer In | 1,700,000 | - | 1,700,000 | - | **1,700,000** | - | 1,700,000 |
| Total Financing Sources | 170,142,528 | 561,625 | 170,704,153 | - | **170,704,153** | - | 170,704,153 |
| Local Cost | 87,301,468 | (1,300,000) | 86,001,468 | (499,218) | **85,502,250** | - | 85,502,250 |
| Budgeted Staffing | 2,861.5 | (2.8) | 2,858.7 | (15.9) | **2,842.8** | 3.0 | 2,845.8 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 6,953,331 | MOU (Safety). |
| | 1,823,806 | MOU (General). |
| | 5,326,750 | Retirement. |
| | 2,727,685 | Risk Management Workers Comp. |
| | (50,000) | Reduction in SB90 program due to state suspension of payments. |
| | (714,000) | One time local cost funding for 12.0 technical services positions. |
| | (1,680,000) | 4% Spend Down Plan - 22.0 positions. |
| | 903,679 | Addition of 1.0 Deputy Sheriff for the City of Adelanto (9/24/02), 2.0 Deputy Sheriffs for the City of Apple Valley (8/6/02), 2.0 Sergeants, 1.0 Deputy Sheriff and deletion of 1.0 Detective for the City of Chino Hills (9/17/02), 1.0 Deputy Sheriff for the City of Highland (12/17/02), 6.0 Deputy Sheriffs for the City of Rancho Cucamonga(7/30/02 & 11/19/02), 2.0 Deputy Sheriffs for the City of Victorville (11/19/02) and deletion of 1.0 Detective and 1.0 Clerk II for the City of Needles (11/19/02). |
| | 92,856 | Addition of 1.0 Detective for enforcement of Megan's Law. (9/10/02). |
| | 146,000 | Amendment to MOU FLSA statement. |
| | 136,358 | Addition of 1.0 Staff Aide and 1.0 Nursing Supervisor for Inmate Welfare. (10/1/02) |
| | 35,852 | Addition of 1.0 Clerk II for Cal-ID. (9/17/02) |
| | 15,702,317 | |
| Services and Supplies | (1,893,041) | Risk Management Liabilities. |
| | (102,245) | 4% Spend Down Plan. |
| | (1,995,286) | |
| Central Computer | (25,015) | Reduction in Central Computer cost per ISD estimate. |
| Fixed Assets | (256,000) | 4% Spend Down Plan. |
| Transfers | (54,448) | Incremental change in EHAP. |
| Reimbursements | (172,210) | Reimbursements from Inmate Welfare and Cal-ID for 3.0 additional positions. |
| Subtotal Base Year Appropriation | 13,199,358 | |
| Taxes | 2,530,000 | Increase in Prop 172 revenues. |
| Current Services | 903,679 | Additional law enforcement revenues for positions added. |
| | 4,706,275 | Increase in law enforcement contract revenues caused by MOU salary increases. |
| | 5,609,954 | |
| | 750,000 | 30% Cost Reduction Plan - Grant from Juvenile Accountability Program to fund for Operation Clean Sweep. |
| | 1,014,062 | Increase in US Marshal revenues caused by MOU salary increases. |
| | (50,000) | Reduction in SB90 revenues due to State suspension of payments. |
| State, Fed or Gov't Aid | 1,714,062 | |
| Subtotal Base Year Revenue | 9,854,016 | |
| Operating Transfer In | 1,000,000 | 30% Cost Reduction Plan - Transfer from Justice Facility Reserve to offset safety MOU retirement cost increases. |
| Subtotal Base Year Sources | 10,854,016 | |
| Subtotal Base Year Local Cost | 2,345,342 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 2,000,000 | Change in accounting method for contract city overtime. |
| | 733,590 | Increase occupational injury compensation to projected level. Net decrease of 2.8 positions due to technical correction to remove vacancy factor and Public Service Employee corrective action plan. |
| | 2,733,590 | |
| Services and Supplies | 150,000 | Increase in various software licensing agreements for Technical Services Department. |
| | 76,305 | Increase in utility cost for outlying stations. |
| | 1,000,000 | Increase in prescription medication costs for US marshal inmates. |
| | (1,000,000) | Decrease in medication costs for county general population inmates due to new procedure in prescribing and dispensing medication. |
| | (1,300,000) | Decrease to reflect cost of psychotropic medications that are now covered by Behavioral Health. |
| | (280,000) | Decrease in travel and travel related expenditures due to reduction in POST reimbursements. |
| | (722,051) | Reduction in various expenditure items to reflect actual spending levels and to meet available funding level. |
| | (553,665) | GASB 34 Accounting Change (EHAP). |
| | (2,629,411) | |
| Other Charges | (12,850) | Reduction of budgeted contribution to the Regional Cal-ID fund to reflect actual cost. |
| Equipment | (1,284,126) | Reduction of patrol and unvercover vehicle purchases. |
| Transfers | 43,511 | Increase in reimbursements to County Counsel for legal services. |
| | 110,000 | Reimbursement to CAO for Administrative Analyst III position assigned to Sheriff's. |
| | 553,665 | GASB 34 Accounting Change (EHAP). |
| | 707,176 | |
| Reimbursements | (62,422) | Increase in Cal-ID reimbursement to cover salary increases. |
| | (6,000) | Increase in IRNET reimbursement to cover salary increases. |
| | (478,132) | Increase in reimbursement from the Probation for food & services supplied to the West Valley Juvenile Hall. |
| | (19,200) | Reimbursement from Probation Department for laundry services at West Valley Juvenile Hall. |
| | 300,000 | Reduction in contract training salary reimbursement resulting from reduction in classes offered. |
| | 13,000 | Reduction in reimbursements from Law & Justice Group for LLEBG grant projects. |
| | (252,754) | |
| Total Appropriation | (738,375) | |
| Revenue | | |
| Fines & Forfeitures | 5,000 | Adjust to increase fees generated by Court Services for serving Court warrants. |
| Use of Money & Prop | 2,500 | Interest revenue adjusted to actual experience. |
| Current Services | 205,000 | Increase in revenues from dispatch and range contracts, mug shots, polygraph and other services. |
| | (204,956) | Reduce budgeted revenues for CLETS to reflect anticipated level for 2003-04. |
| | 2,000,000 | Change in accounting method for contract city overtime. |
| | (3,560,507) | Correction to shift budgeted revenue to appropriate category and reflect projected level of contract revenue. |
| | (20,400) | Decrease budgeted Civil Processing Fees to reflect current experience. |
| | (200,000) | Termination of helicopter patrol contract with the City of Fontana. |
| | (1,780,863) | |
| State, Fed or Gov't Aid | (280,000) | Reduction in POST reimbursement for mandated law enforcement training costs. |
| | 30,000 | Grant revenues from Operation High Hopes through the Crestline Unified School District. |
| | (886,651) | Reduction in various state grants (MIOCR, Drug Endangered Children, Career Criminal Apprehension, etc.). |
| | 433,228 | Increase in federal grants for narcotics operations. |
| | 2,259,093 | Shift from current services to budget anticipated revenue in appropriate category and adjust to projected level of US Marshal revenue. |
| | 1,555,670 | |
| Other Revenue | 779,318 | Shift from current services to budget anticipated revenue in appropriate category and adjust to projected level of reimbursements from Inmate Welfare. |
| Total Sources | 561,625 | |
| Local Cost | (1,300,000) | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 21 | 15.9 | 641,936 | 142,718 | 499,218 |
| Vacant Budgeted In Recruitment - Retain | 153 | 122.3 | 6,727,305 | 1,188,825 | 5,538,480 |
| Total Vacant | 174 | 138.2 | 7,369,241 | 1,331,543.0 | 6,037,698 |
| Recommended Restoration of Vacant Deleted | 3 | 3.0 | 142,718 | 142,718 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| ***Administrative Clerk I*** | **00002502** | **(1.0)** | **(50,011)** | **-** | **(50,011)** |
| ***Clerk IV*** | **00004347** | **(1.0)** | **(47,418)** | **-** | **(47,418)** |
| ***Sheriff's CivilClerk II*** | **00005088** | **(1.0)** | **(32,621)** | **-** | **(32,621)** |
| ***Administrative Supervisor I*** | **00008814** | **(0.3)** | **(20,665)** | **-** | **(20,665)** |
| ***Sheriffs Fiscal Services Manag*** | **00010056** | **(0.3)** | **(30,479)** | **-** | **(30,479)** |
| ***Sheriffs Civil Clerk I*** | **00010788** | **(1.0)** | **(32,621)** | **-** | **(32,621)** |
| ***Sheriffs Services Coordinator*** | **00011435** | **(0.4)** | **(24,486)** | **-** | **(24,486)** |
| ***Fiscal Clerk II*** | **00012395** | **(1.0)** | **(36,216)** | **-** | **(36,216)** |
| ***Public Service Employee*** | **00071035** | **(0.2)** | **(5,206)** | **-** | **(5,206)** |
| ***Public Service Employee*** | **00071710** | **(0.2)** | **(6,116)** | **-** | **(6,116)** |
| ***Public Service Employee*** | **00071921** | **(0.2)** | **(5,466)** | **-** | **(5,466)** |
| ***Sheriffs Training Specialist I*** | **00073542** | **(1.0)** | **(61,148)** | **-** | **(61,148)** |
| ***Public Service Employee*** | **00074720** | **(0.2)** | **(5,206)** | **-** | **(5,206)** |
| ***Clerk II*** | **00075075** | **(1.0)** | **(23,970)** | **-** | **(23,970)** |
| ***Clerk II*** | **00077565** | **(1.0)** | **(36,093)** | **-** | **(36,093)** |
| ***Public Service Employee*** | **00090506** | **(1.0)** | **(18,604)** | **-** | **(18,604)** |
| ***Public Service Employee*** | **00091502** | **(1.0)** | **(35,854)** | **-** | **(35,854)** |
| ***Public Service Employee*** | **00094651** | **(1.0)** | **(27,038)** | **-** | **(27,038)** |
| **Subtotal Recommended - Delete** | | **(12.9)** | **(499,218)** | **-** | **(499,218)** |
| *Criminalist I* | 00015978 | (1.0) | (65,060.0) | (65,060.0) | - |
| *Social Worker II* | 00070563 | (1.0) | (50,621.0) | (50,621.0) | - |
| *Public Service Employee* | 00070668 | (1.0) | (27,037.0) | (27,037.0) | - |
| Subtotal Recommended - **Retain** | | (3.0) | (142,718) | (142,718) | - |
| Total Slated for Deletion | | (15.9) | (641,936) | (142,718) | (499,218) |

## SHERIFF

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Deputy Sheriff 12 Hour Shift* | 00000276 | 0.9 | 55,722 | | 55,722 |
| *Deputy Sheriff* | 00001304 | 1.0 | 87,538 | 87,538 | - |
| *Deputy Sheriff* | 00001335 | 1.0 | 86,421 | 86,421 | - |
| *Deputy Sheriff* | 00001341 | 0.6 | 57,721 | | 57,721 |
| *Deputy Sheriff 12 Hour Shift* | 00001420 | 1.0 | 74,545 | | 74,545 |
| *Deputy Sheriff 12 Hour Shift* | 00001455 | 1.0 | 65,052 | | 65,052 |
| *Deputy Sheriff* | 00001470 | 1.0 | 78,368 | | 78,368 |
| *Deputy Sheriff* | 00001535 | 1.0 | 90,201 | 90,201 | - |
| *Sheriff's Detective/Corporal* | 00001590 | 0.9 | 65,405 | | 65,405 |
| *Sheriffs Records Clerk* | 00003232 | 0.8 | 29,985 | | 29,985 |
| *Sheriff's RecordsClerk* | 00003246 | 0.8 | 35,926 | | 35,926 |
| *Sheriffs Records Clerk* | 00003248 | 0.8 | 29,985 | | 29,985 |
| *Deputy Sheriff 12 Hour Shift* | 00003965 | 1.0 | 65,052 | | 65,052 |
| *Clerk III* | 00005613 | 1.0 | 35,376 | 35,376 | - |
| *Sheriffs Cook II* | 00005728 | 0.5 | 22,175 | | 22,175 |
| *Sheriffs Cook II* | 00005733 | 0.5 | 22,175 | | 22,175 |
| *Sheriffs Comm Dispatcher I* | 00005752 | 0.9 | 38,929 | | 38,929 |
| *Sheriff's Detective/Corporal* | 00005859 | 1.0 | 97,446 | | 97,446 |
| *Sheriffs Maintenance Mechanic* | 00005896 | 1.0 | 52,864 | | 52,864 |
| *Sheriff's Sergeant* | 00005953 | 1.0 | 110,600 | 110,600 | - |
| *Clerk II* | 00006607 | 1.0 | 32,002 | | 32,002 |
| *Sheriffs Comm Dispatcher I* | 00007513 | 0.9 | 35,091 | | 35,091 |
| *Sheriffs Comm Dispatcher II* | 00007739 | 0.8 | 38,820 | | 38,820 |
| *Sheriffs Comm Dispatcher II* | 00007744 | 0.8 | 39,915 | | 39,915 |
| *Deputy Sheriff* | 00007981 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00008535 | 1.0 | 63,280 | | 63,280 |
| *Sheriff's Detective/Corporal* | 00008620 | 0.9 | 65,405 | | 65,405 |
| *Forensic Specialist II* | 00008627 | 0.8 | 41,893 | | 41,893 |
| *Deputy Sheriff* | 00008659 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00008752 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00008758 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00008796 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00008805 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff 12 Hour Shift* | 00008817 | 0.8 | 55,043 | | 55,043 |
| *Supvg Station Clerk* | 00008869 | 1.0 | 41,595 | 41,595 | - |
| Secretary II | 00008886 | 1.0 | 48,388 | - | 48,388 |
| *Sheriffs Records Clerk* | 00008909 | 0.8 | 30,597 | | 30,597 |
| *Sheriff's Detective/Corporal* | 00008916 | 0.9 | 65,405 | | 65,405 |
| *Deputy Sheriff* | 00009064 | 0.7 | 39,314 | | 39,314 |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Deputy Sheriff 12 Hour Shift* | 00009080 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff* | 00009135 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00009286 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00009302 | 0.9 | 57,083 | 57,083 | - |
| *Deputy Sheriff* | 00009311 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00009583 | 0.7 | 39,314 | | 39,314 |
| *Sheriffs Comm Dispatcher II* | 00009640 | 0.8 | 39,915 | | 39,915 |
| *Sheriffs Comm Dispatcher II* | 00009641 | 0.8 | 39,915 | | 39,915 |
| *Sheriffs Custody Assistant* | 00009993 | 0.8 | 30,344 | 30,344 | - |
| *Sheriffs Custody Assistant* | 00010064 | 0.8 | 30,121 | 30,121 | - |
| *Sheriffs Sergeant 12 Hour Shft* | 00010071 | 1.1 | 112,383 | | 112,383 |
| *Sheriffs Station Clerk* | 00010382 | 1.0 | 46,378 | 46,378 | - |
| *Forensic Laboratory Tech II* | 00010477 | 1.0 | 53,373 | | 53,373 |
| *Sheriffs Records Clerk* | 00010771 | 0.8 | 29,985 | | 29,985 |
| *Motor Pool Services Assistant* | 00010996 | 1.0 | 40,866 | | 40,866 |
| *Sheriffs Comm Dispatcher I* | 00011069 | 0.4 | 14,862 | | 14,862 |
| *Deputy Sheriff* | 00011087 | 1.0 | 63,323 | | 63,323 |
| *Deputy Sheriff* | 00011091 | 1.0 | 88,751 | | 88,751 |
| *Sheriffs Comm Dispatcher I* | 00011528 | 0.9 | 43,116 | | 43,116 |
| *Sheriffs Service Specialist* | 00011594 | 1.0 | 43,509 | 43,509 | - |
| *Motor Pool Services Assistant* | 00011867 | 1.0 | 48,428 | 48,428 | - |
| *Sheriffs Service Specialist* | 00011921 | 1.0 | 50,766 | 50,766 | - |
| *Sheriff's Detective/Corporal* | 00012270 | 0.9 | 86,720 | | 86,720 |
| *Deputy Sheriff 12 Hour Shift* | 00012316 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff 12 Hour Shift* | 00012317 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff 12 Hour Shift* | 00012323 | 0.9 | 57,871 | | 57,871 |
| *Deputy Sheriff* | 00012329 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff 12 Hour Shift* | 00012335 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff 12 Hour Shift* | 00012336 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff 12 Hour Shift* | 00012339 | 0.9 | 58,447 | | 58,447 |
| *Deputy Sheriff 12 Hour Shift* | 00012355 | 0.9 | 59,915 | | 59,915 |
| *Deputy Sheriff* | 00012362 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00012374 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00012375 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00012377 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00012378 | 0.7 | 39,314 | | 39,314 |
| *Sheriffs Maintenance Mechanic* | 00012423 | 1.0 | 57,642 | | 57,642 |
| *Sheriffs Cook II* | 00012432 | 0.8 | 32,885 | | 32,885 |
| *Sheriffs Custody Assistant* | 00012452 | 0.9 | 30,196 | | 30,196 |
| *Sheriffs Custody Assistant* | 00012454 | 0.8 | 30,344 | 30,344 | - |
| *Sheriffs Custody Assistant* | 00012458 | 0.7 | 27,566 | | 27,566 |
| *Sheriffs Custody Assistant* | 00012463 | 0.9 | 30,196 | | 30,196 |
| *Sheriffs Custody Assistant* | 00012474 | 0.9 | 33,481 | | 33,481 |
| *Sheriffs Custody Assistant* | 00012475 | 0.7 | 24,336 | | 24,336 |
| *Sheriffs Custody Assistant* | 00012477 | 0.9 | 30,196 | | 30,196 |
| *Sheriffs Custody Assistant* | 00012488 | 0.9 | 30,196 | | 30,196 |
| *Sheriff's CustodySpecialist* | 00012500 | 0.9 | 49,339 | | 49,339 |
| *Sheriff's CustodySpecial 12 hr* | 00012543 | 1.0 | 44,929 | | 44,929 |
| *Sheriffs Custody Specialist* | 00012544 | 1.0 | 56,179 | | 56,179 |
| *Sheriffs Custody Specialist* | 00012545 | 1.0 | 56,179 | | 56,179 |
| *Sheriff's CustodySpecial 12 hr* | 00012548 | 1.0 | 44,929 | | 44,929 |
| *Deputy Sheriff 12 Hour Shift* | 00012753 | 0.9 | 65,601 | | 65,601 |
| *Sheriffs Comm Dispatcher I* | 00012982 | 0.9 | 35,091 | | 35,091 |
| *Sheriffs Comm Dispatcher II* | 00013615 | 0.8 | 38,820 | | 38,820 |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Sheriffs Service Specialist* | 00014694 | 1.0 | 42,415 | 42,415 | - |
| *Sheriffs Comm Dispatcher II* | 00014983 | 0.8 | 38,820 | | 38,820 |
| *Sheriffs Comm Dispatcher II* | 00014984 | 0.8 | 38,820 | | 38,820 |
| *Deputy Sheriff* | 00015161 | 0.6 | 53,101 | | 53,101 |
| *Deputy Sheriff 12 Hour Shift* | 00015175 | 0.9 | 60,520 | | 60,520 |
| *Sheriffs Comm Dispatcher I* | 00015266 | 0.8 | 33,846 | | 33,846 |
| *Deputy Sheriff 12 Hour Shift* | 00015706 | 1.0 | 64,818 | 64,818 | - |
| *Deputy Sheriff* | 00015992 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00015993 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00015996 | 0.7 | 39,314 | | 39,314 |
| *Deputy Sheriff* | 00015998 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00015999 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016000 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016001 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016002 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016003 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016004 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016006 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016007 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016008 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016010 | 0.5 | 26,904 | | 26,904 |
| *Deputy Sheriff* | 00016013 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016014 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00016015 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff 12 Hour Shift* | 00017385 | 0.9 | 71,406 | | 71,406 |
| *Deputy Sheriff* | 00017391 | 0.6 | 49,353 | | 49,353 |
| *Deputy Sheriff* | 00070235 | 1.0 | 90,380 | 90,380 | - |
| *Deputy Sheriff* | 00070237 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00070239 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00070241 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00070242 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00070249 | 0.5 | 26,898 | | 26,898 |
| *Deputy Sheriff* | 00070250 | 0.5 | 26,898 | | 26,898 |
| *Sheriff's CustodySpecialist* | 00070256 | 0.8 | 39,056 | | 39,056 |
| *Health Services Assistant I* | 00071169 | 0.7 | 21,252 | | 21,252 |
| *Sheriff's RegisteredNurse II* | 00071173 | 0.8 | 54,967 | | 54,967 |
| *Deputy Sheriff 12 Hour Shift* | 00072032 | 0.9 | 60,220 | | 60,220 |
| *Sheriffs Cook II* | 00074236 | 0.8 | 32,885 | | 32,885 |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Sheriff's CommDispatcher II* | 00074268 | 0.8 | 38,820 | | 38,820 |
| *Sheriff's CommDispatcher II* | 00074270 | 0.8 | 38,820 | | 38,820 |
| *Sheriff's CommDispatcher II* | 00074989 | 0.8 | 28,757 | | 28,757 |
| *Forensic Specialist II* | 00075364 | 0.8 | 41,893 | | 41,893 |
| *Sheriff's Sergeant* | 00076181 | 1.0 | 114,380 | 114,380 | - |
| *Sheriff's CommDispatcher II* | 00076292 | 1.0 | 48,411 | | 48,411 |
| *Deputy Sheriff* | 00076623 | 1.0 | 43,613 | 43,613 | - |
| *Sheriff's CommDispatcher II* | 00077462 | 0.8 | 28,757 | | 28,757 |
| *Sheriff's CommDispatcher II* | 00077463 | 0.8 | 28,757 | | 28,757 |
| *Sheriff's CommDispatcher II* | 00077464 | 0.8 | 28,757 | | 28,757 |
| *Sheriff's CommDispatcher II* | 00077465 | 0.8 | 28,757 | | 28,757 |
| Staff Aide | 00077482 | 1.0 | 44,515 | 44,515 | - |
| *Health Services Assistant I* | 00077574 | 0.7 | 21,252 | | 21,252 |
| *Sheriff's CustodyAssistant* | 00077577 | 0.9 | 30,196 | | 30,196 |
| *Sheriff's CustodyAssistant* | 00077578 | 0.9 | 30,196 | | 30,196 |
| *Sheriff's CustodyAssistant* | 00077580 | 0.9 | 30,196 | | 30,196 |
| *Sheriff's CustodyAssistant* | 00077581 | 0.9 | 30,196 | | 30,196 |
| *Sheriff's CustodyAssistant* | 00077582 | 0.8 | 28,787 | | 28,787 |
| *Sheriff's StationClerk* | 00077585 | 1.0 | 37,619 | | 37,619 |
| *Safety Unit Extra Help (Seasonal April - September)* | 00092422 | 0.5 | 22,590 | | 22,590 |
| *Safety Unit Extra Help (Seasonal April - September)* | 00092598 | 0.5 | 20,300 | | 20,300 |
| *Safety Unit Extra Help (Seasonal April - September)* | 00092599 | 0.5 | 20,300 | | 20,300 |
| Total in Recruitment Retain | | 122.3 | 6,727,305 | 1,188,825 | 5,538,480 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**POLICY ITEMS**

| Appropriation | Revenue | Local Cost | Budgeted Staffing | Description |
|---|---|---|---|---|
| 843,285 | - | 843,285 | 11.0 | County pick-up of grant positions as required by CopsMORE. |
| 714,000 | - | 714,000 | 12.0 | County pick-up of the remaining 50% of grant positions as required by CopsMORE. |
| 280,000 | - | 280,000 | - | County pick-up of POST reimbursement shortfall for the Sheriff's Training Academy. |
| 1,837,285 | - | 1,837,285 | 23.0 | **Totals** |

**SHERIFF**

## POLICY DESCRIPTION FORM

**Department/Group:** Sheriff's Department/Law & Justice **Budget Code:** AAA SHR

**Title:** Retain Vacant Budgeted (Grant/Inmate Welfare Fund) Positions

**PRIORITY:** Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Board of Supervisors recently took action to eliminate all vacant funded positions throughout the County. The San Bernardino Sheriff's Department has several vacant budgeted positions that are not currently in recruitment. A small number of these positions are being funded by revenues outside of the general fund (grants and/or Inmate Welfare Fund). The retainment of these positions are necessary to comply with the grants and or intent of funding sources. The total cost of these positions is $142,718.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 142,718 | $ 149,854 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Criminalist I | 65,060 |
| 1.0 | Social Worker II | 50,621 |
| 1.0 | Public Service Employee | 27,037 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** CAL – DNA and Inmate Welfare Fund | (142,718) | (149,854) |
| **Total:** | $ 0 | $ 0 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 0 | $ 0 |

**SHERIFF**

**POLICY DESCRIPTION FORM**

**Department/Group:** **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
**Title:** **Retain Vacant Budgeted (Grant/Inmate Welfare Fund) Positions**

**PRIORITY:** Rank 2 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Board of Supervisors recently took action to eliminate all vacant funded positions throughout the County. The Sheriff's Department is requesting that its 12.9 Local Cost funded vacant budgeted positions that are not currently in recruitment not be deleted. The present budget crisis has required that some positions be held vacant for longer than normal. This creates additional workload for remaining staff and contributes towards an increase in overtime. The funding in the base budget for the vacant positions that are not in recruitment assist in the funding of overtime costs. Also, elimination of these positions would have the effect of permanently increasing the workload of remaining staff.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 499,218 | $ 524,179 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 12.9 | Various – See Vacant Position Impact Detail | $499,218 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)**___ | | |
| **Total:** | $ 499,218 | $ 499,218 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 499,218 | $ 524,179 |

**SHERIFF**

## POLICY DESCRIPTION FORM

**Department/Group:** **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
**Title:** **Technical Services Positions (County pick-up of Grant Positions)**

**PRIORITY:** Rank 3 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

In 1998 the San Bernardino County Sheriff's Department secured a federal (COPSMORE '98) grant for $16 million. This grant pays for the salaries of personnel assigned to the Technical Services Division. During the course of this Grant, the salaries of these employees will be moved from Grant allocated funds to the general fund costs. The transfer of these positions to general fund costs was agreed upon during the grant application and acceptance process. At the end of the grant, all positions will become part of the general gund costs. In 2002-03 the county agreed to pick up 50% of the cost for the positions listed below. Funding is required for the remaining 50% for 2003-04.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 843,285 | $ 885,449 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 4.0 | Systems Support Analyst III | 394,920 |
| 4.0 | Automated Systems Analyst I | 287,604 |
| 3.0 | Automated Systems TechI | 160,761 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** | | | |
| | **Total:** | $ 843,285 | $ 885,449 |
| **REVENUE (specify source)** | | | |
| | | | |
| | | | |
| | | | |
| | **Total:** | $ | $ |
| | **LOCAL COST** | $ 843,285 | $ 885,449 |

**SHERIFF**

## POLICY DESCRIPTION FORM

**Department/Group:** **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
**Title:** **Technical Services Positions (County pick-up of Grant Positions)**

**PRIORITY:** Rank 4 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

In 1998 the San Bernardino County Sheriff's Department secured a federal (COPSMORE '98) grant for $16 million. This grant pays for the salaries of personnel assigned to the Technical Services Division. During the course of this grant, the salaries of these employees will be moved from grant allocated funds to the general fund costs. The transfer of these positions to general fund costs was agreed upon during the grant application and acceptance process. At the end of the grant, all positions will become part of the general fund costs. In 2002-03 the county agreed to pick up 50% of the cost for the positions listed below. Funding is required for the remaining 50% for 2003-04.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 714,000 | $ 749,700 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 3.0 | Systems Development Team Leaders | |
| 3.0 | Systems Support Analyst III | |
| 3.5 | Automated Systems Analyst I | |
| 2.5 | Automated Systems Tech | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)**___ | | |
| **Total:** | $ 714,000 | $ 749,700 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ | $ |
| **LOCAL COST** | $ 714,000 | $ 749,700 |

**SHERIFF**

## POLICY DESCRIPTION FORM

**Department/Group:** **Sheriff's Department/Law & Justice** **Budget Code:** **AAA SHR**
**Title:** **California State POST Training Reimbursement**

**PRIORITY:** Rank 5 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Budget cuts at the state level may impact the California Peace Officer Standards and Training (POST) reimbursements to State's Regional Training Centers. The San Bernardino County Sheriff Department's POST funding is anticipated to be reduced by approximately 40%. This request is for local cost replacement for anticipated reduction in POST revenue in the amount of $280,000.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 280,000 | $ 280,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)**___ | | | |
| | **Total:** | $ 280,000 | $ 280,000 |
| **REVENUE (specify source)** | | | |
| | | | |
| | | | |
| | | | |
| | **Total:** | $ | $ |
| | **LOCAL COST** | $ 280,000 | $ 280,000 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Sheriff (AAA SHR)
**PREPARED BY:** Carolyn Bondoc
**PHONE #** 387-0360

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0266 (a) Daily Prisoner Housing Rate | $44.00 | N/A | N/A | Remove fee from fee ordinance. Revenues for daily prisoner housing is recovered based on actual cost per contract agreement. | |
| 16.0226(f) Fingerprinting/Livescan | $10.00 | $15.00 | $5.00 | Required to cover increased costs due to MOU increases and inflationary increase for services and supplies. Rate has not been changed in 6 years. Surrounding agencies charge between $15.00 and $25.00 for this service. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. If this fee increase is not approved, the increased costs (estimated at $150,000) would be absorbed within available local cost funding and limit the resources available for other operational needs. |
| 16.0226(a) Locker Rental (WVDC Visiting Lobby) | $0.00 | $0.75 | $0.75 | Lockers are in a public area for use by the public at WVDC and are subject to abuse. Fee will help recover the cost of replacing and maintaining the lockers. | Approval of this fee would help to collect funding to maintain and replace lockers in jail visiting areas. Without this fee in place, this cost (estimated at $5,000) would be covered by local cost funding and thus consume resources available for other operational needs. |

## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** Sheriff (AAA SHR)
**PREPARED BY:** Carolyn Bondoc
**PHONE #** 387-0360

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A __1 of __2**

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0226(f) Fingerprinting/Livescan | $10.00 | $15.00 | $5.00 | 30,000 | 30,000 | 0 | $300,000.00 | $450,000.00 | $150,000.00 |
| 16.0226(a) Locker Rental (WVDC Visiting Lobby) | $0.00 | $0.75 | $0.75 | 0 | 6,667 | 6,667 | $0.00 | $5,000.25 | $5,000.25 |
| **TOTAL THIS PAGE** | | | $5.75 | | | 0 | | | $155,000.25 |
| **GRAND TOTAL (All Page A's)** | | | $5.75 | | | 0 | | | $155,000.25 |

**BUDGET UNIT: SHERIFF'S SPECIAL REVENUE CONSOLIDATED**

## I. GENERAL PROGRAM STATEMENT

The Sheriff's special revenue funds include several law enforcement functions that are fully financed from non-general fund sources. The present functions include:

1. Contract Training – represents special law enforcement training provided to the county Sheriff and other agencies.
2. Public Gatherings – appropriations set aside to fund Sheriff services for public gatherings.
3. Aviation – accumulates aviation services revenue to fund replacement of aviation equipment.
4. Inland Regional Narcotic Enforcement Team (IRNET) Federal– accounts for IRNET's share of federal asset forfeitures
5. Inland Regional Narcotic Enforcement Team (IRNET) State – accounts for IRNET's share of state asset forfeitures.
6. High Intensity Drug Trafficking Area (HIDTA) Program – enables regional cooperation and coordination in fighting major drug trafficking and surveillance of criminal and narcotics activities, with funding from asset seizures.
7. Seized Assets (Federal: Dept. of Justice) – represents funds appropriated from drug asset seizures to be used for the purchase of non-budgeted services and equipment.
8. Seized Assets (Federal: Treasury) – represents funds appropriated from federal treasury asset seizures for the purchase of specialized law enforcement equipment.
9. Seized Assets (State) – represents funds appropriated from drug asset seizures to be used for the purchase of non-budgeted services, equipment and personnel costs related to the IRNET and HIDTA.
10. Vehicle Theft Task Force – represents funds received from a $1 registration assessment on vehicles registered in San Bernardino to be used for task force expense including salaries and benefits.
11. Search and Rescue – funded from reimbursements for search and rescue operations and an estate donation to be used for search and rescue equipment.
12. CAL-ID Program – an automated criminal identification system through fingerprinting, funded by multi-agency contributions.
13. COPSMORE Grant – represents grant funds and local match used for the purchase of computer equipment and systems to upgrade the technology in patrol cars and provide computer based training to staff.
14. Sheriff Capital Project Fund – represents funds received from State Criminal Alien Assistance Program and special programs for one-time law enforcement or detention programs.
15. Court Services Auto– represents funds received from processing fee per AB 1109 for maintenance and purchasing of vehicle equipment for Sheriff Court Services.
16. Court Services Tech – represents funds received from processing fee per AB709 for Sheriff Court Services automated equipment and furnishings.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 13,749,666 | 33,012,099 | 14,278,540 | 26,113,374 |
| Total Financing Sources | 19,242,176 | 22,938,528 | 14,072,826 | 16,245,517 |
| Fund Balance | | 10,073,571 | | 9,867,857 |
| Budgeted Staffing | | 23.0 | | 15.0 |

Estimated 2002-03 is significantly lower than budget 2002-03 because it reflects only one year of COPSMORE grant program activity while the entire grant awarded was budgeted. State and federal asset forfeiture revenues were lower than anticipated, therefore, expenditures were curtailed and appropriations in contingencies remained unspent. Expenditures for CIP projects funded by Sheriff's capital project fund are carried over to next year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Staffing changes reflect a reduction of 8.0 technical positions for which COPSMORE grant funding is no longer available.

### PROGRAM CHANGES

Decrease estimated revenue by $7,793,011 and decrease estimated appropriations to reflect projected level of activity based on 2002-03 estimated receipts and expenditures.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Special Revenue Consolidated
FUND: Special Revenue Consolidated

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 941,076 | 1,516,456 | - | - | 1,516,456 |
| Services and Supplies | 4,517,209 | 8,135,528 | - | - | 8,135,528 |
| Other Charges | 765 | 8,500 | - | - | 8,500 |
| Improvement to Structure | - | 95,000 | - | - | 95,000 |
| Equipment | 5,337,636 | 13,611,973 | - | - | 13,611,973 |
| Transfers | 3,481,854 | 5,327,000 | - | - | 5,327,000 |
| Contingencies | - | 600,000 | - | - | 600,000 |
| Total Exp Authority | 14,278,540 | 29,294,457 | - | - | 29,294,457 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 14,278,540 | 29,294,457 | - | - | 29,294,457 |
| Operating Transfer Out | - | 3,717,642 | - | - | 3,717,642 |
| Total Requirements | 14,278,540 | 33,012,099 | - | - | 33,012,099 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 15,885 | 236,910 | - | - | 236,910 |
| Use of Money & Prop | 255,586 | 115,852 | - | - | 115,852 |
| Current Services | 2,067,714 | 2,088,807 | - | - | 2,088,807 |
| State, Fed or Gov't Aid | 9,550,274 | 17,070,747 | - | - | 17,070,747 |
| Other Revenue | 1,604,367 | 3,426,212 | - | - | 3,426,212 |
| Total Revenue | 13,493,826 | 22,938,528 | - | - | 22,938,528 |
| Operating Transfer In | 579,000 | - | - | - | - |
| Total Financing Sources | 14,072,826 | 22,938,528 | - | - | 22,938,528 |
| Fund Balance | | 10,073,571 | - | - | 10,073,571 |
| Budgeted Staffing | | 23.0 | - | - | 23.0 |

**GROUP: Law and Justice** | **FUNCTION: Public Protection**
**DEPARTMENT: Sheriff's Department - Special Revenue Consolidated** | **ACTIVITY: Other Protection**
**FUND: Special Revenue Consolidated**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,516,456 | (442,920) | 1,073,536 | - | **1,073,536** | - | 1,073,536 |
| Services and Supplies | 8,135,528 | (1,194,897) | 6,940,631 | - | **6,940,631** | - | 6,940,631 |
| Other Charges | 8,500 | (8,500) | - | - | **-** | - | - |
| Improvement to Structure | 95,000 | - | 95,000 | - | **95,000** | - | 95,000 |
| Equipment | 13,611,973 | (4,382,015) | 9,229,958 | - | **9,229,958** | - | 9,229,958 |
| Transfers | 5,327,000 | 744,620 | 6,071,620 | - | **6,071,620** | - | 6,071,620 |
| Contingencies | 600,000 | 794,629 | 1,394,629 | - | **1,394,629** | - | 1,394,629 |
| Total Exp Authority | 29,294,457 | (4,489,083) | 24,805,374 | - | **24,805,374** | - | 24,805,374 |
| Reimbursements | - | (800,000) | (800,000) | - | **(800,000)** | - | (800,000) |
| Total Appropriation | 29,294,457 | (5,289,083) | 24,005,374 | - | **24,005,374** | - | 24,005,374 |
| Operating Transfer Out | 3,717,642 | (1,609,642) | 2,108,000 | - | **2,108,000** | - | 2,108,000 |
| Total Requirements | 33,012,099 | (6,898,725) | 26,113,374 | -<br>- | **26,113,374** | -<br>- | 26,113,374 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 236,910 | (161,910) | 75,000 | - | **75,000** | - | 75,000 |
| Use of Money & Prop | 115,852 | 67,148 | 183,000 | - | **183,000** | - | 183,000 |
| Current Services | 2,088,807 | 133,405 | 2,222,212 | - | **2,222,212** | - | 2,222,212 |
| State, Fed or Gov't Aid | 17,070,747 | (6,347,548) | 10,723,199 | - | **10,723,199** | - | 10,723,199 |
| Other Revenue | 3,426,212 | (1,484,106) | 1,942,106 | - | **1,942,106** | - | 1,942,106 |
| Total Revenue | 22,938,528 | (7,793,011) | 15,145,517 | - | **15,145,517** | - | 15,145,517 |
| Operating Transfer In | - | 1,100,000 | 1,100,000 | - | **1,100,000** | - | 1,100,000 |
| Total Financing Sources | 22,938,528 | (6,693,011) | 16,245,517 | - | **16,245,517** | - | 16,245,517 |
| Fund Balance | 10,073,571 | (205,714) | 9,867,857 | - | **9,867,857** | - | 9,867,857 |
| Budgeted Staffing | 23.0 | (8.0) | 15.0 | - | **15.0** | - | 15.0 |

**BUDGET UNIT: SHERIFF'S – CONTRACT TRAINING (SCB SHR)**

## I. GENERAL PROGRAM STATEMENT

Contract training represents a special law enforcement training function provided to the county Sheriff's Department and other law enforcement agencies that prepare candidates to assume law enforcement sworn positions. Funding comes from contract law enforcement training activities. A large portion of the funding comes from a contract with San Bernardino Valley College for driver training, with the balance coming from other law enforcement and security agencies. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,576,178 | 2,114,000 | 1,518,562 | 2,201,981 |
| Total Revenue | 1,865,829 | 1,599,927 | 1,609,716 | 1,596,754 |
| Fund Balance | | 514,073 | | 605,227 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Contract Training
FUND: Special Revenue SCB SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 462,918 | 466,100 | - | - | 466,100 |
| Other Charges | 765 | 8,500 | - | - | 8,500 |
| Improvement to Structures | - | 95,000 | - | - | 95,000 |
| Equipment | 21,775 | 44,400 | - | - | 44,400 |
| Transfers | 1,033,104 | 1,500,000 | - | - | 1,500,000 |
| Total Appropriation | 1,518,562 | 2,114,000 | - | - | 2,114,000 |
| **Revenue** | | | | - | |
| Use of Money & Prop | 13,645 | 14,000 | - | - | 14,000 |
| Current Services | 990,023 | 1,085,927 | - | - | 1,085,927 |
| State, Fed or Gov't Aid | 604,839 | 400,000 | - | - | 400,000 |
| Other Revenue | 1,209 | 100,000 | - | - | 100,000 |
| Total Revenue | 1,609,716 | 1,599,927 | - | - | 1,599,927 |
| Fund Balance | | 514,073 | - | - | 514,073 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Contract Training
**FUND:** Special Revenue SCB SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-2004 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 466,100 | 243,112 | 709,212 | - | **709,212** | - | 709,212 |
| Other Charges | 8,500 | (8,500) | - | - | **-** | - | - |
| Improvement to Structures | 95,000 | - | 95,000 | - | **95,000** | - | 95,000 |
| Equipment | 44,400 | 153,369 | 197,769 | - | **197,769** | - | 197,769 |
| Transfers | 1,500,000 | (300,000) | 1,200,000 | - | **1,200,000** | - | 1,200,000 |
| Total Appropriation | 2,114,000 | 87,981 | 2,201,981 | - | **2,201,981** | - | 2,201,981 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 14,000 | 1,000 | 15,000 | - | **15,000** | - | 15,000 |
| Current Services | 1,085,927 | 95,827 | 1,181,754 | - | **1,181,754** | - | 1,181,754 |
| State, Fed or Gov't Aid | 400,000 | - | 400,000 | - | **400,000** | - | 400,000 |
| Other Revenue | 100,000 | (100,000) | - | - | **-** | - | - |
| Total Revenue | 1,599,927 | (3,173) | 1,596,754 | - | **1,596,754** | - | 1,596,754 |
| Fund Balance | 514,073 | 91,154 | 605,227 | - | **605,227** | - | 605,227 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 243,112 | Adjust to reflect increase in general liabilty insurance. |
| Other Charges | (8,500) | Adjust to anticipated level. |
| Equipment | 153,369 | Law Enforcement training equipment, new & used vehicles to replace fleet for Emergency Vehicle Operations Center. |
| Transfers | (300,000) | Reflect reduction in Peace Officers Standards Training reimbursements. |
| Total Appropriation | 87,981 | |
| Revenue | | |
| Use of Money | 1,000 | Interest on cash balance |
| Current Services | 95,827 | Adjust revenue to anticipated level. |
| Other Revenue | (100,000) | Adjust revenue to anticipated level. |
| Total Revenue | (3,173) | |
| Fund Balance | 91,154 | |

**BUDGET UNIT: SHERIFF'S – PUBLIC GATHERINGS (SCC SHR)**

## I. GENERAL PROGRAM STATEMENT

The Sheriff's Department provides protective services for various public gatherings throughout the county. This program is fully funded from the fees charged to the organization that has generated the public gathering.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 600,631 | 612,487 | 557,887 | 615,933 |
| Total Revenue | 275,000 | 444,643 | 500,518 | 505,458 |
| Fund Balance | | 167,844 | | 110,475 |
| Budgeted Staffing | | 12.0 | | 12.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Increase rates for private policing by Sheriff's Office at Public Gatherings as follows to recover increase in salaries:

Sheriff Reserve Deputy increase by $6.01.
Sheriff Deputy II increase by $6.09.
Sheriff Deputy III increase by $6.63.
Sheriff Sergeant increase by $7.56.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Public Gathering
FUND: Special Revenue SCC SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaroes and Benefits | 543,031 | 567,000 | - | - | 567,000 |
| Services and Supplies | 14,856 | 45,487 | - | - | 45,487 |
| Total Appropriation | 557,887 | 612,487 | - | - | 612,487 |
| **Revenue** | | | | | |
| Current Services | 500,518 | 444,643 | - | - | 444,643 |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 500,518 | 444,643 | - | - | 444,643 |
| Fund Balance | | 167,844 | - | - | 167,844 |
| Budgeted Staffing | | 12.0 | - | - | 12.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Public Gathering
**FUND:** Special Revenue SCC SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 567,000 | - | 567,000 | - | **567,000** | - | 567,000 |
| Services and Supplies | 45,487 | (542) | 44,945 | - | **44,945** | - | 44,945 |
| Transfers | - | 3,988 | 3,988 | - | **3,988** | - | 3,988 |
| Total Appropriation | 612,487 | 3,446 | 615,933 | - | **615,933** | - | 615,933 |
| **Revenue** | | | | | | | |
| Current Services | 444,643 | 60,815 | 505,458 | - | **505,458** | - | 505,458 |
| Total Revenue | 444,643 | 60,815 | 505,458 | - | **505,458** | - | 505,458 |
| Fund Balance | 167,844 | (57,369) | 110,475 | - | **110,475** | - | 110,475 |
| Budgeted Staffing | 12.0 | - | 12.0 | - | **12.0** | - | 12.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (1,808) | Risk Management Liabilities. |
| | (75) | Risk Management surety bonds. |
| | 1,341 | Adjustment to professional services expenditure to meet fund balance. |
| | (542) | |
| Transfers | 3,988 | Incremental change in EHAP. |
| Total Appropriation | 3,446 | |
| Revenue | | |
| Current Services | 60,815 | Adjust revenues to anticipated level of activity. |
| Total Revenue | 60,815 | |
| Fund Balance | (57,369) | |

**BUDGET UNIT: SHERIFF'S – AVIATION (SCE SHR)**

## I. GENERAL PROGRAM STATEMENT

The Sheriff's Aviation Division provides law enforcement, search and rescue, fire suppression and transportation services for the Sheriff's Department and the county and other fire and law enforcement agencies. This fund is established for the maintenance and acquisition of additional helicopters, aircraft, search and rescue, fire fighting and aviation equipment. It is funded by contract revenues and proceeds from the sale of surplus aircraft and equipment. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,925,012 | 1,307,981 | 697,161 | 1,756,173 |
| Total Revenue | 181,320 | 510,000 | 1,145,353 | 510,000 |
| Fund Balance | | 797,981 | | 1,246,173 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

A fee increase of $195 is requested for Helicopter (MD500E).
A fee increase of $400 is requested for Helicpoter (UH-1H).
A fee increase of $700 is requested for Helicopter (B-212).
A fee of $3,000 is proposed for newly acquired Helicopter (H-3).
A fee increase of $100 is requested for Helicopter (MDH 600).
A fee of $1,000 is proposed for newly acquired Jet Saberliner.
A fee increase of $445 is requested for Helicopter (EC-120).
Revenues recovered from fees offset the cost of fuel and maintenance for Sheriff aviation fleet vehicles.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Aviation
FUND: Special Revenue SCE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 102,227 | 50,000 | - | - | 50,000 |
| Transfers | 594,934 | 1,257,981 | - | - | 1,257,981 |
| Total Appropriation | 697,161 | 1,307,981 | - | - | 1,307,981 |
| **Revenue** | | | | | |
| Current Services | 566,353 | 510,000 | - | - | 510,000 |
| Other Revenue | 579,000 | - | - | - | - |
| Total Revenue | 1,145,353 | 510,000 | - | - | 510,000 |
| Fund Balance | | 797,981 | - | - | 797,981 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Aviation
**FUND:** Special Revenue SCE SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 50,000 | 453,192 | 503,192 | - | **503,192** | - | 503,192 |
| Equipment | 1,257,981 | (5,000) | 1,252,981 | - | **1,252,981** | - | 1,252,981 |
| Total Appropriation | 1,307,981 | 448,192 | 1,756,173 | - | **1,756,173** | - | 1,756,173 |
| **Revenue** | | | | - | | - | - |
| Current Services | 510,000 | - | 510,000 | - | **510,000** | - | 510,000 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 510,000 | - | 510,000 | - | **510,000** | - | 510,000 |
| Fund Balance | 797,981 | 448,192 | 1,246,173 | - | **1,246,173** | - | 1,246,173 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services & Supplies | 453,192 | New mandatory pilot training and FAA -required aircraft maintence & service. Additional maintenance required for existing equipment. |
| Equipment | (5,000) | Anticipated decrease in purchase of aviation equipment. |
| Total Appropriation | 448,192 | |
| Total Revenue | - | |
| Fund Balance | 448,192 | |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Sheriff (SCE SHR/SCC SHR)
**PREPARED BY:** Carolyn Bondoc
**PHONE #** 387-0360

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0226(l)(1) Helicopter (MD500E) | $250.00 | $445.00 | $195.00 | To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been revised for several years. | Revenues based on the existing fee would fall short ( by an estimated $51,090) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit. |
| 16.0226(l)(2) Helicopter (UH-1H) | $600.00 | $1,000.00 | $400.00 | To cover fuel and maintenance cost increases and salary cost increase. Due to the age of the helicopter, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been changed for several years. | Revenues based on the existing fee would fall short ( by an estimated $104,800) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit. |
| 16.0226(l)(3) Helicopter (B-212) | $800.00 | $1,500.00 | $700.00 | To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not be revised for several years. | Revenues based on the existing fee would fall short ( by an estimated $183,400) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit. |
| 16.0226 (l)(5) Helicopter (H-3) | N/A | $3,000.00 | $3,000.00 | Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft. (This replaces fee for Cessna 421 aircraft which is no longer part of Sheriff's fleet) | Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service. |
| 16.0226(l)(4) Helicopter (MDH 600) | $500.00 | $600.00 | $100.00 | To cover fuel and maintenance cost increases and salary cost increase. As the helicopter ages, more frequent and costly repairs and maintence are required to safely operate the aircraft. This fee has not been revised for several years. | Revenues recovered based on the existing fee would short fall( by an estimated $26,200) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its aviation unit. |
| 16.0226(l)(8) Jet Saberliner | N/A | $1,000.00 | $1,000.00 | Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft. (This replaces fee for Pilot. This fee is removed since this cost is already included in aircraft fees.) | Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service. |
| 116.0226(l)(6) Helicopter (EC-120) | N/A | $445.00 | $445.00 | Newly acquired equipment. Estimated cost of fuel, maintence, and pilot's salary for use of this aircraft. | Revenues would fall short of the costs incurred as a result of providing service with this new equipment. The dollar impact is difficult to estimate since this equipment is newly acquired and will ultimately depend on the request for service. |
| 16.0226(m)(1) Sheriff Reserve Deputy | $31.06 | $37.07 | $6.01 | Reserve Sheriff Deputy salary increase. | If this fee increase is not approved the revenue recovered based on the existing fee would short fall( by an estimated $40,740) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its public gathering unit. |
| 16.0226(m)(2) Sheriff Deputy II | $61.00 | $67.10 | $6.09 | Reflects salary increase per safety MOU. | If this fee increase is not approved the revenue recovered based on the existing fee would fall short ( by an estimated $28,530) of the costs incurred; and, the Sheriff's department would experience a reduction in available Special Revenue fund balance to cover operational costs for its public gathering unit. |
| 16.0226(m)(3) Sheriff Deputy III | $66.35 | $72.98 | $6.63 | Reflects salary increase per safety MOU. | Revenues would fall short of costs incurred and Special Revenue fund balance would be decline as operational costs would be covered by available fund balance. |
| 16.0226(m)(4) Sheriff Sergeant | $75.60 | $83.16 | $7.56 | Reflects salary increase per safety MOU. | Revenues would fall short of costs incurred and Special Revenue fund balance would be decline as operational costs would be covered by available fund balance. |

## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** Sheriff (SCE SHR/SCC SHR)
**PREPARED BY:** Carolyn Bondoc
**PHONE #** 387-0360

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A** __1 of __2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0226(I)(1) Helicopter (MD500E) | $250.00 | $445.00 | $195.00 | 262 | 262 | 0 | $65,500.00 | $116,590.00 | $51,090.00 |
| 16.0226(I)(2) Helicopter (UH-1H) | $600.00 | $1,000.00 | $400.00 | 262 | 262 | 0 | $157,200.00 | $262,000.00 | $104,800.00 |
| 16.0226(I)(3) Helicopter (B-212) | $800.00 | $1,500.00 | $700.00 | 262 | 262 | 0 | $209,600.00 | $393,000.00 | $183,400.00 |
| 16.0226 (I)(5) Helicopter (H-3) | N/A | $3,000.00 | $3,000.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0226(I)(4) Helicopter (MDH 600) | $500.00 | $600.00 | $100.00 | 262 | 262 | 0 | $131,000.00 | $157,200.00 | $26,200.00 |
| 16.0226(I)(8) Jet Saberliner | N/A | $1,000.00 | $1,000.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 116.0226(I)(6) Helicopter (EC-120) | N/A | $445.00 | $445.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0226(m)(1) Sheriff Reserve Deputy | $31.06 | $37.07 | $6.01 | 6,790 | 6,790 | 0 | $210,897.40 | $251,705.30 | $40,807.90 |
| 16.0226(m)(2) Sheriff Deputy II | $61.00 | $67.10 | $6.10 | 4,755 | 4,755 | 0 | $290,055.00 | $319,060.50 | $29,005.50 |
| **TOTAL THIS PAGE** | | | $5,852.11 | | | 0 | | | $435,303.40 |
| **GRAND TOTAL (All Page A's)** | | | $5,866.30 | | | 0 | | | $435,303.40 |

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Sheriff (SCE SHR/SCC SHR)
PREPARED BY: Carolyn Bondoc
PHONE # 387-0360

PAGE A 2 of 2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0226(m)(3) Sheriff Deputy III | $66.35 | $72.98 | $6.63 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0226(m)(4) Sheriff Sergeant | $75.60 | $83.16 | $7.56 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| TOTAL THIS PAGE | | | $14.19 | | | 0 | | | $0.00 |

**BUDGET UNIT: SHERIFF'S – IRNET - FEDERAL SCF SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for the Inland Regional Narcotics Enforcement Team (IRNET) share of federal asset forfeitures. IRNET is a joint project of city, county, state and federal agencies in the Inland Empire aiming to combat major narcotics trafficking and money laundering operations. Funding is provided by the team's share of seized assets. This fund also accounts for $320,166 of the HIDTA grant award from the Office of National Drug Control Policy allocated for task force operating expenses. This account is maintained for federal audit purposes. This program is intended to be self-funded. No county general funds are used. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 373,791 | 1,407,872 | 394,330 | 1,227,584 |
| Total Revenue | 1,065,517 | 546,125 | 376,167 | 384,000 |
| Fund Balance | | 861,747 | | 843,584 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Irnet - Federal
FUND: Special Revenue SCF SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 394,330 | 607,872 | - | - | 607,872 |
| Equipment | - | 200,000 | - | - | 200,000 |
| Contingencies | - | 600,000 | - | - | 600,000 |
| Total Appropriation | 394,330 | 1,407,872 | - | - | 1,407,872 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 15,743 | - | - | - | - |
| Use of Money & Prop | 33,774 | 4,000 | - | - | 4,000 |
| State, Fed or Gov't Aid | 88,340 | 242,125 | - | - | 242,125 |
| Other Revenue | 238,310 | 300,000 | - | - | 300,000 |
| Total Revenue | 376,167 | 546,125 | - | - | 546,125 |
| Fund Balance | | 861,747 | - | - | 861,747 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Irnet - Federal
**FUND:** Speical Revenue SCF SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 607,872 | 125,083 | 732,955 | - | **732,955** | - | 732,955 |
| Equipment | 200,000 | - | 200,000 | - | **200,000** | - | 200,000 |
| Contingencies | 600,000 | (305,371) | 294,629 | - | **294,629** | - | 294,629 |
| Total Appropriation | 1,407,872 | (180,288) | 1,227,584 | - | **1,227,584** | - | 1,227,584 |
| **Revenue** | | | | | | | |
| Fines and Forfeitures | - | 10,000 | 10,000 | - | **10,000** | - | 10,000 |
| Use of Money & Prop | 4,000 | - | 4,000 | - | **4,000** | - | 4,000 |
| State, Fed or Gov't Aid | 242,125 | (192,125) | 50,000 | - | **50,000** | - | 50,000 |
| Other Revenue | 300,000 | 20,000 | 320,000 | - | **320,000** | - | 320,000 |
| Total Revenue | 546,125 | (162,125) | 384,000 | - | **384,000** | - | 384,000 |
| Fund Balance | 861,747 | (18,163) | 843,584 | - | **843,584** | - | 843,584 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 125,083 | Adjust for anticipated increase in special department expenditures. |
| Contingencies | (305,371) | Adjust contigencies to anticipated level of activity. |
| Total Appropriation | (180,288) | |
| Revenue | | |
| Fines & Forfeitures | 10,000 | Adjust revenue to reflect expected level of activity and fund balance. |
| State, Fed or Gov't Aid | (192,125) | Adjust revenue to reflect expected level of activity and fund balance. |
| Other Revenue | 20,000 | Adjust revenue to reflect increase in grant funds available for 2003-04. |
| Total Revenue | (162,125) | |
| Fund Balance | (18,163) | |

**BUDGET UNIT: SHERIFF'S – IRNET-STATE (SCX SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for Inland Regional Narcotics Enforcement Team's (IRNET) share of state asset forfeitures. This fund was established in compliance with the "Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies" issued by the Justice and Treasury Departments requiring that state forfeiture funds be kept separate from federally forfeited funds. Expenditures for this fund include task force operating expenses not reimbursed by the HIDTA grant and electronic surveillance equipment required to efficiently investigate highly sophisticated criminal organizations. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 316,971 | 518,012 | 154,857 | 391,223 |
| Total Revenue | 48,170 | 196,010 | 102,604 | 121,474 |
| Fund Balance | | 322,002 | | 269,749 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - IRNET - State
FUND: Special Revenue SCX SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 154,857 | 268,012 | - | - | 268,012 |
| Equipment | - | 250,000 | - | - | 250,000 |
| Total Appropriation | 154,857 | 518,012 | - | - | 518,012 |
| **Revenue** | | | | | |
| Use of Money & Prop | 9,030 | 5,000 | - | - | 5,000 |
| State, Fed or Gov't Aid | 81,853 | 91,010 | - | - | 91,010 |
| Other Revenue | 11,721 | 100,000 | - | - | 100,000 |
| Total Revenue | 102,604 | 196,010 | - | - | 196,010 |
| Fund Balance | | 322,002 | - | - | 322,002 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - IRNET - State
**FUND:** Special Revenue SCX SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 268,012 | (26,789) | 241,223 | - | **241,223** | - | 241,223 |
| Equipment | 250,000 | (100,000) | 150,000 | - | **150,000** | - | 150,000 |
| Total Appropriation | 518,012 | (126,789) | 391,223 | - | **391,223** | - | 391,223 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 5,000 | 5,000 | 10,000 | - | **10,000** | - | 10,000 |
| State, Fed or Gov't Aid | 91,010 | 10,464 | 101,474 | - | **101,474** | - | 101,474 |
| Other Revenue | 100,000 | (90,000) | 10,000 | - | **10,000** | - | 10,000 |
| Total Revenue | 196,010 | (74,536) | 121,474 | - | **121,474** | - | 121,474 |
| Fund Balance | 322,002 | (52,253) | 269,749 | - | **269,749** | - | 269,749 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (26,789) | Adjust expenditure to available fund balance. |
| Equipment | (100,000) | Adjust expenditures to available fund balance. |
| Total Appropriation | (126,789) | |
| Revenue | | |
| Use of Money & Prop | 5,000 | Increase interest on cash balance to current level. |
| State, Fed or Gov't Aid | 10,464 | Anticipated increase in state asset forfeiture proceeds. |
| Other Revenue | (90,000) | Decrease in task force reimbursement. |
| Total Revenue | (74,536) | |
| Fund Balance | (52,253) | |

**BUDGET UNIT: SHERIFF'S – HIGH INTENSITY DRUG TRAFFICKING AREA (SCN SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for the High Intensity Drug Trafficking Area (HIDTA) task force revenues and operating expenses. Expenditures are for computer/electronic equipment and undercover vehicles to be used in the surveillance of narcotics related criminal activities. This is a joint project of local, state and federal law enforcement agencies throughout Southern California. This account is maintained for federal and state audit purposes. No county general funds are used. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 21,830 | 122,165 | 15,624 | 265,903 |
| Total Revenue | 134,846 | 11,912 | 92,274 | 79,000 |
| Fund Balance | | 110,253 | | 186,903 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-High Intensity Drug Trafficking Area
FUND: Special Revenue SCN SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | - | - | - | - |
| Equipment | 15,624 | 122,165 | - | - | 122,165 |
| Total Appropriation | 15,624 | 122,165 | - | - | 122,165 |
| **Revenue** | | | | | |
| Use of Money & Prop | 3,670 | 1,912 | - | - | 1,912 |
| State, Fed or Gov't Aid | 88,969 | 10,000 | - | - | 10,000 |
| Other Revenue | (365) | - | - | - | - |
| Total Revenue | 92,274 | 11,912 | - | - | 11,912 |
| Fund Balance | | 110,253 | - | - | 110,253 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department-High Intensity Drug Trafficking Area
**FUND:** Special Revenue SCN SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | - | 23,308 | 23,308 | - | **23,308** | - | 23,308 |
| Equipment | 122,165 | 120,430 | 242,595 | - | **242,595** | - | 242,595 |
| Total Appropriation | 122,165 | 143,738 | 265,903 | - | **265,903** | - | 265,903 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 1,912 | 2,088 | 4,000 | - | **4,000** | - | 4,000 |
| State, Fed or Gov't Aid | 10,000 | 65,000 | 75,000 | - | **75,000** | - | 75,000 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 11,912 | 67,088 | 79,000 | - | **79,000** | - | 79,000 |
| Fund Balance | 110,253 | 76,650 | 186,903 | - | **186,903** | - | 186,903 |

| | | |
|---|---|---|
| Services and Supplies | 23,308 | Miscellaneous law enforcement and surveillance equipment. |
| Equipment | 120,430 | Unmarked vehicles for undercover law enforcement investigations. |
| Total Appropriation | 143,738 | |
| Revenue | | |
| Use of Money | 2,088 | Adjust budget to actual receipts. |
| State, Fed or Gov't Aid | 65,000 | Anticipated increase in federal asset forfeiture proceeds generated by the HIDTA task force based on actual receipts. |
| Total Revenue | 67,088 | |
| Fund Balance | 76,650 | |

**BUDGET UNIT: SHERIFF'S - FEDERAL SEIZED ASSETS – DOJ (SCK SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeitures from federal cases filed through the U.S. Department of Justice (DOJ) through its asset forfeiture program. DOJ requires that all funds received from this program be maintained in a separate special fund and be subject to the terms and conditions set forth in the "Guide to Equitable Sharing of Federally Forfeited Property for Local Law Enforcement Agencies" issued in March 1994. These funds are to be audited as part of the Single Audit Act and must not replace any existing funds that would, in the absence of forfeiture funds be made available to the Sheriff's Department. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Budget 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,491,687 | 1,873,788 | 1,226,099 | 1,318,545 |
| Total Revenue | 2,403,361 | 736,781 | 577,637 | 830,000 |
| Fund Balance | | 1,137,007 | | 488,545 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Seized Assets - Federal (DOJ)
FUND: Special Revenue SCK SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 1,226,099 | 1,873,788 | - | - | 1,873,788 |
| Total Appropriation | 1,226,099 | 1,873,788 | - | - | 1,873,788 |
| **Revenue** | | | | | |
| Use of Money & Prop | 29,074 | 5,000 | - | | 5,000 |
| State, Fed or Gov't Aid | 554,145 | 440,000 | - | - | 440,000 |
| Net Incr/Decr in Fair Value | (5,582) | - | - | - | - |
| Other Revenue | - | 291,781 | - | - | 291,781 |
| Total Revenue | 577,637 | 736,781 | - | - | 736,781 |
| Fund Balance | | 1,137,007 | - | - | 1,137,007 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Seized Assets - Federal (DOJ)
**FUND:** Special Revenue SCK SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjust) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,873,788 | (555,243) | 1,318,545 | - | **1,318,545** | - | 1,318,545 |
| Total Appropriation | 1,873,788 | (555,243) | 1,318,545 | - | **1,318,545** | - | 1,318,545 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 5,000 | 25,000 | 30,000 | - | **30,000** | - | 30,000 |
| State, Fed or Gov't Aid | 440,000 | 160,000 | 600,000 | - | **600,000** | - | 600,000 |
| Net Incr/Decr in Fair Value | - | - | - | - | **-** | - | - |
| Other Revenue | 291,781 | (91,781) | 200,000 | - | **200,000** | - | 200,000 |
| Total Revenue | 736,781 | 93,219 | 830,000 | - | **830,000** | - | 830,000 |
| Fund Balance | 1,137,007 | (648,462) | 488,545 | - | **488,545** | - | 488,545 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (555,243) | Adjust for decrease in computer lease payments based on projected decrease in cash balance. Will be buying computers as lease agreements expire. Computers will be replaced less frequently resulting in savings. |
| Total Appropriation | (555,243) | |
| Revenue | | |
| Use of Money | 25,000 | Increase interest on cash balance to current level. |
| State and Federal Aid | 160,000 | Adjust budget to anticipated asset forfeiture level. |
| Other Revenue | (91,781) | Adjust budget to anticipated level of reimbursement for asset forfeiture maintenance expenses. |
| Total Revenue | 93,219 | |
| Fund Balance | (648,462) | |

**BUDGET UNIT: SHERIFF'S – FEDERAL SEIZED ASSETS - TREASURY (SCO SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeitures from federal cases filed through the U.S. Department of Treasury through its asset forfeiture program. The Department requires that all funds received from this program be maintained in a separate special fund and be subject to the terms and conditions set forth in the "Guide to Equitable Sharing of Federally Forfeited Property for Local Law Enforcement Agencies" issued in October 1996. These funds are to be audited as part of the Single Audit Act and must not replace any existing funds that would, in the absence of forfeiture funds be made available to the Sheriff's Department. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 1,100,000 | 800,071 | 147,911 |
| Total Revenue | 777,687 | 242,850 | 20,832 | 70,000 |
| Fund Balance | | 857,150 | | 77,911 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Federal Seized Assets - Treasury
FUND: Special Revenue SCO SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 800,071 | 1,000,000 | - | - | 1,000,000 |
| Equipment | - | 100,000 | - | - | 100,000 |
| Total Exp Authority | 800,071 | 1,100,000 | - | - | 1,100,000 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 800,071 | 1,100,000 | - | - | 1,100,000 |
| **Revenue** | | | | | |
| Use of Money & Prop | 23,267 | 5,940 | - | - | 5,940 |
| Fines & Forfeitures | 142 | 236,910 | - | - | 236,910 |
| Other Revenue | (2,577) | - | - | - | - |
| Total Revenue | 20,832 | 242,850 | - | - | 242,850 |
| Fund Balance | | 857,150 | - | - | 857,150 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department-Federal Seized Assets - Treasury
**FUND:** Special Revenue SCO SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,000,000 | (102,089) | 897,911 | - | **897,911** | - | 897,911 |
| Equipment | 100,000 | (50,000) | 50,000 | - | **50,000** | - | 50,000 |
| Total Exp Authority | 1,100,000 | (152,089) | 947,911 | - | **947,911** | - | 947,911 |
| Reimbursements | - | (800,000) | (800,000) | - | **(800,000)** | - | (800,000) |
| Total Appropriation | 1,100,000 | (952,089) | 147,911 | - | **147,911** | - | 147,911 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 5,940 | (940) | 5,000 | - | **5,000** | - | 5,000 |
| Fines & Forfeitures | 236,910 | (171,910) | 65,000 | - | **65,000** | - | 65,000 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 242,850 | (172,850) | 70,000 | - | **70,000** | - | 70,000 |
| Fund Balance | 857,150 | (779,239) | 77,911 | - | **77,911** | - | 77,911 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (102,089) | Decrease in computer lease payments. |
| Equipment | (50,000) | Adjust expenditures to anticipated fund balance. |
| Total Exp Authority | (152,089) | |
| Reimbursements | (800,000) | Reimbursements from Sheriff Capital Project Fund (SHR SQA) for computer lease payments. |
| Total Appropriation | (952,089) | |
| Revenue | | |
| Use of Money & Prop | (940) | Decrease interest on cash balance to current level. |
| Fines & Forfeitures | (171,910) | Adjust revenue to anticipated Federal asset forfeiture proceeds from US Dept. of Treasury. |
| Total Revenue | (172,850) | |
| Fund Balance | (779,239) | |

**BUDGET UNIT: SHERIFF'S – STATE SEIZED ASSETS- (SCT SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund accounts for asset forfeiture proceeds from cases filed and adjudicated under State Asset Seizure statutes. The California Health and Safety Code requires these funds be maintained and accounted for in a special fund and 15% of all forfeitures made after January 1994 be set aside to fund drug education and gang intervention programs. Currently, these funds are used for salaries and benefits of staff assigned to the Inland Regional Narcotics Enforcement Team (IRNET) and High Intensity Drug Trafficking Area (HIDTA) task forces. The 15% allocated for drug education programs are used to fund the Sheriff's Drug Use Is Life Abuse (DUILA), Crime Free Multi-Housing, Law Enforcement Internship Program, and Operation Clean Sweep programs. Funds are also used for maintenance of seized property. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,234,848 | 2,464,776 | 943,155 | 2,575,096 |
| Total Revenue | 1,164,013 | 1,749,187 | 1,271,640 | 1,531,022 |
| Fund Balance | | 715,589 | | 1,044,074 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Shieriff's Department-State Seized Assets
**FUND:** Special Revenue SCT SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 115,273 | 170,776 | - | - | 170,776 |
| Equipment | 12,132 | 100,000 | - | - | 100,000 |
| Transfers | 815,750 | 2,194,000 | - | - | 2,194,000 |
| Total Appropriation | 943,155 | 2,464,776 | - | - | 2,464,776 |
| **Revenue** | | | | | |
| Use of Money & Prop | 26,265 | 50,000 | - | - | 50,000 |
| State, Fed or Gov't Aid | 737,093 | 1,199,187 | - | - | 1,199,187 |
| Other Revenue | 508,282 | 500,000 | - | - | 500,000 |
| Total Revenue | 1,271,640 | 1,749,187 | - | - | 1,749,187 |
| Fund Balance | | 715,589 | - | - | 715,589 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department-State Seized Assets
**FUND:** Special Revenue SCT SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 170,776 | - | 170,776 | - | **170,776** | - | 170,776 |
| Equipment | 100,000 | 104,320 | 204,320 | - | **204,320** | - | 204,320 |
| Transfers | 2,194,000 | 6,000 | 2,200,000 | - | **2,200,000** | - | 2,200,000 |
| Total Appropriation | 2,464,776 | 110,320 | 2,575,096 | - | **2,575,096** | - | 2,575,096 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 50,000 | (20,000) | 30,000 | - | **30,000** | - | 30,000 |
| State, Fed or Gov't Aid | 1,199,187 | (199,187) | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Other Revenue | 500,000 | 1,022 | 501,022 | - | **501,022** | - | 501,022 |
| Total Revenue | 1,749,187 | (218,165) | 1,531,022 | - | **1,531,022** | - | 1,531,022 |
| Fund Balance | 715,589 | 328,485 | 1,044,074 | - | **1,044,074** | - | 1,044,074 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Equipment | 104,320 | Anticipated need for specialized equipment and replacement vehicles. |
| Transfers | 6,000 | Anticipated increase in salary transfers due to MOU salary increases. |
| Total Appropriation | 110,320 | |
| Revenue | | |
| Use of Money & Prop | (20,000) | Decrease interest on cash balance to current levels. |
| State, Fed or Gov't Aid | (199,187) | Anticipated decrease in state asset forfeiture proceeds. |
| Other Revenue | 1,022 | Increase in task force overtime expense reimbursement |
| Total Revenue | (218,165) | |
| Fund Balance | 328,485 | |

**BUDGET UNIT: SHERIFF'S – VEHICLE THEFT TASK FORCE (SCL SHR)**

## I. GENERAL PROGRAM STATEMENT

On May 2, 1995, the County Board of Supervisors adopted a resolution implementing a $1 registration assessment on vehicles registered in San Bernardino and authorized the formation of the countywide auto theft task force specializing in the investigation of major vehicle theft organizations. The San Bernardino Auto Theft Task Force (SANCATT) was established. This fund accounts for the fees allocated to SANCATT for operating expenses and reimbursement to participating agencies for qualified expenditures. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 797,950 | 916,860 | 656,418 | 807,870 |
| Total Revenue | 719,000 | 441,733 | 459,161 | 530,000 |
| Fund Balance | | 475,127 | | 277,870 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Vehicle Theft Task Force
FUND: Special Revenue SCL SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 462,418 | 692,860 | - | - | 692,860 |
| Equipment | - | 30,000 | - | - | 30,000 |
| Transfers | 194,000 | 194,000 | - | - | 194,000 |
| Total Appropriation | 656,418 | 916,860 | - | - | 916,860 |
| **Revenue** | | | | | |
| Use of Money & Prop | 10,665 | 10,000 | - | - | 10,000 |
| Net Incr/Decr in Fair Value | (2,679) | - | - | - | - |
| Other Revenue | 451,175 | 431,733 | - | - | 431,733 |
| Total Revenue | 459,161 | 441,733 | - | - | 441,733 |
| Fund Balance | | 475,127 | - | - | 475,127 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Vehicle Theft Task Force
**FUND:** Special Revenue SCL SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 692,860 | (108,990) | 583,870 | - | **583,870** | - | 583,870 |
| Equipment | 30,000 | - | 30,000 | - | **30,000** | - | 30,000 |
| Transfers | 194,000 | - | 194,000 | - | **194,000** | - | 194,000 |
| Total Appropriation | 916,860 | (108,990) | 807,870 | - | **807,870** | - | 807,870 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 10,000 | - | 10,000 | - | **10,000** | - | 10,000 |
| Net Incr/Decr in Fair Value | - | - | - | - | **-** | - | - |
| Other Revenue | 431,733 | 88,267 | 520,000 | - | **520,000** | - | 520,000 |
| Total Revenue | 441,733 | 88,267 | 530,000 | - | **530,000** | - | 530,000 |
| Fund Balance | 475,127 | (197,257) | 277,870 | - | **277,870** | - | 277,870 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (108,990) | Adjust for decrease in salary & benefit reimbursements to outside agencies involved in SANCATT and to meet fund balance. |
| Total Appropriation | (108,990) | |
| Revenue | | |
| Other Revenue | 88,267 | Adjust for anticipated increase in revenue allocated for SANCATT Task force based on actual receipts. |
| Total Revenue | 88,267 | |
| Fund Balance | (197,257) | |

**BUDGET UNIT: SHERIFF'S – SEARCH AND RESCUE (SCW SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund was originally created to account for $60,000 generated from an estate donation plus accumulated interest as well as reimbursements for search and rescue operations and other donations. Budgeted expenditures represent the purchase of search and rescue supplies and equipment. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 134,538 | 202,861 | 28,845 | 164,338 |
| Total Revenue | 25,373 | 53,237 | 13,559 | 30,000 |
| Fund Balance | | 149,624 | | 134,338 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Search & Rescue
FUND: Special Revenue SCW SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 28,845 | 162,861 | - | - | 162,861 |
| Equipment | - | 40,000 | - | - | 40,000 |
| Total Appropriation | 28,845 | 202,861 | - | - | 202,861 |
| **Revenue** | | | | | |
| Use of Money & Prop | 4,675 | 5,000 | - | - | 5,000 |
| Current Services | 10,820 | 48,237 | - | - | 48,237 |
| Other Revenue | (1,936) | - | - | - | - |
| Total Revenue | 13,559 | 53,237 | - | - | 53,237 |
| Fund Balance | | 149,624 | - | - | 149,624 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Search & Rescue
**FUND:** Special Revenue SCW SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 162,861 | (38,523) | 124,338 | - | **124,338** | - | 124,338 |
| Equipment | 40,000 | - | 40,000 | - | **40,000** | - | 40,000 |
| Total Appropriation | 202,861 | (38,523) | 164,338 | - | **164,338** | - | 164,338 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 5,000 | - | 5,000 | - | **5,000** | - | 5,000 |
| Current Services | 48,237 | (23,237) | 25,000 | - | **25,000** | - | 25,000 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 53,237 | (23,237) | 30,000 | - | **30,000** | - | 30,000 |
| Fund Balance | 149,624 | (15,286) | 134,338 | - | **134,338** | - | 134,338 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (38,523) | Adjust expenditures to anticipated fund balance. |
| Total Appropriation | (38,523) | |
| Revenue | | |
| Current Services | (23,237) | Anticipated decrease in Search and Rescue revenues. |
| Total Revenue | (23,237) | |
| Fund Balance | (15,286) | |

**BUDGET UNIT: SHERIFF'S – CAL-ID PROGRAM (SDA SHR)**

## I. GENERAL PROGRAM STATEMENT

The CAL-ID account is used for operating the local portion of the Inland Empire Regional Automated Fingerprint Identification System. Expenditure transfers represent reimbursement to the Sheriff's general fund for staff salaries and benefits. This budget is funded from a joint trust account into which all local contracting municipal agencies contribute. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,987,680 | 2,835,500 | 1,915,205 | 2,471,569 |
| Total Revenue | 1,983,510 | 2,834,804 | 1,914,509 | 2,471,569 |
| Fund Balance | | 696 | | - |
| **Workload Indicators** | | | | |
| Latent Fingerprints | 136,723 | 140,000 | 140,000 | 142,000 |
| Prints | 22,346 | 23,000 | 23,000 | 23,200 |
| AFIS Searches | 6,672 | 7,000 | 7,000 | 7,200 |
| Suspects Identified | 3,751 | 4,000 | 4,000 | 4,500 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - CAL-ID Program
FUND: Special Revenue SDA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 440,296 | 656,500 | - | - | 656,500 |
| Equipment | 35,909 | 740,000 | - | - | 740,000 |
| Transfers | 1,439,000 | 1,439,000 | - | - | 1,439,000 |
| Total Appropriation | 1,915,205 | 2,835,500 | - | - | 2,835,500 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 1,913,024 | 2,834,804 | - | - | 2,834,804 |
| Other Revenue | 1,485 | - | - | - | - |
| Total Revenue | 1,914,509 | 2,834,804 | - | - | 2,834,804 |
| Fund Balance | | 696 | - | - | 696 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - CAL-ID Program
**FUND:** Special Revenue SDA SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 656,500 | (321,900) | 334,600 | - | **334,600** | - | 334,600 |
| Equipment | 740,000 | (276,663) | 463,337 | - | **463,337** | - | 463,337 |
| Transfers | 1,439,000 | 234,632 | 1,673,632 | - | **1,673,632** | - | 1,673,632 |
| Total Appropriation | 2,835,500 | (363,931) | 2,471,569 | - | **2,471,569** | - | 2,471,569 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 2,834,804 | (363,235) | 2,471,569 | - | **2,471,569** | - | 2,471,569 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 2,834,804 | (363,235) | 2,471,569 | - | **2,471,569** | - | 2,471,569 |
| Fund Balance | 696 | (696) | - | - | **-** | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (321,900) | Adjust expenditure to available fund balance. |
| Equipment | (276,663) | Adjust expenditure to available fund balance. |
| Transfers | 234,632 | Increase in salaries and benefits for laboratory personnel. |
| Total Appropriation | (363,931) | |
| Revenue | | |
| State, Fed or Gov't Aid | (363,235) | Anticipated decrease in revenue from participating agencies. |
| Total Revenue | (363,235) | |
| Fund Balance | (696) | |

**BUDGET UNIT: SHERIFF'S – COPSMORE GRANT (SDE SHR)**

## I. GENERAL PROGRAM STATEMENT

The COPSMORE 98 grant was awarded and accepted by the Board of Supervisors on October 19, 1999. This grant provides funding to upgrade the department's aging Computer Aided Dispatch (CAD) and Records Management System (RMS) software. The grant also provides funding for Mobile Data Computers (MDCs) located in each patrol unit. In addition to upgrading the technology in the patrol cars, this grant provides $500,000 for computer-based training.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 3,786,700 | 12,916,883 | 5,186,988 | 7,719,681 |
| Total Financing Sources | 4,215,000 | 12,193,731 | 5,508,361 | 6,675,156 |
| Fund Balance | | 723,152 | | 1,044,525 |
| Budgeted Staffing | | 11.0 | | 3.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Staffing reduced by 8.0 positions to reflect termination of grant funding for personnel. Policy item submitted in Sheriff general fund budget to request Local Cost funding to keep positions on-board per grant agreement.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The Department has a total of 1.0 vacant budgeted position in their 2003-04 Department Request Budget. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 1.0 | |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-COPSMORE Grant
FUND: Special Revenue SDE SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 398,045 | 949,456 | - | - | 949,456 |
| Services and Supplies | 131,681 | 1,390,000 | - | - | 1,390,000 |
| Equipment | 4,657,262 | 10,577,427 | - | - | 10,577,427 |
| Contingencies | - | - | - | - | - |
| Total Appropriation | 5,186,988 | 12,916,883 | - | - | 12,916,883 |
| **Revenue** | | | | | |
| Use of Money & Prop | 26,350 | 15,000 | - | - | 15,000 |
| State, Fed or Gov't Aid | 4,982,011 | 11,353,621 | - | - | 11,353,621 |
| Other Revenue | 500,000 | 825,110 | - | - | 825,110 |
| Total Revenue | 5,508,361 | 12,193,731 | - | - | 12,193,731 |
| Operating Transfer In | - | - | - | - | - |
| Total Financing Sources | 5,508,361 | 12,193,731 | - | - | 12,193,731 |
| Fund Balance | | 723,152 | - | - | 723,152 |
| Budgeted Staffing | | 11.0 | - | - | 11.0 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department-COPSMORE Grant
**FUND:** Special Revenue SDE SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 949,456 | (442,920) | 506,536 | - | **506,536** | - | 506,536 |
| Services and Supplies | 1,390,000 | (1,290,483) | 99,517 | - | **99,517** | - | 99,517 |
| Equipment | 10,629,165 | (4,615,537) | 6,013,628 | - | **6,013,628** | - | 6,013,628 |
| Contingencies | - | 1,100,000 | 1,100,000 | - | **1,100,000** | - | 1,100,000 |
| Total Appropriation | 12,968,621 | (6,348,940) | 7,719,681 | - | **7,719,681** | - | 7,719,681 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 15,000 | (15,000) | - | - | **-** | - | - |
| State, Fed or Gov't Aid | 11,353,621 | (5,778,465) | 5,575,156 | - | **5,575,156** | - | 5,575,156 |
| Other Revenue | 825,110 | (825,110) | - | - | **-** | - | - |
| Total Revenue | 12,193,731 | (6,618,575) | 5,575,156 | - | **5,575,156** | - | 5,575,156 |
| Operating Transfer In | - | 1,100,000 | 1,100,000 | - | 1,100,000 | - | 1,100,000 |
| Total Financing Sources | 12,193,731 | (5,518,575) | 6,675,156 | - | **6,675,156** | - | 6,675,156 |
| Fund Balance | 774,890 | (830,365) | 1,044,525 | - | **1,044,525** | - | 1,044,525 |
| Budgeted Staffing | 11.0 | (8.0) | 3.0 | - | **3.0** | - | 3.0 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (442,920) | Expended portion of the COPS MORE Grant. |
| Services and Supplies | (1,290,483) | Expended portion of the COPS MORE Grant. |
| Equipment | (4,615,537) | Expended portion of the COPS MORE Grant. |
| Contingencies | 1,100,000 | Increase Contingencies to match fund balance/revenues. |
| Total Appropriation | (6,348,940) | |
| Revenue | | |
| State, Fed or Gov't Aid | (5,778,465) | Claimed portion of the COPS MORE Grant based on actual receipts. |
| Other Revenue | (840,110) | Reflect reduction of matching funds received in 2003. |
| Total Revenue | (6,618,575) | |
| Operating Transfer In | 1,100,000 | Grant Match from SQA SHR Sheriff special revenue fund. |
| Total Sources | (5,518,575) | |
| Fund Balance | (830,365) | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Fund Balance |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 1 | 1.0 | 49,504 | 49,504 | - |
| Total Vacant | 1 | 1.0 | 49,504 | 49,504 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Fund Balance |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Automated Systems Technician* | 72152 | 1.0 | 49,504 | 49,504 | - |
| Total in Recruitment Retain | | 1.0 | 49,504 | 49,504 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: SHERIFF CAPITAL PROJECT FUND (SQA SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund is being established as a Special Revenue Fund from a trust fund (NQA_SHR) to comply with GASB 34 Revenue Recognition rules that eliminated certain Trust Funds. Revenue is realized from several special programs and expenditures are for one-time purchases for special law enforcement or detention related programs. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | 4,095,854 | 116,373 | 3,642,219 |
| Total Revenue | - | 927,588 | 70,326 | 520,000 |
| Fund Balance | | 3,168,266 | | 3,122,219 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department-Sheriff Capital Project Fund
FUND: Special Revenue SQA SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 116,373 | 228,212 | - | - | 228,212 |
| Equipment | - | 150,000 | - | - | 150,000 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 116,373 | 378,212 | - | - | 378,212 |
| Operating Transfer Out | - | 3,717,642 | - | - | 3,717,642 |
| Total Requirements | 116,373 | 4,095,854 | - | - | 4,095,854 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 500,000 | 500,000 | - | - | 500,000 |
| Other Revenue | (429,674) | 427,588 | - | - | 427,588 |
| Total Revenue | 70,326 | 927,588 | - | - | 927,588 |
| Fund Balance | | 3,168,266 | - | - | 3,168,266 |

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: Special Revenue SQA SHR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 228,212 | 356,007 | 584,219 | - | **584,219** | - | 584,219 |
| Equipment | 150,000 | - | 150,000 | - | **150,000** | - | 150,000 |
| Transfers | - | 800,000 | 800,000 | - | **800,000** | - | 800,000 |
| Total Appropriation | 378,212 | 1,156,007 | 1,534,219 | - | **1,534,219** | - | 1,534,219 |
| Operating Transfer Out | 3,717,642 | (1,609,642) | 2,108,000 | - | **2,108,000** | - | 2,108,000 |
| Total Requirements | 4,095,854 | (453,635) | 3,642,219 | - | **3,642,219** | - | 3,642,219 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 500,000 | (50,000) | 450,000 | - | **450,000** | - | 450,000 |
| Other Revenue | 427,588 | (357,588) | 70,000 | - | **70,000** | - | 70,000 |
| Total Revenue | 927,588 | (407,588) | 520,000 | - | **520,000** | - | 520,000 |
| Fund Balance | 3,168,266 | (46,047) | 3,122,219 | - | **3,122,219** | - | 3,122,219 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 356,007 | Adjust to fund balance. |
| Transfers | 800,000 | Transfer to Sheriff's Seized Assets - Federal (SCO SHR) to cover anticipated computer lease payments. |
| Total Appropriation | 1,156,007 | |
| Operating Transfer Out | (1,609,642) | Adjust for fund balance, grant match for COPSMORE, and remaining payments for Capital Improvement Projects. |
| Total Requirements | (453,635) | |
| Revenue | | |
| State, Fed or Gov't Aid | (50,000) | Adjust to reflect anticipated loss of State Criminal Alien Assistance Program revenue. |
| Other Revenue | (357,588) | Adjust to anticipated level based on 2002-03 experience. |
| Total Revenue | (407,588) | |
| Fund Balance | (46,047) | |

**BUDGET UNIT: COURT SERVICES AUTO (SQR SHR)**

## I. GENERAL PROGRAM STATEMENT

This is fund is for replacement of a trust fund (NQR-MAR) which is to account for the processing fee per AB 1109, Government Code #26746 that is collected under a writ of execution, possession or sale by Sheriff Court Services that is to be used for the maintenance and purchase of vehicle equipment necessary for the Sheriff Court Services division. This trust fund has been replaced by a special revenue fund per the GASB 33 Recognition of Revenues ruling. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 290,226 | - | 574,751 |
| Total Revenue | - | 240,000 | 284,525 | 240,000 |
| Fund Balance | | 50,226 | | 334,751 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Court Auto Services
**FUND:** Special Revenue SQR SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | 290,226 | - | - | 290,226 |
| Vehicles | - | - | - | - | - |
| Total Appropriation | - | 290,226 | - | - | 290,226 |
| **Revenue** | | | | | |
| Other Revenue | 284,525 | 240,000 | - | - | 240,000 |
| Total Revenue | 284,525 | 240,000 | - | - | 240,000 |
| Fund Balance | | 50,226 | - | - | 50,226 |

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department
FUND: Special Revenue SQR SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 290,226 | (2,541) | 287,685 | - | **287,685** | - | 287,685 |
| Vehicles | - | 287,066 | 287,066 | - | **287,066** | - | 287,066 |
| Total Appropriation | 290,226 | 284,525 | 574,751 | - | **574,751** | - | 574,751 |
| **Revenue** | | | | | | | |
| Other Revenue | 240,000 | - | 240,000 | - | **240,000** | - | 240,000 |
| Total Revenue | 240,000 | - | 240,000 | - | **240,000** | - | 240,000 |
| Fund Balance | 50,226 | 284,525 | 334,751 | - | **334,751** | - | 334,751 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (2,541) | |
| Vehicles | 287,066 | Increase to reflect anticipated expenditure. |
| Total Appropriation | 284,525 | |
| Total Revenue | - | |
| Fund Balance | 284,525 | |

**BUDGET UNIT: COURT SERVICES TECH (SQT SHR)**

## I. GENERAL PROGRAM STATEMENT

This fund is for replacement of a trust fund (NQS-MAR) which is to account for the processing fee per AB 709, Government Code #26731. This code states that these fees are to be collected in a separate fund and used for Sheriff Court Service's equipment and furnishings for automated and non-automated equipment and furnishings. This trust fund has been replaced by a special revenue fund per the GASB 33 recognition of revenues ruling. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 232,834 | 66,965 | 232,597 |
| Total Revenue | - | 210,000 | 125,644 | 151,084 |
| Fund Balance | | 22,834 | | 81,513 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Law and Justice
DEPARTMENT: Sheriff's Department - Court Services Tech
FUND: Special Revenue SQT SHR

FUNCTION: Public Protection
ACTIVITY: Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 66,965 | 232,834 | - | - | 232,834 |
| Total Appropriation | 66,965 | 232,834 | - | - | 232,834 |
| **Revenue** | | | | | |
| Other Revenue | 125,644 | 210,000 | - | - | 210,000 |
| Total Revenue | 125,644 | 210,000 | - | - | 210,000 |
| Fund Balance | | 22,834 | - | - | 22,834 |

**GROUP:** Law and Justice
**DEPARTMENT:** Sheriff's Department - Coiurt Services Tech
**FUND:** Special Revenue SQT SHR

**FUNCTION:** Public Protection
**ACTIVITY:** Police Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 232,834 | (237) | 232,597 | - | **232,597** | - | 232,597 |
| Total Appropriation | 232,834 | (237) | 232,597 | - | **232,597** | - | 232,597 |
| **Revenue** | | | | | | | |
| Other Revenue | 210,000 | (58,916) | 151,084 | - | **151,084** | - | 151,084 |
| Total Revenue | 210,000 | (58,916) | 151,084 | - | **151,084** | - | 151,084 |
| Fund Balance | 22,834 | 58,679 | 81,513 | - | **81,513** | - | 81,513 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (237) | |
| Total Appropriation | (237) | |
| Revenue | | |
| Other Revenue | (58,916) | Adjust to projected level based on 2002-03. |
| Total Revenue | (58,916) | |
| Fund Balance | 58,679 | |

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP**
**SUMMARY**

| | Page # | Approp | Revenue | Local Cost |
|---|---|---|---|---|
| **GENERAL FUND** | | | | |
| AGRICULTURE, WEIGHTS AND MEASURES | 6-2-1 | 5,115,736 | 3,353,445 | 1,762,291 |
| AIRPORTS | 6-3-1 | 2,461,753 | 2,422,940 | 38,813 |
| COUNTY MUSEUM | 6-5-1 | 3,711,941 | 2,099,089 | 1,612,852 |
| ECONOMIC AND COMMUNITY DEVELOPMENT: | | | | |
| ECONOMIC PROMOTION | 6-6-9 | 780,751 | - | 780,751 |
| SMALL BUSINESS DEVELOPMENT | 6-6-13 | 200,107 | 40,000 | 160,107 |
| ECONOMIC DEV/PUBLIC SVC GROUP ADMIN | 6-1-1 | 65,856 | - | 65,856 |
| LAND USE SERVICES: | | | | |
| ADMINISTRATION | 6-8-1 | - | - | - |
| ADVANCE PLANNING | 6-8-13 | 3,445,459 | 2,142,113 | 1,303,346 |
| BUILDING AND SAFETY | 6-8-20 | 5,629,926 | 5,629,926 | - |
| CODE ENFORCEMENT | 6-8-27 | 2,960,413 | 408,200 | 2,552,213 |
| CURRENT PLANNING | 6-8-6 | 2,292,380 | 2,292,380 | - |
| FIRE HAZARD ABATEMENT | 6-8-31 | 1,951,692 | 1,951,692 | - |
| PUBLIC WORKS DEPARTMENT: | | | | |
| REGIONAL PARKS DIVISION | 6-9-1 | 6,758,286 | 5,803,925 | 954,361 |
| SURVEYOR | 6-9-39 | 3,310,588 | 3,310,588 | - |
| REGISTRAR OF VOTERS | 6-10-1 | 4,484,686 | 1,744,134 | 2,740,552 |
| SPECIAL DISTRICTS: | | | | |
| FRANCHISE ADMINISTRATION | 6-11-1 | 298,177 | - | 298,177 |
| TOTAL GENERAL FUND | | 43,467,751 | 31,198,432 | 12,269,319 |
| **SPECIAL REVENUE FUNDS** | | **Approp** | **Revenue** | **Fund Balance** |
| AGRICULTURE, WEIGHTS AND MEASURES: | | | | |
| CALIFORNIA GRAZING | 6-2-8 | 148,825 | 6,000 | 142,825 |
| AIRPORTS: | | | | |
| COMMERCIAL HANGAR | 6-3-7 | 1,251,766 | 438,809 | 812,957 |
| COUNTY LIBRARY | 6-4-1 | 11,637,419 | 11,151,850 | 485,569 |
| ECONOMIC AND COMMUNITY DEVELOPMENT | 6-6-1 | 66,916,771 | 45,630,828 | 21,285,943 |
| JOBS AND EMPLOYMENT SERVICES | 6-7-1 | 17,020,579 | 16,982,049 | 38,530 |
| LAND USE SERVICES: | | | | |
| GENERAL PLAN UPDATE | 6-8-38 | 2,304,375 | 1,000,000 | 1,304,375 |
| HABITAT CONSERVATION | 6-8-41 | 140,928 | - | 140,928 |

## ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP
## SUMMARY

| SPECIAL REVENUE FUNDS | Page # | Approp | Revenue | Fund Balance |
|---|---|---|---|---|
| PUBLIC WORKS DEPARTMENT: | | | | |
| COUNTY TRAIL SYSTEM | 6-9-8 | 9,289,986 | 9,225,000 | 64,986 |
| BOATING & WATERWAYS | 6-9-18 | 948,000 | 1,222,000 | (274,000) |
| PROPOSITION 12 PROJECTS | 6-9-12 | 2,234,184 | 2,164,184 | 70,000 |
| PROPOSITION 40 PROJECTS | 6-9-15 | 1,000,000 | 1,000,000 | - |
| REGIONAL PARKS MAINTENANCE/DEV | 6-9-24 | 619,457 | 185,000 | 434,457 |
| CALICO GHOST TOWN MARKETING SCVS | 6-9-27 | 371,370 | 370,500 | 870 |
| OFF-HIGHWAY VEHICLE LICENSE FEE | 6-9-30 | 87,242 | 25,000 | 62,242 |
| GLEN HELEN PAVILION IMPROVEMENTS | 6-9-33 | 193,658 | 29,500 | 164,158 |
| GLEN HELEN AMPHITHEATER | 6-9-21 | 1,126,417 | 1,087,000 | 39,417 |
| SURVEY MONUMENT PRESERVATION | 6-9-45 | 305,937 | 94,190 | 211,747 |
| ROAD OPERATIONS CONSOLIDATED | 6-9-48 | 67,078,421 | 52,112,083 | 14,966,338 |
| ETIWANDA INTERCHANGE IMPROVEMENT | 6-9-60 | 629,000 | 479,000 | 150,000 |
| HIGH DESERT CORRIDOR | 6-9-63 | 839,300 | 772,225 | 67,075 |
| CALTRANS CONTRACT | 6-9-57 | 148,186 | 298,186 | (150,000) |
| DEVELOPMENT PROJECTS | 6-9-66 | 3,760,952 | 779,743 | 2,981,209 |
| MEASURE I FUNDS | 6-9-69 | 21,434,383 | 8,793,864 | 12,640,519 |
| SPECIAL DISTRICTS: | | | | |
| FISH AND GAME COMMISSION | 6-11-6 | 69,087 | 59,200 | 9,887 |
| TOTAL SPECIAL REVENUE FUNDS | | 209,556,243 | 153,906,211 | 55,650,032 |

| ENTERPRISE FUNDS | | Operating Expense | Revenue | Revenue Over (Under) Exp |
|---|---|---|---|---|
| MUSEUM: | | | | |
| ULTRASCREEN THEATRE | 6-5-6 | - | - | - |
| MUSEUM STORE | 6-5-9 | 147,448 | 148,400 | 952 |
| PUBLIC WORKS DEPARTMENT: | | | | |
| REGIONAL PARKS SNACK BARS | 6-9-36 | 71,129 | 76,600 | 5,471 |
| SOLID WASTE OPERATIONS | 6-9-73 | 46,513,636 | 45,543,580 | (970,056) |
| SITE CLOSURE/MAINTENANCE | 6-9-80 | 10,806,246 | 10,059,246 | (747,000) |
| SITE ENHANCEMENT/EXPANSION | 6-9-84 | 3,806,788 | 8,204,667 | 4,397,879 |
| GROUNDWATER REMEDIATION | 6-9-88 | 3,422,934 | 9,283,976 | 5,861,042 |
| ENVIRONMENTAL MITIGATION | 6-9-91 | 2,003,000 | 2,095,595 | 92,595 |
| TOTAL ENTERPRISE FUNDS | | 66,771,181 | 75,412,064 | 8,640,883 |

**OTHER AGENCY FUNDS**

| | Page # | Approp | Revenue | Fund Balance |
|---|---|---|---|---|
| REDEVELOPMENT AGENCY: | | | | |
| OPERATING FUND | 8-4-1 | 5,847,251 | 1,586,200 | 4,261,051 |
| HOUSING FUND | 8-4-6 | 4,900,887 | 632,900 | 4,267,987 |
| DEBT SERVICE FUND | 8-4-9 | 4,601,251 | 3,664,296 | 936,955 |
| CAPITAL PROJECTS | 8-4-12 | 7,256,559 | 73,350 | 7,183,209 |
| HOUSING PROJECTS | 8-4-15 | 252,251 | 4,350 | 247,901 |
| VICTOR VALLEY ECONOMIC DEVELOPMENT | 8-4-18 | 830,219 | 174,415 | 655,804 |
| VICTOR VALLEY ECON DEVLP - HOUSING | 8-4-21 | 252,685 | 43,604 | 209,081 |
| COUNTY ECONOMIC DEVELOPMENT CORP | 8-2-1 | 18,850 | 12,600 | 6,250 |
| INDUSTRIAL DEVELOPMENT AUTHORITY | 8-3-1 | 40,337 | 1,200 | 39,137 |
| TOTAL OTHER AGENCY FUNDS | | 24,000,290 | 6,192,915 | 17,807,375 |

## OVERVIEW OF BUDGET

**DEPARTMENT:** ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP ADMINISTRATION
**ASSISTANT COUNTY ADMINISTRATOR:** JOHN GOSS
**BUDGET UNIT:** AAA PSG

### I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks and Solid Waste Management.

Included in this budget unit is an ongoing contribution to the University of California/Riverside Agricultural Extension program.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 256,214 | 98,000 | 163,000 | 65,856 |
| Total Revenue | 31,565 | - | 5,000 | - |
| Local Cost | 224,649 | 98,000 | 158,000 | 65,856 |
| Budgeted Staffing | | 20.5 | | 17.0 |

2002-03 estimated expenditures are expected to exceed budget by $65,000. This overage is primarily due to a $60,000 Board-approved allocation of funds to support programs provided by the Arts Council for San Bernardino County.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

The Department proposes to reduce budgeted staffing by 3.5 positions. This reduction includes the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 Public Service Employee) and the transfer of 1.0 Staff Analyst II to the Jobs and Employment Services Department (JESD). This reduction in staff is the result of changing workload priorities and requirements of the office.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic Development/Public Services Administration
**FUND:** General AAA PSG

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,563,555 | 1,749,809 | 116,985 | - | 1,866,794 |
| Services and Supplies | 373,053 | 347,090 | (394) | - | 346,696 |
| Central Computer | 38,629 | 38,629 | (9,810) | - | 28,819 |
| Other Charges | 190,000 | 100,000 | (34,144) | - | 65,856 |
| Transfers | - | 41,123 | - | - | 41,123 |
| Total Exp Authority | 2,165,237 | 2,276,651 | 72,637 | - | 2,349,288 |
| Reimbursements | (2,002,237) | (2,178,651) | (104,781) | - | (2,283,432) |
| Total Appropriation | 163,000 | 98,000 | (32,144) | - | 65,856 |
| **Revenue** | | | | | |
| Other Revenue | 5,000 | - | - | - | - |
| Total Revenue | 5,000 | - | - | - | - |
| Local Cost | 158,000 | 98,000 | (32,144) | - | 65,856 |
| Budgeted Staffing | | 20.5 | - | - | 20.5 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic Development/Public Services Administration
**FUND:** General AAA PSG

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,866,794 | (134,352) | 1,732,442 | - | **1,732,442** | - | 1,732,442 |
| Services and Supplies | 346,696 | (139,040) | 207,656 | - | **207,656** | - | 207,656 |
| Central Computer | 28,819 | - | 28,819 | - | **28,819** | - | 28,819 |
| Other Charges | 65,856 | - | 65,856 | | **65,856** | - | 65,856 |
| Transfers | 41,123 | (37,568) | 3,555 | - | **3,555** | - | 3,555 |
| Total Exp Authority | 2,349,288 | (310,960) | 2,038,328 | - | **2,038,328** | - | 2,038,328 |
| Reimbursements | (2,283,432) | 310,960 | (1,972,472) | - | **(1,972,472)** | - | (1,972,472) |
| Total Oper Expense | 65,856 | - | 65,856 | - | **65,856** | - | 65,856 |
| **Revenue** | | | | | | | |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | - | - | - | - | **-** | - | - |
| Local Cost | 65,856 | - | 65,856 | - | **65,856** | - | 65,856 |
| Budgeted Staffing | 20.5 | (3.5) | 17.0 | - | **17.0** | - | 17.0 |

## ED/PSG ADMINISTATION

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 39,051 | MOU. |
| | 75,902 | Retirement. |
| | 2,032 | Risk Management Workers' Comp. |
| | 116,985 | |
| Services and Supplies | (2,136) | Risk Management Liabilities. |
| | (258) | Incremental change in EHAP. |
| | 2,000 | Increase resulting from the 2% local cost reduction from 2002-03 being transferred to the other charges category. |
| | (394) | |
| Central Computer | (9,810) | Decrease in accordance with projections provided by the Information Svcs Dept. |
| Other Charges | (3,920) | 4% Spend Down Plan. |
| | (28,224) | 30% Cost Reduction Plan. |
| | (2,000) | 2% local cost reduction from 2002-03 transferred from services & supplies. |
| | (34,144) | |
| Reimbursements | (104,781) | Increase from ED/PSG non general fund departments to offset additional costs in salaries & benefits, services & supplies, and computer charges. |
| Base Year Appropriation | (32,144) | |
| Base Year Revenue | - | |
| Base Year Local Cost | (32,144) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (134,352) | Decrease is due to the defunding of 2.5 vacant positions (1.0 Staff Analyst I, 1.0 Clerk II, and 0.5 PSE) and the transfer of 1.0 Staff Analyst II to JESD. |
| Services and Supplies | (145,651) | Decrease is primarily the result of reduced appropriations for services related the the Economic Development Subgroup. These reductions include the following: Media Buys (25,000), Conferences/Events (38,307), International Trade/Promotion (41,040), Rent Expense (21,920), and Travel Costs (19,384). |
| | (3,555) | GASB 34 Accounting charge (EHAP). |
| | 10,166 | Increased memberships related to the Economic Development Subgroup (6,980) and a number of other minimal increases totaling approximately $3,000. |
| | (139,040) | |
| Transfers | 3,555 | GASB 34 Accounting charge (EHAP). |
| | (41,123) | Elimination of transfer to the county's Redevelopment Agency for reimbursement of costs of non-RDA related activities. |
| | (37,568) | |
| Reimbursements | 310,960 | Reduced reimbursements from ED/PSG non-general departments primarily due to less costs associated with the Economic Development Subgroup and the deletion of vacant positions. |
| Total Appropriation | - | |
| Total Revenues | - | |
| Local Cost | - | |

## OVERVIEW OF BUDGET

**DEPARTMENT: AGRICULTURE/WEIGHTS AND MEASURES**
**AGRICULTURAL COMMISSIONER/SEALER: EDOUARD P. LAYAYE**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Ag, Weights & Measures | 5,115,736 | 3,353,445 | 1,762,291 | | 64.5 |
| California Grazing | 148,825 | 6,000 | | 142,825 | - |
| Total | 5,264,561 | 3,359,445 | 1,762,291 | 142,825 | 64.5 |

**BUDGET UNIT: AGRICULTURE/WEIGHTS AND MEASURES (AAA AWM)**

## I. GENERAL PROGRAM STATEMENT

The Department of Agriculture, Weights and Measures enforces state and local laws protecting the environment, public health, worker safety and the general welfare of the public by regulating the agricultural industry, pest control businesses, and all business transactions based on count, weight and volume. Additional duties include the inspection of produce and eggs, control of vegetation along state and county road right-of-ways and flood control channels, and the manufacture of rodent baits for sale to the public. The Department is also responsible for management of the county's predatory animal control program.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 4,560,872 | 5,256,794 | 4,873,365 | 5,115,736 |
| Total Revenue | 3,479,143 | 3,638,090 | 3,278,735 | 3,353,445 |
| Local Cost | 1,081,729 | 1,618,704 | 1,594,630 | 1,762,291 |
| Budgeted Staffing | | 72.7 | | 64.5 |
| **Workload Indicators** | | | | |
| Quarantine Shipments | 27,743 | 33,000 | 28,000 | 30,000 |
| Detection Traps | 5,318 | 6,600 | 5,000 | 5,100 |
| Pesticide Use Inspections | 1,075 | 1,100 | 1,100 | 1,100 |
| Dozen Eggs Inspected | 2,194,494 | 2,000,000 | 1,408,000 | 1,000,000 |
| Weed Control Acres | 5,730 | 7,000 | 6,200 | 6,500 |
| Devices Inspected | 33,967 | 35,000 | 34,000 | 34,000 |
| Packages Inspected | 175,129 | 200,000 | 100,000 | 125,000 |
| Petroleum Sign Inspections | 1,523 | 1,700 | 1,400 | 1,500 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Department recommended changes to staffing include the elimination of 3.0 Agricultural Field Aide positions that were added in the 2002-03 budget in anticipation of an increase in pest detection services provided to the state, which did not occur; the reduction of 0.5 Public Service Employee (PSE) used in the pest detection program; and the elimination of 1.0 Agricultural Standards Officer IV position due to budgeting this position as an Agricultural Field Aide. The department has also reduced budgeted staffing from 1.0 to 0.5 Agricultural Field Aide due to workload requirements.

Included in Base Year Adjustments is the elimination of 3.2 positions (1.0 Plant Path/Entomologist, 1.0 Agricultural Standards Officer (ASO) and 1.2 PSE) as a result of the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan implemented.

**PROGRAM CHANGES**

The Pest Detection program is being reduced in accordance with the contract terms specified by the California Department of Food and Agriculture resulting in the reduction of the positions specified in staffing changes and $84,000 in equipment budgeted last year for the acquisition of compact trucks.

Staffing and revenues associated with egg inspection have decreased as a result of the current Newcastle disease epidemic at poultry ranches. The Agricultural Standards Officer IV position has been reassigned to weights and measures inspections. The workload indicator for package inspection has been decreased as staff is encountering smaller lots of packaged goods more frequently. The amount of time spent on inspecting a small lot compared to a large lot is not significantly different.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department had a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 2.0 | |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The department has proposed revising its fees based on the increase in hourly rates from the 1999-2000 level, changes in the administrative overhead costs and an increase in the amount of time necessary to complete packing plant and price scanner inspections. The proposed revisions total $79,610 in additional revenue.

If the Board approves these fee increases, the department has requested to restore $79,610 in services and supplies funding cuts associated with the 4% Spend Down Plan, 30% Cost Reduction Plan, and other recommended program funded adjustments. Specifically, the department would use this additional revenue to reinstate reductions in herbicide purchases ($20,000), small equipment ($21,000), memberships and training ($10,000), bait resale purchases ($10,000), special departmental expense ($7,000), and various reductions ($11,610). Restoration of these reductions will enable the department to properly train and provide staff with equipment/supplies necessary to provide the public with an adequate level of service.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Agriculture/Weights and Measures
**FUND:** General AAA AWM

**FUNCTION:** Public Protection
**ACTIVITY:** Protective Insp

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,398,638 | 3,635,585 | 182,220 | - | 3,817,805 |
| Services and Supplies | 1,261,146 | 1,375,341 | (27,994) | - | 1,347,347 |
| Central Computer | 17,034 | 17,034 | (3,447) | - | 13,587 |
| Other Charges | 7,405 | 7,405 | (1,462) | - | 5,943 |
| Equipment | 118,497 | 150,822 | (38,417) | - | 112,405 |
| Transfers | 70,645 | 70,607 | (883) | - | 69,724 |
| Total Appropriation | 4,873,365 | 5,256,794 | 110,017 | - | 5,366,811 |
| **Revenue** | | | | | |
| License & Permits | 464,100 | 448,600 | - | - | 448,600 |
| Fines & Forfeitures | 37,000 | 42,000 | - | - | 42,000 |
| Use of Money & Prop | 1,446 | 1,000 | - | - | 1,000 |
| Current Services | 849,990 | 940,050 | - | - | 940,050 |
| State, Fed or Gov't Aid | 1,874,648 | 2,159,940 | (33,570) | | 2,126,370 |
| Other Revenue | 50,200 | 46,500 | - | - | 46,500 |
| Other Financing Sources | 1,351 | - | - | - | - |
| Total Revenue | 3,278,735 | 3,638,090 | (33,570) | - | 3,604,520 |
| Local Cost | 1,594,630 | 1,618,704 | 143,587 | - | 1,762,291 |
| Budgeted Staffing | | 72.7 | (3.2) | - | 69.5 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Agriculture/Weights & Measures
**FUND:** General AAA AWM

**FUNCTION:** Public Protection
**ACTIVITY:** Protective Insp

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,817,805 | (121,135) | 3,696,670 | - | **3,696,670** | - | 3,696,670 |
| Services and Supplies | 1,347,347 | (62,696) | 1,284,651 | - | **1,284,651** | - | 1,284,651 |
| Central Computer | 13,587 | - | 13,587 | - | **13,587** | - | 13,587 |
| Other Charges | 5,943 | 69 | 6,012 | - | **6,012** | - | 6,012 |
| Equipment | 112,405 | (82,647) | 29,758 | - | **29,758** | - | 29,758 |
| Transfers | 69,724 | 15,334 | 85,058 | - | **85,058** | - | 85,058 |
| Total Appropriation | 5,366,811 | (251,075) | 5,115,736 | - | **5,115,736** | - | 5,115,736 |
| **Revenue** | | | | | | | |
| License & Permits | 448,600 | 15,700 | 464,300 | - | **464,300** | - | 464,300 |
| Fines & Forfeitures | 42,000 | (5,000) | 37,000 | - | **37,000** | - | 37,000 |
| Use of Money & Prop | 1,000 | 300 | 1,300 | - | **1,300** | - | 1,300 |
| Current Services | 940,050 | (35,000) | 905,050 | - | **905,050** | - | 905,050 |
| State, Fed or Gov't Aid | 2,126,370 | (217,575) | 1,908,795 | - | **1,908,795** | - | 1,908,795 |
| Other Revenue | 46,500 | (9,500) | 37,000 | - | **37,000** | - | 37,000 |
| Other Financing Sources | - | - | - | - | **-** | - | - |
| Total Revenue | 3,604,520 | (251,075) | 3,353,445 | - | **3,353,445** | - | 3,353,445 |
| Local Cost | 1,762,291 | - | 1,762,291 | - | **1,762,291** | - | 1,762,291 |
| Budgeted Staffing | 69.5 | (5.0) | 64.5 | - | **64.5** | - | 64.5 |

## AGRICULTURE/WEIGHTS AND MEASURES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 100,270 | MOU. |
| | 184,192 | Retirement. |
| | 47,623 | Risk Management Workers Comp. |
| | (66,365) | Pest Exclusion support , 4% Spend Down Plan, 1.0 Plant Path/Entomologist. |
| | (26,800) | Red Imported Fire Ant survey staff,1.2 PSE, 30% Cost reduction Plan. |
| | (56,700) | Fruit,Vegetable inspection,1.0 Agricultural Standards Officer IV position, 30% Cost Reduction Plan. |
| | 182,220 | |
| Services and Supplies | (9,575) | Risk Management Liabilities. |
| | (13,445) | General miscellaneous reductions, 30% Cost Reduction Plan. |
| | (4,574) | Small equipment and training, 4% Spend Down Plan. |
| | (400) | Membership fee reduction, 4% Spend Down Plan, Plant Path/Ent. Position. |
| | (27,994) | |
| Central Computer | (3,447) | Reduction in computer operation charges. |
| Other Charges | (1,462) | Lease Purchase interest, 4% Spend Down Plan. |
| Equipment | (38,417) | Lease purchase termination, 4% Spend Down Plan. |
| Transfers | (883) | Incremental change in EHAP. |
| Total Base Year Appropriation | 110,017 | |
| State, Fed or Gov't Aid | (46,470) | Gas tax reimbursement change, 4% Spend Down Plan. |
| | 12,900 | Accounting change, 30% Cost Reduction Plan. |
| Total Base Year Revenue | (33,570) | |
| Total Base Year Local Cost | 143,587 | |

## AGRICULTURE/WEIGHTS AND MEASURES

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (111,763) | Reduction of 3.0 Ag. Field Aide, 0.5 PSE and deletion of 1.0 Ag. Standard Officer position. |
| | (20,315) | Reduction of 0.5 Agricultural Field Aide. |
| | 10,943 | Net change in benefits, range and step adjustments for all staff. |
| | (121,135) | |
| Services and Supplies | (49,900) | Reduction in herbicides ($20,000), purchase for resale ($10,000) and non-inventoriable equipment ($19,000). |
| | 9,000 | Increase in presort, mail and courier service rates. |
| | (13,488) | GASB Accounting Changes (EHAP). |
| | (8,308) | Net reduction from adjustment of all other services and supply categories. |
| | (62,696) | |
| Other Charges | 69 | Net increase for interest on lease-purchase agreements. |
| Equipment | (84,000) | Elimination of last year's one-time funding for compact trucks. |
| | 1,353 | Net change in Lease purchase agreements. |
| | (82,647) | |
| Transfers | 1.721 | Rent increase for Ontario and Fontana office space. |
| | 13.488 | GASB Accounting Changes (EHAP). |
| | 125 | Sign making charges from Public Works. |
| | 15,334 | |
| Total Appropriation | (251,075) | |
| Revenue | | |
| Licenses & Permits | 14,000 | Increase in device and price scanner registrations. |
| | 1,700 | Net increase from changes in pest control business registrations and native plant permits. |
| | 15,700 | |
| Fines & Forfeitures | 6.000 | Increase in administrative penalties levied for pesticide violations. |
| | (11,000) | Decrease in administrative penalties levied for weights and measures violations. |
| | (5,000) | |
| Use of Money & Prop | 300 | Increase in the amount of rent received from beekeepers for use of county property. |
| Current Services | (15,000) | Reduction in phytosanitary certification ($7,000) and grape maturity certification ($8,000). |
| | (10.000) | Net reduction in weed control services. |
| | (10,000) | Net reduction in reinspection fees, standby, non-commercial device inspections and other svcs. |
| | (35,000) | |
| State. Fed or Gov't Aid | (18,460) | Reduction in egg inspection reimbursement due to Newcastle epidemic. |
| | (167,155) | Elimination of last year's one-time funding for vehicles for pest detection and contract funding correction. |
| | (46,430) | Net reduction in unclaimed gas tax revenue based on anticipate local cost to perform agriculture programs. |
| | (9,930) | Reduction in reimbursement rate for petroleum and weighmaster inspections. |
| | 24,400 | Net increase in all other state revenue sources. |
| | (217,575) | |
| Other Revenue | (10,000) | Reduction in the amount of rodent baits sold to the public. |
| | 500 | Increase in the amount of data sales. |
| | (9,500) | |
| Total Revenue | (251,075) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 2.0 | 2.0 | 68,053 | 68,053 | - |
| Total Vacant | 2.0 | 2.0 | 68,053 | 68,053 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Agricultural Field Aide* | LY300292 | 1.0 | 34,373 | 34,373 | - |
| *Agricultural Field Aide* | LY300293 | 1.0 | 33,680 | 33,680 | - |
| Total in Recruitment Retain | | 2.0 | 68,053 | 68,053 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Agriculture/Weights and Measures (AAA AWM)
**PREPARED BY:** John Gardner
**PHONE #** 387-2117

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.021 (a)(1)(A) Certification Services | $30.00 | $36.00 | $6.00 | Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. |
| 16.021 (a)(2) Certification Services | $47.50 | $57.00 | $9.50 | As above | As Above |
| 16.021 (d)(1) Producer Certificate (site | $47.50 | $57.00 | $9.50 | As above | As above |
| 16.021 (d)(2) Farmer's Market Certificate | $200.00 | $240.00 | $40.00 | As above | As above |
| 16.021 (e)(1) Apiary Inspection | $47.50 | $57.00 | $9.50 | As above | As above |
| 16.021 (f)(3) Records research | $47.50 | $57.00 | $9.50 | As Above | As Above |
| 16.021 (h) Pest Identifications (hourly rate only) | $47.50 | $57.00 | $9.50 | As above | As above |
| 16.021 (k) (2) Commodity Packer | $200.00 | $250.00 | $50.00 | Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of a packer . | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. |
| 16.021 (k) (3) Pricing Scanners | $95.00 | $160.00 | $65.00 | Updates fees for inflationary costs incurred since 1999-00. Program change increases the amount of time spent for each inspection of price scanners . | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. |
| 16.021 (l)(2) Standby | $47.50 | $57.00 | $9.50 | Eliminates local cost funding for this requested service. Updates fee for inflationary costs incurred since 1999-00. Program change in the calculation of overhead. | Reductions were made to services and supplies to meet funding levels without any increase in fees in 2003-04 proposed budget. |
| 16.021 (l) (3) Inspection Services | $47.50 | $57.00 | $9.50 | As above | As above |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Agriculture/Weights and Measures (AAA AWM)
PREPARED BY: John Gardner
PHONE # 387-2117

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.021 (a)(1)(A) Certification Services | $30.00 | $36.00 | $6.00 | 3,030 | 3,030 | 0 | $90,900.00 | $109,080.00 | $18,180.00 |
| 16.021 (a)(2) Certification Services | $47.50 | $57.00 | $9.50 | 150 | 150 | 0 | $7,125.00 | $8,550.00 | $1,425.00 |
| 16.021 (d)(1) Producer Certificate (site fee portion only) | $47.50 | $57.00 | $9.50 | 60 | 60 | 0 | $2,850.00 | $3,420.00 | $570.00 |
| 16.021 (d)(2) Farmer's Market Certificate | $200.00 | $240.00 | $40.00 | 4 | 4 | 0 | $800.00 | $960.00 | $160.00 |
| 16.021 (e)(1) Apiary Inspection | $47.50 | $57.00 | $9.50 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.021 (f)(3) Records research | $47.50 | $57.00 | $9.50 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.021 (h) Pest Identifications (hourly rate only) | $47.50 | $57.00 | $9.50 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.021 (k) (2) Commodity Packer | $200.00 | $250.00 | $50.00 | 310 | 310 | 0 | $62,000.00 | $77,500.00 | $15,500.00 |
| 16.021 (k) (3) Pricing Scanners | $95.00 | $160.00 | $65.00 | 520 | 520 | 0 | $49,400.00 | $83,200.00 | $33,800.00 |
| 16.021 (l)(2) Standby | $47.50 | $57.00 | $9.50 | 50 | 50 | 0 | $2,375.00 | $2,850.00 | $475.00 |
| 16.021 (l) (3) Inspection Services | $47.50 | $57.00 | $9.50 | 1,000 | 1,000 | 0 | $47,500.00 | $57,000.00 | $9,500.00 |
| | | | | | | | | | |
| TOTAL THIS PAGE | | | $227.50 | | | | | | $79,610.00 |
| GRAND TOTAL (All Page A's) | | | | | | | | | |

**BUDGET UNIT: CALIFORNIA GRAZING (SCD ARE)**

## I. GENERAL PROGRAM STATEMENT

The California Grazing budget funds a variety of range improvement projects such as cattle guards, pipelines, tanks, and water dispensing facilities recommended by the county's Range Improvement Advisory Committee (RIAC). RIAC is comprised of five Bureau of Land Management (BLM) lessees and one wildlife member, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The Bureau of Land Management, the federal agency responsible for leasing the grazing allotments to ranchers, reviews the environmental impact of projects. Funding for these projects comes from fees paid to the federal government for grazing leases by ranchers under the provisions of the federal Taylor Grazing Act of 1934. A portion of the grazing fees is distributed back to the county to fund improvements on the federal lands. The county acts in a trustee capacity for these funds. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 140,240 | - | 148,825 |
| Total Revenue | 9,207 | 6,000 | 8,585 | 6,000 |
| Fund Balance | | 134,240 | | 142,825 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the estimated expenditures in this fund are significantly less than budgeted. The amount not expended in 2002-03 will be carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Agriculture/Weights and Measures - California Grazing
**FUND:** Special Revenue SCD ARE

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | - | 140,240 | - | - | 140,240 |
| Total Appropriation | - | 140,240 | - | - | 140,240 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 8,585 | 6,000 | - | - | 6,000 |
| Total Revenue | 8,585 | 6,000 | - | - | 6,000 |
| Fund Balance | | 134,240 | - | - | 134,240 |

GROUP: Economic Development/Public Services
DEPARTMENT: Agriculture/Weights & Measures - California Grazing
FUND: Special Revenue SCD ARE

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 140,240 | 8,585 | 148,825 | - | **148,825** | - | 148,825 |
| Total Appropriation | 140,240 | 8,585 | 148,825 | - | **148,825** | - | 148,825 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 6,000 | - | 6,000 | - | **6,000** | - | 6,000 |
| Total Revenue | 6,000 | - | 6,000 | - | **6,000** | - | 6,000 |
| Fund Balance | 134,240 | 8,585 | 142,825 | - | **142,825** | | 142,825 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 8,585 | Available fund balance based on 2002-03 revenue received. |
| Total Appropriation | 8,585 | |
| Revenue | | |
| State, Fed or Gov't Aid | - | |
| Total Revenue | - | |
| Fund Balance | 8,585 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: AIRPORTS**
**DIRECTOR: J. WILLIAM INGRAHAM**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Airports | 2,461,753 | 2,422,940 | 38,813 | | 28.9 |
| Commercial Hangar | 1,251,766 | 438,809 | | 812,957 | - |
| TOTAL | 3,713,519 | 2,861,749 | 38,813 | 812,957 | 28.9 |

## BUDGET UNIT: AIRPORTS (AAA APT)

### I. GENERAL PROGRAM STATEMENT

Airports provides for the management, maintenance, and operation of the five county owned airports (Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and the special district facility at Apple Valley. The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing FAA general aviation requirements.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,415,329 | 2,518,785 | 2,326,017 | 2,461,753 |
| Total Revenue | 2,356,612 | 2,461,028 | 2,270,571 | 2,422,940 |
| Local Cost | 58,717 | 57,757 | 55,446 | 38,813 |
| Budgeted Staffing | | 28.9 | | 28.9 |
| **Workload Indicators** | | | | |
| Maintenance Hours: | | | | |
| Chino | 10,510 | 11,000 | 11,891 | 11,800 |
| Barstow-Daggett | 5,488 | 7,200 | 5,596 | 7,200 |
| Apple Valley | 5,960 | 7,200 | 5,996 | 7,200 |
| Needles | 603 | 400 | 883 | 600 |
| Twentynine Palms | 832 | 800 | 502 | 600 |
| Baker | 83 | 120 | 221 | 120 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 2.0 | |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: General AAA APT

FUNCTION: General
ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,517,223 | 1,668,587 | 129,614 | - | 1,798,201 |
| Services and Supplies | 1,093,133 | 1,247,920 | 140,851 | - | 1,388,771 |
| Central Computer | 6,741 | 6,741 | (1,559) | - | 5,182 |
| Other Charges | 51,519 | 51,519 | - | - | 51,519 |
| Transfers | 112,615 | - | (932) | - | (932) |
| Total Exp Authority | 2,781,231 | 2,974,767 | 267,974 | - | 3,242,741 |
| Reimbursements | (455,214) | (455,982) | (230,333) | - | (686,315) |
| Total Appropriation | 2,326,017 | 2,518,785 | 37,641 | - | 2,556,426 |
| **Revenue** | | | | | |
| Use of Money & Prop | 2,092,289 | 2,199,794 | 56,585 | - | 2,256,379 |
| State Aid | 40,000 | 40,000 | - | - | 40,000 |
| Current Services | 134,282 | 140,128 | - | - | 140,128 |
| Other Revenue | 4,000 | 81,106 | - | - | 81,106 |
| Total Revenue | 2,270,571 | 2,461,028 | 56,585 | - | 2,517,613 |
| Local Cost | 55,446 | 57,757 | (18,944) | - | 38,813 |
| Budgeted Staffing | | 28.9 | - | - | 28.9 |

**GROUP:** ED/PSG
**DEPARTMENT:** Airpots
**FUND:** General AAA APT

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,798,201 | 32,749 | 1,830,950 | - | **1,830,950** | - | 1,830,950 |
| Services and Supplies | 1,388,771 | (148,000) | 1,240,771 | - | **1,240,771** | - | 1,240,771 |
| Central Computer | 5,182 | - | 5,182 | - | **5,182** | - | 5,182 |
| Other Charges | 51,519 | (2,264) | 49,255 | - | **49,255** | - | 49,255 |
| Transfers | (932) | 22,842 | 21,910 | - | **21,910** | - | 21,910 |
| Total Exp Authority | 3,242,741 | (94,673) | 3,148,068 | - | **3,148,068** | - | 3,148,068 |
| Reimbursements | (686,315) | - | (686,315) | - | **(686,315)** | - | (686,315) |
| Total Appropriation | 2,556,426 | (94,673) | 2,461,753 | - | **2,461,753** | - | 2,461,753 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 2,256,379 | (100,066) | 2,156,313 | - | **2,156,313** | - | 2,156,313 |
| State Aid | 40,000 | - | 40,000 | - | **40,000** | - | 40,000 |
| Current Services | 140,128 | 26,499 | 166,627 | - | **166,627** | - | 166,627 |
| Other Revenue | 81,106 | (21,106) | 60,000 | - | **60,000** | - | 60,000 |
| Total Revenue | 2,517,613 | (94,673) | 2,422,940 | - | **2,422,940** | - | 2,422,940 |
| Local Cost | 38,813 | - | 38,813 | - | **38,813** | | 38,813 |
| Budgeted Staffing | 28.9 | - | 28.9 | - | **28.9** | - | 28.9 |

## AIRPORTS

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 41,263 | MOU. |
| | 77,160 | Retirement. |
| | 11,191 | Risk Management Workers' Compensation. |
| | 129,614 | |
| Services and Supplies | 140,851 | Risk Management Liabilities increase ($143,161) less 4% Spend Down ($2,310). |
| Central Computer | (1,559) | |
| Transfers | (932) | Incremental change in EHAP. |
| Reimbursements | (186,661) | Recovery of Risk Management Charges for Apple Valley Airport and commercial hangars. |
| | (43,672) | Recovery salaries and benefits increases related to operation of Apple Valley Airport. |
| | (230,333) | |
| Total Base Year Appropriation | 37,641 | |
| Total Base Year Revenue | 56,585 | Revenue necessary to offset base year adjustments and meet 30% spenddown. |
| Total Base Year Local Cost | (18,944) | |

---

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 32,749 | Increase in salary cost related to upgrade of Supervising Accounting Tech to Staff Analyst II ($19,000) and step increases ($13,749). |
| Services and Supplies | (30,158) | Reduction in professional services due to funding constraints. |
| | (15,842) | GASB 34 Accounting Change (EHAP). |
| | (102,000) | Reduction in maintenance expenses due to funding constraints. |
| | (148,000) | |
| Other Charges | (2,264) | Reduction in debt service payments on state construction loans. |
| Transfers | 22,842 | Includes reimbursement to Small Business Development for service provide to comply with federal Disadvantage Business Enterprise requirments ($7,000) and GASB 34 Accounting Change ($15,842). |
| Total Appropriation | (94,673) | |
| Revenue | | |
| Use of Money & Property | (100,066) | Reduction in rent estimates based on experience in 2002-03. |
| Current Services | 26,499 | Fees for consulting services provided to San Bernardino International Airport Authority. |
| Other Revenue | (21,106) | Decrease in revenue from U.S. Army for wastewater treatment svcs at Barstow-Daggett Airport. |
| Total Revenue | (94,673) | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 2.0 | 2.0 | 87,693 | 87,693 | - |
| Total Vacant | 2.0 | 2.0 | 87,693 | 87,693 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Airport Maintenance Worker II* | 00109 | 1.0 | 48,477 | 48,477 | - |
| *Secretary I* | 11629 | 1.0 | 39,216 | 39,216 | - |
| Total in Recruitment Retain | | 2.0 | 87,693 | 87,693 | - |

**BUDGET UNIT: CHINO AIRPORT COMMERCIAL HANGAR FACILITY (RCI APT)**

## I. GENERAL PROGRAM STATEMENT

The Commercial Hangar Facility located at Chino Airport was constructed in 1987 through proceeds from a 30-year bond issue. Since 1996, the Airports Department has been responsible for the facility's maintenance and operation. Expenditures include the annual transfer of approximately $860,000 to the General Fund for the debt service payment. Expenditures are financed from the remaining fund balance, as well as revenues generated from leasing the facility. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 553,198 | 2,198,380 | 900,319 | 1,251,766 |
| Total Revenue | 394,792 | 888,640 | 403,536 | 438,809 |
| Fund Balance | | 1,309,740 | | 812,957 |
| **Workload Indicators** | | | | |
| Maintenance Hours | 305 | 400 | 400 | 400 |

The 2002-03 budgeted appropriation includes contingencies in the amount of $1,288,628 that is not reflected in the 2002-03 estimates. This is because appropriations in this category cannot be spent without prior Board approval. The 2002-03 estimated revenues are $485,000 less than budget due to vacancies of the hangars during the year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The 2003-04 budget includes contingencies in the amount of $191,390, the amount projected to be available as fund balance in 2004-05.

Costs related to Risk Management charges for the Chino Hangars have historically been paid by the Department of Airports general fund budget (AAA APT). Effective 2003-04, general fund costs will be reimbursed by this budget unit.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: ED/PSG
DEPARTMENT: Airport
FUND: Special Revenue RCI APT

FUNCTION: Public Ways and Facilities
ACTIVITY: Transportation

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 44,037 | 53,470 | - | - | 53,470 |
| Contingencies & Reserves | - | 1,288,628 | - | - | 1,288,628 |
| Transfers | 856,282 | 856,282 | - | - | 856,282 |
| Total Appropriation | 900,319 | 2,198,380 | - | - | 2,198,380 |
| **Revenue** | | | | | |
| Use of Money & Prop | 403,536 | 888,640 | - | - | 888,640 |
| Total Revenue | 403,536 | 888,640 | - | - | 888,640 |
| Fund Balance | | 1,309,740 | - | - | 1,309,740 |

GROUP: ED/PSG
DEPARTMENT: Airports
FUND: Special Revenue RCI APT

FUNCTION: Public Ways & Facilities
ACTIVITY: Transportation

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 53,470 | 12,530 | 66,000 | - | **66,000** | - | 66,000 |
| Contingencies & Reserves | 1,288,628 | (1,097,238) | 191,390 | - | **191,390** | - | 191,390 |
| Transfers | 856,282 | 138,094 | 994,376 | - | **994,376** | - | 994,376 |
| Total Appropriation | 2,198,380 | (946,614) | 1,251,766 | - | **1,251,766** | - | 1,251,766 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 888,640 | (449,831) | 438,809 | - | **438,809** | - | 438,809 |
| Total Revenue | 888,640 | (449,831) | 438,809 | - | **438,809** | - | 438,809 |
| Fund Balance | 1,309,740 | (496,783) | 812,957 | - | **812,957** | | 812,957 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 12,530 | Increase due to additional maintenance requirements. |
| Contingencies | (1,097,238) | Reduction due to less revenues anticipated in 2003-04 and less fund balance available. |
| Trasfers | 138,094 | Reimburse the general fund (AAA APT) for Risk Management charges. |
| Total Appropriation | (946,614) | |
| Revenue | | |
| Use of Money & Prop. | (449,831) | Decrease in rental revenue due to low occupancy rates. |
| Total Revenue | (449,831) | |
| Fund Balance | (496,783) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY LIBRARY**
**COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI**
**BUDGET UNIT: SAP CLB**

## I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 29 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library provides access to information through its collection of 1,200,000 items as well as 300 Internet Accessible Public Computers. Cultural and educational programs for all ages are provided at Branch locations. The County Library system is financed primarily through property taxes.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 11,749,004 | 12,217,331 | 11,418,103 | 11,637,419 |
| Total Revenue | 11,930,075 | 11,759,634 | 11,445,975 | 11,151,850 |
| Fund Balance | | 457,697 | | 485,569 |
| Budgeted Staffing | | 212.0 | | 210.2 |
| **Workload Indicators** | | | | |
| Circulation | 2,931,733 | 3,025,100 | 2,900,000 | 2,900,000 |
| Reference Inquiries | 567,531 | 599,700 | 610,000 | 625,000 |
| Branches | 28 | 28 | 29 | 29 |
| Total Branch Hours | 66,632 | 66,700 | 67,400 | 67,800 |
| Patron Visits | 3,124,386 | 3,200,000 | 3,250,000 | 3,350,000 |

Estimated appropriation for 2002-03 are expected to be approximately $800,000 below the original budgeted amounts. This savings is primarily in response to a projected loss of state revenues. Because of reduced revenues, the department curtailed its expenditures during 2002-03. Book purchases were $500,000 less than budget. In addition, the countywide hiring freeze and subsequent extended vacancy patterns resulted in a savings to salaries and benefits of approximately $270,000.

Branch hours have increased resulting from the addition of the Serrano Branch Library. 2003-04 will see the full-year addition of 1,100 hours at this 29th branch library. Although branch hours and patron visits are expected to increase during 2003-04, library materials circulation is anticipated to remain unchanged due to significant reductions to the materials budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Department recommended changes to budgeted staffing is a decrease of 3.4 positions. This decrease is the result of deleting 2.0 vacant positions (1.0 Librarian IV and 1.0 Clerk II) as well as reducing budgeted staffing by 1.4 (1.0 Library Assistants and 0.4 Library Pages). The reduction in budgeted staffing is warranted due to the frequent turnover of positions in these two classifications.

Included in mid-year adjustments is the addition of 1.0 Librarian for the Highland Environmental Learning Center Project and 0.6 Library Associate for the new Serrano Branch Library.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The impact of a projected $235,000 decrease in state aid revenues, in addition to a $50,000 increase in COWCAP charges, have resulted in further reductions to County Library's book budget.

## IV. VACANT POSITION IMPACT

The department has a total of 24.3 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 3.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 21.3 | Retain |
| Total Vacant | 24.3 | |

The department is in the process of converting Public Service Employees to Library Assistant positions in accordance with provisions of the MOU between the County and the San Bernardino Public Employees Association. Of the department's 24.3 vacant budgeted positions, 21.3 of which are Library Assistants. These budgeted positions will remain vacant until the PSE conversion process is completed.

The department has submitted a policy item for the restoration of the following 3.0 vacant budgeted positions that are slated for deletion: 1.0 Librarian I to manage the department's Learning, Information, Technology, and Education (LITE) Program, which is currently being overseen by a Public Service Employee, 1.0 Library Associate for the newly established Serrano High School Joint Use library, and 1.0 Library Program Coordinator is needed to supervise the Department's Collection Services/Adult Services unit and to relieve existing staff of excessive workload demands resulting from absorbing this position's duties and responsibilities.

The County Administrative Office recommends restoration of the Librarian I and Library Associate positions due to their outside funding sources and contractual commitments.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | LITE Program | 1.0<br>$45,900<br>Revenue Supported | Librarian I needed for the management, operation, and programming of the Department's LITE Program. This Program provides educational activities and materials to the families of children ages 0 to 5. |
| x | 1 | Serrano H.S. Joint-Use library | 1.0<br>$41,752<br>Revenue Supported | Library Associate is needed for the recently established Serrano High School Joint-Use library. This position would provide professional level support to library programming, including children's services and activities. |
| | 1 | Collection Svcs/Adult Svcs | 1.0<br>$61,510<br>Revenue Supported | Library Program Coordinator would supervise the Department's Collection Services/Adult Services unit and would be responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The Library is proposing to increase its fines on overdue books and audio-visual materials. The additional revenues of $220,000 that would be generated from this increase would be used to augment the department's book budget, which is budgeted at approximately $748,000 less than the amount in 2002-03. The proposed increases affect only library patrons who fail to return materials when due, with no impact on other users. Fines for overdue materials were last increased in 1993-94.

The Library also proposes a new computer printing fee. Increased use of public access printers, together with a corresponding increase in both cartridge replacement and staff assistance time, has resulted in a cost issue for the department. In accordance with this new fee, County Library would provide 10 pages of printing free of cost; however, the department would require a $0.10/page fee for any additional printing. This fee is necessary for the department to recover its costs for paper, printer cartridges, and a portion of the required staff time. Revenues from this proposed fee are projected at $29,000 per year.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Library
**FUND:** Special Revenue SAP CLB

**FUNCTION:** Education
**ACTIVITY:** Library

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 6,964,763 | 7,236,552 | 634,433 | 84,000 | 7,954,985 |
| Services and Supplies | 3,460,957 | 4,103,468 | (3,003) | (402,476) | 3,697,989 |
| Central Computer | 92,000 | 100,104 | - | - | 100,104 |
| Other Charges | 75,515 | 112,395 | - | - | 112,395 |
| Structures & Imprvmts. | 306,000 | 306,000 | - | - | 306,000 |
| Equipment | 7,476 | - | - | - | - |
| Vehicles | 29,476 | 32,000 | - | - | 32,000 |
| Transfers | 722,408 | 750,070 | - | - | 750,070 |
| Total Exp Authority | 11,658,595 | 12,640,589 | 631,430 | (318,476) | 12,953,543 |
| Reimbursements | (240,492) | (423,258) | - | - | (423,258) |
| Total Appropriation | 11,418,103 | 12,217,331 | 631,430 | (318,476) | 12,530,285 |
| **Revenue** | | | | | |
| Taxes | 7,820,213 | 7,692,850 | 557,799 | - | 8,250,649 |
| Current Services | 805,000 | 765,000 | 73,631 | - | 838,631 |
| State, Fed or Gov't Aid | 1,363,601 | 1,692,043 | - | (318,476) | 1,373,567 |
| Other Revenue | 1,157,161 | 1,309,741 | - | - | 1,309,741 |
| Other Financing Sources | 300,000 | 300,000 | - | - | 300,000 |
| Total Revenue | 11,445,975 | 11,759,634 | 631,430 | (318,476) | 12,072,588 |
| Fund Balance | | 457,697 | - | - | 457,697 |
| Budgeted Staffing | | 212.0 | - | 1.6 | 213.6 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Library
**FUND:** Special Revenue SAP CLB

**FUNCTION:** Education
**ACTIVITY:** Library

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 7,954,985 | (91,161) | 7,863,824 | (149,162) | **7,714,662** | 87,652 | 7,802,314 |
| Services and Supplies | 3,697,989 | (466,505) | 3,231,484 | - | **3,231,484** | - | 3,231,484 |
| Central Computer | 100,104 | (27,095) | 73,009 | - | **73,009** | - | 73,009 |
| Other Charges | 112,395 | 530 | 112,925 | - | **112,925** | - | 112,925 |
| Structures & Imprvmts. | 306,000 | (156,000) | 150,000 | - | **150,000** | - | 150,000 |
| Equipment | - | - | - | - | **-** | - | - |
| Vehicles | 32,000 | (32,000) | - | - | **-** | - | - |
| Transfers | 750,070 | (229,363) | 520,707 | - | **520,707** | - | 520,707 |
| Total Exp Authority | 12,953,543 | (1,001,594) | 11,951,949 | (149,162) | **11,802,787** | 87,652 | 11,890,439 |
| Reimbursements | (423,258) | 108,728 | (314,530) | - | **(314,530)** | - | (314,530) |
| Total Appropriation | 12,530,285 | (892,866) | 11,637,419 | (149,162) | **11,488,257** | 87,652 | 11,575,909 |
| **Revenue** | | | | | | | |
| Taxes | 8,250,649 | - | 8,250,649 | - | **8,250,649** | - | 8,250,649 |
| Current Services | 838,631 | 11,369 | 850,000 | - | **850,000** | - | 850,000 |
| State, Fed or Gov't Aid | 1,373,567 | (234,966) | 1,138,601 | - | **1,138,601** | - | 1,138,601 |
| Other Revenue | 1,309,741 | (697,141) | 612,600 | - | **612,600** | - | 612,600 |
| Other Financing Sources | 300,000 | - | 300,000 | - | **300,000** | - | 300,000 |
| Total Revenue | 12,072,588 | (920,738) | 11,151,850 | - | **11,151,850** | - | 11,151,850 |
| Fund Balance | 457,697 | 27,872 | 485,569 | (149,162) | **336,407** | 87,652 | 424,059 |
| Budgeted Staffing | 213.6 | (3.4) | 210.2 | (3.0) | **207.2** | 2.0 | 209.2 |

# COUNTY LIBRARY

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 214,151 | MOU. |
| | 407,355 | Retirement. |
| | 12,927 | Risk Management Workers' Comp. |
| | 634,433 | |
| Services and Supplies | (3,003) | Incremental change in EHAP. |
| Total Base Year Appropriation | 631,430 | |
| Revenue | | |
| Taxes | 557,799 | Projected increase in property tax revenue to offset above costs. |
| Current Services | 73,631 | Projected increase in service fees revenues based on 2002-03 estimates. |
| Total Base Year Revenue | 631,430 | |
| Total Base Year Fund Balance | - | |

**Mid-Year Adjustment**

| | | |
|---|---|---|
| Salaries & Benefits | 29,000 | 0.6 budgeted Library Associate for new Serrano Branch, Board approved September 17, 2002. |
| | 55,000 | 1.0 budgeted Librarian I to manage Highland's Environmental Learning Center Project, Board approved October 29, 2002. |
| | 84,000 | |
| Services & Supplies | (84,000) | Reduction to professional services to offset increased salaries & benefits. |
| | (318,476) | Reduction to Book Budget to offset decreased state aid per Board Item dated October 8, 2002. |
| | (402,476) | |
| Total Mid-Year Appropriation | (318,476) | |
| Revenue | | |
| State, Fed or Gov't Aid | (318,476) | Reductions to state aid after final approval of state budget per Board Item dated October 8, 2002.. |
| Total Mid-Year Revenue | (318,476) | |
| Total Mid-Year Fund Balance | - | |

# COUNTY LIBRARY

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Salaries and Benefits | (91,161) | Decrease of 1.0 Librarian IV ($75,000), 1.0 Clerk II ($32,000), and a 1.4 increase in the vacancy factor ($37,000). These decreases were partially offset by step increases totally approximately $53,000. |
| Services and Supplies | 79,757 | Increase in telecommunications expenses and ISD costs. |
| | (429,561) | Reduction of materials budget. |
| | (150,000) | Decrease in PCs and non-inventoriable equipment. |
| | 45,000 | Increased reimbursement to Friends groups for video rentals. |
| | 49,066 | Increased general office expenses. |
| | (106,000) | Reduced budgets for the following: Professional services ($16,000), software ($35,000) Training ($13,000), Publications ($11,000), Printing ($12,000), Utilities ($9,000), and Travel ($10,000). |
| | 49,678 | Increase of COWCAP. |
| | 32,310 | Increase in advertising costs ($9,000), custodial services ($10,000) and a net increase in various other accounts ($13,310). |
| | (36,755) | GASB 34 acounting change (EHAP). |
| | (466,505) | |
| Central Computer | (27,095) | |
| Other Charges | 530 | Increased debt service on Infrastructure Bank loan (financed Apple Vly Library Construction). |
| Structures/Improvements | (156,000) | Apple Valley Library construction funds expended 2002-03. |
| Vehicles | (32,000) | No vehicle purchases planned in 2003-04. |
| Transfers | 36,755 | GASB 34 acounting change (EHAP). |
| | (16,118) | Reduction in rent due to termination of old Apple Valley Branch leased building. |
| | (250,000) | One-time donation used in 2002-03 to reimburse A & E for construction costs related to the Apple Valley Branch Library. |
| | (229,363) | |
| Reimbursements | 3,970 | Reduced reimbursements for Recorder's services & space rent. |
| | 53,000 | Projected reduction in CDBG Grant funding. |
| | 51,758 | Reduced amount from trust fund for Bloomington Library. |
| | 108,728 | |
| Total Appropriation | (892,866) | |
| Revenue | | |
| Current Services | 11,369 | Increases in fines, fees and video revenues. |
| State, Fed or Gov't Aid | (234,966) | Projected Reductions in State Public Library fund revenues. |
| Other Revenue | (250,000) | One-time Apple Valley library contribution expended in 2002-03. |
| | 11,000 | Big Bear Library utility reimbursement. |
| | (80,000) | Reduction in E-rate reimbursement . |
| | (310,141) | Reduction in First Five Grant (formerly Children & Families Commission LITE Program Grant). |
| | (20,000) | Projected reduction in Friends of the Library donations. |
| | (48,000) | HSS space reimb was incorrectly listed in both 9970 (Revenue) and 5013 (Reimbursements) in 2002-03. |
| | (697,141) | |
| Total Revenue | (920,738) | |
| Fund Balance | 27,872 | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 3 | (3.0) | (149,162) | (149,162) | - |
| Vacant Budgeted In Recruitment - Retain | 40 | 21.3 | 532,580 | 532,580 | - |
| Total Vacant | 43 | 18.3 | 383,418 | 383,418 | - |
| Recommended Restoration of Vacant Deleted | 2 | 2.0 | 87,652 | 87,652 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | | | | | |
| *Librarian I* | 75684 | (1.0) | (45,900) | (45,900) | - |
| *Library Associate* | 00445 | (1.0) | (41,752) | (41,752) | - |
| *Library Program Coordinator* | 00429 | (1.0) | (61,510) | (61,510) | - |
| Total Slated for Deletion | | (3.0) | (149,162) | (149,162) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Library Assistants* | Various | 21.3 | 532,580 | 532,580 | - |
| Total in Recruitment Retain | | 21.3 | 532,580 | 532,580 | - |

NOTE: The Department is in the process of converting Public Service Employees to Library Assistant positions in accordance with the MOU between the County and the San Bernardino Public Employees Association.

**COUNTY LIBRARY**

## POLICY DESCRIPTION FORM

**Department/Group:** County Library/ ED/PSG **Budget Code:** SAP CLB

**Title:** Restoration of Vacant Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The vacant Librarian I position is needed for the management, operation, and programming of the department's Learning, Information, Technology, and Education (LITE) Program. This Program provides educational activities and material to the families of children ages 0 to 5. Restoration of this position would enable the department to eliminate a Public Service Employee currently overseeing this Program on an interim basis.

The department also requests approval to restore a recently-vacant Library Associate position. This position is the appropriate classification needed to manage the newly established Serrano High School Joint-Use library. The staff member currently performing these duties is in a different classification and use of the Library Associate position would maintain the integrity of the Library's staffing plan.

Lastly, County Library seeks approval to restore a vacant Library Program Coordinator to supervise the department's Collection Services/Adult Services unit. This is a management-level position directly responsible for the ordering, tracking, processing, and distribution of all incoming Adult, Reference, Periodical, and Online Publications. The Library was in the process of conducting a recruitment for the position when concerns about State budget reductions prompted a delay in the recruitment. In the interim period prior to recruitment for this position, a lower-classification staff member has been performing the most essential duties of the position in return for special assignment compensation, but In order to ensure efficient operation of this unit and to relieve staff members of excessive demands, approval of this item is recommended.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 149,162 | $ 149,162 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Librarian I | 45,900 |
| 1.0 | Library Associate | 41,752 |
| 1.0 | Library Program Coordinator | 61,510 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 149,162 | $ 149,162 |
| **REVENUE (specify source)** | | |
| Property Taxes | 103,262 | 103,262 |
| Grant Funds | 45,900 | 45,900 |
| **Total:** | $ 149,162 | $ 149,162 |
| **LOCAL COST** | $ 0 | $ 0 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Library (SAP CLB)
**PREPARED BY:** Rick Erickson
**PHONE #** 387 5725

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Computer printing fee (New fee) | None | $0.10/ page, with first 10 pages no charge | $0.10/page | Cost of print cartridges and staff assistance to patrons in use of printers. | Cost of increasing use of public access printers will continue to be absorbed by Library's budget |
| Overdue Fines for books, audio cassettes/compact disc (adult materials) | $0.25/day/item | $0.50/day/item | $0.25 | Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid | In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03 |
| Overdue Fines for books, audio cassettes/compact disc (children's materials) | $0.10/day/item | $0.25/day/item | $0.15 | Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid | In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03 |
| Overdue Fines for video cassettes/DVD's | $1.00/day/item | $1.50/day/item | $0.50 | Fines last increased in 1992-93; additional revenues required to augment book budget, due to reductions in State Aid | In 2003-04 book budget will be less than 1/2 that was budgeted for 2002-03 |
| | | | | | |
| | | | | | |
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| | | | | | |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Library (SAP CLB)
PREPARED BY: Rick Erickson
PHONE # 387 5725

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change in Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change in Fee Revenue (H)-(G) |
| 16.0216(b)(9) Computer printing fee | None | $0.10/page | $0.10 | None | 290,000 | 290,000 | None | 29,000.00 | 29,000.00 |
| 16.0216(a)(1)(A) Overdue fines - Adult materials | $0.25/day/item | $0.50/day/item | $0.25 | 900,000 | 720,000 | (180,000) | 225,000.00 | 360,000.00 | 135,000.00 |
| 16.0216(a)(1)(B) Overdue fines - Children's materials | $0.10/day/item | $0.25/day/item | $0.15 | 1,080,000 | 725,000 | (355,000) | 108,000.00 | 181,250.00 | 73,250.00 |
| 16.0216(a)(2) Overdue fines - Video cassettes/DVDs | $1.00/day/item | $1.50/day/item | $0.50 | 96,000 | 71,833 | (24,167) | 96,000.00 | 107,750.00 | 11,750.00 |
| TOTAL THIS PAGE | | | | 2,076,000 | 1,806,833 | (269,167) | 429,000.00 | 678,000.00 | 249,000.00 |
| GRAND TOTAL (All Page A's) | | | | | | | | | |

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY MUSEUM**
**DIRECTOR: ROBERT MCKERNAN**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Rev Over (Under) Appr | Staffing |
| County Museum | 3,711,941 | 2,099,089 | 1,612,852 | | 52.5 |
| UltraScreen Theatre | - | - | | - | - |
| Museum Store | 147,448 | 148,400 | | 952 | 2.1 |
| TOTAL | 3,859,389 | 2,247,489 | 1,612,852 | 952 | 54.6 |

**BUDGET UNIT: COUNTY MUSEUM (AAA CCM)**

## I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 5,227,425 | 4,540,213 | 4,081,604 | 3,711,941 |
| Total Revenue | 2,319,560 | 3,145,487 | 2,602,985 | 2,099,089 |
| Local Cost | 2,907,865 | 1,394,726 | 1,478,619 | 1,612,852 |
| Budgeted Staffing | | 77.7 | | 52.5 |
| **Workload Indicators** | | | | |
| Total Attendance | 108,909 | 78,900 | 84,945 | 70,000 |
| Collected Lots, Objects, & Specimens | 1,200,000 | 1,200,000 | 1,204,000 | 1,210,000 |
| Research Revenue | 1,836,246 | 2,694,200 | 2,041,374 | 1,648,500 |

The estimated 2002-03 revenue shortfall of $542,502 is partly attributed to a $234,657 budgeted Bureau of Reclamation contract for Southwestern Willow Flycatcher field studies that was not awarded to the County. In addition, other budgeted revenue not realized included anticipated projects for The Wildlands Conservancy of $200,000 and the Santa Ana Water Authority of $215,000. These reductions are partially offset by unanticipated research revenue from a project for Nevada Power. As a result of research work being less than expected, the Department was able to achieve a savings in salaries & benefits, services & supplies, and other expenditures totaling approximately $459,000.

The workload indicators reflect a projected decrease in Museum attendance from 2001-02 based on impacts from the declining economic conditions and reductions in the number of outside exhibits presented at the County Museum.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Included in base year adjustments is the defunding of 0.5 Security Officer as part of the 4% Spend Down Plan. In addition, staffing is reduced by 24.7 budgeted positions. This decrease is the result of a revenue shortfall associated with fewer research projects anticipated in 2003-04. The staffing reductions include 16.0 unclassified research positions, 5.2 education positions, 1.0 associate curator, 1.0 secretary, and 1.5 historic site managers. These staffing deletions involve the layoff of one regular status position and five non-regular status positions (unclassified positions, contract employees, and/or probationary employees). The remaining 18.7 positions to be deleted are already vacant.

### PROGRAM CHANGES

The 2003-04 budget is based on a reduction in revenue previously generated through the Bureau of Reclamation's Southwestern Willow Flycatcher and Metropolitan Water District research projects. This loss of revenue has required the Department to decrease its staff by 24.7 positions, as described above.

The Museum's budget reflects a reorganization within the Education Division that will emphasize school programs, exploration station, gallery interpretation, exhibit development, and the volunteer program. Public programming and outreach will be available on a limited schedule.

Traveling exhibits presented at the County Museum in the past will be discontinued in the future, as staff shifts the focus from leased exhibits to development of special exhibits using Museum collections. Currently there is an exhibit reserved for the summer of 2003, but after that time there would be no other leased traveling exhibits. Staff would develop special exhibits in house utilizing the museum's collections.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Staff proposes a $2.00 increase in admission rates to offset increased salary and operating expenses. Admission fees were established beginning July 2, 1993 to boost operating revenue for the County Museum. On July 1, 1997 the Board approved a $1.00 increase in general admission fees, with no adverse affect on attendance. Due to increased costs of doing business, and based on recent market research that supports proposed fee levels, staff now recommends a $2.00 across-the-board increase in admission rates. To avoid further staffing reductions, the Department has prepared a budget that reflects extensive reductions in services and supplies. If the Board approves this fee increase, additional revenues estimated at $122,500 would be generated annually to restore a portion of these budget cuts. Specifically, the department would use this additional revenue to reinstate critical reductions in marketing of $80,000, facilities and grounds maintenance of $32,500, and custodial services of $10,000.

The department also proposes to increase its Paleontologic record research fee by $50/hour (from $100/hour to $150/hour). The revised fee amount would be consistent with market rates and is necessary to offset the Museum's increased costs of providing this service. Additional revenue to be generated annually from this increase would be $10,000. This revenue would be used to restore budget cuts in maintenance of buildings and grounds.

Lastly, staff proposes to add language to establish a fee for custom photographic prints in order to provide this service to archive patrons. Currently, there is no provision in the fee ordinance to accommodate requests for custom and oversized prints as desired. The fee amount would be based on the market price charged by vendors providing the service. This fee would not generate any revenue for the Museum since the public will be charged only market prices with no additional overhead.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Museum
**FUND:** General AAA CCM

**FUNCTION:** Cultural Services
**ACTIVITY:** Museums

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 2,908,979 | 3,240,578 | 262,463 | - | 3,503,041 |
| Services and Supplies | 1,096,223 | 1,257,722 | (39,183) | - | 1,218,539 |
| Central Computer | 36,194 | 34,577 | (5,154) | - | 29,423 |
| Equipment | 16,064 | 9,800 | - | - | 9,800 |
| Transfers | 24,716 | 22,536 | - | - | 22,536 |
| Total Exp Authority | 4,082,176 | 4,565,213 | 218,126 | - | 4,783,339 |
| Reimbursements | (572) | (25,000) | - | - | (25,000) |
| Total Appropriation | 4,081,604 | 4,540,213 | 218,126 | - | 4,758,339 |
| **Revenue** | | | | | |
| Use of Money & Prop | 44,733 | 41,200 | - | - | 41,200 |
| Current Services | 2,360,971 | 2,876,875 | - | - | 2,876,875 |
| State, Fed or Gov't Aid | 5,025 | 4,000 | - | - | 4,000 |
| Other Revenue | 192,256 | 223,412 | - | - | 223,412 |
| Total Revenue | 2,602,985 | 3,145,487 | - | - | 3,145,487 |
| Operating Transfer In | - | - | - | - | - |
| Total Financing Sources | 2,602,985 | 3,145,487 | - | - | 3,145,487 |
| Local Cost | 1,478,619 | 1,394,726 | 218,126 | - | 1,612,852 |
| Budgeted Staffing | | 77.7 | (0.5) | - | 77.2 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Museum
**FUND:** General AAA CCM

**FUNCTION:** Cultural Services
**ACTIVITY:** Museums

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,503,041 | (795,811) | 2,707,230 | - | **2,707,230** | - | 2,707,230 |
| Services and Supplies | 1,218,539 | (264,257) | 954,282 | - | **954,282** | - | 954,282 |
| Central Computer | 29,423 | - | 29,423 | - | **29,423** | - | 29,423 |
| Equipment | 9,800 | - | 9,800 | - | **9,800** | - | 9,800 |
| Transfers | 22,536 | 13,670 | 36,206 | - | **36,206** | - | 36,206 |
| Total Exp Authority | 4,783,339 | (1,046,398) | 3,736,941 | - | **3,736,941** | - | 3,736,941 |
| Reimbursements | (25,000) | - | (25,000) | - | **(25,000)** | - | (25,000) |
| Total Appropriation | 4,758,339 | (1,046,398) | 3,711,941 | - | **3,711,941** | - | 3,711,941 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 41,200 | 15,350 | 56,550 | - | **56,550** | - | 56,550 |
| Current Services | 2,876,875 | (999,175) | 1,877,700 | - | **1,877,700** | - | 1,877,700 |
| State, Fed or Gov't Aid | 4,000 | - | 4,000 | - | **4,000** | - | 4,000 |
| Other Revenue | 223,412 | (77,573) | 145,839 | - | **145,839** | - | 145,839 |
| Total Revenue | 3,145,487 | (1,061,398) | 2,084,089 | - | **2,084,089** | - | 2,084,089 |
| Operating Transfer In | - | 15,000 | 15,000 | - | **15,000** | - | 15,000 |
| Total Financing Sources | 3,145,487 | (1,046,398) | 2,099,089 | - | **2,099,089** | - | 2,099,089 |
| Local Cost | 1,612,852 | - | 1,612,852 | - | **1,612,852** | - | 1,612,852 |
| Budgeted Staffing | 77.2 | (24.7) | 52.5 | | **52.5** | | 52.5 |

## COUNTY MUSEUM

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 92,075 | MOU. |
| | 149,992 | Retirement. |
| | 28,214 | Risk Management Worker's Comp. |
| | (7,818) | Defund vacant 0.5 Security Officer as part of the 4% Spend Down Plan. |
| | 262,463 | |
| Services and Supplies | 11,121 | Risk Management Liabilities. |
| | (2,333) | Incremental change in EHAP. |
| | (47,971) | Various services and supplies have beed decreased as part of the 4% Spend Down Plan. |
| | (39,183) | |
| Central Computer | (5,154) | |
| Total Appropriation | 218,126 | |
| Total Revenue | - | |
| Local Cost | 218,126 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (795,811) | Savings related to the reduction of 24.7 budgeted positions due to a decrease in research revenue. |
| Services and Supplies | (68,585) | Decrease in expenses related to reduction in research projects. Includes operating expenses, motor pool charges, rent expense, hotel stays, utilities, communication charges, and travel. |
| | (122,500) | Decreases in marketing, maintenance and custodial services resulting from less research revenue anticipated in 2003-04. |
| | (22,600) | Decrease in inventoriable equipment resulting from less research revenue anticipated in 2003-04. |
| | (56,000) | Decrease in operating expenses formerly allocated for Getty Grant. |
| | (18,460) | Decrease in operating expenses for education division, related to reorganization. |
| | (15,100) | Reduction in purchase of computer equipment. |
| | (13,089) | GASB 34 Accounting Change (EHAP). |
| | 17,150 | Increase in postage expenditures. |
| | 10,177 | Planned expenditures for AmeriCorps members throught the City of Redlands. |
| | 24,750 | Refurbishment for permanent exhibit galleries. |
| | (264,257) | |
| Transfers | 13,670 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (1,046,398) | |
| Revenue | | |
| Use of Money & Prop | 15,350 | Increse in use of money and property due to facility rentals and Death Valley exhibit. |
| | (1,008,343) | Decrease in revenue for research projects. |
| | (9,670) | Decrease in admissions revenue projected. |
| | 18,838 | Increase in revenue related to education programs. |
| | (999,175) | |
| Current Services | 33,500 | Increase in cultural resource management services and research. |
| | (75,000) | Getty Grant forecast reduction. |
| | (22,750) | SCAQMD project completed. |
| | (15,000) | Contribution from Museum Store reclassified to other financing sources. |
| | 1,677 | Net increase in various other revenue accounts. |
| Other Revenue | (77,573) | |
| Other Financing Sources | 15,000 | Contribution from Museum Store now classified in this category. |
| Total Revenue | (1,046,398) | |
| Local Cost | - | |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** County Museum (AAA CCM)
**PREPARED BY:** Claudia Crees
**PHONE #** 798-1679

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Custom Photography Prints | N/A | Market price, vendor's charge | Market price, vendor's charge | New provision, replaces "additional prints" | Reduced customer service |
| Slides - 35mm | $4.00 | N/A | ($4.00) | Delete unused provision | None, not in use. |
| Paleontologic Record Searches | $100.00 | $150.00 | $50.00 | Necessary to be consistent with market rates. | Lost revenue opportunity |
| Adult Admission | $4.00 | $6.00 | $2.00 | Increase in admission to offset increased salary and operating expenses. Incremental increase based on recent market research. Last increase 7/1/97. | Without this increase, critical reductions in marketing, facilities and grounds maintenance, and custodial services would be implemented. |
| Senior Admission | $3.00 | $5.00 | $2.00 | Same as above. | Same as above. |
| Military Admission | $3.00 | $5.00 | $2.00 | Same as above. | Same as above. |
| Student Admission | $3.00 | $5.00 | $2.00 | Same as above. | Same as above. |
| Child Admission | $2.00 | $4.00 | $2.00 | Same as above. | Same as above. |
| School Group Admission | $1.00 | $3.00 | $2.00 | Same as above. | Same as above. |
| Chaperone Admission | $2.50 | $4.50 | $2.00 | Same as above. | Same as above. |
| Annual Museum Family Pass | $35.00 | $45.00 | $10.00 | Align with proposed change in admission fees. | Single admission rates would apply. |
| | | | | | |
| | | | | | |
| | | | | | |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: County Museum (AAA CCM)
PREPARED BY: Claudia Crees
PHONE # 798-1679

PAGE A - FEE ADJUSTMENT CALCULATION



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0218 (k) (4) Printing of Historic Photographs | N/A | Market Price | $0.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0218 (k) (6) Slides - 35mm | $4.00 | N/A | ($4.00) | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0218 (a) (5) (A) Paleontologic record research | $100.00 | $150.00 | $50.00 | 200 | 200 | 0 | $20,000.00 | $30,000.00 | $10,000.00 |
| 16.0218 (l) (1) Museum Admission | $4.00 | $6.00 | $2.00 | 14,484 | 19,475 | 4,991 | $57,936.00 | $116,850.00 | $58,914.00 |
| 16.0218 (l) (2) Museum Admission | $3.00 | $5.00 | $2.00 | 3,611 | 4,517 | 906 | $10,833.00 | $22,585.00 | $11,752.00 |
| 16.0218 (l) (3) Museum Admission | $3.00 | $5.00 | $2.00 | 276 | 276 | 0 | $828.00 | $1,380.00 | $552.00 |
| 16.0218 (l) (4) Museum Admission | $3.00 | $5.00 | $2.00 | 2,400 | 2,259 | (141) | $7,200.00 | $11,295.00 | $4,095.00 |
| 16.0218 (l) (5) Museum Admission | $2.00 | $4.00 | $2.00 | 6,977 | 6,763 | (214) | $13,954.00 | $27,052.00 | $13,098.00 |
| 16.0218 (l) (6) Museum Admission | $1.00 | $3.00 | $2.00 | 20,961 | 16,768 | (4,193) | $20,961.00 | $50,304.00 | $29,343.00 |
| | $2.50 | $4.50 | $2.00 | 4,315 | 3,452 | (863) | $10,787.50 | $15,534.00 | $4,746.50 |
| 16.0218 (l) (11) Museum Admission | $35.00 | $45.00 | $10.00 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| **TOTAL THIS PAGE** | | | $70.00 | | | 486 | | | $132,500.50 |
| **GRAND TOTAL (All Page A's)** | | | $70.00 | | | 486 | | | $132,500.50 |

**BUDGET UNIT: ULTRASCREEN THEATRE (EML CCR)**

## I. GENERAL PROGRAM STATEMENT

The UltraScreen Theatre, which was the county's large screen facility located at the Ontario Mills Mall, was sold to the Ontario Mills Corporation in December of 1999. Also, the debt the county incurred to finance the Theatre was retired in November of 2000. However, this budget unit remained active to account for the cost of storing the projection equipment. The county sold the equipment in July 2002; consequently, this budget unit has now been closed out.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 6,062 | 4,000 | 2,340 | - |
| Total Revenue | 23,593 | 7,000 | 121,400 | - |
| Revenue Over(Under) Exp | 17,531 | 3,000 | 119,060 | - |

The 2002-03 estimated revenues exceed budget by $114,400 due to proceeds in the amount of $112,000 from sale of the Theatre's projection equipment.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Museum - Ultra Screen Theatre
**FUND:** Enterprise EML CCR

**FUNCTION:** Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services & Supplies | 2,340 | 4,000 | - | - | 4,000 |
| Depreciation | - | - | - | - | - |
| Total Operating Expense | 2,340 | 4,000 | - | - | 4,000 |
| **Revenue** | | | | | |
| Use of Money & Prop | 9,400 | 7,000 | - | - | 7,000 |
| Other Revenue | 112,000 | - | - | - | - |
| Total Revenue | 121,400 | 7,000 | - | - | 7,000 |
| Revenue Over/(Under) Exp | 119,060 | 3,000 | - | - | 3,000 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Museum - Ultra Screen Theatre
**FUND:** Enterprise EML CCR

**FUNCTION:** Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services & Supplies | 4,000 | (4,000) | - | - | - | - | - |
| Depreciation | - | - | - | - | - | - | - |
| Total Operating Expense | 4,000 | (4,000) | - | - | - | - | - |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 7,000 | (7,000) | - | - | - | - | - |
| Other Revenue | - | - | - | - | - | - | - |
| Total Revenue | 7,000 | (7,000) | - | - | - | - | - |
| Revenue Over(Under) Exp | 3,000 | (3,000) | - | - | - | - | - |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (4,000) | Close out budget unit. |
| Total Operating Expense | (4,000) | |
| Revenue | (7,000) | Close out budget unit. |
| Revenue Over(Under) Exp | (3,000) | |

**BUDGET UNIT: MUSEUM STORE (EMM CCR)**

## I. GENERAL PROGRAM STATEMENT

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store is considered an integral part of the visitor experience and provides many items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store supports Museum operations and makes an annual financial contribution to the Museum.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 217,085 | 154,789 | 162,722 | 147,448 |
| Total Revenue | 225,740 | 159,000 | 167,751 | 148,400 |
| Revenue Over(Under) Exp | 8,655 | 4,211 | 5,029 | 952 |
| Budgeted Staffing | | 2.3 | | 2.1 |
| Workload Indicators | | | | |
| Purchases for resale | 96,213 | 55,000 | 65,133 | 46,380 |
| Taxable sales | 194,165 | 159,000 | 167,751 | 148,400 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

The store is decreasing 0.2 budgeted staff to reflect minimum staffing levels that correlate to an anticipated decrease in sales based on projected attendance for 2003-04.

**PROGRAM CHANGES**

Changes in programming, with a shift away from traveling exhibits toward the development of in-house special exhibits, along with the declining economy, will result in an estimated decrease in attendance and related decrease in taxable sales.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: County Museum - Museum Store
FUND: Enterprise EMM CCR

FUNCTION: Cultural Services
ACTIVITY: Cultural Services

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries & Benefits | 82,589 | 80,262 | 6,929 | - | 87,191 |
| Services & Supplies | 65,133 | 69,527 | (6,929) | - | 62,598 |
| Other Charges | 15,000 | 5,000 | - | - | 5,000 |
| Transfers | - | - | - | - | - |
| Total Operating Expense | 162,722 | 154,789 | - | - | 154,789 |
| **Revenue** | | | | | |
| Other Revenue | 167,751 | 159,000 | - | - | 159,000 |
| Total Revenue | 167,751 | 159,000 | - | - | 159,000 |
| Revenue Over/(Under) Exp | 5,029 | 4,211 | - | - | 4,211 |
| Budgeted Staffing | | 2.3 | | - | 2.3 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** County Museum - Museum Store
**FUND:** Enterprise EMM CCR

**FUNCTION:** Cultural Services
**ACTIVITY:** Cultural Services

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries & Benefits | 87,191 | (1,521) | 85,670 | - | **85,670** | - | 85,670 |
| Services & Supplies | 62,598 | (16,218) | 46,380 | - | **46,380** | - | 46,380 |
| Other Charges | 5,000 | (5,000) | - | - | **-** | - | - |
| Transfers | - | 15,398 | 15,398 | - | **15,398** | - | 15,398 |
| Total Operating Expense | 154,789 | (7,341) | 147,448 | - | **147,448** | - | 147,448 |
| **Revenue** | | | | | | | |
| Other Revenue | 159,000 | (10,600) | 148,400 | - | 148,400 | - | 148,400 |
| Total Revenue | 159,000 | (10,600) | 148,400 | - | **148,400** | - | 148,400 |
| Revenue Over/(Under) Exp | 4,211 | (3,259) | 952 | - | **952** | - | 952 |
| Budgeted Staffing | 2.3 | (0.2) | 2.1 | - | **2.1** | - | 2.1 |

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 2,328 | MOU. |
| | 4,493 | Retirement. |
| | 108 | Risk Management Worker's Comp. |
| | 6,929 | |
| Services and Supplies | (6,929) | Reduction necessary to offset increased salaries and benefits costs. |
| Subtotal Base Year Operating Expense | - | |
| Subtotal Base Year Revenue | - | |
| Subtotal Base Year Rev Over/(Under) | - | |

## COUNTY MUSEUM

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (1,521) | Savings related to the reduction of 0.2 budgeted position due to a decrease in sales. |
| Services and Supplies | (15,000) | Decrease in purchase for resale. |
| | (1,200) | Decrease in printing expenditures. |
| | (18) | Net decrease in various expense accounts. |
| | (16,218) | |
| Other Charges | (5,000) | Museum contribution for 2002-03 is reclassified to transfers. |
| Transfers | 15,398 | EHAP Charges ($398); reclassification of Museum contribution from other charges ($5,000) plus increase in contribution to Museum ($10,000). |
| Total Operating Expense | (7,341) | |
| Total Revenue | (10,600) | Decrease in taxable sales due to programming changes. |
| Revenue Over/(Under) Exp | (3,259) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: ECONOMIC AND COMMUNITY DEVELOPMENT**
**DIRECTOR: THOMAS R. LAURIN**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| ECD Consolidated | 66,916,771 | 45,630,828 | | 21,285,943 | 61.0 |
| Economic Promotion | 780,751 | - | 780,751 | | 2.0 |
| Small Business Dev | 200,107 | 40,000 | 160,107 | | 4.0 |
| TOTAL | 67,897,629 | 45,670,828 | 940,858 | 21,285,943 | 67.0 |

**BUDGET UNIT: ECONOMIC AND COMMUNITY DEVELOPMENT CONSOLIDATED (SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)**

### I. GENERAL PROGRAM STATEMENT

Economic and Community Development is responsible for applying for and administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through Community Development Block Grant (CDBG), the Emergency Shelter Grant (ESG), Home Investment Partnership Grant (HOME), the Neighborhood Initiative Grant (NI), and the Economic Development Initiative Program (EDI) Grant.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 23,021,281 | 56,888,676 | 25,778,338 | 66,916,771 |
| Total Revenue | 27,223,213 | 41,540,670 | 31,716,275 | 45,630,828 |
| Fund Balance | | 15,348,006 | | 21,285,943 |
| Budgeted Staffing | | 61.0 | | 61.0 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Most of ECD's revenue is from federally funded grants that are for longer than one year, thus revenue is under realized for each individual fiscal year, but totally realized over the period of the grants. The unexpended and unrealized amounts in 2002-03 have been carried over to the subsequent year's budget.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

This budget remains at 61.0 budgeted staffing. An ECD Analyst II 1.0 budgeted staffing has been added to handle the additional workload due to the increase in funding and subsequent increase in Community Development Block Grant projects, this increase is offset by the deletion of 1.0 Educational Specialist due to workload reduction in the HOME section.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 3.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 3.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for the restoration of the 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Clerk II position for the HOME program. This restoration is being recommended because this position is needed to process HOME loan applications and is funded by federal HOME program funds.

| CAO Rec | Policy Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | HOME Program | 1.0<br>$32,002<br>Revenue Supported | The HOME Program uses federal grant funds to assist first time home buyers, offer rental assistance, acquire and rehabilitate or construct housing for low to moderate income families. The Clerk II process Home Ownership Assistance Program requests. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Service
**DEPARTMENT:** Economic and Community Development
**FUND:** Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,277,071 | 3,530,594 | 298,187 | - | 3,828,781 |
| Services and Supplies | 970,013 | 1,564,483 | 10,354 | - | 1,574,837 |
| Grants/Direct Projects | 19,101,878 | 48,281,576 | - | - | 48,281,576 |
| Central Computer | 29,854 | 51,187 | (16,938) | - | 34,249 |
| Transfers | 3,971,394 | 4,235,923 | - | - | 4,235,923 |
| Total Exp Authority | 27,350,210 | 57,663,763 | 291,603 | - | 57,955,366 |
| Reimbursements | (1,695,120) | (3,436,155) | - | - | (3,436,155) |
| Total Appropriation | 25,655,090 | 54,227,608 | 291,603 | - | 54,519,211 |
| Operating Transfer Out | 123,248 | 2,661,068 | - | - | 2,661,068 |
| Total Requirements | 25,778,338 | 56,888,676 | 291,603 | - | 57,180,279 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 1,107 | 1,500 | - | - | 1,500 |
| Taxes | 12,498 | 31,983 | - | - | 31,983 |
| Use of Money & Prop | 798,050 | 629,099 | - | - | 629,099 |
| State, Fed or Gov't Aid | 19,300,515 | 33,586,270 | 291,603 | - | 33,877,873 |
| Other Revenue | 11,604,105 | 7,291,818 | - | - | 7,291,818 |
| Total Revenue | 31,716,275 | 41,540,670 | 291,603 | - | 41,832,273 |
| Fund Balance | | 15,348,006 | - | - | 15,348,006 |
| Budgeted Staffing | | 61.0 | - | - | 61.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development
**FUND:** Consolidated Special Revenue
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD, SBE
SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,828,781 | 69,281 | 3,898,062 | (32,002) | **3,866,060** | 32,002 | 3,898,062 |
| Services and Supplies | 1,574,837 | 891,505 | 2,466,342 | - | **2,466,342** | - | 2,466,342 |
| Grants/Direct Projects | 48,281,576 | 8,346,844 | 56,628,420 | - | **56,628,420** | - | 56,628,420 |
| Central Computer | 34,249 | - | 34,249 | - | **34,249** | - | 34,249 |
| Transfers | 4,235,923 | 1,717,034 | 5,952,957 | - | **5,952,957** | - | 5,952,957 |
| Total Exp Authority | 57,955,366 | 11,024,664 | 68,980,030 | (32,002) | **68,948,028** | 32,002 | 68,980,030 |
| Reimbursements | (3,436,155) | 1,160,588 | (2,275,567) | - | **(2,275,567)** | - | (2,275,567) |
| Total Appropriation | 54,519,211 | 12,185,252 | 66,704,463 | (32,002) | **66,672,461** | 32,002 | 66,704,463 |
| Operating Transfer Out | 2,661,068 | (2,448,760) | 212,308 | - | **212,308** | - | 212,308 |
| Total Requirements | 57,180,279 | 9,736,492 | 66,916,771 | (32,002) | **66,884,769** | 32,002 | 66,916,771 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 1,500 | - | 1,500 | - | **1,500** | - | 1,500 |
| Taxes | 31,983 | (31,983) | - | - | **-** | - | - |
| Use of Money & Prop | 629,099 | 207,501 | 836,600 | - | **836,600** | - | 836,600 |
| State, Fed or Gov't Aid | 33,877,873 | 1,516,710 | 35,394,583 | (32,002) | **35,362,581** | 32,002 | 35,394,583 |
| Other Revenue | 7,291,818 | 2,106,327 | 9,398,145 | - | **9,398,145** | - | 9,398,145 |
| Total Revenue | 41,832,273 | 3,798,555 | 45,630,828 | (32,002) | **45,598,826** | 32,002 | 45,630,828 |
| Fund Balance | 15,348,006 | 5,937,937 | 21,285,943 | - | **21,285,943** | - | 21,285,943 |
| Budgeted Staffing | 61.0 | - | 61.0 | (1.0) | **60.0** | 1.0 | 61.0 |

| | | |
|---|---|---|
| | | **Base Year Adjustments** |
| Salaries and Benefits | 189,936 | Retirement. |
| | 108,251 | MOU. |
| | 298,187 | |
| Services and Supplies | 11,115 | Risk Management Liabilities. |
| | (761) | Incremental Change in EHAP. |
| | 10,354 | |
| Central Computer | (16,938) | |
| Total Appropriation | 291,603 | |
| Total Revenue | 291,603 | Increase in revenue to cover base year adjustments. |
| Fund Balance | - | |

## ECONOMIC AND COMMUNITY DEVELOPMENT

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 69,281 | Increase due to step increases and benefit changes. |
| Services and Supplies | 46,080 | Increase in ISD charges. |
| | (22,078) | Decrease in communication charges. |
| | 256,116 | Increase due to settlement payoff (SDJ). |
| | 141,412 | Increase in COWCAP charges. |
| | 146,000 | Increase for providing additional services due to increased funding (SBA). |
| | 256,116 | Increase in fund balance due to High Country Density Housing Settlements (SDJ). |
| | 75,000 | Increase in micro loan program professional services due to expense hsitory (SBW). |
| | (10,576) | GASB 34 Accounting Change (EHAP). |
| | 3,435 | Increase in miscellaneous costs. |
| | 891,505 | |
| Grants/Direct Projects | 230,522 | Increase for providing additional services due to increased funding (SDK). |
| | (140,433) | Decrease in HOME Program projects due to fund limit (SAS). |
| | (94,172) | Decrease in Section 108 program projects (SBE). |
| | 742,267 | Increase in business expansion loans (SBR). |
| | 6,216,532 | Increase in Neighborhood Initiative Program (NIP) grant expenditures for acquisition and rehab of homes (SAR). |
| | 867,384 | Increase in small business revolving loans (SBW) |
| | 2,212,755 | Increase in CDBG projects due to grant increase and fund reallocations from SBT (SBA). |
| | (1,632,552) | Decrease in acquisition and rehab loans due to fund allocation trans. (SBT). |
| | (77,000) | Decrease in Economic Development Initiative (EDI) grant projects due to current year expenditure history (SCS). |
| | 21,541 | Increase in miscellaneous costs. |
| | 8,346,844 | |
| Transfers | 1,706,458 | Moved from operating transfers due to accounting change of object codes. |
| | 10,576 | GASB 34 Accounting Change (EHAP). |
| | 1,717,034 | |
| Operating Transfers | (1,706,458) | Moved to transfers due to accounting changes of object codes. |
| | (742,302) | Decrease in costs allocated to ECD programs. |
| | (2,448,760) | |
| Reimbursements | 950,636 | Reduction of reimbursement for salaries allocated to ECD programs based on actuals. |
| | 209,952 | Reduction of reimbursement for services and supplies allocated to ECD programs and county departments based on actuals. |
| | 1,160,588 | |
| Total Appropriation | 9,736,492 | |
| Revenue | | |
| Taxes | (31,983) | Reduction of special assessment tax receipts for current and prior years. |
| Use of Money & Prop | 207,501 | Increase interest from business expansion loans and Section 108 loans (SBR, SBE). |
| State, Fed or Gov't Aid | 1,705,000 | Increase in funds from CDBG (SBA). |
| | (1,133,058) | Decrease in HOME funds (SAS). |
| | 820,313 | Increase in CDBG administration funding based on actuals (SAU). |
| | 964,802 | Increase in miscellaneous project funding. |
| | (40,347) | Decraase in miscellaneous revenues. |
| | (800,000) | Decrease in available revolving loan funds (SAV). |
| | 1,516,710 | |
| Other Revenue | 1,000,000 | Increase in NIP revenue from sales of HUD houses (SAR). |
| | 275,000 | Increase in revenue based upon actuals (SBW). |
| | 300,000 | Increase in CDBG revolving loans revenue (SAV). |
| | 160,000 | Increase in CDBG project income (SBA). |
| | 250,000 | Increase in CDBG revenue (SAU). |
| | 100,000 | Increase in CDBG housing acquisition revenue (SBT). |
| | 21,327 | Increase in miscellaneous revenues. |
| | 2,106,327 | |
| Total Revenue | 3,798,555 | |
| Fund Balance | 5,937,937 | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 32,002 | 32,002 | - |
| Vacant Budgeted In Recruitment - Retain | 2 | 2.0 | 110,581 | 110,581 | - |
| Total Vacant | 3 | 3.0 | 142,583 | 142,583 | - |
| Recommended Restoration of Vacant Deleted | 1 | 1.0 | 32,002 | 32,002 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Clerk II* | 7434 | (1.0) | (32,002) | (32,002) | - |
| Subtotal Recommended - **Retain** | | (1.0) | (32,002) | (32,002) | - |
| Total Slated for Deletion | | (1.0) | (32,002) | (32,002) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Real Estate Specialist* | 8202 | 1.0 | 51,663 | 51,663 | - |
| *ECD Analyst II* | LY301118 | 1.0 | 58,918 | 58,918 | - |
| Total in Recruitment Retain | | 2.0 | 110,581 | 110,581 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemer
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

ECONOMIC AND COMMUNITY DEVELOPMENT

## POLICY DESCRIPTION FORM

**Department/Group:** Economic & Community Dev/ED/PSG **Budget Code:** SAU ECD
**Title:** Restoration of Vacant Position

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

**This position is necessary due to the increase in HOME (Home Investment Partnerships Act) funds over the next three years. This position will process Homeownership Assistance Program (HAP) requests, and with the increase in HOME funding HAP loans will increase. This position will allow the timely processing of the requests and all necessary documents that need to be processed for the HOME Program and handle the increased workload due to additional funding. This position is fully funded by federal HOME funds.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 32,002 | $ 34,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 32,002 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 32,002 | $ 34,000 |
| **REVENUE (specify source)** | | |
| Federal HOME Program funds | 32,002 | 34,000 |
| | | |
| | | |
| Total: | $ 32,002 | $ 34,000 |
| LOCAL COST | $ 0 | $ 0 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Economic & Community Development
**PREPARED BY:** Thomas Anderson
**PHONE #** 388-0843

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0210 (d) Industrial Directory | $50.00 | $0.00 | ($50.00) | The data in the directories is over 3 years old and out of date. No new industrial directory is being developed at this time. | No budgetary impact. |
| | | | | | |
| | | | | | |
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| | | | | | |

**2003-04 REVISED/NEW FEE REQUESTS**

**DEPARTMENT:** Economic & Community Development — Economic & Community Developme
**PREPARED BY:** Thomas Anderson — Thomas Anderson
**PHONE #** 388-0843

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A** __1 of __2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0210 (d) Industrial Directory | $50.00 | $0.00 | ($50.00) | 0 | 0 | 0 | $0.00 | | $0.00 |
| TOTAL THIS PAGE | | | ($50.00) | | | 0 | | | $0.00 |
| GRAND TOTAL (All Page A's) | | | ($50.00) | | | 0 | | | $0.00 |

**BUDGET UNIT: ECONOMIC PROMOTION (AAA ECD)**

## I. GENERAL PROGRAM STATEMENT

The Department of Economic and Community Development administers an economic promotion program, which includes distribution of Transient Occupancy Tax funds for marketing and promotional activities within the county, administers the Agua Mansa Enterprise Zone, manages sponsorships of regional economic councils and helps support the Quad State Joint Powers Authority.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,662,168 | 926,263 | 919,146 | 780,751 |
| Total Revenue | 845,164 | 68,000 | 67,773 | - |
| Local Cost | 817,004 | 858,263 | 851,373 | 780,751 |
| Budgeted Staffing | | 2.0 | | 2.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENT

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Eliminate $50.00 fee for Industrial Directory. Directory is over three years old and out of date.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development - Promotion
**FUND:** General AAA ECD

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 151,569 | 153,272 | 13,316 | - | 166,588 |
| Services and Supplies | 912,042 | 640,691 | (51,138) | - | 589,553 |
| Transfers | 132,300 | 132,300 | (39,690) | - | 92,610 |
| Total Exp Authority | 1,195,911 | 926,263 | (77,512) | - | 848,751 |
| Reimbursements | (276,765) | - | - | - | - |
| Total Appropriation | 919,146 | 926,263 | (77,512) | - | 848,751 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 67,773 | 68,000 | - | - | 68,000 |
| Total Revenue | 67,773 | 68,000 | - | - | 68,000 |
| Local Cost | 851,373 | 858,263 | (77,512) | - | 780,751 |
| Budgeted Staffing | | 2.0 | | | 2.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development - Promotion
**FUND:** General AAA ECD

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 166,588 | (1,235) | 165,353 | - | **165,353** | - | 165,353 |
| Services and Supplies | 589,553 | (67,112) | 522,441 | - | **522,441** | - | 522,441 |
| Transfers | 92,610 | 347 | 92,957 | - | **92,957** | - | 92,957 |
| Total Expen Authority | 848,751 | (68,000) | 780,751 | - | **780,751** | - | 780,751 |
| Reimbursements | - | - | - | - | **-** | - | - |
| Total Oper Expense | 848,751 | (68,000) | 780,751 | - | **780,751** | - | 780,751 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 68,000 | (68,000) | - | - | **-** | - | - |
| Total Revenue | 68,000 | (68,000) | - | - | **-** | - | - |
| Local Cost | 780,751 | - | 780,751 | - | **780,751** | - | 780,751 |
| Budgeted Staffing | 2.0 | | 2.0 | | **2.0** | | 2.0 |

## ECONOMIC AND COMMUNITY DEVELOPMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 4,425 | MOU. |
| | 8,679 | Retirement. |
| | 212 | Risk Management Worker's Comp. |
| | 13,316 | |
| Services and Supplies | (22) | Risk Management Liabilities. |
| | (2,241) | Reduction in CEDS part of approved 30% cost reduction plan. |
| | (14,500) | Reduction in special dept. expense, part of approved 30% cost reduction plan. |
| | (44) | Incremental Change in EHAP. |
| | (34,331) | 4% Spend Down Plan. |
| | (51,138) | |
| Transfers | (39,690) | Reduction in ED/PSG Admin cost, part of 30% Cost Reduction Plan. |
| Base Year Appropriation | (77,512) | |
| Base Year Revenue | - | |
| Base Year Local Cost | (77,512) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries & Benefits | (1,235) | Decrease due to employee opting out of health benefits. |
| Services and Supplies | (27,312) | Decrease in Travel and Mileage due to loss of revenue. |
| | (5,100) | Reduction in Special Dept. Expense due to loss of revenue. |
| | (16,600) | Reduction in Communication charges due to loss of revenue. |
| | (17,753) | Reduction of other Misc. Supplies due to loss of revenue. |
| | (347) | GASB 34 Accounting Change (EHAP). |
| | (67,112) | |
| Transfers | 347 | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | (68,000) | |
| Revenue | (68,000) | Not receiving state grant in 2003-04. |
| Total Revenue | (68,000) | |
| Local Cost | - | |

**BUDGET UNIT: SMALL BUSINESS DEVELOPMENT (AAA SBD)**

## I. GENERAL PROGRAM STATEMENT

The Office of Small Business Development (OSBD) promotes training and education programs through countywide seminars and workshops it sponsors. These workshops focus on contracting and purchasing opportunities available to small business owners in the county. It also maintains a directory of local small business vendors available to the 42 county departments and prime contractors, assuring consideration and access to ongoing bid requests and contracts throughout the county. In addition to these duties, OSBD assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the county.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 304,529 | 228,956 | 225,257 | 200,107 |
| Total Revenue | 118,951 | 40,000 | 40,000 | 40,000 |
| Local Cost | 185,578 | 188,956 | 185,257 | 160,107 |
| Budgeted Staffing | | 4.0 | | 4.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development - Small Business
**FUND:** Gneeral AAA SBD

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 299,310 | 302,393 | 24,887 | - | 327,280 |
| Services and Supplies | 66,335 | 63,033 | (17,783) | - | 45,250 |
| Central Computer | 130 | 130 | 2,307 | - | 2,437 |
| Transfers | - | - | - | - | - |
| Total Exp Authority | 365,775 | 365,556 | 9,411 | - | 374,967 |
| Reimbursements | (140,518) | (136,600) | (38,260) | - | (174,860) |
| Total Appropriation | 225,257 | 228,956 | (28,849) | - | 200,107 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 40,000 | 40,000 | - | - | 40,000 |
| Total Revenue | 40,000 | 40,000 | - | - | 40,000 |
| Local Cost | 185,257 | 188,956 | (28,849) | - | 160,107 |
| Budgeted Staffing | | 4.0 | | | 4.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development - Small Business
**FUND:** General AAA SBD

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 327,280 | (4,957) | 322,323 | - | **322,323** | - | 322,323 |
| Services and Supplies | 45,250 | 4,154 | 49,404 | - | **49,404** | - | 49,404 |
| Central Computer | 2,437 | - | 2,437 | - | **2,437** | - | 2,437 |
| Transfers | - | 22,803 | 22,803 | - | **22,803** | - | 22,803 |
| Total Expen Authority | 374,967 | 22,000 | 396,967 | - | **396,967** | - | 396,967 |
| Reimbursements | (174,860) | (22,000) | (196,860) | - | **(196,860)** | - | (196,860) |
| Total Appropriation | 200,107 | - | 200,107 | - | **200,107** | - | 200,107 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 40,000 | - | 40,000 | - | **40,000** | - | 40,000 |
| Total Revenue | 40,000 | - | 40,000 | - | **40,000** | - | 40,000 |
| Local Cost | 160,107 | - | 160,107 | - | **160,107** | - | 160,107 |
| Budgeted Staffing | 4.0 | | 4.0 | | **4.0** | | 4.0 |

## ECONOMIC AND COMMUNITY DEVELOPMENT

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 8,390 | MOU. |
| | 16,108 | Retirement. |
| | 389 | Risk Management Worker's Comp. |
| | 24,887 | |
| Services and Supplies | (520) | Risk Management Liabilities. |
| | (284) | Incremental Change in EHAP. |
| | (9,421) | Part of approved 30% cost reduction plan. |
| | (7,558) | 4% spend down plan. |
| | (17,783) | |
| Central Computer | 2,307 | |
| Transfers | - | |
| Reimbursements | (38,260) | Increase in CDBG approved projects (as part of 30% cost reduction plan). |
| | (38,260) | |
| Base Year Appropriation | (28,849) | |
| Base Year Revenue | - | |
| Base Year Local Cost | (28,849) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries & Benefits | (4,957) | Decrease due to rate change in budgeted position. |
| Services and Supplies | (693) | GASB 34 Accounting Change (EHAP). |
| | 4,847 | Increase in various Services and Supplies. |
| | 4,154 | |
| Transfers | 22,110 | Rent charge from JESD. |
| | 693 | GASB 34 Accounting Change (EHAP). |
| | 22,803 | |
| Reimbursements | (7,000) | Increase in reimbursement from Airports for DBE. |
| | (15,000) | Increase in reimbursement from Transportation Dept. for DBE. |
| | (22,000) | |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

## OVERVIEW OF BUDGET

**DEPARTMENT: JOBS AND EMPLOYMENT SERVICES**
**DIRECTOR: BARBARA HALSEY, INTERIM DIRECTOR**
**BUDGET UNIT: SAC JOB**

## I. GENERAL PROGRAM STATEMENT

In 2002-03 the Jobs and Employment Services Department (JESD) was responsible for administration and operation of employment programs funded through the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives funding from the Department of Labor (DOL) for programs operated under the WIA, and from the County's Human Service System (HSS) for the provision of services under the CalWORKS Program. On March 11, 2003, the Board Of Supervisors approved a structural reorganization of JESD with the transition of the CalWORKs Division from JESD into the Transitional Assistance Department (TAD). Also approved as part of the transition, the Board also approved a Memorandum of Understanding between HSS and JESD, providing reimbursement of staffing costs to JESD for staff performing Job Development and Job Placement functions in support of the CalWORKS Program. This action was effective February 25, 2003. This mid-year change is reflected in Column D of the "Analysis of 2003-04 Budget".

There are three primary funding streams under the Workforce Investment Act: Title I Adult funding, Dislocated Worker funding, and Youth Services funding. The primary mission of the Workforce Investment Act is to enhance the employment opportunities available for county residents by providing universal access to career/employment information, vocational skills training to increase the employability of customers, and placement services. All programs funded under this DOL funding source are performance based programs with specific goals related to the number of individuals assisted, placed, and retained in employment, as well as the amount of earnings gain achieved by customers completing training programs and obtaining employment.

All programs operated under the WIA are subject to the administrative oversight of the Workforce Investment Board. This Board consists of representatives from the Public and Private sector who have been appointed to serve by the Board of Supervisors. Programs implemented with WIA funding are carried out under contractual agreements with public/private schools, community-based organizations, and other government agencies.

WIA Services are made available to the public at 10 locations throughout San Bernardino County. The 10 locations make up the San Bernardino County One-Stop System. The JESD One-Stop Offices are known as the Employment Resource Centers (ERC's) of San Bernardino County. Four full service ERC's are located in Ontario, Victorville, Redlands, and San Bernardino. Satellite Centers are located in Hesperia, Fontana, Yucca Valley (Copper Mountain College), and San Bernardino Valley College. Administrative offices and an Employment Center are located in Colton, and the final site is a Business Resource Center located in Hesperia.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|---|
| Total Appropriation | 21,271,610 | | 20,697,693 | 19,466,114 | 17,020,579 |
| Total Revenue | 22,485,644 | | 20,678,428 | 19,485,379 | 16,982,049 |
| Fund Balance | | | 19,265 | | 38,530 |
| Budgeted Staffing | | | 133.0 | | 141.0 |
| **Workload Indicators** | | | | | |
| General Public* | 27,035 | | 26,439 | 25,539 | 28,093 |
| Customers Receiving Services | 6,523 | | 5,561 | 5,372 | 4,566 |
| Number of Participants Served | 33,558 | ** | 32,000 | 30,911 | 32,659 |

* Self service customers seeking available employment information.

** Corrected

The 2003-04 budgeted number of Customers Receiving Services is projected to decrease due to the decrease in funding levels.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Mid-year staffing changes show a net increase of 28.0 budgeted positions as a result of the structural reorganization of JESD.

Recommended program funded staffing changes show a net reduction of 20.0 budgeted positions. As part of the reorganization process and the development of the 2003-04 budget, JESD evaluated every position in its department. The result of this evaluation is the recommendation to delete 22.0 budgeted positions that were no longer needed and add 1.0 budgeted position for a long term contract employee assigned to the Workforce Investment Board that has not previously been budgeted. In addition, 1.0 Staff Analyst II budgeted position transferred from ED/PSG to assist with administering of WIA programs.

### PROGRAM CHANGES

None.

### OTHER CHANGES

Funding Decreases: As a result of federal and state budgetary constraints 2002-03 funding was decreased by 1.2 million dollars. These constraints are anticipated to continue into 2003-04 and have a greater effect on funding. Therefore, for 2003-04 funding is projected to decrease approximately 4.2 million dollars.

## IV. VACANT POSITION IMPACT

The department had a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 1.0 | |

### Vacant Position Restoration Request:

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant Employment Services Manager position for JESD. This restoration is being recommended because this position is necessary for the Job Development and Job Placement programs, and is fully funded by Federal Workforce Investment Act funds. In addition, this position was vacant due to a temporary assignment.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | JESD-Job Placement and Job Development | 1.0<br>$66,497<br>Revenue Supported | The Employment Services Manager enhances the employment opportunities available by providing information, vocational skill training, and placement services. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Jobs and Employment Services
**FUND:** Special Revenue SAC JOB

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 5,241,550 | 6,150,063 | 521,014 | 1,496,036 | 8,167,113 |
| Services and Supplies | 1,671,608 | 1,489,604 | 3,897 | 178,375 | 1,671,876 |
| Central Computer | 94,676 | 79,873 | (10,141) | - | 69,732 |
| Other Charges | 11,359,444 | 11,222,177 | - | 150,000 | 11,372,177 |
| Equipment | 26,274 | 30,000 | - | - | 30,000 |
| Transfers | 1,653,160 | 1,850,842 | - | - | 1,850,842 |
| Total Exp Authority | 20,046,712 | 20,822,559 | 514,770 | 1,824,411 | 23,161,740 |
| Reimbursements | (580,598) | (124,866) | - | (2,000,000) | (2,124,866) |
| Total Appropriation | 19,466,114 | 20,697,693 | 514,770 | (175,589) | 21,036,874 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 19,485,379 | 20,678,428 | 514,770 | (175,589) | 21,017,609 |
| Other | - | - | - | - | - |
| Total Revenue | 19,485,379 | 20,678,428 | 514,770 | (175,589) | 21,017,609 |
| Fund Balance | | 19,265 | - | - | 19,265 |
| Budgeted Staffing | | 133.0 | - | 28.0 | 161.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Jobs and Employment Services
**FUND:** Special Revenue SAC JOB

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 8,167,113 | (887,838) | 7,279,275 | (66,497) | **7,212,778** | 66,497 | 7,279,275 |
| Services and Supplies | 1,671,876 | (83,591) | 1,588,285 | - | **1,588,285** | - | 1,588,285 |
| Central Computer | 69,732 | 38,888 | 108,620 | - | **108,620** | - | 108,620 |
| Other Charges | 11,372,177 | (3,409,836) | 7,962,341 | - | **7,962,341** | - | 7,962,341 |
| Equipment | 30,000 | - | 30,000 | - | **30,000** | - | 30,000 |
| Transfers | 1,850,842 | 368,022 | 2,218,864 | - | **2,218,864** | - | 2,218,864 |
| Total Exp Authority | 23,161,740 | (3,974,355) | 19,187,385 | (66,497) | **19,120,888** | 66,497 | 19,187,385 |
| Reimbursements | (2,124,866) | (41,940) | (2,166,806) | - | **(2,166,806)** | - | (2,166,806) |
| Total Appropriation | 21,036,874 | (4,016,295) | 17,020,579 | (66,497) | **16,954,082** | 66,497 | 17,020,579 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 21,017,069 | (4,197,020) | 16,820,049 | (66,497) | **16,753,552** | 66,497 | 16,820,049 |
| Other | - | 162,000 | 162,000 | - | **162,000** | - | 162,000 |
| Total Revenue | 21,017,069 | (4,035,020) | 16,982,049 | (66,497) | **16,915,552** | 66,497 | 16,982,049 |
| Fund Balance | 19,805 | 18,725 | 38,530 | - | **38,530** | - | 38,530 |
| Budgeted Staffing | 161.0 | (20.0) | 141.0 | (1.0) | **140.0** | 1.0 | 141.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 186,342 | MOU. |
| | 328,976 | Retirement. |
| | 5,696 | Risk Management Workers Comp. |
| | 521,014 | |
| Services & Supplies | 14,656 | Risk Management Liabilities. |
| | (10,759) | Incremental Change in EHAP. |
| | 3,897 | |
| Central Computer | (10,141) | |
| Total Base Year Appropriation | 514,770 | |
| Revenue | | |
| State, Fed or Gov't Aid | 514,770 | Reimbursements from the state to cover base year adjustments. |
| Total Base Year Revenue | 514,770 | |
| Total Base Year Fund Balance | - | |

**Mid-Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 1,671,625 | Increase 30.0 budgeted staff to service MOU requirements between JESD and TAD approved by BOS on March 11, 2003. Positions include 28.0 Employment Services Specialists and 2.0 Supervising Employment Services Specialists I. |
| | (175,589) | Net decrease of 2.0 positions that were blended between WIA and CalWORKs duties that transferred to TAD as a result of the action taken by the BOS on March 11, 2003 to transition the CalWORKs Division of JESD to TAD. |
| | 1,496,036 | |
| Services and Supplies | 178,375 | Increase in services and supplies to cover costs of TAD MOU. |
| Other Charges | 150,000 | On-The-Job Training for CalWORKs clients per TAD MOU. |
| Reimbursements | (2,000,000) | Reimbursements from TAD per MOU for salaries and administrative costs. |
| Total Mid-Year Appropriation | (175,589) | |
| Revenue | | |
| State, Fed or Gov't Aid | (175,589) | Decrease in revenue related to a net decrease of 2.0 positions transferred to CALWORKS. |
| Total Mid-Year Revenue | (175,589) | |
| Total Mid-Year Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 58,920 | Increase 1.0 Staff Analyst II position transferred from ED/PSG to assist management with MIS operations and federal customer reporting requirements for WIA. |
| | 44,847 | Increase 1.0 contract position for the Workforce Investment Board. |
| | (991,605) | Decrease a total of 22.0 positions (10.0 budgeted positions and 4.0 PSE positions used in the former JTPA Program, and 8.0 other vacant unbudgeted positions). |
| | (887,838) | |
| Services & Supplies | 330,000 | Panels, desks, phones, and other furniture for Rancho One-Stop opening. |
| | 25,000 | Additional training needed to update staff on WIA regulations and procedures to improve service to customers. |
| | 57,040 | Increase in utility costs. |
| | (2,873) | Projected decrease in publications. |
| | (47,464) | Projected decrease in purchase of non-inventoriable equipment. |
| | (33,816) | GASB 34 Accounting Change (EHAP). |
| | (50,400) | Estimated decrease in general office expense. |
| | (44,957) | Estimated decrease in charges for courier & printing fees. |
| | (20,118) | Decrease in COWCAP charges |
| | (101,193) | Estimated decrease in ISD fees. |
| | (30,700) | Projected decrease in other professional and specialized services charges. |
| | (164,110) | Decrease in misc services and supplies due to decrease in WIA funding. |
| | (83,591) | |
| Central Computer | 38,888 | |
| Other Charges | (3,409,836) | Decrease projected in participant services due to anticipated decrease in WIA funding. |
| Transfers | 61,963 | Increase in rent charges for Redlands One-Stop location. |
| | 506,879 | Rent charges for Rancho One-Stop and new Victorville One-Stop/Hesperia Resource Center. |
| | 55,990 | Increase in rents & leases for other locations. |
| | 23,057 | GASB 34 Accounting Change (EHAP). |
| | (199,663) | Decrease in transfer to ED/PSG. |
| | (60,000) | Decrease in HRO support for JESD. |
| | (7,294) | Decrease in WIA administrative oversight cost. |
| | (12,910) | Decrease in HSS administrative support cost. |
| | 368,022 | |
| Reimbursements | (8,775) | Increase in C-IV staff salary and benefits. |
| | (33,165) | Rent reimbursements from ECD and RDA for space at 2nd and D St. |
| | (41,940) | |
| Total Appropriation | (4,016,295) | |
| Revenue | | |
| State, Fed or Gov't Aid | (4,197,020) | Decrease in WIA reimbursements due to decrease in State funding. |
| Other Revenue | 162,000 | Rent reimbursements from EDD, a One-Stop partner, for Rancho One-Stop. |
| Total Revenue | (4,035,020) | |
| Fund Balance | 18,725 | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Fund Balance |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 66,497 | 66,497 | - |
| Vacant Budgeted In Recruitment - Retain | | - | - | - | - |
| Total Vacant | 1 | 1.0 | 66,497 | 66,497 | - |
| Recommended Restoration of Vacant Deleted | 1 | 1.0 | 66,497 | 66,497 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Fund Balance |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Employment Services Manager* | 16289 | (1.0) | (66,497) | (66,497) | - |
| Subtotal Recommended - **Retain** | | (1.0) | (66,497) | (66,497) | - |
| Total Slated for Deletion | | (1.0) | (66,497) | (66,497) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**JOBS AND EMPLOYMENT SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** **Jobs and Employment Services/ ED/PSG** **Budget Code:** **SAC JOB**

**Title:** **Restoration of Vacant Employment Services Manager Position**

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This Employment Services Manager oversees 48.0 Job Development and Job Placement staff, interacts with local employers to assist in Job Placement, and participates in the management of the department. This position is fully funded by Federal Workforce Investment Act Funds. This position was vacant on April 1, 2003 because it is on hold while the assigned employee is on a temporary assignment.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 66,497 | $ 66,497 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Employment Services Manager | 66,497 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ 66,497 | $ 66,497 |
| **REVENUE (specify source)** | | | |
| **State/Federal** | | 66,497 | 66,497 |
| | | | |
| | | | |
| | **Total:** | $ 66,497 | $ 66,497 |
| | **LOCAL COST** | $ 0 | $ 0 |

## OVERVIEW OF BUDGET

**DEPARTMENT: LAND USE SERVICES**
**DIRECTOR: MICHAEL E. HAYS**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Administration | - | - | - | | 11.0 |
| Current Planning | 2,292,380 | 2,292,380 | - | | 27.0 |
| Advance Planning | 3,445,459 | 2,142,113 | 1,303,346 | | 19.0 |
| Building and Safety | 5,629,926 | 5,629,926 | - | | 62.2 |
| Code Enforcement | 2,960,413 | 408,200 | 2,552,213 | | 30.0 |
| Fire Hazard Abatement | 1,951,692 | 1,951,692 | - | | 21.0 |
| General Plan Update | 2,304,375 | 1,000,000 | | 1,304,375 | - |
| Habitat Conservation | 140,928 | - | | 140,928 | - |
| TOTAL | 18,725,173 | 13,424,311 | 3,855,559 | 1,445,303 | 170.2 |

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## BUDGET UNIT: ADMINISTRATION (AAA LUS)

### I. GENERAL PROGRAM STATEMENT

The Administration Division of Land Use Services provides administrative support (including centralized budgeting, personnel, and automation services) to the department's Current Planning, Advance Planning, Building and Safety, Code Enforcement and Fire Hazard Abatement divisions.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 102,152 | - | - | - |
| Total Revenue | 1,914 | - | - | - |
| Local Cost | 100,238 | - | - | - |
| Budgeted Staffing | | 12.0 | | 11.0 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the deletion of 1.0 Clerk III based on the portion of the 30% Cost Reduction Plan implemented.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

COWCAP charges increased $113,765 for 2003-04 which offset planned costs reductions from the 4% Spend Down Plan and 30% Cost Reduction Plan.

### IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 1.0 | Retain |
| Total Vacant | 1.0 | |

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Administration
**FUND:** General AAA LUS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 689,043 | 726,550 | 20,740 | - | 747,290 |
| Services and Supplies | 634,271 | 638,611 | (49,419) | - | 589,192 |
| Central Computer | 8,442 | 8,442 | 325 | - | 8,767 |
| Equipment | 14,000 | 14,000 | - | - | 14,000 |
| Transers | 102,737 | 103,000 | (266) | - | 102,734 |
| Total Exp Authority | 1,448,493 | 1,490,603 | (28,620) | - | 1,461,983 |
| Reimbursements | (1,448,493) | (1,490,603) | 28,620 | - | (1,461,983) |
| Total Appropriation | - | - | - | - | - |
| Local Cost | - | - | - | - | - |
| Budgeted Staffing | | 12.0 | (1.0) | - | 11.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Administration
**FUND:** General AAA LUS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 747,290 | 9,288 | 756,578 | - | **756,578** | - | 756,578 |
| Services and Supplies | 589,192 | 87,405 | 676,597 | - | **676,597** | - | 676,597 |
| Central Computer | 8,767 | - | 8,767 | - | **8,767** | - | 8,767 |
| Equipment | 14,000 | - | 14,000 | - | **14,000** | - | 14,000 |
| Transfers | 102,734 | 2,146 | 104,880 | - | **104,880** | - | 104,880 |
| Total Expen Authority | 1,461,983 | 98,839 | 1,560,822 | - | **1,560,822** | - | 1,560,822 |
| Reimbursements | (1,461,983) | (98,839) | (1,560,822) | - | **(1,560,822)** | - | (1,560,822) |
| Total Appropriation | - | - | - | - | **-** | - | - |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 11.0 | - | 11.0 | - | **11.0** | - | 11.0 |

## LAND USE SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 12,767 | MOU. |
| | 36,459 | Retirement. |
| | 830 | Risk Management Worker's Comp. |
| | (29,316) | Delete 1.0 Clerk III-30% Cost Reduction Plan. |
| | 20,740 | |
| Services and Supplies | 581 | Risk Management Liabilities. |
| | (25,000) | Reduction in Professional Services-4% Spend Down Plan. |
| | (25,000) | Reduction in Professional Services-30% Cost Reduction Plan. |
| | (49,419) | |
| Central Computer | 325 | |
| Transfers | (266) | Incremental change in EHAP. |
| Reimbursements | 25,000 | Decrease in reimbursements from all LUS divisions-4% Spend Down Plan. |
| | 54,316 | Decrease in reimbursements from all LUS divisions-30% Cost Reduction Plan. |
| | (50,696) | Increase in reimbursements from all LUS divisions based on increased operating costs. |
| | 28,620 | |
| Base Year Appropriation | - | |
| Base Year Revenue | | |
| Base Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 9,288 | Annual step increases. |
| Services and Supplies | 113,765 | Increase in COWCAP. |
| | (2,346) | GASB 34 Accounting Change (EHAP). |
| | (24,014) | Reduction in special departmental expense to reflect anticipated need. |
| | 87,405 | |
| Transfers | (200) | Decrease in PSG Administration HR & Payroll Costs. |
| | 2,346 | GASB 34 Accounting Change (EHAP). |
| | 2,146 | |
| Reimbursements | (98,839) | Increase in Reimb. from all LUS Divisions- Net of Recommneded Program Adj. Increases. |
| | (98,839) | |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 1 | 1.0 | 47,418 | - | 47,418 |
| Total Vacant | 1 | 1.0 | 47,418 | - | 47,418 |
| Recommended Restoration of Vacant Deleted | | - | - | - | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| | | - | - | - | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | - | - | - | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Automated Systems Technician* | 76429 | 1.0 | 47,418 | - | 47,418 |
| Total in Recruitment Retain | | 1.0 | 47,418 | - | 47,418 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**BUDGET UNIT: CURRENT PLANNING DIVISION (AAA CUR)**

## I. GENERAL PROGRAM STATEMENT

The Current Planning Division of Land Use Services reviews all land use applications for compliance with county codes and environmental laws, and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances.

## II. BUDGET & WORKLOAD HISTORY

| | * Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,499,197 | 2,150,272 | 1,918,621 | 2,292,380 |
| Total Revenue | 1,547,651 | 2,150,272 | 1,802,339 | 2,292,380 |
| Local Cost | (48,454) | - | 116,282 | - |
| Budgeted Staffing | | 27.0 | | 27.0 |
| **Workload Indicators** | | | | |
| Conditional use permit | 204 | 200 | 180 | 220 |
| Tentative parcel maps | 24 | 21 | 50 | 55 |
| Tentative tracts | 12 | 10 | 10 | 10 |
| Temporary special | 14 | 15 | 15 | 15 |
| Concurrently filed (i.e. GPA/CUP or Tentative Tract/CUP, two or more actions are requested at one time) | 55 | 55 | 65 | 65 |

* This column is for informational purposes only, transferred from AAA PLN.

Local Cost is estimated to be over budget by $116,282 reflecting cost savings and decreased revenue. The split of the AAA PLN budget into Advance (AAA ADV) and Current (AAA CUR) planning functions during 2002-03 require modification and some correction of charges. Growth in Conditional Use Permits and Tentative Parcel Maps is a reflection of the increased development activity throughout the county.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Staffing changes include the deletion of 1.0 Planner I (Extra Help) position that is no longer necessary and an increase of 1.0 Staff Analyst I (Regular) position to assist management in tracking projects, analyzing appropriate staffing levels, and tracking actual costs for billable accounts.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The division has a total of 2.0 vacant budgeted positions. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 2.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 0.0 | Retain |
| Total Vacant | 2.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of 2.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 2.0 vacant positions (1.0 Planner III and 1.0 Land Use Technician) for the Land Use Services Department-Current Planning division. This restoration is being recommended because these positions are necessary for processing land use applications from the public and are fully funded by fees generated.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | LUS-Current Planning | 2.0<br>$111,179<br>Revenue Supported | The Land Use Technician and the Planner III process land use applications from the public for various development activities. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Staff proposes to increase the "Minor Subdivision/Tentative Parcel Map (4 or less parcels)" from $1,512 to $3,465 and an increase to "Land Use Reviews" from $815 to $1,450 to cover increased costs and avoid general fund support. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee increases the additional revenue estimated at $120,000 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

Staff also proposes to create a new fee of $500 for "Temporary Special Event" that applies to local/community and Non Profit sponsored events, delete an existing fee for the "Renewal of a Previously Approved Major Event", and decrease the fee charged for the "Renewal of a Minor Event" from $375-$100. These fee changes are recommended to clarify the amount charged for these types of events. If approved by the Board this will decrease revenue by $1,100.

In addition the department is recommending various fee changes to clarify language and increase fees to cover increased costs. It has been 8-10 years since these fees were reviewed and adjusted. If the Board approves these fee changes, as listed in the fee schedule, the additional revenue estimated at $28,100 will be used to increase training, update equipment, cover rising costs and ensure the division meets revenue targets.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Current Planning
**FUND:** General AAA CUR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,353,612 | 1,563,176 | 101,113 | - | 1,664,289 |
| Services and Supplies | 247,805 | 281,800 | (1,431) | - | 280,369 |
| Central Computer | 43,879 | 43,879 | (21,757) | - | 22,122 |
| Equipment | 25,000 | 25,000 | - | | |
| Transfers | 271,575 | 259,667 | - | - | 259,667 |
| Total Exp Authority | 1,941,871 | 2,173,522 | 77,925 | - | 2,226,447 |
| Reimbursements | (23,250) | (23,250) | - | - | (23,250) |
| Total Appropriation | 1,918,621 | 2,150,272 | 77,925 | - | 2,228,197 |
| **Revenue** | | | | | |
| Current Services | 1,802,033 | 2,142,716 | 77,925 | - | 2,220,641 |
| Other Revenue | 306 | 7,556 | - | - | 7,556 |
| Total Revenue | 1,802,339 | 2,150,272 | 77,925 | - | 2,228,197 |
| Local Cost | 116,282 | - | - | - | - |
| Budgeted Staffing | | 27.0 | | | 27.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Current Planning
**FUND:** General AAA CUR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,664,289 | 59,908 | 1,724,197 | (111,179) | **1,613,018** | 111,179 | 1,724,197 |
| Services and Supplies | 280,369 | 4,298 | 284,667 | - | **284,667** | - | 284,667 |
| Central Computer | 22,122 | - | 22,122 | - | **22,122** | - | 22,122 |
| Other Charges | 25,000 | (25,000) | - | - | **-** | - | - |
| Transfers | 259,667 | 24,977 | 284,644 | - | **284,644** | - | 284,644 |
| Total Exp Authority | 2,251,447 | 64,183 | 2,315,630 | (111,179) | **2,204,451** | 111,179 | 2,315,630 |
| Reimbursements | (23,250) | - | (23,250) | - | **(23,250)** | - | (23,250) |
| Total Appropriation | 2,228,197 | 64,183 | 2,292,380 | (111,179) | **2,181,201** | 111,179 | 2,292,380 |
| **Revenue** | | | | | | | |
| Current Services | 2,220,641 | 71,739 | 2,292,380 | (111,179) | **2,181,201** | 111,179 | 2,292,380 |
| Other Revenue | 7,556 | (7,556) | - | - | **-** | - | - |
| Total Revenue | 2,228,197 | 64,183 | 2,292,380 | (111,179) | **2,181,201** | 111,179 | 2,292,380 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 27.0 | | 27.0 | (2.0) | **25.0** | 2.0 | 27.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 36,004 | General MOU. |
| | 63,455 | Retirement. |
| | 1,654 | Worker's Comp. |
| | 101,113 | |
| Services and Supplies | (1,067) | Risk Management Liabilities. |
| | (364) | Decrease in EHAP charges. |
| | (1,431) | |
| Central Computer | (21,757) | |
| Total Base Year Appropriation | 77,925 | |
| Revenue | 77,925 | Increase in revenue to cover base year adjustments. |
| Total Base Year Revenue | 77,925 | |
| Total Base Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (4,905) | Savings from OPT OUT program. |
| | 10,000 | Conversion of 1.0 (Extra Help) Planner I to 1.0 (Regular) Staff Analyst I. |
| | 54,813 | Cost of annual step increases and benefit changes related to salary increases. |
| | 59,908 | |
| Services and Supplies | 13,808 | Increase in COWCAP. |
| | (4,829) | Risk Management Liabilities moved to AAA-ADV for proper accounting of costs. |
| | (4,681) | GASB 34 Accounting Change (EHAP). |
| | 4,298 | |
| Equipment | (25,000) | New Vehicle will not be required in 2003-04. |
| Transfers | (56) | Decreased transfers to LUS-Administration. |
| | 20,352 | Increased rent for Victorville office. |
| | 4,681 | GASB 34 Accounting Change (EHAP). |
| | 24,977 | |
| Total Appropriation | 64,183 | |
| Revenue | | |
| Current Services | 71,739 | Increase in revenue related to anticipated workload increases. |
| Other Revenue | (7,556) | Other Revenue accounted for in Current Services. |
| Total Revenue | 64,183 | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 2.0 | 111,179 | 111,179 | - |
| Vacant Budgeted In Recruitment - Retain | - | - | - | - | - |
| Total Vacant | 2 | 2.0 | 111,179 | 111,179 | - |
| Recommended Restoration of Vacant Deleted | | 2.0 | 111,179 | 111,179 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Land Use Technician* | 75596 | (1.0) | (45,435) | (45,435) | - |
| *Planner III* | 10259 | (1.0) | (65,744) | (65,744) | - |
| Subtotal Recommended - **Retain** | | (2.0) | (111,179) | (111,179) | - |
| Total Slated for Deletion | | (2.0) | (111,179) | (111,179) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

## POLICY DESCRIPTION FORM

**Department/Group:** Land Use Services / ED-PSG **Budget Code:** AAA CUR
**Title:** Restoration of 2.0 Vacant Budgeted Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**1.0 Planner III - This position processes land use applications and is necessary to meet increasing workloads due to increased development activities throughout the County and requirements of the State and Development Code regarding timelines for application processing. This position is offset by application fee revenue and will have a direct impact on revenue generation.**
**1.0 Land Use Tech I - This position provides technical support to the Planning staff in land use application processing to the public, and is required to meet increasing workloads. The position is offset by application fee revenue and will have a direct impact on revenue generation.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 111,179 | $ 111,179 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Land Use Technician I | 45,435 |
| 1.0 | Planner III | 65,744 |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 111,179 | $ 111,179 |
| **REVENUE (specify source)** | | |
| Current Services | 111,179 | 111,179 |
| | | |
| | | |
| Total: | $ 111,179 | $ 111,179 |
| LOCAL COST | $ 0 | $ 0 |

# FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance. | $1,400.00 | Actual Cost | N/A | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | There is no fiscal impact if this request is not approved. |
| 16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit | $0.00 | $500.00 | $500.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/department reviews) | $790.00 | $1,240.00 | $450.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review | Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above | Specific Plan Site Development Review - same as subsection (3), (4) and (5) above | N/A | Deleted "Kaiser Center" from the Title, only for language clarification, this fee is for all Specific Plan Site Development Review. | The department is utilizing this fee for all requests. Without clarification we are open to someone refusing to pay and there is no other fee item that can be used. |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215A (j) (5) Departmental Review - No preliminary determination filed | $3,150.00 | $3,845.00 | $695.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels) | $1,512.00 | $3,465.00 | $1,953.00 | Land Use Services Department reduced this fee in FY 2001/02 but requirements to reduce Local Cost support in FY 2003/04 and a review of all Land Use Services fees supports the recommendation that the fee be increased to the previous level. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (l) (3) Other: Landscape plans | $250.00 | $310.00 | $60.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (l) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity | $375.00 | $800.00 | $425.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215A (I) (3) Other: Major variance | $2,775.00 | $2,400.00 | ($375.00) | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | There is no fiscal impact if this request is not approved. |
| 16.0215A (I) (10) Other: Condition compliance check for average cost applications | $370.00 | $525.00 | $155.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |
| 16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day | Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Actual Cost | Minor event (anticipated attendance of 500 to 5,000 persons per day) - Actual Cost | N/A | This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required. | Impact: The Department will be required to charge an increased rate to the Community Non Profit events. |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit | Minor event (anticipated attendance of 500 to 5,000 persons per day, or a community celebration regardless of anticipated attendance over 500 persons per day) - Initial Deposit - $375 | Minor event (anticipated attendance of 500 to 5,000 persons per day) - Initial Deposit - $375 | N/A | This change is a language change only, removing any reference to a Local Community / Non profit organization sponsored event. The department is requesting a new fee for those specific instances. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (C), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required. | Impact: The Department will be required to charge an increased rate to the Community Non Profit events. |
| 16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance) | $0.00 | $500.00 | N/A | Establishes a fee specific to Local Community / Non profit organization sponsored events. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) (I) and 16.0215A (I) (12) (C) (II)are also required. | Impact: If proposed fee is not approved the department will be required to use fee item 16.0215A (I) (12) (A) (1) at Actual Cost which currently averages over $900 per event. |
| 16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event - Minor Event | $375.00 | $100.00 | ($275.00) | Reduces the existing renewal application fee for Local Community / Non profit organization sponsored events to accurately charge for services provided. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (II)are also | Impact: The Department will be required to charge an increased rate to the Community Non Profit events. |
| 16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event - Major Event | $1,000.00 | $0.00 | ($1,000.00) | Eliminates the existing renewal application fee for Local Community / Non profit organization sponsored events - Major event. There is no distinction between major and minor events related to Local Community / Non profit organizations. If this fee item is approved, approval of 16.0215A (I) (12) (A) (I), 16.0215A (I) (12) (A) (II), 16.0215A (I) (12) (C) and 16.0215A (I) (12) (C) (I)are also required. | Impact: The Department will be required to charge an increased rate to the Community Non Profit events. |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215A (n) (1) Land use review | $815.00 | $1,450.00 | $635.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Local cost support may be required in order to maintain current service levels |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0215A (b) (4) (A) Certificate of Compliance: Certificate of land use compliance. | $1,400.00 | Actual Cost | N/A | 2 | 2 | 0 | $2,800.00 | $2,520.00 | ($280.00) |
| 16.0215A (b) (4) (B) Certificate of Compliance: Certificate of land use compliance. Initial Deposit | $0.00 | $500.00 | $500.00 | 0 | 2 | 2 | $0.00 | $1,000.00 | $1,000.00 |
| 16.0215A (j) (2) Conditional Use Permit: Preliminary determination/conditions (for conditional use permits/department reviews) | $790.00 | $1,240.00 | $450.00 | 12 | 12 | 0 | $9,480.00 | $14,880.00 | $5,400.00 |
| 16.0215A (j) (6) Conditional Use Permit: Specific Plan Site Development Review | Kaiser Center Specific Plan Site Development Review - same as subsection (3), (4) and (5) above | Specific Plan Site Development Review - same as subsection (3), (4) and (5) above | N/A | 0 | N/A | N/A | $0.00 | N/A | N/A |
| 16.0215A (j) (5) Departmental Review - No preliminary determination filed | $3,150.00 | $3,845.00 | $695.00 | 0 | 4 | 4 | $0.00 | $15,380.00 | $15,380.00 |
| 16.0215A (k) (2) Minor subdivision / tentative parcel map (4 or less parcels) | $1,512.00 | $3,465.00 | $1,953.00 | 40 | 40 | 0 | $60,480.00 | $138,600.00 | $78,120.00 |
| 16.0215A (l) (3) Other: Landscape plans | $250.00 | $310.00 | $60.00 | 4 | 4 | 0 | $1,000.00 | $1,240.00 | $240.00 |
| **TOTAL THIS PAGE** | | | | 58 | 64 | 6 | $73,760.00 | $173,620.00 | $99,860.00 |
| **GRAND TOTAL (All Page A's)** | | | | 169 | 175 | 6 | $165,580.00 | $308,165.00 | $142,585.00 |

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0215A (I) (4) (C) Other: Licensing reviews - ABC letter of convenience or necessity | $375.00 | $800.00 | $425.00 | 5 | 5 | 0 | $1,875.00 | $4,000.00 | $2,125.00 |
| 16.0215A (I) (3) Other: Major variance | $2,775.00 | $2,400.00 | ($375.00) | 8 | 8 | 0 | $22,200.00 | $19,200.00 | ($3,000.00) |
| 16.0215A (I) (10) Other: Condition compliance check for average cost applications | $370.00 | $525.00 | $155.00 | 18 | 18 | 0 | $6,660.00 | $9,450.00 | $2,790.00 |
| 16.0215A (I) (12) (A) (I) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day | Actual Cost | Actual Cost | $0.00 | 7 | 3 | (4) | $4,670.00 | $2,670.00 | ($2,000.00) |
| 16.0215A (I) (12) (A) (II) Temporary special event application review & processing - Minor event (anticipated attendance of 500-5,000 persons per day) - Initial deposit | $375.00 | $375.00 | $0.00 | 3 | 3 | 0 | $1,125.00 | $1,125.00 | $0.00 |
| 16.0215A (I) (12) (C) Temporary special event application review & processing - Local Community celebration sponsored by a non profit organization (regardless of anticipated attendance) | $0.00 | $500.00 | $0.00 | 0 | 4 | 4 | $0.00 | $2,000.00 | $2,000.00 |
| 16.0215A (I) (12) (C) (I) Renewal of a previously approved Local Community Sponsored yearly event | $375.00 | $100.00 | ($275.00) | 4 | 4 | 0 | $1,500.00 | $400.00 | ($1,100.00) |
| 16.0215A (I) (12) (C) (II) Renewal of a previously approved Local Community Sponsored yearly event | $1,000.00 | $0.00 | ($1,000.00) | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0215A (h) (1) Land use review | $815.00 | $1,450.00 | $635.00 | 66 | 66 | 0 | $53,790.00 | $95,700.00 | $41,910.00 |
| TOTAL THIS PAGE | | | | 111 | 111 | 0 | $91,820.00 | $134,545.00 | $42,725.00 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Current Planning Division (AAA CUR)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0228 (e) Pre-application Conference | $920.00 | $1,200.00 | $280.00 | Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required. | Local cost support may be required to maintain the current service levels |
| 16.0228 (g) (3) Extensions of approved average cost applications | $210 - Extensions of approved applications | $240 - Extensions of approved average cost applications | $30.00 | Planning fees have not been changed in 8-10 years. The department has performed a complete analysis and has determined, based on increased Salary & Benefits, Service & Supply costs and the time it takes to perform this function, that this change is required. This also reflects a clarification of language to distinguish between those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (4) is also required. | Local cost support may be required to maintain the current service levels |
| 16.0228 (g) (4) Extensions of approved actual cost applications | $0.00 | Actual Cost | N/A | This establishes a new fee item for extensions on actual cost applications. This will distinguish between extensions requested on those applications filed as actual cost vs. average cost jobs. If this item is approved, approval of 16.0228 (g) (3) is also required. | Local cost support may be required to maintain the current service levels |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## 2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Current Planning Division (AAA CUR)
PREPARED BY: Ruth M. Rice
PHONE # 909-387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __1

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0228 (e) Pre-application Conference | $920.00 | $1,200.00 | $280.00 | 4 | 4 | 0 | $3,680.00 | $4,800.00 | $1,120.00 |
| 16.0228 (g) (3) Extensions of approved average cost applications | $210.00 | $240.00 | $30.00 | 22 | 16 | (6) | $4,620.00 | $3,840.00 | ($780.00) |
| 16.0228 (g) (4) Extensions of approved actual cost applications | $0.00 | Actual Cost | N/A | 0 | 6 | 6 | $0.00 | $4,100.00 | $4,100.00 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL THIS PAGE | | | | 26 | 26 | 0 | $8,300.00 | $12,740.00 | $4,440.00 |
| GRAND TOTAL (All Page A's) | | | | 26 | 26 | 0 | $8,300.00 | $12,740.00 | $4,440.00 |

**BUDGET UNIT: ADVANCE PLANNING DIVISION (AAA ADV)**

## I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares short and long-range plans for the development of the county and the conservation of its resources, including the County General Plan and various specific plans. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The division also will oversee the preparation of the General Plan Update, which is funded in another budget unit (RHJ LUS).

## II. BUDGET & WORKLOAD HISTORY

| | * Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 3,564,447 | 3,665,734 | 2,056,261 | 3,445,459 |
| Total Revenue | 1,137,534 | 1,979,710 | 714,333 | 2,142,113 |
| Local Cost | 2,426,913 | 1,686,024 | 1,341,928 | 1,303,346 |
| Budgeted Staffing | | 19.0 | | 19.0 |
| **Workload Indicators** | | | | |
| Environmental review | 24 | 25 | 20 | 25 |
| Mine inspections | 63 | 63 | 63 | 63 |
| Mining/Land Reclamation | 25 | 25 | 25 | 25 |

* This column is for informational purposes only, transferred from AAA PLN.

Estimated revenue and appropriation are under budget due to a reduced level of Environmental Impact Report (EIR) requests, which results in reduced professional services for EIR consultants and the offsetting revenue.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The division has a total of 3.0 vacant budgeted positions. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 3.0 | |

.

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant GIS Technician II position for the Land Use Services Department-Advanced Planning division. This restoration is being recommended because the position is a critical component in the preparation of the General Plan Update and related activities. As such, the position, if approved, will be funded by a transfer from the General Plan Update budget unit (RHJ LUS).

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | LUS-Advanced Planning | 1.0<br>$49,504<br>Local Cost | The Geographic Information Systems Technician II provides mapping, graphic and automation support for Advance Planning with the General Plan, which is a significant function during the General Plan Update process. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Advance Planning
**FUND:** General AAA ADV

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,069,841 | 1,218,757 | 81,893 | - | 1,300,650 |
| Services and Supplies | 830,815 | 2,659,210 | (428,613) | - | 2,230,597 |
| Equipment | - | 25,000 | (25,000) | - | - |
| Transfers | 180,605 | 181,767 | (10,958) | - | 170,809 |
| Total Exp Authority | 2,081,261 | 4,084,734 | (382,678) | - | 3,702,056 |
| Reimbursements | (25,000) | (419,000) | - | - | (419,000) |
| Total Appropriation | 2,056,261 | 3,665,734 | (382,678) | - | 3,283,056 |
| **Revenue** | | | | | |
| Current Services | 714,333 | 1,979,710 | - | - | 1,979,710 |
| Total Revenue | 714,333 | 1,979,710 | - | - | 1,979,710 |
| Local Cost | 1,341,928 | 1,686,024 | (382,678) | - | 1,303,346 |
| Budgeted Staffing | | 19.0 | | | 19.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Advance Planning
**FUND:** General AAA ADV

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,300,650 | 46,716 | 1,347,366 | (49,504) | **1,297,862** | 49,504 | 1,347,366 |
| Services and Supplies | 2,230,597 | (266,569) | 1,964,028 | - | **1,964,028** | - | 1,964,028 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | 170,809 | 23,580 | 194,389 | - | **194,389** | - | 194,389 |
| Total Exp Authority | 3,702,056 | (196,273) | 3,505,783 | (49,504) | **3,456,279** | 49,504 | 3,505,783 |
| Reimbursements | (419,000) | 358,676 | (60,324) | - | **(60,324)** | - | (60,324) |
| Total Appropriation | 3,283,056 | 162,403 | 3,445,459 | (49,504) | **3,395,955** | 49,504 | 3,445,459 |
| **Revenue** | | | | | | | |
| Current Services | 1,979,710 | 162,403 | 2,142,113 | - | **2,142,113** | - | 2,142,113 |
| Total Revenue | 1,979,710 | 162,403 | 2,142,113 | - | **2,142,113** | - | 2,142,113 |
| Local Cost | 1,303,346 | - | 1,303,346 | (49,504) | **1,253,842** | 49,504 | 1,303,346 |
| Budgeted Staffing | 19.0 | | 19.0 | (1.0) | **18.0** | 1.0 | 19.0 |

## LAND USE SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 27,773 | MOU. |
| | 52,850 | Retirement. |
| | 1,270 | Risk Management Workers Comp. |
| | 81,893 | |
| Services and Supplies | (520) | Risk Management Liabilities. |
| | (66) | Incremental Change in EHAP. |
| | (64,027) | Professional Services - 4% Spend Down Plan. |
| | (364,000) | Professional Services - 30% Cost Reduction Plan. |
| | (428,613) | |
| Equipment | (25,000) | Vehicle Purchase - 30% Cost Reduction Plan. |
| Transfers | (3,414) | Transfers to LUS Administration - 4% Spend Down Plan. |
| | (7,544) | Transfers to LUS Administration - 30% Cost Reduction Plan. |
| | (10,958) | |
| Base Year Appropriation | (382,678) | |
| Base Year Revenue | - | |
| Base Year Local Cost | (382,678) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (6,532) | Savings from OPT OUT program. |
| | 53,248 | Cost of annual step increases and benefit changes related to salary increases. |
| | 46,716 | |
| Services and Supplies | 4,830 | Increased Risk Mgmt Charges not included in base budget adjustment. |
| | (3,294) | GASB 34 Accounting Change (EHAP). |
| | (268,105) | Reduction in professional services for reduced costs. |
| | (266,569) | |
| Transfers | 20,286 | Increased transfers to LUS-Administration. |
| | 3,294 | GASB 34 Accounting Change (EHAP). |
| | 23,580 | |
| Reimbursements | 319,000 | Reduction in estimated support for General Plan Update to cover salary & benefits. |
| | 100,000 | Transfer of reimbursement from transportation fund to general plan update fund. |
| | (25,000) | Increase reimbursement from Flood for daily coordination of general plan. |
| | (35,324) | Increase reimbursement from Building & Safety for daily coordination of general plan. |
| | 358,676 | |
| Total Appropriation | 162,403 | |
| Total Revenue | 162,403 | Anticipated increased EIR revenue. |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | 1.0 | 49,504 | - | 49,504 |
| Vacant Budgeted In Recruitment - Retain | 2.0 | 2.0 | 137,517 | - | 137,517 |
| Total Vacant | 2.0 | 3.0 | 187,021 | - | 187,021 |
| Recommended Restoration of Vacant Deleted | | 1.0 | 49,504 | - | 49,504 |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| | | - | - | - | - |
| *GIS Tech* | 74857 | (1.0) | (49,504) | - | (49,504) |
| Subtotal Recommended - **Retain** | | (1.0) | (49,504) | - | (49,504) |
| Total Slated for Deletion | | (1.0) | (49,504) | - | (49,504) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Planner I* | 74859 | 1.0 | 55,182 | - | 55,182 |
| *Planner III* | 71055 | 1.0 | 82,335 | - | 82,335 |
| Total in Recruitment Retain | | 2.0 | 137,517 | - | 137,517 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**LAND USE SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** Land Use Services / ED-PSG **Budget Code:** AAA ADV
**Title:** Restoration of 1.0 Vacant Budgeted Position

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

This position provides overall department support in automation of graphic data using digitizing or coordinate geometry techniques; plots maps, specifying scale, size, symbols, line patterns and colors; designs and positions map legends, and executes macros to produce maps according to specifications. This position is an integral part of the work effort for the General Plan Update and provides GIS support for all planning functions within the department. Currently, LUSD has no staff that can provide the routine requirements of the department related to GIS.

This position has been vacant due to difficulties in recruitment and a decision to hold the position vacant pending budget discussions. On several occasions the department has, working with Human Resources, recruited and interviewed for this position. The last interviews were conducted in mid-December 2002, but no candidate was selected.

If approved this position will be funded by a transfer from the General Plan Update budget unit (RHJ-LUS).

| | 2002-03 | Ongoing 2003-04 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 49,504 | $ 49,504 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | GIS Technician II | 49,504 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 49,504 | $ 49,504 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 49,504 | $ 49,504 |

**BUDGET UNIT: BUILDING AND SAFETY DIVISION (AAA BNS)**

## I. GENERAL PROGRAM STATEMENT

The Building and Safety Division of Land Use Services administers construction and occupancy standards to safeguard life, health and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances, state laws and inspection of construction, alteration, moving, demolition, repair, occupancy and use of buildings and structures.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Budget 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 4,240,006 | 4,743,001 | 4,631,992 | 5,629,926 |
| Total Revenue | 4,353,311 | 4,654,771 | 4,631,992 | 5,629,926 |
| Local Cost | (113,305) | 88,230 | - | - |
| Budgeted Staffing | | 57.2 | | 62.2 |
| **Workload Indicators** | | | | |
| Permit applications | 16,486 | 14,000 | 18,435 | 18,500 |
| Inspections | 41,332 | 44,500 | 45,978 | 46,000 |
| Plan reviews | 4,308 | 4,500 | 5,439 | 5,500 |

Budgeted workload indicators have increased based on actual 2002-03 workload within the Building & Safety Division and anticipated increases based on projects currently under review with Current Planning.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

The department requested staffing changes which include adding 8.0 budgeted staff consisting of 2.0 Building Inspector III, 3.0 Building Inspector II (Regular), 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II.

The CAO is recommending the increase of 5.0 budgeted staff, which include 2.0 Building Inspector III, 2.0 Building Inspector II (Extra Help), and 1.0 Clerk II. The recommended increase in staff is recommended based on actual increases in workload and anticipated new projects within the county that are in process with the Current Planning Division, and the conversion of a PSE position to a regular position. Additionally, the work that is currently being directed to outside vendors could be processed at lower rates by extra help staff when required.

The CAO is not recommending the 3.0 Building Inspector II (Regular) positions and the cost of these positions is not included in the proposed budget. The CAO is not recommending these positions because there is a question whether the projected workload indicators support the increase in positions and existing staff is currently completing the work. Based upon additional analysis the need for these additional positions may be revisited during 2003-04

The following summarizes the justification for the additional budgeted staff requested by the department and recommended by the CAO.

Building Inspector III 2.0 (Plans examiners) - In 2002-03, approximately 1039 plans (19%) were not reviewed by staff within the established service delivery standards. The established service delivery standard for plan review is ten working days for single family residential and thirty working days for non-residential. The estimated time required to complete this work within the established standards is 3,179 hours. These additional hours represent 1.9 employees. Building and Safety is requesting 2.0 Building Inspector III positions to be assigned to plan review. (Department requested; CAO Recommends).

Building Inspector II 2.0 (Extra-Help) – Extra-help Building Inspector II positions will be utilized only during the periods of high inspection requests as workload indicates or when regular employees are on extended leave. While additional inspection help is available through contract services, the cost ranges from $47.50 to $75.00 per hour. The MOU salary ranges for extra-help Building Inspector II's currently range from $20.05 to $25.58 per hour. Use of extra help Building Inspector IIs will provide a significant savings over the use of private contractors. They will only be utilized when Building and Safety revenues are sufficient to cover the costs of the positions. (Department requested; CAO Recommends).

Clerk II 1.0 – This position will replace a PSE position that has been used since October 1998 at Building and Safety's public service counter in San Bernardino. This position completes land use and permit research, answers phones, and provides back-up as receptionist for the counter. This position helps assure that customers are greeted promptly, directed to needed services, and obtain required information in a timely manner. In addition this position will provide increased clerical support for the new Building and Safety Inspector III positions in plan review. In accordance with the approved MOU with the San Bernardino Public Employees Association, this position should be converted to a Clerk II regular position. (Department requested; CAO Recommends).

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

San Bernardino County is projected to continue its economic growth. This can be evidenced in the overall increase of Building and Safety workload and by the increase in number of projects submitted to the Current Planning Division. The following projects are currently anticipated and will impact Building & Safety workload and revenues: Hampton Heights (422 homes, 30 senior duplexes); Citrus Plaza - Target (currently in plan review) and remaining retail area (319,417 sq. ft.); San Bernardino County Court House (portions of renovation); Catellus (commerce center consisting of 10,628,615 sq. ft. - 13.5% completed, 11.0% under construction, 15.0% approved waiting for building permits, 60.5% pending approval by Current Planning); and North American Stainless (60,000 sq. ft. warehouse).

## IV. VACANT POSITION IMPACT

The division has a total of 2.2 vacant budgeted positions. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.2 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 1.0 | Retain |
| Total Vacant | 2.2 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of 1.2 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1which would restore the department's request of 1.2 vacant positions (1.0 Building & Safety Engineer and 0.2 Building Inspector II) for the Land Use Services Department-Building and Safety division. This restoration is being recommended because the positions are necessary for processing building permits in a timely manner and are fully funded by permit fees.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | LUS-Building and Safety | 1.2<br>$98,044<br>Revenue Supported | The Building & Safety Engineer and the Building Inspector II-Extra Help positions process of building permits which requires Interpretation and adherence to the requirements of the California Building Code. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Building and Safety
**FUND:** General AAA BNS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,302,118 | 3,416,181 | 314,409 | - | 3,730,590 |
| Services and Supplies | 594,057 | 587,126 | 631 | - | 587,757 |
| Central Computer | 57,971 | 57,971 | (12,868) | - | 45,103 |
| Equipment | - | - | - | - | - |
| Transfers | 677,846 | 681,723 | (30,203) | - | 651,520 |
| Total Appropriation | 4,631,992 | 4,743,001 | 271,969 | - | 5,014,970 |
| **Revenue** | | | | | |
| Licenses & Permits | 4,470,268 | 4,522,741 | 360,199 | - | 4,882,940 |
| Current Services | 56,228 | 68,030 | - | - | 68,030 |
| Other Revenue | 105,496 | 64,000 | - | - | 64,000 |
| Total Revenue | 4,631,992 | 4,654,771 | 360,199 | - | 5,014,970 |
| Local Cost | - | 88,230 | (88,230) | - | - |
| Budgeted Staffing | | 57.2 | - | - | 57.2 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Building and Safety
**FUND:** General AAA BNS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,730,590 | 291,167 | 4,021,757 | (98,044) | **3,923,713** | 98,044 | 4,021,757 |
| Services and Supplies | 587,757 | 156,355 | 744,112 | - | **744,112** | - | 744,112 |
| Central Computer | 45,103 | - | 45,103 | - | **45,103** | - | 45,103 |
| Equipment | - | 40,000 | 40,000 | - | **40,000** | - | 40,000 |
| Transfers | 651,520 | 127,434 | 778,954 | - | **778,954** | - | 778,954 |
| Total Appropriation | 5,014,970 | 614,956 | 5,629,926 | (98,044) | **5,531,882** | 98,044 | 5,629,926 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 4,882,940 | 614,956 | 5,497,896 | (98,044) | **5,399,852** | 98,044 | 5,497,896 |
| Current Services | 68,030 | - | 68,030 | - | **68,030** | - | 68,030 |
| Other Revenue | 64,000 | - | 64,000 | - | **64,000** | - | 64,000 |
| Total Revenue | 5,014,970 | 614,956 | 5,629,926 | (98,044) | **5,531,882** | 98,044 | 5,629,926 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 57.2 | 5.0 | 62.2 | (1.2) | **61.0** | 1.2 | 62.2 |

## LAND USE SERVICES

### Base Year Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 94,473 | MOU. |
| | 176,162 | Retirement. |
| | 43,774 | Risk Management Worker's Comp. |
| | 314,409 | |
| Services and Supplies | 631 | Risk Management Liabilities. |
| Central Computer | (12,868) | |
| Transfers | (1,264) | Incremental Change in EHAP. |
| | (3,529) | Transfers to LUS Administration - 4% Spend Down Plan. |
| | (25,410) | Transfers to LUS Administration - 30% Cost Reduction Plan. |
| | (30,203) | |
| Total Base Year Appropriation | 271,969 | |
| Revenue | 300,908 | Increased revenue to cover base year adjustments. |
| | 59,291 | Increased revenue to cover reduction of local cost as part of the 30% Cost Reduction Plan. |
| Total Base Year Revenue | 360,199 | |
| Total Base Year Local Cost | (88,230) | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 277,994 | Increase 2.0 Building Inspector III, 2.0 Building Inspector (Extra Help) and 1.0 Clerk II. |
| | 13,173 | Step increases. |
| | 291,167 | |
| Services and Supplies | 50,535 | Increase in COWCAP charges. |
| | (11,181) | GASB 34 accounting change (EHAP). |
| | 20,000 | Increase in Non Inventoriable Equipment for computer replacement and purchases for new employees. |
| | 40,000 | Increase in supplies and equipment for increased costs new employees. |
| | 22,800 | Increase in mileage reimbursement for 2.0 Building Inspector II (Extra Help). |
| | 34,201 | Increase in vehicle charges for new employees. |
| | 156,355 | |
| Equipment | 40,000 | Purchase of 2 vehicles for new employees. |
| Transfers | 11,181 | GASB 34 accounting change (EHAP). |
| | 67,675 | Increase transfer to AAA-LUS Administration. |
| | 48,578 | Increase in building rent - Yucca Valley - based on Real Estate Svcs correction. |
| | 127,434 | |
| Total Appropriation | 614,956 | |
| Revenue | | |
| Current Services | 614,956 | Increased revenue reflects projects in process and anticipated increased workload. |
| Total Revenue | 614,956 | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2 | 1.2 | 98,044 | 98,044 | - |
| Vacant Budgeted In Recruitment - Retain | 1 | 1.0 | 43,492 | 43,492 | - |
| Total Vacant | 3 | 2.2 | 141,536 | 141,536 | - |
| Recommended Restoration of Vacant Deleted | 2 | 1.2 | 98,044 | 98,044 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Building Inspector II (Extra Help)* | 94403 | (0.2) | (10,915) | (10,915) | - |
| *Building & Safety Engineer* | 580 | (1.0) | (87,129) | (87,129) | - |
| Subtotal Recommended - **Retain** | | (1.2) | (98,044) | (98,044) | - |
| Total Slated for Deletion | | (1.2) | (98,044) | (98,044) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk III* | 11831 | 1.0 | 43,492 | 43,492 | - |
| | | - | - | - | - |
| Total in Recruitment Retain | | 1.0 | 43,492 | 43,492 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**LAND USE SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** Land Use Services/ED/PSG **Budget Code:** AAA BNS
**Title:** Restoration of 1.2 Vacant Budgeted Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

1.0 Building & Safety Engineer - This position would provide the engineering expertise, review of difficult and complex plans and assist in the continuing training of the plan review staff. In addition, this position is responsible for programs for fabricators, retrofitting of un-reinforced masonry structures, approval of special inspectors and evaluating alternate methods and materials of construction. On January 15, 2002 the Board of Supervisors approved an increase to the salary range for the Building & Safety Engineer position in an attempt to draw more candidates, but it has proven to still be difficult to recruit.

0.2 Extra Help Building Inspector II - is used for peak workloads and vacation periods to provide coverage for services that would otherwise require the use of outside vendors at increased rates.

Both of these positions are fully funded by permit fees.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 98,044 | $ 98,044 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Building & Safety Engineer | 87,129 |
| 0.2 | Building Inspector II (Extra Help | 10,915 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 98,044 | $ 98,044 |
| **REVENUE (specify source)** | | |
| **Permit Revenue** | 98,044 | 98,044 |
| | | |
| | | |
| **Total:** | $ 98,044 | $ 98,044 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: CODE ENFORCEMENT DIVISION (AAA CEN)**

## I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division of Land Use Services administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,847,328 | 2,803,194 | 2,777,394 | 2,960,413 |
| Total Revenue | 230,261 | 258,200 | 236,584 | 408,200 |
| Local Cost | 2,617,067 | 2,544,994 | 2,540,810 | 2,552,213 |
| Budgeted Staffing | | 31.0 | | 30.0 |
| **Workload Indicators** | | | | |
| Code enforcement complaints | 3,089 | 3,000 | 3,000 | 3,000 |
| Rehab/demolitions | 200 | 135 | 140 | 140 |
| Permits | 462 | 700 | 475 | 600 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Included in base year adjustments is the deletion of 1.0 Public Service Employee as a result of the portion of the 30% Cost Reduction Plan implemented.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Staff proposes a $10 per hour increase in Code Enforcement's hourly rate (from $52 per hour to $62 per hour) to cover increased administrative costs for conducting inspections, issuing certificates of compliance, title searches, and preparing job specifications. The department also proposes to increase the appeal fee from $125 to $1,050 for a Planning Commission appeal and to $700 for a Board of Supervisors appeal. This fee increase is to standardize the appeal fees through all divisions of the department. All other divisions have the appeal fee set at $1,050 for a Planning Commission appeal and $700 for a Board of Supervisors appeal.

If the Board approves these fee increases, additional revenues estimated at $5,085 will be restored to the budget to provide for unanticipated increases or inflationary impacts.

GROUP: Economic Development/Public Services
DEPARTMENT: Land Use Services - Code Enforcement
FUND: General AAA CEN

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,846,522 | 1,907,369 | 138,937 | - | 2,046,306 |
| Services and Supplies | 740,089 | 655,157 | (4,825) | - | 650,332 |
| Central Computer | 22,430 | 22,430 | (4,502) | - | 17,928 |
| Transfers | 620,613 | 618,238 | (122,391) | - | 495,847 |
| Total Exp Authority | 3,229,654 | 3,203,194 | 7,219 | - | 3,210,413 |
| Reimbursements | (452,260) | (400,000) | - | - | (400,000) |
| Total Appropriation | 2,777,394 | 2,803,194 | 7,219 | - | 2,810,413 |
| **Revenue** | | | | | |
| Licenses & Permits | 99,253 | 106,000 | - | - | 106,000 |
| Taxes | 1,429 | - | - | - | - |
| State, Fed or Gov't Aid | - | - | - | - | - |
| Current Services | 123,123 | 122,200 | - | - | 122,200 |
| Other Revenue | 12,779 | 30,000 | - | - | 30,000 |
| Total Revenue | 236,584 | 258,200 | - | - | 258,200 |
| Local Cost | 2,540,810 | 2,544,994 | 7,219 | - | 2,552,213 |
| Budgeted Staffing | | 31.0 | (1.0) | - | 30.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Code Enforcement
**FUND:** General AAA CEN

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,046,306 | (4,592) | 2,041,714 | - | **2,041,714** | - | 2,041,714 |
| Services and Supplies | 650,332 | 277,174 | 927,506 | - | **927,506** | - | 927,506 |
| Central Computer | 17,928 | - | 17,928 | - | **17,928** | - | 17,928 |
| Transfers | 495,847 | 97,418 | 593,265 | - | **593,265** | - | 593,265 |
| Total Expen Authority | 3,210,413 | 370,000 | 3,580,413 | - | **3,580,413** | - | 3,580,413 |
| Reimbursements | (400,000) | (220,000) | (620,000) | - | **(620,000)** | - | (620,000) |
| Total Appropriation | 2,810,413 | 150,000 | 2,960,413 | - | **2,960,413** | - | 2,960,413 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 106,000 | - | 106,000 | - | **106,000** | - | 106,000 |
| Taxes | - | - | - | - | **-** | - | - |
| State, Fed or Gov't Aid | - | 150,000 | 150,000 | - | **150,000** | - | 150,000 |
| Current Services | 122,200 | - | 122,200 | - | **122,200** | - | 122,200 |
| Other Revenue | 30,000 | - | 30,000 | - | **30,000** | - | 30,000 |
| Total Revenue | 258,200 | 150,000 | 408,200 | - | **408,200** | - | 408,200 |
| Local Cost | 2,552,213 | - | 2,552,213 | - | **2,552,213** | - | 2,552,213 |
| Budgeted Staffing | 30.0 | - | 30.0 | - | **30.0** | - | 30.0 |

## LAND USE SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 51,922 | MOU. |
| | 97,181 | Retirement. |
| | 12,353 | Risk Management Workers' Comp. |
| | (22,519) | Reduction 1.0 Public Service Employee - 30% Cost Reduction Plan. |
| | 138,937 | |
| Services and Supplies | (3,564) | Risk Management Liability. |
| | (1,261) | Reduce Other Travel - 4% Spend down plan. |
| | (4,825) | |
| Central Computer | (4,502) | |
| Transfers | (18,057) | Reduction to LUS - Administration - 4% Spend Down Plan. |
| | (82,482) | Reduction to Fire Hazard Abatement - 4% Spend Down Plan. |
| | (21,362) | Reduction to LUS - Administration - 30% Cost Reduction Plan. |
| | (490) | Decrease in EHAP charges. |
| | (122,391) | |
| Total Base Year Appropriation | 7,219 | |
| Total Base Year Revenue | - | |
| Total Base Year Local Cost | 7,219 | |

---

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (4,592) | Misc salary and benefit decreases. |
| Services and Supplies | 220,000 | Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD. |
| | (5,864) | GASB 34 Accounting Change (EHAP). |
| | 63,038 | Increase vehicle service charges. |
| | 277,174 | |
| Transfers | 85,000 | Transfer to Fire Hazard Abatement to offset Code Enforcement time. |
| | 5,864 | GASB 34 Accounting Change (EHAP). |
| | 6,554 | Increased transfers to LUS Administration. |
| | 97,418 | |
| Reimbursements | (220,000) | Increase demo/rehab/blight abatement costs - fully offset by reimbursements from ECD. |
| Total Appropriation | 150,000 | |
| Revenue | 150,000 | State of Calif HCD Code Enforcement Grant. |
| Local Cost | - | |

FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33.0311 of this Code: Preparation of job specification | 52.00/hr. $115 minimum | 62.00/hr. $124 minimum | 10.00/hr. $9 minimum | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | $1,050 - Planning Commission $700 - Board of Supervisors | $925 - Planning Commission $525 - Board of Supervisors | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | $1,050 - Planning Commission $700 - Board of Supervisors | $925 - Planning Commission $525 - Board of Supervisors | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | $1,050 - Planning Commission $700 - Board of Supervisors | $925 - Planning Commission $525 - Board of Supervisors | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department. | Additional Local cost support may be required in order to maintain current service levels |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | $1,050 - Planning Commission $700 - Board of Supervisors | $925 - Planning Commission $525 - Board of Supervisors | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This change will also allow for standardization of the appeal process through all Divisions of the department. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (a) (10) Certificate of land use compliance review or recordation (See 16.0215A (b) (4)) | $385.00 | $0.00 | ($385.00) | This work is processed and charged for through the Current Planning Division of Land Use Services (16.0215A (b) (4)) | There is no impact if not approved, the fee is not currently being used by Code Enforcement. |
| 16.0215C (a) (12) Certificate of compliance | 52.00/hr. | 62.00/hr. | 10.00/hr. | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (a) (17) Special Inspection | 52.00/hr. | 62.00/hr. | 10.00/hr. | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (b) (2) Rehabilitation Enforcement | 52.00/hr. | 62.00/hr. | 10.00/hr. | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance) | $92 - Abatement processing fee | $92 - Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance) | $0.00 | Change to Title only for language clarification to allow for appropriate charge, based on an analysis of increased Salary & Benefits, Services & Supply costs and the time required to perform the functions during each step of notification / inspection process. If this fee item is approved, approval of 16.0215C (c) (3) is also required. | There is no fiscal impact if this change is not approved, it is for customer service and language clarification only. |
| 16.0215C (c) (3) Warrant processing fee | $92.00 | $0.00 | ($92.00) | This fee item is being deleted as a separate item and added in the change to 16.0215C (c) (1). If this fee item is approved, approval of 16.0215C (c) (1) is also required. | There is no fiscal impact if this change is not approved, it is for customer service and language clarification only. |
| 16.0215C (c) (4) Late Abatement | $21.00 | $0.00 | ($21.00) | This fee item is being deleted and separated into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B) are also required. | There is no fiscal impact if this change is not approved, it is for customer service and language clarification only. |
| 16.0215C (c) (4) (A) Extension requested | $0.00 | $21.00 | $21.00 | This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (B) are also required. | There is no fiscal impact if this change is not approved, it is for customer service and language clarification only. |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
**PREPARED BY:** Ruth M. Rice
**PHONE #** 387-4148

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline | $0.00 | $92.00 | $92.00 | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. This fee item is being added to separate 16.0215C (c) (4) into two items 16.0215C (c) (4) (A) and 16.0215C (c) (4) (B), to provide clarification to property owners of actual charge. If this fee item is approved, approval of 16.0215C (c) (4) and 16.0215C (c) (4) (A) are also required. | Local cost support may be required in order to maintain current service levels |
| 16.0215C (f) (2) Title search | 52.00/hr. plus actual cost | 62.00/hr. plus actual cost | 10.00/hr. | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |
| 16.0215C (f) (3) Court case preparation | 52.00/hr. | 62.00/hr. | 10.00/hr. | Land Use Services Department fees have not been reviewed in 8-10 years. Based on a complete analysis of increased Salary & Benefits, Service & Supply costs and the time required to perform these functions, staff has determined that is necessary to change the current fee as indicated in order to accurately charge for services and ensure that there will be no impact on Local Cost requirements. | Additional Local cost support may be required in order to maintain current service levels |

## 2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A __1 of __2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0215C (a) (4) (A) Nuisance abatement fees pursuant to section 33.,0311 of this Code: Preparation of job specification | 52.00/hr. $115.00 minimum | 62.00/hr. $124.00 minimum | $10.00/hr. $9.00 minimum | 5 | 5 | 0 | $3,565.00 | $3,875.00 | $310.00 |
| 16.0215C (a) (8) (A) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | 1,050 or 700 | 925 or 525 | 1 | 1 | 0 | $125.00 | $1,050.00 | $925.00 |
| 16.0215C (a) (8) (B) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | 1,050 or 700 | 925 or 525 | 1 | 1 | 0 | $125.00 | $1,050.00 | $925.00 |
| 16.0215C (a) (8) (C) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | 1,050 or 700 | 925 or 525 | 1 | 1 | 0 | $125.00 | $1,050.00 | $925.00 |
| 16.0215C (a) (8) (E) (III) Appeal (See 16.0228 (a) of this Code) | $125.00 | 1,050 or 700 | 925 or 525 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0215C (a) (10) Certificate of land use compliance review or recordation | $385.00 | $0.00 | ($385.00) | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0215C (a) (12) Certificate of compliance | 52.00/hr. | 62.00/hr. | 10.00/hr. | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0215C (a) (17) Special Inspection | 52.00/hr. | 62.00/hr. | 10.00/hr. | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0215C (b) (2) Rehabilitation Enforcement | 52.00/hr. | 62.00/hr. | 10.00/hr. | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| **TOTAL THIS PAGE** | | | | 8 | 8 | 0 | $3,940.00 | $7,025.00 | $3,085.00 |
| **GRAND TOTAL (All Page A's)** | | | | 9,573 | 12,173 | 2,600 | $685,920.00 | $944,405.00 | $258,485.00 |

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Land Use Services Department - Code Enforcement & Fire Hazard Abatement (AAA CEN)
PREPARED BY: Ruth M. Rice
PHONE # 387-4148



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0215C (c) (1) Abatement processing fee (Applied to each parcel for each notice and/or warrant issued after initial notification of non compliance) | $92.00 | $92.00 | $0.00 | 5,150 | 6,665 | 1,515 | $473,800.00 | $613,180.00 | $139,380.00 |
| 16.0215C (c) (3) Warrant processing fee | $92.00 | $0.00 | ($92.00) | 1,515 | 0 | (1,515) | $139,380.00 | $0.00 | ($139,380.00) |
| 16.0215C (c) (4) Late Abatement | $21.00 | $0.00 | ($21.00) | 2,800 | 0 | (2,800) | $58,800.00 | $0.00 | ($58,800.00) |
| 16.0215C (c) (4) (A) Extension requested | $0.00 | $21.00 | $21.00 | 0 | 2,600 | 2,600 | $0.00 | $54,600.00 | $54,600.00 |
| 16.0215C (c) (4) (B) Late Abatement - Done By Owner after initial deadline | $0.00 | $92.00 | $92.00 | 0 | 2,800 | 2,800 | $0.00 | $257,600.00 | $257,600.00 |
| 16.0215C (f) (2) Title search | 52.00/hr. plus actual cost | 62.00/hr. plus actual cost | 10.00/hr. | 100 | 100 | 0 | $10,000.00 | $12,000.00 | $2,000.00 |
| 16.0215C (f) (3) Court case preparation | 52.00/hr. | 62.00/hr. | 10.00/hr. | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL THIS PAGE | | | | 9,565 | 12,165 | 2,600 | $681,980.00 | $937,380.00 | $255,400.00 |

**BUDGET UNIT: FIRE HAZARD ABATEMENT (AAA WAB)**

## I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners and removal of hazards due to vegetation and flammable debris.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,605,437 | 1,872,613 | 1,777,078 | 1,951,692 |
| Total Revenue | 1,521,728 | 1,872,613 | 1,736,131 | 1,951,692 |
| Local Cost | 83,709 | - | 40,947 | - |
| Budgeted Staffing | | 21.0 | | 21.0 |
| **Workload Indicators** | | | | |
| Weed notices issued | 50,477 | 49,500 | 50,000 | 51,500 |
| Weed abatements | 3,326 | 5,000 | 4,635 | 4,700 |
| Warrants issued | 1,037 | 1,000 | 1,807 | 1,515 |
| D.B.O. Fee (Done by Owner) | 3,056 | 2,800 | 2,014 | 2,000 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The division has a total of 1.0 vacant budgeted position. The breakdown of this position is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 0.0 | |
| Total Vacant | 1.0 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1, which would restore the department's request of 1.0 vacant Code Enforcement Field Assistant position for the Land Use Services Department-Fire Hazard Abatement division. This restoration is being recommended because the position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | LUS-Fire Hazard Abatement | 1.0<br>$36,948<br>Revenue Supported | The Code Enforcement Field Assistant performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Staff proposes to rename the "late abatement fee" ($21 per parcel) as an "extension requested fee" and also establish a new "late abatement-done by owner fee-" of $92 per parcel. The $92 per parcel fee would be charged when a property owner performs required abatement work after the final deadline, extended or otherwise. In these cases, staff spends a significant amount of unnecessary time arranging for the work to be performed and verifying that the work was actually completed. The amount of this fee is calculated to reimburse the division for the average cost of staff time related to these situations. Based on projected units, these fee changes will result in an additional $253,400, which will be used to ensure the division meets its revenue targets.

Staff also proposes language changes to clarify when abatement processing fees will be applied. This language clarification will not generate any additional revenue.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Fire Hazard Abatement
**FUND:** General AAA WAB

**FUNCTION:** Public Protection
**ACTIVITY:** Protective Inspections

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 868,268 | 916,207 | 83,925 | - | 1,000,132 |
| Services and Supplies | 745,768 | 786,617 | 4,224 | - | 790,841 |
| Central Computer | 11,820 | 11,820 | (1,575) | - | 10,245 |
| Equipment | 20,000 | 20,000 | - | - | 20,000 |
| Transfers | 221,222 | 222,969 | (268) | - | 222,701 |
| Total Exp Authority | 1,867,078 | 1,957,613 | 86,306 | - | 2,043,919 |
| Reimbursements | (90,000) | (85,000) | - | - | (85,000) |
| Total Appropriation | 1,777,078 | 1,872,613 | 86,306 | - | 1,958,919 |
| **Revenue** | | | | | |
| Taxes | 441,593 | 744,621 | - | - | 744,621 |
| Current Services | 1,284,812 | 1,127,992 | 86,306 | - | 1,214,298 |
| Other Revenue | 9,726 | - | - | - | - |
| Total Revenue | 1,736,131 | 1,872,613 | 86,306 | - | 1,958,919 |
| Local Cost | 40,947 | - | - | - | - |
| Budgeted Staffing | | 21.0 | - | - | 21.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Fire Hazard Abatement
**FUND:** General AAA WAB

**FUNCTION:** Public Protection
**ACTIVITY:** Protective Inspections

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,000,132 | 43,881 | 1,044,013 | (36,948) | **1,007,065** | 36,948 | 1,044,013 |
| Services and Supplies | 790,841 | (56,518) | 734,323 | - | **734,323** | - | 734,323 |
| Central Computer | 10,245 | - | 10,245 | - | **10,245** | - | 10,245 |
| Equipment | 20,000 | (20,000) | - | - | **-** | - | - |
| Transfers | 222,701 | 25,410 | 248,111 | - | **248,111** | - | 248,111 |
| Total Expen Authority | 2,043,919 | (7,227) | 2,036,692 | (36,948) | **1,999,744** | 36,948 | 2,036,692 |
| Reimbursements | (85,000) | - | (85,000) | - | **(85,000)** | - | (85,000) |
| Total Appropriation | 1,958,919 | (7,227) | 1,951,692 | (36,948) | **1,914,744** | 36,948 | 1,951,692 |
| **Revenue** | | | | | | | |
| Taxes | 744,621 | (287,621) | 457,000 | - | **457,000** | - | 457,000 |
| Current Services | 1,214,298 | 280,394 | 1,494,692 | (36,948) | **1,457,744** | 36,948 | 1,494,692 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 1,958,919 | (7,227) | 1,951,692 | (36,948) | **1,914,744** | 36,948 | 1,951,692 |
| Local Cost | - | - | - | - | **-** | - | - |
| Budgeted Staffing | 21.0 | - | 21.0 | (1.0) | **20.0** | 1.0 | 21.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 25,616 | MOU. |
| | 46,339 | Retirement. |
| | 11,970 | Risk Management Workers' Comp. |
| | 83,925 | |
| Services and Supplies | 4,224 | Risk Management liabilities. |
| Central Computer | (1,575) | |
| Transfers | (268) | Incremental change in EHAP. |
| Base Year Appropriation | 86,306 | |
| Base Year Revenue | 86,306 | Increased revenue to cover increased costs. |
| Base Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 43,881 | Step advances, promotion of 1.0 Code Enforcement Officer from Trainee to I. |
| Services and Supplies | (50,000) | Reduce contract services for abatement work. |
| | (6,249) | COWCAP. |
| | 3,640 | Increase uniform expenditures. |
| | (3,909) | GASB 34 accounting change (EHAP) |
| | (56,518) | |
| Equipment | (20,000) | No additional vehicles are required by this program. |
| Transfers | 3,909 | GASB 34 accounting change (EHAP). |
| | 21,501 | Transfers to LUS Administration. |
| | 25,410 | |
| Total Appropriation | (7,227) | |
| Revenue | | |
| Taxes | (287,621) | Reclassification of revenue from taxes to current services for accounts with Central Collections. |
| Current Services | 280,394 | Reclassification of revenue from taxes to current services for accounts with Central Collections and increases based on workload. |
| Total Revenue | (7,227) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 1 | 1.0 | 36,948 | 36,948 | - |
| Vacant Budgeted In Recruitment - Retain | | - | - | - | - |
| Total Vacant | 1 | 1.0 | 36,948 | 36,948 | - |
| Recommended Restoration of Vacant Deleted | 1 | 1.0 | 36,948 | 36,948 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| | | - | - | - | - |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Code Enforcement Field Assistant* | 77470 | (1.0) | (36,948) | (36,948) | - |
| Subtotal Recommended - **Retain** | | (1.0) | (36,948) | (36,948) | - |
| Total Slated for Deletion | | (1.0) | (36,948) | (36,948) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

LAND USE SERVICES

## POLICY DESCRIPTION FORM

**Department/Group:** Land Use Services/ED-PSG **Budget Code:** AAA WAB
**Title:** Restoration of 1.0 Vacant Budgeted Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**1.0 Code Enforcement Field Assistant - This position performs abatements for public nuisance and fire hazards, including weeds and combustible trash, on private properties for fire safety and is fully funded by fees generated.**

| | 2002-03 | Ongoing 2003-04 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 36,948 | $ 36,948 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Code Enf Field Asst | 36,948 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 36,948 | $ 36,948 |
| **REVENUE (specify source)** | | |
| Agriculture Services | 36,948 | 36,948 |
| | | |
| | | |
| Total: | $ 36,948 | $ 36,948 |
| LOCAL COST | $ 0 | $ 0 |

**BUDGET UNIT: GENERAL PLAN UPDATE (RHJ LUS)**

## I. GENERAL PROGRAM STATEMENT

This budget unit provides a separate accounting for all expenditures and revenues related to the County's General Plan Update. The Advance Planning Division of Land Use Services prepares the County General Plan. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 1,615,336 | 320,000 | 2,304,375 |
| Total Sources | 615,336 | 1,000,000 | 1,009,039 | 1,000,000 |
| Fund Balance | | 615,336 | | 1,304,375 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, with completion projected during 2005-06.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION REQUEST

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - General Plan Update
**FUND:** Special Revenue RHJ LUS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | 1,296,336 | - | - | 1,296,336 |
| Transfers | 420,000 | 319,000 | - | - | 319,000 |
| Total Exp Authority | 420,000 | 1,615,336 | - | - | 1,615,336 |
| Reimbursements | (100,000) | - | - | - | - |
| Total Appropriation | 320,000 | 1,615,336 | - | - | 1,615,336 |
| **Revenue** | | | | | |
| Use of Money & Prop | 9,039 | - | - | - | - |
| Total Revenue | 9,039 | - | - | - | - |
| Operating Transfer In | 1,000,000 | 1,000,000 | - | - | 1,000,000 |
| Total Sources | 1,009,039 | 1,000,000 | - | - | 1,000,000 |
| Fund Balance | | 615,336 | - | - | 615,336 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - General Plan Update
**FUND:** Special Revenue RHJ LUS

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,296,336 | 1,258,039 | 2,554,375 | - | **2,554,375** | - | 2,554,375 |
| Transfers | 319,000 | (319,000) | - | - | **-** | - | - |
| Total Expen Authority | 1,615,336 | 939,039 | 2,554,375 | - | **2,554,375** | - | 2,554,375 |
| Reimbursements | - | (250,000) | (250,000) | - | **(250,000)** | - | (250,000) |
| Total Appropriation | 1,615,336 | 689,039 | 2,304,375 | - | **2,304,375** | - | 2,304,375 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | - | - | - | **-** | - | - |
| Total Revenue | - | - | - | - | **-** | - | - |
| Operating Transfer In | 1,000,000 | - | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Total Sources | 1,000,000 | - | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Fund Balance | 615,336 | 689,039 | 1,304,375 | - | **1,304,375** | - | 1,304,375 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 1,258,039 | Increase appropriation for fund balance requirements. |
| Transfers | (319,000) | Delete transfers to AAA-ADV for Salary & Benefit support. |
| Reimbursements | (250,000) | Move Transportation Reimbursements for Circulation Element from AAA-ADV ($100,000), Increase Transportation, Flood Control and RDA Contribution ($50,000 each). |
| Total Appropriation | 689,039 | |
| Total Sources | - | |
| Fund Balance | 689,039 | |

**BUDGET UNIT: HABITAT CONSERVATION (RHC PLN)**

## I. GENERAL PROGRAM STATEMENT

The Habitat Conservation Program budget was created in January 1999, in response to the January 12, 1999 Board of Supervisors action to continue work on preparation of the Multi-Species Habitat Conservation Plan for the San Bernardino Valley. The Habitat Conservation Plan is a study of endangered species located in the San Bernardino Valley that will conclude in recommendations regarding protection and mitigation of habitat to facilitate contiguous development opportunities. Land Use Services Advance Planning Division manages the project.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | (1,079,366) | 260,479 | 1,061 | 140,928 |
| Total Revenue | (462,810) | 120,996 | 2,506 | - |
| Fund Balance | | 139,483 | | 140,928 |
| Budgeted Staffing | | 1.0 | | - |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Land Use Services Advance Planning Division manages this project, which is currently on hold, while the requirements and funding sources are re-evaluated and a decision is made regarding continuing the program.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Staffing changes consist of the reduction of 1.0 vacant Planner III due to inactivity. Any required work effort will be accomplished by existing Advance Planning staff.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Works
DEPARTMENT: Land Use Services - Habitat Conservation
FUND: Special Revenue RHC PLN

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | - | 60,479 | - | - | 60,479 |
| Services and Supplies | 1,061 | 200,000 | - | - | 200,000 |
| Total Appropriation | 1,061 | 260,479 | - | - | 260,479 |
| **Revenue** | | | | | |
| Use of Money & Prop | 2,506 | - | - | - | - |
| State, Fed or Gov't Aid | - | 120,996 | - | - | 120,996 |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 2,506 | 120,996 | - | - | 120,996 |
| Fund Balance | | 139,483 | - | - | 139,483 |
| Budgeted Staffing | | 1.0 | - | - | 1.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Land Use Services - Habitat Conservation
**FUND:** Special Revenue RHC PLN

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 60,479 | (60,479) | - | - | **-** | - | - |
| Services and Supplies | 200,000 | (59,072) | 140,928 | - | **140,928** | - | 140,928 |
| Total Appropriation | 260,479 | (119,551) | 140,928 | - | **140,928** | - | 140,928 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | - | - | - | **-** | - | - |
| State, Fed or Gov't Aid | 120,996 | (120,996) | - | - | **-** | - | - |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 120,996 | (120,996) | - | - | **-** | - | - |
| Fund Balance | 139,483 | 1,445 | 140,928 | - | **140,928** | - | 140,928 |
| Budgeted Staffing | 1.0 | (1.0) | - | - | **-** | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (60,479) | Elimination of 1.0 Planner III. |
| Services and Supplies | (59,072) | Elimination of professional services. |
| Total Appropriation | (119,551) | |
| Total Revenue | (120,996) | Elimination of revenue. |
| Fund Balance | 1,445 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC WORKS**
**DIRECTOR: KEN A. MILLER**

The Public Works Department was established on March 14, 2000 resulting from the Board of Supervisors approving a restructuring of the county's organization. This department includes divisions for Regional Parks, Transportation, Solid Waste, and the Flood Control District. The department's mission is to maintain county roads, administer special transportation projects, manage the Surveyor functions, provide recreational opportunities for the public through the use of regional parks, oversee the operation and management of the county's solid waste system, and provide flood control and related services throughout the County. The Public Works Department has responsibility for the following budget units (the Flood Control District is included in the Special Districts budget book):

| | 2003-04 | | | | | |
|---|---|---|---|---|---|---|
| | Appropriation/ Operating Exp | Revenue | Local Cost | Fund Balance | Rev Over/ (Under Exp) | Staffing |
| **Regional Parks Div** | | | | | | |
| Regional Parks | 6,758,286 | 5,803,925 | 954,361 | | | 117.1 |
| County Trail System | 9,289,986 | 9,225,000 | | 64,986 | | 4.0 |
| Moabi Boat Lauch Facility | 948,000 | 1,222,000 | | (274,000) | | - |
| Proposition 12 Projects | 2,234,184 | 2,164,184 | | 70,000 | | - |
| Proposition 40 Projects | 1,000,000 | 1,000,000 | | - | | - |
| Glen Helen Amphitheater | 1,126,417 | 1,087,000 | | 39,417 | | - |
| Park Maintenance /Dev | 619,457 | 185,000 | | 434,457 | | - |
| Calico Marketing | 371,370 | 370,500 | | 870 | | 1.0 |
| Off-Highway Veh License | 87,242 | 25,000 | | 62,242 | | - |
| Glen Helen Pavilion Imp | 193,658 | 29,500 | | 164,158 | | - |
| Park Snack Bars | 71,129 | 76,600 | | - | 5,471 | 1.3 |
| **Transportation Div** | | | | | | |
| Surveyor | 3,310,588 | 3,310,588 | - | | | 39.4 |
| Survey Monument | 305,937 | 94,190 | | 211,747 | | - |
| Road Operations | 67,078,421 | 52,112,083 | | 14,966,338 | | 357.7 |
| CalTrans Contract | 148,186 | 298,186 | | (150,000) | | - |
| Etiwanda Interchange | 629,000 | 479,000 | | 150,000 | | - |
| High Desert Corridor | 839,300 | 772,225 | | 67,075 | | - |
| Development Projects | 3,760,952 | 779,743 | | 2,981,209 | | - |
| Measure I Funds | 21,434,383 | 8,793,864 | | 12,640,519 | | - |
| **Solid Waste Division** | | | | | | |
| Operations | 46,513,636 | 45,543,580 | | | (970,056) | 74.4 |
| Site Closure/Maint | 10,806,246 | 10,059,246 | | | (747,000) | - |
| Site Enhancement/Exp | 3,806,788 | 8,204,667 | | | 4,397,879 | - |
| Groundwater Remediation | 3,422,934 | 9,283,976 | | | 5,861,042 | - |
| Environmental Mitigation | 2,003,000 | 2,095,595 | | | 92,595 | - |
| TOTAL | 186,759,100 | 163,015,652 | 954,361 | 31,429,018 | 8,639,931 | 594.9 |

**Note:** Including the Flood Control District, the total 2003-04 budget is as follows: Appropriation ($300,316,252); Revenue ($224,585,547); Local Cost ($954,361); Fund Balance ($59,225,558); and Staffing (755.0).

## BUDGET UNIT: REGIONAL PARKS (AAA CCP)

### I. GENERAL PROGRAM STATEMENT

The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the county. These parks, which encompass approximately 9,200 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit Valley), Mojave Narrows (Victorville), Moabi (Needles), Lake Gregory (Crestline), Yucaipa, and Calico Ghost Town (Yermo). The division also oversees the operation of 180 acres at the Big Morongo Canyon Wildlife Preserve in Morongo Valley. Together, these parks offer open space, trails, camping, swimming, fishing, picnicking, equestrian activities, playing fields, and other recreational opportunities to the public. The division sponsors special cultural, educational and promotional events through the use of park resources and contractual agreements with private, non-profit, and other public entities.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 5,817,430 | 6,407,943 | 6,385,586 | 6,758,286 |
| Total Revenue | 5,438,542 | 5,760,448 | 5,792,435 | 5,803,925 |
| Local Cost | 378,888 | 647,495 | 593,151 | 954,361 |
| Budgeted Staffing | | 117.1 | | 117.1 |
| **Workload Indicators** | | | | |
| Attendance (*): | | | | |
| Calico Ghost Town | 314,350 | 372,200 | 336,300 | 346,300 |
| Moabi | 289,115 | 330,700 | 318,000 | 331,700 |
| Glen Helen | 563,345 | 647,000 | 574,600 | 653,000 |
| Mojave Narrows | 78,224 | 89,400 | 82,100 | 86,000 |
| Prado | 286,517 | 280,400 | 277,900 | 281,000 |
| Cucamonga-Guasti | 148,838 | 164,800 | 159,200 | 160,700 |
| Yucaipa | 305,140 | 328,400 | 329,500 | 331,000 |
| Lake Gregory | 290,111 | 294,400 | 287,200 | 293,000 |
| Mojave River Forks | 11,820 | 8,700 | 11,938 | 12,000 |
| Total Attendance | 2,287,460 | 2,516,000 | 2,376,738 | 2,494,700 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

None.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

Regional Parks has a total of 10.7 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 10.7 | Retain |
| Total Vacant | 10.7 | |

Of these 10.7 vacant budgeted positions, 8.7 are seasonal workers that are needed during the summer months.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Regional Parks is proposing the following fee revisions: a new discount walking entrance pass ($25/year) at Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks for patrons who frequently utilize these parks for walking or exercising purposes; a new senior discount vehicle entrance pass ($65/year) at Moabi, Glen Helen, Mojave Narrows, Prado, Cucamonga Guasti, Yucaipa, and Mojave River Forks; and a $5 reduction for the rental of electric motors and batteries at Lake Gregory. The department is proposing these fee changes to encourage more customer use of the parks and its facilities. The overall financial impact is expected to be minimal.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Regional Parks
FUND: General AAA CCP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,957,006 | 3,977,343 | 370,145 | - | 4,347,488 |
| Services and Supplies | 2,285,877 | 2,287,897 | (57,968) | - | 2,229,929 |
| Central Computer | 26,605 | 26,605 | (5,311) | - | 21,294 |
| Transfers | 130,098 | 130,098 | - | - | 130,098 |
| Total Exp Authority | 6,399,586 | 6,421,943 | 306,866 | - | 6,728,809 |
| Reimbursements | (14,000) | (14,000) | - | - | (14,000) |
| Total Appropriation | 6,385,586 | 6,407,943 | 306,866 | - | 6,714,809 |
| **Revenue** | | | | | |
| Use of Money & Prop | 1,184,900 | 1,134,900 | - | - | 1,134,900 |
| Current Services | 4,559,535 | 4,574,748 | - | - | 4,574,748 |
| Other Revenue | 48,000 | 50,800 | - | - | 50,800 |
| Total Revenue | 5,792,435 | 5,760,448 | - | - | 5,760,448 |
| Local Cost | 593,151 | 647,495 | 306,866 | - | 954,361 |
| Budgeted Staffing | | 117.1 | - | - | 117.1 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Regional Parks
**FUND:** General AAA CCP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 4,347,488 | 290 | 4,347,778 | - | **4,347,778** | - | 4,347,778 |
| Services and Supplies | 2,229,929 | 17,885 | 2,247,814 | - | **2,247,814** | - | 2,247,814 |
| Central Computer | 21,294 | - | 21,294 | - | **21,294** | - | 21,294 |
| Transfers | 130,098 | 25,302 | 155,400 | - | **155,400** | - | 155,400 |
| Total Expen Authority | 6,728,809 | 43,477 | 6,772,286 | - | **6,772,286** | - | 6,772,286 |
| Reimbursements | (14,000) | - | (14,000) | - | **(14,000)** | - | (14,000) |
| Total Appropriation | 6,714,809 | 43,477 | 6,758,286 | - | **6,758,286** | - | 6,758,286 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 1,134,900 | 45,900 | 1,180,800 | - | **1,180,800** | - | 1,180,800 |
| Current Services | 4,574,748 | (623) | 4,574,125 | - | **4,574,125** | - | 4,574,125 |
| Other Revenue | 50,800 | (1,800) | 49,000 | - | **49,000** | - | 49,000 |
| Total Revenue | 5,760,448 | 43,477 | 5,803,925 | - | **5,803,925** | - | 5,803,925 |
| Local Cost | 954,361 | - | 954,361 | - | **954,361** | - | 954,361 |
| Budgeted Staffing | 117.1 | - | 117.1 | - | **117.1** | - | 117.1 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 119,996 | MOU. |
| | 205,658 | Retirement. |
| | 44,491 | Risk Management Workers' Comp. |
| | 370,145 | |
| Services and Supplies | (25,900) | 4% Spend Down Plan. |
| | (3,975) | Incremental change in EHAP. |
| | (59,377) | 30% Cost Reduction Plan. |
| | 31,284 | Risk Management Liabilities. |
| | (57,968) | |
| Central Computer | (5,311) | |
| Total Appropriation | 306,866 | |
| Total Revenue | - | |
| Local Cost | 306,866 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 290 | No change in staff. Additional amount is due to minimal increase in termination benefits. |
| Services and Supplies | 43,187 | Increases in maintenance, advertising, and vehicle charges. |
| | (25,302) | GASB 34 accounting change (EHAP). |
| | 17,885 | |
| Transfers | 25,302 | GASB 34 accounting change (EHAP). |
| Total Appropriation | 43,477 | |
| Revenue | | |
| Use of Mny & Prop | 45,900 | Increase in concessionaire revenues primarily from Calico Regional Park. |
| Current Services | (623) | Minimal decrease from park admission, swimming, camping and fishing fees. |
| Other Revenue | (1,800) | Slight decrease from sale of fire wood and fishing licenses. |
| Total Revenue | 43,477 | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 96 | (10.7) | (239,050) | (239,050) | - |
| Total Vacant | 96 | (10.7) | (239,050) | (239,050) | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Park Ranger II* | 04240 | (1.0) | (46,884) | (46,884) | - |
| *Park Superintendent I* | 07143 | (1.0) | (55,593) | (55,593) | - |
| *Public Service Employees (Seasonal)* | Various | (8.7) | (136,573) | (136,573) | - |
| Total in Recruitment Retain | | (10.7) | (239,050) | (239,050) | - |

NOTE: Regional Parks is in the process of recruiting for a number of Public Service Employees to work this summer in a number of capacities including lifeguards, maintenance workers, snack bar attendants, and working the front gate.

# FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Public Works Group - Regional Parks (AAA CCP)
**PREPARED BY:** Dawn Spellman
**PHONE #** 909-383-3294



| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| **Section 16.0223- Regional Parks** | | | | | |
| (b) Moabi | | | | | |
| (1) Entrance Fees: | | | | | |
| (G) Senior Discount Vehicle Annual Entrance Pass (New) | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (c) Glen Helen | | | | | |
| (1) Entrance Fees: | | | | | |
| (D) Senior Discount Vehicle Entrance Pass (New) | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (E) Discount Walking Entrance Pass (New) | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Decrease in customer satisfaction |
| (d) Mojave Narrows | | | | | |
| (1) Entrance Fees: | | | | | |
| (E) Senior Discount Vehicle Entrance Pass (New) | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (F) Discount Walking Entrance Pass (New) | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Decrease in customer satisfaction |

FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Public Works Group - Regional Parks (AAA CCP)
**PREPARED BY:** Dawn Spellman
**PHONE #** 909-383-3294



| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| **Section 16.0223- Regional Parks** | | | | | |
| (e) Prado | | | | | |
| (1) Entrance Fees: | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Decrease in customer satisfaction |
| (f) Cucamonga-Guasti | | | | | |
| (1) Entrance Fees: | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (g) Yucaipa | | | | | |
| (1) Entrance Fees: | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Decrease in customer satisfaction |

## FEE ADJUSTMENT SUMMARY



**DEPARTMENT:** Public Works Group - Regional Parks (AAA CCP)
**PREPARED BY:** Dawn Spellman
**PHONE #** 909-383-3294

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| **Section 16.0223- Regional Parks** | | | | | |
| (h) Lake Gregory | | | | | |
| (4) Watercraft Rental fees: | | | | | |
| (H) Watercraft Rental Fees: Electric motor | $20.00 | $15.00 | ($5.00) | Lowering price will stimulate more business, increasing revenue | There is no fiscal impact if fee is not approved |
| (I) Watercraft Rental Fees: Battery | $20.00 | $15.00 | ($5.00) | Lowering price will stimulate more business, increasing revenue | There is no fiscal impact if fee is not approved |
| (i) Mojave River Forks | | | | | |
| (1) Entrance Fees: | | | | | |
| (E) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | Discounted rate for Senior's of San Bernardino County to utilize Regional Park Facilities | Minimal budget impact. Senior discount will not be provided if fee is approved |
| (F) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | Customer requested fee, will increase customer satisfaction | Decrease in customer satisfaction |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group - Regional Parks (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-32

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 4

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| **Section 16.0223- Regional Parks** | | | | | | | | | |
| (b) Moabi | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (G) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 18 | 18 | $0.00 | $1,170.00 | $1,170.00 |
| (c) Glen Helen | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 15 | 15 | $0.00 | $975.00 | $975.00 |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 3 | 3 | $0.00 | $75.00 | $75.00 |
| **TOTAL THIS PAGE** | | | $155.00 | | | 36 | | | $2,220.00 |
| **GRAND TOTAL (All Page A's)** | | | $595.00 | | | 257 | | | $8,185.00 |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 2 of 4

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| (d) Mojave Narrows | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (E) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 15 | 15 | $0.00 | $975.00 | $975.00 |
| (F) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 5 | 5 | $0.00 | $125.00 | $125.00 |
| | | | | | | | | | |
| (e) Prado | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 20 | 20 | $0.00 | $1,300.00 | $1,300.00 |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 8 | 8 | $0.00 | $200.00 | $200.00 |
| **TOTAL THIS PAGE** | | | $180.00 | | | 48 | | | $2,600.00 |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 3 of 4

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| (f) Cucamonga-Guasti | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 20 | 20 | $0.00 | $1,300.00 | $1,300.00 |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 5 | 5 | $0.00 | $125.00 | $125.00 |
| (g) Yucaipa | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (D) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 30 | 30 | $0.00 | $1,950.00 | $1,950.00 |
| (E) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 10 | 10 | $0.00 | $250.00 | $250.00 |
| **TOTAL THIS PAGE** | | | $180.00 | | | 65 | | | $3,625.00 |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Works Group- Regional Parks Division (AAA CCP)
PREPARED BY: Dawn Spellman
PHONE # 909-383-3294

PAGE A - FEE ADJUSTMENT CALCULATION



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| (h) Lake Gregory | | | | | | | | | |
| (4) Watercraft Rental fees: | | | | | | | | | |
| (H) Watercraft Rental Fees: Electric motor | $20.00 | $15.00 | ($5.00) | 200 | 250 | 50 | $4,000.00 | $3,750.00 | ($250.00) |
| (I) Watercraft Rental Fees: Battery | $20.00 | $15.00 | ($5.00) | 200 | 250 | 50 | $4,000.00 | $3,750.00 | ($250.00) |
| | | | | | | | | | |
| (i) Mojave River Forks | | | | | | | | | |
| (1) Entrance Fees: | | | | | | | | | |
| (E) Senior Discount Vehicle Entrance Pass | $0.00 | $65.00 | $65.00 | 0 | 1 | 1 | $0.00 | $65.00 | $65.00 |
| (F) Discount Walking Entrance Pass | $0.00 | $25.00 | $25.00 | 0 | 7 | 7 | $0.00 | $175.00 | $175.00 |
| **TOTAL THIS PAGE** | | | $80.00 | | | 108 | | | ($260.00) |

**BUDGET UNIT: COUNTY TRAIL SYSTEM (RTS CCP)**

## I. GENERAL PROGRAM STATEMENT

On October 6, 1998, the Board of Supervisors approved County Policy #08-16 regarding the development of a county trail system. Under this policy, the Board designated Regional Parks to act as the lead agency for overseeing the development and maintenance of riding (non-motorized) and hiking trails within San Bernardino County. This separate budget unit was established to account for activity related to the trail system independently from other park operations.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 739,461 | 6,339,243 | 1,042,251 | 9,289,986 |
| Total Revenue | 535,522 | 5,541,665 | 309,659 | 9,225,000 |
| Fund Balance | | 797,578 | | 64,986 |
| Budgeted Staffing | | 4.0 | | 4.0 |

Estimated appropriation for 2002-03 is approximately $5.3 million less than budget primarily due to development of the Santa Ana River Trail (Phase II and III) not initiating as projected. The projects have been delayed due to permitting issues with the BNSF Railroad. These appropriations have been carried over to 2003-04 when development is now expected to commence. These portions of the trail are financed through grants from SANBAG. The grant funds are obtained on a reimbursable basis. Thus, the department will receive these funds after the trail improvements have commenced.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The 2003-04 budget includes appropriations for development of Phase II (La Cadena Dr. to Waterman Ave.) and Phase III (Waterman Ave. to Alabama St.) of the Santa Ana River Trail, as well as for the following new projects: Santa Ana River Parkway Improvements ($3.3 million), Wilson Creek Trail ($65,000), and the Cooley Ranch Landfill Brownfields Project ($150,000).

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - County Trail System
**FUND:** Special Revenue RTS CCP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 219,731 | 201,392 | 18,057 | - | 219,449 |
| Services and Supplies | 1,000,000 | 6,308,966 | - | - | 6,308,966 |
| Transfers | - | - | - | - | - |
| Total Exp Authority | 1,219,731 | 6,510,358 | 18,057 | - | 6,528,415 |
| Reimbursements | (177,480) | (171,115) | - | - | (171,115) |
| Total Appropriation | 1,042,251 | 6,339,243 | 18,057 | - | 6,357,300 |
| **Revenue** | | | | | |
| Use of Money & Prop | 10,330 | 10,000 | - | - | 10,000 |
| State, Fed or Gov't Aid | - | 5,100,000 | - | - | 5,100,000 |
| Other Revenue | 299,329 | 431,665 | 18,057 | - | 449,722 |
| Total Revenue | 309,659 | 5,541,665 | 18,057 | - | 5,559,722 |
| Fund Balance | | 797,578 | - | - | 797,578 |
| Budgeted Staffing | | 4.0 | - | - | 4.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public works - County rail System
**FUND:** Special Revenue RTS CCP
**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 219,449 | 18,527 | 237,976 | - | **237,976** | - | 237,976 |
| Services and Supplies | 6,308,966 | 2,872,449 | 9,181,415 | - | **9,181,415** | - | 9,181,415 |
| Transfers | - | 693 | 693 | - | **693** | - | 693 |
| Total Exp Authority | 6,528,415 | 2,891,669 | 9,420,084 | - | **9,420,084** | - | 9,420,084 |
| Reimbursements | (171,115) | 41,017 | (130,098) | - | **(130,098)** | - | (130,098) |
| Total Appropriation | 6,357,300 | 2,932,686 | 9,289,986 | - | **9,289,986** | - | 9,289,986 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 10,000 | - | 10,000 | - | **10,000** | - | 10,000 |
| State, Fed or Gov't Aid | 5,100,000 | 3,515,000 | 8,615,000 | - | **8,615,000** | - | 8,615,000 |
| Other Revenue | 449,722 | 150,278 | 600,000 | - | **600,000** | - | 600,000 |
| Total Revenue | 5,559,722 | 3,665,278 | 9,225,000 | - | **9,225,000** | - | 9,225,000 |
| Fund Balance | 797,578 | (732,592) | 64,986 | - | **64,986** | | 64,986 |
| Budgeted Staffing | 4.0 | - | 4.0 | - | **4.0** | - | 4.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 5,883 | MOU. |
| | 9,727 | Retirement. |
| | 2,447 | Risk Management Workers' Comp. |
| | 18,057 | |
| Total Appropriation | 18,057 | |
| Total Revenue | 18,057 | Other revenue to offset the above increases in salaries and benefits. |
| Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries & Benefits | 18,527 | Increase primarily due to an upgrade of a contract program coordinator to a regional parks program manager. |
| Services & Supplies | 2,872,449 | Increase due to the following new projects in 2003-04: Santa Ana River Parkway Improvements ($3.3 million), the Wilson Creek Trail ($65,000), and Cooley Ranch Landfill Brownfields ($150,000). These new projects are partially offset by the completion of other projects in 2002-03 totaling approximately $700,000. |
| Transfers | 693 | EHAP charges to Human Resources. |
| Reimbursements | 41,017 | Completion of Lake Gregory Fitness Trail in 2002-03 requires no further reimbursement for this project. |
| Total Appropriation | 2,932,686 | |
| Revenue | 3,515,000 | Expected state and federal grants to fund new projects listed above. |
| | 150,278 | Expected grant match funds from the Wildlands Conservancy. |
| | 3,665,278 | |
| Fund Balance | (732,592) | |

**BUDGET UNIT: PROPOSITION 12 PROJECTS (RKL RGP)**

## I. GENERAL PROGRAM STATEMENT

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 passed by the voters in November, 2000. Over the life of this program, $4,832,410 of Proposition 12 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to the bond act. The list of projects to be funded from the Proposition 12 funds was provided to the Board of Supervisors on January 29, 2002. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | | 2,000,000 | 100,000 | 2,234,184 |
| Total Revenue | | 2,000,000 | 170,000 | 2,164,184 |
| Fund Balance | | - | | 70,000 |

The division has been working on completing environmental documentation prior to requesting funding advances from the state in 2002-03. It is anticipated that many of the projects will be completed in the coming fiscal year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Prop 12
**FUND:** Special Revenue RKL RGP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 100,000 | 1,975,494 | - | - | 1,975,494 |
| Transfers | - | 24,506 | - | - | 24,506 |
| Total Appropriation | 100,000 | 2,000,000 | - | - | 2,000,000 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 170,000 | 2,000,000 | - | - | 2,000,000 |
| Total Revenue | 170,000 | 2,000,000 | - | - | 2,000,000 |
| Fund Balance | | - | - | - | - |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Prop 12
**FUND:** Special Revenue RKL RGP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 1,975,494 | 258,690 | 2,234,184 | - | **2,234,184** | - | 2,234,184 |
| Transfers | 24,506 | (24,506) | - | - | **-** | - | - |
| Total Appropriation | 2,000,000 | 234,184 | 2,234,184 | - | **2,234,184** | - | 2,234,184 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 2,000,000 | 164,184 | 2,164,184 | - | **2,164,184** | - | 2,164,184 |
| Total Revenue | 2,000,000 | 164,184 | 2,164,184 | - | **2,164,184** | - | 2,164,184 |
| Fund Balance | - | 70,000 | 70,000 | - | **70,000** | - | 70,000 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 258,690 | Increase due to additional projects to be completed. |
| Transfers | (24,506) | Transfer out to Trail Program budget will not occur until completion of all projects. |
| Total Appropriation | 234,184 | |
| Revenue | 164,184 | Additional revenue based on number of projects expected to be completed. |
| Total Revenue | 164,184 | |
| Fund Balance | 70,000 | |

**BUDGET UNIT: PROPOSITION 40 PROJECTS (RKM RGP)**

## I. GENERAL PROGRAM STATEMENT

Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002 passed by the voters in March, 2002. Over the life of this program, $4,768,919 of Proposition 40 funds will be allocated to the Department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to this bond act. A proposed list of projects recommended to be funded from this revenue source will be presented to the Board of Supervisors prior to receiving any Proposition 40 funds. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 1,000,000 | - | 1,000,000 |
| Total Revenue | - | 1,000,000 | - | 1,000,000 |
| Fund Balance | | - | - | - |

There was no activity in the fund in 2002-03 due to the state not having completed the guidelines for this program. It is expected that draft guidelines will be available for review in May 2003 and final guidelines released in July 2003. This will allow the Division to proceed with a contract with the State and then move forward with projects.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Prop 40
FUND: Special Revenue RKM RGP

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | - | 990,000 | - | - | 990,000 |
| Transfers | - | 10,000 | - | - | 10,000 |
| Total Appropriation | - | 1,000,000 | - | - | 1,000,000 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | - | 1,000,000 | - | - | 1,000,000 |
| Total Revenue | - | 1,000,000 | - | - | 1,000,000 |
| Fund Balance | - | - | - | - | - |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Prop 40
**FUND:** Special Revenue RKM RGP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 990,000 | - | 990,000 | - | **990,000** | - | 990,000 |
| Transfers | 10,000 | - | 10,000 | - | **10,000** | - | 10,000 |
| Total Appropriation | 1,000,000 | - | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 1,000,000 | - | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Total Revenue | 1,000,000 | - | 1,000,000 | - | **1,000,000** | - | 1,000,000 |
| Fund Balance | - | - | - | - | - | - | - |

**BUDGET UNIT: MOABI REGIONAL PARK BOAT LAUNCHING FACILITY (RTP CCP)**

## I. GENERAL PROGRAM STATEMENT

In July 2002, the Regional Parks Division was awarded a grant from the California Department of Boating and Waterways in the amount of $1,273,000. These funds are for the purpose of renovating the Moabi Regional Park Boat Launching Facility. This budget unit was established to separately account for all activity related to the grant. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | - | 325,000 | 948,000 |
| Total Revenue | - | - | 51,000 | 1,222,000 |
| Fund Balance | | - | | (274,000) |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Moabi Regional Park Boat Launching Facility
**FUND:** Special Revenue RTP CCP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 325,000 | - | - | - | - |
| Total Appropriation | 325,000 | - | - | - | - |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 51,000 | - | - | - | - |
| Total Revenue | 51,000 | - | - | - | - |
| Fund Balance | | - | - | - | - |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Moabi Regional Park Boat Launching Facil
**FUND:** Special Revenue RTP CCP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | - | 948,000 | 948,000 | - | **948,000** | **-** | **948,000** |
| Total Appropriation | - | 948,000 | 948,000 | - | **948,000** | **-** | **948,000** |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | - | 1,222,000 | 1,222,000 | - | **1,222,000** | **-** | **1,222,000** |
| Total Revenue | - | 1,222,000 | 1,222,000 | - | **1,222,000** | **-** | **1,222,000** |
| Fund Balance | - | (274,000) | (274,000) | - | **(274,000)** | **-** | **(274,000)** |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 948,000 | Professional services contracts to complete the project. |
| Total Appropriation | 948,000 | |
| Revenue | | |
| State, Fed or Gov't Aid | 1,222,000 | Remaining grant balance from the State Department of Boating and Waterways. |
| Fund Balance | (274,000) | |

**BUDGET UNIT: GLEN HELEN AMPHITHEATER (SGH CAO)**

## I. GENERAL PROGRAM STATEMENT

This special revenue fund was established to account for lease payments received annually from the operators of the amphitheater at Glen Helen Regional Park. Each year, this revenue is transferred to the county general fund to abate the cost of the facility's debt service payment. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 840,791 | 910,067 | 862,650 | 1,126,417 |
| Total Revenue | 802,483 | 903,000 | 895,000 | 1,087,000 |
| Fund Balance | | 7,067 | | 39,417 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Glen Helen Amphitheater
**FUND:** Special Revenue SGH CAO

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | - | 47,417 | - | - | 47,417 |
| Transfers | 862,650 | 862,650 | - | - | 862,650 |
| Total Appropriation | 862,650 | 910,067 | - | - | 910,067 |
| **Revenue** | | | | | |
| Use of Money & Prop | 895,000 | 903,000 | - | - | 903,000 |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 895,000 | 903,000 | - | - | 903,000 |
| Fund Balance | | 7,067 | - | - | 7,067 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Glen Helen Amphitheater
**FUND:** Special Revenue SGH CAO

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 47,417 | 106,900 | 154,317 | - | **154,317** | - | 154,317 |
| Transfers | 862,650 | 109,450 | 972,100 | - | **972,100** | - | 972,100 |
| Total Appropriation | 910,067 | 216,350 | 1,126,417 | - | **1,126,417** | - | 1,126,417 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 903,000 | 72,000 | 975,000 | - | **975,000** | - | 975,000 |
| Other Revenue | - | 112,000 | 112,000 | - | **112,000** | - | 112,000 |
| Total Revenue | 903,000 | 184,000 | 1,087,000 | - | **1,087,000** | - | 1,087,000 |
| Fund Balance | 7,067 | 32,350 | 39,417 | - | **39,417** | - | 39,417 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 106,900 | Increase based on additional revenue anticipated in 2003-04. |
| Transfers | 109,450 | Increased amount transferred to the general fund to finance debt service on the Amphitheater. |
| Total Appropriation | 216,350 | |
| Revenue | | |
| Use of Money & Prop | 72,000 | Increase in annual lease payment to the county from the operators of the Amphitheater. |
| Other Revenue | 112,000 | Revenue from changing the name of the Amphitheater to the Hyundai Pavilion. |
| Total Revenue | 184,000 | |
| Fund Balance | 32,350 | |

**BUDGET UNIT: REGIONAL PARKS MAINTENANCE/DEVELOPMENT (SPR CCR)**

## I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide for the maintenance, development, and emergency repair at all regional parks. This fund is financed through a five percent allocation of park admission fees. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 338,690 | 982,057 | 889,200 | 619,457 |
| Total Revenue | 415,973 | 185,000 | 526,600 | 185,000 |
| Fund Balance | | 797,057 | | 434,457 |

Estimated revenues for 2002-03 are approximately $340,000 greater than budget due to unanticipated receipts from the sale of Baldwin Lake properties.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Maintenance/Development
FUND: Special Revenue SPR CCR

FUNCTION: Rec & Cultural Svcs
ACTIVITY: Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services & Supplies | 729,500 | 875,057 | - | - | 875,057 |
| Equipment | 159,700 | 107,000 | - | - | 107,000 |
| Total Appropriation | 889,200 | 982,057 | - | - | 982,057 |
| **Revenue** | | | | | |
| Use of Money & Prop | 20,000 | 20,000 | - | - | 20,000 |
| Current Services | 506,600 | 165,000 | - | - | 165,000 |
| Total Revenue | 526,600 | 185,000 | - | - | 185,000 |
| Fund Balance | | 797,057 | - | - | 797,057 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Publci Works - Maintenance/Development
**FUND:** Special Revenue SPR CCR

**FUNCTION:** Rec & Cultural Svcs
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I + J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services & Supplies | 875,057 | (626,252) | 248,805 | - | **248,805** | - | 248,805 |
| Equipment | 107,000 | 263,652 | 370,652 | - | **370,652** | - | 370,652 |
| Total Appropriation | 982,057 | (362,600) | 619,457 | - | **619,457** | - | 619,457 |
| **Revenue** | | | | | | | - |
| Use of Money & Prop | 20,000 | - | 20,000 | - | **20,000** | - | 20,000 |
| Current Services | 165,000 | - | 165,000 | - | **165,000** | - | 165,000 |
| Total Revenue | 185,000 | - | 185,000 | - | **185,000** | - | 185,000 |
| Fund Balance | 797,057 | (362,600) | 434,457 | - | **434,457** | - | 434,457 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (626,252) | Decrease due to a $362,600 reduction in fund balance available and a reallocation of $263,652 for the purchase of needed equipment. |
| Equipment | 263,652 | Purchase of skiploader, backhoe, tractor, mower, and playground equipment. |
| Total Appropriation | (362,600) | |
| Total Revenue | - | |
| Fund Balance | (362,600) | |

**BUDGET UNIT: CALICO GHOST TOWN MARKETING SERVICES (SPS CCR)**

## I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. These services include advertising and marketing for special events such as Calico Days, Spring Festival, Hullabaloo, the Fine Arts Show, and other smaller events. 3% of the Calico Ghost Town concessionaire's gross sales, as well as 15% of the park's admission fees are used to finance these services.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 364,750 | 405,156 | 399,986 | 371,370 |
| Total Revenue | 317,156 | 389,300 | 385,000 | 370,500 |
| Fund Balance | | 15,856 | | 870 |
| Budgeted Staffing | | 1.0 | | 1.0 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## VI. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 47,486 | 47,130 | - | - | 47,130 |
| Services and Supplies | 352,500 | 358,026 | - | - | 358,026 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 399,986 | 405,156 | - | - | 405,156 |
| **Revenue** | | | | | |
| Use of Money & Prop | 71,000 | 65,500 | - | - | 65,500 |
| Current Services | 110,000 | 145,000 | - | - | 145,000 |
| Other Revenue | 204,000 | 178,800 | - | - | 178,800 |
| Total Revenue | 385,000 | 389,300 | - | - | 389,300 |
| Fund Balance | | 15,856 | - | - | 15,856 |
| Budgeted Staffing | | 1.0 | - | - | 1.0 |

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Services
ACTIVITY: Promotion

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 47,130 | 2,411 | 49,541 | - | **49,541** | - | 49,541 |
| Services and Supplies | 358,026 | (36,370) | 321,656 | - | **321,656** | - | 321,656 |
| Transfers | - | 173 | 173 | - | **173** | - | 173 |
| Total Appropriation | 405,156 | (33,786) | 371,370 | - | **371,370** | - | 371,370 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 65,500 | (9,500) | 56,000 | - | **56,000** | - | 56,000 |
| Current Services | 145,000 | (35,000) | 110,000 | - | **110,000** | - | 110,000 |
| Other Revenue | 178,800 | 25,700 | 204,500 | - | **204,500** | - | 204,500 |
| Total Revenue | 389,300 | (18,800) | 370,500 | - | **370,500** | - | 370,500 |
| Fund Balance | 15,856 | (14,986) | 870 | - | **870** | - | 870 |
| Budgeted Staffing | 1.0 | - | 1.0 | - | **1.0** | - | 1.0 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 2,411 | Step increase in salary for Marketing Coordinator. |
| Services and Supplies | (20,030) | Decrease in printing expenses. |
| | (16,340) | Decrease in professional expenses. |
| | (36,370) | |
| Transfers | 173 | Marketing Coordinator increase in EHAP expenses. |
| Total Appropriation | (33,786) | |
| Revenue | | |
| Use of Money & Prop | (9,500) | Decrease due to a decline in tourism at the Park. |
| Current Services | (35,000) | Decrease due to a decline in tourism at the Park. |
| Other Revenue | 25,700 | Anticipated increase in festival and special event revenue. |
| Total Revenue | (18,800) | |
| Fund Balance | (14,986) | |

**BUDGET UNIT: OFF-HIGHWAY VEHICLE LICENSE FEE (SBY AMS)**

## I. GENERAL PROGRAM STATEMENT

Off-Highway vehicle funds are provided pursuant to state law. These funds are derived from fines for violation of off-highway vehicle operations and licensing. Subject to state requirements, these funds may be used for the development of trails and areas for off-highway. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 23,625 | 76,842 | 28,600 | 87,242 |
| Total Revenue | 34,092 | 25,000 | 39,000 | 25,000 |
| Fund Balance | | 51,842 | | 62,242 |

In accordance with Section 39009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in the fund are typically less than the budget. The amount not spent is carried over to the following year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Off Highway Vehicle License Fee
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Services
ACTIVITY: Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 28,600 | 76,842 | - | - | 76,842 |
| Total Appropriation | 28,600 | 76,842 | - | - | 76,842 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 39,000 | 25,000 | - | - | 25,000 |
| Total Revenue | 39,000 | 25,000 | - | - | 25,000 |
| Fund Balance | | 51,842 | - | - | 51,842 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Off Highway Vehicle License Fee
**FUND:** Special Revenue SBY AMS

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 76,842 | 10,400 | 87,242 | - | **87,242** | - | 87,242 |
| Total Appropriation | 76,842 | 10,400 | 87,242 | - | **87,242** | - | 87,242 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 25,000 | - | 25,000 | - | **25,000** | - | 25,000 |
| Total Revenue | 25,000 | - | 25,000 | - | **25,000** | - | 25,000 |
| Fund Balance | 51,842 | 10,400 | 62,242 | - | 62,242 | - | 62,242 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 10,400 | Increase is based on additional fund balance available. |
| Total Appropriation | 10,400 | |
| Revenue | - | |
| Fund Balance | 10,400 | |

**BUDGET UNIT: GLEN HELEN PAVILION IMPROVEMENTS (SGR RGP)**

## I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1993-94 to provide for improvements to the Glen Helen Pavilion. These improvements are designed to maintain the amphitheater and its facilities in their current condition. This fund is financed jointly by deposits from the Regional Parks Division and the operators of the pavilion. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 341 | 169,958 | 5,800 | 193,658 |
| Total Revenue | 30,384 | 29,000 | 29,000 | 29,500 |
| Fund Balance | | 140,958 | | 164,158 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not spent is carried over to the following year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Glen Helen Pavilion Imp
**FUND:** Special Revenue SGR RGP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 5,800 | 169,958 | - | - | 169,958 |
| Total Appropriation | 5,800 | 169,958 | - | - | 169,958 |
| **Revenue** | | | | | |
| Use of Money & Prop | - | 4,000 | - | - | 4,000 |
| Other Revenue | 29,000 | 25,000 | - | - | 25,000 |
| Total Revenue | 29,000 | 29,000 | - | - | 29,000 |
| Fund Balance | | 140,958 | - | - | 140,958 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Glen Helen Pavilion Imp
**FUND:** Special Revenue SGR RGP

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Recreation Facilities

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 169,958 | 23,700 | 193,658 | - | **193,658** | - | 193,658 |
| Total Appropriation | 169,958 | 23,700 | 193,658 | - | **193,658** | - | 193,658 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 4,000 | 500 | 4,500 | - | **4,500** | - | 4,500 |
| Current Services | 25,000 | - | 25,000 | - | **25,000** | - | 25,000 |
| Total Revenue | 29,000 | 500 | 29,500 | - | **29,500** | - | 29,500 |
| Fund Balance | 140,958 | 23,200 | 164,158 | - | **164,158** | - | 164,158 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 23,700 | Increase based on fund balance available and increased revenue. |
| Total Appropriation | 23,700 | |
| Revenue | 500 | Increase in earned interest. |
| Fund Balance | 23,200 | |

**BUDGET UNIT: REGIONAL PARKS SNACK BARS (EMO, EMP & EMT)**

## I. GENERAL PROGRAM STATEMENT

The Regional Parks Division provides staff to operate three snack bars located at the following parks: Glen Helen (island site), Lake Gregory, and Mojave Narrows. In 1995-96, enterprise funds were established for the snack bars to provide management with sound accountability and timely reports. Any excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at Cucamonga-Guasti, Yucaipa, Prado, and Glen Helen (swimming complex) are operated by a Board-approved private contractor.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 84,688 | 86,262 | 68,101 | 71,129 |
| Total Revenue | 95,777 | 103,500 | 73,600 | 76,600 |
| Revenue Over (Under) Exp | 11,089 | 17,238 | 5,499 | 5,471 |
| Budgeted Staffing | | 1.0 | | 1.3 |

Estimated expenditures and revenues for 2002-03 are less than budget due to snack bar operations at Prado Regional Park being taken over by a Board-approved private contractor.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

Budgeted staffing has been increased by a net of 0.3 positions. Of this amount, 0.8 was increased due to the county assuming snack bar operations from a concessionaire at Lake Gregory Regional Park, and 0.5 was decreased resulting from the snack bar at Prado Regional Park now being operated by a Board-approved private contractor.

**PROGRAM CHANGES**

As mentioned above, Regional Parks has taken over snack bar operations at Lake Gregory from a concessionaire while turning the Prado snack bar operation over to a Board-approved private contractor.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Park Snack Bar
**FUND:** Enterprise EMO, EMP, EMT CCR

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Snack Bar Sales

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 22,101 | 19,262 | - | - | 19,262 |
| Services and Supplies | 46,000 | 67,000 | - | - | 67,000 |
| Transfers | - | - | - | - | - |
| Total Operating Expense | 68,101 | 86,262 | - | - | 86,262 |
| **Revenue** | | | | | |
| Other Revenue | 73,600 | 103,500 | - | - | 103,500 |
| Total Revenue | 73,600 | 103,500 | - | - | 103,500 |
| Total Rev Over/(Under) Exp | 5,499 | 17,238 | - | - | 17,238 |
| Budgeted Staffing | | 1.0 | | | 1.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Park Snack Bar
**FUND:** Enterprise EMO, EMP, EMT CCR

**FUNCTION:** Rec & Cultural Services
**ACTIVITY:** Snack Bar Sales

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 19,262 | 4,694 | 23,956 | - | **23,956** | - | 23,956 |
| Services and Supplies | 67,000 | (20,000) | 47,000 | - | **47,000** | - | 47,000 |
| Transfers | - | 173 | 173 | - | **173** | - | 173 |
| Total Operating Expense | 86,262 | (15,133) | 71,129 | - | **71,129** | - | 71,129 |
| **Revenue** | | | | | | | |
| Other Revenue | 103,500 | (26,900) | 76,600 | - | **76,600** | - | 76,600 |
| Total Revenue | 103,500 | (26,900) | 76,600 | - | **76,600** | - | 76,600 |
| Total Rev Over/(Under) Exp | 17,238 | (11,767) | 5,471 | - | **5,471** | - | 5,471 |
| Budgeted Staffing | 1.0 | 0.3 | 1.3 | | **1.3** | | 1.3 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 4,694 | Increase due to the addition of 0.3 in budgeted staff. |
| Services and Supplies | (20,000) | Less supplies needed due to Prado snack bar being operated by a concessionaire. |
| Transfers | 173 | EHAP Charges. |
| Total Appropriation | (15,133) | |
| Revenue | (26,900) | Less revenues due to Prado snack bar now operated by a concessionaire. |
| Total Rev Over/(Under) Exp | (11,767) | |

## BUDGET UNIT: SURVEYOR (AAA SVR)

## I. GENERAL PROGRAM STATEMENT

The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,185,167 | 2,958,835 | 2,604,867 | 3,310,588 |
| Total Revenue | 2,242,866 | 2,958,835 | 2,618,750 | 3,310,588 |
| Local Cost | (57,699) | - | (13,883) | - |
| Budgeted Staffing | | 39.3 | | 39.4 |
| **Workload Indicators** | | | | |
| Final Maps | 27 | 25 | 8 | 10 |
| Parcel Maps | 47 | 46 | 47 | 47 |
| Records of Survey | 152 | 175 | 179 | 160 |
| Corner Records | 1,002 | 1,300 | 900 | 800 |

Estimated appropriation for 2002-03 are $353,968 less than budget primarily due to a savings in salaries and benefits ($267,950) resulting from delays in filling vacant positions. In addition, services and supplies are projected to be $63,967 under budget. This savings is due to not re-modeling the public service counter and research area, as well as motor pool, microfilming, field survey supplies, training and travel costs being less than anticipated. Estimated revenues for 2002-03 are under-realized by $340,085 mainly because of the delays with filling revenue generating positions.

While the above workload indicators reflect a decrease in work performed for the private sector, the Surveyor's workload related to other county entities is on the rise. Work requested by the Transportation Division and the Flood Control District for field surveys, as well as by the Information Services Department for automation of the Geographic Information Systems (GIS) parcel basemap, will offset the private sector workload decreases. Workload indicators for performing field surveys and automation of the GIS parcel basemap are not reflected, as they are not easily measurable.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing has been increased by 0.1 to reflect additional hours for an existing retiree extra help Land Surveyor. Revenues generated by the Surveyor's Division will fund the costs associated with this increase.

### PROGRAM CHANGES

In 2003-04, the Surveyor will be providing increased services to assist the Information Services Department (ISD) with the automation of the GIS parcel basemap. The Surveyor will provide quality control, maintenance, and perform surveys to establish control points for the parcel basemap. Revenues from ISD have been increased by approximately $300,000 in 2003-04 for providing this service. When the GIS program was approved, an ongoing maintenance cost for the Surveyor was identified at $200,000 per year. ISD will reimburse the Surveyor for these costs in 2003-04 and for approximately six months of 2004-05 (at that time the GIS parcel basemap is expected to be fully automated). Sources of revenue to fund ongoing maintenance costs subsequent to December 2004 have not been identified and will need to be addressed at a later date.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 6.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 6.0 | Retain |
| Total Vacant | 6.0 | |

The department did not submit a vacant position restoration request.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The Surveyor has a minor fee change to Section 16.0215B of the County Fee Ordinance. The change would reduce the hourly rate charged by an Engineering Technician IV for providing archive research to match the hourly rate in Section 16.0228B. There would be no impact to the Surveyor's budget.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Surveyor
FUND: General AAA SVR

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 2,279,720 | 2,547,670 | 208,622 | - | 2,756,292 |
| Services and Supplies | 291,453 | 355,420 | 491 | - | 355,911 |
| Central Computer | 15,406 | 15,406 | (2,428) | - | 12,978 |
| Equipment | 45,912 | 69,000 | - | - | 69,000 |
| Transfers | 31,128 | 31,128 | - | - | 31,128 |
| Total Exp Authority | 2,663,619 | 3,018,624 | 206,685 | - | 3,225,309 |
| Reimbursements | (58,752) | (59,789) | - | - | (59,789) |
| Total Appropriation | 2,604,867 | 2,958,835 | 206,685 | - | 3,165,520 |
| **Revenue** | | | | | |
| Current Services | 2,564,473 | 2,917,535 | 206,685 | - | 3,124,220 |
| Other Revenue | 54,277 | 41,300 | - | - | 41,300 |
| Total Revenue | 2,618,750 | 2,958,835 | 206,685 | - | 3,165,520 |
| Local Cost | (13,883) | - | - | - | - |
| Budgeted Staffing | | 39.3 | - | - | 39.3 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Surveyor
**FUND:** General AAA SVR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 2,756,292 | 11,130 | 2,767,422 | - | **2,767,422** | - | 2,767,422 |
| Services and Supplies | 355,911 | 89,903 | 445,814 | - | **445,814** | - | 445,814 |
| Central Computer | 12,978 | - | 12,978 | - | **12,978** | - | 12,978 |
| Equipment | 69,000 | 15,900 | 84,900 | | **84,900** | - | 84,900 |
| Transfers | 31,128 | 36,510 | 67,638 | - | **67,638** | - | 67,638 |
| Total Exp Authority | 3,225,309 | 153,443 | 3,378,752 | - | **3,378,752** | - | 3,378,752 |
| Reimbursements | (59,789) | (8,375) | (68,164) | - | **(68,164)** | - | (68,164) |
| Total Appropriation | 3,165,520 | 145,068 | 3,310,588 | - | **3,310,588** | - | 3,310,588 |
| **Revenue** | | | | | | | |
| Current Services | 3,124,220 | 145,068 | 3,269,288 | - | **3,269,288** | - | 3,269,288 |
| Other Revenue | 41,300 | - | 41,300 | - | **41,300** | - | 41,300 |
| Total Revenue | 3,165,520 | 145,068 | 3,310,588 | - | **3,310,588** | - | 3,310,588 |
| Local Cost | - | - | - | - | **-** | | - |
| Budgeted Staffing | 39.3 | 0.1 | 39.4 | - | **39.4** | - | 39.4 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 62,625 | MOU. |
| | 115,655 | Retirement. |
| | 30,342 | Risk Management Workers' Comp. |
| | 208,622 | |
| Services and Supplies | 949 | Risk Management Liabilities |
| | (458) | Incremental change in EHAP |
| | 491 | Increase for Risk Mgmt Liabilities ($949); decreases for EHAP charges ($458) and an accounting change of EHAP from services & supplies to Transfers ($6,813). |
| | 982 | |
| Central Computer | (2,428) | |
| Total Appropriation | 206,685 | |
| Total Revenue | 206,685 | Includes $72,114 in additional revenues that will be generated due to the MOU hourly rate increases that, in turn, increases the hourly rate chargeable to county departments (primarily Transportation and Flood Control). The remaining $134,571 will be covered primarily by revenues generated from ISD relating to automation of the GIS parcel basemap. |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 7,094 | Additional amount for 0.1 staffing increase for retiree extra help Land Surveyor. |
| | 45,236 | Step increases. |
| | (41,200) | Less termination benefit cash-outs needed in 2003-04. |
| | 11,130 | |
| Services and Supplies | (8,200) | Monthly access charges of $2,200 for field crew's cell phones replacing 800 Mhz hand held radios costing $7,980; reduced rates for telephone system costs of $2,420. |
| | 11,161 | Add'l for computers for three staff members to process work and for the replacement of failing computers. |
| | 6,254 | Add'l need for desks, tables, chairs and filing cabinets for three staff members & public counter research area. |
| | 69,661 | COWCAP increase, $66,361; Central Mail Services postage rate increase, $3,300. |
| | (15,000) | Delay for remodel of public service counter/research area. |
| | 11,000 | Increased need based on ISD's revised estimate for the ongoing development of the document imaging project. |
| | (8,450) | Reduced Vehicle Services & County Garage charges for not purchasing a vehicle for office, ($9,200); increased private mileage, $750. |
| | 30,290 | New mileage costs for ISD's requests for surveys related to parcel basemap including Vehicle Services rate increase. |
| | (6,813) | GASB 34 Accounting Change (EHAP). |
| | 89,903 | |
| Equipment | 45,900 | Two Global Positioning System (GPS) units needed to perform field surveys to replace older, worn units. |
| | (30,000) | Not purchasing vehicle for office section. |
| | 15,900 | |
| Transfers | 6,813 | GASB 34 Accounting Change (EHAP). |
| | 25,700 | Increase for Public Works computer services charges. |
| | 3,997 | Increase Surveyor's share of department's Human Resources/Payroll costs, $2,997; signs for field crews, $1,000. |
| | 36,510 | |
| Reimbursements | (8,375) | Increase from Public Works, Transportation for Land Development's share of Surveyor's costs. |
| Total Appropriation | 145,068 | |
| Revenue | | |
| Current Services | 166,087 | From ISD for quality control, maintenance and survey control points for the automation of the parcel basemap. |
| | 43,433 | Revenues for mileage costs for typical surveys related to preserving monuments, $13,143; revenues for mileage costs for surveys requested by ISD for the parcel basemap project that relate to monument preservation, $30,290 . |
| | (64,452) | Conservative estimate results in decreasing revenues for review of subdivision maps due to unknown state of economy. |
| Total Revenue | 145,068 | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 6 | 6.0 | 414,926 | 414,926 | - |
| Total Vacant | 6 | 6.0 | 414,926 | 414,926 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Engineering Technician II* | 00284 | 1.0 | 46,438 | 46,438 | - |
| *Engineering Technician II* | 08005 | 1.0 | 46,907 | 46,907 | - |
| *Engineering Technician IV* | 09071 | 1.0 | 72,668 | 72,668 | - |
| *Engineering Technician IV* | 09858 | 1.0 | 72,668 | 72,668 | - |
| *Supervising Land Surveyor* | 04383 | 1.0 | 97,124 | 97,124 | - |
| *Survey Party Chief* | 06593 | 1.0 | 79,121 | 79,121 | - |
| Total in Recruitment Retain | | 6.0 | 414,926 | 414,926 | - |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** PUBLIC WORKS - Surveyor (AAA SVR)
**PREPARED BY:** Jeanne Germond
**PHONE #** 387-8160

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Surveyor archive research | $85.00 | $83.00 | ($2.00) | To provide uniformity of hourly charge for an Engineering Technician IV and match fee as set forth in section 16.0228B. | No budgetary impact. |
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## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** PUBLIC WORKS - Surveyor (AAA SVR)
**PREPARED BY:** Jeanne Germond
**PHONE #** 387-8160

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A** __1 of __1

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0215B (c) (15) (B) Research requests...hourly rate | $85.00 | $83.00 | ($2.00) | 5 | 5 | 0 | $425.00 | $415.00 | ($10.00) |
| TOTAL THIS PAGE | | | ($2.00) | | | 0 | | | ($10.00) |
| GRAND TOTAL (All Page A's) | | | ($2.00) | | | 0 | | | ($10.00) |

**BUDGET UNIT: SURVEY MONUMENT PRESERVATION (SBS SVR)**

## I. GENERAL PROGRAM STATEMENT

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or remonument surveys of major historical land division lines, upon which later surveys are based. These include, but are not limited to, surveys of government section lines, grant lines, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 140,709 | 304,903 | 95,595 | 305,937 |
| Total Revenue | 99,387 | 91,751 | 94,190 | 94,190 |
| Fund Balance | | 213,152 | | 211,747 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Survey Monument Preservation
**FUND:** Special Revenue SBS SVR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 95,595 | 304,903 | - | - | 304,903 |
| Total Appropriation | 95,595 | 304,903 | - | - | 304,903 |
| **Revenue** | | | | | |
| Current Services | 94,190 | 91,751 | - | - | 91,751 |
| Total Revenue | 94,190 | 91,751 | - | - | 91,751 |
| Fund Balance | | 213,152 | - | - | 213,152 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Survey Monument Preservation
**FUND:** Special Revenue SBS SVR

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 304,903 | 1,034 | 305,937 | - | **305,937** | - | 305,937 |
| Total Appropriation | 304,903 | 1,034 | 305,937 | - | **305,937** | - | 305,937 |
| **Revenue** | | | | | | | |
| Current Services | 91,751 | 2,439 | 94,190 | - | **94,190** | - | 94,190 |
| Total Revenue | 91,751 | 2,439 | 94,190 | - | **94,190** | - | 94,190 |
| Fund Balance | 213,152 | (1,405) | 211,747 | - | **211,747** | - | 211,747 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 1,034 | Increase net of increased revenue less fund balance. |
| Total Appropriation | 1,034 | |
| Revenue | | |
| Current Services | 2,439 | Increased revenues collected by County Recorder. |
| Total Revenue | 2,439 | |
| Fund Balance | (1,405) | |

**BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)**

## I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management and maintenance of approximately 2,834 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 43,173,441 | 59,289,203 | 44,404,075 | 67,078,421 |
| Total Financing Sources | 45,685,271 | 43,294,639 | 43,375,789 | 52,112,083 |
| Fund Balance | | 15,994,564 | | 14,966,338 |
| Budgeted Staffing | | 364.9 | | 357.7 |
| **Workload Indicators** | | | | |
| Maintained road miles | 2,830 | 2,829 | 2,834 | 2,834 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGE

Budgeted staffing for 2003-04 has been decreased by a net of 7.2 positions resulting from the deletion of the following 11.6 positions: 2.0 vacant Engineering Technician II's, 1.0 vacant Public Works Engineer III, 1.0 Public Service Employee, and the equivalent of 7.6 budgeted staff in overtime. These decreases, which are the result of a projected $3 million loss of Traffic Congestion Relief Funds, are partially offset by the following 4.4 increases in staff: 1.0 Clerk III is needed to support the Department's front office personnel, 1.0 Public Works Engineer II to assist in Long-Term Program Planning, 1.0 Maintenance Construction Worker II to keep up with current workload demands at various county road yards, 0.9 contract employees (0.5 Contract Project Senior Inspector and 0.4 Contract Construction Project Manager) to assist the department with the high volume of construction projects anticipated in 2003-04, and 0.5 for the Caltrans Study Team assigned to the High Desert Corridor Project.

### PROGRAM CHANGES

None.

### OTHER CHANGES

The Public Works Department has agreed to construct and oversee the Valley Boulevard at Pepper Street Interchange Reconstruction Project in Colton. For the 2003-04 budget, the department's Transportation Division has included revenue of $6.0 million from the county's Capital Improvement Fund to finance the cost of this project.

## IV. VACANT POSITION IMPACT

The department has a total of 18.2 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 8.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 10.2 | Retain |
| Total Vacant | 18.2 | |

**Vacant Position Restoration Request:**

The department has submitted a policy item for the restoration of the 8.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends this policy item, which would restore the following: 1.5 seasonal positions (Equipment Operator II's) needed during the winter months for storm maintenance/snow removal, 1.5 contract positions (1.0 Contract Transportation Planner and 0.5 Contract Transportation Engineer) needed to assist the Caltrans Study Team with the High Desert Corridor Project (all costs related to this project are reimbursed by federal funds received through the City of Victorville), 4.0 positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) are needed for the Department's Design and Right-of-Way sections to assist with workload demands and to prevent delays of future projects, and 1.0 Staff Analyst I is needed to assist staff with planning road projects and preparing cooperative agreements with other municipalities.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | **1** | Winter Storm Maintenance | 1.5<br>$57,143<br>Revenue Supported | These seasonal workers are needed during the winter months to assist the department with storm maintenance and snow removal needs. |
| x | **1** | High Desert Corridor Project | 1.5<br>$125,527<br>Revenue Supported | These contract employees are needed to assist with environmental studies and preliminary engineering related to an east/west high desert corridor. |
| x | **1** | Road Design and Right-of-Way | 4.0<br>$197,389<br>Revenue Supported | Restoration of four Engineering Techs is needed in the Department's Road Design and Right-of-Way sections because workload demands have excceded the capacity of current staff, which could result in delays to a number of projects. |
| x | **1** | Transportation Program Mgmt. | 1.0<br>$53,971<br>Revenue Supported | Restoring this Staff Analyst I position would assist the Department with planning road projects and preparing cooperative agreements with other municipalities. Processing these agreements, which are a means of sharing the cost of a road project with other local agencies, requires extensive paperwork and contact between agencies. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Road Operations Consolidated
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 20,244,976 | 21,073,133 | 1,931,029 | - | 23,004,162 |
| Services and Supplies | 21,850,576 | 38,276,381 | - | - | 38,276,381 |
| Central Computer | 144,872 | 144,848 | (40,012) | - | 104,836 |
| Other Charges | 355,848 | 760,400 | - | - | 760,400 |
| Land | - | 250,000 | - | - | 250,000 |
| Structures & Imprmts | 290,000 | 371,000 | - | - | 371,000 |
| Equipment | 2,237,145 | 2,245,500 | - | - | 2,245,500 |
| Transfers | 1,256,300 | 2,360,702 | 6,325 | - | 2,367,027 |
| Total Exp Authority | 46,379,717 | 65,481,964 | 1,897,342 | - | 67,379,306 |
| Reimbursements | (3,475,642) | (7,692,761) | - | - | (7,692,761) |
| Total Appropriation | 42,904,075 | 57,789,203 | 1,897,342 | - | 59,686,545 |
| Operating Transfer Out | 1,500,000 | 1,500,000 | - | - | 1,500,000 |
| Total Requirements | 44,404,075 | 59,289,203 | 1,897,342 | - | 61,186,545 |
| **Revenue** | | | | | |
| License & Permits | 226,140 | 175,000 | - | - | 175,000 |
| Use of Money & Prop | 811,460 | 450,000 | - | - | 450,000 |
| Current Services | 4,103,301 | 3,530,921 | - | - | 3,530,921 |
| State, Fed or Gov't Aid | 36,360,393 | 37,502,658 | 1,897,342 | - | 39,400,000 |
| Other Revenue | 374,495 | 136,060 | - | - | 136,060 |
| Total Revenue | 41,875,789 | 41,794,639 | 1,897,342 | - | 43,691,981 |
| Operating Transfer In | 1,500,000 | 1,500,000 | - | - | 1,500,000 |
| Total Financing Sources | 43,375,789 | 43,294,639 | 1,897,342 | - | 45,191,981 |
| Fund Balance | | 15,994,564 | - | - | 15,994,564 |
| Budgeted Staffing | | 364.9 | - | - | 364.9 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Road Operations Consolidated
**FUND:** Special Revenue SAA AVJ SVK SVL SVM

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 23,004,162 | (254,221) | 22,749,941 | (434,030) | **22,315,911** | 434,030 | 22,749,941 |
| Services and Supplies | 38,276,381 | 9,213,217 | 47,489,598 | - | **47,489,598** | - | 47,489,598 |
| Central Computer | 104,836 | - | 104,836 | - | **104,836** | - | 104,836 |
| Other Charges | 760,400 | 464,100 | 1,224,500 | - | **1,224,500** | - | 1,224,500 |
| Land | 250,000 | - | 250,000 | - | **250,000** | - | 250,000 |
| Structures & Imprmts | 371,000 | (209,000) | 162,000 | - | **162,000** | - | 162,000 |
| Equipment | 2,245,500 | 707,500 | 2,953,000 | - | **2,953,000** | - | 2,953,000 |
| Transfers | 2,367,027 | (417,356) | 1,949,671 | - | **1,949,671** | - | 1,949,671 |
| Total Exp Authority | 67,379,306 | 9,504,240 | 76,883,546 | (434,030) | **76,449,516** | 434,030 | 76,883,546 |
| Reimbursements | (7,692,761) | (4,112,364) | (11,805,125) | - | **(11,805,125)** | - | (11,805,125) |
| Total Appropriation | 59,686,545 | 5,391,876 | 65,078,421 | (434,030) | **64,644,391** | 434,030 | 65,078,421 |
| Operating Transfer Out | 1,500,000 | 500,000 | 2,000,000 | - | **2,000,000** | - | 2,000,000 |
| Total Requirements | 61,186,545 | 5,891,876 | 67,078,421 | (434,030) | **66,644,391** | 434,030 | 67,078,421 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 175,000 | 50,000 | 225,000 | - | **225,000** | - | 225,000 |
| Use of Money & Prop | 450,000 | 225,000 | 675,000 | - | **675,000** | - | 675,000 |
| Current Services | 3,530,921 | (2,297,621) | 1,233,300 | - | **1,233,300** | - | 1,233,300 |
| State, Fed or Gov't Aid | 39,400,000 | 2,477,783 | 41,877,783 | (434,030) | **41,443,753** | 434030 | 41,877,783 |
| Other Revenue | 136,060 | (35,060) | 101,000 | - | **101,000** | - | 101,000 |
| Total Revenue | 43,691,981 | 420,102 | 44,112,083 | (434,030) | **43,678,053** | 434,030 | 44,112,083 |
| Operating Transfer In | 1,500,000 | 6,500,000 | 8,000,000 | - | **8,000,000** | - | 8,000,000 |
| Total Financing Sources | 45,191,981 | 6,920,102 | 52,112,083 | (434,030) | **51,678,053** | 434,030 | 52,112,083 |
| Fund Balance | 15,994,564 | (1,028,226) | 14,966,338 | - | **14,966,338** | - | 14,966,338 |
| Budgeted Staffing | 364.9 | (7.2) | 357.7 | (8.0) | **349.7** | 8.0 | 357.7 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 621,086 | MOU. |
| | 1,017,752 | Retirement. |
| | 292,191 | Risk Management Workers' Comp. |
| | 1,931,029 | |
| Central Computer | (40,012) | |
| Transfers | 6,325 | Increase in EHAP charges. |
| Total Appropriation | 1,897,342 | |
| Revenue | | |
| State, Fed or Gov't Aid | 1,897,342 | Revenues necessary to offset above costs. |
| Total Revenue | 1,897,342 | |
| Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (254,221) | Reduction related to net decrease of 7.2 positions ($415,153) partially offset by step increases totaling $160,932. |
| Services and Supplies | 6,000,000 | Construction of the Valley Boulevard at Pepper Street interchange. |
| | 686,327 | Net increase in various other construction projects anticipated for the year. |
| | 1,291,764 | Increase in equipment distribution based on increased rental and depreciations costs for vehicles. |
| | 324,492 | Increased system development charges from ISD for a new Job Cost Accounting System. |
| | 193,638 | Increase in software primarily due to purchase of project management and maintenance activity software. |
| | 864,357 | Increase in vehicle services and warehouse purchases for road projects, vehicle maintenance, etc. |
| | 67,539 | Increase in COWCAP charges. |
| | (214,900) | Decrease in utilities due to lower energy costs and installation of cost saving lighting in break building. |
| | 9,213,217 | |
| Land | 464,100 | Increase in anticipated right of way purchases for 2003-04 road projects. |
| Structures/Imprmts | (209,000) | Decrease in requests for 2003-04. Included are requests for building security improvements, relocation of offices, and yard maintenance projects. |
| Equipment | 707,500 | Increase due to purchase of 6 motorgraders for $1,380,000 needed to replace aging equipment, while other equipment requests have reduced by $672,500. |
| Transfers | (417,356) | Decrease due to contribution to Measure I Rock Springs Road project completed in 2002-03. |
| Reimbursements | (4,112,364) | Increase due to funds from the San Sevaine RDA ($3 million) are now in this category rather than shown under revenue (Current Services). Also, an additional $1.1 million is anticipated from the Measure I fund to finance various projects. |
| Total Appropriation | 5,391,876 | |
| Operating Transfer Out | 500,000 | Increase for equipment purchases in 2003-04. |
| Total Requirements | 5,891,876 | |
| Revenue | | |
| License & Permits | 50,000 | Increase based on current year estimate amounts. |
| Use of Money & Prop | 225,000 | Increase in interest based on additional cash in interest bearing account. |
| Current Services | (2,297,621) | Decrease due to $3 million from the San Sevaine RDA being reclassified to reimbursements, partially offset by a $700,000 increase for a number of joint projects with cities. |
| State, Fed or Gov't Aid | 2,477,783 | Increase in federal funds for projects completed in 2002-03 and commencing in 2003-04 ($5.5 million), partially offset by a $3 million reduction in State Traffic Congestion Relief Funds. |
| Other Revenue | (35,060) | Reduced sales from fixed assets. |
| Total Revenue | 420,102 | |
| Operating Transfer In | 6,500,000 | Increase for equipment purchases in 2003-04 ($500,000) and revenue from the Capital Improvement fund for Valley Boulevard at Pepper Street Project ($6,000,000). |
| Total Financing Sources | 6,920,102 | |
| Fund Balance | (1,028,226) | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 10 | (8.0) | (434,030) | (434,030) | - |
| Vacant Budgeted In Recruitment - Retain | 10 | 10.2 | 516,555 | 516,555 | - |
| Total Vacant | 20 | 2.2 | 82,525 | 82,525 | - |
| Recommended Restoration of Vacant Deleted | 10 | (8.0) | (434,030) | (434,030) | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | | | | | |
| *Equipment Operator II (Seasonal)* | 71922 | (0.5) | (20,013) | (20,013) | - |
| *Equipment Operator II (Seasonal)* | 73994 | (0.5) | (19,759) | (19,759) | - |
| *Equipment Operator II (Seasonal)* | 74011 | (0.5) | (17,371) | (17,371) | - |
| *Contract Transportation Engineer* | 20170 | (0.5) | (41,842) | (41,842) | - |
| *Contract Transportation Planner* | 77311 | (1.0) | (83,685) | (83,685) | - |
| *Engineering Technician II* | 08766 | (1.0) | (45,484) | (45,484) | - |
| *Engineering Technician III* | 02098 | (1.0) | (50,635) | (50,635) | - |
| *Engineering Technician III* | 12696 | (1.0) | (50,635) | (50,635) | - |
| *Engineering Technician III* | 73308 | (1.0) | (50,635) | (50,635) | - |
| *Staff Analyst I* | 12055 | (1.0) | (53,971) | (53,971) | - |
| Total Slated for Deletion - Retain | | (8.0) | (434,030) | (434,030) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clerk II* | 77495 | 1.0 | 32,002 | 32,002 | - |
| *Engineering Technician III* | 02087 | 1.0 | 50,635 | 50,635 | - |
| *Engineering Technician IV* | 08553 | 1.0 | 58,983 | 58,983 | - |
| *Equipment Operator I* | 03725 | 1.0 | 54,013 | 54,013 | - |
| *Equipment Operator II* | 01131 | 1.0 | 47,455 | 47,455 | - |
| *Maintenance & Const Worker I* | 73313 | 1.1 | 44,526 | 44,526 | - |
| *Maintenance & Const Worker I* | 75578 | 1.0 | 40,090 | 40,090 | - |
| *Maintenance & Const Worker I* | 75581 | 1.0 | 43,616 | 43,616 | - |
| *Public Works Engineer III* | 11430 | 1.0 | 86,276 | 86,276 | - |
| *Tree Trimmer* | 08195 | 1.1 | 58,959 | 58,959 | - |
| Total in Recruitment Retain | | 10.2 | 516,555 | 516,555 | - |

**PUBLIC WORKS**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Works/ ED/PSG **Budget Code:** SVJ TRA
**Title:** Transportation

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☒
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

See Attached.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 434,030 | $ 434,030 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.5 | Equipment Operator II (Seasonal) | 57,143 |
| 1.0 | Contract Transportation Planner | 83,685 |
| 0.5 | Contract PWG Transportation Engr | 41,842 |
| 3.0 | Engineering Technician III | 151,905 |
| 1.0 | Engineering Technician II | 45,484 |
| 1.0 | Staff Analyst I | 53,971 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 434,030 | $ 434,030 |
| **REVENUE (specify source)** | | |
| Gas Tax | 308,503 | 308,503 |
| City of Victorville | 125,527 | 125,527 |
| | | |
| **Total:** | $ 434,030 | $ 434,030 |
| **LOCAL COST** | $ 0 | $ 0 |

**PUBLIC WORKS**

**Policy Item #1 of 1 - Transportation**

The 1.5 Equipment Operator II's are seasonal workers needed during the winter months to assist the department with storm maintenance and snow removal. The positions are not expected to be filled until at least mid October 2003.

The vacant Contract Transportation Planner and Contract PWG Transportation Engineer positions are required by the Caltrans Study Team for the High Desert Corridor Project. These positions are needed because workload on this project is scheduled to increase in Fiscal Year 03/04. These contract employees will assist with the Project's environmental studies and preliminary engineering. All expenses for this Project are reimbursed by federal funding via the City of Victorville, which is the lead agency for this Project.

The department also requests approval to restore 4.0 vacant positions (3.0 Engineering Technician III's and 1.0 Engineering Technician II) assigned to its Design and Right-of-Way sections. These positions are needed because workload demands have exceeded the capacity of current staff. Filling these positions would prevent possible delays in various projects. Some of the duties to be performed by these positions include the following: preparation of plans, specifications, and cost estimates; researching property ownerships related to acquisitions; and producing legals and plat maps for right-of-way work.

Lastly, the department is seeking approval to restore 1.0 vacant Staff Analyst I. This position is needed to assist staff in planning road projects and preparing cooperative agreements with other municipalities. The Department shares jurisdiction with other local agencies that require cooperative agreements for road maintenance and construction projects. These agreements provide a means of sharing the cost of a project with other local agencies. In addition, the Staff Analyst I is needed for updating and maintenance of the Department's Transportation Program Management database. This database is essential for developing the five-year capital improvement plan, work order issuance, grant applications, and financial reports. Completion of this update will improve planning efficiency and cost effectiveness.

**CAPITAL IMPROVEMENTS FOR PUBLIC SERVICES GROUP - TRANSPORTATION FY 03/04**

| SD | ROAD NAME | LIMITS | TYPE OF WORK | REGION | 03/04 PHASE | CARRYOVER FY '03/04 BUDGET | NEW PROJECT FY 03/04 BUDGET |
|---|---|---|---|---|---|---|---|
| 1 | AMETHYST ROAD | PALMDALE RD N/SENECA RD | ROAD CONSTRUCTION & SIGNAL | VICTORVILLE | DESIGN | 10,000 | |
| 1 | ARROWHEAD LAKE ROAD | 1.48 M N, MOJAVE DAM ROAD N .06 M (300') | GUARDRAIL INSTALLATION | HESPERIA | CONSTRUCTION | 21,800 | |
| 1 | BAKER BOULEVARD | BRIDGE # 54C-128 (0.15M E,SH 127) | WIDEN BRIDGE | BAKER | CONSTRUCTION | 435,000 | |
| 1 | CAMARILLO AVENUE | .03M N, SH58 N/PALERMO ST | REHABILITATION | BARSTOW | CONSTRUCTION | 138,000 | |
| 1 | CENTRAL ROAD/OCOTILLO WAY | TUSSING RANCH RD/ROUND UP WAY | WIDEN/TURN PKTS/AC OVERLAY | APPLE VALLEY | CONSTRUCTION | 648,500 | |
| 1 | CRUCERO ROAD | NAT TRLS HWY N/0003M N,NAT TRLS HWY | REHABILITATION | LUDLOW | DESIGN | 71,300 | |
| 1 | CUSTER AVE/TRADE POST RD | @ SH 18 | LT/RT TURN LANES | LUCERNE VALLEY | CONSTRUCTION | 140,000 | |
| 1 | DOLA DITCH BRIDGE | NTH, BR NO 54C 086, 2.08 M E, KELBAKER | BRIDGE REPLACEMENT | LUDLOW | CONSTRUCTION | | 780,000 |
| 1 | DUNCAN ROAD | OASIS ROAD E/WILSON RANCH ROAD | PAVE DIRT ROAD | PHELAN | CONSTRUCTION | 1,012,000 | |
| 1 | EL MIRAGE ROAD | LA COL E/0100M W,KOALA RD(ADL CL) | REHABILITATION | ADELANTO | CONSTRUCTION | 307,400 | |
| 1 | ELMWOOD DRIVE | RIDGE CREST RD E/YELLOWSTONE AVE | REHABILITATION | SPRING VALLEY LAKE | CONSTRUCTION | 24,500 | |
| 1 | ESCONDIDO AVENUE | RANCHERO ST N / CEDAR ST | PAVE DIRT ROAD | HESPERIA | CONSTRUCTION | | 330,000 |
| 1 | FORT IRWIN ROAD | I-15 N/FT IRWIN BNDRY | WIDENING/PASSING LANE PROJECT | BARSTOW | R/W - DESIGN | 1,000,000 | |
| 1 | HIGH DESERT CORRIDOR PROJ | SH 395 E/SH 18 | PRELIMINARY ENGINEERING AND ENVIRONMENTAL | VICTORVILLE | DESIGN | 400,000 | |
| 1 | JENNY STREET | .2M W, COLUMBINE ST | DRAINAGE IMPROVEMENTS | OAK HILLS | CONSTRUCTION | 95,000 | |
| 1 | LANZIT DITCH BRIDGE | NTR, BR NO 54C 086, 2.77 E, KELBAKER | BRIDGE REPLACEMENT | LUDLOW | CONSTRUCTION | | 1,076,000 |
| 1 | KELBAKER ROAD | HIDDEN HILLS RD N 4.05M | REALIGNMENT | DAGGETT | DESIGN | 20,000 | |
| 1 | LONE PINE CANYON RD BYPASS | ZERMATT DRIVE N/HWY 2 | PAVE (NEW ROAD) | WRIGHTWOOD | DESIGN | 55,000 | |
| 1 | MAIN STREET | .19M NE,SWEETEN LN NE/LENWOOD LN | REHABILITATION | LENWOOD | CONSTRUCTION | 184,000 | |
| 1 | MESQUITE STREET | ESCONDIDO AVENUE E/MAPLE AVENUE | PAVE DIRT ROAD | HESPERIA | CONSTRUCTION | 586,500 | |
| 1 | MUSCATEL STREET | .04M W, VERBENA E/END | PAVE EXISTING DIRT ROAD | OAK HILLS | DESIGN | 25,000 | |
| 1 | NATIONAL TRAILS HIGHWAY | MOJAVE RIVER (VIC CL) N 1.06M | REHABILITATION | ORO GRANDE | CONSTRUCTION | | 109,100 |
| 1 | NATIONAL TRAILS HWY | 0.75 M N,ORO GRANDE UP/0.6M S,BRYMAN RD | WIDEN/INSTALL PASSING LANES | ORO GRANDE | CONSTRUCTION | 1,510,000 | |
| 1 | NEEDLES HIGHWAY | N STREET N&E/STATE LINE | REHABILITATION | NEEDLES | DESIGN | 190,000 | |
| 1 | NIELSON ROAD | BEEKLEY E/MALPASO RD | PAVE DIRT ROAD | PHELAN | CONSTRUCTION | | 491,000 |
| 1 | OAK HILL ROAD | CALIENTE RD N/.03M S,JENNY ST | REALIGNMENT | OAK HILLS | CONSTRUCTION | 120,000 | |
| 1 | PHELAN ROAD | BEEKLEY RD E/SH 395 | DRAINAGE IMPROVEMENTS | PHELAN | CONSTRUCTION | | 200,000 |
| 1 | PHELAN ROAD | .25M W/.5M E, SH 395 | EXTEND OVER ORO GRANDE WASH | PHELAN | DESIGN | 5,000 | |
| 1 | SUMMIT VALLEY ROAD | 1.88M N,SH138 N 2.18M (HSP CL) (PORTION) | PAVE DIRT ROAD | HESPERIA | DESIGN | | 53,000 |
| | | | | | **SUPER DIST 1** | **6,999,000** | **3,039,100** |
| | | | | | | | |
| 2 | ARROW ROUTE | @ BEECH AVE & LIME AVE | DRAINAGE IMPROVEMENTS | FONTANA SD 2 | CONSTRUCTION | 129,000 | |
| 2 | ARROW ROUTE | REDWOOD AVE | SIGNAL INSTALLATION | FONTANA SD 2 | CONSTRUCTION | 250,000 | |
| 2 | ARROW ROUTE | BEECH AVE | SIGNAL INSTALLATION | FONTANA SD 2 | CONSTRUCTION | 143,800 | |
| 2 | ARROW ROUTE | SULTANA | DRAINAGE IMPROVEMENTS | FONTANA SD 2 | CONSTRUCTION | 55,300 | |

| SD | ROAD NAME | LIMITS | TYPE OF WORK | REGION | 03/04 PHASE | CARRYOVER FY '03/04 BUDGET | NEW PROJECT FY 03/04 BUDGET |
|---|---|---|---|---|---|---|---|
| 2 | ARROW ROUTE | HICKORY AVE E/BEECH AVE | REHAB/DRAINAGE/INTER IMPS | FONTANA SD 2 | CONSTRUCTION | 831,600 | |
| 2 | BEECH AVENUE | WHITTRAM AVE/ARROW RTE | WIDEN, REHAB,INSTALL CURB/GUTTER | FONTANA SD 2 | CONSTRUCTION | 250,000 | |
| 2 | CENTRAL AVENUE | ARROW RTE/FOOTHILL BLVD | CONTINOUS LEFT TURN LN CONSTR | UPLAND | CONSTRUCTION | 332,000 | |
| 2 | CENTRAL AVENUE | @ ARROW ROUTE | SIGNAL MODIFICATION | UPLAND | CONSTRUCTION | 86,200 | |
| 2 | CHERRY AVENUE | @ WHITTRAM AVE | SIGNAL INSTALLATION | FONTANA SD 2 | CONSTRUCTION | 170,000 | |
| 2 | CHERRY AVENUE | I-10 | IMPROVE INTERSECTION | FONTANA SD 2 | DESIGN | 110,000 | |
| 2 | CHERRY AVENUE | WHITTRAM AVE N/FOOTHILL BLVD | WIDEN ROADWAY | FONTANA SD 2 | R/W - DESIGN | | 225,000 |
| 2 | CRESTLINE PARK & RIDE | LAKE DRIVE | CONSTRUCT PARK & RIDE FACILITY | CRESTLINE | CONSTRUCTION | 474,200 | |
| 2 | DELLE DRIVE | LAKE DR NWLY/DARFO DR | REHABILITATION | CRESTLINE | CONSTRUCTION | 132,000 | |
| 2 | SAN BERNARDINO AVENUE | LIVE OAK, BEECH, HEMLOCK, REDWOOD, | SIGNAL INSTALLATION & SYNCHRO | FONTANA SD 2 | R/W - DESIGN | 405,000 | |
| 2 | SLOVER AVENUE | CHERRY AVE E/.11M E,HEMLOCK AVE | WIDEN | FONTANA SD 2 | CONSTRUCTION | 3,200,000 | |
| 2 | SLOVER AVENUE | AT CALABASH AVE/BANANA AVE | DRAINAGE IMPROVEMENTS | FONTANA SD 2 | CONSTRUCTION | 160,000 | |
| 2 | VALLEY BOULEVARD | @ OLEANDER AVE, LIVE OAK, REDWOOD | SIGNAL INSTALLATION | FONTANA SD 2 | CONSTRUCTION | 240,000 | |
| 2 | VALLEY BOULEVARD | BANANA AVE/ALMOND AVE | LEFT TURN LANE CONSTRUCTION | FONTANA SD 2 | CONSTRUCTION | 245,000 | |
| 2 | VALLEY BLVD & OTHERS | CHERRY AVE E/HEMLOCK AVE | REHABILITATION | FONTANA SD 2 | CONSTRUCTION | 945,000 | |
| 2 | VALLEY ROAD | SH138 NLY/BROOKSIDE | AC OVERLAY | CRESTLINE | DESIGN | 100,000 | |
| 2 | WHITTRAM AVENUE | HICKORY/CHERRY AVE | WIDEN, INSTALL C&G, AC OVERLAY | FONTANA SD 2 | CONSTRUCTION | 2,000,000 | |
| 2 | WHITTRAM AVENUE | CHERRY AVE/LIVE OAK AVE | WIDEN, REHAB, INSTALL CURB/GUTTER | FONTANA SD 2 | CONSTRUCTION | 345,000 | |
| 2 | ZURICH DRIVE | THOUSAND PINES RD E/LAKE DR | REALIGNMENT & SLOPE STABILIZATION | CRESTLINE | CONSTRUCTION | 175,000 | |
| | | | | | **SUPER DIST 2** | **10,779,100** | **225,000** |
| | | | | | | | |
| 3 | ANGELS CAMP ROAD | YOSEMITE DR N/END | REHABILITATION | MOONRIDGE | CONSTRUCTION | 30,500 | |
| 3 | ARROWBEAR DRIVE | SPILLWAY | WIDENING | ARROWBEAR | CONSTRUCTION | 70,000 | |
| 3 | BARTON & OTHERS | LA CADENA DR E 0003M | REHABILITATION | COLTON SD 3 | CONSTRUCTION | 328,800 | |
| 3 | BEAUMONT AVENUE | @ SAN TIMOTEO CRK | BRIDGE REPLACEMENT DESIGN | REDLANDS | CONSTRUCTION | 1,675,000 | |
| 3 | DALEY CANYON ROAD | SH 18 | IMPROVE INTERSECT SAFETY/REALIGN | LAKE ARROWHEAD | DESIGN | 25,000 | |
| 3 | GARNET STREET BRIDGE | MILL CREEK, BR NO 54C 420 | BRIDGE REPLACEMENT | REDLANDS | CONSTRUCTION | | 1,423,000 |
| 3 | HOOK CREEK ROAD | VARIOUS LOCATIONS | DRAINAGE IMPROVEMENTS | LAKE ARROWHEAD | CONSTRUCTION | 218,000 | |
| 3 | LARREA RD | 0.06M S, QUAIL BUSH RD N/SH 247 | PAVE DIRT ROAD | YUCCA VALLEY | CONSTRUCTION | 672,000 | |
| 3 | PARADISE WAY | SH 38 | IMPROVE INTERSECTION | BIG BEAR CITY | CONSTRUCTION | 260,000 | |
| 3 | PINE LANE | HOLCOMB CREEK DR N/ END | PAVE DIRT ROAD | GREEN VALLEY | CONSTRUCTION | 24,000 | |
| 3 | RECHE CANYON ROAD | 0067M NW,RIV CO LINE W&N/CLN CL | REHABILITATION | COLTON SD 3 | DESIGN | 56,100 | |
| 3 | RECHE ROAD | SH 247 | TURNLANE CONST | YUCCA VALLEY | CONSTRUCTION | 150,000 | |
| 3 | WABASH AVENUE | @ SH 38 | SIGNAL INSTALLATION | REDLANDS | CONSTRUCTION | 300,000 | |
| | | | | | **SUPER DIST 3** | **3,809,400** | **1,423,000** |
| | | | | | | | |
| 4 | MISSION BOULEVARD | LA COL E/.26M E,PIPE LINE (MTC CL) | REHABILITATION | MONTCLAIR | CONSTRUCTION | 236,400 | |

| SD | ROAD NAME | LIMITS | TYPE OF WORK | REGION | 03/04 PHASE | CARRYOVER FY '03/04 BUDGET | NEW PROJECT FY 03/04 BUDGET |
|---|---|---|---|---|---|---|---|
| 4 | MISSION BOULEVARD | 0025M E,RAMONA AVE E/0007M E,FREMONT | REHABILITATION | MONTCLAIR | CONSTRUCTION | | 255,300 |
| 4 | MISSION BOULEVARD | ROSWELL AVENUE | INSTALL LT TURN PHASE & VIDEO | MONTCLAIR | CONSTRUCTION | 94,200 | |
| 4 | MISSION BOULEVARD | BENSON AVE | SIGNAL INSTALLATION | MONTCLAIR | CONSTRUCTION | 181,000 | |
| 4 | PIPE LINE AVENUE | @ PHILLIPS BLVD AND FRANCIS AVE | CROSS GUTTER REHAB | CHINO | CONSTRUCTION | | 8,800 |
| 4 | THIRD STREET | SILICON AVENUE E .17 M | REHABILITATION | MONTCLAIR | CONSTRUCTION | 94,000 | |
| | | | | | **SUPER DIST 4** | **605,600** | **264,100** |
| 5 | AGUA MANSA ROAD | 0080M W,RANCHO AVE E0073 | REHABILITATION | COLTON SD 5 | CONSTRUCTION | 76,200 | |
| 5 | ARROW ROUTE | LOCUST AVE | INTERSECTION MODIFICATION | FONTANA SD 5 | CONSTRUCTION | 82,500 | |
| 5 | ARROW ROUTE | LOCUST AVENUE | SIGNAL MODIFICATION | FONTANA SD 5 | CONSTRUCTION | 127,000 | |
| 5 | BLOOMINGTON AVENUE | CEDAR AVE E&NE/0009M NE,LARCH AVE | REHAB/OVERLAY | BLOOMINGTON | CONSTRUCTION | 400,000 | |
| 5 | CEDAR AVENUE | @ I-10 | INTERCHANGE PSR/PR | BLOOMINGTON | DESIGN | 26,000 | |
| 5 | CEDAR AVENUE | RANDALL AVE | SIGNAL INSTALLATION | BLOOMINGTON | DESIGN | 25,000 | |
| 5 | EL RIVINO ROAD | CEDAR E/AGUA MANSA RD | REHABILITATION | BLOOMINGTON | CONSTRUCTION | | 255,300 |
| 5 | JURUPA AVE & OTHER | TAMARIND AVE/ALDER AVE | PAVE EXISTING DIRT ROAD | FONTANA SD 5 | CONSTRUCTION | 522,500 | |
| 5 | MAPLE AVENUE | BARBEE ST N/FONTANA CL | REHABILITATION | RIALTO | CONSTRUCTION | 135,000 | |
| 5 | PALM AVENUE | CAJON BLVD N 0011M | REHABILITATION | VERDEMONT SD 5 | CONSTRUCTION | 23,500 | |
| 5 | RIVERSIDE AVENUE | PEACH ST N/RIALTO CL | WIDEN ROADWAY | RIALTO | DESIGN | 85,000 | |
| 5 | STEVENSON STREET | .15 M W, CYPRUS AVE E/ CYPRUS AVE | PAVE DIRT ROAD | COLTON SD 5 | CONSTRUCTION | | 67,000 |
| | | | | | **SUPER DIST 5** | **1,502,700** | **322,300** |
| | | | | | **GRAND TOTAL** | **23,695,800** | **5,273,500** |

**BUDGET UNIT: CALTRANS CONTRACT (SVB TRA)**

## I. GENERAL PROGRAM STATEMENT

This budget reflects a cooperative agreement between the county's Public Works Department and the California Department of Transportation (Caltrans). This separate fund allows for the coordination and administration of consultant engineering contracts in support of Caltrans projects. Currently, two major projects are budgeted. The first is a feasibility study for truck lanes on the Interstate 15 and 40 freeways. The second is a preliminary design study for widening Interstate 15 from Victorville to Barstow. Both are multi-year projects receiving federal pass through funding from Caltrans. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 174,997 | 288,100 | 91,248 | 148,186 |
| Total Revenue | 13,967 | 415,487 | 68,635 | 298,186 |
| Fund Balance | | (127,387) | | (150,000) |

Estimated expenditures for 2002-03 are significantly less than budget due to staff assigned to the Caltrans Contract working on other departmental projects for a considerable portion of the year. Correspondingly, revenues from Caltrans were also less than projected.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - CalTRANS Contract
FUND: Special Revenue SVB TRA

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 9,688 | 38,100 | - | - | 38,100 |
| Transfers | 81,560 | 250,000 | - | - | 250,000 |
| Total Appropriation | 91,248 | 288,100 | - | - | 288,100 |
| **Revenue** | | | | | |
| Use of Money & Prop | 6,000 | 5,000 | - | - | 5,000 |
| State, Fed or Gov't Aid | 62,635 | 410,487 | - | - | 410,487 |
| Total Revenue | 68,635 | 415,487 | - | - | 415,487 |
| Fund Balance | | (127,387) | - | - | (127,387) |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - CalTRANS Contract
**FUND:** Special Revenue SVB TRA
**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 38,100 | 10,086 | 48,186 | - | **48,186** | - | 48,186 |
| Transfers | 250,000 | (150,000) | 100,000 | - | **100,000** | - | 100,000 |
| Total Appropriation | 288,100 | (139,914) | 148,186 | - | **148,186** | - | 148,186 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 5,000 | 686 | 5,686 | - | **5,686** | - | 5,686 |
| State, Fed or Gov't Aid | 410,487 | (117,987) | 292,500 | - | **292,500** | - | 292,500 |
| Total Revenue | 415,487 | (117,301) | 298,186 | - | **298,186** | - | 298,186 |
| Fund Balance | (127,387) | (22,613) | (150,000) | - | **(150,000)** | - | (150,000) |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 10,086 | Increase based on anticipated use of outside professional services. |
| Transfers | (150,000) | Decrease based on less anticipated work left to complete the projects. |
| Total Appropriation | (139,914) | |
| Revenue | | |
| Use of Money & Prop | 686 | Increase in interest based on 2002-03 estimates. |
| State, Fed or Govt Aid | (117,987) | Decrease in federal reimbursement resulting from less work now anticipated to complete the projects. |
| Total Revenue | (117,301) | |
| Fund Balance | (22,613) | |

**BUDGET UNIT: ETIWANDA INTERCHANGE IMPROVEMENT (SVE TRA)**

## I. GENERAL PROGRAM STATEMENT

This budget was established to separately account for a cooperative agreement (approved by the Board during 2001-02) between the county's Public Works Department, the California Department of Transportation (Caltrans), and the Catellus Corporation for redesign of the Etiwanda Boulevard at I-10 interchange. This project is being designed and constructed in three Phases, Phase I is the realignment of Valley Boulevard, Phase II is the reconstruction of the Etiwanda at I-10 interchange, and Phase III is the landscaping of the project. Phase I and Phase II will be completed by the end of 2002-03. Phase III will begin in 2003-04. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 16,858,156 | 1,477,489 | 100,152 | 629,000 |
| Total Revenue | 9,821,321 | 8,504,313 | 7,276,976 | 479,000 |
| Fund Balance | | (7,026,824) | | 150,000 |

Estimated expenditures for 2002-03 are approximately $1.4 million less than budget. This is the result of work on Phase III being delayed until 2003-04, in addition to costs for Phase I and Phase II being less than projected. Correspondingly, revenues in the form of reimbursements from Caltrans and the Catellus Corporation for work completed are under budget as well.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Etiwanda Interchange Improvements
**FUND:** Special Revenue SVE TRA

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 27,622 | 997,489 | - | - | 997,489 |
| Other Charges | - | 20,000 | - | - | 20,000 |
| Transfers | 72,530 | 460,000 | - | - | 460,000 |
| Total Appropriation | 100,152 | 1,477,489 | - | - | 1,477,489 |
| **Revenue** | | | | | |
| Use of Money & Prop | 13,639 | 2,500 | - | - | 2,500 |
| State, Fed or Gov't Aid | 5,542,770 | 7,991,813 | - | - | 7,991,813 |
| Other Revenue | 1,720,567 | 510,000 | - | - | 510,000 |
| Total Revenue | 7,276,976 | 8,504,313 | - | - | 8,504,313 |
| Fund Balance | | (7,026,824) | - | - | (7,026,824) |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Etiwanda Interchange Improvements
**FUND:** Special Revenue SVE TRA

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 997,489 | (448,489) | 549,000 | - | **549,000** | - | 549,000 |
| Other Charges | 20,000 | (15,000) | 5,000 | - | **5,000** | - | 5,000 |
| Transfers | 460,000 | (385,000) | 75,000 | - | **75,000** | - | 75,000 |
| Total Appropriation | 1,477,489 | (848,489) | 629,000 | - | **629,000** | - | 629,000 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 2,500 | 1,500 | 4,000 | - | **4,000** | - | 4,000 |
| State, Fed or Gov't Aid | 7,991,813 | (7,541,813) | 450,000 | - | **450,000** | - | 450,000 |
| Other Revenue | 510,000 | (485,000) | 25,000 | - | **25,000** | - | 25,000 |
| Total Revenue | 8,504,313 | (8,025,313) | 479,000 | - | **479,000** | - | 479,000 |
| Fund Balance | (7,026,824) | 7,176,824 | 150,000 | - | **150,000** | - | 150,000 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (448,489) | Decrease results from completion of Phase I and Phase II of project. |
| Other Charges | (15,000) | Decrease in anticipated right of way needs. |
| Transfers | (385,000) | Decrease in reimbursements to road fund for staff assigned to this project. |
| Total Appropriation | (848,489) | |
| Revenue | | |
| Use of Money & Prop | 1,500 | Increase in interest revenue earned on the fund's cash balance. |
| State, Fed or Gov't Aid | (7,541,813) | Decrease in reimbursements from the state based on work completed in 2002-03. |
| Other Revenue | (485,000) | Decrease in reimbursements from Catellus based on construction completed in 2002-03. |
| Total Revenue | (8,025,313) | |
| Fund Balance | 7,176,824 | |

**BUDGET UNIT: HIGH DESERT CORRIDOR PROJECT (SWL TRA)**

## I. GENERAL PROGRAM STATEMENT

In 2000-01, the Board of Supervisors approved a cooperative agreement between the County, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 395 through the Town of Apple Valley. In accordance with the cooperative agreement, the city and the town will reimburse the county for all costs related to this project. This budget unit was established to separately account for expenditures and revenues related to this project. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 648,400 | 217,039 | 839,300 |
| Total Revenue | 201,943 | 446,457 | 82,171 | 772,225 |
| Fund Balance | | 201,943 | | 67,075 |

Initial coordination between the City of Victorville and Caltrans resulted in delaying the start of this project. This delay produced less than anticipated appropriation and revenue for 2002-03.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - High Desert corridor
**FUND:** Special Revenue SWL TRA

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 17,697 | 30,400 | - | - | 30,400 |
| Transfers | 199,342 | 618,000 | - | - | 618,000 |
| Total Appropriation | 217,039 | 648,400 | - | - | 648,400 |
| **Revenue** | | | | | |
| Use of Money & Prop | 7,500 | 8,000 | - | - | 8,000 |
| State, Fed or Gov't Aid | 74,671 | 438,457 | - | - | 438,457 |
| Total Revenue | 82,171 | 446,457 | - | - | 446,457 |
| Fund Balance | | 201,943 | - | - | 201,943 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Ways - High Desert Corridor
**FUND:** Special Revenue SWL TRA

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 30,400 | 208,900 | 239,300 | | **239,300** | - | 239,300 |
| Transfers | 618,000 | (18,000) | 600,000 | - | **600,000** | - | 600,000 |
| Total Appropriation | 648,400 | 190,900 | 839,300 | - | **839,300** | - | 839,300 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 8,000 | (4,400) | 3,600 | - | **3,600** | - | 3,600 |
| State, Fed or Gov't Aid | 438,457 | 330,168 | 768,625 | - | **768,625** | - | 768,625 |
| Total Revenue | 446,457 | 325,768 | 772,225 | - | **772,225** | - | 772,225 |
| Fund Balance | 201,943 | (134,868) | 67,075 | - | **67,075** | - | 67,075 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 208,900 | Increase in anticipated use of outside professional services for High Desert Corridor Project. |
| Transfers | (18,000) | Decrease in anticipated labor for High Desert Corridor Project. |
| Total Appropriation | 190,900 | |
| Revenue | | |
| Use of Money & Prop | (4,400) | Decrease in interest based on less fund balance. |
| State, Fed or Gov't Aid | 330,168 | Increase in reimbursements from the City of Victorville to offset the costs of this porject. |
| Total Revenue | 325,768 | |
| Fund Balance | 134,868 | |

**BUDGET UNIT: DEVELOPMENT PROJECTS (SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP)**

## I. GENERAL PROGRAM STATEMENT

The transportation facilities development fee funds are established by county ordinance to collect fees on new construction in the areas of Big Bear, Helendale/Oro Grande, Rancho Cucamonga, Yucaipa, High Desert, Oak Hills, Oak Glen, and Southeast Apple Valley. These fees provide funds for construction of roads in the established fee area that will ultimately be incorporated into the county road system. Funds must be spent in the area in which they are collected. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 202,394 | 3,131,112 | 93,526 | 3,760,952 |
| Total Revenue | 571,893 | 631,421 | 575,044 | 779,743 |
| Fund Balance | | 2,499,691 | | 2,981,209 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Development Projects
FUND: Spjecial Revenue SWB, SWD, SWJ, SWM, SWN SWO, SWQ, SWX, SXP

FUNCTION: Public Ways/Facilities
ACTIVITY: Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 208,260 | 2,915,883 | - | - | 2,915,883 |
| Other Charges | - | - | - | - | - |
| Transfers | 50,291 | 380,229 | - | - | 380,229 |
| Total Expen Authority | 258,551 | 3,296,112 | - | - | 3,296,112 |
| Reimbursements | (165,025) | (165,000) | - | - | (165,000) |
| Total Appropriation | 93,526 | 3,131,112 | - | - | 3,131,112 |
| **Revenue** | | | | | |
| Use of Money & Prop | 91,032 | 113,275 | - | - | 113,275 |
| Current Services | 500,646 | 518,146 | - | - | 518,146 |
| Other Revenue | (16,634) | - | - | - | - |
| Total Revenue | 575,044 | 631,421 | - | - | 631,421 |
| Fund Balance | | 2,499,691 | - | - | 2,499,691 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Development Projects
**FUND:** Special Revenue SWB, SWD, SWJ, SWM, SWN SWO, SWQ, SWX, SXP

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Public Ways

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 2,915,883 | 188,169 | 3,104,052 | - | **3,104,052** | - | 3,104,052 |
| Other Charges | - | 120,000 | 120,000 | - | **120,000** | - | 120,000 |
| Transfers | 380,229 | 156,671 | 536,900 | - | **536,900** | - | 536,900 |
| Total Expen Authority | 3,296,112 | 464,840 | 3,760,952 | - | **3,760,952** | - | 3,760,952 |
| Reimbursements | (165,000) | 165,000 | - | - | **-** | - | - |
| Total Oper Expense | 3,131,112 | 629,840 | 3,760,952 | - | **3,760,952** | - | 3,760,952 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 113,275 | (23,715) | 89,560 | - | **89,560** | - | 89,560 |
| Current Services | 518,146 | 172,037 | 690,183 | - | **690,183** | - | 690,183 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 631,421 | 148,322 | 779,743 | - | **779,743** | - | 779,743 |
| Fund Balance | 2,499,691 | 481,518 | 2,981,209 | - | **2,981,209** | | 2,981,209 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 188,169 | Increase based on current construction program. |
| Other Charges | 120,000 | Increase based on anticipated Right of Way needs for current construction program. |
| Transfers | 156,671 | Increase based on anticipated labor for 2003-04. |
| Reimbursements | 165,000 | Decrease due to completion of prior year projects financed by Measure I Funds. |
| Total Appropriation | 629,840 | |
| Revenue | | |
| Use of Money & Prop | (23,715) | Decrease in interest based on 2002-03 estimates. |
| Current Services | 172,037 | Increase due to development in Summit Valley, Oak Hills (Zones A & B), and High Desert. |
| Total Revenue | 148,322 | |
| Fund Balance | 481,518 | |

**BUDGET UNIT: MEASURE I FUNDS (RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW)**

## I. GENERAL PROGRAM STATEMENT

Measure I was approved by the voters in November 1989, to provide funds for transit support, congestion relief, and safety improvements to roads. The primary source of funds is from a countywide one-half percent sales tax. Budget units were established for Measure I to separately manage the funds collected. The county is divided into six subareas: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley. Funds must be spent in the subarea in which they are collected. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 6,407,657 | 25,400,625 | 10,655,987 | 21,434,383 |
| Total Revenue | 6,890,612 | 9,182,484 | 7,078,365 | 8,793,864 |
| Fund Balance | | 16,218,141 | | 12,640,519 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

The 2002-03 estimated revenues are $2,104,119 less than budgeted due to the outstanding balance of revenues due from the City of Fontana ($2,000,000) and the State of California ($250,000) for their participation in the Slover Avenue and Beekley Road projects, respectively. The Slover Avenue project, previously scheduled for construction in 2002-03, is now expected to commence during the fall of 2003. The Beekley project is expected to be completed in June, 2003, however a $250,000 final billing to the state is not expected to be received until 2003-04.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Measure I Funds
**FUND:** Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Transportation System

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 10,166,438 | 22,669,528 | - | - | 22,669,528 |
| Other Charges | 740 | 304,500 | - | - | 304,500 |
| Transfers | 1,913,809 | 3,601,597 | - | - | 3,601,597 |
| Total Exp Authority | 12,080,987 | 26,575,625 | - | - | 26,575,625 |
| Reimbursements | (1,425,000) | (1,175,000) | - | - | (1,175,000) |
| Total Appropriation | 10,655,987 | 25,400,625 | - | - | 25,400,625 |
| **Revenue** | | | | | |
| Taxes | 5,814,421 | 5,444,609 | - | - | 5,444,609 |
| Use of Money & Prop | 532,706 | 690,875 | - | - | 690,875 |
| Current Services | 136,524 | 2,297,000 | - | - | 2,297,000 |
| State, Fed or Gov't Aid | 560,622 | 750,000 | - | - | 750,000 |
| Other Revenue | 34,092 | - | - | - | - |
| Total Revenue | 7,078,365 | 9,182,484 | - | - | 9,182,484 |
| Fund Balance | | 16,218,141 | - | - | 16,218,141 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Ways - Measure I Funds
**FUND:** Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

**FUNCTION:** Public Ways/Facilities
**ACTIVITY:** Transportation System

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 22,669,528 | (4,314,120) | 18,355,408 | - | **18,355,408** | - | 18,355,408 |
| Other Charges | 304,500 | (85,500) | 219,000 | - | **219,000** | - | 219,000 |
| Transfers | 3,601,597 | (641,622) | 2,959,975 | - | **2,959,975** | - | 2,959,975 |
| Total Exp Authority | 26,575,625 | (5,041,242) | 21,534,383 | - | **21,534,383** | - | 21,534,383 |
| Reimbursements | (1,175,000) | 1,075,000 | (100,000) | - | **(100,000)** | - | (100,000) |
| Total Appropriation | 25,400,625 | (3,966,242) | 21,434,383 | - | **21,434,383** | - | 21,434,383 |
| **Revenue** | | | | | | | |
| Taxes | 5,444,609 | 341,813 | 5,786,422 | - | **5,786,422** | - | 5,786,422 |
| Use of Money & Prop | 690,875 | (391,433) | 299,442 | - | **299,442** | - | 299,442 |
| Current Services | 2,297,000 | (50,000) | 2,247,000 | - | **2,247,000** | - | 2,247,000 |
| State, Fed or Gov't Aid | 750,000 | (290,000) | 460,000 | - | **460,000** | - | 460,000 |
| Other Revenue | - | 1,000 | 1,000 | - | **1,000** | - | 1,000 |
| Total Revenue | 9,182,484 | (388,620) | 8,793,864 | - | **8,793,864** | - | 8,793,864 |
| Fund Balance | 16,218,141 | (3,577,622) | 12,640,519 | - | **12,640,519** | - | 12,640,519 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (4,314,120) | Decrease primarily due to the completion of various larger projects including: Rock Springs Road realignment, Beekley Road signal and paving, and overlays on Irwin Road, Maple Lane and North Bay Road. |
| Other Charges | (85,500) | Decrease because less right of way needs are anticipated in 2003-04. |
| Transfers | (641,622) | Decrease in transfers due to $357,522 less in anticipated salary and labor costs for projects in 2003-04. Also, decrease of approximately $300,000 from other funds for their participation in various projects which were completed in 2002-03. |
| Reimbursements | 1,075,000 | Decrease in anticipated reimbursements due to the completion of Rock Springs Road and Beekley Road. |
| Total Appropriation | (3,966,242) | |
| Revenue | | |
| Taxes | 341,813 | Increase based on half-cent sales tax revenue projections. |
| Use of Money & Prop | (391,433) | Reduction in interest revenues due to a significant decrease in cash balances because of the completion of various projects. |
| Current Services | (50,000) | Reduced revenues from local agencies due to fewer participation projects. |
| State, Fed or Gov't Aid | (290,000) | Decrease in state aid primarily because of the completion of Beekley Road. |
| Other Revenue | 1,000 | Revenues anticipated from sales of plans and specifications for projects being advertised. |
| Total Revenue | (388,620) | |
| Fund Balance | (3,577,622) | |

## SOLID WASTE MANAGEMENT SUMMARY

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Operating Expense | Financing | Revenue Over/(Under) | Fixed Assets | Staffing |
| Operations | 46,513,636 | 45,543,580 | (970,056) | - | 74.4 |
| Site Closure/Maintenance | 10,806,246 | 10,059,246 | (747,000) | 8,694,365 | - |
| Site Enhancement/Expand | 3,806,788 | 8,204,667 | 4,397,879 | 9,686,116 | - |
| Groundwater Remediation | 3,422,934 | 9,283,976 | 5,861,042 | 5,861,042 | - |
| Environmental Mitigation | 2,003,000 | 2,095,595 | 92,595 | 100,000 | - |
| TOTAL | 66,552,604 | 75,187,064 | 8,634,460 | 24,341,523 | 74.4 |

**BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM)**
**RECYCLING PROGRAMS (EWE SWM)**
**FINANCIAL ASSURANCE (EAN SWM)**
**WASTE CHARACTERIZATION (EWC SWM)**

## I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the County. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs. In addition, SWMD is funding a waste characterization study analyzing the unincorporated waste stream material type, source, and location.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 38,394,270 | 42,323,884 | 45,749,336 | 46,513,636 |
| Total Financing Sources | 40,154,555 | 43,827,202 | 50,957,947 | 45,543,580 |
| Revenue Over (Under) Exp | 1,760,285 | 1,503,318 | 5,208,611 | (970,056) |
| Budgeted Staffing | | 62.3 | | 74.4 |
| Fixed Assets | 17,512 | 223,965 | 356,935 | - |
| **Workload Indicators** | | | | |
| Total Tonnage | 1,142,707 | 1,313,700 | 1,357,600 | 1,432,600 |
| Active Facilities | 14 | 14 | 14 | 14 |
| Inactive Facilities | 28 | 28 | 28 | 28 |

Estimated operating expenses for 2002-03 are approximately $3.4 million greater than budget. This overage is primarily due to a new Environmental Insurance Policy that required SWMD to fund a one-time deductible account increase in the amount of $1.9 million, as well as the Environmental Protection Agency adding perchlorate to the list of chemicals to be monitored in drinking water requiring SWMD to spend $1.7 million for an investigation at the Mid-Valley Landfill. These extraordinary expenses were more than offset by increased revenues of $6,893,827. This excess amount is primarily due to the anticipated transfer of approximately $6.5 million of NORCAL settlement funds to SWMD. An item recommending approval of this allocation of funds will be presented to the Board of Supervisors for its consideration prior to June 30, 2003. In addition to these NORCAL settlement funds, SWMD revenues exceeded budget by approximately $400,000 due to the estimated amount of waste received at County landfills and transfer stations being more than was originally projected.

The Workload Indicator for total tonnage has been increased by 118,900 tons in 2003-04 to reflect the following: an additional 75,000 tons of Article 19 waste (in accordance with Article 19 of Contract No, 01-237), Burrtec can deliver between 250,000 and 300,000 tons/year of in-county solid waste that is not currently being conveyed into the County disposal system) and an additional 43,900 tons resulting from franchise service growth and increased populations.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Included in mid-year adjustments is an increase of 8.0 Equipment Operators to respond to the bark beetle infestation. SWMD is recommending a 4.1 increase in budgeted staffing. This increase is comprised of the following: 1.0 Recycling Specialist to assist with the Source Reduction and Recycling Element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%, 1.0 Scale Operator to support existing staff with increased workload demands anticipated in 2003-04 at the various landfills and transfer stations, 1.0 Planner III to provide assistance for groundwater monitoring and landfill gas programs, as well as to assist SWMD with short term projects such as the bark beetle infestation and the perchlorate investigation, 1.0 Staff Analyst II to perform long range financial planning including exploring grant opportunities and seeking new markets to increase SWMD's revenue base, and 0.1 for additional overtime costs.

### PROGRAM CHANGES

SWMD is proposing a television and computer monitor (CRT) collection program at the landfills and transfer stations for third party processing. This program is a proposed solution to the Department of Toxic Substance Control's ban on television and computer monitor disposal at Class III landfills. SWMD estimates the collection of approximately 7,200 televisions and computer monitors at a processing cost of $20/unit for an annual expense of $144,000. The CRT program costs are expected to be funded by redirecting $72,000 from the Education and Outreach Committee funds and $72,000 to be generated from a new $10.00 fee recommended for approval with the adoption of the 2003-04 fee ordinance.

### OTHER CHANGES

SWMD's 2003-04 budget contains the impact of changes in accordance with contractual agreements with the fifteen Waste Delivery Agreement (WDA) cities and Burrtec for Article 19 waste. For 2003-04, the WDA refuse fee will be increased by $1.10/ton for inflationary costs, producing an additional $600,000 in annual revenue for SWMD. The Article 19 waste refuse fee will be increased by $0.61/ton for inflationary costs, producing an additional $100,000 per year in revenue.

## IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 0.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 4.0 | Retain |
| Total Vacant | 4.0 | |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

SWMD is proposing a $1.04/ton increase in the ordinary refuse fee from $33.52/ton to $34.56/ton to maintain parity with the WDA disposal fee. If approved, this adjustment would produce additional revenues in the amount of $400,000 per year.

SWMD is also proposing a new fee for the collection of televisions and computer monitors (CRTs). The new fee is proposed at $10.00 per unit and is expected to provide an additional $72,000 to offset one-half of the $20.00 per unit processing cost. As mentioned above, the remaining one-half of the processing cost will be from redirected Education and Outreach Committee funds.

GROUP: Economic Development/Public Services
FUNCTION: Health and Sanitation
DEPARTMENT: Public Works - Solid Waste Operations & Recycling Pr
ACTIVITY: Sanitation
FUND: EAA SWM, EWE SWM

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,405,806 | 3,427,618 | 328,859 | 467,790 | 4,224,267 |
| Services and Supplies | 28,860,883 | 26,189,996 | - | 312,000 | 26,501,996 |
| Central Computer | 28,878 | 28,878 | (8,213) | - | 20,665 |
| Other Charges | 5,938,631 | 6,707,282 | - | - | 6,707,282 |
| Transfers | 1,015,138 | 184,000 | - | - | 184,000 |
| Total Appropriations | 39,249,336 | 36,537,774 | 320,646 | 779,790 | 37,638,210 |
| Operating Transfers Out | 6,500,000 | 5,786,110 | - | - | 5,786,110 |
| Total Operating Expenses | 45,749,336 | 42,323,884 | 320,646 | 779,790 | 43,424,320 |
| **Revenue** | | | | | |
| Licenses & Permits | 900,000 | 770,000 | - | - | 770,000 |
| Taxes | 7,164,436 | 6,890,500 | - | - | 6,890,500 |
| Use of Money & Prop | 251,046 | 162,000 | - | - | 162,000 |
| State, Fed or Gov't Aid | 83,007 | - | - | 779,790 | 779,790 |
| Current Services | 34,916,328 | 34,237,586 | 320,646 | - | 34,558,232 |
| Other Revenue | 7,406,212 | 1,767,116 | - | - | 1,767,116 |
| Total Revenue | 50,721,029 | 43,827,202 | 320,646 | 779,790 | 44,927,638 |
| Operating Transfers In | 236,918 | - | - | - | - |
| Total Financing Sources | 50,957,947 | 43,827,202 | 320,646 | 779,790 | 44,927,638 |
| Revenue Over/(Under) Exp | 5,208,611 | 1,503,318 | - | - | 1,503,318 |
| Budgeted Staffing | | 62.3 | - | 8.0 | 70.3 |
| **Fixed Asset Exp** | | | | | |
| Improvement to Land | - | 15,000 | - | - | 15,000 |
| Equipment | 356,935 | 208,965 | - | - | 208,965 |
| Total Fixed Asset Exp | 356,935 | 223,965 | - | - | 223,965 |

**GROUP: Economic Development/Public Services** | **FUNCTION: Health and Sanitation**

**DEPARTMENT: Public Works - Solid Waste Operations & Recycling Program** | **ACTIVITY: Sanitation**

**FUND: Enterprise EAA SWM, EWE SWM**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 4,224,267 | 502,310 | 4,726,577 | - | **4,726,577** | - | 4,726,577 |
| Services and Supplies | 26,501,996 | 2,071,774 | 28,573,770 | - | **28,573,770** | - | 28,573,770 |
| Central Computer | 20,665 | - | 20,665 | - | **20,665** | - | 20,665 |
| Other Charges | 6,707,282 | 1,200,419 | 7,907,701 | - | **7,907,701** | - | 7,907,701 |
| Transfers | 184,000 | 100,923 | 284,923 | - | **284,923** | - | 284,923 |
| Total Appropriations | 37,638,210 | 3,875,426 | 41,513,636 | - | **41,513,636** | - | 41,513,636 |
| Operating Transfers Out | 5,786,110 | (786,110) | 5,000,000 | - | **5,000,000** | - | 5,000,000 |
| Total Operating Exp | 43,424,320 | 3,089,316 | 46,513,636 | - | **46,513,636** | - | 46,513,636 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 770,000 | 130,000 | 900,000 | - | **900,000** | - | 900,000 |
| Taxes | 6,890,500 | 273,936 | 7,164,436 | - | **7,164,436** | - | 7,164,436 |
| Use of Money & Prop | 162,000 | 84,679 | 246,679 | - | **246,679** | - | 246,679 |
| State, Fed or Gov't Aid | 779,790 | - | 779,790 | - | **779,790** | - | 779,790 |
| Current Services | 34,558,232 | 1,756,129 | 36,314,361 | - | **36,314,361** | - | 36,314,361 |
| Other Revenue | 1,767,116 | (1,756,802) | 10,314 | - | **10,314** | - | 10,314 |
| Total Revenue | 44,927,638 | 487,942 | 45,415,580 | - | **45,415,580** | - | 45,415,580 |
| Operating Transfers In | - | 128,000 | 128,000 | - | **128,000** | - | 128,000 |
| Total Financing Sources | 44,927,638 | 615,942 | 45,543,580 | - | **45,543,580** | - | 45,543,580 |
| Total Rev Over/(Under) Exp | 1,503,318 | (2,473,374) | (970,056) | - | **(970,056)** | - | (970,056) |
| Budgeted Staffing | 70.3 | 4.1 | 74.4 | | **74.4** | - | 74.4 |
| **Fixed Asset Exp** | | | | | | | |
| Improvements to Land | 15,000 | (15,000) | - | - | **-** | **-** | **-** |
| Equipment | 208,965 | (208,965) | - | - | **-** | **-** | **-** |
| Total Fixed Asset Exp | 223,965 | (223,965) | - | - | **-** | **-** | - |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 99,093 | MOU. |
| | 42,860 | Retirement. |
| | 186,906 | Risk Management Workers' Comp. |
| | 328,859 | Increased for 3% COLA $99,093, Workers Comp $42,860 and Retirement contribution $186,906. |
| Central Computer | (8,213) | |
| Total Operating Expense | 320,646 | |
| Total Revenue | 320,646 | Additional current services revenue to offset the above cost increases. |
| Revenue Over/(Under) Exp | - | |

**Mid-Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 467,790 | Addition of 4.0 Equipment Operator III's and 4.0 Equipment Operator II's in accordance with Board action on April 8, 2003 to respond to the bark beetle infestation. |
| Services and Supplies | 312,000 | Amount approved by the Board on April 8, 2003 for bin hauling services for wood waste and slash/debris removal in relation to the bark beetle infestation. |
| Total Operating Expense | 779,790 | |
| Revenue | | |
| State, Fed or Gov't Aid | 779,790 | FEMA grant to fund the above bark beetle related costs. |
| Revenue Over/(Under) Exp | - | |

## PUBLIC WORKS

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 267,310 | Increased amount for the addition of 4.1 positins (1.0 Recycling Specialist, 1.0 Scale Operator, 1.0 Planner III, 1.0 Staff Analyst II, and 0.1 in overtime). |
| | 157,500 | Additional amount needed for step increases. |
| | 77,500 | Increase in reimbusements to other departments for direct salary charges. |
| | 502,310 | |
| Services and Supplies | 1,078,060 | Increased amount to Burrtec in 2003-04 for additional standard tonnage, excess tonnage, inflation, and incentive payment. |
| | 735,552 | Additional amount for design and management of capital projects for closed landfills and corrective actions. |
| | 300,000 | For Waste Characterization and Refuse Rate Study. |
| | 150,000 | Perchlorate investigation legal fees. |
| | 50,000 | Design of septic pond at the Landers Landfill. |
| | 72,000 | Increase for television and computer monitor disposition program at landfills and transfer stations. |
| | (81,810) | Reduction in special departmental expenses resulting in work now being done in-house. |
| | (150,000) | Less appropriations in 2003-04 due to office remodeling being completed in prior year. |
| | (82,028) | Reductions to a variety of other accounts. |
| | 2,071,774 | |
| Other Charges | 1,200,419 | Increase primarily due to the amount of additional Article 19 revenues that are being transferred to other SWMD funds for payment to WDA cities. |
| Transfers | 100,923 | Increased costs for ED/PSG charges, PWG payroll charges, and EHAP charges. |
| Total Appropriation | 3,875,426 | |
| Operating Transfers Out | (786,110) | Reduction mainly due to decreased operating transfers to other SWMD funds for capital project design work. |
| Total Operating Expenses | 3,089,316 | |
| Revenue | | |
| Licenses & Permits | 130,000 | Increased franchise and permit fees based on additional tonnage and inflation. |
| Taxes | 273,936 | Increased interest and penalties on delinquent taxes. |
| Use of Money & Prop | 84,679 | Increased interest revenue based on greater cash balance. |
| Current Services | 1,756,129 | Increase based on additional anticipated tonnage (including Article 19 tonnage), and inflationary increases for contracts with WDA cities. |
| Other Revenue | (1,756,802) | Prior year revenues are not being rebudgeted in 2003-04. |
| Total Revenue | 487,942 | |
| Operating Transfers In | 128,000 | Increase in transfers from other SWMD Funds is anticipated in 2003-04. |
| Total Financing Sources | 1,439,548 | |
| Revenue Over/(Under) Exp | (2,473,374) | |
| Fixed Asset Exp | | |
| Improvement to Land | (15,000) | Delete funding. No scale house improvements or weather stations budgeted. |
| Equipment | (208,965) | Delete funding. No equipment items budgeted. |
| Total Fixed Asset Exp | (223,965) | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | - | - | - | - | - |
| Vacant Budgeted In Recruitment - Retain | 4.0 | 4.0 | 356,904 | 356,904 | - |
| Total Vacant | 4.0 | 4.0 | 356,904 | 356,904 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Revenue Over/(Under) |
|---|---|---|---|---|---|
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Public Works Engineer II* | 74375 | 1.0 | 84,884 | 84,884 | - |
| *Public Works Engineer II* | 74378 | 1.0 | 83,230 | 83,230 | - |
| *Public Works Engineer IV* | 09117 | 1.0 | 119,145 | 119,145 | - |
| *Staff Analyst II* | 00006 | 1.0 | 69,645 | 69,645 | - |
| Total in Recruitment Retain | | 4.0 | 356,904 | 356,904 | - |

**Solid Waste Management Division** **3/26/03**
**EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT**
**PROJECT LIST**
**For Fiscal Year 2003/2004**

| Project Description | Project Budget Amount | Budget Totals |
|---|---|---|
| **Carry-Over Projects** | | |
| Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo | $ 75,000 | |
| Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow | $ 1,500 | |
| Active Site Repermitting - San Timoteo CEQA / Minor permit Revisions - various landfills / Barstow Negative Declaration | $ 10,000 | |
| Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal) | $ 10,000 | |
| Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services | $ 54,000 | |
| Crestmore Disposal Site - Soil Analysis | $ 4,000 | |
| **Total EAA Carry-Over Projects** | | $ 154,500 |
| **New Projects** | | |
| Active Sites Routine LFG O&M - Colton, Mid-Valley, San Timoteo | $ 948,908 | |
| Active Sites Non-Routine LFG O&M - Colton, Mid-Valley, San Timoteo | $ 400,000 | |
| Septage Ponds Vadose Zone Monitoring - Surface Impoundments - Barstow | $ 10,000 | |
| Water Quality Monitoring & Response Program (Active Site Groundwater/Vadose Monitoring & Lab Analysis/Purgewater Disposal) | $ 318,855 | |
| Flare Station Utilities / Fuel (includes diesel fuel for generator at Hesperia) | $ 175,000 | |
| Aerial Photography / Mapping / Surveying | $ 150,000 | |
| Annual Density Reports | $ 5,000 | |
| Active Site NPDES Requirements | $ 25,000 | |
| WDR Annual Fees (Active & Inactive Sites) | $ 188,000 | |
| AQMD & OTHER Permit Fees/Emission Fees (Active and Inactive) | $ 16,500 | |
| Active Site CEQA / Minor RDSI Revisions / Repermitting | $ 100,000 | |
| Mitigation Monitoring | $ 50,000 | |
| General Plan Amendment - former BLM sites (Barstow, Hesperia, Landers, Newberry, Newberry Springs, Trona, Twentynine Palms, Victorville [area] & Yermo | $ 5,000 | |
| Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAP activities) | $ 75,000 | |
| Hydroseeding Activities - (Big Bear) | $ 35,000 | |
| Unforeseen Landfill Maintenance / Repairs | $ 100,000 | |
| Flood Control Permits - Annual Inspection Fees (Colton, Cooley Ranch, Plunge Creek) | $ 5,000 | |
| Investigation of Perchlorate in Groundwater at Mid-Valley Sanitary Landfill: Legal Services | $ 150,000 | |
| Mid-Valley Road Maintenance | $ 200,000 | |
| **Total EAA New Projects** | | $ 2,957,263 |
| **TOTAL EAA SWM 2445 - CAPITAL PROJECTS TECHNICAL SUPPORT** | | $ 3,111,763 |

# FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Solid Waste Management Division (EAA SWM)
**PREPARED BY:** Lori G. Cram, Accountant II
**PHONE #** 909-386-8733

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0222(a)(1) Ordinary | $33.52 | $34.56 | $1.04 | This fee increase is "inflationary" in nature, and will help the Division to maintain current service levels and pay back a greater portion of its annual General Fund obligation while facing such emergency items as the Bark Beetle Disease Cleanup. Also, the Waste Delivery Agreements [WDA] require an annual fiscal year cost-of-living adjustment be made to the WDA Refuse fee. When this fee was first implemented, a per ton spread was established between the WDA Refuse fee and the Ordinary Refuse fee. Each year since, the County has maintained at least the original minimum $4.50/ton parity between these two fees by increasing the Ordinary Refuse fee. | Without the fee increase requested, the Division will have to substantially cut its annual General Fund obligation payments, or cut current service level programs, to help absorb the financial impact of maintaining parity between the two disposal fees while still funding such emergency items as the Bark Beetle Disease Cleanup. |
| 16.0222(h)(3)(B) Hard to Handle | $20.88 | $21.14 | $0.26 | This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also. | If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken. |
| 16.0222(h)(3)(C) Special Handling | $20.88 | $21.14 | $0.26 | This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also. | If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken. |
| 16.0222(i)(1)(A) Non-Compacted | $3.35 | $3.46 | $0.11 | This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also. | If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken. |
| 16.0222(i)(1)(B) Compacted | $11.18 | $11.53 | $0.35 | This fee increase is "inflationary" in nature, and will help maintain current service levels. Also, this fee is linked to the Ordinary Refuse fee, and whatever happens to that fee should be rolled into this fee also. | If this fee increase is not approved, the link between it and the Ordinary Refuse fee will be broken. |
| 16.0222(h)(2)(D) TV/Monitor CRTs | $0.00 | $10.00 | $10.00 | This is a new disposal fee. It is needed to help fund the cost of collecting this waste and disposing of it outside of the County landfill system. This must be done to comply with recent California Department of Toxic Substance Control regulations. | If this new fee increase is not approved, the total approximate $150,000 program cost will have to be fully covered by current revenues, which will further cut down on the Division's annual General Fund obligation payments. |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Solid Waste Management Division (EAA SWM)
PREPARED BY: Lori G. Cram, Accountant II
PHONE # 909-386-8733

PAGE A - FEE ADJUSTMENT CALCULATION



| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0222(a)(1) Ordinary | $33.52 | $34.56 | $1.04 | 384,300 | 384,300 | 0 | $12,881,736.00 | $13,281,408.00 | $399,672.00 |
| 16.0222(h)(3)(B) Hard to Handle | $20.88 | $21.14 | $0.26 | 200 | 200 | 0 | $4,176.00 | $4,228.00 | $52.00 |
| 16.0222(h)(3)(C) Special Handling | $20.88 | $21.14 | $0.26 | 200 | 200 | 0 | $4,176.00 | $4,228.00 | $52.00 |
| 16.0222(i)(1)(A) Non-Compacted | $3.35 | $3.46 | $0.11 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0222(i)(1)(B) Compacted | $11.18 | $11.53 | $0.35 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| 16.0222(h)(2)(D) TV/Monitor CRTs | $0.00 | $10.00 | $10.00 | 0 | 7,200 | 7,200 | $0.00 | $72,000.00 | $72,000.00 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL THIS PAGE | | | $12.02 | | | 7,200 | | | $471,776.00 |
| GRAND TOTAL (All Page A's) | | | $12.02 | | | 7,200 | | | $471,776.00 |

**BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE CLOSURE AND MAINTENANCE (EAB SWM)**

## I. GENERAL PROGRAM STATEMENT

The Site Closure and Maintenance Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the closure of County landfill operations. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | (11,314) | 939,285 | 950,292 | 10,806,246 |
| Total Financing Sources | 6,234,267 | 8,355,325 | 9,770,029 | 10,059,246 |
| Revenue Over (Under) Exp | 6,245,581 | 7,416,040 | 8,819,737 | (747,000) |
| Fixed Assets | 733,761 | 6,821,864 | 3,896,999 | 8,694,365 |

Estimated Operating Transfers In are $1,311,194 more than budget. This excess amount is primarily due to less bond proceeds received by Fund EAB being forwarded to Fund EAL (Groundwater Remediation). Estimated Fixed Assets are $2,924,865 less than budget resulting from various capital improvement projects not being completed during the year; consequently, appropriations for these projects have been carried over to 2003-04.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Solid Waste Site Closure & Maint
**FUND:** Enterprise EAB SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 950,292 | 939,285 | - | - | 939,285 |
| Total Appropriation | 950,292 | 939,285 | - | - | 939,285 |
| Operating Transfer Out | - | - | - | - | - |
| Total Operating Expense | 950,292 | 939,285 | - | - | 939,285 |
| **Revenue** | | | | | |
| Use of Money & Prop | 138,152 | 180,000 | - | - | 180,000 |
| Taxes | 9,500 | 9,500 | - | - | 9,500 |
| Current Services | 102,000 | 108,000 | - | - | 108,000 |
| Other Revenue | 3,893,747 | 3,742,389 | - | - | 3,742,389 |
| Total Revenue | 4,143,399 | 4,039,889 | - | - | 4,039,889 |
| Operating Transfers In | 5,626,630 | 4,315,436 | - | - | 4,315,436 |
| Total Financing Sources | 9,770,029 | 8,355,325 | - | - | 8,355,325 |
| Total Rev Over/(Under) Exp | 8,819,737 | 7,416,040 | - | - | 7,416,040 |
| **Fixed Asset Exp** | | | | | |
| Improvements to Land | 3,896,999 | 6,821,864 | - | - | 6,821,864 |
| Total Fixed Asset Exp | 3,896,999 | 6,821,864 | - | - | 6,821,864 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Solid Waste Site Closure & Maint
**FUND:** Enterprise EAB SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 939,285 | 594,027 | 1,533,312 | - | **1,533,312** | - | 1,533,312 |
| Total Appropriation | 939,285 | 594,027 | 1,533,312 | - | **1,533,312** | - | 1,533,312 |
| Operating Transfer Out | - | 9,272,934 | 9,272,934 | - | **9,272,934** | - | 9,272,934 |
| Total Operating Expense | 939,285 | 9,866,961 | 10,806,246 | - | **10,806,246** | - | 10,806,246 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 180,000 | (41,848) | 138,152 | - | **138,152** | - | 138,152 |
| Taxes | 9,500 | - | 9,500 | - | **9,500** | - | 9,500 |
| Current Services | 108,000 | (3,000) | 105,000 | - | **105,000** | - | 105,000 |
| Other Revenue | 3,742,389 | (3,742,389) | - | - | **-** | - | - |
| Total Revenue | 4,039,889 | (3,787,237) | 252,652 | - | **252,652** | - | 252,652 |
| Operating Transfers In | 4,315,436 | 5,491,158 | 9,806,594 | - | **9,806,594** | - | 9,806,594 |
| Total Financing Sources | 8,355,325 | 1,703,921 | 10,059,246 | - | **10,059,246** | - | 10,059,246 |
| Total Rev Over/(Under) Exp | 7,416,040 | (8,163,040) | (747,000) | - | **(747,000)** | - | (747,000) |
| **Fixed Asset Exp** | | | | | | | |
| Improvements to Land | 6,821,864 | 1,872,501 | 8,694,365 | - | **8,694,365** | - | 8,694,365 |
| Total Fixed Asset Exp | 6,821,864 | 1,872,501 | 8,694,365 | - | **8,694,365** | - | 8,694,365 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 594,027 | Increase in professional services is anticipated due to a carry-over of projects. |
| Total Operating Expense | 594,027 | |
| Operating Transfer Out | 9,272,934 | Additional bond proceeds to Expansion/Acquisition fund (EAC). |
| Total Requirements | 9,866,961 | |
| Revenue | | |
| Use of Money and Prop | (41,848) | Decrease in interest on daily average bank balance. |
| Current Services | (3,000) | Decrease based on 2002-03 estimates. |
| Other Revenue | (3,742,389) | Decrease is a result of prior year revenues not being re-budgeted in 2003-04. |
| Total Revenue | (3,787,237) | |
| Operating Transfers In | 5,491,158 | Bond proceeds to be received to fund projects in 2003-04. |
| Total Financing Sources | 1,703,921 | |
| Revenue Over/(Under) Exp. | (8,163,040) | |
| Structures/Improvmts | 1,872,501 | Increase in closure construction is anticipated due to new projects. |

**Solid Waste Management Division** **3/21/03**
**EAB SWC - SITE CLOSURES AND MAINTENANCE**
**PROJECT LIST**
**For Fiscal Year 2003/2004**

| Project Description | Project Budget Amount | Budget Totals |
|---|---|---|
| **EAB SWC 2445 CARRY-OVER PROJECTS** | | |
| Final Closure/Postclosure Maintenance Plans | $ 12,130 | |
| Phelan, Lucerne & Newberry Negative Flux Measurements | $ 26,703 | |
| Big Bear FCPMP | $ 4,133 | |
| Apple Valley - ACAP Closure Demonstration Project | $ 36,375 | |
| Milliken - Perimeter Landscape Plan | $ 4,913 | |
| Lenwood-Hinkley Final Closure Construction Design/Engineering Support | $ 125,291 | |
| 29 Palms Final Closure Construction - CQA and CM | $ 30,000 | |
| 29 Palms Final Closure - Constr. Engineering Support, Plan Revisions | $ 66,387 | |
| Hesperia Final Closure Construction - CQA & CM | $ 300,000 | |
| Hesperia Closure - Alternative Final Cover Evaluation | $ 24,865 | |
| Big Bear Closure - Initial Study | $ 19,070 | |
| Milliken Final Closure Construction, Phase 3 - CQA / CM / Design Oversight | $ 35,000 | |
| Mid-Valley South Mound Final Closure Construction - Design | $ 50,000 | |
| Heaps Peak LF - NPDES Permit | $ 5,000 | |
| Milliken - Alternative Cover Design & Closure Plan Addendum | $ 50,761 | |
| Milliken Bench Road Improvements | $ 7,000 | |
| Mid-Valley EFS for Conceptual Expansion Plan to Maximize Existing Footprint | $ 24,000 | |
| **TOTAL EAB SWC 2445 CARRY-OVER PROJECTS** | | $ 821,628 |
| **EAB SWC 2445 NEW PROJECTS** | | |
| 29 Palms Final Closure Construction - Plan Redesign | $ 75,000 | |
| 29 Palms Final Closure Construction - CQA and CM | $ 211,684 | |
| Hesperial Final Closure Construction - Redesign/Engr. Support/Plan Revision | $ 150,000 | |
| Milliken Final Closure Construction - to complete CQA/CM/Design Oversight | $ 200,000 | |
| Lucerne Valley Final Closure Construction - Design/Engr Support | $ 75,000 | |
| **TOTAL EAB SWC 2445 NEW PROJECTS** | | $ 711,684 |
| **TOTAL EAB SWC 2445 PROJECTS** | | $ 1,533,312 |
| **EAB SWC 4010 CARRY-OVER PROJECTS** | | |
| Milliken - Perimeter Landscape Plan | $ 400,000 | |
| Hesperia Closure Construction - Full | $ 3,296,999 | |
| **TOTAL EAB SWC 4010 CARRY-OVER PROJECTS** | | $ 3,696,999 |
| **EAB SWC 4010 NEW PROJECTS** | | |
| 29 Palms Final Closure Construction - Full | $ 2,800,000 | |
| Milliken Final Closure Construction - Partial | $ 1,197,366 | |
| Big Bear - Final Cover Material Haul | $ 200,000 | |
| Lucerne Valley Final Closure Construction - Full | $ 800,000 | |
| **TOTAL EAB SWC 4010 NEW PROJECTS** | | $ 4,997,366 |
| **TOTAL EAB SWC 4010** | | $ 8,694,365 |
| **TOTAL EAB SWC PROJECT BUDGET** | | $ 10,227,677 |

**BUDGET UNIT: SOLID WASTE MANAGEMENT – SITE ENHANCEMENT, EXPANSION & ACQUISITION (EAC SWM)**

## I. GENERAL PROGRAM STATEMENT

The Site Enhancement, Expansion, and Acquisition Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the expansion and/or enhancement of County landfill and transfer station operations. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 906,398 | 3,033,798 | 3,047,995 | 3,806,788 |
| Total Financing Sources | 5,648,791 | 5,246,861 | 6,202,038 | 8,204,667 |
| Revenue Over (Under) Exp | 4,742,393 | 2,213,063 | 3,154,043 | 4,397,879 |
| Fixed Assets | 1,423,631 | 2,213,063 | 2,420,000 | 9,686,116 |

Estimated revenues for 2002-03 are approximately $2.5 million greater than budget. This overage is the result of unanticipated revenue from the prior year being carried over to the new fiscal year. Estimated Operating Transfers In are $1,577,593 below budget due to bond proceeds for the reimbursement of capital projects being less than anticipated.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Site Enhancement
FUND: Enterprise EAC SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 3,047,995 | 3,033,798 | - | - | 3,033,798 |
| Total Appropriation | 3,047,995 | 3,033,798 | - | - | 3,033,798 |
| Operating Transfer Out | - | - | - | - | - |
| Total Operating Expense | 3,047,995 | 3,033,798 | - | - | 3,033,798 |
| **Revenue** | | | | | |
| Use of Money & Prop | 117,205 | 15,000 | - | - | 15,000 |
| Current Services | 636,000 | 1,858,500 | - | - | 1,858,500 |
| Other Revenue | 4,128,899 | 475,834 | - | - | 475,834 |
| Total Revenue | 4,882,104 | 2,349,334 | - | - | 2,349,334 |
| Operating Transfer In | 1,319,934 | 2,897,527 | - | - | 2,897,527 |
| Total Financing Sources | 6,202,038 | 5,246,861 | - | - | 5,246,861 |
| Revenue Over/(Under) Exp | 3,154,043 | 2,213,063 | - | - | 2,213,063 |
| **Fixed Asset Exp** | | | | | |
| Land | 20,000 | 13,063 | - | - | 13,063 |
| Improvement to Land | 2,400,000 | 2,200,000 | - | - | 2,200,000 |
| Total Fixed Asset Exp. | 2,420,000 | 2,213,063 | - | - | 2,213,063 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Solid Waste Site Enchancement
**FUND:** Enterprise EAC SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 3,033,798 | (99,604) | 2,934,194 | - | **2,934,194** | - | 2,934,194 |
| Total Appropriation | 3,033,798 | (99,604) | 2,934,194 | - | **2,934,194** | - | 2,934,194 |
| Operating Transfer Out | - | 872,594 | 872,594 | - | **872,594** | - | 872,594 |
| Total Operating Expense | 3,033,798 | 772,990 | 3,806,788 | - | **3,806,788** | - | 3,806,788 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 15,000 | 102,205 | 117,205 | - | **117,205** | - | 117,205 |
| Current Services | 1,858,500 | (1,198,500) | 660,000 | - | **660,000** | - | 660,000 |
| Other Revenue | 475,834 | (475,834) | - | - | **-** | - | - |
| Total Revenue | 2,349,334 | (1,572,129) | 777,205 | - | **777,205** | - | 777,205 |
| Operating Transfers In | 2,897,527 | 4,529,935 | 7,427,462 | - | **7,427,462** | - | 7,427,462 |
| Total Financing Sources | 5,246,861 | 2,957,806 | 8,204,667 | - | **8,204,667** | - | 8,204,667 |
| Total Rev Over/(Under) Exp | 2,213,063 | 2,184,816 | 4,397,879 | - | **4,397,879** | - | 4,397,879 |
| **Fixed Asset Exp** | | | | | | | |
| Land | 13,063 | 6,937 | 20,000 | - | **20,000** | - | 20,000 |
| Improvements to Land | 2,200,000 | 7,466,116 | 9,666,116 | - | **9,666,116** | - | 9,666,116 |
| Total Fixed Asset Exp | 2,213,063 | 7,473,053 | 9,686,116 | - | **9,686,116** | - | 9,686,116 |

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Services and Supplies | (99,604) | Decrease in professional services for new projects. |
| Total Appropriation | (99,604) | |
| Operating Transfer Out | 872,594 | Return of funds to Site Closure & Maintenance fund (EAB). |
| Total Operating Expense | 772,990 | |
| Revenue | | |
| Use of Money | 102,205 | Increased interest on daily average bank balance. |
| Current Services | (1,198,500) | Decrease due to net Article 19 profit being kept in Fund EAA to help fund the payment to the General Fund and for special projects. |
| Other Revenue | (475,834) | Decrease is a result of prior year revenues not being re-budgeted in 2003-04. |
| Total Revenue | (1,572,129) | |
| Operating Transfer In | 4,529,935 | Additional Bond Reimbursements from Trustee are anticipated in 2003-04. |
| Total Financing Sources | 2,957,806 | |
| Rev Over/(Under) Exp | 2,184,816 | |
| Fixed Assets | | |
| Land | 6,937 | Continuing work with the Bureau of Land Management regarding the Barstow Land Transfer Project. |
| Structures/Imprmts | 7,466,116 | Includes additional funding of approximately $7.3M for Mid-Valley Sanitary Landfill for liner expansion. |
| Total Fixed Assets | 7,473,053 | |

**Solid Waste Management Division** **4/15/03**
**EAC SWF - SITE ENHANCEMENT, EXPANSION AND ACQUISITION**
**PROJECT LIST**
**For Fiscal Year 2003/2004**

| Project Description | Project Budget Amount | Budget Totals |
|---|---|---|
| **EAC SWF 2445 CARRY-OVER PROJECTS** | | |
| Barstow Landfill - Tortoise Monitoring | $ 9,514 | |
| BLM Mitigation/HCP (Victorville) | $ 15,698 | |
| Mid-Valley Expansion Environmental Permitting | $ 8,156 | |
| Barstow CUP/JTD/SWFP - Lateral Expansion | $ 389,943 | |
| Victorville Expansion SWFP/WDR | $ 292,673 | |
| Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Engineering Support | $ 87,000 | |
| Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction Management/CQA | $ 75,000 | |
| Mid-Valley - Full half width Improvements Alder Ave N of Highland to Processing Plant - Construction | $ 355,487 | |
| Barstow Sanitary Landfill - Consultation/Monitoring | $ 4,083 | |
| San Timoteo Detention Basin/Storm Drain Design | $ 21,258 | |
| Mid-Valley Unit 3 Phase 2 Liner Design, Engineering Support, CQA | $ 220,382 | |
| Mid-Valley Unit 3 Phase 2 Liner Construction - CM | $ 160,000 | |
| Mid-Valley South Alder Construction Engineering Support | $ 10,000 | |
| Barstow Expansion CEQA (EIR) | $ 203,000 | |
| Victorville Expansion CEQA (EIR) | $ 125,000 | |
| Mid-Valley Unit 3 Phase 2 Liner Construction - Temporary earthen road construction | $ 7,000 | |
| San Timoteo Unit 3 Expansion CEQA | $ 150,000 | |
| **TOTAL EAC SWF 2445 CARRY-OVER PROJECTS** | | $ 2,134,194 |
| **EAC SWF 2445 NEW PROJECTS** | | |
| Victorville Expansion CEQA (EIR) | $ 50,000 | |
| Mid-Valley Unit 3 Phase 2 Liner Construction - CM | $ 20,000 | |
| San Timoteo Unit 3 Expansion Liner Design & Engineering Support | $ 200,000 | |
| Mid-Valley Unit 3 Phase 3 Construction - Liner Design & CQA | $ 275,000 | |
| Mid-Valley Unit 3 Phase 3 Construction - CM | $ 200,000 | |
| Mid-Valley Environmental Permitting | $ 40,000 | |
| Reclamation Plan Updates | $ 15,000 | |
| **TOTAL EAC SWF 2445 NEW PROJECTS** | | $ 800,000 |
| **TOTAL EAC SWF 2445 PROJECTS** | | $ 2,934,194 |
| **EAC SWF 4005 CARRY-OVER PROJECTS** | | |
| BLM - Barstow Land Transfer Project | $ 20,000 | |
| **TOTAL EAC SWF 4005 CARRY-OVER PROJECTS** | | $ 20,000 |
| **TOTAL EAC SWF 4005 PROJECTS** | | $ 20,000 |
| **EAC SWF 4010 CARRY-OVER PROJECTS** | | |
| Mid-Valley Unit 3 Phase 2 Liner Construction | $ 2,400,000 | |
| **TOTAL EAC SWF 4010 CARRY-OVER PROJECTS** | | $ 2,400,000 |
| **EAC SWF 4010 NEW PROJECTS** | | |
| Mid-Valley Unit 3 Phase 3 Liner Construction | $ 3,500,000 | |
| Additional funding for Mid-Valley liner expansion | $ 3,766,116 | |
| **TOTAL EAC SWF 4010 NEW PROJECTS** | | $ 7,266,116 |
| **TOTAL EAC SWF FIXED ASSETS** | | $ 9,686,116 |
| **TOTAL EAC SWF PROJECT BUDGET** | | $ 12,620,310 |

**BUDGET UNIT: SOLID WASTE MGMT**
**GROUNDWATER REMEDIATION (EAL SWM)**

## I. GENERAL PROGRAM STATEMENT

The Groundwater Remediation Fund includes expenses and revenues related to environmental remediation activities at County landfills due to continuing, expanding, or closure type operations. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 2,026,285 | 3,195,223 | 3,912,292 | 3,422,934 |
| Total Financing Sources | 3,160,023 | 4,770,789 | 5,540,303 | 9,283,976 |
| Revenue Over (Under) Exp | 1,133,738 | 1,575,566 | 1,628,011 | 5,861,042 |
| Fixed Assets | (266,776) | 1,575,566 | 3,763,579 | 5,861,042 |

Estimated Operating Expenses for 2002-03 are $717,069 more than budget due to an increase in professional services (including $380,000 related to the Perchlorate issue at the Mid-Valley Landfill). Estimated Operating Transfers In are $789,581 more than budget, which is a result of $1.5 million transferred in from Fund EAA to finance costs associated with the Perchlorate investigation partially offset by a $710,419 reduction in bond proceeds from Fund EAB. Estimated fixed assets are $2,188,013 more than budget, which reflects the unanticipated Perchlorate costs during the year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Groundwater Remediation
FUND: EAL SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 3,912,292 | 3,195,223 | - | - | 3,195,223 |
| Total Operating Expense | 3,912,292 | 3,195,223 | - | - | 3,195,223 |
| **Revenue** | | | | | |
| Use of Money & Prop | 2,109 | 20,000 | - | - | 20,000 |
| Other Revenue | 6,824 | - | - | - | - |
| Total Revenue | 8,933 | 20,000 | - | - | 20,000 |
| Operating Transfers In | 5,531,370 | 4,750,789 | - | - | 4,750,789 |
| Total Financing Sources | 5,540,303 | 4,770,789 | - | - | 4,770,789 |
| Revenue Over/(Under) Exp | 1,628,011 | 1,575,566 | - | - | 1,575,566 |
| **Fixed Asset Exp** | | | | | |
| Improvements to Land | 3,763,579 | 1,575,566 | - | - | 1,575,566 |
| Total Fixed Asset Exp | 3,763,579 | 1,575,566 | - | - | 1,575,566 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Groundwater Mediation
**FUND:** Enterprise EAL SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 3,195,223 | 227,711 | 3,422,934 | - | **3,422,934** | - | 3,422,934 |
| Total Operating Expense | 3,195,223 | 227,711 | 3,422,934 | - | **3,422,934** | - | 3,422,934 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 20,000 | (17,891) | 2,109 | - | **2,109** | - | 2,109 |
| Other Revenue | - | 8,933 | 8,933 | - | **8,933** | - | 8,933 |
| Total Revenue | 20,000 | (8,958) | 11,042 | - | **11,042** | - | 11,042 |
| Operating Transfers In | 4,750,789 | 4,522,145 | 9,272,934 | - | **9,272,934** | - | 9,272,934 |
| Total Financing Sources | 4,770,789 | 4,513,187 | 9,283,976 | - | **9,283,976** | - | 9,283,976 |
| Total Rev Over/(Under) Exp | 1,575,566 | 4,285,476 | 5,861,042 | - | **5,861,042** | - | 5,861,042 |
| Fixed Asset Exp | | | | | | | |
| Improvements to Land | 1,575,566 | 4,285,476 | 5,861,042 | - | **5,861,042** | - | 5,861,042 |
| Total Fixed Asset Exp | 1,575,566 | 4,285,476 | 5,861,042 | - | **5,861,042** | | 5,861,042 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 227,711 | Increase in professional services related to 2003-04 capital projects. |
| Total Operating Expense | 227,711 | |
| Revenue | | |
| Use of Money and Prop | (17,891) | Decrease in interest on daily average bank balance. |
| Other Revenue | 8,933 | Based on 2002-03 estimates. |
| Operating Transfers In | 4,522,145 | Increase in bond proceeds from EAB Fund to cover increase in cost of capital projects. |
| Total Revenue | 4,513,187 | |
| Revenue Over/(Under) Exp. | 4,285,476 | |
| Fixed Assets | | |
| Improvements to Land | 4,285,476 | Increase in capital projects based on additional funding from EAB Fund bond proceeds. |
| Total Fixed Assets | 4,285,476 | |

**Solid Waste Management Division** **4/15/03**
**EAL SWM - ARTICLE V - GROUNDWATER REMEDIATION**
**PROJECT LIST**
**For Fiscal Year 2003/2004**

| Project Description | | Project Budget Amount | | Budget Totals |
|---|---|---|---|---|
| **EAL SWM 2445 Carry-Over Projects** | | | | |
| Heaps Peak LCRS Treatment & Disposal - RSWD | $ | 20,000 | | |
| Victorville LFG System Design | $ | 25,000 | | |
| Heaps Peak LFG O&M Non-Routine | $ | 25,000 | | |
| Milliken Non-Routine O&M LFG | $ | 5,000 | | |
| Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose) | $ | 10,000 | | |
| Hesperia Non-Routine LFG O&M | $ | 2,000 | | |
| Mid-Valley Perchlorate Issues | $ | 237,500 | | |
| Apple Valley, Mid-Valley & Milliken CAPs OM&M | $ | 25,000 | | |
| NPDES Program for Inactive Sites | $ | 5,000 | | |
| Victorville EMP | $ | 50,000 | | |
| Adelanto EFS for CAP | $ | 50,000 | | |
| Crestmore EFS for CAP | $ | 50,000 | | |
| Yucaipa EFS | $ | 40,000 | | |
| Lenwood-Hinkley EFS / CAP | $ | 75,000 | | |
| Baker EFS | $ | 75,000 | | |
| Perimeter LFG Migration Probe Replacements - Various Sites | $ | 100,000 | | |
| **TOTAL EAL SWM 2445 CARRY-OVER PROJECTS** | | | $ | 794,500 |
| **EAL SWM 2445 New Projects** | | | | |
| Heaps Peak LCRS Treatment & Disposal - RSWD | $ | 50,000 | | |
| In Active Sites LFG O&M Non-Routine (Heaps Peak, Hesperia & Milliken) | $ | 623,479 | | |
| Active Sites LFG O&M Routine (Heaps Peak, Hesperia & Milliken) | $ | 110,000 | | |
| Mid-Valley CAP O&M - Off Site | $ | 606,000 | | |
| Water Quality Monitoring & Response Program Inactive Sites: (DMP: Apple Valley, Adelanto, Baker, Cajon, Crestmore, Heaps Peak, Hesperia, Lenwood-Hinkley, Lucerne Valley, Milliken, Morongo Valley, Needles, Newberry, Parker Dam, Phelan, Trona-Argus, 29 Palms, Yermo, Yucaipa) (Lab Analysis - Groundwater/Vadose) | $ | 679,815 | | |
| Milliken Landfill - Edison License Agreement (Easements) | $ | 4,000 | | |
| Mid-Valley Perchlorate Issues - Continued Investigations | $ | 50,000 | | |
| Apple Valley, Mid-Valley & Milliken CAPs OM&M | $ | 199,540 | | |
| NPDES Program for Inactive Sites | $ | 42,600 | | |
| Cajon & Yucaipa - Limited Landfill Gas Monitoring (Rule 1150.1) | $ | 10,000 | | |
| Technical Support for Groundwater-Related Regulatory Issues (EMP, EFS, CAO activities) | $ | 100,000 | | |
| Apple Valley EFS/CAP Design | $ | 75,000 | | |
| Heaps Peak - Design of Dewatering/Leachate Treatment System | $ | 75,000 | | |
| **TOTAL EAL SWM 2445 NEW PROJECTS** | | | $ | 2,625,434 |
| **TOTAL EAL SWM 2445 PROJECTS** | | | $ | 3,419,934 |
| **EAL SWM 2855 NEW PROJECTS** | | | | |
| Calibration Gases for LFG monitoring of perimeter probes | $ | 3,000 | | |
| **TOTAL EAL SWM 2855 NEW PROJECTS** | | | $ | 3,000 |
| **EAL SWM 4010 CARRY-OVER PROJECTS** | | | | |
| Victorville LFG System Construction | $ | 1,100,000 | | |
| Mid-Valley Unit 3 - Installation of Horizontal LFG Wells | $ | 150,000 | | |
| San Timoteo Unit 2 - Installation of Horizontal LFG Wells | $ | 100,000 | | |
| **TOTAL EAL SWM 4010 CARRY-OVER PROJECTS** | | | $ | 1,350,000 |
| **EAL SWM 4010 NEW PROJECTS** | | | | |
| Mid-Valley - Groundwater Treatment System for Perchlorate and VOC's | $ | 4,511,042 | | |
| **TOTAL EAL SWM 4010 NEW PROJECTS** | | | $ | 4,511,042 |
| **TOTAL EAL SWM 4010** | | | $ | 5,861,042 |
| **TOTAL EAL SWM PROJECT BUDGET** | | | $ | 9,283,976 |

**BUDGET UNIT: SOLID WASTE MANAGEMENT – ENVIRONMENTAL MITIGATION FUND (EWD SWM)**

## I. GENERAL PROGRAM STATEMENT

The Environmental Mitigation Fund (EMF) was established to provide separate accountability of that portion of the tipping fee designated as a resource for addressing solid waste facility impacts in local communities. The Board of Supervisors (Board) approved an Environmental Mitigation Fund Use Policy on July 10, 2001. In accordance with that policy, projects or programs must reduce, avoid, or otherwise mitigate impacts arising from the operation and management of a County-owned landfill or transfer station to be eligible for use of EMF monies. Current programs funded through EMF monies are the Household Hazardous Waste (HHW) Program in unincorporated County communities, ongoing since 1993; the Community Clean Up Credit Card program approved by the Board in 1994; and the Community Collection Program. Revenues collected in this fund are also used to make contractual payments to the six cities with a county landfill within its boundary or sphere of influence (Cities). The revenue source for this fund is the gate fee. $1.00 per ton is collected at the Colton, San Timoteo, Victorville, Barstow and Landers Landfills; $2.26 per ton is collected at the Mid-Valley Landfill. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 552,849 | 1,621,000 | 1,905,000 | 2,003,000 |
| Total Revenue | 3,599,225 | 1,820,618 | 2,022,755 | 2,095,595 |
| Revenue Over (Under) Exp | 3,046,376 | 199,618 | 117,755 | 92,595 |
| Fixed Assets | - | - | - | 100,000 |

Estimated expenses for 2002-03 are $284,000 greater than budget. This overage is the result of payments to cities for the environmental impact of a landfill or transfer station within a city limit (also called Host Community Fees) being greater than anticipated. The excess expenses were mostly offset by additional gate fee revenue generated during the year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## VI. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Environmental Mitigation
**FUND:** Enterprise fund EWD SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Other Charges | 1,905,000 | 1,621,000 | - | - | 1,621,000 |
| Total Operating Expense | 1,905,000 | 1,621,000 | - | - | 1,621,000 |
| **Revenue** | | | | | |
| Use of Money & Prop | 32,775 | - | - | - | - |
| Current Services | 1,989,980 | 1,820,618 | - | - | 1,820,618 |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 2,022,755 | 1,820,618 | - | - | 1,820,618 |
| Revenue Over/(Under) Exp | 117,755 | 199,618 | - | - | 199,618 |
| **Fixed Asset Exp** | | | | | |
| Improvement to Land | - | - | - | - | - |
| Total Fixed Asset Exp | - | - | - | - | - |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Public Works - Environmental Mitigation
**FUND:** Enterprise fund EWD SWM

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Sanitation

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 1,621,000 | 382,000 | 2,003,000 | - | **2,003,000** | - | 2,003,000 |
| Total Operating Expense | 1,621,000 | 382,000 | 2,003,000 | - | **2,003,000** | - | 2,003,000 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 32,775 | 32,775 | - | **32,775** | - | 32,775 |
| Current Services | 1,820,618 | 242,202 | 2,062,820 | - | **2,062,820** | - | 2,062,820 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 1,820,618 | 274,977 | 2,095,595 | - | **2,095,595** | - | 2,095,595 |
| Total Rev Over/(Under) Exp | 199,618 | (107,023) | 92,595 | - | **92,595** | - | 92,595 |
| Fixed Asset Exp | | | | | | | |
| Improvements to Land | - | 100,000 | 100,000 | - | **100,000** | - | 100,000 |
| Total Fixed Asset Exp | - | 100,000 | 100,000 | - | **100,000** | - | 100,000 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | 382,000 | Increase in Host Community Fees to cities. |
| Total Operating Expense | 382,000 | |
| Revenue | | |
| Use of Money & Prop | 32,775 | Increase in interest revenue based on 2002-03 estimates. |
| Current Services | 242,202 | Per accounting policy changes, revenue from the tipping fee component for environmental mitigation is now accounted for in this budget unit. |
| Total Revenue | 274,977 | |
| Revenue Over (Under) Exp | (107,023) | |
| Fixed Asset Expense | | |
| Structures/Improvements | 100,000 | Repaving of entry road into the Victorville Sanitary Landfill (special unincorporated area project). |
| Total Fixed Assets | 100,000 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: REGISTRAR OF VOTERS**
**REGISTRAR: SCOTT KONOPASEK**
**BUDGET UNIT: AAA ROV**

## I. GENERAL PROGRAM STATEMENT

The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws, and regulations. The department is also responsible for registering voters, examining petitions, and maintaining voter records, boundary changes and precinct boundaries to reflect realignments of all political subdivisions.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 4,649,831 | 3,393,942 | 3,271,152 | 4,484,686 |
| Total Revenue | 2,840,316 | 673,500 | 682,031 | 1,744,134 |
| Local Cost | 1,809,515 | 2,720,442 | 2,589,121 | 2,740,552 |
| Budgeted Staffing | | 38.6 | | 42.9 |
| **Workload Indicators** | | | | |
| Elections | 187 | 110 | 113 | 210 |
| Registered Voters | 628,675 | 675,000 | 616,402 | 635,000 |
| Polling Places | 1,235 | 850 | 893 | 1,400 |
| State Petitions Checked | 6 | 5 | 3 | 3 |
| Signatures Checked on State Petitions | 61,994 | 39,200 | 20,103 | 42,500 |
| Absentee Ballots issued | 117,325 | 100,000 | 105,812 | 250,000 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

The staffing increase of 5.3 budgeted positions in recommended program adjustments is due to three factors:

- The department's election cycle entails two major elections in 2003-04, vs. one election in 2002-03. This increase of a major election increased the need for overtime by .4 budgeted positions.
- The increase in extra help of 4.9 budgeted positions is due to a combination of the extra major election plus a change in department policy of using extra help employees in lieu of temporary help. Corresponding reductions have been made in outside temporary help.

Included in Base Year Adjustments is the deletion of 1.0 Fiscal Clerk II as a result of the 4% Spend Down Plan.

### PROGRAM CHANGES

Effective the March 2004 Presidential Primary Election, the California Secretary of State has decertified the use of punchcard voting systems in California elections. The Registrar of Voters Office is currently reviewing Requests for Proposal for an electronic voting system to replace the punchcard system used by the County.

This proposed budget is based on historical costs and revenues necessary to perform two major punchcard voting system elections, although both of these elections are anticipated to be conducted with electronic optical voting systems. When actual costs associated with the new electronic voting system are incurred, subsequent budget adjustments will be necessary and will be brought back to the Board for further action.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 6.4 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 4.4 | Slated for deletion |
| Vacant Budgeted In Recruitment | 2.0 | Retain |
| Total Vacant | 6.4 | |

**Vacant Position Restoration Request**:

County Administrative Office recommends restoring the department's request for the restoration of the 4.4 vacant budgeted positions (2.0 regular and 2.4 seasonal positions) that are slated for deletion in connection with the delivery of county-wide election services. Since the Registrar of Voters will be conducting two major elections in 2003-04 and that a sufficient level of staffing is necessary to carry out this mandated election function, the County Administrative Office recommends the full restoration of the 4.4 vacant budgeted positions that have been slated for deletion.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | County-wide Election Services | 4.4<br>$102,760<br>Local Cost | The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws and regulations. These 5 positions are integral to conducting the election process in an effective and accurate manner and represents 4.4 budgeted staff as follows: 1.0 Clerk II, 1.0 Clerk III, and 2.4 Public Service Employees. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

San Bernardino County is in the process of replacing its punchcard voting system and equipment with that of a touch-screen electronic voting system. In response to this change, the department is proposing an initial fee amendment for the new equipment rental charge to accommodate this transition. While fees for this type of equipment are customarily based on acquisition costs/depreciation and operational costs, which include maintenance and licensing, the department is unable to definitively determine the basis at this time chiefly because the acquisition costs are unknown and there is no actual cost history.

As a stopgap measure, the department is proposing to add a new fee to the menu of charges listed in the county fee ordinance in reference to ROV under section 16.0224 (l) (13) as "electronic vote recorder" in the amount of $30 each, effective in 2003-04. This new fee will enable the department to initially recover equipment rental costs in connection with the new electronic voting units in 2003-04 at a rate that is comparable to that of the punchcard systems, until cost history is developed which is sufficient to base an accurate fee. Under the new system, the department estimates that fewer electronic units will be rented, so in order to maintain a relatively revenue neutral outcome, the fee is initially recommended at twice the charge of a comparable punchcard unit.

The department anticipates updating the fee again as part of the regular fee amendment cycle in 2003-04, which if approved, would become effective in 2004-05. For that amendment, the department anticipates a fee increase associated with these voting units.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Registrar of Voters
**FUND:** General AAA ROV

**FUNCTION:** General
**ACTIVITY:** Elections

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 1,625,699 | 1,818,392 | 102,493 | - | 1,920,885 |
| Services and Supplies | 1,605,394 | 1,547,905 | 1,192,986 | (300,000) | 2,440,891 |
| Central Computer | 27,645 | 27,645 | (9,105) | - | 18,540 |
| Equipment | 12,414 | - | - | - | - |
| Transfers | - | - | (1,264) | - | (1,264) |
| Total Appropriation | 3,271,152 | 3,393,942 | 1,285,110 | (300,000) | 4,379,052 |
| **Revenue** | | | | | |
| Current Services | 668,605 | 198,500 | 1,265,000 | - | 1,463,500 |
| State, Fed or Gov't Aid | (16,006) | 450,000 | - | (300,000) | 150,000 |
| Other Revenue | 29,432 | 25,000 | - | - | 25,000 |
| Total Revenue | 682,031 | 673,500 | 1,265,000 | (300,000) | 1,638,500 |
| Local Cost | 2,589,121 | 2,720,442 | 20,110 | - | 2,740,552 |
| Budgeted Staffing | | 38.6 | (1.0) | - | 37.6 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Registrar of Voters
**FUND:** General AAA ROV

**FUNCTION:** General
**ACTIVITY:** Elections

## ANALYSIS OF 2003-04 BUDGET

| | B+C+D | | E+F | | G+H | | I+J |
|---|---|---|---|---|---|---|---|
| | E | F | G | H | I | J | K |
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 1,920,885 | 213,247 | 2,134,132 | (102,760) | **2,031,372** | 102,760 | 2,134,132 |
| Services and Supplies | 2,440,891 | (115,570) | 2,325,321 | - | **2,325,321** | - | 2,325,321 |
| Central Computer | 18,540 | - | 18,540 | - | **18,540** | - | 18,540 |
| Equipment | - | - | - | - | **-** | - | |
| Transfers | (1,264) | 7,957 | 6,693 | - | **6,693** | - | 6,693 |
| Total Appropriations | 4,379,052 | 105,634 | 4,484,686 | (102,760) | **4,381,926** | 102,760 | 4,484,686 |
| **Revenue** | | | | | | | |
| Current Services | 1,463,500 | 177,084 | 1,640,584 | - | **1,640,584** | - | 1,640,584 |
| State, Fed or Gov't Aid | 150,000 | (76,450) | 73,550 | - | **73,550** | - | 73,550 |
| Other Revenue | 25,000 | 5,000 | 30,000 | - | **30,000** | - | 30,000 |
| Total Revenue | 1,638,500 | 105,634 | 1,744,134 | - | **1,744,134** | - | 1,744,134 |
| Local Cost | 2,740,552 | - | 2,740,552 | (102,760) | **2,637,792** | 102,760 | 2,740,552 |
| Budgeted Staffing | 37.6 | 5.3 | 42.9 | (4.4) | **38.5** | 4.4 | 42.9 |

## REGISTRAR OF VOTERS

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits: | 48,974 | MOU. |
| | 84,112 | Retirement. |
| | (33,136) | 4% spenddown - Fiscal Clerk II. |
| | 2,543 | Risk Management Workers' Comp. |
| | 102,493 | |
| Services & Supplies: | 3,668 | Risk Management Liabilities. |
| | 1,265,000 | Change in election cycle - two major elections vs. one for last fiscal year. |
| | (75,682) | 4% spend down plan reductions. |
| | 1,192,986 | |
| Central Computer | (9,105) | Reduction in computer costs based on ISD service charge adjustments. |
| Transfers | (1,264) | Incremental change in EHAP. |
| Total Appropriation | 1,285,110 | |
| Current Services | 1,265,000 | Increase in revenues due to the election cycle - two major elections vs. one major election last fiscal year. |
| Total Revenue | 1,265,000 | |
| Local Cost | 20,110 | |

**Mid-Year Increases**

| | | |
|---|---|---|
| Services and Supplies | (300,000) | Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board |
| Total Appropriation | (300,000) | |
| Revenue | | |
| State, Fed or Gov't Aid | (300,000) | Reduction of state SB90 reimbursement; budget adjustment made based on October 8, 2002 board action. |
| Total Revenue | (300,000) | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 213,247 | Increase is primarily due to election cycle (two major elections vs. one in prior year) - net increase in overtime (.4) and Extra Help (4.9) costs. Also, the department is planning to replace outside temporary help with extra help positions where possible. Corresponding decreases have been made in outside temporary help. |
| | (41,150) | Reduction in Inventoriable Equipment ( Decrease in available appropriations from State Early Voting funding). |
| | (105,378) | Reduction in Temporary Help - Outside services is due to the planned increase in use of extra help positions to replace temporary help for a two election cycle. |
| | (7,957) | GASB 34 accounting change (EHAP). |
| | 17,000 | Postage increase for a two election cycle. |
| | 4,389 | Publications increase for a two election cycle. |
| | 10,793 | Office expense increase for a two election cycle. |
| | 6,733 | Increase in various object codes for a two election cycle. |
| Services and Supplies | (115,570) | |
| Transfers | 7,957 | GASB 34 accounting change (EHAP). |
| Total Appropriation | 105,634 | |
| Revenue | | |
| Current Services | 177,084 | Increase in revenue is due to the election cycle - two major elections vs. one. |
| State and Federal Aid | (41,450) | Decrease in available revenue from State Early Voting funding. |
| | (35,000) | Decrease is due to expected decrease in state mailing reimbursement claims. |
| | (76,450) | |
| Other Revenue | 5,000 | Increase is due to election cycle - two major elections vs. one. |
| Total Revenue | 105,634 | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 5 | 4.4 | 102,760 | - | 102,760 |
| Vacant Budgeted In Recruitment - Retain | 2 | 2.0 | 150,232 | - | 150,232 |
| Total Vacant | 7 | 6.4 | 252,992 | - | 252,992 |
| Recommended Restoration of Vacant Deleted | 5 | 4.4 | 102,760 | - | 102,760 |

## Vacant Position Impact
## AAA-ROV Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | | | | | |
| *Clerk II* | 8039 | (1.0) | (32,002) | - | (32,002) |
| *Clerk III* | 5019 | (1.0) | (35,376) | - | (35,376) |
| *Public Service Emp (Seasonal Aug thru May)* | 72908 | (0.8) | (11,794) | - | (11,794) |
| *Public Service Emp (Seasonal Aug thru May)* | 73424 | (0.8) | (11,794) | - | (11,794) |
| *Public Service Emp (Seasonal Aug thru May)* | 91215 | (0.8) | (11,794) | - | (11,794) |
| Subtotal Recommended - Retain | | (4.4) | (102,760) | - | (102,760) |
| Total Slated for Deletion | | (4.4) | (102,760) | - | (102,760) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Elections Technician* | 14749 | 1.0 | 45,435 | - | 45,435 |
| *Assistant Registrar of Voters* | 77955 | 1.0 | 104,797 | - | 104,797 |
| Total in Recruitment Retain | | 2.0 | 150,232 | - | 150,232 |

**REGISTRAR OF VOTERS**

## POLICY DESCRIPTION FORM

**Department/Group:** Registrar of Voters, ED/PSG **Budget Code:** AAA-ROV
**Title:** Request to Restore 5 Deleted Vacant Budgeted Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

All five positions listed below (4.4 budgeted staff) are critical members of the department's election team. Subsequent to preparation for and the actual November 2002 General election, the department incurred vacancies for the Clerk II and Clerk III positions, and they remained as such to help the county and the department realize salary savings in connection with the hiring freeze. The three Public Service Employees (PSE's) are currently vacant due to their seasonal nature. In preparation for the November 2003 election, the Clerk II and Clerk III positions will need to be filled in June and the PSE's will need to be filled starting in August. The inability or delay in filling these positions prior to the upcoming two major elections in 2003-04 (November 2003 UDEL and March 2004 Presidential Primary) could compromise the department's ability to effectively and accurately conduct those elections.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 102,760 | $ 102,760 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk II | 32,002 |
| 1.0 | Clerk III | 35,376 |
| 2.4 | Public Service Employee | 35,382 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 102,760 | $ 102,760 |
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| **Total:** | $ 0 | $ 0 |
| **LOCAL COST** | $ 102,760 | $ 102,760 |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Registrar of Voters (AAA ROV)
**PREPARED BY:** Ken Sorensen
**PHONE #** 387-2046

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Rental charge for electronic vote recorders | N/A | $30.00 | $30.00 | This is a new fee that will partially recover the cost of the new electronic voting system equipment. Please refer to "Section VI Fee Changes" in the 2003-04 budget workbook for further explanation. | This fee partially offsets the cost of equipment rental, see note below. |
| | | | | | |
| | | | | **Note:** The fee revenue as a result of the new electronic vote recorder proposed fee is estimated at $81,900 for 2003-04. This new revenue will be offset by an equivalent reduction of $81,900 in pollstar vote recorder (punch card system) fee revenue, which will result in a revenue neutral impact for 2003-04 only. | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Registrar of Voters (AAA ROV)
PREPARED BY: Ken Sorensen
PHONE # 387-2046

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee # In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0224 (I) (13) Electronic Vote Recorders | $0.00 | $30.00 | $30.00 | 0 | 2,730 | 2,730 | $0.00 | $81,900.00 | $81,900.00 |
| Offset by equivalent reduction of $81,900 in pollstar vote recorder (punch card system) | | | | | | | | | |
| TOTAL THIS PAGE | | | $30.00 | | | 2,730 | | | $81,900.00 |
| GRAND TOTAL (All Page A's) | | | $30.00 | | | 2,730 | | | $81,900.00 |

## OVERVIEW OF BUDGET

**DEPARTMENT: SPECIAL DISTRICTS**
**DIRECTOR: EMIL MARZULLO**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Franchise Administration | 298,177 | - | 298,177 | | 3.0 |
| Fish and Game Comm | 69,087 | 59,200 | | 9,887 | - |
| TOTAL | 367,264 | 59,200 | 298,177 | 9,887 | 3.0 |

**BUDGET UNIT: FRANCHISE ADMINISTRATION (AAA FRN)**

## I. GENERAL PROGRAM STATEMENT

Franchise Administration is a division of Special Districts. Its function is to monitor utility, cable, telecommunication, and interstate pipeline franchises, as well as the use of other public property. Franchise Administration is also responsible for ensuring submission of the appropriate documents from franchisees including reports, proof of insurance, and payment of franchise fees. Other duties include monitoring customer service compliance for cable television service providers and research designed to identify other entities utilizing public rights-of-way.

The Franchise Administration Division collects a substantial amount of annual franchise fee revenue on behalf of the county, and the fees are generally based upon a percentage of utility, cable, telecommunications, and interstate pipeline company gross revenues. These revenues are reflected as workload indicators, and are not directly incorporated within the division's budget, as the fees are accounted for separately within another fund.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 277,311 | 296,432 | 284,575 | 298,177 |
| Local Cost | 277,311 | 296,432 | 284,575 | 298,177 |
| Budgeted Staffing | | 3.0 | | 3.0 |
| **Workload Indicators** | | | | |
| Number of Franchises: | | | | |
| Cable Television | 13 | 13 | 13 | 13 |
| Gas | 4 | 4 | 4 | 3 |
| Water | 25 | 27 | 27 | 29 |
| Electric | 2 | 3 | 3 | 3 |
| Pipeline and Telecom | 5 | 8 | 8 | 10 |
| Franchise Revenues: | | | | |
| Cable Television | 1,031,041 | 975,000 | 1,070,000 | 1,080,000 |
| Gas | 2,113,861 | 1,750,000 | 1,675,000 | 1,380,000 |
| Water | 213,223 | 180,000 | 180,000 | 190,000 |
| Electric | 2,027,870 | 1,800,000 | 1,800,000 | 2,300,000 |
| Pipeline and Telecom | 63,567 | 75,000 | 75,000 | 60,000 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

None.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Special Districts - Franchise Administration
**FUND:** General AAA FRN

**FUNCTION:** General
**ACTIVITY:** Legislation and Administration

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 187,699 | 187,699 | 14,290 | - | 201,989 |
| Services and Supplies | 50,955 | 62,812 | (11,890) | - | 50,922 |
| Central Computer | 2,052 | 2,052 | (589) | - | 1,463 |
| Transfers | 43,869 | 43,869 | (66) | - | 43,803 |
| Total Appropriation | 284,575 | 296,432 | 1,745 | - | 298,177 |
| Local Cost | 284,575 | 296,432 | 1,745 | - | 298,177 |
| Budgeted Staffing | | 3.0 | - | - | 3.0 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Special Districts - Franchise Admiistration
**FUND:** General AAA FRN

**FUNCTION:** General
**ACTIVITY:** Legislation and Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 201,989 | - | 201,989 | - | 201,989 | - | 201,989 |
| Services and Supplies | 50,922 | (5,492) | 45,430 | - | 45,430 | - | 45,430 |
| Central Computer | 1,463 | - | 1,463 | - | 1,463 | - | 1,463 |
| Transfers | 43,803 | 5,492 | 49,295 | - | 49,295 | - | 49,295 |
| Total Appropriation | 298,177 | - | 298,177 | - | 298,177 | - | 298,177 |
| Local Cost | 298,177 | - | 298,177 | - | 298,177 | - | 298,177 |
| Budgeted Staffing | 3.0 | - | 3.0 | - | 3.0 | - | 3.0 |

## SPECIAL DISTRICTS

| | Base Year Adjustments | |
|---|---|---|
| Salaries and Benefits | 4,765 | MOU. |
| | 9,302 | Retirement. |
| | 223 | Risk Management Worker's Comp. |
| | 14,290 | |
| Services and Supplies | (11,857) | 4% Spend Down. |
| | (33) | Risk Management Liabilities. |
| | (11,890) | |
| Central Computer | (589) | Reduction in computer operation service charges. |
| Transfers | (66) | Incremental change in EHAP. |
| Total Appropriation | 1,745 | |
| Total Revenue | - | |
| Local Cost | 1,745 | |

| | Recommended Program Funded Adjustments | |
|---|---|---|
| Services and Supplies | (2,500) | Non-inventoriable equipment. |
| | (2,500) | Air/other travel. |
| | (520) | GASB 34 Accounting Change (EHAP). |
| | 28 | Net increase in various operating expenses. |
| | (5,492) | |
| Transfers | 4,972 | Increase in transfer to the Special Districts Department for administrative support. |
| | 520 | GASB 34 Accounting Change (EHAP). |
| | 5,492 | |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

**BUDGET UNIT: FISH AND GAME COMMISSION (SBV CAO)**

## I. GENERAL PROGRAM STATEMENT

The Fish and Game Commission was created by county ordinance. Revenues received from certain fines levied under the code are returned to the county and used for improvement of fish and game facilities. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 25,608 | 41,861 | 25,053 | 69,087 |
| Total Revenue | (1,697) | 15,000 | 8,079 | 59,200 |
| Fund Balance | | 26,861 | | 9,887 |

In accordance with Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is estimated to be down because fish and game violations, and citations written by State Fish and Game Wardens, are down this year.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The Special Districts department anticipates a $44,000 increase in fine and forfeiture revenue for 2003-04. This increase is attributed to a periodic contribution from the District Attorney's office in connection with their environmental violation funds. This funding will be used to finance projects that assist in the conservation and propagation of wildlife in San Bernardino County. The Fish and Game Commission in turn recommends these projects for Board approval.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Special Districts - Fish and Game Commission
**FUND:** Special Revenue SBV CAO

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | 25,053 | 41,861 | - | - | 41,861 |
| Total Appropriation | 25,053 | 41,861 | - | - | 41,861 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 8,079 | 15,000 | - | - | 15,000 |
| Total Revenue | 8,079 | 15,000 | - | - | 15,000 |
| Fund Balance | | 26,861 | - | - | 26,861 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Special Districts - Fish and Game Commission
**FUND:** Special Revenue SBV CAO
**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 41,861 | 27,226 | 69,087 | - | 69,087 | - | 69,087 |
| Total Appropriation | 41,861 | 27,226 | 69,087 | - | 69,087 | - | 69,087 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 15,000 | 44,200 | 59,200 | - | 59,200 | - | 59,200 |
| Total Revenue | 15,000 | 44,200 | 59,200 | - | 59,200 | - | 59,200 |
| Fund Balance | 26,861 | (16,974) | 9,887 | - | 9,887 | - | 9,887 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 23,626 | Special department expense increase for fish and game facility improvements. |
| | 2,000 | Agency administration expense. |
| | 1,600 | Net increase in various object codes. |
| | 27,226 | |
| Total Appropriation | 27,226 | |
| Revenue | | |
| Fines & Forfeitures | 44,200 | Anticipated revenue from District Attorney environmental violations funds. |
| Total Revenue | 44,200 | |
| Fund Balance | (16,974) | |

## FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Fire Department - Office of the Fire Marshal - HHW Program
**PREPARED BY:** Peter Brierty
**PHONE #** 386-8405

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Cathode Ray Tube Management | $35.00 | $40.00 | $5.00 | Required increase to fund service for the collection and disposal of Cathode Ray Tubes (CRT) from small businesses Countywide | If Fee is not approved the County will absorb the cost of these services. |
| Underground Storage Tank Temporary Closure (1 year) | $468.00 | $468.00 | $0.00 | This is a clean up the fee ordinace to accurately describe service provided. Fee for temporary closure is currently being charged at the current fee rate as described in 16.0211(f)(1)(C)(III)(i) Tank abandonment: First tank at site per submission | Fee for underground storage tank temporary closure will still be charged to facilities requesting such closure but the fee will not be accurately described in the fee ordinance. |
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## 2003-04 REVISED/NEW FEE REQUESTS

**DEPARTMENT:** Fire Department - Office of the Fire Marshal - HHW Program
**PREPARED BY:** Peter Brierty
**PHONE #** 386-8405

**PAGE A - FEE ADJUSTMENT CALCULATION**

**PAGE A** __1 of __2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue In Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0211(f)(1)(M)(XXVI)Cathode Ray Tubes | $35.00 | $40.00 | $5.00 | 100 | 100 | 0 | $3,500.00 | $4,000.00 | $500.00 |
| 16.0211(f)(1)(C)(IV)Temporary Closure (1 year) | $468.00 | $468.00 | $0.00 | 10 | 10 | 0 | $4,680.00 | $4,680.00 | $0.00 |
| TOTAL THIS PAGE | | | $5.00 | | | 0 | | | $500.00 |
| GRAND TOTAL (All Page A's) | | | | | | | | | |

**HUMAN SERVICES GROUP**
**SUMMARY**

| **GENERAL FUND** | **Page #** | **Approp** | **Revenue** | **Local Cost** |
|---|---|---|---|---|
| AGING AND ADULT SERVICES: | | | | |
| AGING PROGRAMS | 7-1-1 | 8,147,202 | 8,147,202 | - |
| BEHAVIORAL HEALTH: | | | | |
| BEHAVIORAL HEALTH | 7-3-1 | 121,398,270 | 119,555,517 | 1,842,753 |
| OFFICE OF ALCOHOL AND DRUG ABUSE | 7-3-12 | 20,063,339 | 19,913,881 | 149,458 |
| CHILD SUPPORT SERVICES | 7-4-1 | 39,889,326 | 39,889,326 | - |
| HEALTH CARE COSTS | 7-5-2 | 135,628,083 | 120,628,083 | 15,000,000 |
| HUMAN SERVICES SYSTEM: | | | | |
| ADMINISTRATIVE CLAIM | 7-6-2 | 297,664,713 | 286,197,963 | 11,466,750 |
| SUBSISTENCE PAYMENTS | 7-6-23 | 434,096,671 | 412,619,746 | 21,476,925 |
| AID TO INDIGENTS | 7-6-63 | 1,275,123 | 330,986 | 944,137 |
| PUBLIC HEALTH: | | | | |
| PUBLIC HEALTH | 7-8-1 | 73,360,369 | 72,715,647 | 644,722 |
| CALIFORNIA CHILDREN'S SERVICES | 7-8-31 | 10,723,433 | 9,185,392 | 1,538,041 |
| INDIGENT AMBULANCE | 7-8-42 | 472,501 | - | 472,501 |
| VETERANS AFFAIRS | 7-9-1 | 1,130,068 | 257,018 | 873,050 |
| TOTAL GENERAL FUND | | 1,143,849,098 | 1,089,440,761 | 54,408,337 |

| **SPECIAL REVENUE FUNDS** | | **Approp** | **Revenue** | **Fund Balance** |
|---|---|---|---|---|
| AGING AND ADULT SERVICES: | | | | |
| AGING PROGRAMS | 7-1-11 | - | - | - |
| ARROWHEAD REGIONAL MEDICAL CENTER: | | | | |
| TELEMEDICINE FEDERAL GRANT FUND | 7-2-40 | - | - | - |
| TOBACCO TAX | 7-2-43 | 4,848,614 | 4,041,359 | 807,255 |
| BEHAVIORAL HEALTH : | | | | |
| SPECIAL PATIENT ACCOUNT | 7-3-19 | 3,800 | 3,800 | - |
| HUMAN SERVICES SYSTEM: | | | | |
| PROPOSITION 36 | 7-6-66 | 8,126,208 | 5,852,721 | 2,273,487 |
| AB212 | 7-6-70 | 612,000 | 612,000 | - |
| PRESCHOOL SERVICES | 7-7-1 | 37,534,164 | 37,534,164 | - |
| PUBLIC HEALTH: | | | | |
| CAJON PASS | 7-8-45 | 111,098 | 81,800 | 29,298 |
| **TOTAL SPECIAL REVENUE FUNDS** | | 51,235,884 | 48,125,844 | 3,110,040 |

| **ENTERPRISE FUND** | | **Operating Expense** | **Revenue** | **Revenue Over (Under) Exp** |
|---|---|---|---|---|
| ARROWHEAD REGIONAL MEDICAL CENTER | 7-2-1 | 274,951,021 | 264,488,675 | - |

| **OTHER AGENCY FUND** | **Page #** | **Approp** | **Revenue** | **Fund Balance** |
|---|---|---|---|---|
| IN-HOME SUPPORTIVE SERVICES | 8-1-1 | 6,738,893 | 6,738,893 | - |

## OVERVIEW OF BUDGET

**DEPARTMENT: AGING AND ADULT SERVICES (DAAS)**
**DIRECTOR: MARY SAWICKI**
**BUDGET UNIT: AGING PROGRAMS (AAF OOA)**

## I. GENERAL PROGRAM STATEMENT

The Aging Programs are predominately funded by several federal and state sources and are budgeted in the newly established budget unit AAF OOA reported in organization codes (SBB, SBG, SYA, and SYW) as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services *(Budget Unit AAF OOA SBG)*
- Title IIIE – Special programs for aging families in a caregiver relationship, which provide case management, transportation, assisted transportation, counseling, caregiver training, respite adult care, respite skilled nursing, home safety devices, assistance devices, and minor home modification services *(Budget Unit AAF OOA SBG)*
- Title VII – Long-term care ombudsman and elder abuse prevention *(Budget Unit AAF OOA SBG)*
- Title V – Senior Employment Program, which provides part-time employment services for seniors age 60 and over. *(Budget Unit AAF OOA SBB)*
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes *(Budget Unit AAF OOA SYA)*
- CDBG – Supplements the nutrition program *(Budget Unit AAF OOA SBG)*
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes *(Budget Unit AAF OOA SYW)*
- USDA – Supplements the cost of the nutrition program *(Budget Unit AAF OOA SBG)*
- Medi-Cal Administrative Activities (MAA) - Administrative activities necessary for the proper and efficient administration of the Medi-Cal program. *(Budget Unit AAF OOA SBG)*
- Targeted Case Management (TCM) - Case management services that assist Medi-Cal eligible individuals within a specific target group to gain access to needed medical, social, educational and other services. *(Budget Unit AAF OOA SYW)*

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | | 8,874,173 | 8,688,389 | 8,147,202 |
| Total Revenue | | 7,900,036 | 8,022,716 | 8,147,202 |
| Local Cost | - | 974,137 | 665,673 | - |
| Budgeted Staffing | | 111.9 | | 101.1 |
| **Workload Indicators** | | | | |
| Senior Employment Enrollees | | 127 | 158 | 127 |
| Meals Served | | 1,182,749 | 1,055,218 | 1,050,206 |
| Sr Home & Health Care clients | | 345 | 325 | 295 |
| Community Based Svcs clients | | 1,300 | 1,300 | 1,240 |
| Information & Assistance contacts | | 41,958 | 38,776 | 35,010 |

In the 2002-03 final budget book, the budgeted workload indicator for 2002-03 for the Senior Employment Enrollees was incorrectly recorded as 197. The corrected number is 127 as indicated in the budget and workload history.

In 2002-03 one-time local cost of $974,137 was required to supplement traditional funding due to stagnation of funding streams and to fund nutrition contracts at current levels. During the year, the department has realigned staff and made other necessary adjustments to reduce services and supplies in order to stay within existing funding allocations in 2003-04.

Due to salary savings resulting from attrition and one-time-only funding for the Family Caregiver Program, it is estimated that DAAS will use only $665,673 of the one-time local cost for expenditures. The remaining local cost was used to repay loans held by the discontinued special revenue funds.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Staffing decreased by a net 10.8 budgeted staffing in 2003-04. Changes consist of the following:

Added 3.0 budgeted staffing by transferring staff from the DPA Administrative Claim budget to the Aging budget. These positions split time between Aging and Adult services. Transferring them to the Aging budget enables the department to save administrative overhead costs (1.0 Administrative Supervisor II and 2.0 Clerk IIs).

Added 1.0 budgeted staffing for the Title III/VII programs to assist with increase workload for Family Caregiver program (Senior Information and Referral Area Representative).

Added 0.5 budgeted staffing to assist with increased workload in the Ombudsman program (Ombudsman Contractor Field Coordinator).

Deleted 12.0 budgeted staffing from the Title III/VII Programs. Four became vacant through attrition and were not replaced. (2.0 Accountant Is, 1.0 Accounting Technician, and 1.0 Fiscal Clerk II). One Senior Service Counselor was deleted because it was incorrectly budgeted in 2002-03. Three vacant Social Service Aides that were not needed as originally anticipated were deleted. Two HSS Program Specialist positions were transferred to the DPA Administrative Claim budget. Due to reduced funding in 2003-04, it will also be necessary to eliminate 2.0 additional budgeted staffing (1.0 Supervising Fiscal Clerk, 1.0 Staff Analyst I).

Deleted 1.0 vacant Clerk III from the Title XIX program that was not needed as originally anticipated.

Deleted 51.6 budgeted vacant staffing that were not filled in Title V Program due to lower contract requirements (33.75 Contract National on Aging positions, 14.25 contract CDA positions, 1.75 Contract Senior Program Representative and 1.8 Contract private sector positions).

Deleted 0.2 budgeted Social Services Practitioner in the Title XIX program due to decrease in funding.

The vacancy factor of 49.5 has been eliminated.

### PROGRAM CHANGES

Due to fiscal constraints at the state level, the California Department of Aging eliminated the Senior Companion program and reduced funding for the Multi Service Senior, Health Insurance Counseling and Senior Employment programs in 2003-04, for a total reduction in funding of $288,925. The Senior Companion program is a contracted service provided by the City of San Bernardino and will be cancelled in 2003-04. The Health Insurance Counseling is a contracted service provided by Inland Agency and will be reduced in 2003-04. Services and supplies costs are reduced to accommodate the reduction in the Multi Service Senior and Senior Employment Programs.

Two new funding sources will add to the department's revenues in 2003-04, Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA). TCM and MAA revenues are estimated at $123,500 and $315,000 respectively. TCM services are case management services that assist Medi-Cal eligible individuals within a specific target group gain access to needed medical, social, educational and other services. MAA activities are administrative activities necessary for the proper and efficient administration of the Medi-Cal program.

An overall decrease in expenditures is anticipated due to reduced budgeted staffing and by reductions made in services and supplies.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 12.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 10.6 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 2.0 | Retain |
| Total Vacant | 12.6 | |

**Vacant Position Restoration Request**:

The department has submitted two policy items for restoration of the 10.6 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 which would restore the department's request of 10.6 vacant budgeted positions for the Senior Employment and Ombudsman program. This restoration is being recommended because the Senior Employment program needs available positions to maintain the contractual quota and standard performance enrollment. The Ombudsman program has increased workload requirements. Both programs are 100% State and Federally funded.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Senior Employment | 10.1<br>$148,676<br>Revenue Supported | The Senior Employment program provides part-time employment training for low income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills. |
| x | 2 | Ombudsman | 0.5<br>$13,956<br>Revenue Supported | This program provides Ombudsman who are independent, objective, neutral persons who advocate for dignity, quality of life, and quality of care for all residents in long-term care facilities. Ombudsman workers are authorized by federal and state law to receive, investigate, and resolve complaints by or on behalf of residents in long-term care facilities, skilled nursing facilities and Community Care licensed board and care homes. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Aging and Adult Services
**FUND:** General Summary
AAF OOA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 3,281,515 | 3,787,658 | (189,407) | - | 3,598,251 |
| Services and Supplies | 5,570,922 | 5,399,509 | (152,897) | - | 5,246,612 |
| Central Computer | 51,186 | 44,797 | 39,489 | - | 84,286 |
| Equipment | 5,124 | - | - | - | - |
| Other Charges | 31,000 | - | - | - | - |
| Transfers | 785,128 | 519,843 | (60,520) | - | 459,323 |
| Total Exp Authority | 9,724,875 | 9,751,807 | (363,335) | - | 9,388,472 |
| Reimbursements | (1,036,486) | (877,634) | (186,043) | - | (1,063,677) |
| Total Appropriation | 8,688,389 | 8,874,173 | (549,378) | - | 8,324,795 |
| **Revenue** | | | | | |
| Use of Money & Prop | 13,455 | 25,000 | - | - | 25,000 |
| State, Fed or Gov't Aid | 7,843,705 | 7,845,036 | 424,759 | - | 8,269,795 |
| Other Revenue | 5,038 | 30,000 | - | - | 30,000 |
| Other Financing Sources | 160,518 | - | - | - | - |
| Total Revenue | 8,022,716 | 7,900,036 | 424,759 | - | 8,324,795 |
| Local Cost | 665,673 | 974,137 | (974,137) | - | - |
| Budgeted Staffing | | 111.9 | (10.8) | - | 101.1 |

**GROUP:** Human Services System
**DEPARTMENT:** Aging and Adult Services
**FUND:** General Summary AAF OOA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 3,598,251 | 90,588 | 3,688,839 | (162,632) | **3,526,207** | 162,632 | 3,688,839 |
| Services and Supplies | 5,246,612 | (137,129) | 5,109,483 | - | **5,109,483** | - | 5,109,483 |
| Central Computer | 84,286 | (44,796) | 39,490 | - | **39,490** | - | 39,490 |
| Equipment | - | - | - | - | **-** | - | - |
| Other Charges | - | 40,000 | 40,000 | - | **40,000** | - | 40,000 |
| Transfers | 459,323 | (53,028) | 406,295 | - | **406,295** | - | 406,295 |
| Total Exp Authority | 9,388,472 | (104,365) | 9,284,107 | (162,632) | **9,121,475** | 162,632 | 9,284,107 |
| Reimbursements | (1,063,677) | (73,228) | (1,136,905) | - | **(1,136,905)** | - | (1,136,905) |
| Total Appropriation | 8,324,795 | (177,593) | 8,147,202 | (162,632) | **7,984,570** | 162,632 | 8,147,202 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 25,000 | (25,000) | - | - | **-** | | - |
| State, Fed or Gov't Aid | 8,269,795 | (437,593) | 7,832,202 | (162,632) | **7,669,570** | 162,632 | 7,832,202 |
| Other Revenue | 30,000 | 285,000 | 315,000 | - | **315,000** | - | 315,000 |
| Other Financing Sources | - | - | - | - | **-** | - | - |
| Total Revenue | 8,324,795 | (177,593) | 8,147,202 | (162,632) | **7,984,570** | 162,632 | 8,147,202 |
| Local Cost | - | - | - | - | **-** | **-** | - |
| Budgeted Staffing | 101.1 | - | 101.1 | (10.6) | **90.5** | 10.6 | 101.1 |

## AGING AND ADULT SERVICES

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 104,112 | MOU. |
| | 142,664 | Retirement. |
| | 11,980 | Risk Management Workers Comp. |
| | (448,163) | Decrease in budgeted staffing through attrition and staff reduction. |
| | (189,407) | |
| Services and Supplies | 2,535 | Risk Management Liabilities. |
| | 22,000 | Increase in services for Targeted Case Management program. Board agenda item dated April 22, 2003. |
| | (63,105) | Decrease in professional services for Multi Services Senior program service provider payments. |
| | (114,327) | Decrease in professional services for Community Base Services program service provider payments. |
| | (152,897) | |
| Central Computer | 39,489 | |
| Transfers | 479 | Incremental change in EHAP. |
| | 101,500 | Increase for Targeted Case Management Program. Board agenda item dated April 22, 2003. |
| | (100,241) | Decrease for DPA salaries. |
| | (62,258) | Decrease for Public Health nurse salaries. |
| | (60,520) | |
| Reimbursements | (38,043) | Increase for Case Manager in MSSP working part time in In-Home Supportive Service Program. |
| | (148,000) | Increase for supplemental funding for nutrition program. |
| | (186,043) | |
| Total Appropriation | (549,378) | |
| Total Revenue | 424,759 | Two new funding sources from TCM & MAA. |
| Local Cost | (974,137) | |

## AGING AND ADULT SERVICES

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 30,569 | Salary transfers between the Aging programs will be processed through payroll reimbursements. In 2002-03 this was processed as transfers. |
| | 60,019 | Per diem ordinance increase. |
| | 90,588 | |
| Services and Supplies | (26,644) | Decrease in advertising expenditures. |
| | (19,500) | Decrease in non-inventoriable and inventoriable equipment purchase expenditures. |
| | (17,148) | Decrease in communication expenditures. |
| | (73,837) | Over budgeted 2002-03 professional services expenditures due to the actual awarding of contracts for Family Caregiver Program. |
| | (137,129) | |
| Central Computer | (44,796) | |
| Other Charges | 40,000 | Emergency assistance for Family Caregiver Program. |
| Transfers | (30,569) | Salary transfers between the aging programs will be processed in payroll reimbursements. |
| | (22,459) | Decrease due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04. |
| | (53,028) | |
| Reimbursements | 32,635 | Decrease in transfers in from Adult Service budget. |
| | (60,481) | Increase county match for the Family Caregiver Program for the full year funding of program. |
| | (45,382) | Increase due to the transfer of 3.0 Adult Service staff to the Aging budget in 2003-04. |
| | (73,228) | |
| Total Appropriation | (177,593) | |
| Revenue | | |
| State, Fed or Gov't Aid | (25,000) | Decrease in interest earned. |
| | (126,861) | Decrease in state funding for Senior Companion & Health Insurance Counseling Program and administrative costs associated with programs. |
| | (11,185) | Decrease in federal and state funding for Senior Employment 502E Program |
| | (187,449) | Decrease in federal funding for the Multi Service Senior Program. |
| | (112,098) | Decrease due to over estimating anticipated revenue for 2002-03 in the Senior Employment and Community Base Programs. |
| | 285,000 | Increase in federal funding for Medical Administrative activities for 2002-03 and 2003-04. |
| | (177,593) | |
| Total Revenue | (177,593) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | 32 | 10.6 | 162,632 | 162,632 | - |
| Vacant Budgeted in Recruitment | 2 | 2.0 | 96,996 | 96,996 | - |
| Total Vacant | 34 | 12.6 | 259,628 | 259,628 | - |
| Recommended Restoration of Vacant Deleted | 32 | 10.6 | 162,632 | 162,632 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | | | | | |
| *Note: If position is seasonal indicate next to Classification (Seasonal - May through August)* | | | | | |
| *Contracted Ombudsman* | 76500 | (.5) | (13,956) | (13,956) | - |
| *Contracted Nat Counsel on Aging* | 21031 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21058 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21059 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21060 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21062 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21064 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21066 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21071 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21072 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21073 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21074 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21075 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21077 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21078 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21080 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21082 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21083 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21084 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21086 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21088 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21089 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21090 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21092 | (.31) | (4,576) | (4,576) | - |
| *Contracted Nat Counsel on Aging* | 21094 | (.44) | (6,416) | (6,416) | - |
| *Contracted CDA* | 21259 | (.33) | (4,766) | (4,766) | - |
| *Contracted CDA* | 21262 | (.33) | (4,766) | (4,766) | - |
| *Contracted CDA* | 21266 | (.38) | (5,496) | (5,496) | - |
| *Contracted CDA* | 21270 | (.38) | (5,496) | (5,496) | - |
| *Contracted CDA* | 21271 | (.38) | (5,496) | (5,496) | - |
| *Contracted CDA* | 21273 | (.38) | (5,496) | (5,496) | - |
| *Contracted CDA* | 21275 | (.38) | (5,496) | (5,496) | - |
| Subtotal Recommended - **Retain** | | (10.6) | (162,632) | (162,632) | - |
| Total Slated for Deletion | | (10.6) | (162,632) | (162,632) | |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Senior Information & Referral* | 3556 | 1.0 | 48,498 | 48,498 | - |
| *Senior Information & Referral* | 3558 | 1.0 | 48,498 | 48,498 | - |
| Total in Recruitment Retain | | 2.0 | 96,996 | 96,996 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

AGING AND ADULT SERVICES

## POLICY DESCRIPTION FORM

**Department/Group:** DAAS/Human Services System **Budget Code:** AAF OOA SBB

**Title:** Restore Vacant Budgeted Positions in Senior Employment Program

**PRIORITY:** Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

The department is requesting restoration of a total of 10.1 budgeted vacant contract positions (31 authorized) for the Senior Employment Program. The Senior Employment Program provides part-time employment training for low-income seniors, age 55 and older. Clients in the program receive on-the-job training in clerical work, basic computer skills and food preparation. Seniors are also trained in job interviewing skills.

The expected enrollment period for participants is six months or less. Some participants obtain unsubsidized jobs and exist the program quickly, while others take longer. In addition, participants self-terminate from the program for a number of reasons. The department continuously enrolls new clients in order to maintain its contractual quota of 76 enrollees for the National Council on Aging (NCOA) and 50 enrollees for the California Department on Aging (CDA).

The department's performance standard is 140% of enrollment. This means that during the fiscal year, the department must enroll a total of 106 participants for NCOA (140% x 76 = 106), and 70 participants (140% x 50) for CDA.

In the 2002-03 program year-to-date, 108 and 83 participants for NCOA and CDA, respectively, have been enrolled in the program. This indicates the high turnover rate the department experiences in this program and the need for available vacant positions. If the number of enrollees is not kept at contractual levels, there is the potential to lose funding of $900,000.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 148,876 | $ 148,876 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 7.5 | Contract Nat Council on Aging | 111,664 |
| 2.5 | Contract CDA | 37,012 |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 148,876 | $ 148,876 |
| **REVENUE (specify source)** | | |
| California Department on Aging, Title V | 37,012 | 37,012 |
| National Council on Aging | 111,664 | 111,664 |
| | | |
| Total: | $ 148,676 | $ 148,676 |
| LOCAL COST | $ 0 | $ 0 |

AGING AND ADULT SERVICES

## POLICY DESCRIPTION FORM

**Department/Group:** DAAS/Human Services System **Budget Code:** AAF OOA SBG
**Title:** Restore Vacant Budgeted Position in Ombudsman Program

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

**The department is requesting restoration of 0.5 vacant contract budgeted position for the Ombudsman program. The incumbent retired in March 2003 and the department did not begin the recruitment process before April 1, 2003. It is anticipated the position will be filled before June 30, 2003. This position is 100% federal and state funded. There is not local cost.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 13,956 | $ 13,956 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Contract Ombudsman | 13,956 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 13,956 | $ 13,956 |
| **REVENUE (specify source)** | | |
| California Department on Aging, Title III/VII | 13,956 | 13,956 |
| | | |
| | | |
| Total: | $ 13,956 | $ 13,956 |
| LOCAL COST | $ 0 | $ 0 |

## OVERVIEW OF BUDGET

**DEPARTMENT:** AGING AND ADULT SERVICES
**DIRECTOR:** MARY SAWICKI
**BUDGET UNIT:** AGING PROGRAMS (SBB OOA, SBG OOA, SYA OOA, SYW OOA)

### I. GENERAL PROGRAM STATEMENT

The aging programs are predominately funded by several federal and state sources and are budgeted in budget units SBB, SBG, SYA, and SYW as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services *(Budget Unit SBG)*
- Title VII – Long-term care ombudsman and elder abuse prevention *(Budget Unit SBG)*
- Title V – Senior Employment Program, which provides part-time employment services for seniors. *(Budget Unit SBB)*
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes *(Budget Unit SYA)*
- CDBG – Supplements the nutrition program *(Budget Unit SBG)*
- Community-Based Services Programs which provides surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes *(Budget Unit SYW)*
- USDA – Supplements the cost of the nutrition program *(Budget Unit SBG)*

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 7,580,716 | 160,518 | 160,518 | - |
| Total Revenue | 7,617,717 | - | - | - |
| Fund Balance | (37,001) | 160,518 | 160,518 | - |
| Budgeted Staffing | | - | | - |
| **Workload Indicators** | | | | |
| Senior Employment Enrollees | 163 | | | |
| Meals Served | 1,137,831 | | | |
| Sr Home & Health Care clients | 380 | | | |
| Community Based Svcs clients | 1,284 | | | |
| Information & Assistance contacts | 34,513 | | | |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

For 2002-03, the Board of Supervisors approved the establishment of specialized general fund AAF OOA for the Aging programs. On June 30, 2002, the combined fund balances in special revenue funds SBB, SBG, SYA, and SYW totaled $160,518 and was transferred into the new AAF OOA general fund budget unit.

The movement of the Aging programs from special revenue funds to the general fund has eliminate the consistent cash flow problems experienced as a result of the state reimbursement process. Due to long delays in state reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. The department is current in its payments to service providers and ensuring expenditures are staying within allocated funds provided.

**OTHER CHANGES**

The $160,518 accumulated fund balances of the old special revenue funds were transferred into AAF general fund. 2002-03 is the final year of budgeting for these funds.

## IV. VACANT POSITION IMPACT

None.

## V. POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Aging and Adult Services
**FUND:** Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Transfers | 160,518 | 160,518 | - | - | 160,518 |
| Total Appropriation | 160,518 | 160,518 | - | - | 160,518 |
| Fund Balance | 160,518 | 160,518 | - | - | 160,518 |

**GROUP:** Human Services System
**DEPARTMENT:** Aging and Adult Services
**FUND:** Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Transfers | 160,518 | (160,518) | - | - | - | - | - |
| Total Appropriation | 160,518 | (160,518) | - | - | - | - | - |
| Fund Balance | 160,518 | (160,518) | - | - | - | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Transfers | 160,518 | Transfers out of accumulated fund balance to AAF fund. Final year of budgeting for this fund. |
| Total Appropriation | 160,518 | |
| Total Revenue | - | |
| Fund Balance | 160,518 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: ARROWHEAD REGIONAL MEDICAL CENTER**
**DIRECTOR: MARK H. UFFER**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Operating Exp/ Appropriation | Revenue | Fund Balance | Rev Over/ (Under) Exp | Staffing |
| Arrowhead Regional Medical Center | 274,951,021 | 264,488,675 | | - | 2,330.5 |
| Telemedicine Federal Grant Fund | - | - | - | | - |
| Tobacco Tax Funds | 4,848,614 | 4,041,359 | 807,255 | | - |
| Total | 279,799,635 | 268,530,034 | 807,255 | - | 2,330.5 |

**BUDGET UNIT: ARROWHEAD REGIONAL MEDICAL CENTER (EAD MCR)**

## I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center (ARMC) provides inpatient and outpatient medical care to county residents in accordance with state law. The medical center operates through an enterprise fund. Under this system, revenues earned from operations are retained to fund the program.

Revenue sources for ARMC are comprised of the following: current services, Disproportionate Share Hospital (DSH) Programs (SB 855, SB 1255, GME), third party payors such as Medi-Cal and Medicare, tobacco tax funds, miscellaneous revenue, and Health Realignment. Summary information regarding key components of this budget unit appears below.

- The current services revenue category is comprised of:
  - Insurance revenue from third party insurance carriers paying on behalf of patients primarily receiving services from ARMC's trauma center. This revenue accounts for 14.2% of ARMC's net revenue.
  - A contract with the Department of Behavioral Health, for provision of services to mentally ill inpatients, accounts for 7.5% of ARMC's net revenue.
  - Self-pay revenue consists of payments fom patients who do not qualify for any reimbursement program and are responsible for their own bills; it accounts for 2.2% of ARMC's net revenue.
- The DSH programs were established to provide supplemental Medi-Cal payments to certain hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (reflected in the Health Care Costs (HCC) budget unit) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in the HCC budget unit as current services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget in the state and federal category. The level of the county's contribution is set during the year by the state. As a result, the amounts in the HCC budget only represent estimates of the funds that will be needed to support the transfers, which take place during the coming fiscal year. In a similar fashion, this budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the fiscal year. The DSH program comprises two elements:
  - The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses minimum percentage of its revenues to provide health care to Medi-Cal and uninsured patients. This accounts for approximately 11.3% of ARMC's net revenue.

- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital. This accounts for approximately 12.4% of ARMC's net revenue.

  The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also teaching facilities. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year. This accounts for approximately 1.0% of ARMC's net revenue.

- Medicare is a federal insurance program for people over the age of 65 and it accounts for 9.8% of ARMC's net revenue.
- Medi-Cal fee for service is a state run insurance program that covers medical bills for low-income patients and accounts for 23.4% of ARMC's net revenue.
- Medi-Cal Managed Care is a program that is administered by Inland Empire Health Plan and it covers medical costs for low-income patients under an HMO type structure and it accounts for 4% of ARMC's net revenue.
- Tobacco Tax funds are allocated by the state to partially reimburse hospitals for uncompensated medical care and they account for 1.2% of ARMC's net revenue.
- Other revenue is primarily cafeteria sales, reimbursements from contracted physicians for office space, and payment from Riverside Regional County Medical Center (RRCMC) for services provided by ARMC's medical residents assigned to RRCMC. This revenue accounts for 1.4% of ARMC's net revenue.
- Health Realignment is a portion of the vehicle license fees and sales tax collected by the state and distributed to counties to cover the cost of indigent health care. It accounts for 11.6% of ARMC's net revenue.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Operating Expense | 235,044,213 | 244,992,195 | 249,790,483 | 274,951,021 |
| Total Financing Sources | 231,496,839 | 246,621,803 | 251,746,796 | 264,488,675 |
| Budgeted Staffing | | 2,290.3 | | 2,330.5 |
| Fixed Assets | 1,541,483 | 1,629,608 | 1,381,052 | 1,537,654 |
| **Workload Indicators** | | | | |
| Aver. Daily Inpatient Census ARMC | 246 | 246 | 249 | 249 |
| Aver. Daily Inpatient Census DBH | 58 | 59 | 56 | 56 |
| Emergency Room Visits | 60,490 | 63,000 | 64,421 | 65,000 |
| Outpatient Clinic Visits | 210,057 | 208,000 | 214,505 | 215,000 |

Salaries and benefits were higher than budgeted in 2002-03 due to increased staff in the inpatient units to better monitor difficult patients, which amounted to $0.9 million, and additional personnel required in the emergency room, which amounted to $1.5 million. Services and supplies were up due to higher utility usage and costs, increased security measures as recommended by the Sheriff's Department to better monitor the facility, increased medical supply costs due to increased drug costs and an increase in the number of prescriptions written, and increased costs to maintain the Medical Center's mechanical systems.

Other revenue increased due to payment received from Riverside Regional County Medical Center (RRCMC) for ARMC's residents who rotate there for additional training.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Overall budgeted staffing increased by 40.2 positions. The base year adjustments reflect salary and benefit cost increases of $11.9 million due to labor negotiations, retirement costs, and workers' compensation rate increases. Within mid-year adjustments budgeted staffing is decreased 1.0 position as a result of eliminating a Radiology Assistant Manager, since these duties have been assumed by other personnel.

Within the program-funded adjustments, staffing was increased by 41.2 positions or 2%. This is the result of five factors: the need for increased personnel (19.0) in the emergency department to address volume increases that were not addressed in previous years; the need for staff (43.0) on the nursing floors and at the Behavioral Health Unit to meet restraint regulations and better monitor disturbed/suicidal patients; a decrease in security personnel (13.0) as their services are now incorporated into the external security contract; the deletion of personnel (6.8) as a result of "The Right from the Start" (Proposition 10) program ending on June 30, 2003, and an accounting change requiring the Human Resources Officer (1.0) to be budgeted as a transfer out to reflect reimbursement for services provided by a Human Resources Department employee.

Other changes include: the addition of 1.0 Lactation Specialist to provide education for new mothers and 1.0 Public Service Employee (PSE) to accommodate the Community Options Program, and the deletion of 2.0 Custodians as their duties were reassigned to other personnel.

Also reflected is an increase of approximately $0.8 million for the new Per Diem Nurse rate to be competitive with other area hospitals with the goal of reducing overtime, maintaining staffing ratios and providing proper patient care; an increase of approximately $0.5 million for an underestimation of double time pay to Per Diem Nurses and other patient care personnel and an increase of approximately $0.3 million for the elimination of the vacancy factor.

### PROGRAM CHANGES

Within program funded adjustments, services and supplies is increasing from $113,732,058 to $117,066,033, a net increase of $3,333,975. This increase is related to several changes with the most significant explained below:

- Based on experience on 2002-03:
  - Medical supplies cost is expected to increase $1.1 million as a result of volume increases and the expiration of a lawsuit that previously provided ARMC with free drugs that now have to be purchased in the market.
  - Utility costs are rising by approximately $0.5 million due to higher electricity usage and water charges that resulted from well water problems.
  - Temporary help cost is increasing by approximately $0.4 million to account for vacant positions.
  - Professional services increases of approximately $0.8 million are due to higher usage/costs related to kidney dialysis services, outside lab services, outside legal services, and payments to other hospitals for managed care patients assigned to ARMC.
  - Other contracts are increasing by approximately $1.0 million due to a projected increase in maintenance cost as the equipment becomes aged and requires more upkeep, and laundry services for volume increases and lost linen replacement.

- Inflation, related primarily to medical supplies (approximately 3%), is projected to increase by approximately $1.3 million.

- Overall Insurance premiums are increasing by approximately $0.6 million, with Malpractice Insurance making up most of the hike.

These increases are partially offset by cost decreases of $2.4 million with the elimination of Arrowhead Health Administrators, the closure of the Colton Clinic, elimination of expenses previously supported by Proposition 10 revenues, and EHAP and leases expenses now being recorded as transfers.

Within the program-funded adjustments, revenue is increasing from $221,289,803 to $233,338,675 for a net increase of $12,048,872. This increase is comprised of a number of substantial changes.

- The current services revenue category will increase by a net $1.7 million. This will result from the following:
  - ARMC will increase fees, raising revenues by approximately $5.0 million. These increases reflect growing operational costs and are consistent with fee schedules of other area hospitals.
  - Since the Medical Center continues to operate nearer full capacity, fewer insured patients can be accommodated. This situation is projected to reduce revenues by approximately $4.0 million.
  - Enhanced collection efforts are projected to increase Private Pay revenues by approximately $700,000.

- The state and federal revenue category will increase by a net $10.0 million. This will result from the following:
  - Tobacco Tax revenues, distributed by a statutory allocation formula, are projected to decrease by approximately $0.8 million based on receipt trends.
  - Proposition 10 revenue will decrease by approximately $1.4 million as a result of "The Right from the Start" grant ending on June 30, 2003.
  - Medicare revenue is projected to increase by approximately $3.9 million for an additional payment (commonly referred as exception payment) to offset the cost of building the new facility. These federal funds are available to help offset ARMC construction costs since the new facility enhances service to Medicare patients; funds are anticipated annually through 2009.
  - Medi-Cal revenue is projected to increase by approximately $1.9 million as the result of an expected rate increase.
  - Projected receipt of Medi-Cal managed care funding via Inland Empire Health Plan has been decreased by approximately $1.9 million to reflect member growth at a slower rate than previously anticipated.
  - SB 855 funding is expected to decline by approximately $4.7 million as result of reductions in federal funding (commonly referred to as the "Federal Cliff") and increased state administrative fees.
  - SB 1255 funds are projected to increase by approximately $13.0 million. (As in past years, the amount of funding ultimately received is not identified until late in the fiscal year.)

- Other revenue increased as a result of assigning medical resident staff to Riverside Regional County Medical Center and getting reimbursement for their services.

Within mid-year adjustments, the Board approved several contracts due to renewals or replacements of old contracts that decreased services and supplies by $1.1 million and increased revenues by $5.5 million. The revenue increased is primarily due to additional Behavioral Health revenues as a result of a rate increase to realign revenues with expenses.

**OTHER CHANGES**

Due to an accounting change, lease expenses, EHAP charges, and a Human Resources Officer salaries are now recorded as transfers. Also reflected in transfers is an increase of $3,391 related to Human Resources support for services provided by HR's Employee Relations Division.

Operating transfers out and offsetting use of realignment funding decreased by $230,000 now that site reuse work at the former Medical Center site has been completed by the Architecture & Engineering Department. Projected operating transfers in also reflect the allocation of $600,000 of one-time trauma funds to be received from the state.

Other charges and capital lease equipment decreased primarily due to not renewing several capital leases. This decreased was partially offset by an increase in equipment purchases needed to buy out Radiology leases and additional Meditech servers.

## IV. VACANT POSITION IMPACT

The department has a total of 302.6 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 206.6 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 96.0 | Retain |
| Total Vacant | 302.6 | |

**Vacant Position Restoration Request**:

The department has submitted policy items for the restoration of 206.1 (out of the total 206.6) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, and portions of 2 and 4 which would restore the department's request of 125.1 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 394 and several regulatory agencies and are required to provide quality patient care. Failure to demonstrate compliance with not only staff ratios, but all regulatory requirements could result in potential penalties and/or removal of licensure, as well as closure. The County Administrative Office also acknowledges that a number of the positions not being recommended provide indirect service to patients (primarily by supporting front line health care professionals) and generate revenue (e.g. by processing billing). Through the ARMC Director's budget presentation, the Board will receive additional information regarding the Medical Center's request for broader restoration of positions through the budget process.

The vacant budgeted positions requested in Policy Items #1, 2 and 4 totaled 133.8. However, the department failed to request position numbers for 8.7 budgeted positions that were approved during previous budget cycles; therefore; the County Administrative Office (CAO) does not recommend restoring those positions as they have been vacant for at least one year.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Nursing and Patient Care | 87.62<br>$5,205,469<br>Revenue Supported | Nurses provide direct patient care in all areas of the hospital such as the trauma unit, the burn care unit, and the behavioral health/psychiatric units. The County Administrative Office is recommending restoring all 87.62 positions since there is a manddated minimum nurse to patient staffing ratios of 1:1 in trauma unit and 1:6 in behavioral health/psychiatric units. |
| x | 2 | Patient Support Services | 38.09<br>$1,986,318<br>Revenue Supported | Patient support staff provide direct patient care and assistance to medical staff. Some of the services provided under this umbrella include physical, occupational, and speech therapy, laboratory services, and ultrasound services. The County Administrative Office is recommending restoring 32.5 positions totaling $1,741,403 since there is a mandated staff to patient ratio. The other 5.6 positions were prior year's positions that were never requested to be filled. |

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| | 3 | Ward Clerks | 11.9<br>$366,455<br>Revenue Supported | Ward Clerks provide critical support to all medical staff. Duties include inputting physician's orders (e.g. laboratory testing, nutritional assessment, and prescription orders.) |
| x | 4 | Nutritional Services | 8.1<br>$302,657<br>Revenue Supported | Nutritional Services prepares patient meals as well as operates the hospital cafeteria for visitors and staff on three shifts, 24/7. Service levels must comply with mandates and inspection criteria. The County Administrative Office is recommending restoring 5.0 positions totaling $200,627 since there is a mandated staff to patient ratio. The other 3.1 positions were prior year's positions that were never requested to be filled. |
| | 5 | Billing Coders | 4.59<br>$236,746<br>Revenue Supported | Coders are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. Furthermore, penalties are imposed if data is not input timely and accurately. |
| | 6 | Information Services | 6.0<br>$368,274<br>Revenue Supported | Information Systems is enhancing/updating modules of the Meditech system (hospital Information system). The additional modules require staff to support the 24/7 operation including nights and holidays. |
| | 7 | Environmental Services | 8.0<br>$301,728<br>Revenue Supported | Environmental services staff maintain hospital cleanliness (in accordance with prescribed standards) and ensure proper supply availability in patient care areas. |
| | 8 | Facilities Management | 1.0<br>$61,685<br>Revenue Supported | Facilities management maintains the hospital's infrastructure including heating and air conditioning units. Staff also monitor the telemetry equipment and maintain life support equipment. |
| | 9 | Clerical Support | 36.75<br>$1,394,525<br>Revenue Supported | Clerical staff support patient services departments and staff with tasks including opening and closing patient accounts, processing patients, and ensuring that proper billing paperwork is completed. |
| | 10 | Compliance and Ethics | 1.0<br>$78,729<br>Revenue Supported | Compliance unit is essential to ensure that the hospital meets all regulatory compliance issues. Duties include maintaining the ethics hotline and provide mandatory staff ethics training at time of hire and annually as required by the Office of Inspector General. |
| | 11 | Security | 3.0<br>$108,164<br>Revenue Supported | Through constant monitoring of the facility and responding to emergency situations, Security staff safeguards patients, visitors, and ARMC employees. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

The Medical Center is currently preparing an agenda item to request Board of Supervisors approval for its existing fee schedule.

.

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 123,220,887 | 120,773,138 | 11,882,079 | (4,150) | 132,651,067 |
| Services and Supplies | 117,163,864 | 114,838,886 | - | (1,106,828) | 113,732,058 |
| Central Computer | 893,981 | 893,981 | - | - | 893,981 |
| Other Charges | 35,089 | 78,545 | - | - | 78,545 |
| Transfers | 246,662 | 177,645 | - | - | 177,645 |
| Total Exp Authority | 241,560,483 | 236,762,195 | 11,882,079 | (1,110,978) | 247,533,296 |
| Depreciation | - | - | - | - | - |
| Operating Transfers Out | 8,230,000 | 8,230,000 | - | - | 8,230,000 |
| Total Operating Expense | 249,790,483 | 244,992,195 | 11,882,079 | (1,110,978) | 255,763,296 |
| **Revenue** | | | | | |
| Current Services | 59,617,400 | 55,578,700 | - | 6,000,000 | 61,578,700 |
| State, Fed or Gov't Aid | 159,113,478 | 157,471,006 | - | (552,000) | 156,919,006 |
| Other Revenue | 3,428,872 | 2,792,097 | - | - | 2,792,097 |
| Total Revenue | 222,159,750 | 215,841,803 | - | 5,448,000 | 221,289,803 |
| Operating Transfers In | 29,587,046 | 30,780,000 | - | - | 30,780,000 |
| Total Financing Sources | 251,746,796 | 246,621,803 | - | 5,448,000 | 252,069,803 |
| Budgeted Staffing | | 2,290.3 | - | (1.0) | 2,289.3 |
| **Fixed Asset** | | | | | |
| Fixed Asset Equipment | 1,000,000 | 1,000,000 | - | - | 1,000,000 |
| Capital Lease Equipment | 381,052 | 629,608 | - | - | 629,608 |
| Total Fixed Asset | 1,381,052 | 1,629,608 | - | - | 1,629,608 |

GROUP: Human Services System
DEPARTMENT: Arrowhead Regional Medical Center
FUND: Enterprise EAD MCR

FUNCTION: Health and Sanitation
ACTIVITY: County Medical Center

ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 132,651,067 | 3,474,434 | 136,125,501 | (10,427,967) | **125,697,534** | 7,147,499 | 132,845,033 |
| Services and Supplies | 113,732,058 | 3,333,975 | 117,066,033 | - | **117,066,033** | - | 117,066,033 |
| Central Computer | 893,981 | (276,943) | 617,038 | - | **617,038** | - | 617,038 |
| Other Charges | 78,545 | (68,425) | 10,120 | - | **10,120** | - | 10,120 |
| Transfers | 177,645 | 954,684 | 1,132,329 | - | **1,132,329** | - | 1,132,329 |
| Total Appropriation | 247,533,296 | 7,417,725 | 254,951,021 | (10,427,967) | **244,523,054** | 7,147,499 | 251,670,553 |
| Depreciation | - | 12,000,000 | 12,000,000 | - | **12,000,000** | - | 12,000,000 |
| Operating Transfer Out | 8,230,000 | (230,000) | 8,000,000 | - | **8,000,000** | - | 8,000,000 |
| Total Operating Expense | 255,763,296 | 19,187,725 | 274,951,021 | (10,427,967) | **264,523,054** | 7,147,499 | 271,670,553 |
| **Revenue** | | | | | | | |
| Current Services | 61,578,700 | 1,738,700 | 63,317,400 | (2,919,831) | **60,397,569** | 2,001,300 | 62,398,869 |
| State, Fed or Gov't Aid | 156,919,006 | 10,012,478 | 166,931,484 | (7,508,136) | **159,423,348** | 5,146,199 | 164,569,547 |
| Other Revenue | 2,792,097 | 297,694 | 3,089,791 | - | **3,089,791** | - | 3,089,791 |
| Total Revenue | 221,289,803 | 12,048,872 | 233,338,675 | (10,427,967) | **222,910,708** | 7,147,499 | 230,058,207 |
| Operating Transfers In | 30,780,000 | 370,000 | 31,150,000 | - | **31,150,000** | - | 31,150,000 |
| Total Financing Sources | 252,069,803 | 12,418,872 | 264,488,675 | (10,427,967) | **254,060,708** | 7,147,499 | 261,208,207 |
| Budgeted Staffing | 2,289.3 | 41.2 | 2,330.5 | (206.6) | **2,123.9** | 125.1 | 2,249.0 |
| **Fixed Asset Exp** | | | | | | | |
| Fixed Asset Equipment | 1,000,000 | 250,000 | 1,250,000 | - | **1,250,000** | - | 1,250,000 |
| Capital Lease Equipment | 629,608 | (341,954) | 287,654 | - | **287,654** | - | 287,654 |
| Total Fixed Asset Exp | 1,629,608 | (91,954) | 1,537,654 | - | **1,537,654** | - | 1,537,654 |

## ARROWHEAD REGIONAL MEDICAL CENTER

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 4,779,330 | MOU. |
| | 5,967,240 | Retirement. |
| | 1,135,509 | Risk Management Workers Comp. |
| | 11,882,079 | |
| Total Appropriation | 11,882,079 | |
| Total Revenue | - | |

**Mid-Year Adjustment**

| | | |
|---|---|---|
| Salaries and Benefits | 20,696 | Approved by the Board on December 17, 2002 - upgraded the Compliance Officer contract. |
| | 34,772 | Approved by the Board on December 17, 2002 - upgraded the Business & Marketing Director. |
| | 2,223 | Approved by the Board on January 28, 2003 - reclassified a Licensed Vocational Nurse (LVN) II to LVN III. |
| | 3,522 | Approved by the Board on February 11, 2003 - upgraded an Ultrasound Technician I to a Ultrasound Technician II. |
| | (65,363) | Approved by the Board on February 11, 2003 - deleted 1.0 Radiology Assistant Manager. |
| | (4,150) | |
| Services and Supplies | (506,368) | Approved by the Board on June 25, 2002 - reduced contract with Institutional Pharmacy Services Inc. related to operation of the inpatient and outpatient Pharmacy. |
| | (2,130,388) | Approved by the Board on October 2, 2002 - decreased contracts with various Physicians that provide services at the hospital. |
| | (166,000) | Approved by the Board on October 29, 2002 - Radiation contract reduction for oncology services. |
| | 524,000 | Approved by the Board on November 19, 2002 - increased the contract with the California Emerency Physicians. |
| | 156,000 | Approved by the Board on December 3, 2002 - state mandated newborn screening tests of all babies delivered at ARMC. |
| | 121,668 | Approved by the Board on December 17, 2002 - new contract with Clinica Del Sol to replace Medical Personal Management contract to provide medical services to medically indigent adults. |
| | 15,842 | Approved by the Board on February 4, 2003 - increased contract with Wound Management for wound consulting services. |
| | 808,471 | Approved by the Board on February 25, 2003 - increased contract with AKAL for security services. |
| | 69,947 | Approved by the Board on March 25, 2003 - contract with 3M Corp. for unlimited software license used to maintain patient census data. |
| | (1,106,828) | |
| Subtotal Mid Year Operating Expense | (1,110,978) | |
| Revenue | | |
| Current Services | 6,000,000 | Approved by the Board on March 4, 2003 - Increased Behavioral Health contract for inpatient psychiatric services. |
| State, Fed or Gov't Aid | (552,000) | Approved by the Board on October 22, 2002 - decreased managed care contract with Inland Empire Health Plan. |
| Subtotal Mid-Year Revenue | 5,448,000 | |

# ARROWHEAD REGIONAL MEDICAL CENTER

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 1,468,514 | Additional 19.0 positions for the emergency room. |
| | 824,531 | Per diem ordinance increase. |
| | (462,925) | Delete 6.75 positions related to "The Right From The Start" Program. |
| | 1,353,897 | Add 43.0 positions to nursing and ARMC Behavioral Health unit to act as patients' observers. |
| | (466,963) | Delete 10.0 Security Technician I's and 3.0 Security technician II's. |
| | 72,011 | Add 1.0 Lactation Specialist for Doula services. |
| | 17,631 | Add 1.0 PSE to accommodate Community Options personnel. |
| | (69,202) | Delete 2.0 Custodian II's. |
| | (89,909) | Delete 1.0 Human Resources Officer now recorded as transfer out. |
| | 468,981 | Increase special earnings (paid holiday) underestimated in prior year. |
| | 357,868 | Eliminate vacancy factor. |
| | 3,474,434 | |
| Services and Supplies | (310,627) | Elimination of Arrowhead Health Administrators. |
| | (210,000) | Closure of Colton Clinic. |
| | 450,600 | Increased electricity usage and increased water charges with well water problems. |
| | (427,979) | GASB 34 Accounting Change (EHAP). |
| | (430,149) | GASB 34 Accounting Change - rent expense now budgeted in transfers. |
| | 577,825 | Increased overall insurance costs per Risk Management. |
| | 391,000 | Additional temporary help to fill vacant positions. |
| | 1,312,100 | Inflation primarily in medical supplies ($1,181,000). |
| | (927,677) | The "Right From The Start" grant from the First Family Commission ended June 30, 2003. |
| | 809,000 | Increase in professional services due to volume increases in Kidney Dialysis ($123K), legal services ($100K), outside labs ($145K), payments to other hospitals for managed care patients assigned to ARMC ($422K), and net changes to all other contracts ($19K). |
| | 288,500 | Increased costs related to laundry services due to volume increase and lost linen replacement. |
| | 1,076,000 | Increase volume of prescriptions and expiration of free drug distribution from lawsuit settlement. |
| | 683,500 | Increased maintenance costs on equipment. |
| | 51,882 | Net increase for all other services and supplies. |
| | 3,333,975 | |
| Central Computer | (276,943) | |
| Other Charges | (68,425) | Reduction in lease payments. |
| Transfers | 93,300 | Additional HRO I and part of HR Chief. |
| | 397,067 | GASB 34 Accounting Change (EHAP). |
| | 464,317 | GASB 34 Accounting Change - rent leases previously budgeted as services and supplies. |
| | 954,684 | |
| Total Expenditure Authority | 7,417,725 | |
| Depreciation | 12,000,000 | Accounting adjustment to record depreciation as an operating expense. |
| Operating Transfers Out | (230,000) | Decrease in Architecture & Enginering site reuse fees. |
| Total Operating Expense | 19,187,725 | |
| Current Services | 738,700 | Increased private pay revenue because of enhanced collection effort. |
| | 1,000,000 | Net changes - decreased insurance revenue because of decline in volume plus increased revenue due to a fee increase of 10%. |
| | 1,738,700 | |
| State, Fed or Gov't Aid | (1,390,602) | The "Right From The Start" grant ends on June 30, 2003. |
| | (810,899) | Reduction in Tobacco Tax revenue. |
| | (1,852,500) | Reduction in IEHP and Health Net Managed Care volume growth ($1.3M), IEHP Indigent Fund ($120K), IEHP Risk Pool ($54K), and IEHP claims paid on behalf of other hospitals. |
| | (4,751,003) | Rduction in SB 855 revenue because of federal cliff (legislation) and additional state administrative fee. |
| | 1,941,000 | Increase Medi-Cal due to rate increase. |
| | 12,984,203 | Increase in SB 1255 payments from the state. |
| | 3,892,279 | Increased Medicare inpatient revenue from additional exception payment. |
| | 10,012,478 | |
| Other Revenue | 297,694 | Various increases and decreases in other revenue. |
| Total Revenue | 12,048,872 | |
| Operating Transfers In | 370,000 | Decrease in realignment ($230,000) and increase in trauma revenue. |
| Total Financing Sources | 12,418,872 | |
| Fixed Assets | 250,000 | Increased capital costs to buy out Radiology leases and buy additional Meditech servers. |
| | (341,954) | Reduction in lease payments. |
| | (91,954) | |

## ARROWHEAD REGIONAL MEDICAL CENTER

### Vacant Position Impact
### Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 488.0 | 206.6 | 10,427,967 | 10,427,967 | - |
| Vacant Budgeted In Recruitment - Retain | 218.0 | 96.0 | 5,613,201 | 5,613,201 | - |
| Total Vacant | 706.0 | 302.6 | 16,041,168 | 16,041,168 | - |
| Recommended Restoration of Vacant Deleted | 370.0 | 125.1 | 7,147,499 | 7,147,499 | - |

### Vacant Position Impact
### Detail

Note: If position is seasonal indicate next to Classification (Seasonal - May through August)

Vacant Budgeted Not In Recruitment

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Accredited Records Technician* | 00007535 | (1.1) | (55,747) | (55,747) | - |
| *Accredited Records Technician* | 00077485 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077488 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077489 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077490 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077491 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077492 | (0.5) | (25,532) | (25,532) | - |
| *Accredited Records Technician* | 00077493 | (0.5) | (27,807) | (27,807) | - |
| *Automated Systems Technician* | LY301066 | (1.0) | (46,519) | (46,519) | - |
| *Automated Systems Technician* | N000331 | (1.0) | (46,519) | (46,519) | - |
| *Automated Systems Technician* | N000332 | (1.0) | (46,519) | (46,519) | - |
| *Automated Systems Technician* | N000333 | (1.0) | (46,519) | (46,519) | - |
| *Business Applications Manager* | 00075997 | (0.5) | (46,434) | (46,434) | - |
| *Business Applications Manager* | 00075998 | (0.5) | (44,369) | (44,369) | - |
| *Business Systems Analyst III* | 00076001 | (0.5) | (58,980) | (58,980) | - |
| *Chief Clerk* | 00005362 | (0.5) | (22,460) | (22,460) | - |
| *Clerk II* | 00002261 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00005206 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00006460 | (0.5) | (18,067) | (18,067) | - |
| *Clerk II* | 00017445 | (0.5) | (20,246) | (20,246) | - |
| *Clerk II* | 00017481 | (0.5) | (18,918) | (18,918) | - |
| *Clerk II* | 00070202 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00073887 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00073889 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00073890 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076605 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076606 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076607 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076608 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076609 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076622 | (0.5) | (16,542) | (16,542) | - |
| *Clerk II* | 00076872 | (0.5) | (16,542) | (16,542) | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Clerk II* | 00076901 | (0.3) | (6,180) | (6,180) | - |
| *Clerk II* | LY300519 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY300522 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY300539 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY300921 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY301037 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY301068 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY301069 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY301277 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | LY301278 | (1.0) | (32,718) | (32,718) | - |
| *Clerk II* | N000324 | (1.0) | (32,718) | (32,718) | - |
| *Clerk III* | LY301046 | (1.0) | (36,185) | (36,185) | - |
| *Clerk III* | 00009276 | (0.5) | (18,275) | (18,275) | - |
| *Clerk III* | 00011526 | (0.5) | (18,275) | (18,275) | - |
| *Clerk III* | 00013327 | (0.5) | (18,275) | (18,275) | - |
| *Clerk III* | 00014952 | (0.5) | (20,274) | (20,274) | - |
| *Clerk III* | 00090288 | (0.5) | (13,291) | (13,291) | - |
| *Clerk IV* | 00004861 | (0.5) | (19,815) | (19,815) | - |
| *Clerk IV* | 00005242 | (0.5) | (19,815) | (19,815) | - |
| *Clinic Assistant* | LY301064 | (1.0) | (37,796) | (37,796) | - |
| *Custodian I* | 00001051 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00001067 | (0.5) | (21,423) | (21,423) | - |
| *Custodian I* | 00017010 | (0.5) | (15,589) | (15,589) | - |
| *Custodian I* | 00077328 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077330 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077331 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077332 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077333 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077334 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077336 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077337 | (0.5) | (18,737) | (18,737) | - |
| *Custodian I* | 00077338 | (0.5) | (18,737) | (18,737) | - |
| *Custodian II* | 00016956 | (1.0) | (44,262) | (44,262) | - |
| *Dietary Services Supervisor* | LY200344 | (1.0) | (41,038) | (41,038) | - |
| *Fiscal Clerk I* | 00076587 | (0.5) | (16,859) | (16,859) | - |
| *Fiscal Clerk III* | LY301240 | (1.0) | (41,003) | (41,003) | - |
| *Fiscal Clerk III* | N000315 | (1.0) | (41,003) | (41,003) | - |
| *Food Service Worker I* | LY300427 | (1.1) | (30,762) | (30,762) | - |
| *Food Service Worker II* | LY200522 | (1.0) | (30,230) | (30,230) | - |
| *Grounds Caretaker I* | 00017324 | (0.5) | (17,217) | (17,217) | - |
| *Hospital Services Worker* | LY0N0016 | (1.0) | (26,418) | (26,418) | - |
| *Maintenance Supervisor* | 00000521 | (1.0) | (61,685) | (61,685) | - |
| *Medical Transcriber* | 00003806 | (1.0) | (41,003) | (41,003) | - |
| *Medical Transcriber* | 00003817 | (1.0) | (41,003) | (41,003) | - |
| *Medical Transcriber* | 00003818 | (1.0) | (41,003) | (41,003) | - |
| *Medical Transcription Supervis* | 00004371 | (1.0) | (44,559) | (44,559) | - |
| *Occupational Therapy Superviso* | LY301207 | (1.1) | (80,564) | (80,564) | - |
| *Physical Therapist I* | LY300563 | (0.5) | (27,641) | (27,641) | - |
| *Physical Therapy Aide* | LY301015 | (1.0) | (37,016) | (37,016) | - |
| *Physical Therapy Aide* | LY301016 | (1.0) | (35,480) | (35,480) | - |
| *Public Information Clerk* | 00005223 | (0.5) | (16,542) | (16,542) | - |
| *Secretary I* | LY200357 | (1.0) | (47,030) | (47,030) | - |
| *Secretary I* | 00011024 | (0.5) | (20,246) | (20,246) | - |
| *Secretary I* | 00012087 | (0.5) | (24,918) | (24,918) | - |
| *Secretary I* | 00076527 | (0.5) | (20,246) | (20,246) | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Security Technician I* | 00016930 | (0.5) | (20,298) | (20,298) | - |
| *Security Technician I* | 00076168 | (0.5) | (17,921) | (17,921) | - |
| *Security Technician I* | 00077316 | (0.5) | (17,921) | (17,921) | - |
| *Security Technician I* | 00077318 | (0.5) | (17,921) | (17,921) | - |
| *Security Technician I* | LY301070 | (1.0) | (34,103) | (34,103) | - |
| *Staff Analyst II* | 00070211 | (0.5) | (31,717) | (31,717) | - |
| *Staff Analyst II* | 00070484 | (0.5) | (31,717) | (31,717) | - |
| *Staff Analyst II* | LY301072 | (1.0) | (63,071) | (63,071) | - |
| *Storekeeper* | 00006707 | (0.5) | (16,542) | (16,542) | - |
| *Storekeeper* | 00009170 | (0.5) | (16,542) | (16,542) | - |
| *Supvg Auto Systems Analyst I* | 00000706 | (0.5) | (32,415) | (32,415) | - |
| *Utilization Review Technician* | LY200325 | (1.0) | (41,038) | (41,038) | - |
| *Utilization Review Technician* | LY301063 | (1.0) | (39,265) | (39,265) | - |
| *Ward Clerk* | 00003629 | (1.0) | (36,621) | (36,621) | - |
| *Ward Clerk* | 00009225 | (1.0) | (35,095) | (35,095) | - |
| *Ward Clerk* | 00009226 | (1.0) | (32,718) | (32,718) | - |
| *Ward Clerk* | 00011196 | (1.0) | (35,095) | (35,095) | - |
| *Ward Clerk* | 00013763 | (1.0) | (35,866) | (35,866) | - |
| *Ward Clerk* | 00017270 | (1.0) | (32,718) | (32,718) | - |
| *Ward Clerk* | 00017276 | (0.5) | (19,690) | (19,690) | - |
| *Ward Clerk* | 00073901 | (1.0) | (35,095) | (35,095) | - |
| *Ward Clerk* | 00074544 | (0.5) | (11,768) | (11,768) | - |
| *Ward Clerk* | 00075245 | (0.4) | (9,413) | (9,413) | - |
| *Ward Clerk* | 00076575 | (0.3) | (5,884) | (5,884) | - |
| *Ward Clerk* | 00090226 | (0.5) | (11,768) | (11,768) | - |
| *Ward Clerk* | 00090275 | (1.0) | (23,536) | (23,536) | - |
| *Ward Clerk* | 00090458 | (1.0) | (23,536) | (23,536) | - |
| *Ward Clerk* | 00091625 | (0.2) | (4,712) | (4,712) | - |
| *Ward Clerk* | 00094416 | (0.5) | (11,768) | (11,768) | - |
| *Ward Clerk* | 00099194 | (0.1) | (1,172) | (1,172) | - |
| *Cont Compliance Educator* | LY301201 | (1.0) | (78,729) | (78,729) | - |
| Subtotal Recommended - **Delete** | | (81.4) | (3,280,468) | (3,280,468) | - |
| | | | | | |
| *Assistant Nurse Manager* | 00017761 | (0.5) | (39,890) | (39,890) | - |
| *Burn Care Technician* | 00004073 | (0.5) | (18,292) | (18,292) | - |
| *Burn Care Technician* | 00094757 | (0.4) | (10,631) | (10,631) | - |
| *Sterile Processing Technician* | 00000560 | (1.0) | (34,631) | (34,631) | - |
| *SterileProcessingTechnician1* | 00076596 | (1.0) | (32,753) | (32,753) | - |
| *SterileProcessingTechnician2* | 00076598 | (1.0) | (33,389) | (33,389) | - |
| *Clinic Assistant* | 00004062 | (1.0) | (32,753) | (32,753) | - |
| *Clinic Assistant* | 00010641 | (1.1) | (35,346) | (35,346) | - |
| *Clinic Assistant* | 00075048 | (0.5) | (12,362) | (12,362) | - |
| *Clinic Assistant* | 00076584 | (1.0) | (33,389) | (33,389) | - |
| *Clinic Assistant* | 00076585 | (1.0) | (33,389) | (33,389) | - |
| *Clinic Assistant* | 00076586 | (1.0) | (33,389) | (33,389) | - |
| *Clinic Assistant* | 00077354 | (1.0) | (32,753) | (32,753) | - |
| *Clinic Assistant* | 00077455 | (0.5) | (12,362) | (12,362) | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Clinical Biochemist* | 00000786 | (1.0) | (96,815) | (96,815) | - |
| *Per Diem CMC Reg Nurse I* | 00076224 | (0.1) | (3,512) | (3,512) | - |
| *Per Diem CMC Registered Nurse* | 00070714 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00070718 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00070750 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00070758 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00070826 | (0.5) | (38,533) | (38,533) | - |
| *Per Diem CMC Registered Nurse* | 00070829 | (0.2) | (14,116) | (14,116) | - |
| *Per Diem CMC Registered Nurse* | 00071049 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00071098 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00071719 | (0.2) | (19,564) | (19,564) | - |
| *Per Diem CMC Registered Nurse* | 00071721 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00071792 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00071794 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00071795 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00071829 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00072137 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00072382 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00072874 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00072875 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00072930 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00073023 | (0.1) | (7,058) | (7,058) | - |
| *Per Diem CMC Registered Nurse* | 00073089 | (0.2) | (21,549) | (21,549) | - |
| *Per Diem CMC Registered Nurse* | 00073190 | (0.4) | (30,818) | (30,818) | - |
| *Per Diem CMC Registered Nurse* | 00073521 | (0.9) | (77,676) | (77,676) | - |
| *Per Diem CMC Registered Nurse* | 00073783 | (0.3) | (23,402) | (23,402) | - |
| *Per Diem CMC Registered Nurse* | 00074154 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00074299 | (0.4) | (36,939) | (36,939) | - |
| *Per Diem CMC Registered Nurse* | 00074342 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00074355 | (0.3) | (25,386) | (25,386) | - |
| *Per Diem CMC Registered Nurse* | 00074409 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00074493 | (0.3) | (25,386) | (25,386) | - |
| *Per Diem CMC Reg Nurse II* | 00074542 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00074548 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00074649 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00074660 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00074691 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00074702 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00074729 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Reg Nurse II* | 00074874 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00074973 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075041 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Reg Nurse II* | 00075043 | (0.6) | (52,367) | (52,367) | - |
| *Per Diem CMC Reg Nurse II* | 00075046 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075055 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075133 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075221 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075316 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00075325 | (0.1) | (7,713) | (7,713) | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Per Diem CMC Reg Nurse II* | 00075326 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075331 | (0.5) | (38,533) | (38,533) | - |
| *Per Diem CMC Reg Nurse II* | 00075334 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075362 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00075576 | (0.2) | (21,549) | (21,549) | - |
| *Per Diem CMC Reg Nurse II* | 00075614 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075635 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Reg Nurse II* | 00075638 | (0.3) | (29,225) | (29,225) | - |
| *Per Diem CMC Reg Nurse II* | 00075710 | (0.2) | (21,549) | (21,549) | - |
| *Per Diem CMC Reg Nurse II* | 00075715 | (0.2) | (21,549) | (21,549) | - |
| *Per Diem CMC Reg Nurse II* | 00075784 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075785 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075856 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00075864 | (0.2) | (21,549) | (21,549) | - |
| *Per Diem CMC Reg Nurse II* | 00075891 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00075892 | (0.0) | (5,527) | (5,527) | - |
| *Per Diem CMC Reg Nurse II* | 00075893 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Reg Nurse II* | 00075914 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Reg Nurse II* | 00076017 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Reg Nurse II* | 00076018 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Reg Nurse II* | 00076027 | (0.0) | (2,880) | (2,880) | - |
| *Per Diem CMC Reg Nurse II* | 00076031 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00076105 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Reg Nurse II* | 00076106 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Reg Nurse II* | 00076115 | (0.1) | (7,975) | (7,975) | - |
| *Per Diem CMC Reg Nurse II* | 00076223 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00076227 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076235 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076272 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076299 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00076304 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00076307 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076325 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076378 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076570 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076710 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076711 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Reg Nurse II* | 00076714 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Reg Nurse II* | 00076816 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098013 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00098015 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098020 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098024 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Registered Nurse* | 00098027 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00098032 | (0.1) | (7,015) | (7,015) | - |
| *Per Diem CMC Registered Nurse* | 00098045 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Registered Nurse* | 00098049 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Registered Nurse* | 00098058 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098068 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Registered Nurse* | 00098124 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098157 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098159 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098162 | (0.0) | (959) | (959) | - |
| *Per Diem CMC Registered Nurse* | 00098181 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Registered Nurse* | 00098183 | (0.0) | (1,919) | (1,919) | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Per Diem CMC Registered Nurse* | 00098194 | (0.2) | (19,564) | (19,564) | - |
| *Per Diem CMC Registered Nurse* | 00098205 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098214 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098223 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098226 | (0.1) | (7,713) | (7,713) | - |
| *Per Diem CMC Registered Nurse* | 00098233 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098245 | (0.3) | (23,104) | (23,104) | - |
| *Per Diem CMC Registered Nurse* | 00098246 | (0.3) | (29,225) | (29,225) | - |
| *Per Diem CMC Registered Nurse* | 00098252 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098267 | (0.0) | (2,880) | (2,880) | - |
| *Per Diem CMC Registered Nurse* | 00098297 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098314 | (0.3) | (23,104) | (23,104) | - |
| *Per Diem CMC Registered Nurse* | 00098324 | (0.4) | (36,939) | (36,939) | - |
| *Per Diem CMC Registered Nurse* | 00098338 | (0.0) | (1,919) | (1,919) | - |
| *Per Diem CMC Registered Nurse* | 00098339 | (0.2) | (15,428) | (15,428) | - |
| *Per Diem CMC Registered Nurse* | 00098342 | (0.0) | (2,880) | (2,880) | - |
| *Per Diem CMC Registered Nurse* | 00098349 | (0.1) | (3,839) | (3,839) | - |
| *Per Diem CMC Registered Nurse* | 00098364 | (0.3) | (23,104) | (23,104) | - |
| *Cook I* | 00000885 | (0.5) | (14,993) | (14,993) | - |
| *Dietitian* | 00004031 | (1.0) | (68,853) | (68,853) | - |
| *Dietetic Technician* | 00075994 | (1.0) | (43,659) | (43,659) | - |
| *Food Service Worker I* | 00002320 | (0.5) | (14,145) | (14,145) | - |
| *Food Service Worker I* | 00016941 | (0.5) | (16,542) | (16,542) | - |
| *Food Service Worker I* | 00074627 | (0.5) | (14,145) | (14,145) | - |
| *Food Service Worker I* | 00074628 | (0.5) | (14,145) | (14,145) | - |
| *Food Service Worker I* | 00074631 | (0.5) | (14,145) | (14,145) | - |
| *Home Health Aide* | 00073769 | (0.5) | (11,209) | (11,209) | - |
| *Laboratory Assistant* | 00090678 | (0.4) | (9,635) | (9,635) | - |
| *Laboratory Assistant* | 00095621 | (0.4) | (9,635) | (9,635) | - |
| *Laboratory Technologist II* | 00076589 | (1.0) | (65,925) | (65,925) | - |
| *Laboratory Technologist II* | 00076590 | (1.0) | (65,925) | (65,925) | - |
| *Licensed Vocational Nurse II* | 00003622 | (1.0) | (41,038) | (41,038) | - |
| *Licensed Vocational Nurse II* | 00017510 | (1.0) | (44,187) | (44,187) | - |
| *Licensed Vocational Nurse II* | 00095757 | (1.0) | (21,577) | (21,577) | - |
| *Licensed Vocational Nurse II* | 00095761 | (0.7) | (21,577) | (21,577) | - |
| *Licensed Vocational Nurse II* | 00006273 | (0.7) | (52,923) | (52,923) | - |
| *Clinical Therapist I* | 00017628 | (0.5) | (43,362) | (43,362) | - |
| *Clinical Therapist I* | 00075453 | (0.5) | (29,689) | (29,689) | - |
| *Clinical Therapist I* | 00075454 | (0.5) | (29,944) | (29,944) | - |
| *Mental Health Nurse II* | 00006227 | (1.1) | (88,053) | (88,053) | - |
| *Mental Health Nurse II* | 00007356 | (1.0) | (82,881) | (82,881) | - |
| *Mental Health Nurse II* | 00009029 | (1.0) | (66,903) | (66,903) | - |
| *Mental Health Nurse II* | 00010671 | (1.0) | (73,340) | (73,340) | - |
| *Mental Health Nurse II* | 00072211 | (1.0) | (82,150) | (82,150) | - |
| *Mental Health Nurse II* | 00072217 | (1.0) | (74,034) | (74,034) | - |
| *Mental Health Nurse II* | 00072222 | (1.0) | (69,279) | (69,279) | - |
| *Mental Health Nurse II* | 00075447 | (1.0) | (66,903) | (66,903) | - |
| *Mental Health Nurse II* | 00075449 | (1.1) | (77,943) | (77,943) | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Nurse Supervisor* | 00000062 | (1.1) | (112,191) | (112,191) | - |
| *Nurse Epidemiologist* | 00007536 | (1.0) | (95,633) | (95,633) | - |
| *Nursing Attendant* | 00000340 | (1.3) | (46,855) | (46,855) | - |
| *Nursing Attendant* | 00001096 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00003766 | (1.0) | (33,189) | (33,189) | - |
| *Nursing Attendant* | 00009715 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00011286 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00011288 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00011289 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00011292 | (1.0) | (33,189) | (33,189) | - |
| *Nursing Attendant* | 00011301 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00011302 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00011318 | (1.0) | (33,189) | (33,189) | - |
| *Nursing Attendant* | 00011321 | (1.0) | (30,812) | (30,812) | - |
| *Nursing Attendant* | 00011323 | (0.6) | (18,157) | (18,157) | - |
| *Nursing Attendant* | 00011325 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00011326 | (0.6) | (18,157) | (18,157) | - |
| *Nursing Attendant* | 00011327 | (0.6) | (18,157) | (18,157) | - |
| *Nursing Attendant* | 00011329 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00014982 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00017434 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00073892 | (0.5) | (19,043) | (19,043) | - |
| *Nursing Attendant* | 00073893 | (0.5) | (15,589) | (15,589) | - |
| *Nursing Attendant* | 00074302 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00074509 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00074979 | (0.1) | (1,142) | (1,142) | - |
| *Nursing Attendant* | 00075248 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00075249 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00075257 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00075258 | (0.2) | (4,377) | (4,377) | - |
| *Nursing Attendant* | 00075363 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00075735 | (0.1) | (1,089) | (1,089) | - |
| *Nursing Attendant* | 00075814 | (0.1) | (2,189) | (2,189) | - |
| *Nursing Attendant* | 00076033 | (0.1) | (2,189) | (2,189) | - |
| *Nursing Attendant* | 00090983 | (0.2) | (4,377) | (4,377) | - |
| *Nursing Attendant* | 00091403 | (0.2) | (4,377) | (4,377) | - |
| *Nursing Attendant* | 00092777 | (0.1) | (2,189) | (2,189) | - |
| *Nursing Attendant* | 00092906 | (0.1) | (2,189) | (2,189) | - |
| *Nursing Attendant* | 00093383 | (0.1) | (2,189) | (2,189) | - |
| *Occupational Therapy Assistant* | 00075721 | (1.0) | (59,038) | (59,038) | - |
| *Occupational Therapy Assistant* | 00075722 | (1.0) | (59,038) | (59,038) | - |
| *Surgical Technician* | 00007957 | (1.0) | (37,016) | (37,016) | - |
| *Psychiatric Technician I* | 00007162 | (1.0) | (46,291) | (46,291) | - |
| *Psychiatric Technician I* | 00007169 | (1.0) | (43,111) | (43,111) | - |
| *Psychiatric Technician I* | 00075479 | (1.0) | (48,108) | (48,108) | - |
| *Psychiatric Technician I* | 00075485 | (1.0) | (43,111) | (43,111) | - |
| *Phlebotomist Trainee* | 00076642 | (0.2) | (4,274) | (4,274) | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Phlebotomist* | 00075346 | (0.0) | (293) | (293) | - |
| *Phlebotomist* | 00075348 | (0.0) | (293) | (293) | - |
| *Phlebotomist* | 00075349 | (0.0) | (293) | (293) | - |
| *Phlebotomist* | 00075351 | (0.0) | (293) | (293) | - |
| *Registered Nurse II-ARMC* | 00003166 | (1.1) | (88,988) | (88,988) | - |
| *Registered Nurse II-ARMC* | 00004111 | (1.0) | (69,629) | (69,629) | - |
| *Registered Nurse II-ARMC* | 00006245 | (1.0) | (79,594) | (79,594) | - |
| *Registered Nurse II-ARMC* | 00006282 | (1.1) | (76,728) | (76,728) | - |
| *Registered Nurse II-ARMC* | 00007675 | (0.5) | (48,353) | (48,353) | - |
| *Registered Nurse II-ARMC* | 00007786 | (1.1) | (83,859) | (83,859) | - |
| *Registered Nurse II-ARMC* | 00009695 | (0.5) | (36,413) | (36,413) | - |
| *Registered Nurse II-ARMC* | 00009702 | (0.5) | (36,413) | (36,413) | - |
| *Registered Nurse II-ARMC* | 00010087 | (1.0) | (86,158) | (86,158) | - |
| *Registered Nurse II-ARMC* | 00010511 | (1.0) | (72,463) | (72,463) | - |
| *Registered Nurse II-ARMC* | 00010514 | (0.5) | (36,413) | (36,413) | - |
| *Registered Nurse II-ARMC* | 00010528 | (1.0) | (77,188) | (77,188) | - |
| *Registered Nurse II-ARMC* | 00011228 | (1.0) | (69,629) | (69,629) | - |
| *Registered Nurse II-ARMC* | 00016655 | (1.1) | (83,859) | (83,859) | - |
| *Registered Nurse II-ARMC* | 00017284 | (0.5) | (43,545) | (43,545) | - |
| *Registered Nurse II-ARMC* | 00017314 | (1.0) | (82,638) | (82,638) | - |
| *Registered Nurse II-ARMC* | 00077154 | (1.0) | (80,198) | (80,198) | - |
| *Registered Nurse II-ARMC* | 00077157 | (1.1) | (76,728) | (76,728) | - |
| *Registered Nurse II-ARMC* | 00077158 | (1.1) | (76,728) | (76,728) | - |
| *Registered Nurse II-ARMC* | 00077183 | (1.0) | (79,594) | (79,594) | - |
| *Registered Nurse II-ARMC* | 00077184 | (1.1) | (92,371) | (92,371) | - |
| *Resident III-Housing Allowance* | 00070813 | (0.5) | (19,599) | (19,599) | - |
| *Resident V* | 00002456 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00004821 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00004826 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00004828 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00004830 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00007540 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00007541 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00016034 | (0.5) | (9,597) | (9,597) | - |
| *Resident V* | 00075339 | (0.5) | (9,597) | (9,597) | - |
| *Respiratory Care Practitioner* | 00000764 | (1.1) | (76,960) | (76,960) | - |
| *Respiratory Care Practitioner* | 00000890 | (1.1) | (76,960) | (76,960) | - |
| *Respiratory Care Practitioner* | 00004850 | (1.1) | (76,960) | (76,960) | - |
| *Respiratory Care Practitioner* | 00009244 | (1.1) | (76,960) | (76,960) | - |
| *Respiratory Care Practitioner* | 00011989 | (1.1) | (69,829) | (69,829) | - |
| *Respiratory Care Practitioner* | 00011990 | (1.1) | (69,829) | (69,829) | - |
| *Social Service Practitioner* | 00010100 | (1.0) | (63,510) | (63,510) | - |
| *Special Proc Rad Technolog 1* | 00076594 | (1.0) | (72,034) | (72,034) | - |
| *Student Nurse* | 00071955 | (0.1) | (1,361) | (1,361) | - |
| *Student Nurse* | 00072250 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00072745 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00072764 | (0.1) | (2,189) | (2,189) | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Student Nurse* | 00072766 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00072767 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00072772 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00072774 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00072792 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00072905 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00072977 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00072979 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00073034 | (0.1) | (1,644) | (1,644) | - |
| *Student Nurse* | 00073035 | (0.1) | (1,644) | (1,644) | - |
| *Student Nurse* | 00073036 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073120 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073149 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073150 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073157 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00073159 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00073160 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073164 | (0.1) | (2,411) | (2,411) | - |
| *Student Nurse* | 00073165 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00073266 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073271 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00073273 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00073408 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00073787 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00074246 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00074340 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074343 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074404 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074405 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074545 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074689 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00074694 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00074715 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00074880 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00074950 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00075019 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00075220 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00075223 | (0.3) | (6,555) | (6,555) | - |
| *Student Nurse* | 00075428 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00076024 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076028 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076029 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076103 | (0.1) | (1,232) | (1,232) | - |
| *Student Nurse* | 00076228 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076229 | (0.1) | (1,142) | (1,142) | - |
| *Student Nurse* | 00076230 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076231 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076232 | (0.1) | (1,089) | (1,089) | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Student Nurse* | 00076310 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076376 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076518 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076656 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076713 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00076904 | (0.5) | (12,047) | (12,047) | - |
| *Student Nurse* | 00076915 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00090300 | (0.2) | (3,888) | (3,888) | - |
| *Student Nurse* | 00090302 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00090303 | (0.1) | (1,201) | (1,201) | - |
| *Student Nurse* | 00090310 | (0.3) | (7,224) | (7,224) | - |
| *Student Nurse* | 00090316 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00090317 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00090321 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00090325 | (0.1) | (1,089) | (1,089) | - |
| *Student Nurse* | 00090330 | (0.1) | (2,189) | (2,189) | - |
| *Student Nurse* | 00090331 | (0.2) | (4,377) | (4,377) | - |
| *Student Nurse* | 00090333 | (0.1) | (1,089) | (1,089) | - |
| *Cont PT Speech Therapist 36+* | 00074491 | (0.3) | (18,605) | (18,605) | - |
| *Ultrasound Technologist* | 00077340 | (1.0) | (64,464) | (64,464) | - |
| *Cont Ob/Gyn Fellow-4th Year* | 00073187 | (1.0) | (58,095) | (58,095) | - |
| *Cont Spec Procedures Rad Tech* | 00070193 | (0.1) | (3,127) | (3,127) | - |
| *Cont Spec Procedures Rad Tech* | 00070195 | (0.1) | (3,127) | (3,127) | - |
| *Cont Spec Procedures Rad Tech* | 00070197 | (0.1) | (6,285) | (6,285) | - |
| *Cont Spec Procedures Rad Tech* | 00073410 | (0.1) | (6,285) | (6,285) | - |
| *Cont CMC Resp Care Prac II ** | 00023002 | (0.1) | (6,265) | (6,265) | - |
| *Cont CMC Resp Care Prac II ** | 00023022 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023025 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023026 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023030 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023032 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023033 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023034 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023036 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023041 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023046 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023048 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023050 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023054 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00023059 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00070585 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00070586 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II ** | 00070587 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II* | 00072909 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II* | 00072910 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II* | 00074719 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II* | 00075341 | (0.1) | (6,648) | (6,648) | - |
| *Cont CMC Resp Care Prac II* | 00075432 | (0.1) | (6,648) | (6,648) | - |
| *Cont Physical Therapist 0-18* | 00076072 | (0.3) | (18,690) | (18,690) | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Cont Home Hlth Registered Ther* | 00076928 | (0.1) | (5,623) | (5,623) | - |
| *Cont CMC Home Health Reg Nurse* | 00022701 | (0.2) | (20,103) | (20,103) | - |
| *Cont CMC Home Health Reg Nurse* | 00022702 | (0.2) | (20,103) | (20,103) | - |
| *Cont CMC Home Health Reg Nurse* | 00022706 | (0.2) | (20,103) | (20,103) | - |
| *Cont CMC Home Health Reg Nurse* | 00022715 | (0.2) | (20,103) | (20,103) | - |
| *Cont CMC Home Health Reg Nurse* | 00072615 | (0.3) | (29,573) | (29,573) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00073771 | (0.3) | (29,573) | (29,573) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00073836 | (0.3) | (29,573) | (29,573) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00074345 | (0.2) | (20,103) | (20,103) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00074872 | (0.2) | (20,103) | (20,103) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00075427 | (0.2) | (20,103) | (20,103) | - |
| *Cont ARMC Home Hlth Reg Nurse* | 00076102 | (0.1) | (10,587) | (10,587) | - |
| *Cont CMC Nuclear Med Tech On C* | 00028001 | (0.0) | (1,518) | (1,518) | - |
| Subtotal Recommended - **Retain** | | (125.1) | (7,147,499) | (7,147,499) | - |
| Total Slated for Deletion | | (206.6) | (10,427,967) | (10,427,967) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Ambulatory Clinic Manager* | 00004139 | 0.5 | 40,518 | 40,518 | - |
| *Ambulatory Clinic Manager* | 00004145 | 0.5 | 40,518 | 40,518 | - |
| *Assistant Nurse Manager* | 00017767 | 0.5 | 51,182 | 51,182 | - |
| *Assistant Nurse Manager* | 00017768 | 0.5 | 40,531 | 40,531 | - |
| *Automated Systems Analyst I* | 00017774 | 0.5 | 30,334 | 30,334 | - |
| *Automated Systems Technician* | 00004106 | 0.5 | 23,440 | 23,440 | - |
| *Burn Care Technician* | 00007477 | 1.0 | 36,220 | 36,220 | - |
| *Clerk II* | 00009251 | 0.5 | 18,918 | 18,918 | - |
| *Clerk II* | 00013349 | 0.5 | 17,904 | 17,904 | - |
| *Clerk II* | 00076604 | 0.5 | 16,542 | 16,542 | - |
| *Clinic Assistant* | 00004130 | 1.0 | 42,788 | 42,788 | - |
| *Clinic Assistant* | 00007893 | 1.0 | 34,280 | 34,280 | - |
| *Clinic Assistant* | 00009168 | 1.1 | 35,907 | 35,907 | - |
| *Clinic Assistant* | 00077342 | 1.1 | 35,907 | 35,907 | - |
| *Clinic Assistant* | 00077351 | 1.0 | 37,007 | 37,007 | - |
| *Per Diem CMC Registered Nurse* | 00070955 | 0.2 | 21,549 | 21,549 | - |
| *Per Diem CMC Registered Nurse* | 00071299 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00072047 | 0.3 | 29,753 | 29,753 | - |
| *Per Diem CMC Registered Nurse* | 00072449 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00072744 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00073027 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00073153 | 0.2 | 14,116 | 14,116 | - |
| *Per Diem CMC Registered Nurse* | 00073154 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00073267 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00073563 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00073677 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00073773 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00074016 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00074126 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00074152 | 0.1 | 3,839 | 3,839 | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Per Diem CMC Registered Nurse* | 00074257 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00074258 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00074400 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Reg Nurse II* | 00074543 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00074718 | 0.2 | 11,553 | 11,553 | - |
| *Per Diem CMC Reg Nurse II* | 00074947 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00074949 | 0.1 | 7,975 | 7,975 | - |
| *Per Diem CMC Reg Nurse II* | 00074951 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00074952 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00074988 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Reg Nurse II* | 00074992 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Reg Nurse II* | 00075012 | 0.0 | 959 | 959 | - |
| *Per Diem CMC Reg Nurse II* | 00075013 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075014 | 0.3 | 23,104 | 23,104 | - |
| *Per Diem CMC Reg Nurse II* | 00075017 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075050 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Reg Nurse II* | 00075067 | 0.3 | 27,240 | 27,240 | - |
| *Per Diem CMC Reg Nurse II* | 00075127 | 0.0 | 2,880 | 2,880 | - |
| *Per Diem CMC Reg Nurse II* | 00075424 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Reg Nurse II* | 00075437 | 0.1 | 8,380 | 8,380 | - |
| *Per Diem CMC Reg Nurse II* | 00075605 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075611 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075632 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Reg Nurse II* | 00075712 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Reg Nurse II* | 00075733 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075783 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075787 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075789 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075812 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00075885 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00076032 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00076305 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00076650 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00076913 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Reg Nurse II* | 00076922 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00098011 | 0.3 | 23,104 | 23,104 | - |
| *Per Diem CMC Registered Nurse* | 00098012 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00098021 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098035 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00098057 | 0.2 | 15,428 | 15,428 | - |
| *Per Diem CMC Registered Nurse* | 00098061 | 0.1 | 6,487 | 6,487 | - |
| *Per Diem CMC Registered Nurse* | 00098063 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098087 | 0.6 | 52,367 | 52,367 | - |
| *Per Diem CMC Registered Nurse* | 00098120 | 0.1 | 3,839 | 3,839 | - |
| *Per Diem CMC Registered Nurse* | 00098178 | 0.6 | 52,367 | 52,367 | - |
| *Per Diem CMC Registered Nurse* | 00098195 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098200 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098277 | 0.1 | 10,361 | 10,361 | - |
| *Per Diem CMC Registered Nurse* | 00098278 | 0.3 | 27,240 | 27,240 | - |

## ARROWHEAD REGIONAL MEDICAL CENTER

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Per Diem CMC Registered Nurse* | 00098291 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098300 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098302 | 0.1 | 7,713 | 7,713 | - |
| *Per Diem CMC Registered Nurse* | 00098307 | 0.1 | 8,318 | 8,318 | - |
| *Cook III* | 00017443 | 0.5 | 22,270 | 22,270 | - |
| *Cook I* | 00000884 | 0.5 | 14,993 | 14,993 | - |
| *Custodian I* | 00001059 | 0.5 | 18,737 | 18,737 | - |
| *Custodian I* | 00002491 | 0.5 | 18,737 | 18,737 | - |
| *Custodian I* | 00017009 | 0.5 | 19,043 | 19,043 | - |
| *Custodian I* | 00077329 | 0.5 | 18,737 | 18,737 | - |
| *Director of Respiratory Care S* | 00000519 | 1.0 | 82,553 | 82,553 | - |
| *Fiscal Clerk II* | 00005227 | 0.5 | 18,673 | 18,673 | - |
| *Food Service Worker I* | 00002306 | 0.5 | 16,523 | 16,523 | - |
| *Food Service Worker I* | 00016945 | 0.5 | 14,145 | 14,145 | - |
| *Food Service Worker I* | 00016947 | 0.5 | 14,145 | 14,145 | - |
| *Food Service Worker I* | 00016951 | 0.5 | 14,145 | 14,145 | - |
| *Food Service Worker I* | 00074630 | 0.5 | 14,145 | 14,145 | - |
| *Food Service Worker II* | 00004033 | 0.5 | 18,673 | 18,673 | - |
| *Food Service Worker II* | 00005369 | 0.5 | 23,110 | 23,110 | - |
| *Food Service Worker II* | 00005374 | 0.5 | 18,673 | 18,673 | - |
| *Food Service Worker II* | 00074638 | 0.5 | 15,297 | 15,297 | - |
| *Nurse Manager* | 00002476 | 1.0 | 80,639 | 80,639 | - |
| *Nurse Manager* | 00011438 | 1.0 | 80,639 | 80,639 | - |
| *Hospital Services Worker* | 00070488 | 1.0 | 26,418 | 26,418 | - |
| *Hospital Services Worker* | 00070489 | 1.0 | 26,418 | 26,418 | - |
| *Laboratory Assistant* | 00003406 | 1.1 | 36,923 | 36,923 | - |
| *Laboratory Assistant* | 00011178 | 1.0 | 37,165 | 37,165 | - |
| *Laboratory Technologist II* | 00006777 | 1.1 | 72,920 | 72,920 | - |
| *Licensed Vocational Nurse II* | 00003613 | 1.0 | 48,399 | 48,399 | - |
| *Licensed Vocational Nurse II* | 00017497 | 1.0 | 41,038 | 41,038 | - |
| *Medical Center Bldg Maint Supt* | 00002603 | 1.0 | 68,920 | 68,920 | - |
| *Nursing Program Coordinator* | 00011248 | 1.0 | 72,011 | 72,011 | - |
| *Nurse Supervisor* | 00011172 | 1.1 | 112,191 | 112,191 | - |
| *Nurse Supervisor* | 00099108 | 0.2 | 14,851 | 14,851 | - |
| *Nurse Educator* | 00070203 | 1.0 | 72,011 | 72,011 | - |
| *RegisteredCardioPulmonaryNurse* | 00076841 | 1.0 | 72,463 | 72,463 | - |
| *RegisteredCardioPulmonaryNurse* | 00076842 | 1.0 | 72,463 | 72,463 | - |
| *RegisteredCardioPulmonaryNurse* | 00076843 | 1.0 | 72,463 | 72,463 | - |
| *RegisteredCardioPulmonaryNurse* | 00076844 | 1.0 | 72,463 | 72,463 | - |
| *RegisteredCardioPulmonaryNurse* | 00076845 | 1.0 | 72,463 | 72,463 | - |
| *Nursing Attendant* | 00073895 | 0.5 | 15,589 | 15,589 | - |
| *Nursing Attendant* | 00073897 | 0.5 | 17,965 | 17,965 | - |
| *Nursing Attendant* | 00074297 | 0.1 | 2,189 | 2,189 | - |
| *Nursing Attendant* | 00075253 | 0.1 | 1,089 | 1,089 | - |
| *Occupational Therapist I* | 00006716 | 1.0 | 72,010 | 72,010 | - |
| *Occupational Therapist I* | 00009229 | 1.0 | 72,010 | 72,010 | - |
| *Occupational Therapist I* | 00075723 | 1.0 | 72,010 | 72,010 | - |
| *Surgical Technician* | 00003641 | 1.0 | 46,153 | 46,153 | - |
| *Surgical Technician* | 00074083 | 0.0 | 340 | 340 | - |
| *Phlebotomist* | 00075344 | 0.0 | 293 | 293 | - |
| *Phlebotomist* | 00075347 | 0.0 | 337 | 337 | - |
| *Phlebotomist* | 00077345 | 1.0 | 32,753 | 32,753 | - |
| *Phlebotomist* | 00077346 | 1.0 | 32,753 | 32,753 | - |
| *Phlebotomist* | 00077347 | 1.0 | 32,753 | 32,753 | - |
| *Phlebotomist* | 00077348 | 1.0 | 32,753 | 32,753 | - |
| *Phlebotomist* | 00077349 | 1.0 | 32,753 | 32,753 | - |
| *Phlebotomist* | 00077350 | 1.0 | 32,753 | 32,753 | - |

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Supervising Phlebotomist* | 00003395 | 1.1 | 42,911 | 42,911 | - |
| *Registered Nurse II-ARMC* | 00003794 | 1.1 | 95,985 | 95,985 | - |
| *Registered Nurse II-ARMC* | 00004165 | 1.1 | 83,859 | 83,859 | - |
| *Registered Nurse II-ARMC* | 00004279 | 1.1 | 76,728 | 76,728 | - |
| *Registered Nurse II-ARMC* | 00004390 | 1.1 | 90,845 | 90,845 | - |
| *Registered Nurse II-ARMC* | 00007679 | 1.1 | 75,154 | 75,154 | - |
| *Registered Nurse II-ARMC* | 00009678 | 1.1 | 72,841 | 72,841 | - |
| *Registered Nurse II-ARMC* | 00009693 | 1.1 | 90,845 | 90,845 | - |
| *Registered Nurse II-ARMC* | 00010517 | 1.1 | 68,023 | 68,023 | - |
| *Registered Nurse II-ARMC* | 00010519 | 0.8 | 59,146 | 59,146 | - |
| *Registered Nurse II-ARMC* | 00011239 | 1.0 | 86,158 | 86,158 | - |
| *Registered Nurse II-ARMC* | 00011242 | 1.0 | 86,158 | 86,158 | - |
| *Registered Nurse II-ARMC* | 00016658 | 1.1 | 90,845 | 90,845 | - |
| *Registered Nurse II-ARMC* | 00017299 | 1.0 | 86,158 | 86,158 | - |
| *Registered Nurse II-ARMC* | 00017315 | 0.5 | 43,545 | 43,545 | - |
| *Registered Nurse II-ARMC* | 00077152 | 1.1 | 94,365 | 94,365 | - |
| *Registered Nurse II-ARMC* | 00077153 | 1.0 | 72,463 | 72,463 | - |
| *Registered Nurse II-ARMC* | 00077161 | 1.1 | 95,985 | 95,985 | - |
| *Registered Nurse II-ARMC* | 00077168 | 1.0 | 79,594 | 79,594 | - |
| *Registered Nurse II-ARMC* | 00077169 | 1.1 | 81,547 | 81,547 | - |
| *Registered Nurse II-ARMC* | 00077170 | 1.1 | 83,859 | 83,859 | - |
| *Registered Nurse II-ARMC* | 00077171 | 1.1 | 83,859 | 83,859 | - |
| *Registered Nurse II-ARMC* | 00077172 | 1.1 | 83,859 | 83,859 | - |
| *Registered Nurse II-ARMC* | 00077178 | 0.5 | 38,984 | 38,984 | - |
| *Security Technician I* | 00077320 | 0.5 | 17,921 | 17,921 | - |
| *Security Technician I* | 00077321 | 0.5 | 17,921 | 17,921 | - |
| *Social Service Practitioner* | 00006029 | 1.0 | 63,449 | 63,449 | - |
| *Student Nurse* | 00070339 | 1.0 | 21,861 | 21,861 | - |
| *Student Nurse* | 00072654 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072777 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072783 | 0.1 | 2,474 | 2,474 | - |
| *Student Nurse* | 00072785 | 0.1 | 1,361 | 1,361 | - |
| *Student Nurse* | 00072787 | 0.1 | 1,644 | 1,644 | - |
| *Student Nurse* | 00072794 | 1.0 | 24,095 | 24,095 | - |
| *Student Nurse* | 00072817 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072829 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00072830 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00072831 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00072864 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072865 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072904 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072943 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00072978 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00073037 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00073063 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00073148 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00073155 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00073201 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00073205 | 0.1 | 2,244 | 2,244 | - |
| *Student Nurse* | 00073298 | 0.2 | 4,377 | 4,377 | - |
| *Student Nurse* | 00073682 | 0.1 | 2,189 | 2,189 | - |

**ARROWHEAD REGIONAL MEDICAL CENTER**

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Rev Over/ (Under) |
|---|---|---|---|---|---|
| *Student Nurse* | 00074259 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00074260 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00074274 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00074275 | 0.1 | 1,201 | 1,201 | - |
| *Student Nurse* | 00074685 | 0.2 | 4,377 | 4,377 | - |
| *Student Nurse* | 00074934 | 1.0 | 21,861 | 21,861 | - |
| *Student Nurse* | 00075216 | 0.2 | 3,277 | 3,277 | - |
| *Student Nurse* | 00075328 | 0.1 | 1,201 | 1,201 | - |
| *Student Nurse* | 00075816 | 0.2 | 3,612 | 3,612 | - |
| *Student Nurse* | 00075827 | 0.2 | 3,277 | 3,277 | - |
| *Student Nurse* | 00075923 | 0.2 | 3,277 | 3,277 | - |
| *Student Nurse* | 00076566 | 0.5 | 11,209 | 11,209 | - |
| *Student Nurse* | 00076896 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00076900 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00076910 | 0.1 | 2,189 | 2,189 | - |
| *Student Nurse* | 00076923 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00090323 | 0.1 | 2,411 | 2,411 | - |
| *Student Nurse* | 00090334 | 0.1 | 1,089 | 1,089 | - |
| *Student Nurse* | 00090335 | 0.1 | 1,089 | 1,089 | - |
| *Ward Clerk* | 00009219 | 1.0 | 35,866 | 35,866 | - |
| *Ward Clerk* | 00011212 | 1.0 | 32,718 | 32,718 | - |
| *Ward Clerk* | 00075252 | 0.5 | 11,768 | 11,768 | - |
| *Ward Clerk* | 00092214 | 0.5 | 11,768 | 11,768 | - |
| *Cont Medi-Cal Specialist* | 00075930 | 1.0 | 64,199 | 64,199 | - |
| *Cont CMC Resp Care Prac II ** | 00023013 | 0.1 | 6,648 | 6,648 | - |
| *Cont CMC Resp Care Prac II ** | 00023017 | 0.1 | 6,648 | 6,648 | - |
| *Cont CMC Resp Care Prac II ** | 00023021 | 0.5 | 26,862 | 26,862 | - |
| *Cont CMC Home Health Reg Nurse* | 00022713 | 0.2 | 20,103 | 20,103 | - |
| *Cont CMC Home Health Reg Nurse* | 00022716 | 0.2 | 20,103 | 20,103 | - |
| *Cont CMC Home Health Reg Nurse* | 00022717 | 0.2 | 20,103 | 20,103 | - |
| *Cont CMC Home Health Reg Nurse* | 00022720 | 0.2 | 20,103 | 20,103 | - |
| Total in Recruitment Retain | | 96.0 | 5,613,201 | 5,613,201 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**ARROWHEAD REGIONAL MEDICAL CENTER**

## POLICY DESCRIPTION FORM

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR

**Title:** Restoration of 293 Positions Within 15 Classifications – Nursing/Patient Care

**PRIORITY:** Rank 1 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 5,205,469 | $ 5,720,016 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Assistant Nurse Manager | 39,890 |
| 0,5 | Resident III | 19,599 |
| 4.5 | Resident V | 86,373 |
| 1.0 | Cont OB/GYN Fellow/Resident | 58,095 |
| 4.4 | License Vocational Nurse II | 181,302 |
| 9.11 | Mental Health Nurse II | 681,486 |
| 17.55 | Nurse Attendants | 546,772 |
| 1.05 | Nurse Supervisor | 112,191 |
| 1.01 | Nurse Epidemiologist | 95,633 |
| 0.05 | Per Diem Registered Nurse I | 3,512 |
| 16.03 | Per Diem Registered Nurse II | 1,335,063 |
| 4.0 | Psychiatric Technician | 180,621 |
| 18.9 | Registered Nurse II | 1,477,489 |
| 6.62 | Student Nurse | 147,416 |
| 2.4 | Cont Home Health Registered Nurse | 240,027 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 5,205,469 | $ 5,720,016 |
| **REVENUE (specify source)** | | |
| **Patient Care** | 5,205,469 | 5,720,016 |
| | | |
| | | |
| **Total:** | $ 5,205,469 | $ 5,720,016 |
| **LOCAL COST** | $ 0 | $ 0 |

**Policy Item #1 of 11 - Restoration of 293 Within 15 Classifications – Nursing/Patient Care**

**Nursing/Patient Care – the state has issued a mandate, pursuant to AB 394, requiring minimum nurse to patient staffing ratios. These ratios range from 1:1 in the Trauma Unit to 1:6 in the Behavioral Health/Psychiatric Units. When the hospital is audited by the regulatory agencies, we must demonstrate we are in compliance with not only staff ratios, but all regulatory requirements. Due to the nursing shortage and turnover, vacant positions are not easily filled and retained.**

**Should the hospital fail to comply, the potential penalties are severe fines and/or removal of licensure, as well as closure. ARMC is the only Burn Care Trauma Center in San Bernardino County.**

**<u>LVNs and Clinic Assistants</u>**
**Provide patient care support to the hospital floors, Behavioral Health Unit, and Ambulatory/Outpatient Care operations. Specifically they perform duties and provide care that does not require formal Registered Nursing assessment skills. Care can be provided to patients, under nursing supervision at a more cost-effective rate by these positions, and thus allow ARMC to assign licensed Registered Nurses to more critical areas requiring RN assessment and medication delivery.**

**<u>Contract Home Health Registered Nurses</u>**
**Provide off site home health nursing care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide nursing care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patients' homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.**

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR

**Title:** Restoration of 76 Positions Within 27 Classifications – Patient Support

**PRIORITY:** Rank 2 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 1,986,318 | $ 2,184,949 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.9 | Burn Care Tech | 28,923 |
| 8.08 | Clinic Assistant | 263,539 |
| 1.0 | Clinical Biochemist | 96,815 |
| 1.5 | Clinical Therapist I | 102,995 |
| .05 | Con Home Health Reg Therapist | 5,623 |
| 0.03 | Cont CMC Nuclear Med Tech On C | 1,518 |
| 0.25 | Con Physical Therapist 0-18 | 18,690 |
| 2,3 | Con Respiratory Care Therapist | 152,521 |
| 0.3 | Cont Spec Procedures Rad Tech | 18,824 |
| 0.25 | Cont PT Speech Therapist 36+ | 18,605 |
| 0.5 | Home Health Aid | 11,209 |
| 1.0 | Hospital Services Worker | 26,418 |
| 0.8 | Laboratory Assistant | 19,270 |
| 2.0 | Laboratory Tech | 131,850 |
| 2.0 | Occupational Therapy Asst. | 118,076 |
| 1.09 | Occupational Therapist Supervisor | 80,554 |
| .04 | Phlebotomist | 1,172 |
| 0.2 | Phlebotomist Trainee | 4,274 |
| 2.0 | Physical Therapist Aide | 72,496 |
| 0.5 | Physical Therapist I | 27,641 |
| 6.3 | Respiratory Care Practioner | 447,498 |
| 1.0 | Social Services Practioner | 63,510 |
| 1.0 | Special Procedures Rad Tech | 72,034 |
| 2.0 | Sterile Processing Tech I | 67,384 |
| 1.0 | Sterile Processing Tech II | 33,389 |
| 1.0 | Surgical Technician | 37,016 |
| 1.0 | Ultrasound Tech | 64,464 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 1,986,318 | $ 2,184,949 |
| **REVENUE (specify source)** | | |
| **Patient Services** | 1,986,318 | 2,184,949 |
| **Total:** | $ 1,986,318 | $ 2,184,949 |
| **LOCAL COST** | $ 0 | $ 0 |

**Policy Item #2 of 11 - Restoration of 76 Within 27 Classification – Patient Support**

Patient Support Services – the positions listed provide vital patient care to the hospital. Each classification has specific duties and priorities related to patient care including staff support and unit functions. By not restoring these positions, the hospital will be facd with a potential inability to provide quality patient care and maintain the state mandated staff to patient ratios.

The hospital is governed by several regulatory agencies that are at liberty to survey the hospital at any time. These positions are assigned to all 3 shifts and provide critical support to all medical staff, including physicians.

In order to meet regulatory requirements, these positions are responsible to ensure that physicians' orders are processed, laboratory tests are completed, nutritional assessments are conducted, pharmacy orders are completed, rehabilitation services are ordered, and advance directive information is communicated to patients.

Sterile Processing Technicians
Provide essential sterilization and decontamination of instruments used in daily patient care procedures. They also inspect, test, sort, assemble, package, distribute and collect a variety of reusable medical and surgical equipment, instrumentation and supplies; and fill inpatient and outpatient prescriptions (doctor's orders) for medical supplies and equipment. In 1999, the workload increased by 50% and required the department to operate three shifts instead of two.

Phlebotomist and Laboratory Technologists
The department had been using PSE and extra help Phlebotomy positions. The department requested 6 regular Phlebotomy positions in the 2002-03 budget to replace a number of extra help Phlebotomist positions working full-time plus overtime. Without the collection of blood specimens from patients, physicians will not be able to assess, determine diagnoses and deliver patient care. Laboratory Technologists run a variety of tests (hematology, chemistry, blood bank, bacteriology, and serology) on patient specimens to assist the medical staff in determining patient diagnoses and deliver appropriate patient care.

Clinical Bio-Chemist
This unique clinical function is vital for the clinical chemistry section of the laboratory. As the resident expert, the position develops all new procedures in chemistry, instructs Laboratory Technologists in clinical chemistry theory, and maintains and develops complex quality control in chemistry. The incumbent in that position has retired and currently occupies a part-time extra help position (#73522) while we attempt to recruit to get a replacement for the incumbent position, it has been determined to be extremely difficult and we continue our search.

Contract Home Health Therapists
Provide off site home health care to those patients no longer in need of hospital care. These positions manage a patient caseload and provide therapist care in accordance with State and Federally mandated Home Health Care regulatory and reimbursement requirements. Employees drive to patient's homes in San Bernardino, West End (Rancho Cucamonga, Ontario), and desert areas (Victorville, Hesperia, Lucerne Valley, and Adelanto). This allows the hospital to see more critically ill patients.

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** Restoration of 17 Positions Within 1 Classification – Ward Clerks

**PRIORITY:** Rank 3 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Ward Clerks - Positions are assigned to all three shifts and provide critical support to all medical staff, including physicians, on an assigned unit. These positions input physicians' orders such as for laboratory testing, nutritional assessment orders, prescription orders, rehabilitation service orders, consultations, and advanced directive information. The Ward Clerk receives and records results of tests and other orders; notifies medical staff of changes in medical records; registers patients; assembles and maintains patient charts; and prepares and maintains related medical records, forms, logs, requests, notifications and reports. With medical staff dedicated to providing hands on patient care and assessment, Ward Clerks are essential. Without these positions, patient care will be compromised as orders will not be processed and vital patient information not maintained.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 366,455 | $ 403,101 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 11.9 | Ward Clerk | 366,455 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 366,455 | $ 403,101 |

| | | |
|---|---|---|
| **REVENUE (specify source)** | | |
| Patient Services | 366,455 | 403,101 |
| | | |
| Total: | $ 366,455 | $ 403,101 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** Restoration of 11 positions within 6 classifications - Nutritional Services

**PRIORITY:** Rank 4 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 302,657 | $ 332,923 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Cook I | $ 14,993 |
| 3.6 | Food Service Worker I | 103,884 |
| 1.0 | Food Service Worker II | 30,230 |
| 1.0 | Dietary Services Spv | 41,038 |
| 1.0 | Dietary Technician | 43,659 |
| 1.0 | Dietitian | 68,853 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 302,657 | $ 332,923 |

| | | |
|---|---|---|
| **REVENUE (specify source)** | | |
| Patient Services | 302,657 | 332,923 |
| | | |
| | | |
| Total: | $ 302,657 | $ 332,923 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**Policy Item #4 of 11 - Restoration of 11 positions within 6 classification – Nutritional Services**

Nutrition – Nutritional Services has recently experienced a significant reduction in staffing due to the newly construction West Valley Juvenile Detention Center. They have recruited several of our experienced employees and we have been forced to utilize temporary or Public Service Employees to replace staff. The department is currently 28 employees short and running on a skeleton crew. This staff is critical to preparing patient meals as well as operate the hospital cafeteria for visitors and staff on three shifts 24/7.

In addition, Nutrition Services received a deficiency from the Department of Health Services in November 2002, for violation of sanitary issues and timely nutritional assessments.

Nutrition Services is surveyed by regulatory agencies on a regular basis to ensure the hospital passes proper health and safety codes and to continue to participate in Federally funded programs such as Medicare and Medi-Cal.

Dietitian and Dietetic Technician - With the 2001 Neonatal Intensive Care Unit certification with the State of California, Dietitians are required to assess the nutritional needs of neonates in order for the hospital to maintain California certification. Dietitians perform nutritional assessments and physician ordered consultations within State regulated guidelines. The census and volume on both the inpatient and outpatient side have increased, and services have been added that require nutritional consults and/or education. There has been an increased demand in programs such as, pediatric clinic, cystic fibrosis clinic, Women's Health, Heart Healthy, Weight Management, diabetes classes and individual nutrition education/counseling. The acuity level of ARMC's inpatients is very high given the amount of trauma, burn, surgery and number of patients on specialized nutritional support. Failure to retain these positions will result in not meeting mandated patient care standards, and ultimately compromise patient care. These positions are considered difficult to recruit and in high demand statewide.

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** **Arrowhead Regional Medical Center** **Budget Code:** **EAD MCR**
**Title:** **Restoration of 8 positions within 1 classification Accredited Records Technicians**

**PRIORITY:** Rank 5 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Accredited Records Technician – These positions are critical to the cash flow of ARMC through timely coding of patient visits and meeting billing deadlines. There is significant risk to ARMC should the coding be performed by other than certified professional coders. The risk of miscoding and/or going beyond the OSHPD state deadline is a penalty of $100.00 per day for each day we go beyond the deadline. The hospital recently spent $150,000.00 on contract coders in order to meet our last Office of Statewide Health Planning and Development (OSHPD) deadline. These positions are extremely difficult to recruit for due to certification requirements.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 236,746 | $ 260,420 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 4.59 | Accr Records Tech | $ 236,746 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 236,746 | $ 260,420 |
| **REVENUE (specify source)** | | |
| Patient Services | 236,746 | 260,420 |
| | | |
| | | |
| Total: | $ 236,746 | $ 260,420 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** Restoration of 8 positions within 4 classifications

**PRIORITY:** Rank 6 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Information Systems – The positions included in this list are critical to the on-going efforts to upgrade the Meditech Computerized system hospital wide. Information Systems Section does not anticipate filling them until after the beginning of the new fiscal year when enhancements and upgrades will be brought to a live status. These positions will be necessary to support the 24/7 operation including nights, holidays and weekends which are currently being done by public service employees.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 368,274 | $ 405,101 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Sup Auto Sys Analyst | 58,980 |
| 0.5 | Bus Systems Analyst III | 32,415 |
| 4.0 | Auto System Tech | 186,076 |
| 1.0 | Bus Applications Mgr | 90,803 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 368,274 | $ 405,101 |
| **REVENUE (specify source)** | | |
| Patient Services | 368,274 | 405,101 |
| | | |
| | | |
| Total: | $ 368,274 | $ 405,101 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** Restoration of 15 positions within 3 classifications - Environmental Services

**PRIORITY:** Rank 7 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Environmental Services – EVS recently hired a new manager for the custodial and housing keeping efforts of the hospital. Since his time with the hospital, he has had an opportunity to evaluate staffing needs. In September 2002, he received authority to fill twelve custodial positions. Storekeeper positions are critical in ensuring proper supply availability in patient care areas.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 301,728 | $ 331,901 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 6.0 | Custodian I | $ 224,382 |
| 1.0 | Custodian II | 44,262 |
| 1.0 | Storekeeper | 33,084 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 301,728 | $ 331,901 |
| **REVENUE (specify source)** | | |
| Patient Services | 301,728 | 331,901 |
| | | |
| | | |
| Total: | $ 301,728 | $ 331,901 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** Restoration of 1 positions within 1 classifications - Facilities Management

**PRIORITY:** Rank 8 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Facilities Management - The maintenance superintendent recruitment recently closed. The maintenance supervisor position has been vacant for 7 months due to employee illness. The newly hired superintendent will select the supervisor. We are currently having other staff perform those duties and compensating SAC pay and overtime to do so until we can complete the recruitment. This position is critical to maintaining the hospitals' infrastructure including heating and air conditioning units as well as monitoring telemetry equipment which keeps our generators going, and maintaining life support equipment in operating order.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 61,685 | $ 67,854 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Maintenance Supv | $ 61,685 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 61,685 | $ 67,854 |
| **REVENUE (specify source)** | | |
| Patient Services | 61,685 | 67,854 |
| | | |
| | | |
| Total: | $ 61,685 | $ 67,854 |
| LOCAL COST | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR

**Title:** Restoration of 50 Positions Within 12 Classifications – Patient Support Clerical

**PRIORITY:** Rank 9 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Patient Support – Clerical – the positions listed below are critical to provide support to patient services departments and staff. These individuals open and close patient accounts, ensure proper billing paperwork is prepared, in process patients, complete necessary paperwork. In addition, they provide doctor ordered 1:1 patient observation to ensure safety of patients, etc. Currently Public Service Employees are conducting these duties.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 1,394,525 | $ 1,533,978 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 3.5 | Clerk III | 124,575 |
| 0.5 | Chief Clerk | 22,460 |
| 18.25 | Clerk II | 605,637 |
| 2.0 | Fiscal Clerk III | 82,006 |
| 1.0 | Clerk IV | 39,630 |
| 3.0 | Medical Transcriber | 123,009 |
| 1.0 | Medical Transcriber Supervisor | 44,559 |
| 0.5 | Public Information Clerk | 16,542 |
| 2.5 | Secretary I | 112,440 |
| 2.0 | Staff Analyst II | 126,505 |
| 2.0 | Utilization Review Technician | 80,303 |
| 0.5 | Fiscal Clerk I | 16,859 |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 1,394,525 | $ 1,533,978 |
| **REVENUE (specify source)** | | |
| Patient Services | 1,394,525 | 1,533,978 |
| | | |
| **Total:** | $ 1,394,525 | $ 1,533,978 |
| **LOCAL COST** | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** **Arrowhead Regional Medical Center** **Budget Code:** **EAD MCR**
**Title:** **Restoration of 1 positions within 1 classification - Compliance and Ethics**

**PRIORITY:** Rank 10 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

Compliance & Ethics - The Compliance Instructor position is essential in bringing the Compliance & Ethics Program to the next level at ARMC. This person will maintain the Ethics Hotline and be the primary educator for mandatory staff Ethics training at time of hire and annually, and will be an integral part of conducting necessary investigations. The ultimate goal is to educate all workforce (including contract positions) about the importance of compliance & ethics to ARMC by understanding the impact of regulatory compliance to each position in the organization. It is also one of the 7 elements of a compliance program required by the Office of Inspector General (OIG).

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 78,729 | $ 86,602 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Contract Compliance Educator | 78,729 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ 78,729 | $ 86,602 |
| **REVENUE (specify source)** | | | |
| **Patient Services** | | 78,729 | 86,602 |
| | | | |
| | | | |
| | **Total:** | $ 78,729 | $ 86,602 |
| | **LOCAL COST** | $ 0 | $ 0 |

**ARROWHEAD REGIONAL MEDICAL CENTER**

**POLICY DESCRIPTION FORM**

**Department/Group:** Arrowhead Regional Medical Center **Budget Code:** EAD MCR
**Title:** New Position request - 10 Community Options positions

**PRIORITY:** Rank 11 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**General Services Aide - Community Options - On January 2003, the Board of Supervisors approved the creation of General Services Aide. ARMC currently employs Public Service Employees placed via the Community Options Program. This program is an employment partnership with developmentally disabled employees placed in our facility performing very specific tasks such as assisting custodians with cleaning elevators, assisting the cook in food prep, maintaining cleanliness of waiting rooms, etc.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 17,631 | $ 19,394 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Community Options | $ 17,631 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 17,631 | $ 19,394 |
| **REVENUE (specify source)** | | |
| Patient Services | 17,631 | 19,394 |
| | | |
| | | |
| Total: | $ 17,631 | $ 19,394 |
| LOCAL COST | $ 0 | $ 0 |

## BUDGET UNIT: TELEMEDICINE (RMT MCR)

### I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established this fund in 2001-02 to facilitate the transfer of Telemedicine Federal Grant funds to the County, as required by the U.S. Department of Health and Human Services. Funds were provided to assist ARMC in purchasing equipment needed to offer telemedicine services.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 1,264,031 | 100,000 | 1,050 | - |
| Total Revenue | 1,265,059 | 98,972 | 22 | - |
| Fund Balance | | 1,028 | | - |

The grant has ended; no revenue was received in 2002-03 because all the revenue for the grant was received in 2001-02 and the $100,000 budgeted in 2002-03 was an over estimation. The grant revenues reimbursed the Medical Center for the program's implementation costs, including equipment. Currently, the Medical Center provides Telemedicine services to its patients and bills the corresponding payors accordingly. This operational revenue is accounted for in the ARMC budget.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Close out fund.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
**FUND:** Special Revenue RMT MCR

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Operating Transfer Out | 1,050 | 100,000 | - | - | 100,000 |
| Total Requirements | 1,050 | 100,000 | - | - | 100,000 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 22 | 98,972 | - | - | 98,972 |
| Total Revenue | 22 | 98,972 | - | - | 98,972 |
| Fund Balance | 1,028 | 1,028 | - | - | 1,028 |

**GROUP:** Human Services System
**DEPARTMENT:** Arrowhead Regional Medical Ctr - Telemedicine Fed Grant
**FUND:** Special Revenue RMT MCR

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Hospital Care

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2002-03 Recommended Budget |
| **Appropriation** | | | | | | | |
| Operating Transfer Out | 100,000 | (100,000) | - | - | - | - | - |
| Total Requirements | 100,000 | (100,000) | - | - | - | - | - |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 98,972 | (98,972) | - | - | - | - | - |
| Total Revenue | 98,972 | (98,972) | - | - | - | - | - |
| Fund Balance | 1,028 | (1,028) | - | - | - | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Operating Transfers Out | (100,000) | Fund closed. |
| Total Requirements | (100,000) | |
| Revenue | | |
| State, Fed or Gov't Aid | (98,972) | Fund closed. |
| Total Revenue | (98,972) | |
| Fund Balance | (1,028) | |

**BUDGET UNIT: TOBACCO TAX (RGA THROUGH RGR)**

## I. GENERAL PROGRAM STATEMENT

The Arrowhead Regional Medical Center established these funds in 1989-1990 to facilitate the transfer of Tobacco Tax funds to the County hospital, Non-County hospitals and Physicians, as required by the State Department of Health Services. The funds will then be disbursed per guidelines established by the state. There is no staffing associated with this budget unit.

These funds are allocated by the state to county hospitals, non-county hospitals, and physicians to partially reimburse them for uncompensated medical services. ARMC is projected to net approximately $2.78 million from this revenue source in 2003-04, and will transfer the balance to area hospitals in accordance with the prescribed distribution formula.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 2,194,832 | 5,598,797 | 4,456,462 | 4,848,614 |
| Total Financing Sources | 1,711,201 | 4,791,542 | 4,456,462 | 4,041,359 |
| Fund Balance | | 807,255 | | 807,255 |

The distribution schedule for these funds is three months behind. Currently, the Medical Center receives nine months of this year's allocation plus three months of the previous year allocation. The estimated revenue for 2002-03 is down since the Medical Center budgeted for fifteen months worth of revenue but will only receive revenue for a twelve-month period.

The 2002-03 estimated revenue is based on the state's allocation letter received by the Medical Center. The department's request for 2003-04 assumes a decrease in revenues, consistent with recent trends for receipt of revenue from taxes imposed on tobacco products.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The state continues to reduce the amount distributed to counties for Tobacco Tax and has eliminated entirely the amount paid to physicians. These funds may be reduced even more in the future with the pending state budget crisis.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Arrowhead Regional Medical Ctr - Tobacco Tax
**FUND:** Special Revenue RGA through RGR

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 4,456,462 | 5,576,367 | - | - | 5,576,367 |
| Total Appropriation | 4,456,462 | 5,576,367 | - | - | 5,576,367 |
| Operating Transfers Out | - | 22,430 | - | - | 22,430 |
| Total Requirements | 4,456,462 | 5,598,797 | - | - | 5,598,797 |
| **Revenue** | | | | | |
| Use of Money & Prop | 120,636 | 102,122 | - | - | 102,122 |
| State, Fed or Gov't Aid | 4,335,826 | 4,666,990 | - | - | 4,666,990 |
| Total Revenue | 4,456,462 | 4,769,112 | - | - | 4,769,112 |
| Operating Transfers In | - | 22,430 | - | - | 22,430 |
| Total Financing Sources | 4,456,462 | 4,791,542 | - | - | 4,791,542 |
| Fund Balance | | 807,255 | - | - | 807,255 |

**GROUP:** Human Services System
**DEPARTMENT:** Arrowhead Regional Medical Ctr - Tobacco Tax
**FUND:** Special Revenue RGA through RGR

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | 2003-04 Proposed Budget | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 5,576,367 | (727,753) | 4,848,614 | - | **4,848,614** | - | 4,848,614 |
| Total Appropriation | 5,576,367 | (727,753) | 4,848,614 | - | **4,848,614** | - | 4,848,614 |
| Operating Transfers Out | 22,430 | (22,430) | - | - | **-** | - | - |
| Total Requirements | 5,598,797 | (750,183) | 4,848,614 | - | **4,848,614** | - | 4,848,614 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 102,122 | 42,878 | 145,000 | - | **145,000** | - | 145,000 |
| State, Fed or Gov't Aid | 4,666,990 | (770,631) | 3,896,359 | - | **3,896,359** | - | 3,896,359 |
| Total Revenue | 4,769,112 | (727,753) | 4,041,359 | - | **4,041,359** | - | 4,041,359 |
| Operating Transfers In | 22,430 | (22,430) | - | - | **-** | - | - |
| Total Financing Sources | 4,791,542 | (750,183) | 4,041,359 | - | **4,041,359** | - | 4,041,359 |
| Fund Balance | 807,255 | - | 807,255 | - | **807,255** | - | 807,255 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services & Supplies | (727,753) | Twelve months budgeted, only nine months from current year, three months from prior year. |
| Operating Transfers Out | (22,430) | Eliminate transfer among funds used to correct fund balances. |
| Total Requirements | (750,183) | |
| Revenue | | |
| Use of Money & Prop. | 42,878 | Increase in interest. |
| State, Fed or Gov't Aid | (770,631) | Twelve months budgeted, only nine months from current year, three months from prior year. |
| Other Financing | (22,430) | Eliminate transfer among funds used to correct fund balances. |
| Total Revenue | (750,183) | |
| Fund Balance | - | |

## OVERVIEW OF BUDGET

**DEPARTMENT: BEHAVIORAL HEALTH**
**DIRECTOR: RUDY G. LOPEZ**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Local Cost | Fund Balance | Staffing |
| Behavioral Health | 121,398,270 | 119,555,517 | 1,842,753 | - | 688.0 |
| Alcohol & Drug | 20,063,339 | 19,913,881 | 149,458 | - | 91.5 |
| Special Patient | 3,800 | 3,800 | | - | - |
| Total | 141,465,409 | 139,473,198 | 1,992,211 | - | 779.5 |

**BUDGET UNIT: BEHAVIORAL HEALTH (AAA MLH)**

## I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health (DBH) is responsible for providing mental health services to county residents who are either unable to afford treatment or do not live in proximity to private services. Treatment is provided to all age groups, with primary emphasis placed on treating children, families and chronically mentally ill adults (in that priority). Services are delivered throughout the county via a network of department operated clinics, community based contract providers (residential and psychiatric skilled nursing facilities and acute hospitals), public schools and other community based settings. Services include: information and referrals, community outreach, client self-help and support groups, a variety of children's programs, mentally ill homeless program, employment services, case management, crisis and transitional residential assistance, augmented board and care placements, conservatorship services, supportive housing services and client transportation assistance. The department also operates as a training setting by administering various internship programs and offering continuing education for licensed department and contractor staff.

Mental health services are principally funded by realignment funds generated from state sales tax and vehicle license fees (56%), state revenues (18%) and federal revenue (23%). The remaining three percent of revenue sources are insurance/patient fees and other miscellaneous revenue. In addition, the county must fund the required realignment revenue maintenance of effort (MOE). The department's local cost of $1,842,753 finances the required MOE.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 94,992,130 | 113,215,605 | 118,700,131 | 121,398,270 |
| Total Revenue | 93,149,377 | 111,372,852 | 116,857,378 | 119,555,517 |
| Local Cost | 1,842,753 | 1,842,753 | 1,842,753 | 1,842,753 |
| Budgeted Staffing | | 734.1 | | 688.0 |
| **Workload Indicators** | | | | |
| Inpatient Days | 43,550 | 43,625 | - | - |
| Habilitative Day Treatment Days | 57,884 | 54,000 | | - |
| Outpatient Service Hours | 540,779 | 517,854 | - | - |
| Residential Days | 109,597 | 117,000 | - | - |
| Unduplicated Clients | 34,014 | 32,140 | - | - |
| Managed Care Autho/Reviews/Claims | 35,804 | 32,848 | - | - |
| ***Direct Billable Hours:*** | | | | |
| CLINIC | 185,996 | | 193,099 | 202,754 |
| CONTRACT | 59,402 | | 64,861 | 68,104 |
| Fee For Service | 22,552 | | 23,053 | 24,205 |
| Medical Adminsitrative Activity Hours | 29,987 | | 31,901 | 33,496 |
| Quality Assurance hours | 7,961 | | 8,123 | 8,120 |
| Outreach hours clinic & contract | 69,506 | | 72,402 | 75,764 |
| ***Day Treatment Hours:*** | | | | |
| Habilitative (Clinic and Contract) | 57,884 | | 56,749 | - |
| Intensive | | | - | 20,800 |

Significant variances between estimated and budget for 2002-03 existed in contract agency costs, state hospital costs and state aid.

The ARMC contract was re-negotiated which translated into an additional cost of $5.0 million for 2002-03; increased rates more accurately reflect the cost for providing treatment at ARMC. The 2003-04 cost impact of this rate adjustment is estimated at $5.2 million.

State hospital costs were expected to drop by 50% in the current year due to the anticipated addition of the Assertive Community Treatment (ACT) contract. ACT services enable the consumer to live in lower levels of care at a lower cost to the county. However, due to a lengthy RFP process, the ACT contract was not in place until mid-year and as a result the state hospital bed usage remained the same. The ACT contract provides services to mentally ill consumers who are high users of emergency and inpatient psychiatric services and those at risk of needing such care. DBH is actively trying to transition patients away from the higher-level setting and the 2003-04 budget reflects the anticipated change.

The 2002-03 budget included state aid for AB3632, SB90 and full Children's System of Care (CSOC) funding. AB3632 is a state mandated program for services to special education pupils (SEP) and state revenue of $721,688 was included in the 2002-03 budget for this program. Additional funds of $900,000 (primarily for the AB3632 program) were budgeted as SB90 revenue to cover the portion of mandated program costs beyond the budgeted revenue. The SB90 program reimburses the county for unfunded state mandated services. Funding for both these programs was eliminated from the state budget. In addition, half of the funding ($650,000) budgeted for the CSOC program was also eliminated. CSOC provides services to seriously emotionally disturbed children at risk for out of home placement and those children already in placement who are at risk for higher levels of care. In an effort to offset the reduction in funding, the department postponed planned system upgrades ($900,000). Realignment revenue will be used to backfill the remaining revenue losses.

Workload indicators have been changed to better reflect the activity of department staff. With regionalization in the department and a move towards the Recovery Model, the existing workload indicators did not provide a tool that could be used to measure outcomes. The department is moving away from Day Treatment Habilitative services and focusing more on providing Intensive Day Treatment. Intensive Day Treatment is designed to prevent hospitalization for high-risk consumers and places an emphasis upon assessment of consumers' activities of daily living and vocational skills, and services targeted at enhancing clients' self-sufficiency and ability to function as members of the community.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing changes include the deletion of 46.1 budgeted vacant and Extra Help positions as part of the Department's plan to reduce use of Realignment funding. The proposed budget also includes an increase of $583,000 to fund an MOU between DBH and the Human Services System (HSS). The MOU provides for 12 HSS positions (which will be retained by HSS) for assignment to DBH clinics. These positions will enable DBH to: expand the centralized employment component to all the regions of the county, assist clients in obtaining health benefits, screen and refer potential clients to needed services.

### PROGRAM CHANGES

The majority of Behavioral Health services are funded with State Realignment revenues. In recent years, appropriations have included a combination of ongoing Realignment funds as well as use of unspent Realignment fund balance. Analysis of projected revenues, as well as use of fund balance over the next two fiscal years, indicated the need to significantly reduce expenditures beginning in 2003-04 rather than attempt to make dramatic cuts in 2004-05. To better align spending with receipt of ongoing Realignment funding, this budget proposes a fiscal "glide path" which spreads cuts over two fiscal years. The 2003-04 Proposed Budget would reduce the Department's reliance upon Realignment funding by approximately $8.0 million.

The department reduced operating costs as part of a two-year plan to decrease use of Realignment fund balance. These cost reductions include a net decrease of $8.5 million in services and supplies expenditures primarily due to a $6.2 million reduction in contracted services to align with 2002-03 service levels. Other reductions include $1.1 million in equipment costs by foregoing office furniture purchases, and suspending the personal computer replenishment program. Expenditures for software were decreased by $1.38 million. Reductions also included the

redesignation of $6.5 million in structure leases and Fee for Service Inpatient payments as Transfers to comply with recent accounting guideline changes (GASB 34). The decreases were partially offset by an increase of $5.2 million in the contract with the Arrowhead Regional Medical Center for inpatient services. Other increases include $1.3 million for medications provided to adult inmates (a cost previously borne by general fund allocation to the Sheriff's Department), $961,000 in COWCAP charges, and $550,000 for anticipated payments to Fee-For-Service providers for outpatient services to indigents in the high desert region.

State, federal and governmental aid reflects a net decrease of $7.5 million. Approximately $3 million in funding for CSOC, AB3632 and SB90 programs was eliminated by the state and $527,000 in state grant funds for the Mentally Ill Offender program was discontinued (the grant program concluded). Other decreases included a $1 million reduction in Medi-Cal FFP and a $7.8 million reduction in use of Realignment funds. These decreases were offset by a $2.5 million increase in EPSDT revenue, and $525,000 in combined increased revenues for Managed Care, Homeless Recovery and Medicare. In addition, $1.8 million was reclassified from other charges to the state, federal and governmental aid category to conform to accounting guidelines.

**OTHER CHANGES**

Other charges include an increase in state hospital costs of $1.3 million. While this reflects an increase, DBH is continuing efforts to transition patients away from the higher-level setting through the previously discussed ACT contract in an effort to contain these costs. Accounting changes to Other Charges resulted in reclassifying $1.8 million in local cost charges to the operating transfers category and $1.8 million in local cost reimbursement (recorded as other charges) to revenue. These were offsetting entries that resulted in no overall change to other charges, but were done to conform to accounting guidelines.

Transfers out increased primarily due to the reclassification of structure leases from the services and supplies category. The reclassification will allow the funds to be transferred to Real Estate Services who will assume the responsibility for disbursing lease payments.

Operating transfers out decreased by $1.4 million. The 2002-03 budget included $6.0 million for the Phoenix construction project and $2.1 million for the Bldg. H Remodel. Since the Phoenix project will be nearly complete in 2002-03, only $400,000 was budgeted for finishing it in 2003-04. Additionally, the Bldg. H project has been delayed, resulting in only half of the project cost being budgeted for 2003-04. These project revisions resulted in a net reduction to operating transfers of $6.7 million. The decrease was partially offset by the reclassification of Inpatient Fee-For-Service Managed Care payments of $3.5 million from the services and supplies category to operating transfers out. In addition, $1.8 million was reclassified from Other Charges to this category.

## IV. VACANT POSITION IMPACT

The department has a total of 12.4 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 6.4 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 6.0 | Retain |
| Total Vacant | 12.4 | |

**Vacant Position Restoration Request:**

The department has submitted policy items for the restoration of the 6.4 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 4.6 vacant budgeted positions for clinic operations. This restoration is being recommended because these are difficult to recruit positions and their cost is offset by revenue.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Clinic Operations | 4.6<br>$545,750<br>Revenue Supported | These positions (3.0 Psychiatrists and 1.6 Mental Health Nurse II) perform direct client services that are necessary to maintain department revenues and performance outcomes. Restoration of these positions will enable DBH to maintain compliance with medicare and medi-cal. |
| | 2 | Administrative Support | 1.8<br>$101,572<br>Revenue Supported | Restoration of the two .5 budgeted secretaries will enable DBH to provide secretarial support to the Mental Health Commission and provide general administrative support to the department Deputy Directors. The 0.8 Mental Health Supervisor is responsible for the overall operations of an outpatient clinic and delivers direct client services, doing clinical reviews and quality assurance monitoring. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health
FUND: General AAA MLH

FUNCTION: Health & Sanitation
ACTIVITY: Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 42,532,851 | 42,382,851 | 4,629,560 | - | 47,012,411 |
| Services and Supplies | 63,034,403 | 60,740,763 | 11,293,437 | - | 72,034,200 |
| Central Computer | 550,342 | 550,342 | (142,440) | - | 407,902 |
| Other Charges | 6,726,833 | 2,943,804 | - | - | 2,943,804 |
| Equipment | - | 198,000 | - | - | 198,000 |
| Transfers | 2,708,794 | 2,462,419 | - | - | 2,462,419 |
| Total Exp Authority | 115,553,223 | 109,278,179 | 15,780,557 | - | 125,058,736 |
| Reimbursements | (5,988,592) | (4,198,074) | - | - | (4,198,074) |
| Total Appropriation | 109,564,631 | 105,080,105 | 15,780,557 | - | 120,860,662 |
| Operating Transfers Out | 9,135,500 | 8,135,500 | - | - | 8,135,500 |
| Total Requirements | 118,700,131 | 113,215,605 | 15,780,557 | - | 128,996,162 |
| **Revenue** | | | | | |
| Current Services | 256,772 | 289,666 | - | - | 289,666 |
| State, Fed or Gov't Aid | 114,916,509 | 109,341,375 | 15,780,557 | - | 125,121,932 |
| Other Revenue | 1,684,097 | 1,741,811 | - | - | 1,741,811 |
| Total Revenue | 116,857,378 | 111,372,852 | 15,780,557 | - | 127,153,409 |
| Local Cost | 1,842,753 | 1,842,753 | - | - | 1,842,753 |
| Budgeted Staffing | | 734.1 | - | | 734.1 |

**GROUP:** Human Services System
**DEPARTMENT:** Behavioral Health
**FUND:** General AAA MLH

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Hospital Care

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 47,012,411 | (983,681) | 46,028,730 | (647,322) | **45,381,408** | 545,750 | 45,927,158 |
| Services and Supplies | 72,034,200 | (8,573,384) | 63,460,816 | - | **63,460,816** | - | 63,460,816 |
| Central Computer | 407,902 | - | 407,902 | - | **407,902** | - | 407,902 |
| Other Charges | 2,943,804 | 1,160,421 | 4,104,225 | - | **4,104,225** | - | 4,104,225 |
| Equipment | 198,000 | (198,000) | - | - | **-** | - | - |
| Transfers | 2,462,419 | 2,287,920 | 4,750,339 | - | **4,750,339** | - | 4,750,339 |
| Total Exp Authority | 125,058,736 | (6,306,724) | 118,752,012 | (647,322) | **118,104,690** | 545,750 | 118,650,440 |
| Reimbursements | (4,198,074) | 101,579 | (4,096,495) | - | **(4,096,495)** | - | (4,096,495) |
| Total Appropriation | 120,860,662 | (6,205,145) | 114,655,517 | (647,322) | **114,008,195** | 545,750 | 114,553,945 |
| Operating Transfers Out | 8,135,500 | (1,392,747) | 6,742,753 | - | **6,742,753** | - | 6,742,753 |
| Total Requirements | 128,996,162 | (7,597,892) | 121,398,270 | (647,322) | **120,750,948** | 545,750 | 121,296,698 |
| **Revenue** | | | | | | | |
| Current Services | 289,666 | (21,167) | 268,499 | - | **268,499** | - | 268,499 |
| State, Fed or Gov't Aid | 125,121,932 | (7,539,322) | 117,582,610 | (647,322) | **116,935,288** | 545,750 | 117,481,038 |
| Other Revenue | 1,741,811 | (37,403) | 1,704,408 | - | **1,704,408** | - | 1,704,408 |
| Total Revenue | 127,153,409 | (7,597,892) | 119,555,517 | (647,322) | **118,908,195** | 545,750 | 119,453,945 |
| Local Cost | 1,842,753 | - | 1,842,753 | - | **1,842,753** | | 1,842,753 |
| Budgeted Staffing | 734.1 | (46.1) | 688.0 | (6.4) | **681.6** | 4.6 | 686.2 |

## BEHAVIORAL HEALTH

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 1,418,575 | MOU. |
| | 2,300,215 | Retirement. |
| | 643,249 | Risk Mgmt Worker's comp. |
| | 267,521 | Full year funding for West Valley Detention Center mid-year minute order #79. |
| | 4,629,560 | |
| Services and Supplies | 11,076,579 | EPSDT Minute order #60 dated January 14, 2003. |
| | 225,752 | Risk Management Liabilities. |
| | (8894) | Incremental Change in EHAP. |
| | 11,293,437 | |
| Central Computer | (142,440) | |
| Subtotal Base Year Appropriation | 15,780,557 | Increase Medical, EPSDT and Realignment. |
| Revenue | 5,538,289 | Increase in Medi-Cal for EPSDT contracts (Minute order #60). |
| | 5,538,290 | Increase in Realignment in lieu of state EPSDT revenue (Minute order #60). |
| | 4,703,978 | Increased Realignment required to fund base year adjustments. |
| | 15,780,557 | |
| Subtotal Base Year Revenue | 15,780,557 | |
| Subtotal Base Year Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 583,854 | ESS positions from HSS MOU. |
| | (1,567,535) | Reduction of 46.1 positions. |
| | (983,681) | |
| Services and Supplies | 5,201,000 | ARMC contract increase. |
| | 1,300,000 | Medication for incarcerated adults. |
| | (3,500,000) | Fee-for-Service Inpatient payments now being paid out of operating transfers out. |
| | (3,083,909) | Real Estate services will be assuming responsibility for rents/lease payments. The budget has been recategorized to intra-fund transfers. |
| | (1,380,669) | Software reduction. Removed plans to upgrade the existing client data system. |
| | (1,117,256) | Reduce equipment; 1/3 PC replenishment has been put on hold and furniture orders are expected to be reduced significantly in 2003-04. |
| | 961,137 | COWCAP increase. |
| | (600,000) | Align budget with current year actuals for Fee-for-Service contracts. |
| | (468,247) | Reduction in incorporated MD contracts. |
| | (217,085) | Reduce professional fees. |
| | 550,000 | Anticipated Fee-for-Service provider payments for indigent services. This was not budgeted in 2002-03. |
| | 135,097 | Increase malpractice insurance. |
| | (100,000) | Decrease motor pool. |
| | (6,284,513) | Reduction in contracted services to 2002-03 levels. |
| | 31,061 | Miscellaneous changes. |
| | (8,573,384) | |
| Other Charges | 1,324,961 | Increase state hospitals costs. |
| | (164,540) | Reduction in interim assistance for clients. |
| | (1,842,753) | Local cost accounting change now reflected as operating transfers out. |
| | 1,842,753 | Local cost accounting change now reflected in revenue. |
| | 1,160,421 | |
| Equipment | (198,000) | No new equipment budgeted. |
| Transfers | 2,903,909 | Real Estate Services will be assuming responsibility for rents/lease payments. Previously budgeted in services and supplies. |
| | 28,536 | HSS Administration increase. |
| | 127,271 | EHAP costs. |
| | 2,511 | HRD salary and benefit cost increases. |
| | (500,000) | Eliminated reimbursement to the alcohol & Drug Program for aftercare services. |
| | (274,307) | Reduction in transfers to Public Health and Probation due to loss of CSOC funding. |
| | 2,287,920 | |
| Reimbursements | 101,579 | Reduction in interagency agreements. |
| | 101,579 | |
| Total Appropriation | (6,205,145) | |
| Operating Transfers Out | (5,635,500) | Phoenix construction project near completion. |
| | (1,100,000) | Reduce Building H project. |
| | 1,842,753 | Local cost accounting change. Reclassed from other charges. |
| | 3,500,000 | Fee-for-service Inpatient payments, formerly paid out of services and supplies. |
| | (1,392,747) | |
| Total Requirements | (7,597,892) | |
| Revenue | | |
| Current Services | (21,167) | Anticipated decrease in patient pay and insurance. |
| State, Fed or Gov't Aid | (1,300,000) | CSOC funding eliminated. |
| | (721,668) | AB3632 funding eliminated. |
| | (900,000) | SB90 funding eliminated. |
| | (527,107) | Elimination of MIOCR I (SPAN) grant. |
| | (1,091,581) | Reduction in Medical FFP. |
| | 173,553 | Estimated increase in Medicare revenue. |
| | 2,510,405 | Change to EPSDT program base. |
| | (7,847,773) | Decrease realignment. |
| | 104,809 | State allocation increase for homeless program. |
| | 247,960 | State allocation incrase for managed care program. |
| | 1,842,753 | Local cost accounting change relcassed from other charges. |
| | (30,673) | Miscellaneous. |
| | (7,539,322) | |
| Other Revenue | (37,403) | Reduction due to state-wide budget cuts. |
| Total Revenue | (7,597,892) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 8.0 | 6.4 | 647,322 | 647,322 | - |
| Vacant Budgeted In Recruitment - Remain | 9.0 | 6.0 | 295,666 | 295,666 | - |
| Total Vacant | 17.0 | 12.4 | 942,988 | 942,988 | - |
| Recommended Restoration of Vacant Deleted | 5.0 | 4.6 | 545,750 | 545,750 | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | | | | | |
| *Mental Health Clinic Superv.* | 7832 | (0.8) | (61,994) | (61,994) | - |
| *Secretary I* | 4458 | (0.5) | (19,789) | (19,789) | - |
| *Secretary I* | 5659 | (0.5) | (19,789) | (19,789) | - |
| Subtotal Recommended - **Delete** | | (1.8) | (101,572) | (101,572) | - |
| *Mental Health Nurse II* | 4184 | (0.8) | (51,597) | (51,597) | - |
| *Mental Health Nurse II* | 6218 | (0.8) | (51,597) | (51,597) | - |
| *Psychiatrist* | 3709 | (1.0) | (123,606) | (123,606) | - |
| *Psychiatrist* | 3714 | (1.0) | (195,344) | (195,344) | - |
| *Psychiatrist* | 6798 | (1.0) | (123,606) | (123,606) | - |
| Subtotal Recommended - **Retain** | | (4.6) | (545,750) | (545,750) | - |
| Total Slated for Deletion | | (6.4) | (647,322) | (647,322) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Clinical Therapist I* | 926 | 0.5 | 25,305 | 25,305 | - |
| *Clinical Therapist I* | 10393 | 0.5 | 29,944 | 29,944 | - |
| *Clinical Therapist I* | 11623 | 0.5 | 30,396 | 30,396 | - |
| *Clinical Therapist I* | 17130 | 0.5 | 29,944 | 29,944 | - |
| *Clinical Therapist I* | 5482 | 0.5 | 29,944 | 29,944 | - |
| *General Services Worker II* | 73338 | 0.5 | 12,996 | 12,996 | - |
| *Psychiatric Tech I* | 14933 | 1.0 | 43,111 | 43,111 | - |
| *Secretary II* | 14931 | 1.0 | 41,740 | 41,740 | - |
| *Social Worker II* | 75536 | 1.0 | 52,286 | 52,286 | - |
| Total in Recruitment - Retain | | 6.0 | 295,666 | 295,666 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## POLICY DESCRIPTION FORM

**Department/Group:** Behavioral Health/Human Services **Budget Code:** AAA MLH
**Title:** MLH Staffing Plan – Clinical Positions

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

These clinical positions of psychiatrists, clinical therapists and nurses perform direct, billable, client services which are necessary to maintain department revenues and performance outcomes. These clinical positions are licensed staff needed to perform specific outpatient clinical functions. Each DBH clinic certified for Medicare and Medi-cal services must have a mix of licensed professional staff. Restoration of these positions will enable DBH to maintain compliance with Medicare and Medi-Cal. DBH requests the ability to maintain these clinical positions in order to immediately place candidates. DBH is in constant competition with surrounding mental health service delivery systems. Having this small pool of vacant civil service positions provides a competitive edge for offering and filling vacancies. The administrative delay of 3 to 4 weeks to obtain Board approval may result in DBH losing these licensed staff to other employers. DBH is currently aware of three psychiatrists who are interested in these vacant positions. All of these positions generate revenues by delivering direct client services, doing clinical case reviews, peer reviews, and quality assurance monitoring

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATION** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 545,750 | $ 571,548 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.8 | Mental Health Nurse II (04184) | 51,597 |
| 0.8 | Mental Health Nurse II (06218) | 51,597 |
| 1.0 | Psychiatrist (03709) | 123,606 |
| 1.0 | Psychiatrist (03714) | 195,344 |
| 1.0 | Psyhiatrist (06798) | 123,606 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| **Reimbursements (specify)** _____ | | | |
| | **Total:** | $ 545,750 | $ 571,548 |
| **REVENUE (specify source)** | | | |
| Medi-Cal | | 163,725 | 171,464 |
| Realignment | | 382,025 | 400,084 |
| | | | |
| | **Total:** | $ 545,750 | $ 571,548 |
| | **LOCAL COST** | $ 0 | $ 0 |

**BEHAVIORAL HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Behavioral Health/Human Services **Budget Code:** AAA MLH

**Title:** MLH Staffing Plan – Admin Positions

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The MH Clinic Supervisor is responsible for one or more of DBH's outpatient clinics. This position is responsible for the overall administration of the clinic and provides clinical supervision of pre-licensed staff. Also, Clinic supervisors carry a small client caseload. This position generates revenues by delivering direct client services, doing clinical case reviews, and quality assurance monitoring.

The Secretary I positions provide secretarial and administrative support for the Mental Health Commission and the whole Department. The Mental Commission has 17 members who meet once a month at various locations around the County. The Commission is subject to the Brown Act and relies on the department's clerical staff to ensure compliance for the monthly processing of its agenda, meeting minutes, public announcements, etc. The other department-wide clerical workload responsibilities are processing Educational Assistance Proposals for all staff; ongoing maintenance annual updating of the department's Standard Practice Manual; supporting DBH's Deputy Directors, and providing back up support to the Mental Health Commission, the Medical Services staff, the Safety Officer, and the Director's office.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATION** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 101,572 | $ 156,648 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.8 | MH Clinic Supervisor (07832) | 61,994 |
| 0.5 | Secretary I (04458) | 19,789 |
| 0.5 | Secretary 1 (05659) | 19,789 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 101,572 | $ 156,648 |
| **REVENUE (specify source)** | | |
| Medi-Cal | 18,598 | 23,248 |
| Realignment | 82,974 | 133,400 |
| | | |
| **Total:** | $ 101,572 | $ 156,648 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: ALCOHOL AND DRUG ABUSE SERVICES (AAA ADS)**

## I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health's Alcohol and Drug Abuse Services consist of comprehensive substance abuse prevention and treatment programs for county residents. Services are provided by 6 county operated clinics and 30 to 40 contractors depending on the number of responses to RFPs. The major components include outpatient, residential, prevention, methadone, and case management services. Annually, approximately 13,000 clients are served and over 73,000 hours of prevention services are performed.

Services are primarily provided to clients who are indigent or receiving Medi-Cal. A small number of cases are private pays. ADS programs are principally funded by federal revenue (65%), state revenue (13%) and Medi-Cal (9%). To remain eligible for the state and federal funds, the county is required to provide a 10% match of state revenue. The department's local cost of $149,458 funds the required match. The department also receives reimbursements ($6.2 million) from other county departments. The two primary reimbursements are for services provided to the Human Services System (HSS) CalWorks program ($1.4 million) and the Proposition 36 – Substance Abuse and Crime Prevention Act program ($4 million).

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 17,624,241 | 24,784,682 | 20,318,461 | 20,063,339 |
| Total Sources | 17,414,932 | 24,577,582 | 20,119,645 | 19,913,881 |
| Local Cost | 209,309 | 207,100 | 198,816 | 149,458 |
| Budgeted Staffing | | 100.9 | | 91.5 |
| **Workload Indicators** | | | | |
| Drug Abuse Prevention Hours | 88,768 | 80,000 | 73,937 | 73,000 |
| Residential Treatment Clients | 2,496 | 2,800 | 2,391 | 2,300 |
| Outpatient Treatment Clients | 7,886 | 8,800 | 10,058 | 9,500 |
| Methadone Treatment Clients | 854 | 1,200 | 1,259 | 1,259 |

The variances between the 2001-02 actual and budget for 2002-03 were due in part to the difficulty in filling budgeted positions and high staff turnover. In addition, the treatment costs related to the Proposition 36 program did not materialize as initially projected.

The estimated total appropriations reflect a $4.4 million decrease from the budget for 2002-03. This variance includes a reduction in salary and benefits ($800,000) as the department held positions vacant due to the uncertainty of the state budget. In addition, services and supplies decreased by $900,000 as a result of the department postponing the purchase of software and a decrease in contract costs. The remaining variance is due to the reclassification of $2.4 million in revenue to reimbursements thus reducing both revenue and total appropriations.

The prevention hours were below budget due to county clinics devoting more time to outpatient services. Residential services declined and outpatient services increased due to an effort to place clients in a less costly outpatient service mode. However, the 2003-04 budget reflects a decrease in services to outpatient clients when compared to the 2002-03 estimate. This is due to funding limitations. Methadone services are long term programs and the number of clients served is limited by the licensed capacity.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Salaries and benefit program changes reflect a decrease of $397,701 from the Board approved base budget. The Board approved base budget initially reflected increased salary and benefit costs due to employee MOUs. Since then, the department defunded 9.4 vacant positions; that budgetary savings will now offset the majority of increased MOU costs.

### PROGRAM CHANGES

The reduction to services and supplies is due primarily to contract reductions of 6% ($1,058,262) which reflects the net reduction of available funding. Program funding decreased by approximately $1.6 million reflecting a reduction in CalWorks reimbursements due to HSS funding limitations. In addition, $500,000 in reimbursements for aftercare services was eliminated due to a reduction in the Behavioral Health realignment sales tax and vehicle license fee revenue. These reductions were partially offset by an increase in funding from the State Department of Alcohol and Drug and special revenue funds.

### OTHER CHANGES

There were several reclassifications of revenue to reimbursements and reimbursements to revenue as required by accounting guidelines (GASB 34). Reclassifications between categories do not impact overall funding. However, the funding for several programs in these classifications varied from 2002-03 to 2003-04 (CalWorks funding decreased by $1.6 million) resulting in a net decrease in these categories of $1.8 million. All funding changes were discussed in the Program Changes section above.

## IV. VACANT POSITION IMPACT

The department has a total of 11.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not in Recruitment | 7.8 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 4.0 | Retain |
| Total Vacant | 11.8 | |

### Vacant Position Restoration Request

The department has submitted one policy item requesting restoration of 7.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends restoration of the positions as the cost is funded by federal block grants passed through the State Department of Alcohol and Drug Programs.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Alcohol and Drug | 7.8<br>$352,815<br>Revenue Supported | 4.0 Social Worker IIs, 1.0 Clinical Therapists, and 1.0 Alcohol and Drug Counselor provide direct client services. The .8 Public Service Employee positions are part of the Social Worker Internship Program which is a valuable recruitment tool for the department. All of the requested positions are fully funded by federal/state revenue (Alcohol & Drug Program Block Grants). |

## V. OTHER POLICY ITEMS

None

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Behavioral Health - Substance Abuse
**FUND:** General AAA ADS

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 4,310,093 | 5,155,322 | 423,139 | - | 5,578,461 |
| Services and Supplies | 20,195,726 | 21,373,845 | (65,565) | - | 21,308,280 |
| Equipment | - | - | - | - | - |
| Transfers | 814,000 | 814,000 | - | - | 814,000 |
| Total Exp Authority | 25,319,819 | 27,343,167 | 357,574 | - | 27,700,741 |
| Reimbursements | (5,001,358) | (2,558,485) | - | - | (2,558,485) |
| Total Appropriation | 20,318,461 | 24,784,682 | 357,574 | - | 25,142,256 |
| **Revenue** | | | | | |
| Current Services | 215,982 | 4,041,502 | - | - | 4,041,502 |
| State, Fed or Gov't Aid | 15,805,459 | 16,437,876 | 415,216 | - | 16,853,092 |
| Other Revenue | 125,000 | 125,000 | - | - | 125,000 |
| Total Revenue | 16,146,441 | 20,604,378 | 415,216 | - | 21,019,594 |
| Operating Transfer In | 3,973,204 | 3,973,204 | - | - | 3,973,204 |
| Total Financing Sources | 20,119,645 | 24,577,582 | 415,216 | - | 24,992,798 |
| Local Cost | 198,816 | 207,100 | (57,642) | - | 149,458 |
| Budgeted Staffing | | 100.9 | | | 100.9 |

**GROUP:** Human Services System
**DEPARTMENT:** Behavioral Health - Substance Abuse
**FUND:** General AAA ADS

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Hospital Care

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 5,578,461 | (397,701) | 5,180,760 | (352,815) | **4,827,945** | 352,815 | 5,180,760 |
| Services and Supplies | 21,308,280 | (1,073,678) | 20,234,602 | - | **20,234,602** | - | 20,234,602 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | 814,000 | 36,039 | 850,039 | - | **850,039** | - | 850,039 |
| Total Exp Authority | 27,700,741 | (1,435,340) | 26,265,401 | (352,815) | **25,912,586** | 352,815 | 26,265,401 |
| Reimbursements | (2,558,485) | (3,643,577) | (6,202,062) | - | **(6,202,062)** | - | (6,202,062) |
| Total Appropriation | 25,142,256 | (5,078,917) | 20,063,339 | (352,815) | **19,710,524** | 352,815 | 20,063,339 |
| **Revenue** | | | | | | | |
| Current Services | 4,041,502 | (3,825,520) | 215,982 | - | **215,982** | - | 215,982 |
| State, Fed or Gov't Aid | 16,853,092 | 439,807 | 17,292,899 | (352,815) | **16,940,084** | 352,815 | 17,292,899 |
| Other Revenue | 125,000 | - | 125,000 | - | **125,000** | - | 125,000 |
| Total Revenue | 21,019,594 | (3,385,713) | 17,633,881 | (352,815) | **17,281,066** | 352,815 | 17,633,881 |
| Operating Transfers In | 3,973,204 | (1,693,204) | 2,280,000 | - | **2,280,000** | - | 2,280,000 |
| Total Fianncing Sources | 24,992,798 | (5,078,917) | 19,913,881 | (352,815) | **19,561,066** | 352,815 | 19,913,881 |
| Local Cost | 149,458 | - | 149,458 | - | **149,458** | | 149,458 |
| Budgeted Staffing | 100.9 | (9.4) | 91.5 | (7.8) | **83.7** | 7.8 | 91.5 |

## BEHAVIORAL HEALTH

| | | Base Year Adjustments |
|---|---|---|
| Salaries and Benefits | 423,139 | MOU and retirement increases. |
| Services and Supplies | (8,284) | 4% Spend Down Plan. |
| | (7,923) | Risk Management and EHAP reductions. |
| | (49,358) | Approved local cost reduction. |
| | (65,565) | |
| Subtotal Base Year Appropriation | 357,574 | |
| Subtotal Base Year Revenue | 415,216 | Increase in state and federal funding from the State Dept of Alcohol and Drug . |
| Subtotal Base Year Local Cost | (57,642) | |

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Salaries and Benefits | (397,701) | Deleted 9.4 vacant positions due to funding reductions. |
| Services and Supplies | (1,058,262) | Reduction of contracted services due to net loss of available funding. |
| | (15,416) | Miscellaneous service and supplies adjustments due to funding reductions. |
| | (1,073,678) | |
| Transfers | 17,493 | EHAP cost previously budgeted in services and supplies. |
| | 18,546 | Increase in drug court administration costs. |
| | 36,039 | |
| Reimbursements | (1,417,427) | Reclassification from revenue to reimbursement for CalWorks services . |
| | (670,000) | Reclassification from revenue to reimbursement for DCS/CPS services . |
| | (3,973,204) | Reclassification from operating transfer to reimbursement for Substance Abuse & Crime Prevention Act (SACPA) services . |
| | 1,924,554 | Reclassification from reimbursement to operating transfers for transfer from special revenue funds. |
| | 500,000 | Loss of reimbursement from DBH for aftercare services. |
| | (7,500) | Increase in reimbursement from Probation Dept for the Repeat Offender Program. |
| | (3,643,577) | |
| Total Appropriation | (5,078,917) | |
| Revenue | | |
| Current Services | (3,760,520) | Reclassification of CalWorks/DCS to transfers In. (CalWorks $3,090,520, and DCS $670,000). |
| | (65,000) | Payments under the CARRS program no longer available to ADS. |
| | (3,825,520) | |
| State, Fed or Gov't Aid | 439,807 | This is based on the preliminary allocation from the State Department of Alcohol & Drug. |
| Total Revenue | (3,385,713) | |
| Operating Transfers In | (1,693,204) | Net of reclassing special revenue funds from revenue to op transfers $2,280,000 and SACPA to reimbursements ($3,973,204). |
| Total Financing Sources | (5,078,917) | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 10 | 7.8 | 352,815 | 352,815 | - |
| Vacant Budgeted In Recruitment - Remain | 6 | 4.0 | 195,817 | 195,817 | - |
| Total Vacant | 16 | 11.8 | 548,632 | 548,632 | - |
| Recommended Restoration of Vacant Deleted | 10 | 7.8 | 352,815 | 352,815 | |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Subtotal Recommended - **Delete** | | - | - | - | - |
| *Clinical Therapist I* | 7629 | (0.5) | (30,614) | (30,614) | - |
| *Social Worker II* | 12652 | (1.0) | (57,017) | (57,017) | - |
| *Clinical Therapist I* | 13885 | (0.5) | (30,614) | (30,614) | - |
| *Alcohol & Drug Counselor* | 14488 | (1.0) | (50,042) | (50,042) | - |
| *Social Worker II* | 70513 | (1.0) | (54,586) | (54,586) | - |
| *Social Worker II* | 75534 | (1.0) | (54,586) | (54,586) | - |
| *Social Worker II* | 15822 | (1.0) | (47,957) | (47,957) | - |
| *Public Service Employee* | 94428 | (0.6) | (9,133) | (9,133) | - |
| *Public Service Employee* | 94430 | (0.6) | (9,133) | (9,133) | - |
| *Public Service Employee* | 94679 | (0.6) | (9,133) | (9,133) | - |
| Subtotal Recommended - **Retain** | | (7.8) | (352,815) | (352,815) | - |
| Total Slated for Deletion | | (7.8) | (352,815) | (352,815) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| *Social Worker II* | 8177 | 1.0 | 50,042 | 50,042 | - |
| *Clinical Therapist I* | 5474 | 0.5 | 31,983 | 31,983 | - |
| *Clinical Therapist I* | 12662 | 1.0 | 58,899 | 58,899 | - |
| *Child Care Teacher* | 16880 | 0.5 | 18,110 | 18,110 | - |
| *Child Care Teacher* | 16883 | 0.5 | 18,673 | 18,673 | - |
| Child Care Teacher | 73348 | 0.5 | 18,110 | 18,110 | - |
| Total in Recruitment Remain | | 4.0 | (195,817) | (195,817) | - |

## POLICY DESCRIPTION FORM

**Department/Group:** Behavioral Health/HSS **Budget Code:** AAA ADS
**Title:** Substance Abuse Prevention and Treatment Services

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**This item is 100% funded with federal block grant funds passed through the State Department of Alcohol and Drug Programs. There is no local cost. These positions were held vacant due to the uncertainty of the state budget. Substance abuse prevention and treatment services can result in significant savings to other county systems, particularly the judicial and health systems.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 352,815 | $ 370,455 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 4.0 | Social Worker II | 214,146 |
| 1.0 | Clinical Therapist I | 61,228 |
| 1.0 | Alcohol & Drug Counselor | 50,042 |
| 1.8 | Public Service Employee | 27,399 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 352,815 | $ 370,455 |

**REVENUE (specify source)**

| | | |
|---|---|---|
| Federal Block Grant passed through State ADP | 352,815 | 370,455 |
| | | |
| **Total:** | $ 352,815 | $ 370,455 |
| **LOCAL COST** | $ 0 | $ 0 |

## BUDGET UNIT: SPECIAL PATIENT ACCOUNT (RMC MLH)

### I. GENERAL PROGRAM STATEMENT

The Department of Behavioral Health established the Special Patient Account to monitor funds set aside for special purposes. Revenues from vending machines, donations, and Adopt-a-Duck are used for therapy supplies, poster contest awards, and other items. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 12,583 | 12,583 | 3,800 |
| Total Revenue | 1,251 | 1,000 | 1,000 | 3,800 |
| Fund Balance | | 11,583 | - | - |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Services and supplies decreased by a net $8,783. This represents a decrease in special departmental expenses. Revenues increased due to anticipated additional Adopt-a-Duck funds.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Behavioral Health - Special Patient Account
FUND: Special Revenue RMC MLH

FUNCTION: Health & Sanitation
ACTIVITY: Health Care

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 12,583 | 12,583 | - | - | 12,583 |
| Total Appropriation | 12,583 | 12,583 | - | - | 12,583 |
| **Revenue** | | | | | |
| Other Revenue | 1,000 | 1,000 | - | - | 1,000 |
| Total Revenue | 1,000 | 1,000 | - | - | 1,000 |
| Fund Balance | | 11,583 | - | - | 11,583 |

**GROUP:** Human Services System
**DEPARTMENT:** Behavioral Health - Special Patient Account
**FUND:** Special Revenue RMC MLH

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Health Care

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 12,583 | (8,783) | 3,800 | - | **3,800** | - | 3,800 |
| Total Appropriation | 12,583 | (8,783) | 3,800 | - | **3,800** | - | 3,800 |
| **Revenue** | | | | | | | |
| Other Revenue | 1,000 | 2,800 | 3,800 | - | **3,800** | - | 3,800 |
| Total Revenue | 1,000 | 2,800 | 3,800 | - | **3,800** | - | 3,800 |
| Fund Balance | 11,583 | (11,583) | - | - | **-** | - | - |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (8,783) | Reduce special deprtmental expense to align with available funding. |
| Total Appropriation | (8,783) | |
| Revenue | | |
| Other Revenue | 2,800 | Increase in anticipated donations. |
| Total Revenue | 2,800 | |
| Fund Balance | (11,583) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: CHILD SUPPORT SERVICES**
**DIRECTOR: CORY NELSEN**
**BUDGET UNIT: AAA DCS**

## I. GENERAL PROGRAM STATEMENT

Title IV-D of the Federal Social Security Act, which was originally enacted in 1975, governs the County Child Support Enforcement Program. Federal regulations require that the program be administered at the state level by a single agency which, in turn, may contract with counties to conduct the enforcement program. Federal financial participation consists of payment of 66% of program costs and payment of graduated incentives to states for meeting program objectives. The balance of allowable county expenditures is reimbursed by the state. Basic program activities include locating absent parents, establishment of paternity, establishment of support orders pursuant to state guidelines, enforcement of support obligations, modification of support obligations when needed, and collection and distribution of support payments.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 31,995,423 | 40,798,946 | 39,919,834 | 39,889,326 |
| Total Revenue | 31,914,757 | 40,798,946 | 39,919,834 | 39,889,326 |
| Local Cost | 80,666 | - | - | - |
| Budgeted Staffing | | 649.7 | | 565.0 |
| **Workload Indicators** | | | | |
| Collections | $123,250,485 | $141,130,000 | $130,000,000 | $135,000,000 |
| Open Cases | 166,987 | 151,000 | 168,000 | 160,000 |
| Cases per Officer | 732 | 583 | 757 | 650 |

The department submitted a Capital Improvement Plan (CIP) to address cramped working conditions and the lack of needed expansion space at the current Child Support facility in Victorville. A space request for 33,266 square feet was approved by the CAO and the Board of Supervisors approved a Request for Proposals on July 10, 2001. Subsequently, the Board of Supervisors approved the lease on September 24, 2002 with an expected occupancy date of January 2004. The additional space will allow for adequate interview bays, a phlebotomist area as well as sufficient space to increase staff to address current and anticipated caseloads.

The one-time costs associated with this project were estimated and budgeted in 2002-03. They include approximately $900,000 for workstations, office furniture and seating for approximately 198 staff, interview bays and lobby space for clients, and sufficient file space for approximately 90,000 case files. Large office equipment, Cisco switches and servers were budgeted in fixed assets and estimated at $320,000. Other communication/data equipment such as patch panels, digital phone instruments and infrastructure costs such as T-1 lines have been budgeted in services and supplies and are estimated at approximately $750,000. All costs associated with this project are currently being addressed by the department working in conjunction with HSS Information and Technology Support Division, ISD and HSS Administrative Support Division and should be fully expended within 2002-03.

The Department of Child Support Services has historically had difficulties with high employee turnover and the ability to fill budgeted positions, which has negatively impacted the department's ability to fully expend state allocations. Working closely with Human Resources, the department has streamlined the recruitment process resulting in a significant increase in filled positions for 2002-03.

The Child Support program is a state and federal reimbursement program and revenues have been adjusted to reflect actual expenditures.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Changes in budgeted staffing decreased by a net of 84.7 budgeted positions due to increased MOU-related costs, staffing reclassifications from 2001-02 per Board item #02-045 dated May 21, 2002, and an anticipated decrease in state funding for 2003-04.

Net reduction of 3.0 in budgeted staffing due to reclassifications:

- Reclass from 1.0 Supervising Child Support Field Investigator, 2.0 Child Support Field Investigators, 5.0 Investigative Technicians and 3.0 Clerk IIIs to 11.0 Child Support Officer Is.
- Reclass from 8.0 Clerk IIIs and 6.0 Clerk IIs, reclass to 14.0 Child Support Assistants; reclass from 3.0 Clerk IVs, reclass to 3.0 Staff Aides; reclass from 1.0 Clerk IVs and 1.0 Chief Clerk to 2.0 Secretary Is.

Of these reclassified positions, 2.0 Child Support Assistants and 1.0 Staff Aide were eliminated due to funding restrictions.

Net reduction of 32.7 in budgeted staffing due to new positions that were requested in the 2002-03 budget but not funded in 2003-04 due to funding shortages: 11.3 Child Support Officer Is, 1.4 Child Support Officer IIs, 6.4 Child Support Assistants, 6.0 Fiscal Clerk IIs, 6.0 Clerk IIIs and 1.6 Supervising Child Support Officers.

Net reduction of 81.0 in budgeted staffing for vacant positions being deleted due to elimination of the vacancy factor are: 12.0 Child Support Officer IIs, 10.0 Child Support Assistants, 33.0 Child Support Officer Is, and 26.0 Clerk IIs.

Net reduction of 66.0 in budgeted staffing for positions that are vacant and being eliminated are: 1.0 Supervising Child Support Officer, 5.0 Automated Systems Technicians, 1.0 Automated Systems Analyst, 8.0 Child Support Assistants, 1.0 Assistant Operations Manager, 1.0 Compliance Officer, 1.0 Operations Manager, 1.0 Media Specialist, 4.0 Staff Development Specialists, 1.0 Chief Clerk, 3.0 Clerk IIs, 2.0 Clerk IVs, 1.0 Executive Secretary, 3.0 Investigative Technicians, 4.0 Paralegals, 1.0 Fiscal Clerk II, 1.0 Clerk III, 6.0 Child Support Officer Is, and 21.0 Child Support Officer IIs.

One Deputy District Attorney IV position has been funded in 2003-04; this position was actually underfilled in June 2002 by a Child Support Attorney III.

Net reduction of 21.0 in budgeted staffing due to the deletion of all extra help positions. Ten Fiscal Clerk II positions and 11.0 Public Service Employees have been eliminated.

The vacancy factor of 118.0 has been eliminated.

### PROGRAM CHANGES

Salaries and benefits are expected to increase due to MOU provisions and increased retirement contributions, even though budgeted positions have decreased by 84.7 positions. Given budget constraints, all overtime will be suspended effective July 1, 2003 and all vacant and extra help positions have been eliminated.

The state budget crisis has forced the department to reallocate and realign resources to salaries and benefits where it is needed most. In 2002-03 approximately $2.1 million was allocated in services and supplies and fixed assets for one-time expenditures for a build-to-suit facility in the high desert near the Victorville courthouse. This allocation has been moved to fund projected increases in salaries and benefits for 2003-04.

Other major budget changes include COWCAP increases of $76,052, as well as decreases totaling approximately $100,000 in hardware and software expenditures, training, and other services and supplies categories. Temporary help was reduced by $100,000 to $0 for 2003-04. Effective 2002-03, the department suspended use of all temporary help services to ensure compliance with County policies. These expenditure reductions will assure a budget that is cost effective.

In addition to reductions in services and supplies, no fixed asset equipment purchases have been budgeted for 2003-04.

**CHILD SUPPORT SERVICES**

Interfund transfers out have increased overall by approximately $495,651. These changes represent increases in EHAP costs (GASB 34 Accounting Change), HSS ITSD and Administration costs, and an expected increase of $369,408 in lease costs due primarily to the new Victorville facility.

The Child Support Services program is 100% funded by state and federal reimbursement. Revenue has been reduced to reflect budgeted reductions in allocations.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has 1.0 vacant budgeted position in its 2003-04 Department Request Budget. This position is as follows:

| | | |
|---|---|---|
| Vacant Budget Not in Recruitment | 1.0 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 0.0 | |
| Total Vacant | 1.0 | |

**Vacant Position Restoration Request:**

The department has submitted one policy item for the restoration of 1.0 vacant budgeted position that is slated for deletion. The County Administrative Office recommends Policy Item #1 which would restore the department's request of 1.0 vacant budgeted Staff Analyst II position. This restoration is being recommended because the incumbent is temporarily assigned to a vacant higher position. The position is 100% federally and state funded. There is no local cost.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Administration | 1.0<br>$73,524<br>Revenue Supported | Incumbent currently assigned to vacant higher positon. Recruitment for higher level position anticipated in May 2003. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Child Support Services
**FUND:** General AAA DCS

**FUNCTION:** Public Protection
**ACTIVITY:** Child Support

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 28,176,286 | 28,712,774 | 878,606 | - | 29,591,380 |
| Services and Supplies | 8,502,172 | 8,536,938 | (1,719,475) | - | 6,817,463 |
| Central Computer | 481,047 | 481,047 | (119,416) | - | 361,631 |
| Equipment | 112,142 | 420,000 | (420,000) | | - |
| Other Charges | 2,648,187 | 2,648,187 | 470,665 | - | 3,118,852 |
| Total Appropriation | 39,919,834 | 40,798,946 | (909,620) | - | 39,889,326 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 39,919,834 | 40,798,946 | (909,620) | - | 39,889,326 |
| Total Revenue | 39,919,834 | 40,798,946 | (909,620) | - | 39,889,326 |
| Local Cost | | - | - | - | - |
| Budgeted Staffing | | 649.7 | | | 649.7 |

GROUP: Human Services System
DEPARTMENT: Child Support Services
FUND: General AAA DCS

FUNCTION: Public Protection
ACTIVITY: Child Support

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 29,591,380 | (139,447) | 29,451,933 | (73,524) | **29,378,409** | 73,524 | 29,451,933 |
| Services and Supplies | 6,817,463 | 114,461 | 6,931,924 | - | **6,931,924** | - | 6,931,924 |
| Central Computer | 361,631 | - | 361,631 | - | **361,631** | - | 361,631 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | 3,118,852 | 24,986 | 3,143,838 | - | **3,143,838** | - | 3,143,838 |
| Total Appropriation | 39,889,326 | - | 39,889,326 | (73,524) | **39,815,802** | 73,524 | 39,889,326 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 39,889,326 | - | 39,889,326 | (73,524) | **39,815,802** | 73,524 | 39,889,326 |
| Total Revenue | 39,889,326 | - | 39,889,326 | (73,524) | **39,815,802** | 73,524 | 39,889,326 |
| Local Cost | - | - | - | - | **-** | | |
| Budgeted Staffing | 649.7 | (84.7) | 565.0 | (1.0) | **564.0** | 1.0 | 565.0 |

## CHILD SUPPORT SERVICES

| | | Base Year Adjustments |
|---|---|---|
| Salaries and Benefits | 971,848 | MOU. |
| | 1,734,620 | Retirement. |
| | 55,927 | Worker's Compensation. |
| | (1,883,789) | Decreases in staffing due to reduced funding. |
| | 878,606 | |
| Services and Supplies | (1,682,623) | Decreases due to elimination of one-time costs in 2002-03 for Victorville. |
| | (12,095) | Risk Management liabilities. |
| | (24,757) | Other decreases. |
| | (1,719,475) | |
| Central Computer | (119,416) | |
| Equipment | (420,000) | One-time costs in 2002-03 due to Victorville. |
| Transfers | 470,665 | Increase in transfers due to additional lease costs for Victorville, Rancho, Redlands offices. |
| Total Appropriation | (909,620) | Decrease in appropriations to match expenditures. |
| Total Revenue | (909,620) | Decrease in revenue to match appropriations. |
| Local Cost | - | |

| | | Recommended Program Funded Adjustments |
|---|---|---|
| Salaries & Benefits | (139,447) | Net decrease due to staffing reductions. |
| Services & Supplies | 76,052 | COWCAP increase. |
| | (189,832) | Decrease in hardware purchases for 2003-04. |
| | 295,151 | Increase of $231,151 to professional services (15%) + $64,000 estimated for case file process |
| | (66,910) | Net decreases in miscellaneous service and supplies categories. |
| | 114,461 | |
| Transfers | 24,986 | Net increase in ISF department costs. |
| Total Appropriation | - | |
| Total Revenue | - | |
| Local Cost | - | |

### Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment-Delete | 1 | 1.0 | 73,524 | 73,524 | - |
| Vacant Budgeted in Recruitment - Remain | - | - | - | - | - |
| Total Vacant | 1 | 1.0 | 73,524 | 73,524 | - |
| Recommended Restoration of Vacant Deleted | 1 | 1.0 | 73,524 | 73,524 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Staff Analyst II* | 16016 | (1.0) | (73,524) | (73,524) | - |
| | | - | - | - | - |
| Subtotal Recommended - **Retain** | | (1.0) | (73,524) | (73,524) | - |
| Total Slated for Deletion | | (1.0) | (73,524) | (73,524) | - |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| | | - | - | - | - |
| | | - | - | - | - |
| Total in Recruitment Retain | | - | - | - | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**CHILD SUPPORT SERVICES**

## POLICY DESCRIPTION FORM

**Department/Group:** DCSS/HSS **Budget Code:** AAA DCS

**Title:** Restore Vacant Budgeted Staff Analyst II (Position # 16016)

**PRIORITY:** Rank 1 of 1 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**The Department of Child Support Services has two key administrative positions, the Administrative Supervisor I and the Staff Analyst II, that are critical to the functioning of the department. However, given the current budget crisis, the determination has been made to fill only one of these two positions.**

**Currently, the Staff Analyst II is temporarily assigned to the Administrative Supervisor I position, pending recruitment. The department, working in conjunction with Human Resources, believes that it is in the best interest of the department to keep available the Staff Analyst II position, # 16016, until such time as recruitment for the Administrative Supervisor I position is complete.**

**Recruitment for the Administrative Supervisor I is anticipated to take place in May 2003. This position is 100% federally and state funded. There is no local cost.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 73,524 | $ 73,524 |
| **CLASSIFICATIONS** | | |
| Budgeted Staff: 1.0 — Title: Staff Analyst II — Amount: | | |
| Services & Supplies | | |
| Other (specify) | | |
| Equipment | | |
| **FIXED ASSETS** | | |
| Item — Amount | | |
| Reimbursements (specify) | | |
| Total: | $ 73,524 | $ 73,524 |
| **REVENUE (specify source)** | | |
| State and Federal | 73,524 | 73,524 |
| Total: | $ 73,524 | $ 73,524 |
| LOCAL COST | $ 0 | $ 0 |

## OVERVIEW OF BUDGET

**DEPARTMENT: HEALTH CARE COSTS**
**BUDGET UNIT: AAA HCC**

## I. GENERAL PROGRAM STATEMENT

This budget unit represents the costs of health care related programs for the county general fund. Health care related transactions represented by this budget unit include the Disproportionate Share Hospital (DSH) Supplemental Payments Programs (SB 855, SB 1255, and Graduate Medical Education (GME)), Realignment "AB 8" match, and the county's contribution for Arrowhead Regional Medical Center debt service payments. Summary information regarding key components of this budget unit appears below.

**Disproportionate Share Hospital Programs**

The DSH programs were established to provide supplemental Medi-Cal payments to hospitals that provide services to disproportionate numbers of Medi-Cal and other low-income patients. These programs assist safety net hospitals in meeting the uncompensated costs associated with providing medical services to uninsured and underinsured patients. These programs are mechanisms for distributing federal health care funds. The programs require the county to transfer general fund dollars (shown in this budget unit as Other Charges) to the state. Through a matching process, the county receives back its initial contribution, which is recorded in this budget unit as Current Services revenue. In addition to the return of the initial contribution, the county receives federal health dollars which are accounted for in the ARMC budget. The level of the county's contribution is set during the year by the state. As a result, the amounts only represent estimates of the funds needed at the time the budget is prepared. In a similar fashion, the ARMC budget cannot fully reflect the amount of federal health dollars received via DSH programs until the county is notified of the matching amounts during the course of the Fiscal Year. The DSH program comprises two elements:

- The SB 855 program provides supplemental payments to hospitals that serve a disproportionate number of low-income individuals. Public entities are required to transfer funds to the State Department of Health Services by an intergovernmental transfer. These funds are matched with federal funds and redistributed as supplemental payments to all eligible hospitals including non-public hospitals. A hospital may receive DSH payments if its Medi-Cal utilization rate exceeds an established threshold or it uses a designated percentage of its revenues to provide health care to Medi-Cal and uninsured patients.

- The SB 1255 program supplements eligible hospitals that are licensed to provide emergency medical services and contract with the California Medical Assistance Commission (CMAC) to serve Medi-Cal patients under the Selective Provider Contracting Program. Intergovernmental transfers are also made. These funds are combined with matching federal funds and redistributed by CMAC as supplemental payments to hospitals demonstrating a need for additional funds. CMAC ultimately determines the amount received by each participating hospital.

The GME program is part of the SB 1255 program and it provides supplemental payments to DSH hospitals that are also a teaching facility/institute. Payments are determined solely by CMAC and the amount can vary from year to year. Similar to other SB 1255 revenues, the amount actually received is determined by the state during the course of the fiscal year.

**Realignment and General Fund Support**

General fund support and realignment funds are used to pay for the ARMC debt service lease payments, Realignment "AB 8" match and administrative costs related to this budget unit. Note: Specific details regarding the financing sources which are used to cover the county's $53.1 million annual debt service obligation for the ARMC facility are provided in the ARMC Lease Payments (EMD JPL) section of the Proposed Budget.

To qualify for receipt of Health Realignment funding from the state, the county must contribute a "match" of local funds. The matching amount is based on a formula, established through AB 8 in 1979, through which the state provided funding to preserve critical health programs in the aftermath of Proposition 13. When the Realignment program was created in 1991, funding allocations were based on the historical AB 8 formula, and local match requirements remained. The county's match requirement for 2003-04 is $4.3 million; this amount remains constant each year per the historical formula. The Realignment match funded in the Health Care Costs budget meets the County's full obligation to receive Health Realignment dollars which support

the Public Health Department and Arrowhead Regional Medical Center. For 2003-04, the county anticipates receipt of approximately $51.0 million in Health Realignment funding. Important note: The local match requirement for receipt of Mental Health Realignment funding is reflected in the operating budget for the Department of Behavioral Health.

Realignment funds support this budget as follows:

- Mental Health at 3% (which covers half of administrative costs).
- Health at 97% (which covers half of administrative costs plus debt service payments).

The amounts listed as "Operating Transfers Out" represent the county's net debt service obligation for the payment of the Arrowhead Regional Medical Center facility ($20.7 million) and the required Realignment "AB 8" match ($4.3 million) which must by law be transferred into trust before Realignment monies can be directed toward health programs.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 170,638,249 | 135,600,146 | 117,940,048 | 135,628,083 |
| Total Revenue | 151,094,038 | 117,900,146 | 100,240,048 | 120,628,083 |
| Local Cost | 19,544,211 | 17,700,000 | 17,700,000 | 15,000,000 |
| Budgeted Staffing | | 4.0 | | 4.0 |

Increased 2002-03 services and supplies expenditures reflect one-time costs to provide Health Insurance Portability and Accountability Act (HIPAA) training for county employees.

Significant variance is estimated in Other Charges ($15 million) as the county's requirement to transfer funds to participate in the Disproportionate Share Hospital programs is not determined until later in the fiscal year. Since these expenses are fully offset by an equivalent amount of revenue (recorded as current services), any variance has no impact on local cost.

Operating transfers out and realignment are lower than anticipated as a result of a higher reimbursement rate from the state.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Use of Realignment funding has been increased by approximately $2.7 million out of which $2,643,434 is related to the decrease in local cost contribution for debt service payments and $59,780 is primarily due to increases in services and supplies for expenses related to Health Insurance Portability and Accountability Act (HIPAA).

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Health Care Costs
**FUND:** General AAA HCC

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 404,779 | 408,183 | 25,106 | - | 433,289 |
| Services and Supplies | 151,690 | 73,063 | (44) | - | 73,019 |
| Other Charges | 95,000,000 | 110,000,000 | - | - | 110,000,000 |
| Transfers | 74,067 | 71,302 | (89) | - | 71,213 |
| Total Appropriation | 95,630,536 | 110,552,548 | 24,973 | - | 110,577,521 |
| Operating Transfer Out | 22,309,512 | 25,047,598 | (2,700,000) | - | 22,347,598 |
| Total Requirements | 117,940,048 | 135,600,146 | (2,675,027) | - | 132,925,119 |
| **Revenue** | | | | | |
| Current Services | 95,000,000 | 110,000,000 | - | - | 110,000,000 |
| Realignment | 5,240,048 | 7,900,146 | 24,973 | - | 7,925,119 |
| Total Revenue | 100,240,048 | 117,900,146 | 24,973 | - | 117,925,119 |
| Local Cost | 17,700,000 | 17,700,000 | (2,700,000) | - | 15,000,000 |
| Budgeted Staffing | | 4.0 | | | 4.0 |

**GROUP:** Human Services System
**DEPARTMENT:** Health Care Costs
**FUND:** General AAA HCC

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 433,289 | - | 433,289 | - | **433,289** | - | 433,289 |
| Services and Supplies | 73,019 | 59,933 | 132,952 | - | **132,952** | - | 132,952 |
| Other Charges | 110,000,000 | - | 110,000,000 | | **110,000,000** | - | 110,000,000 |
| Transfers | 71,213 | (153) | 71,060 | - | **71,060** | - | 71,060 |
| Total Appropriation | 110,577,521 | 59,780 | 110,637,301 | - | **110,637,301** | - | 110,637,301 |
| Operating Transfer Out | 22,347,598 | 2,643,184 | 24,990,782 | - | **24,990,782** | - | 24,990,782 |
| Total Requirements | 132,925,119 | 2,702,964 | 135,628,083 | - | **135,628,083** | - | 135,628,083 |
| **Revenue** | | | | | | | |
| Current Services | 110,000,000 | - | 110,000,000 | - | **110,000,000** | | 110,000,000 |
| Realignment | 7,925,119 | 2,702,964 | 10,628,083 | - | **10,628,083** | - | 10,628,083 |
| Total Revenue | 117,925,119 | 2,702,964 | 120,628,083 | - | **120,628,083** | - | 120,628,083 |
| Local Cost | 15,000,000 | - | 15,000,000 | - | **15,000,000** | - | 15,000,000 |
| Budgeted Staffing | 4.0 | | 4.0 | | **4.0** | | 4.0 |

## HEALTH CARE COSTS

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 8,349 | MOU. |
| | 16,358 | Retirement. |
| | 399 | Risk Management Workers Comp. |
| | 25,106 | |
| Services and Supplies | (44) | Risk Management Liabities. |
| Transfers | (89) | Incremental change in EHAP. |
| Total Appropriation | 24,973 | |
| Operating Transfers Out | (2,700,000) | Reduced local cost. |
| Total Requirements | (2,675,027) | |
| Realignment | 24,973 | Change in use of realignment funds to cover salaries & benefits, and services & supplies costs. |
| Total Revenue | 24,973 | |
| Local Cost | (2,700,000) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | (782) | GASB 34 Accounting Change (EHAP). |
| | 60,715 | Expected costs increases related to Health Insurance Portability and Accountability Act. |
| | 59,933 | |
| Transfers | 782 | GASB 34 Accounting Change (EHAP). |
| | (935) | Decrease in costs for Human Services System Administrative support. |
| | (153) | |
| Total Appropriation | 59,780 | |
| Oper Transfers Out | 2,643,184 | Increased due to a reduction of local cost contribution for Arrowhead Regional Medical Center (ARMC) debt service lease payments. |
| Total Requirements | 2,702,964 | |
| Revenue | | |
| Realignment | 2,643,184 | Increased use of realignment funds to cover ARMC debt service payments. |
| | 59,780 | Increased use of realignment funds to cover services and supplies, and transfer costs. |
| | 2,702,964 | |
| Total Revenue | 2,702,964 | |
| Local Cost | - | |

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN SERVICES SYSTEM**
**ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI**

The Human Services System (HSS) is composed of eight county departments: Behavioral Health, Public Health, Children's Services, Transitional Assistance, Aging and Adult Services, Preschool Services, Child Support Services, and Veterans Affairs; and three subdivisions: HSS Management Services, HSS Information Technology and Support, and HSS Performance Education Resource Center (PERC). Children's Services, Transitional Assistance, Adult Services, the CalWORKs-funded portion of Jobs and Employment Services, and all HSS subdivisions are included in the HSS administrative claim process. The purpose of the claim process is to provide the county with the means for determining the costs applicable to each of the numerous welfare programs. This cost determination is necessary to satisfy federal and state reporting and funding requirements, and to determine appropriate federal and state financial reimbursement to the county for each of the welfare programs. Subsistence payments and aid to indigents are either direct payments to welfare recipients or payments to organizations that provide service to the welfare recipients. The HSS Assistant County Administrator is responsible for the following budget units that encompass several HSS departments: Administrative Claim, Subsistence Payments, and Aid to Indigents.

| | 2003-04 | | | |
|---|---|---|---|---|
| | **Appropriations** | **Revenue** | **Local Cost** | **Staffing** |
| Administrative Claim | 297,664,713 | 286,197,963 | 11,466,750 | 3,422.7 |
| Subsistence Payments | 434,096,671 | 412,619,746 | 21,476,925 | - |
| Aid to Indigents | 1,275,123 | 330,986 | 944,137 | - |
| TOTAL | 733,036,507 | 699,148,695 | 33,887,812 | 3,422.7 |

**BUDGET UNIT: ADMINISTRATIVE CLAIM (AAA DPA)**

## I. GENERAL PROGRAM STATEMENT

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (TAD), Department of Children's Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), CalWORKs funded programs of the Jobs & Employment Services Department (JESD), the Performance, Education and Resource Center (PERC), and the Administrative Support functions provided by HSS Administration.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 296,649,933 | 331,489,425 | 304,955,333 | 297,664,713 |
| Total Revenue | 283,507,186 | 319,725,182 | 293,191,090 | 286,197,963 |
| Local Cost | 13,142,747 | 11,764,243 | 11,764,243 | 11,466,750 |
| Budgeted Staffing | | 4,409.1 | | 3,422.7 |
| **Workload Indicators** | | | | |
| TAD Average Monthly Caseload | 170,768 | 172,000 | 183,732 | 197,120 |
| DCS Referrals - Annual | 63,645 | 62,105 | 63,505 | 63,825 |
| DCS Average Monthly Caseload | 7,945 | 8,642 | 8,345 | 8,642 |
| IHSS Average Monthly Caseload | 12,449 | 13,523 | 13,042 | 14,163 |
| IHSS Annual Paid Hours | 11,771,679 | 13,045,883 | 13,425,661 | 14,596,235 |

Allocations received from the state in September 2002 resulted in significant changes to funding levels for many programs included in this budget unit. To address the net decrease in allocations HSS implemented cost saving measures including a hiring freeze, reduction of services, supplies and equipment purchases and cuts of funding available to contractors. These cost saving measures were quantified in the Adjustments to 2002-03 Final Budget For The Human Services System Administrative Claim Budget Unit presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002. This action reduced appropriations and revenue by $20.4 million. This decrease was offset by a $2.3 million appropriation and revenue increase for IHSS Provider Payments. Budgeted staffing was reduced by 233.6 positions.

Estimates for 2002-03 reflect the projected effect of the cost saving measures that have been implemented.

- Salary and benefit estimates reflect the effect of staff attrition being experienced in the current year. Warnings of likely future staff reductions have caused many HSS staff to seek positions in other county departments or outside the county. This attrition, coupled with the hiring freeze, will result in projected year-end staffing levels 446 positions below the cuts made in the November 5, 2002 Adjustment. Because of this marked decrease in staff an additional salary savings of $7.5 million is projected.
- Services, supplies and equipment expenditure estimates reflect the expectation that, cumulatively, expenditures will remain within the appropriation levels approved in the November 5, 2002 Adjustment. Overall savings in these appropriation units are estimated to be approximately $1.0 million beyond the cuts made in the adjustment.
- Revenue is estimated to decrease commensurately with the decrease in expenditures yet will be adequate to keep this budget unit within the budgeted local cost.

The increase in TAD monthly caseload is a result of dramatic growth in Medi-Cal caseload. This growth is attributable to changes in Medi-Cal eligibility requirements, which allow more people to qualify for aid. Changes also allow clients currently receiving benefits to remain qualified for a longer period of time.

On March 11, 2003 the Board approved Item #59, Structural Reorganization and Transition of the CalWORKs Division. This item transitioned CalWORKs Welfare to Work programs administered by JESD into TAD. This action will allow TAD to consolidate and more efficiently deliver CalWORKs services to clients. Because CalWORKs funding is sufficient for the balance of 2002-03, staffing levels were not adjusted as a result of this reorganization; however, significant staffing reductions will be required in this program in 2003-04. Negative effects on service delivery that might result from further funding reductions and increased staffing costs in 2003-04 may be less severe because of economies realized from this transition.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

REQUIREMENTS

Anticipated allocation reductions (primarily in the loss of CalWORKs Incentive funds), coupled with increased staffing costs and required increases in the cost of county services, has forced HSS to implement further budgeted staffing and expenditure reductions for 2003-04. Appropriations will decrease a total of $33.8 million between budget years. Highlights of the changes are as follows:

- Overall, staffing has been reduced 986.4 budgeted positions from the 2002-03 final budget. This represents a further reduction of 752.8 positions beyond the cut of 233.6 positions made in the November 5, 2002 Adjustment. Much of this reduction has been accomplished through the attrition of current staff. Remaining necessary reductions will be made through the layoff of staff in 2003-04.
- Salary and Benefit costs have been reduced $15.7 million. This relatively small cost saving in relation to the large reduction of budgeted positions is attributable to a 16% to 20% increase in staffing costs. This increase in costs is a combination of negotiated MOU increases, salary step increases, and retirement contribution increases and worker's compensation cost increases.
- Services and supplies and central computer costs have been reduced $8.6 million, despite a $1.1 million increase in COWCAP charges.
- Other charges for services to clients will decrease $1.1 million. Costs of providing supportive services to clients have been reduced $9.6 million. These cuts are offset by a required increase of $8.5 million for IHSS provider payments.
- Equipment costs have been reduced $4.3 million. No photocopiers or vehicles will be purchased in 2003-04. Payments for a large lease/purchase made in 1999-2000 ended in 2002-03.
- Transfers to reimburse other county departments for services provided have been reduced $1.3 million.
- Reimbursements from other county departments for services provided by HSS have been increased $0.7 million. This reflects the increase in support provided by HSS Administrative Support Division and HSS Information and Technology Support Division to other county departments.
- Operating transfers out decreased $2.1 million. This is the net result of the completion of the transfer of $3.7 million to the Capital Improvement Projects budget for the Juvenile Court Dependency building project, the addition of $0.5 million for the local cost requirement of the IHSS Public Authority and the addition of $1.0 million to provide medical benefits to IHSS providers as negotiated and approved by the Board.

REVENUE

Available federal and state revenue will decline $39.0 million from 2002-03 levels. This is primarily a result of the loss of CalWORKs funding. Significant revenue changes between budget years are as follows:

- It is estimated that TAD programs will experience an overall loss of $39.3 million in state and federal revenue. This is a result of the loss of $21.8 million in CalWORKs Incentive funding, $12.2 million in other CalWORKs funding, $1.2 million in Food Stamp Administration funding, $6.0 million in Medi-Cal Administration funding and an increase of $1.9 million in funding for various other programs.
- It is estimated that DCS programs will experience an increase of $0.1 million.
- It is estimated that DAAS programs will experience an increase of $0.2 million.

LOCAL COST

All HSS programs are state and/or federal mandates and the county share of funding is either mandated as a percentage of total program costs or as maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Sales Tax Trust. The Social Services Sales Tax Trust was created during the State Tax Realignment process to offset local cost and is limited to use for designated social services programs.

In aggregate the HSS Administrative Claim Budget Unit requires a net additional county share of cost of $6,323,781. No additional General Fund Local Cost will be required next year, as this amount will be provided from the Social Services Sales Tax Trust. Changes to local funding requirements are as follows:

- TAD programs will require $0.4 million less county share. Despite the $39.3 million loss of revenue only a very small amount of county share will be saved because most TAD programs require a fixed MOE as county share. Anticipated revenue from various small programs is expected to reduce local cost $0.4 million.
- DCS programs will require $0.7 million more county share. This increase is primarily a result of a decrease in the federal sharing ratio. A decrease in federal revenue requires additional county share to sustain program allocations at present levels.
- DAAS-IHSS Administration will require $0.6 million less county share. A local share overmatch budgeted in 2002-03 to meet projected expenditures above allocation levels is no longer necessary.
- DAAS-Aging programs will require $0.1 million more county share because of a required local share for a new program, Title IIIE-Family Caregiver Program.
- DAAS-IHSS provider payments will require $10.1 million more local funding. This increase is due to negotiated wage increases and medical benefits approved by the Board and an increase in caseload and paid hours for services provided to clients.
- $3.6 million less local funding will be required because all HSS obligations relating to the construction of a new Juvenile Dependency Court facility will be satisfied in 2002-03.

The need for additional revenue from the Social Services Sales Tax Trust is driven by the increase in county share of cost for programs as outlined above and the practice of financing all local share increases and local financing decreases with revenue from the Social Services Sales Tax Trust. Total additional revenue required from the Trust is $6.1 million. This represents the net effect of increased local share and local funding lost as a result of the 4% and 30% spend-down plans.

**Due to declining sales tax revenues, and the fact that growth will now occur on a lower base amount, it will soon be impossible for Realignment to continue to fund all of the additional costs associated with mandated HSS programs. The draw on the Social Services Sales Tax Trust has begun to increase rapidly and is projected to continue to increase at a pace that will soon surpass receipts. When this occurs (perhaps as early as 2004-05), local county general fund dollars will then be required to pay for any mandated HSS program costs that cannot be covered by the Social Services Sales Tax Trust.**

Departments included in the Administrative Claim budget unit are summarized as follows:

**FUNDING BY PROGRAM**

**Included in the Administrative Claim**

| Transitional Assistance Department | Appropriation | Revenue | Local Share | Staffing |
|---|---|---|---|---|
| CalWorks - Eligibility | 35,137,816 | 29,058,958 | 6,078,858 | 457.0 |
| Food Stamps | 28,890,872 | 25,029,741 | 3,861,131 | 376.0 |
| CalWorks - Welfare to Work | 37,182,589 | 37,182,589 | - | 407.0 |
| Medi-Cal | 35,286,789 | 35,286,789 | - | 459.0 |
| Foster Care Administration | 4,715,480 | 4,008,158 | 707,322 | 61.0 |
| Child Care Administration | 15,939,372 | 15,926,219 | 13,153 | 207.0 |
| CalWorks - Mental Health | 4,714,587 | 4,714,587 | - | - |
| Cal-Learn | 2,061,519 | 2,061,519 | - | 27.0 |
| C-IV Consortium Funding | 2,071,747 | 2,071,747 | - | 19.0 |
| CalWorks - Incentive Funds | - | - | - | - |
| General Relief Administration | 513,410 | - | 513,410 | 6.7 |
| Other Programs | 3,179,466 | 3,797,355 | (617,889) | - |
| **Total** | **169,693,647** | **159,137,662** | **10,555,985** | **2,019.7** |

| Department of Children's Services | Appropriation | Revenue | Local Share | Staffing |
|---|---|---|---|---|
| Child Welfare Services | 68,948,613 | 59,338,891 | 9,609,722 | 816.0 |
| Promoting Safe and Stable Families | 2,535,332 | 2,535,332 | | - |
| Foster Training and Recruitment | 228,500 | 228,500 | | 3.0 |
| Licensing | 1,109,541 | 1,109,541 | | - |
| Support and Therapeutic Options Program | 863,757 | 604,630 | 259,127 | - |
| Adoptions | 3,040,218 | 3,040,218 | | 36.0 |
| ILP | 2,230,076 | 2,230,076 | | 4.0 |
| Other Programs | 1,883,810 | 1,778,822 | 104,988 | 4.0 |
| **Total** | **80,839,847** | **70,866,010** | **9,973,837** | **863.0** |

| Aging and Adult Services | Appropriation | Revenue | Local Share | Staffing |
|---|---|---|---|---|
| In-Home Supportive Services | 10,950,411 | 9,460,377 | 1,490,034 | 127.3 |
| Adult Protective Services | 4,510,171 | 4,286,274 | 223,897 | 52.4 |
| IHSS Provider Payments | 28,867,668 | - | 28,867,668 | - |
| IHSS Provider Benefits | 1,000,000 | - | 1,000,000 | - |
| Contribution to Aging | 420,906 | - | 420,906 | - |
| IHSS PA | 498,432 | - | 498,432 | - |
| Other Programs | - | - | - | - |
| **Total** | **46,247,588** | **13,746,651** | **32,500,937** | **179.7** |

| Administration | | | | Staffing |
|---|---|---|---|---|
| | | | | **360.3** |

| Non Revenue Generating Costs | Appropriation | Revenue | Local Share | Staffing |
|---|---|---|---|---|
| PERC Training Expense | 150,000 | - | 150,000 | |
| PERC Ethics Training | 195,000 | - | 195,000 | |
| LLUMC - Child Assess Center | 140,000 | - | 140,000 | |
| Other | 398,631 | - | 398,631 | |
| **Total** | **883,631** | - | **883,631** | - |
| **Total Local Share** | | | **53,914,390** | |
| **Social Services Realignment** | | **42,447,640** | **(42,447,640)** | |
| **Grand Total Administrative Budget** | **297,664,713** | **286,197,963** | **11,466,750** | **3,422.7** |

This proposed budget was developed based on estimated funding allocations. Actual allocations will not be known until the state budget process is complete. Any necessary adjustments will be submitted to the Board of Supervisors as a mid-year adjustment to the 2003-04 Final Budget.

Changes to the Administrative budget by department are discussed as follows:

## TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

### General Program Statement

**TAD** is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, child care, general assistance and the CalWORKs – Welfare To Work Program. CalWORKs – Welfare To Work assists qualified participants by providing remedial and/or basic education, vocational or on-the-job training to prepare participants to enter the job market. Participants receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants' TANF subsistence payments.

All programs are funded by a combination of federal, state, and county dollars, with the exception of the general assistance program, which is funded solely by the county. The goals of the Transitional Assistance Department are to meet the basic needs of families and individuals while working with them to attain self-sufficiency, and to promote work and personal responsibility.

### Staffing Changes

**TAD** staffing changes necessitate a reduction of 449.1 budgeted positions, which includes the following:

- Reduction of 166.5 various budgeted staff of which 7.5 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 17.5 budgeted temporary Public Service Employees (PSE) hired to work with the Welfare Data Tracking Information Program (WDTIP), which was completed in October 2002.
- Reduction of 36.0 budgeted temporary Public Service Employees hired as Spanish translators.
- Reduction of 88.6 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 136.5 budgeted casework staff of which 25.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 4.0 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

**Welfare to Work** staffing changes necessitate a reduction of 262.0 budgeted positions, which includes the following:

- Reduction of 9.5 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 8.5 budgeted temporary JTPA – Summer Youth Aide positions transferred to SAC JOB.
- Reduction of 3.0 budgeted temporary Public Service Employees.
- Reduction of 51.0 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 175.0 budgeted casework staff of which 20.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 15.0 budgeted administrative support staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

The proposed budget includes a $1.2 million increase in salary reimbursements from the Department of Behavioral Health (DBH) that allows for the retention of 28.0 positions. A new Memorandum of Understanding (MOU) between TAD and DBH had been created that calls for 28.0 HSS positions to be place in DBH clinics, costs of which would have been fully reimbursed by DBH. However, because of additional fiscal limitations now anticipated at DBH next year, the department has indicated that it intends to scale down the original MOU and proceed with a modified MOU for 12.0 positions valued at $583,000. Any necessary budget adjustments resulting from the revised MOU will be reflected in the 2003-04 HSS mid-year budget adjustment.

**Program Changes**

Anticipated decrease in availability of CalWORKs funding and increased staff costs necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants. The net decrease of $40.3 million results in a small savings to local cost because allocations for TAD programs require a set local share Maintenance of Effort (MOE) that does not change as allocations change.

## DEPARTMENT OF CHILDREN'S SERVICES (DCS)

**General Program Statement**

**DCS** is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker.

To accomplish the mission of **DCS**, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused. Adoptions, family preservation, family support, and foster home licensing are the primary support programs to Child Protective Services.

**Staffing Changes**

**DCS** staffing changes necessitate a net reduction of 58.0 budgeted positions, which includes the following:

- Addition of 21.5 various budgeted staff. These positions were added in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.0 budgeted temporary Public Service Employees.
- Reduction of 12.0 budgeted clerical staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.
- Reduction of 30.0 budgeted casework staff of which 4.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 19.5 budgeted administrative support staff of which 1.0 is a supervisory budgeted position, due to cuts in funding and increased staffing costs.

**Program Changes**

Late in 2002-03 the federal participation rate for Child Welfare Services funding decreased from 78% to 76% requiring a local cost increase of $728,689. Increased staff costs and stagnation in Child Welfare Services funding necessitates the reduction of staffing levels, services and supplies and some supportive services provided to participants.

## DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)

**General Program Statement**

The **Department of Aging and Adult Services** (DAAS) serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to older people. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services (IHSS) and the Adult Protective Services (APS) programs, which are both budgeted in the Human Services System Administrative Claim budget.

The IHSS program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

The APS program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

**Staffing Changes**

**DAAS** staffing changes necessitate a reduction of 61.3 budgeted positions, which includes the following:

- Reduction of 3.4 various budgeted staff. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- Reduction of 18.4 budgeted clerical staff of which 5.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 28.0 budgeted casework staff of which 3.7 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.
- Reduction of 11.5 budgeted administrative support staff of which 2.0 are supervisory budgeted positions, due to cuts in funding and increased staffing costs.

**Program Changes**

Increased staff costs and stagnation of Adult Services funding necessitates the reduction of staffing levels and services and supplies expenditures.

IHSS - Individual Provider costs. This program is essentially an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. In 2002-03 the IHSS providers unionized and successfully negotiated a 19.5% wage increase along with Board agreement to contribute a capped local share for provider medical benefits. Additionally, caseload growth in 2003-04 is expected to increase 11.8% over 2002-03. Local funding is required for the county share of the IHSS Individual Provider costs and the operating costs of the IHSS Public Authority. An additional $10.1 million of local funding is necessary due to projected caseload growth in 2003-04 and the effects of the negotiated increase to staff costs.

Aging Programs – A temporary one-time shift of additional local county cost in the amount of $974,137 was required to offset the estimated local cost need of Aging Programs in 2002-03. Realignment of staff, stagnation of funding streams and the need to fund service contracts at current levels contributed to the need for local funding to supplement traditional funding. Local funding was shifted from the HSS Administrative Claim budget and was replaced by revenue from the Social Services Sales Tax Trust. This $974,137 in local funding will return to the HSS Administrative Claim budget in 2003-04. This increase in local funding is more than offset by local funding reductions due to the County's 4% and 30% reduction plans.

Historically, local cost has been given to the Aging budget through the HSS Administrative Claim budget to fund local match requirements in several Aging programs (Senior Employment, Supportive Services, Ombudsman, and Nutrition programs). In 2003-04, local cost budgeted in this budget unit will fund the following Aging programs:

| | | |
|---|---|---|
| Senior Employment Program | Local Share Match | 36,000 |
| Title III/VII Programs (Supportive Services Ombudsman, Nutrition) | Local Share Match | 119,000 |
| Title IIIE Family Caregiver Program | Local Share Match | 117,906 |
| Nutrition Program | Additional Local Share | 148,000 |
| | Total | 420,906 |

## ADMINISTRATION AND SUPPORT DIVISIONS

**General Program Statement**

HSS Administration and Support Divisions provide general administrative oversight and support functions to all departments included in the Administrative Claim. Support services are also provided to other HSS departments for purposes of continuity and economy of scale. Such services include budget analysis and coordination, facilities support, contract services support, agenda item coordination, special projects, auditing services, information technology and support, training, program legislation and research, and personnel services. Costs for these divisions are allocated to departments included in the HSS Administrative Claim budget and/or charged directly to departments not included.

**Staffing Changes**

**HSS Administration** staffing changes necessitate a net reduction of 156.0 budgeted positions, which includes the following:

- Reduction of 75.7 various budgeted staff of which 12.0 are supervisory budgeted positions. These positions were removed in the Adjustment to 2002-03 Final Budget Board Agenda Item presented to and approved by the Board of Supervisors as Item #68 on November 5, 2002.
- **Administrative Services Division** – reduction of 21.0 budgeted positions of which 2.0 are supervisory budgeted positions.
- **Auditing Division** – reduction of 4.5 budgeted positions.
- **Information Technology and Support Division** – net increase of 8.5 budgeted positions. This includes a transfer of 6.0 budgeted positions for the C-IV automation project that is now cost centered in ITSD (100% reimbursed by CIV State funding). Five budgeted positions have been added to provide programming support to HSS departments that was previously provided by ISD. One budgeted position has transferred from the SAC JOB budget unit to support the recent transfer of JESD staff. A reduction of 3.5 various budgeted positions due to funding reductions.
- **Performance Education Resource Center (PERC)** – reduction of 1.0 budgeted position. This reflects the removal of a PSE position.
- **Program Development Unit –** reduction of 2.5 budgeted positions.
- **Legislation and Research Division** – reduction of 0.8 budgeted position.
- **Program Integrity Division –** reduction of 51.0 budgeted positions of which 7.0 are supervisory budgeted positions.
- **HSS Personnel –** reduction of 5.5 budgeted positions.
- **Administration** – reduction of 2.5 budgeted positions.

**Program Changes**

Increased staff costs and the net reduction of social services funding necessitates the reduction of staffing levels, services and supplies and equipment expenditures.

In 2003-04 PERC will be performing additional training that will generate an estimated $335,000 in additional revenue. Courses include the HIPPA training program, sexual harassment training, training for the City of San Bernardino, Organizational Culture Survey and staff delivered computer courses.

## IV. VACANT POSITION IMPACT

HSS has reduced its budgeted staffing by almost 1,000 budgeted positions, or 22.4%, from the 2002-03 final budget. Budgeted staffing went from 4,409.1 in 2002-03 to 3,422.7 for 2003-04, a reduction of 986.4 budgeted positions.

Of the 3,422.7 budgeted positions, HSS has a total of only 41.5 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 20.0 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 21.5 | Retain |
| Total Vacant | 41.5 | |

**Vacant Position Restoration Request:**

HSS has submitted policy items for the restoration of 20.0 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1, 2, 3, 4 and 5, which would restore 20.0 vacant budgeted positions. The restoration is being recommended for the following reasons:

1. Twelve vacant budgeted positions are needed to correct under fill situations. These classifications work in various programs in HSS. The incumbents were budgeted at the correct salary/benefit range but are currently under filling higher-level positions.
2. Three vacant budgeted positions are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs Employment Services employees under the Transitional Assistance Department.
3. Two vacant budgeted positions are for reclassification of positions that have been approved by HR to reflect changes in job duties.
4. Two vacant budgeted positions are for the Performance and Education Resource Center. The Media Tech Specialist position is essential in developing numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report, as well as providing support on marketing and informational campaigns and materials. The Clerk IV position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC.
6. One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the CAO's office.

These positions are funded by revenue from state and federal sources and by revenue from the Social Services Sales Tax Trust. No local cost savings would be achieved if these positions were eliminated.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Various Programs | 12.0<br>$0<br>No Local Cost | Positions needed to correct underfill situations (3.0 HSS Program Specialists, 2.0 Automated Systems Analyst, 1.0 Clerk III, 1.0 Eligibility Worker Supervisor, 1.0 Fiscal Clerk III, 1.0 Secretary, 1.0 Social Worker II, 1.0 Staff Analyst II, and 1.0 Supervising Fiscal Clerk I). |
| x | 2 | Welfare to Work | 3.0<br>$206,238<br>Revenue Supported | Positions that are needed to transition currently filled positions from the Jobs and Employment Services Department as a result of the reorganization of CalWORKs (1.0 Automated Systems Analyst, 1.0 Staff Analyst II, and 1.0 Supervising Automated Systems Analyst). |
| x | 3 | Child Welfare Services and HSS Administration | 2.0<br>$18,686<br>Revenue Supported | These vacant budgeted positions are for reclassification of positions to reflect changes in job duties (1.0 Administrative Analyst and 1.0 Program Specialist). |
| x | 4 | Performance and Education Resource Center | 2.0<br>$116,150<br>Revenue Supported | These positions develop numerous communication and public relations tools as well as providing support on marketing and informational campaigns and materials (1.0 Media Specialist and 1.0 Clerk IV). |
| x | 5 | HSS Admin. | 1.0<br>$156,874<br>Revenue Supported | HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

The following chart provides an overview of the funding sources and local share requirements for the programs that are budgeted in the HSS Administrative Claim budget.

**FUNDING BY PROGRAM**
**REVENUE SOURCE AND LOCAL COST BREAKDOWN**

**Included in the Administrative Claim**

| | Appropriation | Revenue | | | | | Local Cost | |
|---|---|---|---|---|---|---|---|---|
| | | Federal | % Federal | State | % State | Total Federal/State | Local Share | % Local Cost |
| **Transitional Assistance Department** | | | | | | | | |
| Food Stamps | 28,890,871 | 14,917,936 | 52% | 10,111,805 | 35% | 25,029,741 | **3,861,130** | 13% |
| **Single Allocation** | | | | | | | | |
| CalWorks - Eligibility | 35,137,816 | 20,330,875 | 58% | 8,728,082 | 25% | 29,058,957 | **6,078,859** | 17% |
| CalWorks - Mental Health | 4,714,587 | - | - | 4,714,587 | 100% | 4,714,587 | - | - |
| CalWorks - Cal-Learn | 2,061,519 | 1,030,760 | 50% | 1,030,760 | 50% | 2,061,519 | - | - |
| CalWorks - Welfare to Work | 37,182,589 | 37,182,589 | 100% | - | - | 37,182,589 | - | - |
| CalWorks - Child Care Admin - Stage | 6,613,401 | 6,613,401 | 100% | - | - | 6,613,401 | | |
| **Total Single Allocation** | 85,709,912 | 65,157,625 | | 14,473,429 | | 79,631,053 | 6,078,859 | |
| Medi-Cal | 35,286,789 | 17,643,395 | 50% | 17,643,395 | 50% | 35,286,789 | - | - |
| Foster Care Administration | 4,715,481 | 2,488,989 | 53% | 1,519,169 | 32% | 4,008,158 | 707,323 | 15% |
| **Child Care Administration** | | | | | | | | |
| Stage 2 | 6,112,786 | 4,571,298 | | 1,541,488 | | 6,112,786 | | |
| Stage 3 | 2,721,818 | 954,507 | | 1,767,311 | | 2,721,818 | | |
| CPS - GAPP | 125,594 | - | | 112,441 | | 112,441 | 13,153 | |
| Federal Block Grant - FAPP | 365,773 | 365,773 | | - | | 365,773 | | |
| C-IV Consortium Funding | 2,071,747 | - | - | 2,071,747 | 100% | 2,071,747 | - | - |
| CalWorks - Incentive Funds | - | - | | - | | - | - | - |
| General Relief Administration | 513,410 | - | - | - | - | - | 513,410 | 100% |
| Food Stamp Employment Training | 841,500 | 619,389 | 74% | - | 0% | 619,389 | 222,111 | 26% |
| Other | 2,337,966 | 306,463 | 13% | 62,560 | 3% | 369,023 | 1,968,943 | 84% |
| **Total** | **169,693,647** | **107,025,375** | | **49,303,345** | | **156,328,720** | **13,364,929** | |
| **Department of Children's Services** | | | | | | | | |
| Child Welfare Services - Basic | 62,344,385 | 30,730,131 | 49% | 21,512,932 | 35% | 52,243,063 | 10,101,322 | 16% |
| Child Welfare Services - Augmentatio | 6,604,228 | 3,243,582 | 49% | 3,360,646 | 51% | 6,604,228 | - | - |
| **CWS Total** | **68,948,613** | **33,973,713** | | **24,873,578** | | **58,847,291** | **10,101,322** | |
| Promoting Safe and Stable Families | 2,535,332 | 2,535,332 | 100% | - | - | 2,535,332 | - | - |
| Foster Training and Recruitment | 228,500 | 145,089 | 63% | 83,411 | 37% | 228,500 | - | - |
| Licensing | 1,109,541 | 475,046 | 43% | 634,495 | 57% | 1,109,541 | - | - |
| Support and Therapeutic Options Prog | 863,757 | - | - | 604,630 | 70% | 604,630 | 259,127 | 30% |
| Adoptions | 3,040,218 | 1,467,851 | 48% | 1,572,367 | 52% | 3,040,218 | - | - |
| ILP | 2,230,076 | 2,230,076 | 100% | - | 0% | 2,230,076 | - | - |
| Other Programs | 1,883,810 | 764,138 | 41% | 1,014,684 | 54% | 1,778,822 | 104,988 | 6% |
| **Total** | **80,839,847** | **41,591,245** | | **28,783,165** | | **70,374,410** | **10,465,437** | |
| **Aging and Adult Services** | | | | | | | | |
| In-Home Supportive Services | 10,950,411 | 5,975,732 | 55% | 3,484,645 | 32% | 9,460,377 | 1,490,034 | 14% |
| Adult Protective Services | 4,510,171 | 1,686,051 | 37% | 2,600,223 | 58% | 4,286,274 | 223,897 | 5% |
| IHSS Provider Payments Local Match | 28,867,668 | - | | - | | - | 28,867,668 | 100% |
| IHSS Provider Benefits Local Match | 1,000,000 | - | | - | | - | 1,000,000 | 100% |
| IHSS PA Local Cost Match | 498,432 | - | | - | | - | 498,432 | 100% |
| Contibution to Aging Programs | 420,906 | - | - | - | - | - | 420,906 | 100% |
| Other Programs | - | - | | - | | - | - | - |
| **Total** | **46,247,588** | **7,661,782** | | **6,084,868** | | **13,746,651** | **32,500,937** | |
| **Non Revenue Generating Costs** | | | | | | | | |
| PERC Training Expense | 150,000 | - | - | - | - | - | 150,000 | 100% |
| PERC Ethics Training | 195,000 | - | - | - | - | - | 195,000 | 100% |
| LLUMC - Child Assess Center | 140,000 | - | - | - | - | - | 140,000 | 100% |
| Other | 398,631 | - | - | - | - | - | 398,631 | 100% |
| **Total** | **883,631** | **-** | | **-** | | **-** | **883,631** | |
| **OTHER REVENUES REDUCING LOCAL COST** | | | | | | | **(3,300,544)** | |
| **Total Administrative Budget** | **297,664,713** | **156,278,402** | **53%** | **84,171,378** | **28%** | **240,449,781** | **53,914,390** | **18%** |
| **SOCIAL SERVICES REALIGNMENT** | | | | | | | **42,447,640** | |
| | | | | | | | **11,466,750** | **Local Cost** |

This is the fixed County MOE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. $9,939,989

Remainder of Single Allocation for Stage 1 Childcare is $44,089,340 (provider payments) and is accounted for in AAA ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the AAA ETP budget.

This is the fixed County MOE for Childcare Administration. $13,153

Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation. Failure to fully expend budgeted funds would result in reduction of this allocation. There is no County Match.

This is the fixed County MOE for Adult Protective Services Administration. $223,897

IHSS Provider Payments - State pays providers and the county is only billed for its local share of costs.

IHSS medical benefits local match of $1,000,000.

This total includes $80,000 for Out Stationed Eligibilty Workers, 200,000 for Fraud Colloection, 485,000 for PERC revenue collected, 20,000 from Sherriff for children assesment, 55,000 from State for other C-IV employees, and 125,000 in a grant from the Robert Wood Johnson Foundation, 1,846,944 from the San Bernardino County Coalition for Quality Child Care, 120,000 for Child Development Grant, 89,000 from CAPIT, 40,000 reimbursement for medical exams for children, 30,000 sales, 80,000 fees, 44,000 Healthy Start and 88,600 for the Drug Endangered Children Grant

Local cost is used to leverage Federal and State dollars. The following table demonstrates how further reductions in local cost would result in large losses in Federal and State funding, severely impacting departments' abilities to administer mandated programs.

**REVENUE SOURCE/LOCAL COST SUMMARY**

| | PROGRAM BUDGET | | | COUNTY SHARE | | | | |
|---|---|---|---|---|---|---|---|---|
| **Program/Allocation** | **Program Costs** | **Federal and State Revenue** | **County Share** | **County Local Cost** | **Realignment** | **Loss of Funding if County share reduced by $1** | **Loss of Funding if County share reduced by 10%** | **Comments** |
| **HSS Administrative Budget** | | | | | | | | |
| **Hard Match Programs** | | | | | | | | |
| CalWORKs & Food Stamp Administration | 114,068,592 | 104,128,603 | 9,939,989 | 5,242,756 | 4,697,233 | 113,433,012 | 113,433,012 | Fixed Local Funding Maintenance of Effort. Must spend MOE or lose $113 million in funding |
| Adult Protective Svcs Administration | 4,510,171 | 4,286,274 | 223,897 | 118,679 | 105,218 | 4,286,274 | 4,286,274 | Fixed Local Funding Maintenance of Effort. Must spend MOE or lose $4.3 million in funding |
| General Relief Administration | 513,410 | - | 513,410 | 513,410 | - | - | | All County Share |
| **Percentage Based Mandates** | | | | | | | | |
| Medi-Cal Admin | 35,818,980 | 35,818,980 | - | | - | - | | No County Share unless allocation is overspent |
| Other TAD Programs | 19,292,665 | 19,190,079 | 102,586 | - | 102,586 | 20 | 2,068,857 | Foster Care Admin, FSET, Kin-Gap Admin, C-IV Local Match is approximately 5% |
| Child Welfare Svcs Admin | 68,964,986 | 59,250,276 | 9,714,710 | 5,591,905 | 4,122,805 | 6,604,228 | 7,566,244 | $6.67 million augmentation to allocation is available only after base allocation is exhausted and 15% local share is met. |
| Supportive Therapy Option Program - DCS | 863,757 | 604,630 | 259,127 | - | 259,127 | 4 | 166,582 | 30% Local Match required |
| Other DCS Allocations | 11,011,104 | 11,011,104 | - | - | | - | | Adoptions, ILP, Group Home, Foster Parent Trng |
| IHSS Administration | 10,950,411 | 9,460,377 | 1,490,034 | - | 1,490,034 | 7 | 425,724 | 14% Local Match required |
| IHSS Provider Payments & PA | 141,816,304 * | 111,450,204 | 30,366,100 | - | 30,366,100 | | | 22% Local Match required. State mandated and caseload driven. It is not possible to reduce County share in this program without reducing caseloads. |
| **Discretionary Costs** | | | | | | | | |
| Non-Revenue Generating Costs | 1,304,537 | - | 1,304,537 | - | 1,304,537 | - | | |
| Subtotal | 409,114,917 | 355,200,527 | 53,914,390 | 11,466,750 | 42,447,640 | 124,323,545 | 127,946,693 | |

*Only IHSS local share is budgeted in HSS Administrative budget. To reconcile total HSS program costs to budgeted costs, reduce program costs by IHSS Provider payments Federal/State revenue.

| | |
|---|---|
| Total program costs | 409,114,917 |
| IHSS Provider pmts Federal/State revenue | 111,450,204 |
| Total HSS Administrative budget | 297,664,713 |

GROUP: Human Services System
DEPARTMENT: HSS Administration
FUND: General AAA DPA

FUNCTION: Public Assistance
ACTIVITY: Administration

ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Salaries and Benefits | 186,894,391 | 204,475,524 | (8,182,587) | - | 196,292,937 |
| Services and Supplies | 35,552,034 | 38,577,490 | (6,320,214) | - | 32,257,276 |
| Central Computer | 3,597,860 | 3,597,860 | (786,964) | - | 2,810,896 |
| Other Charges | 42,607,535 | 45,372,304 | 1,406,352 | - | 46,778,656 |
| Equipment | 1,981,784 | 4,732,727 | - | - | 4,732,727 |
| Transfers | 31,792,698 | 32,464,384 | (4,207,793) | - | 28,256,591 |
| Total Exp Authority | 302,426,302 | 329,220,289 | (18,091,206) | - | 311,129,083 |
| Reimbursements | (1,158,834) | (1,369,157) | - | - | (1,369,157) |
| Total Appropriation | 301,267,468 | 327,851,132 | (18,091,206) | - | 309,759,926 |
| Operating Transfers Out | 3,687,865 | 3,638,293 | - | - | 3,638,293 |
| Total Requirements | 304,955,333 | 331,489,425 | (18,091,206) | - | 313,398,219 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 9,753 | - | - | - | - |
| Taxes | - | - | - | - | - |
| Currrent Services | 572,425 | 449,000 | - | - | 449,000 |
| State, Fed or Gov't Aid | 292,144,730 | 318,951,182 | (17,793,713) | - | 301,157,469 |
| Other Revenue | 415,547 | 295,000 | - | - | 295,000 |
| Other Financing Sources | 48,635 | 30,000 | - | - | 30,000 |
| Total Revenue | 293,191,090 | 319,725,182 | (17,793,713) | - | 301,931,469 |
| Local Cost | 11,764,243 | 11,764,243 | (297,493) | - | 11,466,750 |
| Budgeted Staffing | | 4,409.1 | (233.6) | | 4,175.5 |

**GROUP:** Human Services System
**DEPARTMENT:** HSS Administration
**FUND:** General AAA DPA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I + J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 196,292,937 | (7,516,803) | 188,776,134 | (497,948) | 188,278,186 | 497,948 | 188,776,134 |
| Services and Supplies | 32,257,276 | (1,499,268) | 30,758,008 | - | 30,758,008 | - | 30,758,008 |
| Central Computer | 2,810,896 | - | 2,810,896 | - | 2,810,896 | - | 2,810,896 |
| Other Charges | 46,778,656 | (2,488,998) | 44,289,658 | - | 44,289,658 | - | 44,289,658 |
| Equipment | 4,732,727 | (4,346,518) | 386,209 | - | 386,209 | - | 386,209 |
| Transfers | 28,256,591 | 2,919,627 | 31,176,218 | - | 31,176,218 | - | 31,176,218 |
| Total Exp Authority | 311,129,083 | (12,931,960) | 298,197,123 | (497,948) | 297,699,175 | 497,948 | 298,197,123 |
| Reimbursements | (1,369,157) | (661,685) | (2,030,842) | - | - | - | - |
| Total Appropriation | 309,759,926 | (13,593,645) | 296,166,281 | (497,948) | 295,668,333 | 497,948 | 296,166,281 |
| Operating Transfers Out | 3,638,293 | (2,139,861) | 1,498,432 | - | 1,498,432 | - | 1,498,432 |
| Total Requirements | 313,398,219 | (15,733,506) | 297,664,713 | (497,948) | 297,166,765 | 497,948 | 297,664,713 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | - | - | - | - | - | - | - |
| Taxes | - | - | - | - | - | - | - |
| Current Services | 449,000 | 3,600 | 452,600 | - | 452,600 | - | 452,600 |
| State, Fed or Gov't Aid | 301,157,469 | (17,996,050) | 283,161,419 | (497,948) | 282,663,471 | 497,948 | 283,161,419 |
| Other Revenue | 295,000 | 2,258,944 | 2,553,944 | - | 2,553,944 | - | 2,553,944 |
| Other Financing Sources | 30,000 | - | 30,000 | - | 30,000 | - | 30,000 |
| Total Revenue | 301,931,469 | (15,733,506) | 286,197,963 | (497,948) | 285,700,015 | 497,948 | 286,197,963 |
| Local Cost | 11,466,750 | - | 11,466,750 | - | 11,466,750 | - | 11,466,750 |
| Budgeted Staffing | 4,175.5 | (752.8) | 3,422.7 | (20.0) | 3,402.7 | 20.0 | 3,422.7 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 5,654,716 | MOU increase. |
| | 10,512,142 | Retirement increase. |
| | 816,984 | Risk management workers comp increase. |
| | (15,000,000) | Full year funding reduction. |
| | (10,166,429) | Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | (8,182,587) | |
| Services and Supplies | (123,362) | Risk management liability reduction. |
| | 42,000 | PERC training cost increase. |
| | (6,238,852) | Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | (6,320,214) | |
| Central Computer | (786,964) | |
| Other Charges | (2,100,000) | Full year funding reduction. |
| | 5,063,024 | Full year funding increase - IHSS provider payments. Approved by the Board on January 14, 2003. |
| | 2,300,000 | Increase in IHSS provider payments - approved by the board on November 5, 2002 - mid-year adjustment to final budget. |
| | (2,346,000) | Reduction in JESD program contracts. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | (1,164,066) | Reduction in FSET allocation. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | (346,606) | Various other charges reduction. Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | 1,406,352 | |
| Transfers | (4,000,000) | Full year funding reduction. |
| | (112,016) | Approved by the Board on November 5, 2002 - mid-year adjustment to final budget. |
| | (95,777) | EHAP reduction. |
| | (4,207,793) | |
| Total Requirements | (18,091,206) | |
| | (21,518,370) | Total reduction in revenue. |
| | 3,724,657 | Additional realignment needed as result of 4% and 30% spend down plans. |
| Total Revenue | (17,793,713) | |
| Local Cost | (297,493) | |

**Recommended Program Funded Adjustments**

| | Totals | |
|---|---|---|
| **Salaries and Benefits** | | |
| Total TAD | (2,831,861) | Net change to Transitional Assistance Department. |
| Total JESD | (2,524,430) | Net change to Jobs and Employment Services Department. |
| Total DCS | (794,821) | Net change to Department of Childrens Services. |
| Total DAAS | (575,870) | Net change to Department of Aging and Adult Services. |
| Total Admin | (789,822) | Net change to HSS Administrative Divisions. |
| | (7,516,803) | |
| **Services and Supplies** | (172,872) | Reduction in commmunication network systems. |
| | (100,450) | Reduction in computer software purchases. |
| | (532,000) | Reduction in computer hardware purchases. |
| | (100,000) | Reduction in office expenses. |
| | (100,000) | Reduction in printing services. |
| | (202,832) | Reduction in temporary help services. |
| | 1,110,104 | Increase in COWCAP rate. |
| | 614,355 | Increase in distributed data processing equipment. |
| | 137,348 | Increase in professional services. |
| | (750,000) | Reduction in systems development charges. |
| | (585,000) | Reduction in maintenance of equipment. |
| | (277,450) | Reduction in maintenance of structures. |
| | (540,471) | Overall reduction in other services and supplies. |
| | (1,499,268) | |
| **Other Charges** | (400,000) | Reduction in employment services - transportation. |
| | (454,000) | Reduction in employment services - program contracts. |
| | (1,181,855) | Reduction in Childrens Services - program contracts. |
| | (635,936) | Reduction in CalWORKS incentive contracts. |
| | (1,000,000) | IHSS provider health insurance to be reported in transfers - 5030. |
| | (498,432) | IHSS PA local cost match to be reported in transfers - 5030. |
| | 2,690,476 | Increase in IHSS provider payements. |
| | (1,009,251) | Overall reduction in other charges. |
| | (2,488,998) | |
| **Equipment** | (878,000) | Reduction in equipment purchases over $5,000. |
| | (1,833,385) | Reduction in vehicle purchases. |
| | (1,635,133) | Reduction in leased equipment purchases. |
| | (4,346,518) | |
| **Transfers** | 2,919,627 | Increase due to TAD MOU with SAC JOB and EHAP charges moving from the 200 series. |
| **Reimbursements** | (661,685) | Increase in HSS Admin. staff performing non-welfare support functions. |
| **Total Appropriation** | (13,593,645) | |
| **Operating Transfers Out** | (3,638,293) | End of funding for Juvenile Dependency Court Building. |
| | 1,000,000 | IHSS provider health insurance to be reported in transfers - 5030. |
| | 498,432 | IHSS PA local cost match to be reported in transfers - 5030. |
| | (2,139,861) | |
| **Total Requirements** | (15,733,506) | |
| **Revenue** | | |
| Current Services | 3,600 | Increase in health services grant. |
| State, Fed or Gov't Aid | (17,996,050) | Decrease due to reduction in program costs resulting from decreased allocations. |
| Other Revenue | 2,258,944 | Increase due to San Bernardino County Coalition for Quality Childcare Grant. |
| **Total Revenue** | (15,733,506) | |
| **Local Cost** | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment | 20 | 20.0 | 497,948 | 497,948 | - |
| Vacant Budgeted in Recruitment - Retain | 22 | 21.5 | 1,473,548 | 1,473,548 | - |
| Total Vacant | 42 | 41.5 | 1,971,496 | 1,971,496 | - |
| Recommended Restoration of Vacant Deleted | 20 | 20.0 | 497,948 | 497,948 | - |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Note: If position is seasonal indicate next to Classification (Seasonal - May through August)* | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Automated Systems Analyst I | 13837 | (1.0) | - | - | - |
| Automated Systems Analyst I | N0000375 | (1.0) | (67,238) | (67,238) | - |
| Automated Systems Analyst I | 72389 | (1.0) | - | - | - |
| Clerk III | 2974 | (1.0) | - | - | - |
| Clerk IV | 76707 | (1.0) | (47,418) | (47,418) | - |
| Eligibility Worker Supervisor I | 13699 | (1.0) | - | - | - |
| Fiscal Clerk III | 74709 | (1.0) | - | - | - |
| HSS Program Specialist I | N0000478 | (1.0) | (5,218) | (5,218) | - |
| HSS Program Specialist I | 16694 | (1.0) | - | - | - |
| HSS Program Specialist II | 74141 | (1.0) | - | - | - |
| HSS Program Specialist II | 7923 | (1.0) | - | - | - |
| Media Specialist | 12152 | (1.0) | (68,732) | (68,732) | - |
| Secretary I | 7707 | (1.0) | - | - | - |
| Social Worker II | 18003 | (1.0) | - | - | - |
| Staff Analyst II | 8193 | (1.0) | (70,303) | (70,303) | - |
| Staff Analyst II | 72418 | (1.0) | - | - | - |
| Supv Fiscal Clerk I | 16568 | (1.0) | - | - | - |
| Supvg Auto Systems Analyst I | N0000311 | (1.0) | (68,697) | (68,697) | - |
| Administrative Analyst III | 72911 | (1.0) | (13,468) | (13,468) | - |
| Associate Administrative Offcr | 72655 | (1.0) | (156,874) | (156,874) | - |
| Subtotal Recommended - Retain | | (20.0) | (497,948) | (497,948) | - |
| Total Slated for Deletion | | (20.0) | (497,948) | (497,948) | - |
| Vacant Budgeted in Recruitment - **Retain** | | | | | |
| Applications Specialist | N0000479 | 1.0 | 62,936 | 62,936 | - |
| Applications Specialist | N0000481 | 1.0 | 62,936 | 62,936 | - |
| Applications Specialist | N0000480 | 1.0 | 62,936 | 62,936 | - |
| Automated Systems Analyst I | N0000488 | 1.0 | 67,238 | 67,238 | - |
| Automated Systems Analyst I | 74882 | 1.0 | 67,238 | 67,238 | - |
| Automated Systems Analyst I | N0000487 | 1.0 | 67,238 | 67,238 | - |
| Business Systems Analyst I | N0000255 | 1.0 | 65,744 | 65,744 | - |
| Business Systems Analyst I | N0000253 | 1.0 | 65,744 | 65,744 | - |
| Business Systems Analyst I | N0000258 | 0.5 | 32,872 | 32,872 | - |
| Business Systems Analyst I | N0000256 | 1.0 | 65,744 | 65,744 | - |
| Business Systems Analyst I | N0000257 | 1.0 | 65,744 | 65,744 | - |
| Clerk II | 3040 | 1.0 | 38,339 | 38,339 | - |
| Clerk III | 73921 | 1.0 | 42,617 | 42,617 | - |
| Dep Director Transitional Asst | N0000262 | 1.0 | 100,170 | 100,170 | - |
| Programmer III | N0000409 | 1.0 | 82,335 | 82,335 | - |
| Programmer III | N0000184 | 1.0 | 82,335 | 82,335 | - |
| Programmer III | N0000408 | 1.0 | 82,335 | 82,335 | - |
| Programmer III | N0000407 | 1.0 | 82,335 | 82,335 | - |
| Secretary I | N0000541 | 1.0 | 48,388 | 48,388 | - |
| Supervising Accountant II | 72650 | 1.0 | 73,489 | 73,489 | - |
| Supvg Auto Systems Analyst I | N0000312 | 1.0 | 68,697 | 68,697 | - |
| Supvg Auto Systems Analyst II | 59 | 1.0 | 86,138 | 86,138 | - |
| Total in Recruitment Retain | | 21.5 | 1,473,548 | 1,473,548 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

HUMAN SERVICES SYSTEM

## POLICY DESCRIPTION FORM

**Department/Group:** DPA/Human Services System **Budget Code:** AAA DPA

**Title:** Restore Vacant Budgeted Positions to Correct Underfill Situations

**PRIORITY:** Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

Twelve vacant budgeted positions are needed to correct underfill situations. These classifications work in various programs in HSS. The incumbents in the classifications listed below were budgeted at the correct salary/benefit range, but are currently underfilling higher-level positions. If these vacant positions are restored, incumbents will be moved to the correct classifications and the higher-level positions will be deleted.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 0 | $ 0 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 2.0 | Automated Systems Analyst I | |
| 1.0 | Clerk III | |
| 1.0 | Eligibility Worker Supervisor II | |
| 1.0 | Fiscal Clerk III | |
| 1.0 | HSS Program Specialist I | |
| 2.0 | HSS Program Specialist II | |
| 1.0 | Secretary I | |
| 1.0 | Social Worker II | |
| 1.0 | Staff Analyst II | |
| 1.0 | Supervising Fiscal Clerk I | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 0 | $ 0 |

**REVENUE (specify source)**

| | | |
|---|---|---|
| State, federal and Social Services Sales Tax | 0 | 0 |
| | | |
| | | |
| Total: | $ 0 | $ 0 |
| LOCAL COST | $ 0 | $ 0 |

**HUMAN SERVICES SYSTEM**

## POLICY DESCRIPTION FORM

**Department/Group:** DPA/Human Services System **Budget Code:** AAA DPA

**Title:** Restore Vacant Budgeted Positions for Reclassification

**PRIORITY:** Rank 2 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Reclassification of Administrative Manager to Administrative Analyst III** – The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

Reclassification of Staff Analyst I to Program Specialist I – The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, ant the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 206,238 | $ 206,238 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Automated Systems Analyst I | 67,238 |
| 1.0 | Staff Analyst II | 70,303 |
| 1.0 | Supervising Auto Sys Analyst I | 68,697 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** | | |
| **Total:** | $ 206,238 | $ 206,238 |
| **REVENUE (specify source)** | | |
| State, federal and Social Services Sales Tax | 206,238 | 206,238 |
| | | |
| | | |
| **Total:** | $ 206,238 | $ 206,238 |
| **LOCAL COST** | $ 0 | $ 0 |

**HUMAN SERVICES SYSTEM**

## POLICY DESCRIPTION FORM

**Department/Group:** DPA/Human Services System **Budget Code:** AAA DPA

**Title:** Restore Vacant Budgeted Positions for Reclassification

**PRIORITY:** Rank 3 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Reclassification of Administrative Manager to Administrative Analyst III –** The Administrative Manager is currently assigned to HSS Administration and has primary responsibility for budget preparation and analysis for several departments and programs within HSS, including Transitional Assistance, Children's Services, Aging and Adult Services, Preschool Services, Veterans Affairs and Child Support Services. All other positions performing this budgetary function within HSS Administration, Economic Development & Public Services Group (ED/PSG) Administration, and the County Administrative Office are classified as Administrative Analyst III positions. The Human Resources Department performed a classification study on this Administrative Manager position in April 2002 and determined that the duties, responsibilities, and skill requirements to perform the functions of the position are consistent with the Administrative Analyst III classification.

**Reclassification of Staff Analyst I to Program Specialist I –** The Staff Analyst I is currently assigned to the Department of Children's Services. Over time the complexity of assignments increased, ant the incumbent assumed all the duties of a Program Specialist I. The incumbent performs duties to assist the department in response to federal, state and heightened accountability mandates for contracts and grant-funded programs, and the growing focus on its role in support of the county's social work staff and function. A study by Human Resources completed in June 2002 supports this classification action.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 18,686 | $ 18,868 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Administrative Analyst III | 13,468 |
| 1.0 | Program Specialist I | 5,218 |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 18,686 | $ 18,868 |
| **REVENUE (specify source)** | | |
| State, federal and Social Services Sales Tax | 18,686 | 18,868 |
| | | |
| | | |
| **Total:** | $ 18,686 | $ 18,868 |
| **LOCAL COST** | $ 0 | $ 0 |

**HUMAN SERVICES SYSTEM**

## POLICY DESCRIPTION FORM

**Department/Group:** DPA/Human Services System **Budget Code:** AAA DPA

**Title:** Restore Vacant Budgeted Positions in PERC

**PRIORITY:** Rank 4 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)**

**Clerk IV Position** – This position is budgeted and was vacated in October 2002. The Clerk IV provides direct supervision to 3.0 Clerk III's, 7.0 Clerk II's (one of whom is stationed in the Victorville Office), and a Fiscal Clerk I. This position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC. Responsibilities include ensuring that staff and equipment are deployed to multiple training locations on a daily basis, oversight for the Tuition Fund Reimbursement process, maintenance of the training database and coordination of New Employee Orientation training.

**Media Specialist Position** – This position is budgeted and was vacated in January 2003 when the incumbent retired. The Media Specialist is a shared communication and media resource for Human Services System and county department programs, activities and services. This position develops numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report and also provides support to marketing and informational campaigns and associated materials.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 116,150 | $ 116,150 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Clerk IV | 47,418 |
| 1.0 | Media Specialist | 68,732 |
| | | |
| | | |
| | | |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** _____ | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| **Reimbursements (specify)** _____ | | |
| **Total:** | $ 116,150 | $ 116,150 |
| **REVENUE (specify source)** | | |
| State, federal and Social Services Sales Tax | 116,150 | 116,150 |
| | | |
| | | |
| **Total:** | $ 116,150 | $ 116,150 |
| **LOCAL COST** | $ 0 | $ 0 |

HUMAN SERVICES SYSTEM

## POLICY DESCRIPTION FORM

**Department/Group:** DPA/Human Services System **Budget Code:** AAA DPA

**Title:** Restore Vacant Budgeted Position for Incumbent Assigned to Higher Position

**PRIORITY:** Rank 5 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

One vacant budgeted position is needed for the HSS Associate Administrative Officer temporarily assigned to a vacant higher position in the County Administrative Office.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 156,874 | $ 156,874 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.0 | Associate Administrative Officer | 156,874 |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 156,874 | $ 156,874 |
| **REVENUE (specify source)** | | |
| State, federal and Social Services Sales Tax | 156,874 | 156,874 |
| | | |
| | | |
| **Total:** | $ 156,874 | $ 156,874 |
| **LOCAL COST** | $ 0 | $ 0 |

**BUDGET UNIT: SUBSISTENCE PAYMENTS SUMMARY - PUBLIC ASSISTANCE (AAA - DVC, ETP, OCC; AAB - ATC, BHI, CAP, CAS, FGR, KIN, SED, UPP**

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Total appropriation | 410,605,410 | 420,327,685 | 418,593,236 | 434,096,671 |
| Total revenue | 389,634,627 | 399,251,194 | 397,773,722 | 412,619,746 |
| Local Cost | 20,970,783 | 21,076,491 | 20,819,514 | 21,476,925 |

Overall, the subsistence budgets and the Aid to Indigents budget will not exceed 2003-04 local cost allocated to them. However, some subsistence budget units are projected to exceed their individual local cost allocation and local cost transfers have been made between these budget units based on individual budget units' needs. The additional local cost is offset by either 1) projected savings in other subsistence budgets and in the Aid To Indigents budget, or 2) by additional revenue from the Social Services Sales Tax Trust (Realignment).

---

**BUDGET UNIT: DOMESTIC VIOLENCE/CHILD ABUSE (AAA DVC)**

## I. GENERAL PROGRAM STATEMENT

This budget unit provides for a number of contracts with agencies to ensure temporary shelter, food, transportation and emergency services and treatment/counseling for adults and children who are victims of domestic violence and child abuse.

- The domestic violence program under SB 1246 (Presley Fund) is funded by a surcharge on marriage licenses and provides funding for shelter care facilities, temporary housing, and counseling services.
- The child abuse prevention program is state funded under AB 2994 (Children's Trust Fund) by a surcharge on certified copies of birth certificates. This program provides: 1) training to childcare organizations/schools on child abuse recognition; 2) training of teenage parents encouraging proper care of infants and children; 3) group treatment for victims of abuse; and 4) group counseling for child abusers.
- An additional child abuse prevention program is funded under AB 1733. The services provided by this program are: 1) training to counselors on recognizing and reporting child abuse; 2) training to children, of preschool age to 14, on recognizing molestation and sexual abuse, avoidance techniques and reporting methods; and 3) training for parents and community groups in recognizing child abuse.

These programs are 100% funded by the three sources referenced above. There is no county general fund contribution nor staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,385,236 | 1,432,136 | 1,390,667 | 1,380,611 |
| Total Financing Sources | 1,378,862 | 1,432,136 | 1,397,041 | 1,380,611 |
| Local Cost | 6,374 | - | (6,374) | - |
| **Workload Indicators** | | | | |
| SB 1246 Contracts | $378,000 | $332,492 | $315,000 | $285,000 |
| AB 2994 Contracts | $507,277 | $469,175 | $447,631 | $447,631 |
| AB 1733 Contracts | $499,959 | $630,469 | $628,036 | $647,980 |

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

None.

### PROGRAM CHANGES

An expected decrease in the sale of marriage licenses will result in less funding available for contractor payments.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP: Human Services System**
**DEPARTMENT: Domestic Violence/Child Abuse**
**FUND: General AAA DVC**

**FUNCTION: Public Assistance**
**ACTIVITY: Aid Program**

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Other Charges | 1,390,667 | 1,432,136 | (223,244) | - | 1,208,892 |
| Total Appropriation | 1,390,667 | 1,432,136 | (223,244) | - | 1,208,892 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 628,036 | 630,469 | - | - | 630,469 |
| Total Revenue | 628,036 | 630,469 | - | - | 630,469 |
| Operating Transfers In | 769,005 | 801,667 | (223,244) | - | 578,423 |
| Total Financing Sources | 1,397,041 | 1,432,136 | (223,244) | - | 1,208,892 |
| Local Cost | (6,374) | - | - | - | - |

**GROUP:** Human Services System
**DEPARTMENT:** Domestic Violence/Child Abuse
**FUND:** General AAA DVC

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Program

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 1,208,892 | 171,719 | 1,380,611 | - | **1,380,611** | - | 1,380,611 |
| Total Appropriation | 1,208,892 | 171,719 | 1,380,611 | - | **1,380,611** | - | 1,380,611 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 630,469 | 17,511 | 647,980 | - | **647,980** | - | 647,980 |
| Total Revenue | 630,469 | 17,511 | 647,980 | - | **647,980** | - | 647,980 |
| Operating Transfers In | 578,423 | 154,208 | 732,631 | - | **732,631** | - | 732,631 |
| Total Financing Sources | 1,208,892 | 171,719 | 1,380,611 | - | **1,380,611** | - | 1,380,611 |
| Local Cost | - | - | - | - | **-** | - | - |

**Base Year Adjustments**

| | | |
|---|---|---|
| Other Charges | (223,244) | Due to an expected decrease in revenue that was included in budget targets. The decrease is largely result of less birth certificates projected to be sold in 2003-04. |
| Total Appropriation | (223,244) | |
| Total Revenue | (223,244) | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | 171,719 | Projections show the decrease in sale of birth certificates to be less severe than was projected in the 2003-04 budget target package. |
| Total Appropriation | 171,719 | |
| Revenue | | |
| State, Fed or Gov't Aid | 17,511 | Increase in state funding for CAPIT (AB-1733) per allocation letter. |
| | 17,511 | |
| Total Revenue | 17,511 | |
| Operating Transfers In | 154,208 | Additional revenue available from special revenue fund balances. |
| Total Sources | 171,719 | |
| Local Cost | - | |

**BUDGET UNIT: CHILD CARE PROVIDER PAYMENTS (AAA ETP)**

## I. GENERAL PROGRAM STATEMENT

All childcare programs administered by the Transitional Assistance Department (TAD) are budgeted within this unit. This expanded program is one of the major programs of the federal welfare reform and the resulting state CalWORKs program. The expanded programs are intended to fund childcare for CalWORKs recipients that are seeking employment or have obtained employment and continue through employment stabilization for a period of up to two years. This budget unit also incorporates the program that funds childcare for families in which the child is under the auspices of the Department of Children's Services and is at risk of parent abuse or neglect.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 85,891,477 | 68,504,316 | 90,311,824 | 93,919,917 |
| Total Revenue | 85,943,528 | 68,504,316 | 90,311,824 | 93,919,917 |
| Local Cost | (52,051) | - | - | - |
| **Workload Indicators** | | | | |
| Annual Paid Cases | 23,153 | 18,229 | 21,284 | 20,462 |
| Average Monthly Aid | $309 | $313 | $354 | $382 |

In 2002-03 the budget was built based on assumptions that funding would be cut by as much as 25%. When the state released the 2002-03 allocations, funding was cut by only 9%. Due to this fact this estimate is built based on caseload trend and not on expected allocations.

Sufficient funding has been received to cover childcare expenses in 2002-03. Allocations received for childcare are as follows:

| Program | 2002-03 Original Allocations | Mid-Year Allocation Augmentations | Final Allocations |
|---|---|---|---|
| Stage 1 CalWORKS | $ 35,681,406 | $ 12,192,651 | $ 47,874,057 |
| Stage 2 Contracts | 27,045,683 | 2,307,182 | 29,352,865 |
| Stage 3 Contracts | 8,167,041 | 2,550,000 | 10,717,041 |
| General Alternative Payment (Child Protective Services) | 826,971 | 16,539 | 843,510 |
| Federal Alternative Payment (Federal Block Grant) | 3,128,898 | 62,578 | 3,191,476 |
| **Total** | $ 74,849,999 | $ 17,128,950 | $ 91,978,949 |

In July 2002 the department presented to the Board the 2002-03 allocations and increased appropriations by $7.0 million. Estimates indicated a need for additional funding of approximately $13.5 million. The department submitted its request to the state in January 2003. As of April 2003 all requests for additional funding have been granted and the department will present the allocation augmentations along with the increase in appropriations and revenue to the Board in late April.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

In 2003-04 the Governor proposes childcare funding to be included in the “realignment II” funding shift to the county. This will allow for childcare to continue to be fully funded as long as sales tax revenues grow. This would also give the county the flexibility to determine eligibility requirements in times when funding becomes stagnant.

It is projected that caseload will continue to decrease slightly due to recipients timing out or exhausting their allowable time to receive childcare. Average monthly aid in 2003-04 will increase by 8% due to inflation and high demand for childcare services.

Childcare provider payments are 100% federal and state funded through reimbursements by the state. There is no local cost.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Entitlement Payments
FUND: General AAA ETP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Other Charges | 90,311,824 | 68,504,316 | 30,534,442 | - | 99,038,758 |
| Total Appropriation | 90,311,824 | 68,504,316 | 30,534,442 | - | 99,038,758 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 90,311,824 | 68,504,316 | 30,534,442 | - | 99,038,758 |
| Total Revenue | 90,311,824 | 68,504,316 | 30,534,442 | - | 99,038,758 |
| Local Cost | - | - | - | - | - |

**GROUP:** Human Services System
**DEPARTMENT:** Entitlement Payments
**FUND:** General AAA ETP

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 99,038,758 | (5,118,841) | 93,919,917 | - | **93,919,917** | - | 93,919,917 |
| Total Appropriation | 99,038,758 | (5,118,841) | 93,919,917 | - | **93,919,917** | - | 93,919,917 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 99,038,758 | (5,118,841) | 93,919,917 | - | **93,919,917** | - | 93,919,917 |
| Total Revenue | 99,038,758 | (5,118,841) | 93,919,917 | - | **93,919,917** | - | 93,919,917 |
| Local Cost | - | - | - | - | **-** | - | - |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | 30,534,442 | Increase in allocations from federal and state sources. |
| Total Appropriation | 30,534,442 | |
| Total Revenue | 30,534,442 | |
| Total Local Cost | - | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | (5,118,841) | Reduction due to caseload decline. |
| Total Appropriation | (5,118,841) | |
| Revenue | | |
| State, Fed or Gov't Aid | (5,118,841) | |
| Total Revenue | (5,118,841) | |
| Local Cost | - | |

**BUDGET UNIT: OUT-OF-HOME CHILD CARE (AAA OCC)**

## I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for room, board and care for those children pending determination of eligibility for state or federal aid, those who are ineligible due to other resources, or those who are illegal aliens. Some of these children have serious emotional and medical problems, which increase the difficulty of locating appropriate facilities for their care. Costs for this program can fluctuate based on the unique nature and requirements of each individual case. This program is 100% locally funded. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 358,991 | 437,521 | 349,667 | 338,164 |
| Local Cost | 358,991 | 437,521 | 349,667 | 338,164 |
| **Workload Indicators** | | | | |
| Paid Cases Per Month | 40 | 40 | 33 | 32 |
| Average Monthly Aid | $748 | $877 | 887 | 890 |

Expenditures for this program can fluctuate based on the unique nature and requirements of each individual case, but have remained between $300,000 and $500,000 per year for the past three years. Expenditures for this program have decreased by 20.1% due to the Department of Children's Services ability to more efficiently help children qualify for federal and state funded programs. It is anticipated that average monthly aid per case will increase slightly due to inflation.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Paid cases per month have dropped by 20% from the previous year due to the Department of Children's Services ability to more efficiently help children qualify for federal and state programs. Average monthly aid per case has increased slightly due to inflation.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Out-of-Home Child Care
**FUND:** General AAA OCC

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Program

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Other Charges | 349,667 | 437,521 | - | - | 437,521 |
| Total Appropriation | 349,667 | 437,521 | - | - | 437,521 |
| Local Cost | 349,667 | 437,521 | - | - | 437,521 |

**GROUP:** Human Services System
**DEPARTMENT:** Out-of-Home Child Care
**FUND:** General AAA OCC

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Program

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 437,521 | (99,357) | 338,164 | - | 338,164 | - | 338,164 |
| Total Appropriation | 437,521 | (99,357) | 338,164 | - | 338,164 | - | 338,164 |
| Local Cost | 437,521 | (99,357) | 338,164 | - | 338,164 | - | 338,164 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | (99,357) | Reduction in caseload. |
| Total Appropriation | (99,357) | |
| Local Cost | (99,357) | |

**BUDGET UNIT: AID TO ADOPTIVE CHILDREN (AAB ATC)**

## I. GENERAL PROGRAM STATEMENT

This program provides financial assistance to adopting parents who would otherwise not be able to provide for a child's special needs. The children, on whose behalf monies are paid, are disadvantaged personally or physically handicapped, or are adolescents. This program enables hard to place children to be adopted and taken out of the higher cost Foster Care program. This budget is funded approximately 48% state, 36% federal with the remaining costs offset by revenue from the Social Services Sales Tax Trust and local cost. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 11,429,348 | 14,103,489 | 14,663,239 | 17,152,146 |
| Total Revenue | 10,393,494 | 13,176,268 | 13,736,018 | 15,946,603 |
| Local Cost | 1,035,854 | 927,221 | 927,221 | 1,205,543 |
| **Workload Indicators** | | | | |
| Paid Cases Per Month | 1,558 | 1,924 | 2,001 | 2,343 |
| Average Monthly Aid | $ 611 | $ 611 | $ 611 | $ 610 |

In 2002-03, continued caseload growth is due to the success of legislation that promotes participation in this program. The legislation is meant to reduce the number of children in the Foster Care program. Estimated 2002-03 expenditures are now expected to exceed budget based on an overall caseload growth of 4%. A mid-year budget adjustment is being prepared to present to the Board to increase appropriations and revenue by $559,750. To meet the additional local cost requirement in 2002-03, an additional $200,262 will be requested from the Social Services Sales Tax Trust.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Caseload is expected to increase approximately 17.1% in 2003-04. Continued growth is expected due to the success of legislation that promotes participation in this program.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is $2,746,455 of which $1,540,912 is funded from the Social Services Sales Tax Trust. The remaining $1,205,543 requires local funding, an increase of $278,322 over 2002-03.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Aid to adoptive Children
**FUND:** General AAB ATC

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Other Charges | 14,663,239 | 14,103,489 | 1,323,984 | 559,750 | 15,987,223 |
| Total Appropriation | 14,663,239 | 14,103,489 | 1,323,984 | 559,750 | 15,987,223 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 13,736,018 | 13,176,268 | 1,323,984 | 559,750 | 15,060,002 |
| Total Revenue | 13,736,018 | 13,176,268 | 1,323,984 | 559,750 | 15,060,002 |
| Local Cost | 927,221 | 927,221 | - | - | 927,221 |

**GROUP:** Human Services System
**DEPARTMENT:** Aid to Adoptive Children
**FUND:** General AAB ATC

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 15,987,223 | 1,164,923 | 17,152,146 | - | **17,152,146** | - | 17,152,146 |
| Total Appropriation | 15,987,223 | 1,164,923 | 17,152,146 | - | **17,152,146** | - | 17,152,146 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 15,060,002 | 886,601 | 15,946,603 | - | **15,946,603** | - | 15,946,603 |
| Total Revenue | 15,060,002 | 886,601 | 15,946,603 | - | **15,946,603** | - | 15,946,603 |
| Local Cost | 927,221 | 278,322 | 1,205,543 | - | **1,205,543** | - | 1,205,543 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Other Charges | 1,323,984 | Increased expenditures due to projected growth in caseload. |
| Total Appropriation | 1,323,984 | Incresed federal and state reimbursement due to higher expenditures. |
| Total Revenue | 1,323,984 | |
| Local Cost | - | |

**Mid-Year Adjustment**

| | | |
|---|---|---|
| Other Changes | 559,750 | Increased expenditures due to projected growth in caseload. |
| Total Appropriation | 559,750 | |
| Revenue | | |
| State, Fed. or Gov't Aid | 559,750 | Increased federal and state reimbursements due to higher expenditures. |
| Total Revenue | 559,750 | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | 1,164,923 | Increased expenditures due to projected growth in caseload. |
| Total Appropriation | 1,164,923 | |
| Revenue | | |
| State, Fed or Gov't Aid | 886,601 | Increased federal and state reimbursement due to higher expenditures. |
| Total Revenue | 886,601 | |
| Local Cost | 278,322 | |

**BUDGET UNIT: AFDC – FOSTER CARE (AAB BHI)**

## I. GENERAL PROGRAM STATEMENT

This program provides aid payments for children living in foster homes and group-care facilities. The Foster Care caseload consists of cases from both the Department of Children's Services (DCS) (approximately 89%) and Probation (approximately 11%). The cost of Probation related foster care cases is approximately 4.5 times greater than DCS cases due to the higher levels of care required for these juveniles.

There are two funding eligibility criteria in the Foster Care Program, federal (federal, state and county participation) and non-federal (state and county only). Foster Care placements are generally eligible for federal financial participation if the parents meet the previous Aid to Families with Dependent Children (AFDC) Program criteria.

- The federal government reimburses approximately 45% of the cost of federally eligible cases.
- The state reimburses approximately 21% of the cost of federally eligible cases and 40% of the cost of non-federally eligible cases
- The remaining county share-of-cost is reimbursed from the non-custodial parents ($700,000), the Social Services Sales Tax Trust and the county general fund.

There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 88,208,101 | 91,761,451 | 90,080,949 | 97,635,819 |
| Total Revenue | 74,199,912 | 78,257,382 | 76,576,880 | 83,857,781 |
| Local Cost | 14,008,189 | 13,504,069 | 13,504,069 | 13,778,038 |
| **Workload Indicators** | | | | |
| Non-Federal | | | | |
| Annual Paid Cases | 14,407 | 14,520 | 14,008 | 14,394 |
| Paid Cases Per Month | 1,201 | 1,210 | 1,167 | 1,200 |
| Average Monthly Aid | $1,494 | $1,675 | $1,560 | $1,685 |
| Federal | | | | |
| Annual Paid Cases | 43,766 | 43,548 | 43,055 | 42,846 |
| Paid Cases Per Month | 3,647 | 3,629 | 3,588 | 3,571 |
| Average Monthly Aid | $1,505 | $1,528 | $1,559 | $1,687 |

Caseload had been expected to remain stable for 2002-03. However, factors contributing to the continuing decrease can be attributed to an increase in the number of children transferred from Foster Care to the Kin-Gap Program and continued development of diversionary programs by the Probation Department providing an alternative approach to foster care placements.

Costs per case continue to increase due to the severe statewide shortage of foster family homes and intensive treatment facilities for seriously troubled children, resulting in these cases being placed in more costly foster family agencies.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

While overall caseloads are projected to remain stable in 2003-04, in October 2003, a 72-bed facility, Vision Quest, is scheduled to open and begin to care for children who would otherwise be awaiting placement while being housed at Juvenile Hall Detention Center. It is anticipated that thirty-six children will be placed in October and thirty-six children will be placed in November, bringing the facility to full capacity. This facility will be paid at a Rate Classification Level 12 for each placement. The Probation Department has an agreement with Vision Quest to maintain 72 placements per month for 2003-04.

Due to the continuing shortage of foster family homes, placements in more costly foster family agencies will continue. The increases in caseload and cost per case will require $5.9 million more in appropriations than 2002-03 budget. This increase will be funded by $3.9 million in federal and state reimbursement and $273,969 in additional local cost. The remaining local share will require an additional $1.7 million from the Social Services Sales Tax Trust (Realignment).

**OTHER CHANGES**

A new pilot program, Wraparound services, authorized by SB 613 began in 2002-03. This program is aimed at keeping children in their homes rather than in high-level care foster care placements. A vendor was chosen to provide intensive case management, perform needs assessments, develop individualized family and child service plans, and monitor appropriate services/resources. Costs for this program have been minimal to date, and it is not known how this program will impact 2003-04. The county will be reimbursed by the state for contracted services at the approved Rate Classification Level for foster care placements of children in this program. It is not known what impact the current state budget situation may have on this reimbursement.

Fouts Springs Youth Facility continues to be fully operational. HSS reimbursements through this budget unit to the Probation Department for this facility are expected to remain at $1.1 million for 2003-04.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** AFDC Foster Care
**FUND:** General AAB BHI

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 90,080,949 | 91,761,451 | 6,100,162 | - | 97,861,613 |
| Total Appropriation | 90,080,949 | 91,761,451 | 6,100,162 | - | 97,861,613 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 75,876,880 | 77,557,382 | 5,826,193 | - | 83,383,575 |
| Other Revenue | 700,000 | 700,000 | - | - | 700,000 |
| Total Revenue | 76,576,880 | 78,257,382 | 5,826,193 | - | 84,083,575 |
| Local Cost | 13,504,069 | 13,504,069 | 273,969 | - | 13,778,038 |

**GROUP:** Human Services System
**DEPARTMENT:** AFDC Foster Care
**FUND:** General AAB BHI

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 97,861,613 | (225,794) | 97,635,819 | - | **97,635,819** | - | 97,635,819 |
| Total Appropriation | 97,861,613 | (225,794) | 97,635,819 | - | **97,635,819** | - | 97,635,819 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 83,383,575 | (225,794) | 83,157,781 | - | **83,157,781** | - | 83,157,781 |
| Other Revenue | 700,000 | - | 700,000 | - | **700,000** | - | 700,000 |
| Total Revenue | 84,083,575 | (225,794) | 83,857,781 | - | **83,857,781** | - | 83,857,781 |
| Local Cost | 13,778,038 | - | 13,778,038 | - | **13,778,038** | - | 13,778,038 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | 6,100,162 | Includes increases in expenditures due to the opening of the 72-bed facility, Vision Quest, scheduled to open in October 2003. Also, cost per case increasing due to shortage of foster family homes and higher placements in more costly foster family agency. |
| Total Appropriation | 6,100,162 | |
| Revenue | 5,826,193 | |
| Total Revenue | 5,826,193 | Includes increases in federal and state revenues. |
| Total Local Cost | 273,969 | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | (225,794) | Caseload growth projected to be smaller than originally estimated. |
| Total Appropriation | (225,794) | |
| Revenue | | |
| State, Fed or Gov't Aid | (225,794) | Funding reduced as no significant caseload growth is forecasted. |
| Total Revenue | (225,794) | |
| Local Cost | - | |

**BUDGET UNIT: REFUGEE CASH ASSISTANCE (AAB CAP)**

## I. GENERAL PROGRAM STATEMENT

This program provides assistance payments for a maximum of eight months to all refugees who cannot meet the requirements for the Refugee Demonstration Project and CalWORKS programs. This program is 100% federally funded and open-ended. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 80,670 | 520,000 | 57,254 | 520,000 |
| Total Revenue | 79,862 | 520,000 | 57,254 | 520,000 |
| Local Cost | 808 | - | - | - |
| **Workload Indicators** | | | | |
| Paid Cases Per Month | 17 | 98 | 18 | 98 |
| Average Monthly Aid | $395 | $442 | $271 | $442 |

Expenditures for 2002-03 are lower than budgeted due to a decrease in the refugee population moving into the County and many participants reaching the eight month time limit of the program.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Because the refugee situation can change dramatically at any time it is recommended that the 2003-04 appropriations be held at the current level.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Refugee Cash Assistance Program
**FUND:** General AAA CAP

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 57,254 | 520,000 | - | - | 520,000 |
| Total Appropriation | 57,254 | 520,000 | - | - | 520,000 |
| **Revenue** | | | | | |
| State, Fed, Gov't Aid | 57,254 | 520,000 | - | - | 520,000 |
| Total Revenue | 57,254 | 520,000 | - | - | 520,000 |
| Local Cost | - | - | - | - | - |

**GROUP:** Human Services System
**DEPARTMENT:** Regugee Cash Assistance Program
**FUND:** General AAA CAP

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 520,000 | - | 520,000 | - | **520,000** | - | 520,000 |
| Total Appropriation | 520,000 | - | 520,000 | - | **520,000** | - | 520,000 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 520,000 | - | 520,000 | - | **520,000** | - | 520,000 |
| Total Revenue | 520,000 | - | 520,000 | - | **520,000** | - | 520,000 |
| Local Cost | - | - | - | - | **-** | - | - |

**BUDGET UNIT: CASH ASSISTANCE FOR IMMIGRANTS (AAB CAS)**

## I. GENERAL PROGRAM STATEMENT

This program, under AB-2779, provides cash assistance to aged, blind and disabled legal immigrants who meet the Supplemental Security Income/State Supplementary Payment (SSI/SSP) immigration status requirements in effect on August 21, 1998 and all other current SSI/SSP eligibility requirements, yet are no longer eligible for SSI/SSP solely due to their immigration status. This program is 100% state funded. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 734,667 | 1,053,030 | 783,820 | 1,053,030 |
| Total Revenue | 734,141 | 1,053,030 | 783,820 | 1,053,030 |
| Local Cost | 526 | - | - | - |
| **Workload Indicators** | | | | |
| Paid Cases Per Month | 104 | 117 | 101 | 116 |
| Average Monthly Aid | $588 | $747 | $648 | $752 |

Estimated expenditures for 2002-03 are lower than budgeted due to many of these cases moving into the federal SSI/SSP program.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Because the State legislature could expand program eligibility at any time it is recommended that 2003-04 appropriations be held at the current level.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Cash Assistance - Immigrants
FUND: General AAB CAS

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 783,820 | 1,053,030 | - | - | 1,053,030 |
| Total Appropriation | 783,820 | 1,053,030 | - | - | 1,053,030 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 783,820 | 1,053,030 | - | - | 1,053,030 |
| Total Revenue | 783,820 | 1,053,030 | - | - | 1,053,030 |
| Local Cost | - | - | - | - | - |

**GROUP:** Human Services System
**DEPARTMENT:** Cash Assistance - Immigrants
**FUND:** General AAB CAS

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 1,053,030 | - | 1,053,030 | - | **1,053,030** | - | 1,053,030 |
| Total Appropriation | 1,053,030 | - | 1,053,030 | - | **1,053,030** | - | 1,053,030 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 1,053,030 | - | 1,053,030 | - | **1,053,030** | - | 1,053,030 |
| Total Revenue | 1,053,030 | - | 1,053,030 | - | **1,053,030** | - | 1,053,030 |
| Local Cost | - | - | - | - | **-** | - | - |

**BUDGET UNIT: CalWORKS – ALL OTHER FAMILIES (AAB FGR)**

## I. GENERAL PROGRAM STATEMENT

The budget provides CalWORKs assistance payments to families eligible for aid and includes all cases that have not been identified as two-parent or zero-parent families. The federal (50%) and state (47.5%) governments reimburse costs for this program. A county general fund contribution of $4,430,059 and child support payments of $700,000 from non-custodial parents offset the remaining costs. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 197,639,766 | 213,396,272 | 196,226,943 | 196,553,943 |
| Total Revenue | 193,448,666 | 208,761,366 | 191,753,250 | 192,123,884 |
| Local Cost | 4,191,100 | 4,634,906 | 4,473,693 | 4,430,059 |
| **Workload Indicators** | | | | |
| Annual Paid Cases | 379,681 | 397,506 | 376,848 | 380,054 |
| Paid Cases Per Month | 31,640 | 33,126 | 31,404 | 31,671 |
| Average Monthly Aid | $522 | $537 | $522 | $517 |

Caseload increases predicted by the Governor's office failed to materialize (decreases have actually been realized) resulting in significantly less expenditures than forecasted. The workload indicator for Annual Paid Cases and Paid Cases per month provided for Budget 2002-03 was discovered to be incorrect. The correct figure is reflected on this page.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

None.

### PROGRAM CHANGES

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** CalWORKS - All Other Families
**FUND:** General AAB FGR

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Other Charges | 196,226,943 | 213,396,272 | (15,120,254) | - | 198,276,018 |
| Total Appropriation | 196,226,943 | 213,396,272 | (15,120,254) | - | 198,276,018 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 191,053,250 | 208,061,366 | (14,960,352) | - | 193,101,014 |
| Other Revenue | 700,000 | 700,000 | - | - | 700,000 |
| Total Revenue | 191,753,250 | 208,761,366 | (14,960,352) | - | 193,801,014 |
| Local Cost | 4,473,693 | 4,634,906 | (159,902) | - | 4,475,004 |

**GROUP:** Human Services System
**DEPARTMENT:** CalWORKS - All Other Families
**FUND:** General AAB FGR

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 198,276,018 | (1,722,075) | 196,553,943 | - | **196,553,943** | - | 196,553,943 |
| Total Appropriation | 198,276,018 | (1,722,075) | 196,553,943 | - | **196,553,943** | - | 196,553,943 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 193,101,014 | (1,677,130) | 191,423,884 | - | **191,423,884** | - | 191,423,884 |
| Other Revenue | 700,000 | - | 700,000 | - | **700,000** | - | 700,000 |
| Total Revenue | 193,801,014 | (1,677,130) | 192,123,884 | - | **192,123,884** | - | 192,123,884 |
| Local Cost | 4,475,004 | (44,945) | 4,430,059 | - | **4,430,059** | - | 4,430,059 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Other Charges | (15,120,254) | Due to decreasing caseloads as opposed to increases predicted by the Governor's office. |
| Total Appropriation | (15,120,254) | |
| Total Revenue | (14,960,352) | Less revenue from the state and federal governments due to decreasing caseloads. |
| Local Cost | (159,902) | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | (1,722,075) | Due to decreasing caseloads. |
| Total Appropriation | (1,722,075) | |
| Revenue | - | |
| Total Revenue | (1,677,130) | Less revenue from the state and federal governments due to decreasing caseloads. |
| Local Cost | (44,945) | |

**BUDGET UNIT: CalWORKS – KIN GAP (AAB KIN)**

## I. GENERAL PROGRAM STATEMENT

This federal program was implemented Jan. 1, 2000. It provides a subsidy to children who leave the juvenile court dependency system to live with a relative legal guardian. It offers relative caregivers of dependent children a new option for providing a permanent home to these children. To be eligible for the program, the child must have lived with the relative at least 12 consecutive months, the relative guardianship must be established pursuant to Welfare and Institutions Code 366.26, and the juvenile court dependency for the child must be dismissed. Movement to the Kin-GAP program is not automatic. The court, with a recommendation from the social worker, has discretion regarding whether termination of dependency is in the child's best interest.

The estimated federal cost reimbursement is approximately 66% and the state cost reimbursement is approximately 17%. The remaining 17%, or local share, is offset by a county general fund contribution. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,642,683 | 2,709,753 | 2,484,160 | 3,351,569 |
| Total Revenue | 1,420,522 | 2,334,426 | 2,074,315 | 2,795,803 |
| Local Cost | 222,161 | 375,327 | 409,845 | 555,766 |
| **Workload Indicators** | | | | |
| Annual Paid Cases | 3,382 | 5,577 | 4,622 | 5,899 |
| Paid Cases Per Month | 282 | 465 | 385 | 492 |
| Average Monthly Aid | $486 | $486 | $537 | $567 |

Local cost increased in 2002-03 due to a decrease in the federal reimbursement rate. Only part of the loss of federal revenue will be offset by an increase in state revenue. The balance must be covered by local funds.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

The State of California Department of Social Services has projected caseload for the Kin-Gap program to continue to steadily increase. As caseload increases, the local share of cost will increase. Anticipated local cost savings in other subsistence budget units will be used to offset the $180,439 increase in required local funding.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - KIN GAP
FUND: General AAB KIN

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 2,484,160 | 2,709,753 | 332,480 | - | 3,042,233 |
| Total Appropriation | 2,484,160 | 2,709,753 | 332,480 | - | 3,042,233 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 2,061,315 | 2,324,426 | 332,480 | - | 2,656,906 |
| Other Revenue | 13,000 | 10,000 | - | - | 10,000 |
| Total Revenue | 2,074,315 | 2,334,426 | 332,480 | - | 2,666,906 |
| Local Cost | 409,845 | 375,327 | - | - | 375,327 |

**GROUP:** Human Services System
**DEPARTMENT:** CalWORKS - KIN GAP
**FUND:** General AAB KIN

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 3,042,233 | 309,336 | 3,351,569 | - | **3,351,569** | - | 3,351,569 |
| Total Appropriation | 3,042,233 | 309,336 | 3,351,569 | - | **3,351,569** | - | 3,351,569 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 2,656,906 | 124,897 | 2,781,803 | - | **2,781,803** | - | 2,781,803 |
| Other Revenue | 10,000 | 4,000 | 14,000 | - | **14,000** | - | 14,000 |
| Total Revenue | 2,666,906 | 128,897 | 2,795,803 | - | **2,795,803** | - | 2,795,803 |
| Local Cost | 375,327 | 180,439 | 555,766 | - | **555,766** | - | 555,766 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | 332,480 | Increased cost due to higher caseload. |
| Total Appropriation | 332,480 | |
| State/Fed Revenue | 332,480 | Includes increases in federal and state revenues. |
| Total Revenue | 332,480 | |
| Total Local Cost | - | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | 309,336 | Increased expenditures due to projected increase in caseload and costs. |
| Total Appropriation | 309,336 | |
| Revenue | | |
| State, Fed or Gov't Aid | 124,897 | To fund projected increase in caseload and costs. |
| Other Revenue | 4,000 | Increase due to higher child support reimbursement collections. |
| Total Revenue | 128,897 | |
| Local Cost | 180,439 | |

## I. GENERAL PROGRAM STATEMENT

Assembly Bill 3263 requires Human Services System to pay out-of-home costs for seriously emotionally disturbed (SED) children. The SED children under this program are referrals from the county's school districts whom have not been abused or neglected and are placed out-of-home pursuant to an individualized education program (IEP). These clients are referred to the Department of Behavioral Health (DBH) whom has case management and supervision responsibility. This budget includes an expenditure offset of $100,000 from the DBH for clients placed in residential facilities outside of California. This budget is funded 40% by the state with the remainder funded from Social Services Sales Tax Trust and a county general fund contribution. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 2,555,547 | 2,365,658 | 3,302,646 | 3,345,010 |
| Total Revenue | 1,836,034 | 1,734,312 | 2,562,184 | 2,613,701 |
| Local Cost | 719,513 | 631,346 | 740,462 | 731,309 |
| **Workload Indicators** | | | | |
| Paid Cases Per month | 37 | 39 | 43 | 44 |
| Average Monthly Aid | $5,756 | $5,202 | $6,600 | $6,525 |

Increases in caseload are directly related to the population of the county and the corresponding county school enrollment. It is now expected that caseloads will increase nearly 10.3% over prior year. Average monthly placement costs are also much more than anticipated (nearly 26.9% more than prior year) and are attributed to the participants in this program requiring a higher level of group home care as determined at the initial intake assessment.

On March 18, 2003 the Board approved item #27, Human Services System (HSS) Adjustment to 2002-03 Public Assistance Final Budget. This item increased appropriations $755,129 and state revenue $302,052. The Social Services Sales Tax Trust will provide the required county share of $453,077. Expenditures continue to rise and may require an additional $181,859 in appropriations and revenue in 2002-03. The corresponding local share could be $109,116. Expenditures for the remainder of 2002-03 will be monitored closely and if an additional mid-year adjustment is needed it will be presented to the Board for approval.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

None.

### PROGRAM CHANGES

Projected expenditures for 2003-04 are based on the continued higher overall average monthly caseload, placement in higher level of care facilities, and expected rate increases granted to group homes. The majority of the participants are placed in rate classification level (RCL) 11 and 12 group homes. However, nearly 9% of the participants are currently placed in the highest level of group home RCL 14. The majority of the participants, 59%, remain in the program 1 year or less and 29% remain in the program between 1 and 2 years. Only 7 participants have remained in this program for more than 2 years.

Continued caseload growth requires additional appropriation, revenue and local share in 2003-04. Total local share required is $2,007,006 of which $1,275,697 is funded from the Social Services Sales Tax Trust. The remaining $731,309 requires local funding, an increase of $99,963 over 2002-03.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None..

GROUP: Human Services System
DEPARTMENT: Seriously Emotionally Disturbed
FUND: General AAB SED

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 3,302,646 | 2,365,658 | 812,746 | - | 3,178,404 |
| Total Appropriation | 3,302,646 | 2,365,658 | 812,746 | - | 3,178,404 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 2,562,184 | 1,734,312 | 812,746 | - | 2,547,058 |
| Total Revenue | 2,562,184 | 1,734,312 | 812,746 | - | 2,547,058 |
| Local Cost | 740,462 | 631,346 | - | - | 631,346 |

**GROUP:** Human Services System
**DEPARTMENT:** Seriously Emotionally Disturbed
**FUND:** General AAB SED

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 3,178,404 | 166,606 | 3,345,010 | - | **3,345,010** | - | 3,345,010 |
| Total Appropriation | 3,178,404 | 166,606 | 3,345,010 | - | **3,345,010** | - | 3,345,010 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 2,547,058 | 66,643 | 2,613,701 | - | **2,613,701** | - | 2,613,701 |
| Total Revenue | 2,547,058 | 66,643 | 2,613,701 | - | **2,613,701** | - | 2,613,701 |
| Local Cost | 631,346 | 99,963 | 731,309 | - | **731,309** | - | 731,309 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Other Charges | 812,746 | Increased expenditures due to projected caseload growth and increased group home costs. |
| Total Appropriation | 812,746 | Increased state reimbursement due to higher expenditures. |
| Total Revenue | 812,746 | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | 166,606 | Increased expenditures due to projected caseload growth and increased group home costs. |
| Total Appropriation | 166,606 | |
| Revenue | | |
| State, Fed or Gov't Aid | 66,643 | Increased state reimbursement due to higher expenditures. |
| Total Revenue | 66,643 | |
| Local Cost | 99,963 | |

**BUDGET UNIT: CalWORKS – 2-PARENT FAMILIES (AAB UPP)**

## I. GENERAL PROGRAM STATEMENT

This program provides payments to resident families who are eligible for aid in accordance with state law. This budget includes all cases identified as having two parents in the home or in which the parent(s) is excluded from, or ineligible for, CalWORKs. It is estimated that approximately 6,892 dependents will be aided monthly.

The state (97.38%) and federal (.12%) governments reimburse costs for this program. Reimbursements from non-custodial parents of $35,000 and a county general fund contribution of $438,046 offset the remaining costs. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 20,678,924 | 24,044,059 | 18,942,067 | 18,846,462 |
| Total Revenue | 20,199,606 | 23,477,958 | 18,521,136 | 18,408,416 |
| Local Cost | 479,318 | 566,101 | 420,931 | 438,046 |
| **Workload Indicators** | | | | |
| Annual Paid Cases | 34,388 | 37,578 | 31,423 | 31,448 |
| Paid Cases Per Month | 2,866 | 3,132 | 2,619 | 2,621 |
| Average Monthly Aid | $604 | $640 | $604 | $599 |

Caseload decreases have been realized rather than the increases predicted by the Governor's office resulting in significantly lower expenditures and revenues than forecasted. The workload indicator for Annual Paid Cases and Paid Cases Per Month provided for Budget 2002-03 was discovered to be incorrect. The corrected figure is reflected on this page.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The Governor's office has again predicted caseload increases in 2003-04 despite actual decreases thus far in 2002-03. However, the projection is very conservative and will have a negligible affect on expenditures. Decreasing average monthly grants due to adults being removed from Temporary Aid for Needy Families (TANF) cases because of time limits are projected to offset the slight increase in caseload. These factors, in addition to the decreased caseloads realized in 2002-03, result in a significant decrease in the amount of appropriations, revenues, and local cost being requested in 2003-04.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: CalWORKS - 2-Parent Families
FUND: General AAB UPP

FUNCTION: Public Assistance
ACTIVITY: Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Other Charges | 18,942,067 | 24,044,059 | (4,640,280) | - | 19,403,779 |
| Total Appropriation | 18,942,067 | 24,044,059 | (4,640,280) | - | 19,403,779 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 18,466,136 | 23,442,958 | (4,526,213) | - | 18,916,745 |
| Other Revenue | 55,000 | 35,000 | - | - | 35,000 |
| Total Revenue | 18,521,136 | 23,477,958 | (4,526,213) | - | 18,951,745 |
| Local Cost | 420,931 | 566,101 | (114,067) | - | 452,034 |

**GROUP:** Human Services System
**DEPARTMENT:** CalWORKS - 2-Parent Families
**FUND:** General AAB UPP

**FUNCTION:** Public Assistance
**ACTIVITY:** Aid Programs

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 19,403,779 | (557,317) | 18,846,462 | - | **18,846,462** | - | 18,846,462 |
| Total Appropriation | 19,403,779 | (557,317) | 18,846,462 | - | **18,846,462** | - | 18,846,462 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 18,916,745 | (543,329) | 18,373,416 | - | **18,373,416** | - | 18,373,416 |
| Other Revenue | 35,000 | - | 35,000 | - | **35,000** | - | 35,000 |
| Total Revenue | 18,951,745 | (543,329) | 18,408,416 | - | **18,408,416** | - | 18,408,416 |
| Local Cost | 452,034 | (13,988) | 438,046 | - | **438,046** | - | 438,046 |

### Base Year Adjustments

| | | |
|---|---|---|
| Other Charges | (4,640,280) | Due to decreasing caseloads as opposed to increases predicted by the Governor's office. |
| Total Appropriation | (4,640,280) | |
| Total Revenue | (4,526,213) | Less revenue from the state and federal governments due to decreasing caseloads. |
| Total Local Cost | (114,067) | |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Other Charges | (557,317) | Due to decreasing caseloads. |
| Total Appropriation | (557,317) | |
| Revenue | | |
| State, Fed or Gov't Aid | (543,329) | Less revenue from the state and federal governments due to decreasing caseloads. |
| Total Revenue | (543,329) | |
| Local Cost | (13,988) | |

## BUDGET UNIT: AID TO INDIGENTS (AAA ATI)

### I. GENERAL PROGRAM STATEMENT

This budget provides subsistence in the form of cash aid, food, shelter, and transportation to indigents who do not meet categorical eligibility requirements for state and federally funded programs. Services and supplies consist of a fixed amount contract with a law firm to assist clients in preparing applications for Social Security Insurance (SSI) benefits. Other charges consist of general relief payments to facilitate transition to an employable status and to provide interim assistance pending receipt of SSI benefits. Other revenue represents retroactive SSI payments, which the county receives as reimbursement for general relief assistance provided to SSI eligible indigents prior to their enrollment in the SSI program. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,268,548 | 1,614,343 | 1,283,406 | 1,275,123 |
| Total Revenue | 356,844 | 269,772 | 280,021 | 330,986 |
| Local Cost | 911,704 | 1,344,571 | 1,003,385 | 944,137 |
| **Workload Indicators** | | | | |
| Individuals Served Per Month | 417 | 500 | 422 | 415 |
| Average Monthly Aid | $244 | $269 | $246 | $252 |

Historically this budget unit has fluctuated with the changing economy, therefore, caseloads were projected to continue to rise in 2002-03. Although caseloads rose throughout the first half of 2002-03, they are in decline in the first two months of the second half of the year resulting in a potential local cost savings of $341,186. However, the savings may be offset by local cost overages in other subsistence budget units.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month. It is estimated that revenues will be 3.8% greater than budget.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

It is projected that caseload will decrease by 17% in comparison to last year's budget due to an unrealized caseload increase. The 2002-03 budgeted caseload was developed based on the previous 7 months and not 12 months. Historically caseload has increased in the first 6 months of the fiscal year and then drops the last 6 months. The budget in 2003-04 was built based on 12 months to account for this fluctuation. Average monthly aid per case is projected to decrease slightly over last year by 6% due to the same over estimate.

Revenue collection can vary from year to year due to periodic reimbursements of retroactive SSI payments that are inconsistent from month to month and year to year. It is estimated that revenues will be 23% higher in 2003-04.

**OTHER CHANGES**

None.

### VI. VACANT POSITION REQUEST

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Aid to Indigents
FUND: General AAA ATI

FUNCTION: Public Assistance
ACTIVITY: General Relief

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 30,180 | 43,588 | - | - | 43,588 |
| Other Charges | 1,253,226 | 1,570,755 | - | - | 1,570,755 |
| Total Appropriation | 1,283,406 | 1,614,343 | - | - | 1,614,343 |
| **Revenue** | | | | | |
| Other Revenue | 280,021 | 269,772 | - | - | 269,772 |
| Total Revenue | 280,021 | 269,772 | - | - | 269,772 |
| Local Cost | 1,003,385 | 1,344,571 | - | - | 1,344,571 |

**GROUP:** Human Services System
**DEPARTMENT:** Aid to Indigents
**FUND:** General AAA ATI

**FUNCTION:** Public Assistance
**ACTIVITY:** General Relief

## ANALYSIS OF 2003-04 BUDGET

| | E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 43,588 | (8,218) | 35,370 | - | **35,370** | - | 35,370 |
| Other Charges | 1,570,755 | (331,002) | 1,239,753 | - | **1,239,753** | - | 1,239,753 |
| Total Appropriation | 1,614,343 | (339,220) | 1,275,123 | - | **1,275,123** | - | 1,275,123 |
| **Revenue** | | | | | | | |
| Other Revenue | 269,772 | 61,214 | 330,986 | - | **330,986** | - | 330,986 |
| Total Revenue | 269,772 | 61,214 | 330,986 | - | **330,986** | - | 330,986 |
| Local Cost | 1,344,571 | (400,434) | 944,137 | - | **944,137** | - | 944,137 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (8,218) | Reduction in professional services. |
| Other Charges | (331,002) | Reduction in relief payments. |
| Total Appropriation | (339,220) | |
| Revenue | | |
| Other Revenue | 61,214 | Increase in retroactive SSI payments. |
| Total Revenue | 61,214 | |
| Local Cost | (400,434) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN SERVICES SYSTEM**
**ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI**
**BUDGET UNIT: PROPOSITION 36 (RHD DPA)**

### I. GENERAL PROGRAM STATEMENT

In November 2000, California passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (Act). The Act mandated that certain persons convicted of a nonviolent drug possession offense, and any parolee who is determined by the Parole Authority to have committed a nonviolent drug possession offense, or violated any other drug-related condition of parole, will be provided drug treatment and related services in lieu of incarceration. On February 6, 2001 the Board of Supervisors designated Human Services System as the county lead agency for implementation of the Act and established a local interest earning trust fund for funds received from the state for this program. This special revenue fund is used to account for disposition of the funds received from the state. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 5,612,744 | 8,913,631 | 6,620,144 | 8,126,208 |
| Total Revenue | 8,641,492 | 5,884,883 | 5,864,883 | 5,852,721 |
| Fund Balance | | 3,028,748 | | 2,273,487 |

Variances between estimated and budget for 2002-03 existed in contingencies due to lower than anticipated number of patients being treated under this program.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

Program changes affecting the budget include a net increase of $4,027,743 in transfers. This represents an increase of $52,539 to Human Services System for support services, an increase of $2,000 to Trial Court for vocational training services, and an increase of $3,973,204 due to an accounting change.

Operating transfers out decreased $3,973,204 due to the reclassification of transfers as mentioned above.

Changes in program revenue include: the decrease in state allocation of $12,162 and a decrease of interest revenue of $20,000.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Human Services System - Proposition 36
**FUND:** Special Revenue RHD DPA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Contingencies | - | 2,341,092 | - | - | 2,341,092 |
| Transfers | 2,646,940 | 2,599,335 | - | - | 2,599,335 |
| Total Appropriation | 2,646,940 | 4,940,427 | - | - | 4,940,427 |
| Operating Transfers Out | 3,973,204 | 3,973,204 | - | - | 3,973,204 |
| Total Requirements | 6,620,144 | 8,913,631 | - | - | 8,913,631 |
| **Revenue** | | | | | |
| Use of Money & Prop | 180,000 | 200,000 | - | - | 200,000 |
| State, Fed or Gov't Aid | 5,684,883 | 5,684,883 | - | - | 5,684,883 |
| Total Revenue | 5,864,883 | 5,884,883 | - | - | 5,884,883 |
| Fund Balance | | 3,028,748 | - | - | 3,028,748 |

**GROUP:** Human Services System
**DEPARTMENT:** Human Services System - Proposition 36
**FUND:** Special Revenue RHD DPA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Contingencies | 2,341,092 | (841,962) | 1,499,130 | - | **1,499,130** | - | 1,499,130 |
| Transfers | 2,599,335 | 4,027,743 | 6,627,078 | - | **6,627,078** | - | 6,627,078 |
| Total Appropriation | 4,940,427 | 3,185,781 | 8,126,208 | - | **8,126,208** | - | 8,126,208 |
| Operating Transfers Out | 3,973,204 | (3,973,204) | - | - | **-** | - | - |
| Total Requirements | 8,913,631 | (787,423) | 8,126,208 | - | **8,126,208** | - | 8,126,208 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 200,000 | (20,000) | 180,000 | - | **180,000** | - | 180,000 |
| State, Fed or Gov't Aid | 5,684,883 | (12,162) | 5,672,721 | - | **5,672,721** | - | 5,672,721 |
| Total Revenue | 5,884,883 | (32,162) | 5,852,721 | - | **5,852,721** | - | 5,852,721 |
| Fund Balance | 3,028,748 | (755,261) | 2,273,487 | - | **2,273,487** | - | 2,273,487 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Contingencies | (841,962) | Decrease in contingencies to cover on-going expenses not cover but the annual state allocation. |
| Transfers | 4,027,743 | $3,973,204 previously budgeted as operating transfers out and $52,935 increase in Human Services System administrative expenses related to fee collection, and $2,000 increase in court ancillary services related to vocational training services. |
| Total Appropriation | 3,185,781 | |
| Operating Transfers Out | (3,973,204) | Budgeted as transfers. |
| Total Requirements | (787,423) | |
| Revenue | | |
| Use of Money & Prop | (20,000) | Decrease in interest. |
| State, Fed or Gov't Aid | (12,162) | Decrease in county's allocation by the state. |
| Total Revenue | (32,162) | |
| Fund Balance | (755,261) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN SERVICES SYSTEM**
**ASSISTANT COUNTY ADMINISTRATOR: CAROL ANSELMI**
**BUDGET UNIT: AB212 TEACHER STIPENDS (RHE DPA)**

### I. GENERAL PROGRAM STATEMENT

High quality childcare is dependent upon a well-trained, well-compensated and dedicated staff. In an effort to foster an environment where this type of staff is developed and retained, Children's Network applied for and was awarded this state grant via Assembly Bill 212 (Teacher Stipends) in December 2001. Grant monies are placed in this special revenue fund providing stipends to pre-school teachers and/or administrators who demonstrate completion of college credits towards certification or post-secondary degrees. The stipend increases as the number of college units completed increases thereby acting as an incentive for preschool teachers to further educational levels. Stipends also increase for teachers who speak a second language or teach disabled children making preschool services accessible to a larger portion of the community. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | - | 638,912 | 1,284,310 | 612,000 |
| Total Revenue | 639,231 | - | 645,398 | 612,000 |
| Fund Balance | | 638,912 | | - |
| **Workload Indicators** | | | | |
| Stipends Awarded | - | - | 719 | 343 |

The difference between the Budget 2002-03 and Estimated 2002-03 figures is due to 2001-02 revenue not being received until very late in the fiscal year, making it impossible for stipends to be awarded before the end of the fiscal year. The state allowed the revenue to be carried forward to 2002-03. Additionally, unexpected additional grant monies were received in 2002-03.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The 2003-04 grant has yet to be determined but is estimated to be $606,000. In addition, projected interest of $6,000 may be available to supplement the grant and be used toward stipends. All grant monies are projected to be spent by the end of 2003-04.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Human Services System - AB212 TEACHER STIPENDS
**FUND:** Special Revenue RHE DPA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Other Charges | 1,284,310 | 638,912 | - | - | 638,912 |
| Total Appropriation | 1,284,310 | 638,912 | - | - | 638,912 |
| **Revenue** | | | | | |
| Use of Money & Prop | - | - | - | - | - |
| State, Fed or Gov't Aid | 645,398 | - | - | - | - |
| Total Revenue | 645,398 | - | - | - | - |
| Fund Balance | | 638,912 | - | - | 638,912 |

**GROUP:** Human Services System
**DEPARTMENT:** Human Services System - AB212 TEACHER STIPENDS
**FUND:** Special Revenue RHE DPA

**FUNCTION:** Public Assistance
**ACTIVITY:** Administration

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Other Charges | 638,912 | (26,912) | 612,000 | - | **612,000** | - | 612,000 |
| Total Appropriation | 638,912 | (26,912) | 612,000 | - | **612,000** | - | 612,000 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 6,000 | 6,000 | - | **6,000** | - | 6,000 |
| State, Fed or Gov't Aid | - | 606,000 | 606,000 | - | **606,000** | - | 606,000 |
| Total Revenue | - | 612,000 | 612,000 | - | **612,000** | - | 612,000 |
| Fund Balance | 638,912 | (638,912) | - | - | **-** | - | - |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Other Charges | (26,912) | Decreased stipends due to lower grant from the state. |
| Total Appropriation | (26,912) | |
| Revenue | | |
| State, Fed or Gov't Aid | 606,000 | Expected grant from state for teacher stipend program. |
| Use of Money & Prop | 6,000 | Projected interest on fund balance. |
| Total Revenue | 612,000 | |
| Fund Balance | (638,912) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: PRESCHOOL SERVICES**
**ADMINISTRATOR: ROBERTA YORK**
**BUDGET UNIT: RSC HPS**

## I. GENERAL PROGRAM STATEMENT

Preschool Services Department (PSD) has operated the Federal Head Start program and other childcare programs in San Bernardino County since 1965 providing comprehensive child development and family services to children, ages 3 to 5 years, of low income and disadvantaged families. As the primary program (80% of all funding), Head Start incorporates educational, health, nutritional, and psychological services in order to help children become ready to enter and succeed in school and life in general. Site expansion and currently operating sites will provide childcare services at 45 sites throughout the county. Other programs operated by this department include the State Preschool, the General Child Care and the Child and Adult Care Food Programs.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 32,631,728 | 36,768,311 | 36,720,349 | 37,534,164 |
| Total Revenue | 30,853,852 | 36,850,315 | 36,802,353 | 37,534,164 |
| Fund Balance | | (82,004) | | - |
| Budgeted Staffing | | 653.7 | | 577.1 |
| **Workload Indicators** | | | | |
| Average daily # of classes | 283 | 315 | 269 | 282 |
| Average daily # of children | 4,352 | 5,122 | 4,303 | 4,490 |

PSD applied for and received authorization from the Federal Administration of Children and Families (ACF) to reauthorize $1.66 million in expansion funds from 2001-02 to 2002-03. The Board of Supervisors approved the one-time rollover on August 13, 2002 (Item no. 35) to fund start-up costs such as facilities renovations, playground equipment, copiers, classroom equipment, classroom supplies and to provide salaries and benefits for expansion staff. The expansion sites include Adelanto, Apple Valley, Crestline, Joshua Tree, Upland and Victorville.

Workload estimates (avg. daily # of classes and children) for 2002-03 are under budget by 46 classes and 819 children due to various factors. There was a construction delay in opening several expansion sites and/or classrooms. Sites/classrooms licensed since February include: Adelanto, Apple Valley, Sivaland and Victorville. Crestline and Rialto Eucalyptus sites are expected to open in May 2003. Additionally, the workload indicator for average daily # of children for the 2002-03 budget was overstated because 68 children enrolled in Sivaland's wrap-around program (a federal and state slot combined) were included twice.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing has a net decrease of 76.6 positions. There was a zero net change in site supervisors, teachers and teacher aides (9 and 12 months), who were qualified and upgraded to level II positions based on a mid year Board item (July 23, 2002, #32) that approved six new classifications to compensate for the higher levels of education mandated by Head Start.

Other changes to teaching staff resulted in a net reduction of 51.9 budgeted staffing. A net increase of 14.7 budgeted positions was due to site expansion (1.5 Site Supervisor II–12 months, 3.5 Teacher II–12 months and 9.7 Teacher Aide II–12 months). A net decrease of 38.8 budgeted positions was due to deleting vacant positions that are no longer needed (7.4 Site Supervisor–9 months, 23.3 Teacher-9 months and 8.1 Teacher Aide-9 months), and a net decrease of 41.4 budgeted positions (Teachers-9 months) was due to a work hours reduction for part-day Teachers from 8 to 6 hours per day. The vacancy factor of 13.6 was eliminated.

Changes to supporting staffing resulted in a net reduction of 24.7 budgeted staffing. A net increase of 6.2 budgeted positions was due to workload increase (1.5 Accounting Technician, 1.5 Food Service Worker-12 months, 1.0 Fiscal Clerk I, 1.0 Program Supervisor, 0.1 Program Aide-9 months, 0.1 Nurse, and 1.0 Eligibility Worker II). A net decrease of 30.9 budgeted positions was due to deleting vacant positions that are no longer needed (0.5 Eligibility Worker II, 7.5 Public Service Employee, 8.6 Custodian-9 months, 5.1 Food Service Worker-9 months, 3.5 Center Clerk-9 months, 2.0 Clerk III, 2.0 General Maintenance Worker, 1.0 Generalist-9 months, 0.1 Staff Analyst II, and 0.6 Custodian-12 months).

**PROGRAM CHANGES**

The average daily number of classes and number of children served are expected to decrease in 2003-04 by 33 classes comprised of 564 children due to PSDs' plan to implement new full-day program options.

PSD is committed to providing new full-day program options by combining Head Start and State Preschool funded slots based on the recommendations of the Head Start - State Collaboration Office (California Department of Education, Child Development Division) and in response to the changing needs of families. More low income and disadvantage families with young children now work or train full-time due to welfare reform and are therefore in need of full–time childcare services.

PSD's collaborative plan is twofold: (1) PSD will absorb 317 State Preschool slots into the existing Full Day Head Start Program, and (2) PSD will combine two part day slots – 3.5 hours each, comprised of 247 Head Start and State Preschool slots each. In both cases, children will be co-enrolled in Head Start and State Preschool programs. PSD operates a similar program at its Sivaland location where full-day service is provided to 72 co-enrolled children. In addition to the programs mentioned above, PSD will continue to provide part-day services to 3,802 children (including Delegate Agencies) and full-day services to 52 General Child Care children at the Mill Street site.

The overall impact on recommended program funded adjustments will be a net decrease of $ 193,369. This decrease is the result of cost savings due to the new program options (blending of federal and state slots). The new program options will result in a reduction through attrition of 15.1 budgeted teaching positions. In addition to salary savings, Preschool Services expects cost savings in transportation, food, classroom supplies and facilities (one or two sites) proportionate to the stated decrease in workload. A cost savings is also anticipated in the reduction of working hours for part-day teaching staff (from 8 to 6 hours per day) for children who attend class for 3.5 hours per day. The combined cost savings will be offset primarily by cost increases in MOU salary and benefits, unemployment insurance, workers compensation, and lease payments (CPI).

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

The department has a total of 15.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 1.3 | Slated for Deletion |
| Vacant Budgeted in Recruitment | 13.7 | Retain |
| Total Vacant | 15.0 | |

**Vacant Position Restoration Request:**

The department is not requesting restoration of any vacant budgeted positions that are slated for deletion.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Preschool Services
**FUND:** Special Revenue RSC HPS

**FUNCTION:** Public Assistance
**ACTIVITY:** Child Development

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 23,166,048 | 23,575,234 | 908,847 | 50,375 | 24,534,456 |
| Services and Supplies | 3,918,511 | 3,867,523 | - | - | 3,867,523 |
| Central Computer | 93,737 | 90,657 | - | - | 90,657 |
| Other Charges | 6,874,284 | 7,305,389 | - | - | 7,305,389 |
| Equipment | 491,243 | - | - | - | - |
| Transfers | 2,176,526 | 1,929,508 | - | - | 1,929,508 |
| Total Appropriation | 36,720,349 | 36,768,311 | 908,847 | 50,375 | 37,727,533 |
| **Revenue** | | | | | |
| Use of Money & Prop | - | - | - | - | - |
| State, Fed or Gov't Aid | 36,802,353 | 36,850,315 | 908,847 | 50,375 | 37,809,537 |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 36,802,353 | 36,850,315 | 908,847 | 50,375 | 37,809,537 |
| Local Cost | | (82,004) | - | - | (82,004) |
| Budgeted Staffing | | 653.7 | | | 653.7 |

**GROUP:** Human Services System
**DEPARTMENT:** Preschool Services
**FUND:** Special Revenue RSC HPS

**FUNCTION:** Public Assistance
**ACTIVITY:** Child Development

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 24,534,456 | (583,504) | 23,950,952 | (47,162) | **23,903,790** | - | 23,903,790 |
| Services and Supplies | 3,867,523 | 282,834 | 4,150,357 | - | **4,150,357** | - | 4,150,357 |
| Central Computer | 90,657 | (4,877) | 85,780 | - | **85,780** | - | 85,780 |
| Other Charges | 7,305,389 | (334,438) | 6,970,951 | - | **6,970,951** | - | 6,970,951 |
| Equipment | - | - | - | - | **-** | - | - |
| Transfers | 1,929,508 | 446,616 | 2,376,124 | - | **2,376,124** | - | 2,376,124 |
| Total Appropriation | 37,727,533 | (193,369) | 37,534,164 | (47,162) | **37,487,002** | - | 37,487,002 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | - | - | - | **-** | | |
| State, Fed or Gov't Aid | 37,809,537 | (275,373) | 37,534,164 | (47,162) | **37,487,002** | - | 37,487,002 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 37,809,537 | (275,373) | 37,534,164 | - | **37,487,002** | - | 37,487,002 |
| Fund Balance | (82,004) | 82,004 | - | (47,162) | **-** | - | |
| Budgeted Staffing | 653.7 | (76.6) | 577.1 | (1.3) | **575.8** | | 575.8 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 603,399 | MOU. |
| | 292,558 | Retirement. |
| | 12,890 | Risk Management Workers Comp (classified employees only). |
| | 908,847 | |
| Total Appropriation | 908,847 | |
| Total Revenue | 908,847 | Federal and state aid. |
| Fund Balance | - | |

**Mid-Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 50,375 | Increase in Calfornia State Department of Education, Child Development Division, |
| Total Appropriation | 50,375 | contracts for 2002-03. Approved by the Board on April 8, 2003, Item no. 25). |
| Total Revenue | 50,375 | These funds will be ongoing beginning July 1, 2002. |
| Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (583,504) | Net decrease of $583,504 is due primarlly to staff reduction (76.6 budgeted positions) due to the new program options and the reduction of working hours for 9-month part-day teachers from 8 to 6 hours per day. Together, reductions will result in a savings of $2,347,754 offset by increases in worker's comp for contract employees in the amount of $662,289, and in MOU step raises and Level I / Level II step for the Site Supervisors, Teachers, and Teacher's Aides in the amount of 1,101,961. |
| Services and Supplies | (67,115) | Decrease in utilities due to the new program options resulting in the closure of one or two sites. |
| | (121,621) | GASB 34 Accounting Change (EHAP). |
| | (80,000) | Decrease in office expense - Outside vendors due to reduced spending because of the new program options. |
| | 528,954 | Increase in COWCAP costs primarily due to a rise in unemployment claims for 9-month employees. |
| | 99,000 | Increase in subscriptions for new Genesis System Support. |
| | (76,384) | Net decrease due to anticipated reduction of inventoriable equipment and other misc expenses. |
| | 282,834 | |
| Central Computer | (4,877) | Decrease anticipated in central computer charges. |
| Other Charges | (334,438) | Net decrease in other charges due to the anticipated reduction of the transportation and food services costs related to the new program options. |
| Transfers | 446,616 | Increases in transfers due primarily to Real Estate lease payment increase for $219, 459. Also, increases in charges from HSS, ITSD, and HR staff in the amount of $105,536. GASB 34 Accounting Change (EHAP) $121,621. |
| Total Appropriation | (193,369) | |
| Revenue | | |
| State, Fed or Gov't Aid | (275,373) | Net decrease of federal and state aid is due primarily to an overestimation of the federal COLA/quality increase for 2002-03. |
| Total Revenue | (275,373) | |
| Fund Balance | 82,004 | |

**PRESCHOOL SERVICES**

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 2.0 | 1.3 | 47,162 | 47,162 | - |
| Vacant Budgeted in Recruitment - Retain | 25.0 | 13.7 | 432,793 | 432,793 | - |
| Total Vacant | 27.0 | 15.0 | 479,955 | 479,955 | - |
| Recommended Restoration of Vacant Deleted | - | - | - | - | - |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| *Note: If position is seasonal indicate next to Classification (Seasonal - May through August)* | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Public Service Employee* | 71126 | (.5) | (10,430) | (10,430) | - |
| *Cont Preschool Site Spvr 9 mos* | 72057 | (.8) | (36,732) | (36,732) | - |
| Subtotal Recommended - **Delete** | | (1.3) | (47,162) | (47,162) | - |
| Subtotal Recommended - **Retain** | | - | - | - | - |
| Total Slated for Deletion | | (1.3) | (47,162) | (47,162) | - |
| Vacant Budgeted in Recruitment - **Retain** | | | | | |
| *Cont PSD Food Svc Worker 12 mos* | 77595 | 1.0 | 21,671 | 21,671 | - |
| *Cont PSD Center Clerk 12 mos* | 76466 | 1.0 | 25,718 | 25,718 | - |
| *Cont PSD Custodian 12 mos* | 71434 | 1.0 | 24,108 | 24,108 | - |
| *Cont PSD Custodian 12 mos* | 76471 | 0.4 | 11,754 | 11,754 | - |
| *Cont Preschool Teacher Aide 12 m* | 76458 | 1.0 | 26,859 | 26,859 | - |
| *Cont Preschool Teacher Aide 12 m* | 76459 | 0.6 | 16,156 | 16,156 | - |
| *Cont Preschool Teacher 12 mos* | 76451 | 0.5 | 15,751 | 15,751 | - |
| *Cont PSD Center Clerk 9 months* | 77076 | 0.8 | 20,493 | 20,493 | - |
| *Cont PSD Prog Generalist 9mos* | 71573 | 0.8 | 30,092 | 30,092 | - |
| *Cont PSD Prog Generalist 9mos* | 71753 | 0.8 | 35,922 | 35,922 | - |
| *Cont Preschool Teacher 9 month* | 71203 | 0.2 | 8,830 | 8,830 | - |
| *Cont Preschool Teacher 9 month* | 71279 | 0.2 | 8,830 | 8,830 | - |
| *Cont Preschool Teacher 9 month* | 71453 | 0.6 | 21,255 | 21,255 | - |
| *Cont Preschool Teacher 9 month* | 72363 | 0.2 | 8,830 | 8,830 | - |
| *Cont Preschool Teacher 9 month* | 77109 | 0.2 | 7,925 | 7,925 | - |
| *Cont PSD Custodian 9 months* | 71247 | 0.3 | 8,744 | 8,744 | - |
| *Cont PSD Custodian 9 months* | 71295 | 0.4 | 11,171 | 11,171 | - |
| *Cont PSD Custodian 9 months* | 71333 | 0.3 | 8,744 | 8,744 | - |
| *Cont PSD Custodian 9 months* | 71359 | 0.6 | 16,456 | 16,456 | - |
| *Cont PSD Custodian 9 months* | 72041 | 0.6 | 16,628 | 16,628 | - |
| *Cont PSD Custodian 9 months* | 72225 | 0.4 | 11,171 | 11,171 | - |
| *Cont Preschool Site Spvr 9 mos* | 71355 | 0.8 | 29,439 | 29,439 | - |
| *Cont Preschool Teacher Aide 9mos* | 71380 | 0.8 | 21,020 | 21,020 | - |
| *Cont Preschool Teacher Aide 9mos* | 77089 | 0.1 | 5,704 | 5,704 | - |
| *Cont Preschool Teacher II 9 mo* | 77720 | 0.5 | 19,522 | 19,522 | - |
| Total in Recruitment Retain | | 13.7 | 432,793 | 432,793 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented. If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

## OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC HEALTH**
**PROGRAMS ADMINISTRATOR: JIM FELTEN**

| | 2003-04 | | | | |
|---|---|---|---|---|---|
| | Appropriation | Revenue | Fund Balance | Local Cost | Staffing |
| Public Health | 73,360,369 | 72,715,647 | - | 644,722 | 920.8 |
| California Children's Services | 10,723,433 | 9,185,392 | - | 1,538,041 | 145.0 |
| Indigent Ambulance | 472,501 | - | - | 472,501 | - |
| Cajon Pass | 111,098 | 81,800 | 29,298 | - | - |
| Total | 84,667,401 | 81,982,839 | 29,298 | 2,655,264 | 1,065.8 |

**BUDGET UNIT: PUBLIC HEALTH (AAA PHL)**

### I. GENERAL PROGRAM STATEMENT

The Department of Public Health provides a wide range of services to prevent diseases and improve the health, safety, and quality of life for the residents of San Bernardino County. The department operates 36 different programs divided among four areas of Public Health: 1) Preventive Medicine Services, 2) Community Health Services, 3) Environmental Health Services, and 4) Administrative Support Services. Programs (many which are mandated by the State Health and Safety Code) are funded by state and federal grants, local fees, and general fund support.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 63,629,939 | 73,675,031 | 69,057,120 | 73,360,369 |
| Total Financing Sources | 62,793,170 | 73,020,711 | 68,402,800 | 72,715,647 |
| Local Cost | 836,769 | 654,320 | 654,320 | 644,722 |
| Budgeted Staffing | | 1,100.3 | | 920.8 |
| **Workload Indicators** | | | | |
| Patient Visits | 95,786 | 106,065 | 100,691 | 107,410 |
| Immunizations | 132,012 | 151,205 | 144,100 | 162,000 |
| Lab Examinations | 107,212 | 99,100 | 102,550 | 102,550 |
| Home Visits | 21,841 | 32,500 | 24,975 | 17,380 |
| Animal Control Responses | 403,461 | 407,000 | 392,200 | 400,500 |
| WIC Vouchers Distributed | 737,426 | 747,600 | 751,000 | 773,000 |
| Inspections/Permits | 46,695 | 41,560 | 40,589 | 40,952 |

Estimated expenditures and revenues are expected to come in below budget as a result of programs that are scaling back with the anticipation of their elimination in the coming fiscal year. Public Health has a number of MOUs with other Human Services System departments that will be ending as a result of funding cuts within the HSS social service departments. The severe drop in estimated and budgeted home visits reflects the budget cuts associated with HSS MOU reductions and other lost grant funds.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Overall, budgeted staffing is reduced by 179.5 positions. Within base year adjustments, budgeted staffing is decreased a net of 0.9 as a result of implementing the 4% spend down plan and 30% cost reduction plan which deleted 1.9 positions and approving the AIDS Master grant which added 1.0 position. In mid-year adjustments the Board approved an increase of 1.0 in budgeted staffing netting an increase of 1.9 budgeted staff in the Board Approved Base Budget. Within the Public Health Department, all county general fund dollars go toward the animal control program; as a result all impacts resulting from the 4% and 30% budget reduction plans occur in that program.

Within the program funded adjustments, staffing is reduced by a net 181.4 or 16.5%. This is primarily the result of two factors: reduced revenue/reimbursements and significantly increased staffing expense due to retirement and MOU increases. Of the 181.4 reduction, 67.4, over 37%, comes from the Maternal Health Program, which was severely impacted by the elimination/reduction of various state and Children and Families Commission grant funds for programs such as “Early Steps,” “Earlier the Better,” and “Right from the Start.” Of the remaining 114.0 reduction, 33.9 occurred in the Perinatal and Adolescent Life program, 8.9 in Child Health, 3.5 in Family Planning, 17.0 in Aging, and 17.5 in the Field Nursing program. All of these programs experienced revenue declines as a result of the reduction or elimination of grants from both the state and the federal governments, as well as reductions in programs funded through MOUs with other county departments. Miscellaneous other changes within various programs resulted in a reduction of 33.2.

In conjunction with these budgeted staffing cuts the department is developing a layoff plan. Only a minimal number of the 181.4 reduction in budgeted staffing affects filled positions. The department has a high number of vacancies in nursing and education positions due to difficulties in recruiting and retaining these classifications. As a result, vacant positions were deleted and staff from unfunded programs are being reassigned throughout the department. Additionally, the department is working with other county departments to transfer staff from positions that are at risk to other positions in the county. These reassignments and transfers should help the department to keep the layoff plan to a minimal level.

Included in the net decrease of 181.4, the department is also requesting new staff in three programs and four reclassifications. Total new staffing includes a 7.6 increase in our Nutrition program funded entirely by Federal Women, Infants, & Children funds, a 0.2 increase in Child Health for an additional part-time Dental Hygienist for the Dental Disease Prevention program which is entirely state funded, and a 1.9 increase in Reproductive Health for a new Title V federal grant. The nutrition programs staff includes 2.1 Nutritionists, 1.9 Supervising Health Service Assistants, 0.9 Health Service Assistant II, and 2.7 Pre-Registered Dieticians. The Reproductive Health positions include 0.9 Public Health Coordinator and 1.0 Clerk III.

Of the four reclassifications, three are to downgrade positions that are currently being underfilled to the lower classification of the employee that is filling the position. The fourth reclassification is to downgrade an Environmental Health position that has been extremely difficult to recruit at its current classification.

### PROGRAM CHANGES

As indicated in the staffing changes section, Public Health saw a number of grants either reduced or eliminated in both the current and coming year. Services and supplies costs and fixed asset expenditures were reduced dramatically in many programs in an attempt to maintain staff for service delivery. Amounts budgeted for transfers have increased slightly as a result of increased lease expenses, administrative support, and EHAP expenses related to an accounting change.

Reimbursements received from other county departments have decreased by $5,207,973 as a result of dramatically reduced or eliminated MOUs for service, primarily with other HSS departments. The programs affected are: “Youth Self Sufficiency,” “STOP” (a Family Violence Prevention program), “Let’s Talk” and “Family Planning Access” funds from the Transitional Assistance Department, and the Aging “Personal Care and Services Program” and funding for CalWorks services.

Budget to budget, revenues are decreasing from $71,458,055 to $69,008,022 for a net decrease of $2,450,033. This net reduction is comprised of a number of substantial changes. Child Health clinical services have been

eliminated due to a restructuring of the program by the State resulting in a loss of $261,000 in revenue. The Child Health functions will continue to be provided within the county by private providers. A Children and Families Commission grant, the "Early Steps" Program, has ended resulting in a decrease of $3,585,392 in budgeted revenue. The loss of the Children and Families Commission grant was compounded by the fact that those funds were used to obtain matching funds from the State Maternal and Child Health (MCH) program. That loss of matching funds then led to a further loss of $1,301,560 in MCH funds. A Field Nursing program, "The Earlier the Better," has ended causing a revenue decrease of $715,600. Other reductions include an accounting change that shifts how Bio-Terrorism revenue ($949,043) is recognized from revenue to operating transfers in and miscellaneous decreases ($604,044) across various programs.

Revenue increases partially offsetting the reductions above includes $126,000 in base year adjustments and $2,236,406 in mid-year adjustments. Almost all of this mid-year increase is the result of increases to our Women, Infants & Children (WIC) program. Other increases include $800,000 for a federal Special Projects of Regional and National Significance grant for abstinence education and a $1,804,200 expansion of our state Targeted Case Management (TCM) activities.

The increase in TCM is designed to help offset the severe reduction in programs funded by MOUs with other HSS departments. As indicated in a recent consultant study by Maximus, many of the services offered under those programs included a significant case management component that is eligible to be time-studied and claimed under the State's TCM program. Through this approach, the department plans to sustain key services by seeking state funding allocated for case management services provided to public health clients. The TCM program activities will begin July 1, 2003. However, the required time-study, reimbursement rate setting by the state, and program approval by the state do not occur until October, November, and December respectively. Should some or all of our program be denied by the state, it is likely the department would need to implement further staff reductions and use some one-time realignment funds to cover the expenses for the first half of the year for those portions of the program that are not approved.

Operating transfers in are increasing to pay for the bio-terrorism program. Positions approved in the 2002-03 year are being filled and the program is getting off the ground resulting in increased expenditures and transfers in to support this program.

**OTHER CHANGES**

As part of the continued integration into the Human Services System, a transition plan for automated systems staff is currently being developed to transfer that function from Public Health into HSS Administration.

Bio-terrorism spending is expected to ramp up in the coming fiscal year as the approved staff is hired and equipment purchased. Additionally, new leeway has been given by the state to allow the use of the bio-terrorism funds for some of the expense associated with the smallpox vaccination plan for participating hospital staff and some first responders.

Expenditures for equipment have been reduced by $52,000 in accordance with the 30% cost reduction plan. Other fixed asset purchases have been kept to a minimum due to financial constraints. Fixed assets included in the budget have been limited to lab equipment associated with the bio-terrorism funding, one unrepairable copier, one computer server, and a replacement embossing machine for maternal health client identification cards.

Transfers out are increasing by $501,661 as a result of increased lease payments, a GASB 34 accounting change for EHAP, and increased HSS Administrative support.

## IV. VACANT POSITION IMPACT

The department has a total of 43.8 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 21.4 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 22.4 | Retain |
| Total Vacant | 43.8 | |

**Vacant Position Restoration Request**:

The department has submitted policy items for the restoration of 16.7 (out of the total 21.4) vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Items #1 through 4, 5 partially, and 6 through 11, which would restore the department's request of 15.9 vacant budgeted positions as these positions provide critical services to the community. The majority of the positions are fully funded by State/Federal grants, realignment, and/or contracts with exception of the positions related to the expansion of the Devore Animal Shelter, which are entirely funded by local cost and were previously approved by the Board of Supervisors.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Laboratory | 4.6<br>$273,434<br>Revenue Supported | These positions (1.9 Microbiologist III, 0.9 Microbiologist, 0.9 Program Coordinator, and 0.9 Lab Assistant are 100% funded by the Bioterrorism grant or by the AIDS Program. |
| x | 2 | Program Analysis and Statistics | 0.8<br>$32,552<br>Revenue Supported | The vital statistics group inputs birth and death certificates information into the state ddatabase. The timeliness for work in the group is driven by state mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. This 0.8 Clerk III is 100% fee funded. |
| x | 3 | Preventive Veterinary Services | 0.8<br>$54,930<br>Revenue Supported | This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock. There is no local cost associated with this position. This 0.8 Public Health Veterinarian has been vacant since it is difficult to recruit. |
| x | 4 | Animal Control Shelter | 1.6<br>$52,808<br>Local Cost | These positions (1.0 General Service Worker II, 0.5 Animal Control Officer, and 0.1 Public Health Veterinarian are needed due to the expansion of the Devore Animal Shelter. They were previously approved by the Board. Positions to be filled when shelter opens in late 2003. |
| x | 5 | Emergency Medical Services | 1.6<br>$98,664<br>Revenue Supported | These 1.6 EMS Nurse positions are required to provide qualified oversight/coordination of emergency medical services activities. The County Administrative Office recommends that 0.8 of the 1.6 requested positions be retained as it was filled most recently, and is required to sustain current level of operations. |
| x | 6 | Animal Control Officers | 1.0<br>$37,395<br>Revenue Supported | These positions (0.5 Animal Control Officer and 0.5 Animal License Checker I) serve the Barstow area. Recurrent extra help employees are currently performing the duties of these positions. The department is requesting to convert these positions into regular positions. There is no local cost associated with these positions. |
| x | 7 | Nutrition Program | 1.2<br>$50,363<br>Revenue Supported | The Nutrition Program is 100% funded by the federal Women, Infants, and Children (WIC Program. 0.4 Nutritionist position has been vacant because it is difficult to find eligible candidates in the 29 Palms area where this position is assigned. The 0.8 Supervising Health Service Assistant position has been held vacant pending notification of funds. Funds were subsequently approved. |
| x | 8 | Environmental Health Services | 0.8<br>$64,077<br>Revenue Supported | Performs inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. Program is 100% fee supported. Both positions have been vacant because they are difficult to recruit. Human Resources now has a list of qualified candidates for one position. The department is requesting to reclassify one position expecting that the new position will be easier to recruit. |

| | | | | |
|---|---|---|---|---|
| x | 9 | Child Health | 0.3<br>$6,008<br>Revenue Supported | 0.3 Health Services Assistant I position provide direct patient care and are 100% funded by contracts with school districts or grant revenue. |
| x | 10 | Health Education | 2.4<br>$121,209<br>Revenue Supported | The Health Education Specialist positions split time among various programs that are 100% funded by the Bioterrorism grant, Proposition 99, and contracts starting on July 1, 2003 for a "Drug Free Schools and Communities" grant. |
| x | 11 | AIDS Planning Council | 1.6<br>$93,791<br>Revenue Supported | The planning council exists pursuant to federal rules in order for the department to receive Federal Title I funds. The council has vacant positions due to staff turnover. These Staff Analyst positions are 100% federally funded. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

Department fee changes include fee increases within our Environmental Health Division covering both the various Environmental Health and Animal Control programs. These fee increases are in direct response to the increased staffing costs associated with MOU increases, rising retirement costs, and workers compensation increases associated with providing service in fee supported programs.

Within Environmental Health Services, fee increases will allow the restoration 6.0 budgeted staff ($311,638) and will pay for lease increases ($114,410) that would otherwise remain unfunded in the absence of the increases. Those positions include 1.0 Environmental Health Specialist I, 2.0 Environmental Health Specialist II, 1.0 Environmental Technician I, and 2.0 Public Service Employee positions. The PSE positions provide specialized seasonal support for water quality and vector control programs.

Animal Control cut services and supplies dramatically in order to maintain staffing levels. Projected revenues associated with fee increases will allow for the restoration of $157,897 in services and supplies budgets. Given the equipment cuts that Animal Control is absorbing as part of the 30% cost reduction plan, the availability of services and supplies budget will be critical to maintaining existing aging equipment that had been scheduled for replacement.

**GROUP:** Human Services System
**DEPARTMENT:** Public Health
**FUND:** General AAA PHL

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Health

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 50,044,753 | 54,873,157 | 4,765,856 | 387,211 | 60,026,224 |
| Services and Supplies | 22,950,587 | 25,028,310 | 292,122 | 1,849,195 | 27,169,627 |
| Central Computer | 524,709 | 524,709 | (94,630) | - | 430,079 |
| Equipment | 237,741 | 344,900 | (52,000) | - | 292,900 |
| Transfers | 2,320,299 | 2,591,914 | (18,802) | - | 2,573,112 |
| Total Exp Authority | 76,078,089 | 83,362,990 | 4,892,546 | 2,236,406 | 90,491,942 |
| Reimbursements | (7,396,910) | (9,687,959) | - | - | (9,687,959) |
| Total Appropriation | 68,681,179 | 73,675,031 | 4,892,546 | 2,236,406 | 80,803,983 |
| **Revenue** | | | | | |
| Licenses & Permits | 6,108,722 | 6,727,755 | - | - | 6,727,755 |
| Fines & Forfeitures | 250,000 | 245,000 | - | - | 245,000 |
| Taxes | 122,000 | 122,000 | - | - | 122,000 |
| Current Services | 8,574,926 | 10,763,540 | 96,000 | 103,000 | 10,962,540 |
| State, Fed or Gov't Aid | 37,596,806 | 39,794,971 | 4,471,544 | 2,133,406 | 46,399,921 |
| Other Revenue | 113,570 | 230,700 | - | - | 230,700 |
| Realignment | 13,458,179 | 13,574,089 | 334,600 | - | 13,908,689 |
| Total Revenue | 66,224,203 | 71,458,055 | 4,902,144 | 2,236,406 | 78,596,605 |
| Operating Transfers In | 1,802,656 | 1,562,656 | - | - | 1,562,656 |
| Total Sources | 68,026,859 | 73,020,711 | 4,902,144 | 2,236,406 | 80,159,261 |
| Local Cost | 654,320 | 654,320 | (9,598) | - | 644,722 |
| Budgeted Staffing | | 1,100.3 | 0.9 | 1.0 | 1,102.2 |

**GROUP:** Human Services System
**DEPARTMENT:** Public Health
**FUND:** General AAA PHL

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Health

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 60,026,224 | (7,724,199) | 52,302,025 | (1,010,426) | **51,291,599** | 835,899 | 52,127,498 |
| Services and Supplies | 27,169,627 | (5,221,149) | 21,948,478 | - | **21,948,478** | - | 21,948,478 |
| Central Computer | 430,079 | - | 430,079 | - | **430,079** | - | 430,079 |
| Equipment | 292,900 | (207,900) | 85,000 | | **85,000** | | 85,000 |
| Transfers | 2,573,112 | 501,661 | 3,074,773 | - | **3,074,773** | - | 3,074,773 |
| Total Expen Authority | 90,491,942 | (12,651,587) | 77,840,355 | (1,010,426) | **76,829,929** | 835,899 | 77,665,828 |
| Reimbursements | (9,687,959) | 5,207,973 | (4,479,986) | - | **-** | - | - |
| Total Oper Expense | 80,803,983 | (7,443,614) | 73,360,369 | (1,010,426) | **72,349,943** | 835,899 | 73,185,842 |
| **Revenue** | | | | | | | |
| Licenses & Permits | 6,727,755 | (154,769) | 6,572,986 | (136,507) | **6,436,479** | 120,481 | 6,556,960 |
| Fines & Forfeitures | 245,000 | 5,000 | 250,000 | - | **250,000** | - | 250,000 |
| Taxes | 122,000 | - | 122,000 | - | **122,000** | - | 122,000 |
| Current Services | 10,962,540 | (4,535,326) | 6,427,214 | (17,226) | **6,409,988** | 17,226 | 6,427,214 |
| State, Fed or Gov't Aid | 46,399,921 | (4,776,478) | 41,623,443 | (355,830) | **41,267,613** | 267,882 | 41,535,495 |
| Other Revenue | 230,700 | (127,010) | 103,690 | | **103,690** | - | 103,690 |
| Realignment | 13,908,689 | - | 13,908,689 | (164,807) | **13,743,882** | 94,254 | 13,838,136 |
| Total Revenue | 78,596,605 | (9,588,583) | 69,008,022 | (674,370) | **68,333,652** | 499,843 | 68,833,495 |
| Operating Transfers In | 1,562,656 | 2,144,969 | 3,707,625 | (283,248) | **3,424,377** | 283,248 | 3,707,625 |
| Total Sources | 80,159,261 | (7,443,614) | 72,715,647 | (957,618) | **71,758,029** | 783,091 | 72,541,120 |
| Local Cost | 644,722 | - | 644,722 | (52,808) | **591,914** | 52,808 | 644,722 |
| Budgeted Staffing | 1,102.2 | (181.4) | 920.8 | (21.4) | **899.4** | 15.9 | 915.3 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 1.540.274 | MOU. |
| | 2.736.899 | Retirement. |
| | 572.606 | Risk Management Liabilities. |
| | (26.173) | 4% Spend Down Plan.. |
| | (87.750) | 30% Cost Reduction Plan |
| | 13,000 | Approved by the Board on October 1, 2003 - AIDS Master Grant which added 1.0 Staff Analyst II. |
| | 17,000 | Approved by the Board on January 14, 2003 - HOT SPoTS Funding for Chlamydia testing and screening activities. |
| | 4.765.856 | |
| Services and Supplies | 196.122 | Risk Management Liabilities. |
| | 48.000 | Approved by the Board on September 24. 2002 for Medical Administrative Activities (MAA) claims |
| | 48.000 | Approved by the Board on October 22. 2002 for MAA claims processing. |
| | 292.122 | |
| Central Computer | (94.630) | |
| Equipment | (52,000) | 30% Cost Reduction Plan. |
| | (52,000) | |
| Transfers | (18.802) | Incremental change in EHAP. |
| Total Appropriation | 4,892,546 | |
| Revenue | 96.000 | Current services increased for MAA contracts. |
| | 4.883.144 | Target Setting assumed increase in State & Federal revenue . |
| | 30.000 | State revenue related to AIDS Master Grant and HOT SPoTs funding. |
| | (334,600) | SB90 Revenue loss. |
| | 334,600 | SB90 Backfill from Realignment for Health programs not being paid by the state. |
| | (107,000) | SB90 Backfill for Animal Control. |
| Total Revenue | 4.902.144 | |
| Total Local Cost | (9.598) | |

**Mid-Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 8,313 | Approved by the Board on January 14, 2003 - HOT SpoTS funding for Chlamadya testing and screening activities. |
| | 7,500 | Approved by the Board on January 7. 2003 - Clasp funding for Chlamadya screening project. |
| | 338,500 | Approved by the Board on February 4. 2003 - Women. Infants. and Children (WIC). |
| | 32,898 | Approved by the Board on March 18. 2003 - 5 A Day funding. |
| | 387.211 | |
| Services and Supplies | 9.234 | Approved by the Board on January 14. 2003 - HOT SPoTS Funding |
| | 5.000 | Approved by the Board on January 7. 2003 - Clasp Funding. added 1.0 Health Services Assistant I |
| | 1.764.859 | Approved by the Board on February 4. 2003 - WIC funding. |
| | 22.102 | Approved by the Board on March 18. 2003 - 5 a day funding. |
| | 48.000 | Approved by the Board on March 18, 2003 - MAA claims processing. |
| | 1.849.195 | |
| Total Mid-Year Appropriation | 2,236,406 | |
| Revenue | 103,000 | Increased in current services for MAA claims and 5 a day contract. |
| | 2,133,406 | Federal and state revenue. |
| Total Mid-Year Revenue | 2,236,406 | |
| Total Mid-Year Local Cost | - | |

## PUBLIC HEALTH

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (1,226,554) | Perinatal Program - HSS MOU reduction for the Youth Self-Sufficiency Program. |
| | (335,301) | Child Health - changes in state Child Health Program has lead to the elimination of our child health clinical services. |
| | (2,716,572) | Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Program. |
| | (957,100) | Aging Program - HSS MOU reduction for the Personal Care Services Program. |
| | (919,899) | Field Nursing - HSS CalWORKS MOU reduction and the ending of the "Earlier the Better" Program with California State University, San Bernardino. |
| | (1,031,891) | Increase in vacancy factor due to hiring limitations resulting from the current budget situation. |
| | (536,882) | Miscellaneous staff reductions across approximately 30 Public Health programs resulting from increased labor costs. This represents a 1% reduction. |
| | (7,724,199) | |
| Services and Supplies | (309,771) | Perinatal Program - reduced MOU with HSS for Youth Self-Sufficiency Program. |
| | (2,313,100) | Maternal Health - contract with Children & Families Commission ends June 30, 2003; cuts to state funded Maternal Health Programs. |
| | (209,543) | GASB 34 Accounting Change (EHAP). |
| | (2,388,735) | As a result of increased staffing expenses, many of our programs slashed services and supplies so that they could maintain staff and continue service delivery. This reduction is across dozens of programs. The larger reductions include: Lab (310,500); Environmental Health (290,530); Facilities Management (199,642); Animal Control (181,025); and Emergency Medical Services (92,997). |
| | (5,221,149) | |
| Equipment | (207,900) | Most fixed asset purchases have been eliminated from the budget due to financial constraints except for lab equipment associated with bio-terrorism readiness; one unrepairable copier; one computer server; and a replacement embossing machine for maternal. |
| Transfers | 261,956 | Anticipated increase in lease payments. |
| | 209,543 | GASB 34 Accounting Change (EHAP). |
| | 52,138 | Increase in HSS administrative support. |
| | (21,976) | Minor reduction in interagency agreements. |
| | 501,661 | |
| Reimbursements | 2,262,951 | MOU reduction with HSS for the Yough Self-Sufficiency Program. |
| | 800,000 | MOU reduction with HSS for the STOP Program (a family violence prevention program). |
| | 307,000 | MOU reduction with TAD for "Let's Talk" & "Family Planning Access" Programs. |
| | 1,343,627 | MOU reduction with HSS for the Personal Care Services Program. |
| | 615,400 | MOU reduction for CalWORKIS services. |
| | (121,005) | Other minor changes spread over many programs. |
| | 5,207,973 | |
| Total Appropriation | (7,443,614) | |
| Revenue | | |
| License & Permits | (154,769) | Minor reduction in estimated licenses and permits revenue. |
| Fines and Forfeitures | 5,000 | Minor estimated increase in fines and forfeitures. |
| Current Services | (3,585,392) | Elimination of the Children and Families Commission "Early Steps" grant. |
| | (715,600) | Elimination of the "Earlier the Better" grant from CSUSB. |
| | (234,334) | Other minor changes spread over many programs. |
| | (4,535,326) | |
| State, Fed or Gov't Aid | (4,776,144) | When targets are set, expense changes are expected to be funded by increased state and federal revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below. |
| | (949,043) | Bio-terrorism is now budgeted in operating transfer in due to GASB 34. |
| | (261,000) | Cancelled Child Health clinical services as a rsult of state funding change. |
| | (1,301,560) | Reduction in state Maternal & Child Health funding (MCH). |
| | 800,000 | New federal SPRANS grant for abstinence education. |
| | 1,804,200 | Targeted case management increases as programs shift the cancelled MOUs with HSS to alternate funding streams. |
| | (92,931) | Other minor changes spread over many programs. |
| | (4,776,478) | |
| Other Revenue | (127,010) | Minor revenue changes spread over many programs. |
| Total Revenue | (9,588,583) | |
| Operating Transfers In | 949,043 | Bio-terrorism previously budgeted as revenue. |
| | 1,195,926 | Increased bio-terrorism funding over current year. |
| | 2,144,969 | |
| Total Sources | (7,443,614) | |
| Local Cost | - | |

## Vacant Position Impact Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 33.0 | 21.4 | 1,010,426 | 957,618 | 52,808 |
| Vacant Budgeted In Recruitment - Retain | 41.0 | 22.4 | 980,090 | 980,090 | - |
| Total Vacant | 74.0 | 43.8 | 1,990,516 | 1,937,708.0 | 52,808 |
| Recommended Restoration of Vacant Deleted | 23.0 | 15.9 | 835,899 | 783,091 | 52,808 |

## Vacant Position Impact Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| Administrative Clerk I | 72805 | (0.8) | (33,554) | (33,554) | - |
| Animal License Checker I | LY300450 | (0.5) | (16,026) | (16,026) | - |
| Clerk II | 77503 | (0.8) | (26,530) | (26,530) | - |
| Emergency Medical Svcs Nurse | 74112 | (0.8) | (49,332) | (49,332) | - |
| Health Services Assistant I | 77366 | (0.2) | (5,003) | (5,003) | - |
| Public Service Employee | 74869 | (0.5) | (7,829) | (7,829) | - |
| Public Service Employee | 93829 | (0.8) | (12,525) | (12,525) | - |
| Public Service Employee | 94069 | (0.1) | (1,567) | (1,567) | - |
| Public Service Employee | 71826 | (0.5) | (14,657) | (14,657) | - |
| Public Service Employee | N0000141 | (0.5) | (7,504) | (7,504) | - |
| Subtotal Recommended - **Delete** | | (5.5) | (174,527) | (174,527) | - |
| Vacant Budgeted Not In Recruitment | | | | | |
| Animal Control Officer | 8096 | (0.5) | (21,369) | (21,369) | - |
| Animal Control Officer | 73383 | (0.5) | (21,369) | - | (21,369) |
| Animal License Checker I | 7785 | (0.5) | (16,026) | (16,026) | - |
| Clerk III | 11838 | (0.8) | (32,552) | (32,552) | - |
| Emergency Medical Svcs Nurse | 10491 | (0.8) | (49,332) | (49,332) | - |
| Environmental Health Spec III | 8320 | (0.8) | (64,077) | (64,077) | - |
| General Services Worker II | 73857 | (0.5) | (13,267) | - | (13,267) |
| General Services Worker II | 73858 | (0.5) | (12,787) | - | (12,787) |
| Health Education Specialist I | 8680 | (0.8) | (40,403) | (40,403) | - |

## PUBLIC HEALTH

| | | | | | |
|---|---|---|---|---|---|
| Health Education Specialist I | 76794 | (0.8) | (40,403) | (40,403) | - |
| Health Education Specialist I | 77910 | (0.8) | (40,403) | (40,403) | - |
| Health Services Assistant I | 77367 | (0.3) | (6,008) | (6,008) | - |
| Laboratory Assistant | 3394 | (0.9) | (30,589) | (30,589) | - |
| Nutritionist | 13915 | (0.4) | (19,027) | (19,027) | |
| Public Health Microbiologist I | N0000097 | (1.0) | (52,671) | (52,671) | - |
| Public Health Microbiologist III | N0000098 | (1.0) | (62,811) | (62,811) | - |
| Public Health Microbiologist III | N0000099 | (1.0) | (62,811) | (62,811) | - |
| Public Health Veterinarian | 73856 | (0.1) | (5,385) | - | (5,385) |
| Public Health Veterinarian | 4753 | (0.8) | (54,930) | (54,930) | - |
| Public Hlth Prgm Coordinator | N0000212 | (0.9) | (64,552) | (64,552) | - |
| Staff Analyst I | 76156 | (0.8) | (43,903) | (43,903) | - |
| Staff Analyst II | 77498 | (0.8) | (49,888) | (49,888) | - |
| Supervising Health Svcs Asstnt | 75395 | (0.8) | (31,336) | (31,336) | - |
| Subtotal Recommended - **Retain** | | (15.9) | (835,899) | (783,091) | (52,808) |
| Total Slated for Deletion | | (21.4) | (1,010,426) | (957,618) | (52,808) |
| Vacant Budgeted In Recruitment - **Retain** | | | | | |
| Animal Control Officer | N0000543 | 0.5 | 21,576 | 21,576 | - |
| Animal License Checker I | N0000544 | 1.0 | 30,288 | 30,288 | - |
| Animal License Checker I | N0000545 | 0.5 | 16,178 | 16,178 | - |
| Clerk II | 77801 | 1.0 | 30,703 | 30,703 | - |
| Clerk II | 10828 | 1.0 | 30,403 | 30,403 | - |
| Clerk II | 14098 | 1.0 | 30,403 | 30,403 | - |
| Communicable Disease Inv. | 77789 | 1.0 | 44,413 | 44,413 | - |
| Communicable Disease Inv. | 77790 | 1.0 | 44,413 | 44,413 | - |
| Communicable Disease Inv. | 77793 | 1.0 | 44,413 | 44,413 | - |
| Communicable Disease Inv. | 77794 | 0.4 | 12,442 | 12,442 | - |
| Health Education Specialist I | 12129 | 1.0 | 46,869 | 46,869 | - |
| Health Services Assistant I | 77361 | 0.5 | 10,821 | 10,821 | - |
| Health Services Assistant I | 916 | 1.0 | 31,966 | 31,966 | - |
| Health Services Assistant II | 14912 | 1.0 | 41,261 | 41,261 | - |
| Laboratory Assistant | 3393 | 0.9 | 34,512 | 34,512 | - |
| Nutritionist | 14018 | 0.3 | 12,414 | 12,414 | - |
| Public Health Dental Asst | 77518 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77519 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77520 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77521 | 0.2 | 5,600 | 5,600 | - |

## PUBLIC HEALTH

| | | | | | |
|---|---|---|---|---|---|
| Public Health Dental Asst | 77522 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77523 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77524 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77525 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77526 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Asst | 77527 | 0.2 | 5,600 | 5,600 | - |
| Public Health Dental Hygienist | 77528 | 0.3 | 10,875 | 10,875 | - |
| Public Health Dental Hygienist | 77529 | 0.3 | 10,875 | 10,875 | - |
| Public Health Dental Hygienist | 77530 | 0.3 | 10,875 | 10,875 | - |
| Public Health Epidemiologist | 77796 | 1.0 | 58,771 | 58,771 | - |
| Public Health Epidemiologist | 77799 | 0.8 | 44,929 | 44,929 | - |
| Public Health Manager | 6549 | 1.0 | 67,860 | 67,860 | - |
| Public Health Microbiologist III | 2423 | 1.0 | 78,523 | 78,523 | - |
| Public Hlth Prgm Coordinator | 77806 | 1.0 | 67,825 | 67,825 | - |
| Public Service Employee | 93977 | 0.1 | 3,443 | 3,443 | - |
| Public Service Employee | 94021 | 0.1 | 3,272 | 3,272 | - |
| Public Service Employee | 94589 | 0.1 | 3,354 | 3,354 | - |
| Public Service Employee | 94917 | 0.1 | 3,470 | 3,470 | - |
| Public Service Employee | 90986 | 0.3 | 4,758 | 4,758 | - |
| Secretary I | 9739 | 1.0 | 37,175 | 37,175 | - |
| Supervising Health Svcs Asst | 74458 | 1.0 | 35,010 | 35,010 | - |
| Total in Recruitment Remain | | 22.4 | 980,090 | 980,090 | - |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health **Budget Code:** AAA-PHL
**Title:** Restoration of Bio-Terrorism/Lab Positions

**PRIORITY:** Rank 1 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 273,434 | $ 273,434 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .9 | Lab Assistant | 30,589 |
| .9 | Microbiologist I | 52,671 |
| 1.9 | Microbiologist III | 125,622 |
| .9 | Program Coordinator | 64,552 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 273,434 | $ 273,434 |
| **REVENUE (specify source)** | | |
| Bio-Terrorism Funds (9975) | 242,845 | 242,845 |
| State HIV Testing Funds | 30,589 | 30,589 |
| | | |
| Total: | $ 273,434 | $ 273,434 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #1 of 11 - Restoration of Bio-Terrorism/Lab Positions**

**The department is requesting to retain three vacant bio-terrorism positions, re-class a Laboratorian to a Microbiologist III, and retain a vacant Lab Assistant position not related to bio-terrorism.**

**The department has had some trouble in moving forward with hiring its full complement of bio-terrorism staff. As the Board is aware, the department had some concern regarding disclosure to the Board about the true staffing level of the bio-terrorism program that resulted in a memo to the Board from then Interim Public Health Programs Administrator June Griffith-Collison. Shortly after that disclosure, the HSS hiring freeze went into place. The department requested and got approval to obtain position numbers for the three positions vacant positions mentioned above, which are a Program Coordinator, a Microbiologist I, and a Microbiologist III. The department then worked with Human Resources on development of the new classification called Laboratorian. Following discussions with Human Resources regarding this classification it was decided that the position should in fact be a Microbiologist III and not a new classification.**

**As the department was preparing its request to then fill the three positions for which it had already obtained position numbers and request a position number for what was the Laboratorian, the Board took its action to eliminate vacant funded positions that were not in recruitment. The department's request, submitted after the Board action, was denied as a result of the timing and instructions were given to request that these positions be retained through the budget process. These positions are completely funded by bio-terrorism grants and impose no local cost on the County.**

**The Lab Assistant position has been held vacant to date due to an inconsistent workload. However, the department wishes to retain the position to work on a new HIV-1 drug resistance testing program that is funded by the state. That funding stream is a three year award effective in the coming fiscal year.**

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL

**Title:** Restoration of Program Analysis and Statistics Positions

**PRIORITY:** Rank 2 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Our Program Analysis and Statistics program currently has one budgeted vacant position that the department would like to retain.**

**The position is a Clerk III in our vital statistics group. Staff in that group are currently working overtime to keep up with the workload. The manager position in that area is currently vacant, but, in recruitment. It is the department's intent to have the new manager fill that Clerk III position immediately. The timelines for work in the vital statistics group are driven by State mandated turnaround times; therefore, deletion of this position would only necessitate the continued use of overtime. The vital statistics group is funded through fee revenue for birth and death certificates.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 32,552 | $ 32,552 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .8 | Clerk III | 32,552 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 32,552 | $ 32,552 |

| | | |
|---|---|---|
| **REVENUE (specify source)** | | |
| Fees | 32,552 | 32,552 |
| | | |
| | | |
| Total: | $ 32,552 | $ 32,552 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health **Budget Code:** AAA-PHL
**Title:** Restoration of Preventive Veterinary Services Staff

**PRIORITY:** Rank 3 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 54,930 | $ 54,930 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .8 | PH Veterinarian | 54,930 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) | | |
| Total: | $ 54,930 | $ 54,930 |
| **REVENUE (specify source)** | | |
| Permit Fees | 12,634 | 12,634 |
| Realignment | 42,296 | 42,296 |
| | | |
| Total: | $ 54,930 | $ 54,930 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #3 of 11 – Restoration of Preventive Veterinary Services Staff**

**Our Preventive Veterinary Services program is composed of one Senior Public Health Veterinarian, one Public Health Veterinarian, one Animal Health Investigator, and one Clerk III. This program is responsible for inspecting businesses that are required to have a permit for any animals or livestock, e.g. pet stores, dairies, etc.**

**For an extended period of time, the same two people held the vet positions and there was no turnover. When the Senior vet retired, the only candidate was his subordinate who will also to retire in the very near future. The department has been working with Human Resources to review these classifications and adjust the salary as necessary to attract qualified candidates. As soon as that work is completed, the department will fill the vacant Public Health Veterinarian position.**

**This is a very small program with only four positions. The Department has struggled to fill the vet positions and is currently at risk of having both vet positions vacant simultaneously if this position is not retained.**

**This position is funded partially be permit fees (23%) and realignment (77%).**

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of Animal Control Shelter Positions

**PRIORITY:** Rank 4 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Two years ago the Board of Supervisors approved an expansion of the Devore animal shelter. In conjunction with that expansion, the Board approved four additional authorized positions composed of one animal control officer, two general service workers, and one veterinarian. The expansion of the shelter is still in process resulting in these positions not being filled.**

**The Board was clear in its intent for these positions to be used to support the expanded shelter and so the department has not filled them. The shelter expansion project has recently overcome some hurdles and is once again progressing. The department would like to maintain these vacant positions in anticipation of completion of the expansion project.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 52,808 | $ 100,231 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .5 | Animal Ctrl Officer | 21,369 |
| 1.0 | Gen Svc Worker II | 26,054 |
| .1 | PH Veterinarian | 5,385 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Reimbursements (specify) _____ | | | |
| | Total: | $ 52,808 | $ 100,231 |

| | | |
|---|---|---|
| **REVENUE (specify source)** | | |
| | | |
| | | |
| | | |
| Total: | $ 0 | $ 0 |
| LOCAL COST | $ 52,808 | $ 100,231 |

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of Emergency Medical Services Staff

**PRIORITY:** Rank 5 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Our Emergency Medical Services program, which includes ICEMA, has two vacant budgeted positions that the department desires to retain. Those positions are both EMS Nurses, which are incredibly difficult to fill. This classification is in continual recruitment by Human Resources and the department checks regularly to see if any applications have been filed.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 98,664 | $ 98,664 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 1.6 | EMS Nurse | 98,664 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 98,664 | $ 98,664 |
| **REVENUE (specify source)** | | |
| State EMS Funds | 24,666 | 24,666 |
| Realignment | 73,998 | 73,998 |
| | | |
| Total: | $ 98,664 | $ 98,664 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Conversion of Recurrent Animal Control Officer to Regular

**PRIORITY:** Rank 6 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**The department currently has a recurrent Animal Control Officer serving the Barstow area and a recurrent Animal License Checker I. As a result of the change in treatment of recurrent employees (they are now capped at 1600 hours per year), the department wishes to convert these positions to regular. Our request is that the Board of Supervisors allow the department to keep the current vacant budgeted positions, 08096 and 07785, to allow for the conversion of these recurrent positions. Upon completion of the conversion, the vacant recurrent positions will be deleted.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 37,395 | $ 74,790 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .5 | Animal Control Officer | 21,369 |
| .5 | Animal Lic. Checker I | 16,026 |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 37,395 | $ 74,790 |
| **REVENUE (specify source)** | | |
| Fees | 11,218 | 22,437 |
| Contracts | 11,218 | 22,437 |
| Realignment | 14,959 | 29,916 |
| Total: | $ 37,395 | $ 74,790 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of Nutrition Positions

**PRIORITY:** Rank 7 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 50,363 | $ 50,363 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.8 | Supv HSA | 31,336 |
| 0.4 | Nutritionist | 19,027 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 50,363 | $ 50,363 |
| **REVENUE (specify source)** | | |
| Federal WIC Funds via State DHS | 50,363 | 50,363 |
| | | |
| | | |
| Total: | $ 50,363 | $ 50,363 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #7 of 11 - Restoration of Nutrition Positions**

**The Nutrition program has two budgeted vacant positions that it is requesting to retain. Both of these positions are entirely funded through the federal Women, Infants, and Children (WIC) program which is passed through the State Department of Health Services.**

**The two existing positions are a Nutritionist and a Supervising Health Service Assistant. The Nutritionist has been vacant due to the fact that it is in 29 Palms and to date the have been no eligible or interested candidates identified. The position will be filled as soon as there is a viable candidate. The Supervising Health Service Assistant was held vacant pending confirmation of caseload growth augmentation for the year. The funds have now been confirmed and this position will serve as the team leader for a new WIC office in north Rialto that is scheduled to open this summer.**

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of Environmental Health Services Position

**PRIORITY:** Rank 8 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 64,077 | $ 64,077 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.8 | EHS III | 64,077 |
| | | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** | | |
| **Equipment** | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| | | |
| **Reimbursements (specify)** | | |
| **Total:** | $ 64,077 | $ 64,077 |
| **REVENUE (specify source)** | | |
| **Fees/Permits** | 64,077 | 64,077 |
| | | |
| | | |
| **Total:** | $ 64,077 | $ 64,077 |
| **LOCAL COST** | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #8 of 11 - Environmental Health Services Positions**

**Our Environmental Health Services Division has one vacant funded position that it would like to retain. The position is completely fee funded.**

**The Environmental Health Specialist III position is needed to maintain the staffing to meet the demand of the necessary inspections and investigations for compliance with applicable laws and regulations in the Community Health Program. The EHS III serves as an expert consultant in the interpretation and implementation of environmental health laws and regulations. This position requires specific knowledge and training and requires certification as a Registered Environemental Health Specialist.**

**Examples of the duties of an EHS III include coordinating with other agencies specialized monitoring, mitigation, and enforcement activities; developing and reviewing proposals; ensuring compliance with codes; and making recommendations for corrective action. Coordinating preparation of court cases for enforcement of environmental health laws; document information of enforcement actions, office or court hearings; conducting research and field investigations for preparation of environmental impact reports; and preparing position reports regarding environmental health aspects.**

**This position was not actively being filled at the time the Board took action to delete vacant positions because the department was working with Human Resources to develop a new list of candidates. EHS has been actively participating with Human Resources to recruit and establish a new list of qualified candidates. Recruitment for this position (#08320) began in January as the previous list of applicants has expired. Human Resources is in the process of scheduling a written test for the qualified candidates.**

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of Health Education Positions

**PRIORITY:** Rank 10 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:**

**SEE PAGE 2**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 121,209 | $ 121,209 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 2.4 | Health Ed Specialist I | 121,209 |
| | | |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 121,209 | $ 121,209 |
| **REVENUE (specify source)** | | |
| State/Federal Revenue | 80,806 | 80,806 |
| Bio-Terrorism Operating Transfer I | 40,403 | 40,403 |
| | | |
| Total: | $ 121,209 | $ 121,209 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #10 of 11 - Restoration of Health Education Positions**

**Our Health Education program has a number of Health Education Specialist I (HES I) positions that split time between a number of various programs. The department has been tentative in filling these three positions due to concerns about potential layoffs in this classification. At this time, it appears that we will have to reassign some staff, but not layoff. As such, the department would like to maintain these positions, which are targeted to be used for the following programs:**

**Our Tobacco Use Reduction Now program has budgeted the use of an HES I funded by proposition 99 revenues effective July 1, 2003. A second HES I is contained in a contract that will begin July 1 for a "Drug Free Schools & Communities" grant. Finally, our Bio-terrorism program, which is still in the ramp up phase, has an HES I budgeted that still needs to be filled.**

**All three of these positions will be fully funded by their respective funding sources resulting in no cost to the general fund.**

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-PHL
**Title:** Restoration of AIDS Planning Council Support Staff

**PRIORITY:** Rank 11 of 11 **FUNDING:** Full Year ☒ Other ☐ _____ Months
**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐
**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached.**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 93,791 | $ 93,791 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| .8 | Staff Analyst I | 43,903 |
| .8 | Staff Analyst II | 49,888 |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) | | |
| Total: | $ 93,791 | $ 93,791 |
| **REVENUE (specify source)** | | |
| Federal Title I | 93,791 | 93,791 |
| | | |
| | | |
| Total: | $ 93,791 | $ 93,791 |
| LOCAL COST | $ 0 | $ 0 |

**PUBLIC HEALTH**

**Policy Item #11 of 11 - Restoration of AIDS Planning Council Support Staff**

**The County of San Bernardino is the local Eligible Metropolitan Area for receipt of federal Title I funds for AIDS related services. Part of the federal rules under Title I require a local planning council to exist. The planning council is allowed to allocate up to 5% of the annual award on planning council support staff and activities. The positions that support the planning council and Title I administration have undergone high turnover during the last few years resulting in a number of vacancies. A new program coordinator was recently hired to oversee Title I administration and planning council support. This coordinator has begun to stabilize staff turnover and fill positions.**

**The department requests at this time that these vacant positions, which are 100% funded by Title I federal funds, be maintained within the department to allow the planning council and the new coordinator to hire to meet their needs. These positions are filled or kept vacant at the discretion of the planning council with guidance from the program coordinator. The positions in question are one Staff Analyst I and one Staff Analyst II.**

FEE ADJUSTMENT SUMMARY

**DEPARTMENT:** Department of Public Health - Animal Care & Control (AAA PHL)
**PREPARED BY:** Jeanne Kroeger
**PHONE #** (909) 891-3851

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Spay/Neuter Fee for Dogs (Over 4 months of age) | $40.00 | $55.00 | $15.00 Increase | DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost. | Revenue will be insufficient to cover operating costs. |
| Spay/Neuter Fee for Cats (Over 4 months of age) | $20.00 | $29.00 | $9.00 Increase | DPH previously subsidized the cost to spay/neuter adopted animals. With current budget situation, can no longer do so. Increased fee covers actual cost. | Revenue will be insufficient to cover operating costs. |
| Impound Fee (Initial Impoundment) | $24.00 | $35.00 | $11.00 Increase | Initial Impoundment previously covered the cost of four of the first five days. Increased fee covers actual cost for first five days. | Revenue will be insufficient to cover operating costs. |
| Impound Fee (Daily after Initial Impoundment) | $6.00 | $7.00 | $1.00 Increase | Increased fee covers actual cost for food and care of an animal per day. | Revenue will be insufficient to cover operating costs. |
| Adoption Fee (Puppies under 4 months of age) | $15.00 | $20.00 | $5.00 New Category | Increased fee helps to cover the actual cost of service. | ARevenue will be insufficient to cover operating costs. |
| Adoption Fee (Kittens under 4 months of age) | $10.00 | $15.00 | $5.00 New Category | Increased fee helps cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Apprehension Fee (During normal business hours) | $35.00 | $50.00 | $15.00 Increase | Increased fee helps to cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Apprehension Fee (After hours 6:00 pm to 7:00 am) | $70.00 | $100.00 | $30.00 Increase | Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT. | Revenue will be insufficient to cover operating costs. |
| Euthanasia Fee - Dog | $25.00 | $35.00 | $10.00 Increase | Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Euthanasia Fee - Cat | $15.00 | $25.00 | $10.00 Increase | Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |

## FEE ADJUSTMENT SUMMARY



**DEPARTMENT:** Department of Public Health (DPH) - Animal Care & Control
**PREPARED BY:** Jeanne Kroeger
**PHONE #** (909) 891-3851

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| Owner Turned In Animal without adoption hold | $25.00 | $35.00 | $10.00 Increase | Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Owner Turned In Animals with 72-hour adoption hold | $40.00 | $50.00 | $10.00 Increase | Increased fee covers the increased cost of food & care and the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Pick-up/handling of dog/cat (During normal hours) | $25.00 | $35.00 | $10.00 Increase | Increased fee helps to cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Pick-up/handling of dog/cat (After hours 6 pm-7 am) | $50.00 | $70.00 | $20.00 Increase | Increased fee helps to cover the actual cost of service. Also covers increased cost of call back & OT. | Revenue will be insufficient to cover operating costs. |
| Pick-up, euthanasia, and disposal request | $50.00 | $70.00 | $20.00 Increase | Increased fee covers the increased cost of euthanasia solution. Will help cover the actual cost of service. | Revenue will be insufficient to cover operating costs. |
| Trap Rentals, Per Day | $1.00 | $2.00 | $1.00 Increase | Increased fee will help cover the cost of replacement traps rented out to citizens. | Costs for replacement traps will continue to exceed the revenue obtained. |
| Medically Determined License - Monthly | $0.00 | $2.00 | $2.00 New Fee | New fee will accommodate those citizens who own animals that have been deemed high risk for surgery. This fee is higher than the altered rate. | Owners of animals deemed to be high risk for surgery will continue to pay the unaltered rate of $60/yr. |
| Other Reports | $5.00 | $0.00 | Delete Category | Category no longer used. | None |
| | | | | | |
| | | | | | |
| | | | | | |

## 2003-04 REVISED/NEW FEE REQUESTS

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0213A(b)(3)(E)(I) Spay/Neuter Fee for Dogs (Over 4 months of age) | $40.00 | $55.00 | $15.00 | 1,753 | 1,753 | 0 | $70,120.00 | $96,415.00 | $26,295.00 |
| 16.0213A(b)(3)(E)(II) Spay/Neuter Fee for Cats (Over 4 months of age) | $20.00 | $29.00 | $9.00 | 391 | 391 | 0 | $7,820.00 | $11,339.00 | $3,519.00 |
| 16.0213A(b)(3)(A)(I) Impound Fee (Initial Impoundment) | $24.00 | $35.00 | $11.00 | 1,598 | 1,598 | 0 | $38,352.00 | $55,930.00 | $17,578.00 |
| 16.0213A(b)(3)(A)(II) Impound Fee (Daily after Initial Impoundment) | $6.00 | $7.00 | $1.00 | 475 | 475 | 0 | $2,850.00 | $3,325.00 | $475.00 |
| 16.0213A(b)(3)(F)(III) Adoption Fee (Puppies under 4 months of age) | $15.00 | $20.00 | $5.00 | 1,431 | 1,431 | 0 | $21,465.00 | $28,620.00 | $7,155.00 |
| 16.0213A(b)(3)(F)(IV) Adoption Fee (Kittens under 4 months of age) | $10.00 | $15.00 | $5.00 | 1,129 | 1,129 | 0 | $11,290.00 | $16,935.00 | $5,645.00 |
| 16.0213A(b)(1)(C)(I) Apprehension Fee (During normal business hours) | $35.00 | $50.00 | $15.00 | 1,436 | 1,436 | 0 | $50,260.00 | $71,800.00 | $21,540.00 |
| 16.0213A(b)(1)(C)(II) Apprehension Fee (After hours 6:00 pm to 7:00 am) | $70.00 | $100.00 | $30.00 | 75 | 75 | 0 | $5,250.00 | $7,500.00 | $2,250.00 |
| 16.0213A(b)(3)(B)(I) Euthanasia Fee - Dog | $25.00 | $35.00 | $10.00 | 300 | 300 | 0 | $7,500.00 | $10,500.00 | $3,000.00 |
| 16.0213A(b)(3)(B)(II) Euthanasia Fee - Cat | $15.00 | $25.00 | $10.00 | 100 | 100 | 0 | $1,500.00 | $2,500.00 | $1,000.00 |
| **TOTAL THIS PAGE** | $260.00 | $371.00 | $111.00 | 8,688 | 8,688 | 0 | $216,407.00 | $304,864.00 | $88,457.00 |
| **GRAND TOTAL (All Page A's)** | $456.00 | $635.00 | $179.00 | 15,954 | 21,954 | 6,000 | $366,187.00 | $524,084.00 | $157,897.00 |

PAGE A - FEE ADJUSTMENT CALCULATION

DEPARTMENT: Department of Public Health (DPH) - Animal Care & Control (AAA PHL)
PREPARED BY: Jeanne Kroeger
PHONE # (909) 891-3851

PAGE A 2 of 2

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee In budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | (G) Current Revenue in Budget | (H) Proposed/ New Fee Revenue | (I) Change In Fee Revenue (H)-(G) |
| 16.0213A(b)(3)(D)(I) Owner Turned In Animal without adoption hold | $25.00 | $35.00 | $10.00 | 2,376 | 2,376 | 0 | $59,400.00 | $83,160.00 | $23,760.00 |
| 16.0213A(b)(3)(D)(II) Owner Turned In Animals with 72-hour adoption hold | $40.00 | $50.00 | $10.00 | 612 | 612 | 0 | $24,480.00 | $30,600.00 | $6,120.00 |
| 16.0213A(b)(1)(A)(I) Pick-up/handling of dog/cat (During normal hours) | $25.00 | $35.00 | $10.00 | 2,000 | 2,000 | 0 | $50,000.00 | $70,000.00 | $20,000.00 |
| 16.0213A(b)(1)(A)(II) Pick-up/handling of dog/cat (After hours 6 pm-7 am) | $50.00 | $70.00 | $20.00 | 50 | 50 | 0 | $2,500.00 | $3,500.00 | $1,000.00 |
| 16.0213A(b)(1)(B) Pick-up, euthanasia, and disposal request | $50.00 | $70.00 | $20.00 | 228 | 228 | 0 | $11,400.00 | $15,960.00 | $4,560.00 |
| 16.0213A(b)(1)(D) Trap Rentals, Per Day | $1.00 | $2.00 | $1.00 | 2,000 | 2,000 | 0 | $2,000.00 | $4,000.00 | $2,000.00 |
| 16.0213A(b)(2)(A)(VI) Medically Determined License | $0.00 | $2.00 | $2.00 | 0 | 6,000 | 6,000 | $0.00 | $12,000.00 | $12,000.00 |
| 16.0213A(b)(1)(F)(III) Other Reports | $5.00 | $0.00 | ($5.00) | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL THIS PAGE | $196.00 | $264.00 | $68.00 | 7,266 | 13,266 | 6,000 | $149,780.00 | $219,220.00 | $69,440.00 |

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 1 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity): | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (A) 0 - 24 | $248.00 | $273.00 | $25.00 | 10% for salary inc and increased facility costs | |
| (B) 25-59 | $359.00 | $395.00 | $36.00 | 10% for salary inc and increased facility costs | |
| (C)60 - 99 | $464.00 | $510.00 | $46.00 | 10% for salary inc and increased facility costs | |
| (D) 100 - 149 | $572.00 | $629.00 | $57.00 | 10% for salary inc and increased facility costs | |
| (E) 150 - up | $623.00 | $685.00 | $62.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets: | | | | | |
| (A)(I) 0 - 499 sq ft | $469.00 | $347.00 | ($122.00) | Revised Category Description | |
| (II) 500 - 1,499 sq ft | $590.00 | $480.00 | ($110.00) | Revised Category Description | |
| (III) 1,500 - 2,499 sq ft | $711.00 | $613.00 | ($98.00) | Revised Category Description | |
| (IV) 2,500 - 3,499 sq ft | $887.00 | $807.00 | ($80.00) | Revised Category Description | |
| (V) 3,500 sq ft and up | $1,009.00 | $941.00 | ($68.00) | Revised Category Description | |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | |
| (A)(I) 0 - 499 sq ft | $221.00 | $243.00 | $22.00 | 10% for salary inc and increased facility costs | |
| (II) 500 - 1,499 sq ft | $342.00 | $376.00 | $34.00 | 10% for salary inc and increased facility costs | |
| (III) 1,500 - 2,499 sq ft | $463.00 | $509.00 | $46.00 | 10% for salary inc and increased facility costs | |
| (IV) 2,500 - 3,499 sq ft | $639.00 | $703.00 | $64.00 | 10% for salary inc and increased facility costs | |
| (V) 3,500 - 19,999 sq ft | $761.00 | $837.00 | $76.00 | 10% for salary inc and increased facility costs | |
| (VI) 20,000 - 39,999 sq ft | $872.00 | $959.00 | $87.00 | 10% for salary inc and increased facility costs | |
| (VII) 40,000 sq ft and up | $992.00 | $1,091.00 | $99.00 | 10% for salary inc and increased facility costs | |

# 2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 2 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (B) Food Processor/Wholesale: (I) 0 - 1,499 sq ft | $332.00 | $365.00 | $33.00 | 10% for salary inc and increased facility costs | |
| (II) 1,500 - 3,499 sq ft | $459.00 | $505.00 | $46.00 | 10% for salary inc and increased facility costs | |
| (III) 3,500 - 9,999 sq ft | $739.00 | $813.00 | $74.00 | 10% for salary inc and increased facility costs | |
| (IV) 10,000 - 49,999 sq ft | $1,130.00 | $1,243.00 | $113.00 | 10% for salary inc and increased facility costs | |
| (V) 50,000 - 99,999 sq ft | $1,322.00 | $1,454.00 | $132.00 | 10% for salary inc and increased facility costs | |
| (VI) 100,000 - 199,999 sq ft | $1,542.00 | $1,696.00 | $154.00 | 10% for salary inc and increased facility costs | |
| (VII) 200,000 sq ft and up | $1,816.00 | $1,998.00 | $182.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | |
| (C) Food Distributor/Wholesale: (I) 0 - 1,499 sq ft | $261.00 | $287.00 | $26.00 | 10% for salary inc and increased facility costs | |
| (II) 1,500 - 3,499 sq ft | $423.00 | $465.00 | $42.00 | 10% for salary inc and increased facility costs | |
| (III) 3,500 - 9,999 sq ft | $539.00 | $593.00 | $54.00 | 10% for salary inc and increased facility costs | |
| (IV) 10,000 - 49,999 sq ft | $849.00 | $934.00 | $85.00 | | |
| (V) 50,000 - 99,999 sq ft | $1,015.00 | $1,117.00 | $102.00 | 10% for salary inc and increased facility costs | |
| (VI) 100,000 sq ft and up | $1,141.00 | $1,255.00 | $114.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | |
| (D) Food Salvager/Wholesale: (I) 0 - 3,499 sq ft | $463.00 | $509.00 | $46.00 | 10% for salary inc and increased facility costs | |
| (II) 3,500 - 49,999 sq ft | $974.00 | $1,071.00 | $97.00 | 10% for salary inc and increased facility costs | |

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 3 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.213(B)(b) Food/Recreational Health Program Fee (5) Each mobile food facility | $132.00 | $145.00 | $13.00 | 10% for salary inc and increased facility costs | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| 16.213(B)(b) Food/Recreational Health Program Fee (6) Each vending machine headquarters | $197.00 | $217.00 | $20.00 | 10% for salary inc and increased facility costs | |
| 16.213(B)(b) Food/Recreational Health Program Fee (7) Each vending machine | $34.00 | $37.00 | $3.00 | 10% for salary inc and increased facility costs | |
| 16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility | | | | | |
| (A)(I) Packaged Food Handling: | | | | | |
| (v) Annual Permit | $221.00 | $221.00 | $0.00 | New Category | |
| 16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility | | | | | |
| (A)(II) Food Preparation: | | | | | |
| (v) Annual Permit | $386.00 | $386.00 | $0.00 | New Category | |

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 4 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility (C)Temporary Food Facility Operating at a Certified Farmer's Market: | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (I) Packaged Food Handling | $248.00 | $273.00 | $25.00 | 10% for salary inc and increased facility costs | |
| (II) Food Preparation | $331.00 | $364.00 | $33.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food/Recreational Health Program Fee (9) Certified Farmer's Market: | $386.00 | $425.00 | $39.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food/Recreational Health Program Fee (10) Food Carts: | | | | | |
| (I) Packaged Food Carts | $56.00 | $62.00 | $6.00 | 10% for salary inc and increased facility costs | |
| (II) Food Preparation Carts | $236.00 | $260.00 | $24.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food/Recreational Health Program Fee (14) Soft Serve: | | | | | |
| (A) First Machine on Premises | $238.00 | $262.00 | $24.00 | 10% for salary inc and increased facility costs | |
| (B) Each Additional Machine on Premises | $47.00 | $52.00 | $5.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(b) Food/Recreational Health Program Fee (15) Swimming Pools, Special Use Pools, Natural Bathing Places: | | | | | |
| (A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium | $193.00 | $212.00 | $19.00 | 10% for salary inc and increased facility costs | |
| (B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide | $243.00 | $267.00 | $24.00 | 10% for salary inc and increased facility costs | |
| (C) Each Natural Bathing Place and Swimming Lagoon | $243.00 | $267.00 | $24.00 | 10% for salary inc and increased facility costs | |

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 5 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production: | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (B) Milk Store | $110.00 | $121.00 | $11.00 | 10% for salary inc and increased facility costs | |
| (C)Milk Distributor | $184.00 | $202.00 | $18.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(d)Vector Control Program Fees (2) Poultry Ranch Fees: | | | | | |
| (A) Annual Permit (all) Plus Fee for Poultry Population | $100.00 | $110.00 | $10.00 | 10% for salary inc and increased facility costs | |
| (B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds) | $6.00 | $6.60 | $0.60 | 10% for salary inc and increased facility costs | |
| (C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds) | $4.50 | $5.00 | $0.50 | 10% for salary inc and increased facility costs | |
| (D)Poultry Ranch Environmental Houses (per 1,000 birds) | $6.00 | $3.00 | ($3.00) | New Category | |
| 16.0213(B)(g) Land Use Fees (3) Real Estate Letter | $43.00 | $47.00 | $4.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major) | $148.00 | $163.00 | $15.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects | $294.00 | $323.00 | $29.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (12) Major Variance | $339.00 | $373.00 | $34.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (13) Minor Variance | $158.00 | $174.00 | $16.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (14) Tentative Tract Review | $624.00 | $686.00 | $62.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps | $171.00 | $188.00 | $17.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(g) Land Use Fees (17) Land Use Review | $58.00 | $64.00 | $6.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction | | | | | |
| (I) Agricultural, Individual, Domestic without Mandatory Seal | $193.00 | $212.00 | $19.00 | 10% for salary inc and increased facility costs | |
| (II) Public Water Supply | $407.00 | $448.00 | $41.00 | 10% for salary inc and increased facility costs | |

# 2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 6 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (III) Community, Domestic, Industrial | $342.00 | $376.00 | $34.00 | 10% for salary inc and increased facility costs | |
| (IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode) | $193.00 | $212.00 | $19.00 | 10% for salary inc and increased facility costs | |
| (B) Well Reconstruction (modification/destruction) | $193.00 | $212.00 | $19.00 | 10% for salary inc and increased facility costs | |
| (C)Pre-approval Fee | $66.00 | $73.00 | $7.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(h) Water/Waste Water Program Fees (2) Annual Surveilance Fees and Hourly Charges | | | | | |
| (A) State Small Systems | $226.00 | $249.00 | $23.00 | 10% for salary inc and increased facility costs | |
| (B) Non-community System (I) Food/Lodging Establishments | $226.00 | $249.00 | $23.00 | 10% for salary inc and increased facility costs | |
| (II) Organized Camps/RV Parks | $342.00 | $376.00 | $34.00 | 10% for salary inc and increased facility costs | |
| (III) Industrial | $453.00 | $498.00 | $45.00 | 10% for salary inc and increased facility costs | |
| (C)Community System | $733.00 | $806.00 | $73.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(h) Water/Waste Water Program Fees (3) Well Driller Registration | $34.00 | $37.00 | $3.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(h) Water/Waste Water Program Fees (5) Liquid Waste Hauling and Disposal | | | | | |
| (A) Each Vehicle | $254.00 | $279.00 | $25.00 | 10% for salary inc and increased facility costs | |

2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 7 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (A) Sewage Holding Tank Operating Permit (Annual Permit) | $105.00 | $116.00 | $11.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees | | | | | |
| (A) Sewage Plans, Reports, and Permits (I) Lot Plan and Soil Review | $149.00 | $164.00 | $15.00 | 10% for salary inc and increased facility costs | |
| (II) Single Family Dwellings Percolation Test Report Review | $132.00 | $145.00 | $13.00 | 10% for salary inc and increased facility costs | |
| (III) Commercial Development Percolation Test Report Review | $226.00 | $249.00 | $23.00 | 10% for salary inc and increased facility costs | |
| (IV) Subdivision Percolation Test Report Review | $226.00 | $249.00 | $23.00 | 10% for salary inc and increased facility costs | |
| (VIII) FHA and VA approvals (iii) Sewage Approval Forms | $22.00 | $24.00 | $2.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(I) Housing Program Fees (1) Organized Camps and Boarding Schools | | | | | |
| (A) Small (less than 100 camp capacity) | $229.00 | $252.00 | $23.00 | Renamed Category | |
| (B) Medium (100 - 249 camp capacity | $344.00 | $378.00 | $34.00 | Renamed Category | |
| (C)Large (250 or more camp capacity | $0.00 | $516.00 | $516.00 | New Category | |
| 16.0213(B)(I) Housing Program Fees (2) Massage Clinics | $114.00 | $125.00 | $11.00 | 10% for salary inc and increased facility costs | |

## 2003-2004 FEE ADJUSTMENT SUMMARY

DEPARTMENT: Public Health - Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

SUMMARY 8 of 8

| FEE DESCRIPTION | CURRENT FEE | PROPOSED FEE | CHANGE IN FEE | JUSTIFICATION OF CHANGE | IMPACT IF NOT APPROVED |
|---|---|---|---|---|---|
| 16.0213(B)(I) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof: | | | | | If fee changes are not adopted, current rates will be used and revenues will be insufficient to cover increased costs of providing services. Some positions will not be filled and the required inspections will not be completed and service delivery will be delayed. |
| (A) Annual Surveillance Inspection (I) 2-99 Sites | $61.00 | $67.00 | $6.00 | 10% for salary inc and increased facility costs | |
| (II) 100 - 249 Sites | $122.00 | $134.00 | $12.00 | 10% for salary inc and increased facility costs | |
| (III) 250 + Sites | $166.00 | $183.00 | $17.00 | 10% for salary inc and increased facility costs | |
| (B) Annual Permit | $27.00 | $30.00 | $3.00 | 10% for salary inc and increased facility costs | |
| (D) DEHS Administrative Fee | $93.00 | $102.00 | $9.00 | 10% for salary inc and increased facility costs | |
| 16.0213(B)(I) Housing Program Fees (8) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations | | | | | |
| (A) Annual Health Permit (I) annual Base Permit | $122.00 | $134.00 | $12.00 | 10% for salary inc and increased facility costs | |
| Plus Per Each Dwelling Unit | $6.00 | $7.00 | $1.00 | 10% for salary inc and increased facility costs | |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units In Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
| 16.0213(B)(b) Food Recreational Health Program Fee (1) Public Eating Place (seating or customer capacity): | | | | | | | | | |
| (A) 0 - 24 | $248.00 | $273.00 | $25.00 | 1,794 | 1,800 | 6 | $444,912.00 | $491,400.00 | $46,488.00 |
| (B) 25-59 | $359.00 | $395.00 | $36.00 | 964 | 970 | 6 | $346,076.00 | $383,150.00 | $37,074.00 |
| (C)60 - 99 | $464.00 | $510.00 | $46.00 | 705 | 710 | 5 | $327,120.00 | $362,100.00 | $34,980.00 |
| (D) 100 - 149 | $572.00 | $629.00 | $57.00 | 282 | 294 | 12 | $161,304.00 | $184,926.00 | $23,622.00 |
| (E) 150 - up | $623.00 | $685.00 | $62.00 | 351 | 357 | 6 | $218,673.00 | $244,545.00 | $25,872.00 |
| 16.0213(B)(b) Food Recreational Health Program Fee (3) Food Handling Places / Mini Markets: | | | | | | | | | |
| (A)(I) 0 - 499 sq ft | $469.00 | $347.00 | ($122.00) | 29 | 29 | 0 | $13,601.00 | $10,063.00 | ($3,538.00) |
| (II) 500 - 1,499 sq ft | $590.00 | $480.00 | ($110.00) | 108 | 108 | 0 | $63,720.00 | $51,840.00 | ($11,880.00) |
| (III) 1,500 - 2,499 sq ft | $711.00 | $613.00 | ($98.00) | 196 | 196 | 0 | $139,356.00 | $120,148.00 | ($19,208.00) |
| (IV) 2,500 - 3,499 sq ft | $887.00 | $807.00 | ($80.00) | 119 | 119 | 0 | $105,553.00 | $96,033.00 | ($9,520.00) |
| (V) 3,500 sq ft and up | $1,009.00 | $941.00 | ($68.00) | 37 | 37 | 0 | $37,333.00 | $34,817.00 | ($2,516.00) |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, | | | | | | | | | |
| (A)(I) 0 - 499 sq ft | $221.00 | $243.00 | $22.00 | 305 | 313 | 8 | $67,405.00 | $76,059.00 | $8,654.00 |
| (II) 500 - 1,499 sq ft | $342.00 | $376.00 | $34.00 | 569 | 572 | 3 | $194,598.00 | $215,072.00 | $20,474.00 |
| (III) 1,500 - 2,499 sq ft | $463.00 | $509.00 | $46.00 | 577 | 572 | (5) | $267,151.00 | $291,148.00 | $23,997.00 |
| (IV) 2,500 - 3,499 sq ft | $639.00 | $703.00 | $64.00 | 224 | 227 | 3 | $143,136.00 | $159,581.00 | $16,445.00 |
| (V) 3,500 - 19,999 sq ft | $761.00 | $837.00 | $76.00 | 115 | 116 | 1 | $87,515.00 | $97,092.00 | $9,577.00 |
| (VI) 20,000 - 39,999 sq ft | $872.00 | $959.00 | $87.00 | 77 | 80 | 3 | $67,144.00 | $76,720.00 | $9,576.00 |
| (VII) 40,000 sq ft and up | $992.00 | $1,091.00 | $99.00 | 54 | 60 | 6 | $53,568.00 | $65,460.00 | $11,892.00 |
| **TOTAL THIS PAGE** | | | | | | **54** | **$2,738,165.00** | **$2,960,154.00** | **$221,989.00** |
| **GRAND TOTAL (All Page A's)** | | | | | | **72** | **$4,598,147.50** | **$5,024,190.60** | **$426,043.10** |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 2 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue In Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | | | | | |
| (B) Food Processor/Wholesale: | | | | | | | | | |
| (I) 0 - 1,499 sq ft | $332.00 | $365.00 | $33.00 | 69 | 64 | (5) | $22,908.00 | $23,360.00 | $452.00 |
| (II) 1,500 - 3,499 sq ft | $459.00 | $505.00 | $46.00 | 19 | 15 | (4) | $8,721.00 | $7,575.00 | ($1,146.00) |
| (III) 3,500 - 9,999 sq ft | $739.00 | $813.00 | $74.00 | 19 | 19 | 0 | $14,041.00 | $15,447.00 | $1,406.00 |
| (IV) 10,000 - 49,999 sq ft | $1,130.00 | $1,243.00 | $113.00 | 36 | 37 | 1 | $40,680.00 | $45,991.00 | $5,311.00 |
| (V) 50,000 - 99,999 sq ft | $1,322.00 | $1,454.00 | $132.00 | 4 | 4 | 0 | $5,288.00 | $5,816.00 | $528.00 |
| (VI) 100,000 - 199,999 sq ft | $1,542.00 | $1,696.00 | $154.00 | 4 | 4 | 0 | $6,168.00 | $6,784.00 | $616.00 |
| (VII) 200,000 sq ft and up | $1,816.00 | $1,998.00 | $182.00 | 3 | 3 | 0 | $5,448.00 | $5,994.00 | $546.00 |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | | | | | |
| (C) Food Distributor/Wholesale: | | | | | | | | | |
| (I) 0 - 1,499 sq ft | $261.00 | $287.00 | $26.00 | 37 | 33 | (4) | $9,657.00 | $9,471.00 | ($186.00) |
| (II) 1,500 - 3,499 sq ft | $423.00 | $465.00 | $42.00 | 22 | 20 | (2) | $9,306.00 | $9,300.00 | ($6.00) |
| (III) 3,500 - 9,999 sq ft | $539.00 | $593.00 | $54.00 | 27 | 23 | (4) | $14,553.00 | $13,639.00 | ($914.00) |
| (IV) 10,000 - 49,999 sq ft | $849.00 | $934.00 | $85.00 | 30 | 23 | (7) | $25,470.00 | $21,482.00 | ($3,988.00) |
| (V) 50,000 - 99,999 sq ft | $1,015.00 | $1,117.00 | $102.00 | 17 | 16 | (1) | $17,255.00 | $17,872.00 | $617.00 |
| (VI) 100,000 sq ft and up | $1,141.00 | $1,255.00 | $114.00 | 28 | 27 | (1) | $31,948.00 | $33,885.00 | $1,937.00 |
| 16.0213(B)(b) Food Recreational Health Program Fee (4) Food Handling Places / Warehouses, convenience stores, grocery, vegetable & meat markets: | | | | | | | | | |
| (D) Food Salvager/Wholesale: | | | | | | | | | |
| (I) 0 - 3,499 sq ft | $463.00 | $509.00 | $46.00 | 3 | 3 | 0 | $1,389.00 | $1,527.00 | $138.00 |
| (II) 3,500 - 49,999 sq ft | $974.00 | $1,071.00 | $97.00 | 3 | 3 | 0 | $2,922.00 | $3,213.00 | $291.00 |
| **TOTAL THIS PAGE** | | | | | | (27) | **$215,754.00** | **$221,356.00** | **$5,602.00** |
| **GRAND TOTAL (All Page A's)** | | | | | | **72** | **$4,598,147.50** | **$5,024,190.60** | **$426,043.10** |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 3 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | UNITS INVOLVED (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change In Units (E)-(D) | REVENUE GENERATED (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
|---|---|---|---|---|---|---|---|---|---|
| 16.213(B)(b) Food/Recreational Health Program Fee (5) Each mobile food facility | $132.00 | $145.00 | $13.00 | 653 | 689 | 36 | $86,196.00 | $99,905.00 | $13,709.00 |
| 16.213(B)(b) Food/Recreational Health Program Fee (6) Each vending machine headquarters | $197.00 | $217.00 | $20.00 | 1 | 1 | 0 | $197.00 | $217.00 | $20.00 |
| 16.213(B)(b) Food/Recreational Health Program Fee (7) Each vending machine | $34.00 | $37.00 | $3.00 | 626 | 635 | 9 | $21,284.00 | $23,495.00 | $2,211.00 |
| 16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility | | | | | | | | | |
| (A)(I) Packaged Food Handling: (v) Annual Permit | $221.00 | $221.00 | $0.00 | 5 | 5 | 0 | $1,105.00 | $1,105.00 | $0.00 |
| 16.213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility | | | | | | | | | |
| (A)(II) Food Preparation: (v) Annual Permit | $386.00 | $386.00 | $0.00 | 55 | 55 | 0 | $21,230.00 | $21,230.00 | $0.00 |
| **TOTAL THIS PAGE** | | | | | | **45** | **$130,012.00** | **$145,952.00** | **$15,940.00** |
| **GRAND TOTAL (All Page A's)** | | | | | | **72** | **$4,598,147.50** | **$5,024,190.60** | **$426,043.10** |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
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PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 4 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | UNITS INVOLVED (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | REVENUE GENERATED (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
|---|---|---|---|---|---|---|---|---|---|
| 16.0213(B)(b) Food/Recreational Health Program Fee (8) Temporary Food Facility (C)Temporary Food Facility Operating at a Certified Farmer's Market: | | | | | | | | | |
| (I) Packaged Food Handling | $248.00 | $273.00 | $25.00 | 27 | 32 | 5 | $6,696.00 | $8,736.00 | $2,040.00 |
| (II) Food Preparation | $331.00 | $364.00 | $33.00 | 64 | 79 | 15 | $21,184.00 | $28,756.00 | $7,572.00 |
| 16.0213(B)(b) Food/Recreational Health Program Fee (9) Certified Farmer's Market: | $386.00 | $425.00 | $39.00 | 4 | 9 | 5 | $1,544.00 | $3,825.00 | $2,281.00 |
| 16.0213(B)(b) Food/Recreational Health Program Fee (10) Food Carts: | | | | | | | | | |
| (I) Packaged Food Carts | $56.00 | $62.00 | $6.00 | 343 | 342 | (1) | $19,208.00 | $21,204.00 | $1,996.00 |
| (II) Food Preparation Carts | $236.00 | $260.00 | $24.00 | 57 | 57 | 0 | $13,452.00 | $14,820.00 | $1,368.00 |
| 16.0213(B)(b) Food/Recreational Health Program Fee (14) Soft Serve: | | | | | | | | | |
| (A) First Machine on Premises | $238.00 | $262.00 | $24.00 | 553 | 508 | (45) | $131,614.00 | $133,096.00 | $1,482.00 |
| (B) Each Additional Machine on Premises | $47.00 | $52.00 | $5.00 | 138 | 107 | (31) | $6,486.00 | $5,564.00 | ($922.00) |
| 16.0213(B)(b) Food/Recreational Health Program Fee (15) Swimming Pools, Special Use Pools, Natural Bathing | | | | | | | | | |
| (A) Each Public Swimming Pool or Spa (housing units), motel, hotel, apartment, condominium | $193.00 | $212.00 | $19.00 | 2,399 | 2,423 | 24 | $463,007.00 | $513,676.00 | $50,669.00 |
| (B) Each Public Swimming Pool or Spa (commercial unit), health club, water slide | $243.00 | $267.00 | $24.00 | 46 | 40 | (6) | $11,178.00 | $10,680.00 | ($498.00) |
| (C) Each Natural Bathing Place and Swimming Lagoon | $243.00 | $267.00 | $24.00 | 15 | 16 | 1 | $3,645.00 | $4,272.00 | $627.00 |
| **TOTAL THIS PAGE** | | | | | | (33) | **$678,014.00** | **$744,629.00** | **$66,615.00** |
| **GRAND TOTAL (All Page A's)** | | | | | | 72 | **$4,598,147.50** | **$5,024,190.60** | **$426,043.10** |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 5 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | UNITS INVOLVED (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | REVENUE GENERATED (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
|---|---|---|---|---|---|---|---|---|---|
| 16.0213(B)(c)Milk and Dairy Program Fees (1) Dairies and Milk Production: | | | | | | | | | |
| (B) Milk Store | $110.00 | $121.00 | $11.00 | 21 | 21 | 0 | $2,310.00 | $2,541.00 | $231.00 |
| (C)Milk Distributor | $184.00 | $202.00 | $18.00 | 17 | 16 | (1) | $3,128.00 | $3,232.00 | $104.00 |
| 16.0213(B)(d)Vector Control Program Fees (2) Poultry Ranch Fees: | | | | | | | | | |
| (A) Annual Permit (all) Plus Fee for Poultry Population | $100.00 | $110.00 | $10.00 | 38 | 38 | 0 | $3,800.00 | $4,180.00 | $380.00 |
| (B) Poultry Ranch (Valley Area Only) Poultry Population Fee(per 1,000 birds) | $6.00 | $6.60 | $0.60 | 2,656 | 2,656 | 0 | $15,936.00 | $17,529.60 | $1,593.60 |
| (C)Poultry Ranch San Bernardino County Desert Area (per 1,000 birds) | $4.50 | $5.00 | $0.50 | 1,567 | 1,567 | 0 | $7,051.50 | $7,835.00 | $783.50 |
| (D)Poultry Ranch Environmental Houses (per 1,000 birds) | $6.00 | $3.00 | ($3.00) | 1,073 | 1,073 | 0 | $6,438.00 | $3,219.00 | ($3,219.00) |
| 16.0213(B)(g) Land Use Fees (3) Real Estate Letter | $43.00 | $47.00 | $4.00 | 18 | 24 | 6 | $774.00 | $1,128.00 | $354.00 |
| 16.0213(B)(g) Land Use Fees (5) General Plan Amendment (minor/major) | $148.00 | $163.00 | $15.00 | 18 | 18 | 0 | $2,664.00 | $2,934.00 | $270.00 |
| 16.0213(B)(g) Land Use Fees (10) Department Review of Land Use and Development Projects | $294.00 | $323.00 | $29.00 | 5 | 10 | 5 | $1,470.00 | $3,230.00 | $1,760.00 |
| 16.0213(B)(g) Land Use Fees (12) Major Variance | $339.00 | $373.00 | $34.00 | 6 | 11 | 5 | $2,034.00 | $4,103.00 | $2,069.00 |
| 16.0213(B)(g) Land Use Fees (13) Minor Variance | $158.00 | $174.00 | $16.00 | 3 | 3 | 0 | $474.00 | $522.00 | $48.00 |
| 16.0213(B)(g) Land Use Fees (14) Tentative Tract Review | $624.00 | $686.00 | $62.00 | 13 | 13 | 0 | $8,112.00 | $8,918.00 | $806.00 |
| 16.0213(B)(g) Land Use Fees (15) Minor Subdivision/Tentative Parcel Maps | $171.00 | $188.00 | $17.00 | 32 | 32 | 0 | $5,472.00 | $6,016.00 | $544.00 |
| 16.0213(B)(g) Land Use Fees (17) Land Use Review | $58.00 | $64.00 | $6.00 | 50 | 52 | 2 | $2,900.00 | $3,328.00 | $428.00 |
| 16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction | | | | | | | | | |
| (I) Agricultural, Individual, Domestic without Mandatory Seal | $193.00 | $212.00 | $19.00 | 161 | 179 | 18 | $31,073.00 | $37,948.00 | $6,875.00 |
| (II) Public Water Supply | $407.00 | $448.00 | $41.00 | 39 | 39 | 0 | $15,873.00 | $17,472.00 | $1,599.00 |
| **TOTAL THIS PAGE** | | | | | | 35 | $109,509.50 | $124,135.60 | $14,626.10 |
| **GRAND TOTAL (All Page A's)** | | | | | | 72 | $4,598,147.50 | $5,024,190.60 | $426,043.10 |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 6 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES | | | UNITS INVOLVED | | | REVENUE GENERATED | | |
|---|---|---|---|---|---|---|---|---|---|
| | (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
| 16.0213(B)(h) Water/Waste Water Program Fees (1) Wells (A) Well Construction | | | | | | | | | |
| (III) Community, Domestic, Industrial | $342.00 | $376.00 | $34.00 | 23 | 36 | 13 | $7,866.00 | $13,536.00 | $5,670.00 |
| (IV) Test Exploratory, Observation, Vadose, Cathodic (includes anode) | $193.00 | $212.00 | $19.00 | 469 | 550 | 81 | $90,517.00 | $116,600.00 | $26,083.00 |
| (B) Well Reconstruction (modification/destruction) | $193.00 | $212.00 | $19.00 | 106 | 119 | 13 | $20,458.00 | $25,228.00 | $4,770.00 |
| (C)Pre-approval Fee | $66.00 | $73.00 | $7.00 | 68 | 52 | (16) | $4,488.00 | $3,796.00 | ($692.00) |
| 16.0213(B)(h) Water/Waste Water Program Fees (2) Annual Surveilance Fees and Hourly Charges | | | | | | | | | |
| (A) State Small Systems | $226.00 | $249.00 | $23.00 | 46 | 46 | 0 | $10,396.00 | $11,454.00 | $1,058.00 |
| (B) Non-community System (I) Food/Lodging Establishments | $226.00 | $249.00 | $23.00 | 62 | 63 | 1 | $14,012.00 | $15,687.00 | $1,675.00 |
| (II) Organized Camps/RV Parks | $342.00 | $376.00 | $34.00 | 78 | 78 | 0 | $26,676.00 | $29,328.00 | $2,652.00 |
| (III) Industrial | $453.00 | $498.00 | $45.00 | 38 | 38 | 0 | $17,214.00 | $18,924.00 | $1,710.00 |
| (C)Community System | $733.00 | $806.00 | $73.00 | 79 | 76 | (3) | $57,907.00 | $61,256.00 | $3,349.00 |
| 16.0213(B)(h) Water/Waste Water Program Fees (3) Well Driller Registration | $34.00 | $37.00 | $3.00 | 80 | 84 | 4 | $2,720.00 | $3,108.00 | $388.00 |
| 16.0213(B)(h) Water/Waste Water Program Fees (5) Liquid Waste Hauling and Disposal | | | | | | | | | |
| (A) Each Vehicle | $254.00 | $279.00 | $25.00 | 198 | 214 | 16 | $50,292.00 | $59,706.00 | $9,414.00 |
| **TOTAL THIS PAGE** | | | | | | 109 | $302,546.00 | $358,623.00 | $56,077.00 |
| **GRAND TOTAL (All Page A's)** | | | | | | 72 | $4,598,147.50 | $5,024,190.60 | $426,043.10 |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 7 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES (A) Current Fee In Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | UNITS INVOLVED (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | REVENUE GENERATED (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
|---|---|---|---|---|---|---|---|---|---|
| 16.0213(B)(h) Water/Waste Water Program Fees (10) Sewage Disposal Permits | | | | | | | | | |
| (A) Sewage Holding Tank Operating Permit (Annual Permit) | $105.00 | $116.00 | $11.00 | 397 | 399 | 2 | $41,685.00 | $46,284.00 | $4,599.00 |
| 16.0213(B)(h) Water/Waste Water Program Fees (11) Plan Check Form Review Fees | | | | | | | | | |
| (A) Sewage Plans, Reports, and Permits (I) Lot Plan and Soil Review | $149.00 | $164.00 | $15.00 | 89 | 148 | 59 | $13,261.00 | $24,272.00 | $11,011.00 |
| (II) Single Family Dwellings | $132.00 | $145.00 | $13.00 | 61 | 69 | 8 | $8,052.00 | $10,005.00 | $1,953.00 |
| (III) Commercial Development Percolation Test Report Review | $226.00 | $249.00 | $23.00 | 84 | 65 | | $18,984.00 | $16,185.00 | ($2,799.00) |
| (IV) Subdivision Percolation Test Report Review | $226.00 | $249.00 | $23.00 | 150 | 103 | (47) | $33,900.00 | $25,647.00 | ($8,253.00) |
| (VIII) FHA and VA approvals (iii) Sewage Approval Forms | $22.00 | $24.00 | $2.00 | 150 | 139 | (11) | $3,300.00 | $3,336.00 | $36.00 |
| 16.0213(B)(I) Housing Program Fees (1) Organized Camps and Boarding Schools | | | | | | | | | |
| (A) Small (less than 100 camp capacity) | $229.00 | $252.00 | $23.00 | 11 | 18 | 7 | $2,519.00 | $4,536.00 | $2,017.00 |
| (B) Medium (100 - 249 camp capacity | $344.00 | $378.00 | $34.00 | 68 | 27 | (41) | $23,392.00 | $10,206.00 | ($13,186.00) |
| (C)Large (250 or more camp capacity | $0.00 | $516.00 | $516.00 | 0 | 27 | 27 | $0.00 | $13,932.00 | $13,932.00 |
| 16.0213(B)(I) Housing Program Fees (2) Massage Clinics | $114.00 | $125.00 | $11.00 | 61 | 70 | 9 | $6,954.00 | $8,750.00 | $1,796.00 |
| **TOTAL THIS PAGE** | | | | | | 13 | $152,047.00 | $163,153.00 | $11,106.00 |
| **GRAND TOTAL (All Page A's)** | | | | | | 72 | $4,598,147.50 | $5,024,190.60 | $426,043.10 |

2003-2004 REVISED/NEW FEE REQUESTS

DEPARTMENT: Public Health Food Recreational Health (AAA PHL)
PREPARED BY: Dan Avera
PHONE # 387-4688

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 8 of 8

| CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING | FEES (A) Current Fee in Budget | (B) Proposed/ New Fee | (C) Change In Fee (B)-(A) | UNITS INVOLVED (D) Current Units in Budget | (E) Proposed/ New Units | (F) Change in Units (E)-(D) | REVENUE GENERATED (G) Current Revenue in Budget (A) x (D) | (H) Proposed/ New Fee Revenue (B) x (E) | (I) Change In Fee Revenue (H)-(G) |
|---|---|---|---|---|---|---|---|---|---|
| 16.0213(B)(I) Housing Program Fees (3) Mobile home Park, Travel Trailer Park, RV Park, Incidental Camping Area and Tent Camps, or any Combination Thereof: | | | | | | | | | |
| (A) Annual Surveillance Inspection (I) 2-99 Sites | $61.00 | $67.00 | $6.00 | 172 | 173 | 1 | $10,492.00 | $11,591.00 | $1,099.00 |
| (II) 100 - 249 Sites | $122.00 | $134.00 | $12.00 | 60 | 60 | 0 | $7,320.00 | $8,040.00 | $720.00 |
| (III) 250 + Sites | $166.00 | $183.00 | $17.00 | 11 | 11 | 0 | $1,826.00 | $2,013.00 | $187.00 |
| (B) Annual Permit | $27.00 | $30.00 | $3.00 | 243 | 244 | 1 | $6,561.00 | $7,320.00 | $759.00 |
| (D) DEHS Administrative Fee | $93.00 | $102.00 | $9.00 | 243 | 244 | 1 | $22,599.00 | $24,888.00 | $2,289.00 |
| 16.0213(B)(I) Housing Program Fees (8) Apartment, Hotel, Motel, and Rental Dwelling Unit Regulations | | | | | | | | | |
| (A) Annual Health Permit (I) annual Base Permit | $122.00 | $134.00 | $12.00 | 1,191 | 1,204 | 13 | $145,302.00 | $161,336.00 | $16,034.00 |
| Plus Per Each Dwelling Unit | $6.00 | $7.00 | $1.00 | 13,000 | 13,000 | 0 | $78,000.00 | $91,000.00 | $13,000.00 |
| **TOTAL THIS PAGE** | | | | | | 16 | $272,100.00 | $306,188.00 | $34,088.00 |
| **GRAND TOTAL (All Page A's)** | | | | | | 72 | $4,598,147.50 | $5,024,190.60 | $426,043.10 |

## I. GENERAL PROGRAM STATEMENT

California Children's Services (CCS) is a state program that provides case management, diagnosis, and treatment services to individuals up to 21 years of age with severe qualifying medical conditions and whose families are unable to pay for all or part of their care. State law requires the county to maintain a mandated minimum county funding level. In addition to state realignment dollars and the county's mandated contribution, funding also comes from Medi-Cal, private insurance, and patient co-payments. Revenues are based upon individual client eligibility for specific programs such as Medi-Cal, Healthy Families, or CCS alone (people who do not qualify for other programs or cannot afford to pay their Medi-Cal co-share payments.)

The revenue breakdown among federal, state, realignment, and county general fund support depends on the type of services provided under this program. This program provides two type of services:

1) Administrative component – Case management activities which include determining program eligibility, evaluating needs for specific services, determining the appropriate providers, and authorizing/paying for medically necessary care.

   a) Administrative funding is based on staffing standards and caseload mix of CCS clients. In other words, it depends on which Federal, State, or County program in which the children are enrolled. Currently, our caseload is comprised of the following:

      i) Medi-Cal accounts for approximately 84.56%. This federal and state program reimburses the county for 100% of the costs associated with these services.

      ii) Healthy Families accounts for approximately 10%. This federal and state program reimburses the county for 82.5% of the costs. The remaining 17.5% is equally funded by Social Services Realignment (8.75%) and general fund support (8.75%).

      iii) CCS or Non-Medi-Cal caseload accounts for approximately 5.44%. Federal and state funds account for 50% of the costs associated with treating this clientele. The other 50% is equally funded by Social Services Realignment (25%) and general fund support (25%).

   b) Two of the workload indicators presented in this budget reflect the administrative component: Cases managed and claims processed.

2) Medical Therapy component – Provides physical therapy, occupational therapy, and Medical Therapy Conference services. Licensed physical therapists and certified occupational therapists provide evaluation, treatment, consultation services and case management.

   a) The State reimburses the county for 50% of the costs incurred by this program. The remaining 50% is equally funded by realignment and general fund support. In addition, the program is able to bill Medi-Cal for therapy staff hours at the medical reimbursement rate. This means that the physical therapist and occupational therapist time provided to Medi-Cal clients can be almost fully reimbursed by Medi-Cal. Currently, county employees are paid at $32.86 per hour plus benefits and the county is reimbursed at a minimum rate of $34.08 per hour.

   b) It is estimated that approximately 70% of the therapy units (24,500 or 12,250 hours) will be provided during 2003-04 to Medi-Cal clients.

The budgeted local cost amount reflects the County's mandated share of costs for serving anticipated caseloads. Should actual caseloads fall short of projections, unused local funds would return to the County's year-end fund balance. Similarly, Realignment funds will be transferred to correspond with actual caseloads at the end of the year.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 5,915,099 | 10,716,023 | 7,718,749 | 10,723,433 |
| Total Revenue | 4,630,286 | 9,177,982 | 6,330,708 | 9,185,392 |
| Local Cost | 1,284,813 | 1,538,041 | 1,388,041 | 1,538,041 |
| Budgeted Staffing | | 154.3 | | 145.0 |
| **Workload Indicators** | | | | |
| Cases Managed | - | 10,900 | 10,200 | 11,000 |
| Claims Processed | - | 120,000 | 130,000 | 133,900 |
| Therapy Units (old methodology) | - | 124,000 | - | - |
| Therapy Units (new methodology) | - | 35,000 | 35,000 | 36,050 |

Actual expenses and revenues are significantly lower than budgeted because CCS does not have enough space to hire all of the staff. Negotiations on new space are currently underway but a move is not expected until after the end of the fiscal year. The program continues to experience difficulty filling nursing and physical therapy vacancies.

The Therapy Unit workload indicator has undergone a significant methodology change. As the 2002-03 county budget was being developed, the State was changing its CCS automated system. As a result, the Department could not extrapolate complete data for 2001-02. For the 2003-04 budget, the Department has revised this workload indicator to reflect therapy provided in 30-minute increments. To provide continuity in annual workload indicators, 2002-03 measurements of Therapy Units delivered were recalculated so they could be presented in the same manner as projected 2003-04 workloads.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing is decreasing by 9.3 positions overall due to some minor changes in staffing mix which decreased staffing by 0.2 positions as described below and to reflect long term vacancies occurred upon departure of 9.1 existing staff. Vacancies are expected to increase because greater restrictions upon County hiring processes result in longer periods of vacancy after an employee leaves a position. The other staffing mix changes include the addition of 3.0 Financial Interviewers, 1.0 Physical Therapist, 1.0 Medical Transcriber, and 0.5 of a Fiscal Clerk II. Reductions include 2.0 Therapy Assistants and 2.0 Registered Nurses II. The Registered Nurses classification no longer meets the state's service delivery requirements. Additionally, 1.7 of the reduction is a result of an accounting change. Those positions are in the Public Health budget and are now reflected in this budget as transfers.

### PROGRAM CHANGES

Costs for services and supplies are lower due to reduced computers and equipment purchases needed for 2003-04. Budgeted costs have also decreased for EHAP and rent expense due to an accounting change. Transfers represent staff time purchased from Public Health, as mentioned in the Staffing Changes section above and an accounting change for EHAP and rent expense related to GASB 34. State revenue is expected to remain constant into 2003-04.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 18.6 vacant budgeted positions in its 2003-04 Department Request Budget. The breakdown of these positions is as follows:

| | | |
|---|---|---|
| Vacant Budgeted Not In Recruitment | 12.8 | Slated for Deletion |
| Vacant Budgeted In Recruitment | 5.8 | Retain |
| Total Vacant | 18.6 | |

**Vacant Position Restoration Request**:

The department has submitted policy items for the restoration of the 12.8 vacant budgeted positions that are slated for deletion. The County Administrative Office recommends Policy Item #1 and #2 to restore all 12.8 vacant budgeted positions. This restoration is being recommended because it is required to comply with state mandated staffing ratios pursuant to AB 948; non-compliance could potentially jeopardize state funding of approximately $7.6 million. Furthermore, these positions provide direct patient care to severely ill children and assist children in enrolling to Federal/State programs such as Medi-Cal. If administrative staffing is reduced, fewer patients could be enrolled in these Federal/State programs, which generally reimburse the vast majority of costs associated with providing health care. As a result, local cost would increase dramatically to provide treatment for these severely ill children.

| CAO Rec | Item | Program | Budgeted Staff | Program Description |
|---|---|---|---|---|
| x | 1 | Medical Therapy | 1.3 - **$60,462**<br><br>$15,116<br>Local Cost<br>$45,346<br>Revenue Supported | This program provides direct care for children whose families qualify for no other type of aid and are unable to afford treatment under other means for life threatening or permanently debilitating illnesses. Positions needed are 0.8 Occupational Therapist and 0.5 Pediatric Therapist II. |
| x | 2 | CCS Administration | 11.5 - **$637,632**<br><br>$49,228<br>Local Cost<br>$588,404<br>Revenue Supported | This program conducts case management activities for eligible children including determining all phases of program eligibility, evaluating needs for specific services, determining the appropriate providers, determining eligibility for Federal/State programs, and authorizing and paying for medically necessary care. Reductions in staffing will cause higher backlogs for children in need of services since children will not be evaluated or referred to providers on a timely basis. It will also reduce the number of children enrolled in other Federal/State programs such as Medi-cal and Healthy Families as the program only has a small window (7 days) to complete the physical and financial evaluation and the paperwork necessary to enrolled children on those Federal/State programs. Reducing administrative staff will greatly increase the local cost of providing services for which federal/state reimbursements would not be received. Positions needed are 5.5 Public Health Nurses (PHN), 3.5 Clerk II, 1.5 Financial Interviewers, 0.5 Physician Consultant, and 0.5 Supervising PHN. |

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Public Health - California Children's Services
**FUND:** General AAA CCS

**FUNCTION:** Health & Sanitation
**ACTIVITY:** Hospital Care

## Analysis of 2003-04 Budget

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 6,449,976 | 9,064,394 | 633,261 | - | 9,697,655 |
| Services and Supplies | 1,053,863 | 1,417,719 | 13,496 | - | 1,431,215 |
| Equipment | 9,000 | 18,000 | - | - | 18,000 |
| Transfers | 205,910 | 215,910 | 6,442 | - | 222,352 |
| Total Appropriation | 7,718,749 | 10,716,023 | 653,199 | - | 11,369,222 |
| **Revenue** | | | | | |
| Current Services | 25,334 | 12,800 | - | - | 12,800 |
| State, Fed or Gov't Aid | 4,917,278 | 7,626,641 | 653,199 | - | 8,279,840 |
| Other Revenue | 55 | 500 | - | - | 500 |
| Realignment | 1,388,041 | 1,538,041 | - | - | 1,538,041 |
| Total Revenue | 6,330,708 | 9,177,982 | 653,199 | - | 9,831,181 |
| Local Cost | 1,388,041 | 1,538,041 | - | - | 1,538,041 |
| Budgeted Staffing | | 154.3 | | | 154.3 |

**DEPARTMENT: Public Health - California Children's Services** **ACTIVITY: Hospital Care**
**FUND: General AAA CCS**

**ANALYSIS OF 2003-04 BUDGET**

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 9,697,655 | (630,202) | 9,067,453 | (698,094) | **8,369,359** | 698,094 | 9,067,453 |
| Services and Supplies | 1,431,215 | (320,915) | 1,110,300 | - | **1,110,300** | - | 1,110,300 |
| Equipment | 18,000 | - | 18,000 | - | **18,000** | - | 18,000 |
| Transfers | 222,352 | 305,328 | 527,680 | - | **527,680** | - | 527,680 |
| Total Appropriation | 11,369,222 | (645,789) | 10,723,433 | (698,094) | **10,025,339** | 698,094 | 10,723,433 |
| | | | | | **-** | | - |
| **Revenue** | | | | | **-** | | - |
| Current Services | 12,800 | 6,600 | 19,400 | - | **19,400** | - | 19,400 |
| State, Fed or Gov't Aid | 8,279,840 | (652,149) | 7,627,691 | (569,406) | **7,058,285** | 569,406 | 7,627,691 |
| Other Revenue | 500 | (240) | 260 | - | **260** | - | 260 |
| Realignment | 1,538,041 | - | 1,538,041 | (64,344) | **1,473,697** | 64,344 | 1,538,041 |
| Total Revenue | 9,831,181 | (645,789) | 9,185,392 | (633,750) | **8,551,642** | 633,750 | 9,185,392 |
| | | | | | **-** | | - |
| Local Cost | 1,538,041 | - | 1,538,041 | (64,344) | **1,473,697** | 64,344 | 1,538,041 |
| Budgeted Staffing | 154.3 | (9.3) | 145.0 | (12.8) | **132.3** | 12.8 | 145.0 |

## PUBLIC HEALTH

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | 186.641 | MOU. |
| | 349,954 | Retirement. |
| | 96,666 | Risk Management Workers Comp. |
| Total Salaries and Benefits | 633,261 | |
| Services and Supplies | 13,496 | Risk Management Liabilities. |
| Transfers | 6,442 | Incremental change in EHAP. |
| Base Year Appropriation | 653,199 | |
| Revenue | | |
| State, Fed or Gov't Aid | 653,199 | |
| Total Revenue | 653,199 | |
| Local Cost | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (555,182) | Primarily resulting from increased vacancy factor. |
| | (75,020) | GASB 34 Accounting Change - PHL staff support now budgeted in transfers. |
| | (630,202) | |
| Services and Supplies | (20,310) | GASB 34 Accounting Change (EHAP). |
| | (118,000) | Reduced computer and equipment expenditures that were needed for staffing expansion in 2002-03. |
| | (200,900) | GASB 34 Accounting Change - Rent now budgeted in transfers. |
| | 18,295 | Other minor miscellaneous increases. |
| | (320,915) | |
| Transfers | 75,018 | GASB 34 Accounting Change related to Public Health support staff. |
| | 20,310 | GASB 34 Accounting Change (EHAP). |
| | 210,000 | GASB 34 Accounting Change - Rent previously budgeted in services and supplies. |
| | 305,328 | |
| Total Appropriation | (645,789) | |
| Revenue | | |
| Current Services | 6,600 | |
| State, Fed or Gov'd Aid | (653,199) | When targets are set, expenses changes are expected to be funded by increased state revenue. This entry backs out those assumptions and is replaced by the detail of what actually happened in the lines below. |
| | 1,050 | |
| | (652,149) | |
| Other Revenue | (240) | |
| Total Revenue | (645,789) | |
| Local Cost | - | |

## Vacant Position Impact
## Summary

| | Authorized | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Vacant Budgeted Not In Recruitment - Delete | 21 | 12.8 | 698,094 | 633,750 | 64,344 |
| Vacant Budgeted In Recruitment - Retain | 7 | 5.8 | 333,499 | 248,565 | 84,934 |
| Total Vacant | 28 | 23.6 | 1,031,593 | 882,315 | 149,278 |
| Recommended Restoration of Vacant Deleted | 21 | 12.8 | 698,094 | 633,750 | 64,344 |

## Vacant Position Impact
## Detail

| | Position Number | Budgeted Staffing | Salary and Benefit Amount | Revenue | Local Cost |
|---|---|---|---|---|---|
| Note: If position is seasonal indicate next to Classification (Seasonal - May through August) | | | | | |
| Vacant Budgeted Not In Recruitment | | | | | |
| *Clerk II* | 00077414 | (1.0) | (31,686) | (29,240) | (2,446) |
| *Clerk II* | 00077415 | (0.8) | (22,542) | (20,802) | (1,740) |
| *Clerk II* | 00077416 | (0.8) | (22,542) | (20,802) | (1,740) |
| *Clerk II* | 00077417 | (1.0) | (31,686) | (29,240) | (2,446) |
| *Financial Interviewer* | 00077439 | (0.5) | (19,157) | (17,678) | (1,479) |
| *Financial Interviewer* | 00077441 | (0.5) | (21,491) | (19,832) | (1,659) |
| *Financial Interviewer* | 00077443 | (0.5) | (19,157) | (17,678) | (1,479) |
| *Pediatric Rehab Therapist II* | 00077444 | (0.5) | (31,626) | (23,719) | (7,907) |
| *CCS Physician Consultant* | 00077411 | (0.5) | (58,381) | (53,874) | (4,507) |
| *Occupational Therapy Assistant* | 00004150 | (0.8) | (28,836) | (21,627) | (7,209) |
| *Public Health Nurse II* | 00013841 | (0.5) | (36,505) | (33,687) | (2,818) |
| *Public Health Nurse II* | 00015631 | (1.0) | (80,452) | (74,241) | (6,211) |
| *Public Health Nurse II* | 00077423 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077424 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077425 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077426 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077427 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077428 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077429 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Public Health Nurse II* | 00077430 | (0.5) | (32,339) | (29,842) | (2,497) |
| *Supvg Public Health Nurse* | 00077431 | (0.5) | (35,321) | (32,594) | (2,727) |
| Subtotal Recommended - **Retain** | | (12.8) | (698,094) | (633,750) | (64,344) |
| Total Slated for Deletion | | (12.8) | (698,094) | (633,750) | (64,344) |

## PUBLIC HEALTH

Vacant Budgeted In Recruitment - **Retain**

| | | | | | |
|---|---|---|---|---|---|
| *Financial Interviewer* | 00072328 | 1.0 | 37,947 | 35,017 | 2,930 |
| *Financial Interviewer* | 00077442 | 0.5 | 19,157 | 17,678 | 1,479 |
| *Pediatric Rehab Therapist I* | 00004725 | 1.0 | 81,332 | 60,999 | 20,333 |
| *Pediatric Rehab Therapist I* | 00077407 | 1.0 | 60,193 | 45,145 | 15,048 |
| *Pediatric Rehab Therapist I* | 00077408 | 1.0 | 60,193 | 45,145 | 15,048 |
| *Pediatric Rehab Therapist I* | 00077409 | 0.5 | 30,278 | 15,230 | 15,048 |
| *Pediatric Rehab Therapist I* | 00077410 | 0.8 | 44,399 | 29,351 | 15,048 |
| Total in Recruitment Retain | | 5.8 | 333,499 | 248,565 | 84,934 |

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.

PUBLIC HEALTH

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA-CCS

**Title:** Restoration of California Children's Services Medical Therapy Positions

**PRIORITY:** Rank 1 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** Clearly explain the impact on services (attach additional pages if required)

See Attached.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 60,462 | $ 66,508 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 0.5 | Pediatric Therapist II | 31,626 |
| 0.8 | Occupational Therapist | 28,836 |
| | | |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 60,462 | $ 66,508 |
| **REVENUE (specify source)** | | |
| State and Federal | 30,230 | 33,252 |
| Realignment | 15,116 | 16,628 |
| | | |
| Total: | $ 45,346 | $ 49,880 |
| LOCAL COST | $ 15,116 | $ 16,628 |

**Policy Item #1 of 2 - Restoration of California Children's Services Medical Therapy Positions**

Positions are currently vacant because the positions are hard to recruit. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The MTP component is the only part of CCS staff that is authorized to provide direct medical care for CCS clients. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard. Funding for the vacant budgeted positions within the Medical Therapy Program (MTP) is as follows: 50% State (combination of State and Federal monies) and 50% County (50% net County Cost and 50% realignment). For FY 02/03, the County's share was $1,162,562 however the MTP bills for services rendered to Medi-Cal clients and we estimate revenues approximating $256,916 for these services. As a result, the actual County share of the MTP will be approximately $905,647.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

**PUBLIC HEALTH**

## POLICY DESCRIPTION FORM

**Department/Group:** Public Health/HSS **Budget Code:** AAA CCS

**Title:** Restoration of California Children's Services Administrative Positions

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☒ Program Change ☐ Workload ☐

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

**See Attached**

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| Salaries & Benefits (attach additional page if required) | $ 637,632 | $ 701,395 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 3.5 | Clerk II | 108,456 |
| 1.5 | Financial interviewers | 59,805 |
| 5.5 | Public Health Nurses | 375,669 |
| 0.5 | Physician Consultant | 58,381 |
| 0.5 | Supvg PHN | 35,321 |

| | | |
|---|---|---|
| Services & Supplies | | |
| Other (specify) _____ | | |
| Equipment | | |

**FIXED ASSETS**

| Item | Amount |
|---|---|
| | |
| | |
| | |

| | | |
|---|---|---|
| Reimbursements (specify) _____ | | |
| Total: | $ 637,632 | $ 701,395 |
| **REVENUE (specify source)** | | |
| State and Federal | 539,176 | 593,095 |
| Realignment | 49,228 | 54,150 |
| | | |
| Total: | $ 588,404 | $ 647,245 |
| LOCAL COST | $ 49,228 | $ 54,150 |

**Policy Item # 2 of 2 - Restoration of California Children's Services Administrative Positions**

Positions are currently vacant because of two reasons (1) there is no physical space (currently in process) for them and, (2) some of the positions are hard to recruit e.g. Public Health Nurses. Vacancies within CCS fall into one of two component areas: the Administrative component and the Medical Therapy Program (MTP) component. Each of these components is funded differently. The administrative component of CCS provided intensive case management only, as per State guidelines. As soon as a San Bernardino County resident is eligible for CCS services, the CCS program is required to provide those services to that child. These positions are required to meet State staffing guidelines based on current caseload of 10,400 (4/29/03). The State Children Medical Services Division reserves the right not to fund any CCS program that does not meet the State staffing standard.

A Public Health Nurse (PHN) is required for every 400 cases and to complement every PHN, one Financial Interviewer and 0.5 FTE of a Clerk II position are required. Additionally, 2.25 FTE Pediatricians are required for a caseload 9,001 – 10,500.

Funding for all positions within the CCS administrative budget category is as follows: 84.56% Medi-Cal; the remaining 15.44% is divided equally between the State and the County. As a result 7.72% is San Bernardino County's responsibility. The funding sources for the County's 7.72% share is 50% from realignment and 50% from the General Fund. Additionally, for FY 2003/2004, the CCS program would be reimbursed for all administrative cost for Healthy Families clients with special health care needs that we case manage. The percentage of Healthy Families cases of the CCS caseload is approximately 9%. Actual figures for reimbursement are being negotiated currently between the State CCS and Managed Risk Medical Insurance Board (MRMIB) but it is anticipated that the same formula that is currently used for Medi-Cal would be instituted. When this is realized, the County's share of the total administrative budget for CCS would be less than the current 7.72%.

When the State CCS approved our FY 02/03 budget they did so by funding all of the current vacant positions. The understanding was that we needed this level of staffing to meet the minimum State staffing requirements in order to deliver the appropriate level of care for all of CCS clients. There is no other entity to provide care for the CCS population since Medi-Cal pays us to provide the requisite care for all Medi-Cal clients with special health care needs, Healthy Families will do so for theirs and the State pays 50% of case management and care for our caseload that is neither Medi-Cal or Healthy Families.

## BUDGET UNIT: INDIGENT AMBULANCE (AAA EMC)

### I. GENERAL PROGRAM STATEMENT

This budget provides financing for those ambulance contractors who transport indigents to the Arrowhead Regional Medical Center, or the closest hospital, under certain life-threatening situations. It also funds transport of indigent tuberculosis patients to Riverside County Hospital for treatment, and up to the extent of available appropriations, pays for the Sheriff's Department transport of indigent inmates (with the remainder paid directly by the Sheriff's Department). The appropriations in this budget unit are maintained at a constant level. There is no staffing associated with this budget unit.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 472,501 | 472,501 | 472,501 | 472,501 |
| Local Cost | 472,501 | 472,501 | 472,501 | 472,501 |

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Public Health - Indigent Ambulance
**FUND:** General AAA EMC

**FUNCTION:** Health and Sanitation
**ACTIVITY:** Hospital Care

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 472,501 | 472,501 | - | - | 472,501 |
| Total Appropriation | 472,501 | 472,501 | - | - | 472,501 |
| Local Cost | 472,501 | 472,501 | - | - | 472,501 |

**GROUP:** Human Services System
**DEPARTMENT:** Public Health - Indigent Ambulance
**FUND:** General AAA EMC

**FUNCTION:** Public Assistance
**ACTIVITY:** Hospital Care

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 472,501 | - | 472,501 | - | **472,501** | - | 472,501 |
| Total Appropriation | 472,501 | - | 472,501 | - | **472,501** | - | 472,501 |
| Local Cost | 472,501 | - | 472,501 | - | **472,501** | - | 472,501 |

**BUDGET UNIT: CAJON PASS ILLEGAL DUMPING CLEAN-UP (RPH PHL)**

## I. GENERAL PROGRAM STATEMENT

In December 1998, a fire occurred in Cajon Pass as a result of illegal dumping of an estimated 100,000 tons of solid waste. Approximately 40 haulers and contractors have been identified as the parties responsible for the illegal dumping. This special revenue fund, established and managed by the Department of Public Health, Division of Environmental Health, will be used to account for the settlement contributions of the small haulers and the $750,000 grant from the California Integrated Waste Management Board (CIWMB) and the expenditures associated with the clean-up effort for the illegal dump in Cajon Pass. The State requires a 10% holdback of funds until the project is completed.

The total estimated cost to clean up the site is $2,800,000. As a result of the settlement agreement among those identified as haulers, the county and the CIWMB, the CIWMB will contribute $750,000 and the large haulers will pay the balance of the clean-up cost less the contributions received from the small haulers. CIWMB will cover the cost associated with recycling of green waste and concrete, tipping fees, initial re-vegetation, and other costs as identified in the settlement agreement. There is no staffing associated with this budget unit.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 437,056 | 103,798 | - | 111,098 |
| Total Revenue | 14,394 | 81,000 | 6,500 | 81,800 |
| Fund Balance | | 22,798 | | 29,298 |

Estimated expenses and revenues from the state for re-vegetation will not occur until the work is completed in 2003-04, as such, financial activity for 2002-03 was minimal.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The clean up of the illegally dumped material has been completed. Re-vegetation of the affected area is the only remaining activity. That activity was anticipated to be completed in 2002-03; however, it is now expected to continue into 2003-04. State reimbursement for re-vegetation will occur once this activity is complete.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: Public Health - Cajon Pass
FUND: Special Revenue RPH PHL

FUNCTION: Public Protection
ACTIVITY: Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | 103,798 | - | - | 103,798 |
| Total Appropriation | - | 103,798 | - | - | 103,798 |
| **Revenue** | | | | | |
| Fines & Forfeitures | 6,500 | 6,000 | - | - | 6,000 |
| State, Fed or Gov't Aid | - | 75,000 | - | - | 75,000 |
| Total Revenue | 6,500 | 81,000 | - | - | 81,000 |
| Fund Balance | | 22,798 | - | - | 22,798 |

**GROUP:** Human Services System
**DEPARTMENT:** Public Health - Cajon Pass
**FUND:** Special Revenue RPH PHL

**FUNCTION:** Public Protection
**ACTIVITY:** Other Protection

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 103,798 | 7,300 | 111,098 | - | **111,098** | - | 111,098 |
| Total Appropriation | 103,798 | 7,300 | 111,098 | - | **111,098** | - | 111,098 |
| **Revenue** | | | | | | | |
| Fines & Forfeitures | 6,000 | 800 | 6,800 | - | **6,800** | - | 6,800 |
| State, Fed or Gov't Aid | 75,000 | - | 75,000 | - | **75,000** | - | 75,000 |
| Total Revenue | 81,000 | 800 | 81,800 | - | **81,800** | - | 81,800 |
| Fund Balance | 22,798 | 6,500 | 29,298 | - | **29,298** | - | 29,298 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 7,300 | We anticipate expending all revenues on site rehabilitation. This increase represents a small increase in revenues available for site rehabilitation. |
| Total Appropriation | 7,300 | |
| Revenue | | |
| Fines and Forfeitures | 800 | Fines and forfeitures from small haulers are expected to increase slightly. |
| Total Revenue | 800 | |
| Fund Balance | 6,500 | |

## OVERVIEW OF BUDGET

**DEPARTMENT: VETERANS AFFAIRS**
**DIRECTOR: BILL J. MOSELEY**
**BUDGET UNIT: AAA VAF**

## I. GENERAL PROGRAM STATEMENT

According to the Secretary of the U.S. Department of Veterans Affairs, approximately one out of three people in the United States are potential V.A. beneficiaries. In San Bernardino County, this means approximately 575,000 veterans, their dependents and survivors will become recipients of veteran's benefits. Veteran's Affairs provides information and assistance to residents in filing claims for benefits and services to which they may be entitled from federal or state governments. These benefits include medical care, insurance, home loans, pension benefits, disability compensation, education, and vocational rehabilitation.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,013,465 | 1,108,218 | 1,103,137 | 1,130,068 |
| Total Revenue | 274,310 | 264,000 | 257,018 | 257,018 |
| Local Cost | 739,155 | 844,218 | 846,119 | 873,050 |
| Budgeted Staffing | | 19.0 | | 17.0 |
| **Workload Indicators** | | | | |
| Subvention Claims Filed | 5,834 | 6,000 | 5,339 | 5,500 |
| New Annual Monetary Amounts | 9,750,000 | 7,750,000 | 9,109,368 | 8,000,000 |
| Average Annual Award | 1,671 | 1,100 | 1,618 | 1,400 |

The variance between 2002-03 Budget and Estimated was due to a savings in salaries & benefits. One employee has been out on short term disability, two positions budgeted at higher levels were replaced with two new employees at lower pay ranges, and another position budgeted at full-time, worked only part-time.

The anticipated $6,982 decrease in 2002-03 estimated revenue is due to an increase in administrative costs charged by the California Counties Veteran Services Officers Fund, which reduced every California County's portion of revenue received.

The increase in the New Annual Monetary Amounts in 2002-03 is due to a change in staffing in 2002-03. the state subvention and Medi-Cal monies veterans receive are generated by the activities performed by the Veterans Services Representatives. In 2001-02 the department generated $9,750,000 in New Annual Monetary Amounts. However, at the end of 2001-02, the department was experiencing personnel problems with two of its Veterans Services Representatives. As a result, projects for New Annual Monetary Amounts were lower for the 2002-03 budget.

Prior to the beginning of the 2002-03 fiscal year, both employees terminated and the department hired two new, top-performing employees. These new employees significantly increased the estimated 2002-03 New Annual Monetary Amounts. However, only $8,000,000 in Annual Monetary Amounts is estimated for 2003-04 due to the elimination of a Clerk II position.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing decreased by 2.0 positions.

Due to reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in Memorandum Of Understanding (MOU), retirement and workers compensation costs, and new and/or increased costs in Human Services Systems (HSS) administrative and Information Technology Services Department (ITSD), it will be necessary to eliminate 1.0 budgeted Clerk II.

Additionally, 1.0 Veteran Services Representative has been out on leave since December 2002, and is not expected to return to work. Therefore, in 2003-04 the department did not budget for this position and will not fill it if it becomes vacant.

**PROGRAM CHANGES**

As previously mentioned, reductions made to the department's local cost as part of the 4% and 30% reduction plans, increases in MOU, retirement and workers compensation costs, and new and/or increased costs in HSS administrative and IT support have made it necessary to reduce the department's costs in other areas. Therefore, the Ontario office will be relocated to a County-owned facility.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Human Services System
**DEPARTMENT:** Veterans Affairs
**FUND:** General AAA VAF

**FUNCTION:** Public Assistance
**ACTIVITY:** Veterans Services

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 890,062 | 934,395 | 37,241 | - | 971,636 |
| Services and Supplies | 151,397 | 108,116 | (5,499) | - | 102,617 |
| Central Computer | 12,000 | 13,023 | (2,490) | - | 10,533 |
| Other Charges | 1,100 | 1,800 | - | - | 1,800 |
| Equipment | 4,400 | 5,000 | - | - | 5,000 |
| Transfers | 44,178 | 45,884 | (420) | - | 45,464 |
| Total Appropriation | 1,103,137 | 1,108,218 | 28,832 | - | 1,137,050 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 257,018 | 264,000 | - | - | 264,000 |
| Total Revenue | 257,018 | 264,000 | - | - | 264,000 |
| Local Cost | 846,119 | 844,218 | 28,832 | - | 873,050 |
| Budgeted Staffing | | 19.0 | (1.0) | - | 18.0 |

**GROUP:** Human Services System
**DEPARTMENT:** Veterans Affairs
**FUND:** General AAA VAF

**FUNCTION:** Public Assistance
**ACTIVITY:** Veterans Services

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 971,636 | (32,808) | 938,828 | - | 938,828 | - | 938,828 |
| Services and Supplies | 102,617 | 10,159 | 112,776 | - | 112,776 | - | 112,776 |
| Central Computer | 10,533 | - | 10,533 | - | 10,533 | - | 10,533 |
| Other Charges | 1,800 | (1,000) | 800 | - | 800 | - | 800 |
| Equipment | 5,000 | 1,000 | 6,000 | - | 6,000 | - | 6,000 |
| Transfers | 45,464 | 15,667 | 61,131 | - | 61,131 | - | 61,131 |
| Total Appropriation | 1,137,050 | (6,982) | 1,130,068 | - | 1,130,068 | - | 1,130,068 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 264,000 | (6,982) | 257,018 | - | 257,018 | - | 257,018 |
| Total Revenue | 264,000 | (6,982) | 257,018 | - | 257,018 | - | 257,018 |
| Local Cost | | - | 873,050 | - | 873,050 | - | 873,050 |
| Budgeted Staffing | 18.0 | (1.0) | 17.0 | | 17.0 | | 17.0 |

**Base Year Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (33,769) | 4% Spend Down Plan - delete 1.0 Clerk II. |
| | 23,739 | MOU. |
| | 46,187 | Retirement. |
| | 1,084 | Risk Management Worker's Comp. |
| | 37,241 | |
| Services and Supplies | (6,997) | 30% Cost Reduction Plan. |
| | 1,498 | Risk Management Liabilities. |
| | (5,499) | |
| Central Computer | (2,490) | |
| Transfers | (420) | Increment change in EHAP. |
| Total Appropriation | 28,832 | |
| Total Revenue | - | |
| Local Cost | 28,832 | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (32,808) | Defund 1.0 Veteran Services Representative. |
| Services and Supplies | 10,159 | Miscellaneous increases to services and supplies. |
| Transfers | 15,667 | Increased HSS Admin. Support charges, HR charges, and the additional ITSD service charge. Eliminated Ontario lease ($15,649). |
| Total Appropriation | (6,982) | |
| Total Revenue | (6,982) | Anticipated decrease in revenue due to increased state administrative costs charged. |
| Local Cost | - | |

## OVERVIEW OF BUDGET

## BUDGET UNIT: REALIGNMENT (AAC, AAD, AAE)

| | 2003-04 | | | | | |
|---|---|---|---|---|---|---|
| | Estimated Beginning Fund Balance | Budgeted Revenue | Budgeted Departmental Usage | Budgeted 10% Transfers | Estimated Ending Fund Balance | Estimated Change in Fund Balance |
| Mental Health | 25,433,662 | 55,201,458 | 67,192,114 | (5,337,670) | 8,105,336 | (17,328,326) |
| Social Services | 16,447,227 | 59,742,774 | 78,837,115 | 5,337,670 | 2,690,556 | (13,756,671) |
| Health | 34,730,659 | 55,690,960 | 54,768,121 | | 35,653,498 | 922,839 |
| Total | 76,611,548 | 170,635,192 | 200,797,350 | - | 46,449,390 | (30,162,158) |

## I. GENERAL PROGRAM STATEMENT

This budget is being presented for the first time in the budget book. At the end of the 2001-02 year it was converted from a trust fund to a restricted general fund. The format for this section varies from other budget units to help with presentation of information. The Realignment budgets do not directly spend funds or provide service. They are strictly financing budgets with the actual expenditures occurring within the operating budget units of the departments that receive Realignment revenue.

In 1991 the state shifted responsibility for a number of mental health, social services, and health programs to counties. This shift, known as Realignment, resulted in the creation of two dedicated funding streams to pay for the shifted services: a ½ cent Sales Tax and a change in the depreciation schedule for vehicles which resulted in a 24.33% increase in Vehicle License Fee (VLF) revenues. Each of the three service areas identified were required to have their own separate accounts established and each of those service areas receive a different share of statewide Realignment revenues.

Within the mental health area, the programs for which the county is now responsible for are: community-based mental health programs, State Hospital services for county patients, and Institutions for Mental Disease. Within the social services area, the programs for which the county is now responsible for are: the county revenue stabilization program and the county justice subvention program. Within the health area, the programs for which the county is now responsible for are: AB8 county health services, local health services, medically indigent services, and the county medical services program.

In addition to these program responsibility shifts, a number of programs had changes made to their cost sharing ratios. Social services had a number of programs involved in sharing ratio changes (numbers are shown in percentages in the order of state/county shares of cost): foster care from 95/5 to 40/60, child welfare services from 76/24 to 70/30, In Home Supportive Services (IHSS) from 97/3 to 65/35, county services block grant from 84/16 to 70/30, adoption assistance from 100/0 to 75/25, Greater Avenues for Independence from 100/0 to 70/30, CalWorks from 89/11 to 95/5, and administration from 50/50 to 70/30. Within health, the California Children's Services program cost share shifted from 75% state/25% county to 50/50.

The Realignment program has some flaws in its design that adversely impact County of San Bernardino revenues. First is San Bernardino's status as an "under equity county," meaning that the county receives a lesser share of revenue relative to other counties based on population and estimated poverty population. Revenue distributions among counties were determined by expenditures in the programs that were transferred just prior to the adoption of Realignment. San Bernardino County was under equity in those programs. Realignment did attempt to address the inequity issue, but the effort fell short and the county continues to be under equity to date. The problem of being under equity is that it exacerbates itself over time. As growth occurs in the revenue streams, that incremental new funding is distributed on existing sharing arrangements between the counties. The counties that are already over equity get a higher percentage of the new revenue while those that are under equity get less.

In addition to the under equity issue is the fact that the demand for the services we are providing and the revenue streams funding them are both sensitive to the economy. When the economy is doing well, demand for services is reduced and revenues are high. When the economy does poorly, demand for services is high, but revenues under perform. During the recent good years, the realignment funds recovered from earlier difficulties and built up an available fund balance. Beginning in the 2002-03 year, those fund balances began to be depleted as revenues shrank, demand for services increased, and expenses increased.

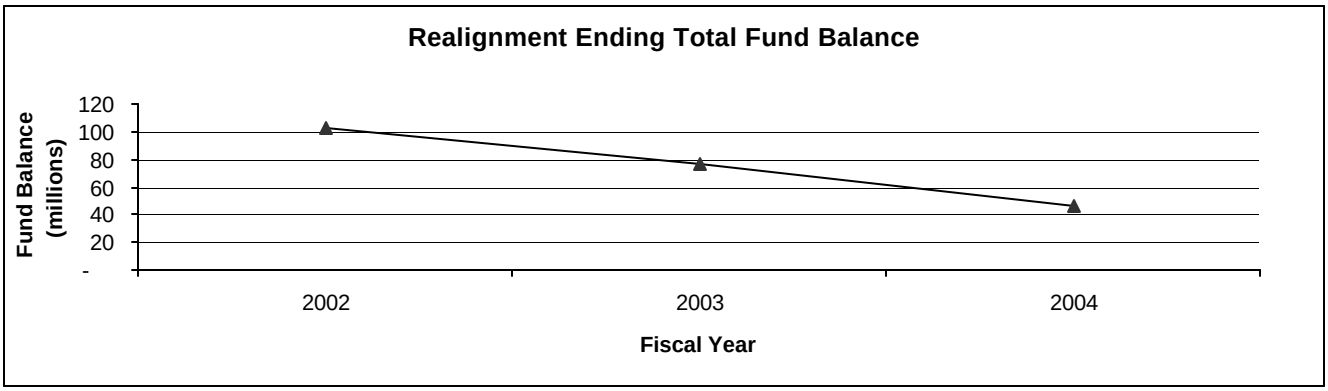
The state anticipated that some of the problems with Realignment could result in litigation or unfunded mandate claims. As a result the legislation contained three poison pill provisions that would make certain provisions of Realignment inoperative. The three poison pills that could nullify Realignment, or portions of it, are: (1) a county successfully filing an unfunded mandate claim with respect to realigned programs, (2) constitutional challenges regarding Realignment's treatment of VLF revenues (which are constitutionally protected as local government revenue) or a finding that exclusion of Realignment revenue from Proposition 98 education funding calculations in unconstitutional, and (3) an appellate court determination that 1982 legislation shifting responsibility for medically indigent adults to counties is reimbursable as an unfunded mandate.

The realignment legislation does allow for some flexibility in usage of funds at the county level. Upon action by the Board of Supervisors, a county can transfer 10% of a given years revenue from one fund to another. San Bernardino County has used the provision repeatedly over the years to help support either the health or social services programs. In the chart above there is a budgeted transfer for the 2003-04 year noted in the "Budgeted 10% Transfers" column. Any such transfer would have to come before the Board of Supervisors for approval before taking place.

## II. BUDGET HISTORY

| Total - All Realignment Funds | | | | |
|---|---|---|---|---|
| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
| Beginning Fund Balance | 72,906,036 | 102,089,307 | 102,089,307 | 76,611,548 |
| Revenue | 165,126,275 | 178,755,312 | 166,531,844 | 170,635,192 |
| Departmental Usage | 135,943,004 | 184,385,696 | 192,009,603 | 200,797,350 |
| Ending Fund Balance | 102,089,307 | 96,458,923 | 76,611,548 | 46,449,390 |
| Change in Fund Balance | 29,183,271 | (5,630,384) | (25,477,759) | (30,162,158) |

Available Fund Balance, as seen in the graph below, in the Realignment funds peaked at the end of the 2001-02 year as the county benefited from a large growth distribution attributable to the 2000-01 increase in sales taxes and vehicle license fees. Departmental Usage increases and revenue stagnation have resulted in an increasing use of one-time funds to pay for ongoing costs. Based on current projections, both Mental Health and Health will run out of available fund balance as a financing source in the 2004-05 fiscal year.




Of note in this graph is that the fund balance ending 2003-04 at the far right is 76% Health fund balance; the other two funds are nearly out of cash to begin the 2004-05 budget cycle.

In 2002-03, estimated revenues are projected to under perform budget due to declining sales tax revenues resulting in no sales tax growth distribution from 2001-02 and a reduced base revenue amount for 2002-03. Base revenue is calculated by adding prior year base and prior year growth. Since there was actually a shortfall in 2001-02, the 2002-03 base is reduced. VLF growth has also slowed significantly, dropping from a peak of $9.7 million in 2000 to an estimated $1.4 million in 2002-03.

The decline in sales tax revenues is an important factor in the stability of the realignment funds going forward. Caseload and cost increases for programs within social services get the first priority when distributing sales tax growth revenue because they are mandated programs for which service must be provided. Since sales tax is down, there is no growth money to pay for the increasing cost of these programs. It is anticipated that in 2004-05 the increased costs in some of the social services programs will require additional county general fund financing.

## III. HIGHLIGHTS OF CHANGES WITHIN THE INDIVIDUAL REALIGNMENT FUNDS

Within the sections below, trends within the individual realignment fund categories of Mental Health, Social Services, and Health will be reviewed. These realignment budgets provide financing and not direct service. As such, the focus will be on broad expense and revenue trends. For more detailed information regarding departmental usage of realignment funds as it relates to programs and service delivery, please consult the appropriate departmental budget unit.

### MENTAL HEALTH

| Mental Health | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Beginning Fund Balance | 32,301,976 | 47,202,385 | 47,202,385 | 25,433,662 |
| Revenue | 53,845,346 | 54,496,540 | 54,532,402 | 55,201,458 |
| Departmental Usage | 33,744,678 | 62,912,489 | 71,032,161 | 67,192,114 |
| 10% Transfers | (5,200,259) | (5,265,378) | (5,268,964) | (5,337,670) |
| Ending Fund Balance | 47,202,385 | 33,521,058 | 25,433,662 | 8,105,336 |
| Change in Fund Balance | 14,900,409 | (13,681,327) | (21,768,723) | (17,328,326) |

The Mental Health Realignment fund revenue is composed approximately 2/3 sales tax and 1/3 vehicle license fee. Continued strength in VLF has helped offset some of the declines in sales tax within the Mental Health fund, however, program cuts by the State and significantly increasing costs of salaries and benefits have resulted in climbing departmental use of realignment funds. The actual departmental use shown in the chart above for 2001-02 is skewed lower by about $11.0 million due to a one-time recognition of revenue within Behavioral Health as a result of GASB accounting rule changes at the end of 2001-02. Given that adjustment projected realignment use by Behavioral Health has still climbed substantially and can not be continued at this pace. In 2004-05, Behavioral Health will be faced with significant budget cuts or will require additional general fund financing to bring ongoing expenditures in line with ongoing revenues.

| Breakdown of Departmental Usage of Mental Health Realignment | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Behavioral Health | 33,519,394 | 62,636,215 | 70,716,893 | 66,873,463 |
| Health Care Costs | 225,284 | 276,274 | 315,268 | 318,651 |
| Total Departmental Usage | 33,744,678 | 62,912,489 | 71,032,161 | 67,192,114 |

## SOCIAL SERVICES

| Social Services | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Beginning Fund Balance | 23,095,211 | 27,287,820 | 27,287,820 | 16,447,227 |
| Revenue | 56,768,765 | 67,288,306 | 56,897,880 | 59,742,774 |
| Departmental Usage | 57,776,415 | 69,725,246 | 73,007,437 | 78,837,115 |
| 10% Transfers | 5,200,259 | 5,265,378 | 5,268,964 | 5,337,670 |
| Ending Fund Balance | 27,287,820 | 30,116,258 | 16,447,227 | 2,690,556 |
| Change in Fund Balance | 4,192,609 | 2,828,438 | (10,840,593) | (13,756,671) |

Revenues for Social Services are primarily (96%) sales tax with minimal VLF. As a result of this dependence on sales tax, the social services revenues have been particularly hard hit by the poor performance of statewide sales tax collection. This unstable revenue source combined with rising demand for services and significant cost increases has caused a quick decline in the Social Services Realignment fund balance. It is probable that in the 2004-05 year the social services programs will require substantial additional general fund support.

Cost increases within social services are a result of climbing caseloads and increased expenditure. Expenditure increases include salary and benefit increases for employees as well as salary and benefit increases for IHSS workers.

| Breakdown of Departmental Usage of Social Services Realignment | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Social Services Programs* | 50,208,391 | 61,903,994 | 65,336,185 | 71,015,863 |
| California Childrens Services | 1,284,813 | 1,538,041 | 1,388,041 | 1,538,041 |
| Probation | 4,484,211 | 4,484,211 | 4,484,211 | 4,484,211 |
| County General Fund | 1,799,000 | 1,799,000 | 1,799,000 | 1,799,000 |
| Total Departmental Usage | 57,776,415 | 69,725,246 | 73,007,437 | 78,837,115 |

*Soc. Svcs. Programs include: IHSS, Foster Care, Seriously Emotionally Disturbed, and Administrative Claim Matches

## HEALTH

| Health | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Beginning Fund Balance | 17,508,849 | 27,599,102 | 27,599,102 | 34,730,659 |
| Revenue | 54,512,164 | 56,970,466 | 55,101,562 | 55,690,960 |
| Departmental Usage | 44,421,911 | 51,747,961 | 47,970,005 | 54,768,121 |
| 10% Transfers | - | - | - | - |
| Ending Fund Balance | 27,599,102 | 32,821,607 | 34,730,659 | 35,653,498 |
| Change in Fund Balance | 10,090,253 | 5,222,505 | 7,131,557 | 922,839 |

Health Realignment is funded approximately 1/3 sales tax and 2/3 VLF. As a result it had greater revenue stability over the last two years as the other funds have been troubled by the downturn in sales tax. Within Health, departmental expenses have been brought into line with ongoing revenues by not providing realignment increases to pay for rising salary and benefit costs. By holding realignment to ARMC and Public Health flat, they have effectively experienced a budget cut due to inflation and the rising costs associated with salaries and benefits. The slight increase in 2003-04 for Public Health reflects of backfill of lost SB90 revenue from the state and is not a true increase.

**REALIGNMENT**

The other programs funded from Health realignment are Medically Indigent Adult (MIA) Payments and Health Care Costs. The MIA budget funds payments to non-county hospitals for treatment of MIA patients. The Health Care Costs budget unit helps pay for the ARMC Lease Payment and the increase in budget for this unit represents greater realignment support for this expense.

The Health Realignment Fund is currently in the best fiscal shape of the three realignment funds. This is primarily the result of the lack of direct impact of state budget cuts on Health overall. Going forward this is not anticipated to continue and given the size of some of the potential cuts to the hospital it is foreseeable that this fund too will experience a significantly declining fund balance in the near future.

**Breakdown of Departmental Usage of Health Realignment**

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Budget 2003-04 |
|---|---|---|---|---|
| Arrowhead Regional Medical Cntr | 28,884,540 | 28,000,000 | 28,000,000 | 28,000,000 |
| Medically Indigent Adult Payments | - | 2,550,000 | 1,587,046 | 2,550,000 |
| Public Health | 10,992,823 | 13,574,089 | 13,458,179 | 13,908,689 |
| Health Care Costs | 4,544,548 | 7,623,872 | 4,924,780 | 10,309,432 |
| Total Departmental Usage | 44,421,911 | 51,747,961 | 47,970,005 | 54,768,121 |

Budgetary Note: Financial information presented in this Realignment budget section is consistent with state reporting requirements for the Realignment funds. The state's reporting requirements are not consistent with the county's implementation of GASB 34 as it relates to revenue accrual. As such, within the county's accounting system, an adjustment will be made to show the correct revenues in accordance with the county's accrual procedures. This is a revenue timing issue only as a result of delays by the state in distributing growth revenue.

## OVERVIEW OF BUDGET

**DEPARTMENT:** IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
**ADMINISTRATOR:** DAVID AROCHO
**BUDGET UNIT:** RHH 498

## I. GENERAL PROGRAM STATEMENT

The In-Home Supportive Services (IHSS) Program was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Section 12302.25 of the Welfare and Institutions Code mandate that each County, on or before January 1, 2003, must act as, or establish an employer of record for the IHSS providers for collective bargaining purposes. The IHSS Public Authority was established to comply with that mandate.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 52,494 | 1,824,576 | 1,054,255 | 6,738,893 |
| Total Revenue | 1,337,592 | 1,824,576 | 1,054,255 | 6,738,893 |
| Fund Balance | | | | - |
| Budgeted Staffing | | 14.0 | | 16.0 |

Estimated 2002-03 expenses are approximately $770,321 under budget. Cost savings were realized in leased facility cost and full staffing was not achieved until March 2003.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Net increase in 2.0 budgeted positions. Added 2.0 IHSS Assistants due to workload needs.

### PROGRAM CHANGES

An Emergency Respite Service program is being added to assist IHSS clients whose IHSS care-provider becomes suddenly unavailable. The cost and description (24 Hour Emergency Service) of this service was not correctly stated in the 2002-03 budget. The anticipated cost and description is accurately stated in the 2003-04 budget.

### OTHER CHANGES

On January 14, 2003 the IHSS Board of Directors approved an MOU between the IHSS employees union and the Public Authority, which provided for 1) a wage increase and, 2) an annual amount not to exceed $1 million in local share to fund health care benefits for eligible providers. The Board of Supervisors approved the appropriations and revenues in Item 65 on January 14, 2003.

Total appropriations and revenue budgeted for health care benefits in 2003-04 are $4,545,455. Federal and State reimbursement will cover approximately 78% of total expenditures ($3,545,455) for health care benefits. The remaining 22% ($1,000,000) is local share. The local share will be funded with Social Services Sales Tax (Realignment).

The Public Authority will pay health care benefits. Claims for state/federal reimbursement (approximately 78%) are filed quarterly with the state and will reimbursed through this budget unit. The remaining local share will be provided through operating transfers from the HSS Administrative budget.

## IV. VACANT POSITION IMPACT

None.

## V. POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Human Services System
DEPARTMENT: IHSS Public Authority
FUND: Special Revenue RHH 498

FUNCTION: IHSS
ACTIVITY: Public Authority

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 421,151 | 649,924 | - | - | 649,924 |
| Services and Supplies | 606,038 | 1,124,652 | - | - | 1,124,652 |
| Transfers | - | - | - | - | - |
| Other Charges | - | - | - | - | - |
| Equipment | 27,066 | 50,000 | - | - | 50,000 |
| Total Appropriation | 1,054,255 | 1,824,576 | - | - | 1,824,576 |
| **Revenue** | | | | | |
| State, Fed or Gov't Aid | 822,319 | 1,423,169 | - | - | 1,423,169 |
| Other Revenue | 231,936 | 401,407 | - | - | 401,407 |
| Total Revenue | 1,054,255 | 1,824,576 | - | - | 1,824,576 |
| Local Cost | - | - | - | - | - |
| Budgeted Staffing | | 14.0 | | | 14.0 |

**GROUP:** Human Services System
**DEPARTMENT:** IHSS Public Authority
**FUND:** Special Revenue RHH 498

**FUNCTION:** IHSS
**ACTIVITY:** Public Authority

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F<br>G | H | G+H<br>I | J | I+J<br>K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 649,924 | 140,991 | 790,915 | - | 790,915 | - | 790,915 |
| Services and Supplies | 1,124,652 | 105,724 | 1,230,376 | - | 1,230,376 | - | 1,230,376 |
| Transfers | - | 143,287 | 143,287 | - | 143,287 | - | 143,287 |
| Other Charges | - | 4,545,455 | 4,545,455 | - | 4,545,455 | - | 4,545,455 |
| Equipment | 50,000 | (21,140) | 28,860 | - | 28,860 | - | 28,860 |
| Total Appropriation | 1,824,576 | 4,914,317 | 6,738,893 | - | 6,738,893 | - | 6,738,893 |
| **Revenue** | | | | | | | |
| State, Fed or Gov't Aid | 1,423,169 | 3,833,168 | 5,256,337 | - | 5,256,337 | - | 5,256,337 |
| Other Revenue | 401,407 | 1,081,149 | 1,482,556 | - | 1,482,556 | - | 1,482,556 |
| Total Revenue | 1,824,576 | 4,914,317 | 6,738,893 | - | 6,738,893 | - | 6,738,893 |
| Fund Balance | - | - | - | - | - | - | - |
| Budgeted Staffing | 14.0 | 2.0 | 16.0 | | 16.0 | | 16.0 |

## IHSS PUBLIC AUTHORITY

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Salaries and Benefits | 140,991 | Added 2.0 IHSS Assistants, wage increases. |
| Services and Supplies | (107,634) | Decrease in inventoriable equipment. |
| | 17,500 | Increase in telephone line costs due to operations reaching full capacity. |
| | 14,350 | Increase in staff travel. |
| | (17,010) | Vehicle purchase that was moved to appropriate object code (4040). |
| | (54,100) | Decrease in computer software expense due to ability to negotiate a more favorable contract for the registry softwa |
| | 43,417 | Increase in postage due to the full implementation of the registry which will require a much higher volume of correspondence than that required in 2002-03. |
| | (42,285) | Decrease in space costs due to negotiation of a more favorable lease agreement than anticipated in 2002-03. |
| | 42,200 | Increase in background checks due to additional costs anticipated for conducting California Department of Justice Criminal Background Investigation (CBI) on prospective providers to be listed on the Public Authority registry; It is expected that 20% of the provider pool will be listed on the registry, at a cost of approximately $47.00 per CBI. |
| | 194,400 | Increase in Emergency Respite services due to a restructuring of the 24hr emergency service |
| | 67,275 | Increase in provider/client training due to adjustments in response to state funding commitment for training; approximately 5% of providers and 5% of clients will receive training. |
| | 21,222 | Increased due to increased need for fiscal support from Aging and Adult Services staff |
| | (73,611) | Misc decreases in other services and supplies. |
| | 105,724 | |
| Transfers | 143,287 | Increase due to Human Resource and Administrative Support charges budgeted in transfers out. |
| Other Charges | 4,545,455 | IHSS provider medical benefits. |
| Equipment | (21,140) | Decreased due to the fact that the majority of equipment purchases will have been completed in the 2002-03. |
| Total Appropriation | 4,914,317 | |
| Revenue | | |
| State, Fed or Gov't Aid | 4,914,317 | |
| Total Revenue | 4,914,317 | |
| Fund Balance | - | |

**COUNTY OF SAN BERNARDINO ECONOMIC AND COMMUNITY DEVELOPMENT CORPORATION**
**OVERVIEW OF BUDGET**

**DEPARTMENT:** **Economic Community Development**
**ASSISTANT COUNTY ADMINISTRATOR:** **THOMAS R. LAURIN**
**BUDGET UNIT:** **SFI 499**

## I. GENERAL PROGRAM STATEMENT

In September 1987 the Board of Supervisors formed the County of San Bernardino Economic and Community Development Corporation to provide additional methods of financing the acquisition of property, for and on behalf of private enterprise, to promote and enhance economic development and increase opportunities for useful employment. Another primary purpose was added in July 1998, to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing. The annual Economic and Community Development Corporation budget provides for professional services related to the issuance of bonds, promotion of the financing program, and other program related costs

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 28 | 18,785 | 35 | 18,850 |
| Total Revenue | 147 | 12,600 | 100 | 12,600 |
| Fund Balance | | 6,185 | | 6,250 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue is less than budgeted because no bonds were issued due to the low market interest rates.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development
**FUND:** Special Revenue SFI 499

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 35 | 18,785 | - | - | 18,785 |
| Total Appropriation | 35 | 18,785 | - | - | 18,785 |
| **Revenue** | | | | | |
| Use of Money & Prop | 100 | 100 | - | - | 100 |
| Current Services | - | 12,500 | - | - | 12,500 |
| Total Revenue | 100 | 12,600 | - | - | 12,600 |
| Fund Balance | | 6,185 | - | - | 6,185 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development
**FUND:** Special Revenue SFI 499

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 18,785 | 65 | 18,850 | - | **18,850** | - | 18,850 |
| Total Appropriation | 18,785 | 65 | 18,850 | - | **18,850** | - | 18,850 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 100 | - | 100 | - | **100** | - | 100 |
| Current Services | 12,500 | - | 12,500 | - | **12,500** | - | 12,500 |
| Total Revenue | 12,600 | - | 12,600 | - | **12,600** | - | 12,600 |
| Fund Balance | 6,185 | 65 | 6,250 | - | **6,250** | - | 6,250 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 65 | Fund balance adjustment |
| Total Appropriation | 65 | |
| Revenue | | |
| Use of Money & Prop | - | |
| Current Services | - | |
| Total Revenue | - | |
| Fund Balance | 65 | |

**COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (CoIDA)**
**OVERVIEW OF BUDGET**

**DEPARTMENT:** **Economic Community Development**
**ASSISTANT COUNTY ADMINISTRATOR:** **THOMAS R. LAURIN**
**BUDGET UNIT:** **SPG 510**

## I. GENERAL PROGRAM STATEMENT

In March 1981 the Board of Supervisors created the San Bernardino County Industrial Development Authority (CoIDA) to issue tax-exempt industrial development bonds, for the furtherance of economic development and creation of new jobs within the County. The annual CoIDA budget provides for professional services related to the issuance of bonds, promotion of the financing program, and other program related costs.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 121 | 40,487 | 1,000 | 40,337 |
| Total Revenue | 1,816 | 1,200 | 850 | 1,200 |
| Fund Balance | | 39,287 | | 39,137 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue is less than budgeted because no bonds were issued due to the low market interest rates.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Economic and Community Development
**FUND:** Special Revenue SPG 510

**FUNCTION:** Public Assistance
**ACTIVITY:** Other Assistance

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | 1,000 | 40,487 | - | - | 40,487 |
| Total Appropriation | 1,000 | 40,487 | - | - | 40,487 |
| **Revenue** | | | | | |
| Use of Money & Prop | 850 | 1,200 | - | - | 1,200 |
| Current Services | - | - | - | - | - |
| Total Revenue | 850 | 1,200 | - | - | 1,200 |
| Fund Balance | | 39,287 | - | - | 39,287 |

**GROUP: Economic Development/Public Services** **FUNCTION: Public Assistance**
**DEPARTMENT: Economic and Community Development** **ACTIVITY: Other Assistance**
**FUND: Special Revenue SPG 510**

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 40,487 | (150) | 40,337 | - | **40,337** | - | 40,337 |
| Total Appropriation | 40,487 | (150) | 40,337 | - | **40,337** | - | 40,337 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 1,200 | - | 1,200 | - | **1,200** | - | 1,200 |
| Current Services | - | - | - | - | **-** | - | - |
| Total Revenue | 1,200 | - | 1,200 | - | **1,200** | - | 1,200 |
| Fund Balance | 39,287 | (150) | 39,137 | - | **39,137** | - | 39,137 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Supplies | (150) | Fund balance adjustment. |
| Total Appropriation | (150) | |
| Total Revenue | - | |
| Fund Balance | (150) | |

## OVERVIEW OF BUDGET

**DEPARTMENT: REDEVELOPMENT AGENCY**
**REDEVELOPMENT ADMINISTRATOR: JOHN NOWAK**

The Redevelopment Agency of the County of San Bernardino was established in 1980 under the California Community Redevelopment Act. Although a study was made at that time to assess the feasibility of establishing one or more redevelopment project areas, no projects were created. However, the proposal to build a speedway on a portion of the site once occupied by the Kaiser Steel Plant near Fontana stimulated new interest in redevelopment. As a result of that interest, in 1995 the entire former Kaiser site and other blighted industrial property in its vicinity were incorporated into a project called the San Sevaine Redevelopment Project. The major objectives of the project are to encourage private sector investment in the development and redevelopment of the area by removing impediments to growth, eliminating and/or preventing the spread of blight and deterioration, and correcting infrastructure deficiencies.

In 1993 the Victor Valley Redevelopment Project was established for the purpose of providing economic development to the former George Air Force Base. The Project Area was a joint project of the Cities of Adelanto, Hesperia, Victorville, the Town of Apple Valley, and the County of San Bernardino. The Project is under the direction of the Victor Valley Economic Development Authority (VVEDA) and is administered by the City of Victorville. The county receives a portion of the tax increment generated within the unincorporated area of the project, which is accounted for in two new budget units created for 2003-04.

The following are the budget units that the Redevelopment Agency oversees:

| | 2003-04 | | | |
|---|---|---|---|---|
| | Appropriation | Revenue | Fund Balance | Staffing |
| Operating Fund | 5,847,251 | 1,586,200 | 4,261,051 | 2.9 |
| Housing Fund | 4,900,887 | 632,900 | 4,267,987 | - |
| Debt Service Fund | 4,601,251 | 3,664,296 | 936,955 | - |
| RDA Capital Projects | 7,256,559 | 73,350 | 7,183,209 | - |
| RDA Housing Projects | 252,251 | 4,350 | 247,901 | |
| VVEDA | 830,219 | 174,415 | 655,804 | |
| VVEDA Housing | 252,685 | 43,604 | 209,081 | - |
| TOTAL | 23,941,103 | 6,179,115 | 17,761,988 | 2.9 |

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## BUDGET UNIT: OPERATING FUND (SPF RDA)

### I. GENERAL PROGRAM STATEMENT

This operating fund was created to account for the Redevelopment Agency's administrative functions, including staffing requirements.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | (654,012) | 5,203,818 | 771,899 | 5,847,251 |
| Total Financing Sources | 134,455 | 1,665,118 | 1,494,250 | 1,586,200 |
| Fund Balance | | 3,538,700 | | 4,261,051 |
| Budgeted Staffing | | 2.1 | | 2.9 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

### STAFFING CHANGES

Budgeted staffing has a net increase of 0.9 positions. A part time contract position (0.1) was deleted. As discussed during the RDA Board workshop on February 25, 2003, 1.0 Redevelopment Analyst position was added.

### PROGRAM CHANGES

None.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**DEPARTMENT: Redevelopment Agency - Operating Fund** **ACTIVITY: Other General**
**FUND: Special Revenue SPF RDA**

**ANALYSIS OF 2003-04 BUDGET**

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Salaries and Benefits | 209,775 | 183,454 | 9,101 | 42,617 | 235,172 |
| Services and Supplies | 207,286 | 4,691,649 | (26) | - | 4,691,623 |
| Central Computer | 1,438 | 1,438 | (880) | - | 558 |
| Other Charges | 20,000 | 20,000 | - | - | 20,000 |
| Transfers | 333,400 | 348,400 | - | - | 348,400 |
| Total Exp Authority | 771,899 | 5,244,941 | 8,195 | 42,617 | 5,295,753 |
| Reimbursements | - | (41,123) | - | - | (41,123) |
| Total Appropriation | 771,899 | 5,203,818 | 8,195 | 42,617 | 5,254,630 |
| **Revenue** | | | | | |
| Use of Money & Prop | 109,450 | 140,000 | - | - | 140,000 |
| Total Revenue | 109,450 | 140,000 | - | - | 140,000 |
| Operating Transfers In | 1,384,800 | 1,525,118 | 8,195 | 42,617 | 1,575,930 |
| Total Financing Sources | 1,494,250 | 1,665,118 | 8,195 | 42,617 | 1,715,930 |
| Fund Balance | | 3,538,700 | - | - | 3,538,700 |
| Budgeted Staffing | | 2.1 | | (0.1) | 2.0 |

**GROUP:** Economic Development/public Services
**DEPARTMENT:** Redevelopment Agency - Operating Fund
**FUND:** Special Revenue SPF RDA

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Salaries and Benefits | 235,172 | 28,793 | 263,965 | - | **263,965** | - | 263,965 |
| Services and Supplies | 4,691,623 | 777,625 | 5,469,248 | - | **5,469,248** | - | 5,469,248 |
| Central Computer | 558 | - | 558 | - | **558** | - | 558 |
| Other Changes | 20,000 | - | 20,000 | | **20,000** | | 20,000 |
| Transfers | 348,400 | 49,936 | 398,336 | - | **398,336** | - | 398,336 |
| Total Exp Authority | 5,295,753 | 856,354 | 6,152,107 | - | **6,152,107** | - | 6,152,107 |
| Reimbursements | (41,123) | (263,733) | (304,856) | - | **(304,856)** | - | (304,856) |
| Total Appropriation | 5,254,630 | 592,621 | 5,847,251 | - | **5,847,251**<br>- | - | 5,847,251<br>- |
| **Revenue** | | | | | **-** | | - |
| Use of Money & Prop | 140,000 | (62,000) | 78,000 | - | **78,000** | - | 78,000 |
| Total Revenue | 140,000 | (62,000) | 78,000 | - | **78,000** | - | 78,000 |
| Operating Transfer In | 1,575,930 | (67,730) | 1,508,200 | - | **1,508,200** | - | 1,508,200 |
| Total Financing Sources | 1,715,930 | (129,730) | 1,586,200 | - | **1,586,200**<br>- | - | 1,586,200<br>- |
| Fund Balance | 3,538,700 | 722,351 | 4,261,051 | - | **4,261,051**<br>- | - | 4,261,051<br>- |
| Budgeted Staffing | 2.0 | 0.9 | 2.9 | | **2.9** | | 2.9 |

## REDEVELOPMENT AGENCY

**Base Year Adjustments**

| | | | |
|---|---|---|---|
| | Salaries and Benefits | 3,294 | MOU increases. |
| | | 5,807 | Retirement increases. |
| | | 9,101 | |
| | Services and Supplies | (26) | Decrease in EHAP charges. |
| | Central Computer | (880) | Decrease in ISD charges. |
| Total | Base Year Appropriation | 8,195 | |
| Total | Base Year Sources | 8,195 | Increase in revenue to cover base year adjustments. |
| Total | Base year Fund Balance | - | |

**Mid-Year Adjustments**

| | | | |
|---|---|---|---|
| | Salaries and Benefits | 132,252 | Add 0.9 contract RDA Administrator position-Board approved March 25, 2003. |
| | | (89,635) | Delete (1.0) Redevelopment Program Manager position. |
| | | 42,617 | |
| Total | Mid-Year Appropriation | 42,617 | |
| Total | Mid-Year Sources | 42,617 | Increase in revenue to cover mid-year adjustments. |
| Total | Mid-Year Fund Balance | - | |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Salaries and Benefits | (38,848) | Delete (0.1) Contract Redevelopment Coordinator position. |
| | 67,243 | Add 1.0 RDA Analyst position. |
| | 398 | Misc changes in salaries and benefits. |
| | 28,793 | |
| Services and Supplies | 401,828 | Increase in other professional services based on additional fund balance. |
| | 77,300 | Increase in other professional services based on professional services required for various projects. |
| | 300,000 | Professional services for special redevelopment studies. |
| | (11,300) | Rent expense moved to transfers-out. |
| | (365) | EHAP moved to transfers-out. |
| | 10,162 | Net change to all other expenditures in this category. |
| | 777,625 | |
| Transfers | 50,000 | General plan update support. |
| | 365 | EHAP moved from services and supplies. |
| | 11,055 | Rent expense moved from services and supplies. |
| | (11,484) | Decreased cost of ED/PSG administrative support and economic subgroup services. |
| | 49,936 | |
| Reimbursements | (304,856) | Reimbursement for RDA administrative expenses from Housing Fund ($265,190), VVEDA ($19,833), VVEDA Housing ($19,833) . |
| | 41,123 | Reduction in reimbursement of non San Sevaine RDA costs from ED/PSG-Admin. |
| | (263,733) | |
| Total Appropriation | 592,621 | |
| Revenue | (62,000) | Decrease in interest revenue. |
| Operating Transfers-In | (67,730) | Decrease in other financing sources from the debt service fund due to increase in bond pmt, and base year and mid-year adjustments. |
| Total Financing Sources | (129,730) | |
| Fund Balance | 722,351 | |

## BUDGET UNIT: HOUSING FUND (SPH RDA)

### I. GENERAL PROGRAM STATEMENT

The Housing Fund was established to segregate 20% of the gross tax increment revenues generated by the project. The revenues are used to conserve and/or expand the supply of affordable housing to low and moderate-income households. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | (898,596) | 4,192,159 | 1,050 | 4,900,887 |
| Total Sources | 110,323 | 585,472 | 662,350 | 632,900 |
| Fund Balance | | 3,606,687 | | 4,267,987 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Estimated revenue in 2002-03 exceeds budget as a result of additional interest income and the distributed tax increment being greater than the amount budgeted.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

### IV. VACANT POSITION IMPACT

None.

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - Housing Fund
FUND: Special Revenue SPH RDA

FUNCTION: General
ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03<br>Year-End<br>Estimates | B<br>2002-03<br>Final Budget | C<br>Base Year<br>Adjustments | D<br>Mid-Year<br>Adjustments | B+C+D<br>E<br>Board<br>Approved<br>Base<br>Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services & Supplies | 1,050 | 4,192,159 | - | - | 4,192,159 |
| Transfers | - | - | - | - | - |
| Total Exp Authority | 1,050 | 4,192,159 | - | - | 4,192,159 |
| Reimbursements | - | - | - | - | - |
| Total Appropriation | 1,050 | 4,192,159 | - | - | 4,192,159 |
| **Revenue** | | | | | |
| Use of Money & Prop | 102,450 | 42,000 | - | - | 42,000 |
| Total Revenue | 102,450 | 42,000 | - | - | 42,000 |
| Operating Transfers In | 559,900 | 543,472 | - | - | 543,472 |
| Total Sources | 662,350 | 585,472 | - | - | 585,472 |
| Fund Balance | | 3,606,687 | - | - | 3,606,687 |

**GROUP:** Economic Development/public Services
**DEPARTMENT:** Redevelopment Agency - Housing Fund
**FUND:** Special Revenue SPH RDA

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 4,192,159 | 443,538 | 4,635,697 | - | **4,635,697** | - | 4,635,697 |
| Transfers | - | 265,190 | 265,190 | - | **265,190** | - | 265,190 |
| Total Exp Authority | 4,192,159 | 708,728 | 4,900,887 | - | **4,900,887** | - | 4,900,887 |
| Reimbursements | - | - | - | - | **-** | - | - |
| Total Appropriation | 4,192,159 | 708,728 | 4,900,887 | - | **4,900,887** | - | 4,900,887 |
| **Revenue** | | | | | **-** | | - |
| Use of Money & Prop | 42,000 | 33,200 | 75,200 | - | **75,200** | - | 75,200 |
| Total Revenue | 42,000 | 33,200 | 75,200 | - | **75,200** | - | 75,200 |
| Operating Transfer In | 543,472 | 14,228 | 557,700 | - | **557,700** | - | 557,700 |
| Total Sources | 585,472 | 47,428 | 632,900 | - | **632,900** | - | 632,900 |
| Fund Balance | 3,606,687 | 661,300 | 4,267,987 | - | **4,267,987** | - | 4,267,987 |
| Budgeted Staffing | 3.0 | (0.1) | 2.9 | | **2.9** | | 2.9 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 443,538 | Additional amount available for low & moderate housing due to increased fund balance. |
| Transfers | 265,190 | Transfer to RDA Operating Fund for salary and administrative costs. |
| Total Appropriation | 708,728 | |
| Revenue | | |
| Operating Transfers In | 14,228 | Increased other financing sources from the debt service fund due to additional tax increment. |
| Use of Money | 33,200 | Increase in anticipated interest earnings due to a higher cash balance. |
| Total Sources | 47,428 | |
| Fund Balance | 661,300 | |

**BUDGET UNIT: DEBT SERVICE FUND (DBR RDA)**

## I. GENERAL PROGRAM STATEMENT

This debt service fund was established to account for the accumulation of net tax increment revenue and the payment of long-term debt from general tax increment collection. On January 25, 2000, the Board approved issuance of approximately $20 million in tax allocation bonds. The proceeds from the sale of these bonds are used to finance infrastructure improvements within the San Sevaine Project Area and a senior apartment development. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Requirements | 3,542,312 | 4,617,327 | 3,397,908 | 4,601,251 |
| Total Revenue | 3,571,139 | 3,662,500 | 3,380,036 | 3,664,296 |
| Fund Balance | | 954,827 | | 936,955 |

Estimated expenditures for 2002-03 are $1,219,419 less than budgeted due to the debt service reserve of $936,955 not being expensed during the year; the actual tax allocation bond payment being less than budgeted, due to interest on the reserve held by the trustee; and operating transfers-out being less than budgeted due to the estimated tax increment revenue being less than budgeted.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Redevelopment Agency - Debt Service
**FUND:** Debt Service DBR RDA

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Debt Service | 1,432,632 | 1,591,200 | - | - | 1,591,200 |
| Debt Service Reserve | - | 936,955 | - | - | 936,955 |
| Total Appropriation | 1,432,632 | 2,528,155 | - | - | 2,528,155 |
| Operating Transfers Out | 1,965,276 | 2,089,172 | - | - | 2,089,172 |
| Total Requirements | 3,397,908 | 4,617,327 | - | - | 4,617,327 |
| **Revenue** | | | | | |
| Use of Money & Prop | 3,344,484 | 35,000 | - | - | 35,000 |
| Taxes | 35,552 | 3,627,500 | - | - | 3,627,500 |
| Total Revenue | 3,380,036 | 3,662,500 | - | - | 3,662,500 |
| Fund Balance | | 954,827 | - | - | 954,827 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Redevelopment Agency - Debt Service
**FUND:** Debt Service DBR RDA

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Debt Service | 1,591,200 | (5,060) | 1,586,140 | - | **1,586,140** | - | 1,586,140 |
| Debt Service Reserve | 936,955 | 12,230 | 949,185 | - | **949,185** | - | 949,185 |
| Total Appropriation | 2,528,155 | 7,170 | 2,535,325 | - | **2,535,325** | - | 2,535,325 |
| Operating Transfers Out | 2,089,172 | (23,246) | 2,065,926 | - | **2,065,926** | - | 2,065,926 |
| Total Requirements | 4,617,327 | (16,076) | 4,601,251 | - | **4,601,251** | - | 4,601,251 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 35,000 | (14,400) | 20,600 | - | **20,600** | - | 20,600 |
| Taxes | 3,627,500 | 16,196 | 3,643,696 | - | **3,643,696** | - | 3,643,696 |
| Total Revenue | 3,662,500 | 1,796 | 3,664,296 | - | **3,664,296** | - | 3,664,296 |
| Fund Balance | 954,827 | (17,872) | 936,955 | - | **936,955** | - | 936,955 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Debt Service | 10,000 | Increased principal payments on tax allocation bonds. |
| | (15,060) | Decreased interest payments on tax allocation bonds. |
| | (5,060) | |
| Debt Service Reserve | 12,230 | Tax allocation bond payment will increase in 2004-05. |
| Oper. Transfers Out | (23,246) | Transfers to the operating fund and the Housing fund decreased. |
| Total Requirements | (16,076) | |
| Revenue | | |
| Use of Money | (14,400) | Decrease in interest revenue. |
| Taxes | 16,196 | Increase in tax increment revenue anticipated in 2003-04. |
| Total Revenue | 1,796 | |
| Fund Balance | (17,872) | |

**BUDGET UNIT: RDA CAPITAL PROJECTS (SPD RDA)**
(formerly named Infrastructure Improvements)

## I. GENERAL PROGRAM STATEMENT

This capital projects fund was established to provide separate accountability for infrastructure improvements financed from tax allocation bond proceeds. A complete list of these infrastructure improvements is included in the project's Redevelopment Plan. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | 1,886,865 | 7,389,625 | 120,620 | 7,256,559 |
| Total Revenue | 386,458 | 300,000 | 214,204 | 73,350 |
| Fund Balance | | 7,089,625 | | 7,183,209 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The Redevelopment Agency Board of Directors approved funding to include a fire station and street improvements in the unincorporated area near Fontana, on February 25, 2003.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - RDA Capital Projects
FUND: Infrastructure Imp Fund SPD RDA

FUNCTION: General
ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supples | 120,620 | 7,389,625 | - | - | 7,389,625 |
| Transfers | - | - | - | - | - |
| Total Appropriation | 120,620 | 7,389,625 | - | - | 7,389,625 |
| **Revenue** | | | | | |
| Use of Money & Prop | 210,455 | 300,000 | - | - | 300,000 |
| Other Revenue | 3,749 | - | - | - | - |
| Total Revenue | 214,204 | 300,000 | - | - | 300,000 |
| Fund Balance | | 7,089,625 | - | - | 7,089,625 |

**GROUP:** Economic Development/public Services
**DEPARTMENT:** Redevelopment Agency - RDA Capital Projects
**FUND:** Infrastructure Imp Fund SPD RDA

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | B+C+D<br>E<br>Board Approved Base Budget | F<br>Recommended Program Funded Adjustments | E+F<br>G<br>2003-04 Department Request | H<br>Vacant Position Impact | G+H<br>I<br>2003-04 Proposed Budget (Adjusted) | J<br>Recommended Vacant Restoration | I+J<br>K<br>2003-04 Recommended Budget |
|---|---|---|---|---|---|---|---|
| **Appropriation** | | | | | | | |
| Services and Supplies | 7,389,625 | (7,389,625) | - | - | **-** | - | - |
| Transfers | - | 7,256,559 | 7,256,559 | - | **7,256,559** | - | 7,256,559 |
| Total Appropriation | 7,389,625 | (133,066) | 7,256,559 | - | **7,256,559** | - | 7,256,559 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 300,000 | (226,650) | 73,350 | - | **73,350** | - | 73,350 |
| Other Revenue | - | - | - | - | **-** | - | - |
| Total Revenue | 300,000 | (226,650) | 73,350 | - | **73,350** | - | 73,350 |
| Fund Balance | 7,089,625 | 93,584 | 7,183,209 | - | **7,183,209** | - | 7,183,209 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (7,389,625) | Project payments that are due to other funds was moved to transfers due to GASB #34. |
| Transfers | 7,389,625 | Project payments that are due to other funds moved from services and supplies due to GASB #34. |
| | (133,066) | Decrease in project expenditures. |
| | 7,256,559 | |
| Total Appropriation | (133,066) | |
| Revenue | | |
| Use of Money & Prop | (226,650) | Decrease in interest revenue due to lower interest rates and decreased cash balance. |
| Total Revenue | (226,650) | |
| Fund Balance | 93,584 | |

**BUDGET UNIT: RDA HOUSING PROJECTS (SPE RDA)**
(formerly named Senior Housing Project)

## I. GENERAL PROGRAM STATEMENT

This capital projects fund was originally created to provide separate accountability for the construction of a 67-unit senior housing project. This project is complete.

This capital projects fund has been renamed to RDA Housing Projects and will be used to track the expenditures of future RDA housing projects. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Requested 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | 270,789 | - | 252,251 |
| Total Revenue | 42,253 | 30,000 | 7,112 | 4,350 |
| Fund Balance | | 240,789 | | 247,901 |

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

The 67-unit senior apartments constructed on Redwood Avenue were completed in October 2002.

**OTHER CHANGES**

None.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - RDA Housing Projects
FUND: Capital SPE RDA

FUNCTION: General
ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

| | A<br>2002-03 Year-End Estimates | B<br>2002-03 Final Budget | C<br>Base Year Adjustments | D<br>Mid-Year Adjustments | B+C+D<br>E<br>Board Approved Base Budget |
|---|---|---|---|---|---|
| **Appropriation** | | | | | |
| Services and Supplies | - | 270,789 | - | - | 270,789 |
| Total Appropriation | - | 270,789 | - | - | 270,789 |
| **Revenue** | | | | | |
| Use of Money & Prop | 7,112 | 30,000 | - | - | 30,000 |
| Total Revenue | 7,112 | 30,000 | - | - | 30,000 |
| Fund Balance | | 240,789 | - | - | 240,789 |

**GROUP:** Economic Development/Public Services
**DEPARTMENT:** Redevelopment Agency - RDA Housing Projects
**FUND:** Capital SPE RDA

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | 270,789 | (18,538) | 252,251 | - | **252,251** | - | 252,251 |
| Total Appropriation | 270,789 | (18,538) | 252,251 | - | **252,251** | - | 252,251 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | 30,000 | (25,650) | 4,350 | - | **4,350** | - | 4,350 |
| Total Revenue | 30,000 | (25,650) | 4,350 | - | **4,350** | - | 4,350 |
| #VALUE! | 240,789 | 7,112 | 247,901 | - | **247,901** | - | 247,901 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | (18,538) | Decrease based upon a lower fund balance. |
| Total Appropriation | (18,538) | |
| Revenue | | |
| Use of Money & Prop | (25,650) | Decrease in interest revenue. |
| Total Revenue | (25,650) | |
| Fund Balance | 7,112 | |

**BUDGET UNIT: VICTOR VALLEY ECONOMIC DEVELOPMENT AUTHORITY (VVEDA) (MPV 644)**

## I. GENERAL PROGRAM STATEMENT

This budget unit is being established to account for the county's administrative and operational costs related to the reuse of the former George Air Force Base. While the City of Victorville administers the program under a joint powers agreement, the county receives a portion of the tax increment generated in the redevelopment area, which must be expended on programs within the unincorporated portion of the project area. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | - | - | 830,219 |
| Total Revenue | - | - | - | 174,415 |
| Fund Balance | | - | | 655,804 |

The estimated fund balance as of June 30, 2003 of $655,804 is the estimated net tax increment from Victor Valley Economic Development Authority (VVEDA) as of June 30, 2003.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Based upon the recommendation of the external auditor who performed the 2001-02 RDA audit, this fund will be accounted for as part of the RDA. In addition, 20% of the funds available have been transferred to the new VVEDA-Housing fund to account for the tax increment that must used for affordable housing.

## IV. VACANCY POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - VVEDA
FUND: Special Revenue MPV 644

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03<br>Year-End<br>Estimates | 2002-03<br>Final Budget | Base Year<br>Adjustments | Mid-Year<br>Adjustments | Board<br>Approved<br>Base<br>Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | - | - | - | - |
| Other Charges | - | - | - | - | - |
| Transfers | - | - | - | - | - |
| Total Appropriation | - | - | - | - | - |
| **Revenue** | | | | | |
| Use of Money & Prop | - | - | - | - | - |
| Other Gov't Aid | - | - | - | - | - |
| Total Revenue | - | - | - | - | - |
| Fund Balance | | - | - | - | - |

**GROUP:** Economic Development/Public Works
**DEPARTMENT:** Redevelopment Agency - VVEDA
**FUND:** Special Revenue MPV 644

**FUNCTION:** General
**ACTIVITY:** Other General

## ANALYSIS OF 2003-04 BUDGET

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | - | 799,986 | 799,986 | - | **799,986** | - | 799,986 |
| Other Charges | - | 10,400 | 10,400 | - | **10,400** | - | 10,400 |
| Transfers | - | 19,833 | 19,833 | - | **19,833** | - | 19,833 |
| Total Appropriation | - | 830,219 | 830,219 | - | **830,219** | - | 830,219 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 11,215 | 11,215 | - | **11,215** | - | 11,215 |
| Other Gov't Aid | - | 163,200 | 163,200 | - | **163,200** | - | 163,200 |
| Total Revenue | - | 174,415 | 174,415 | - | **174,415** | - | 174,415 |
| Fund Balance | | 655,804 | 655,804 | - | **655,804** | - | 655,804 |

### Recommended Program Funded Adjustments

| | | |
|---|---|---|
| Services and Supplies | 799,986 | Increase in professional services based on additional fund balance. |
| Other Charges | 10,400 | Administrative costs paid to the City of Victorville for overseeing VVEDA, |
| Transfers | 19,833 | Transfer to RDA operating fund for salary and administrative costs. |
| Total Appropriation | 830,219 | |
| Revenue | | |
| Use of Money & Prop | 11,215 | Estimated interest revenue. |
| State, Fed or Gov't Aid | 163,200 | VVEDA estimated tax increment. |
| Total Revenue | 174,415 | |
| Fund Balance | 655,804 | |

**BUDGET UNIT: VICTOR VALLEY ECONOMIC DEVELOPMENT AUTHORITY-HOUSING (VVEDA-Housing) (MPW 644)**

## I. GENERAL PROGRAM STATEMENT

This budget unit is being established to account for the county's administrative and operational costs related to housing set aside fund generated through the redevelopment of the George Air Force Base. While the City of Victorville administers the general program under a joint powers agreement, the county receives a portion of the tax increment generated in the redevelopment area, of which 20% is set aside for affordable housing. These funds may be expended in any unincorporated county area. There is no staffing associated with this budget.

## II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Estimated 2002-03 | Department Request 2003-04 |
|---|---|---|---|---|
| Total Appropriation | - | - | - | 252,685 |
| Total Revenue | - | - | - | 43,604 |
| Fund Balance | | - | | 209,081 |

The estimated fund balance as of June 30, 2003 of $209,081 is the estimated net tax increment from Victor Valley Economic Development Authority (VVEDA) for housing as of June 30, 2003.

## III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

**OTHER CHANGES**

Based upon the recommendation of the external auditor who performed the 2001-02 RDA audit, this fund was set up to account for the VVEDA tax increment that must be used for affordable housing. This fund will be accounted for as part of the RDA.

## IV. VACANT POSITION IMPACT

None.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Economic Development/Public Services
DEPARTMENT: Redevelopment Agency - VVEDA Housing
FUND: Special Revenue MPW 644

FUNCTION: General
ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

| | A | B | C | D | B+C+D<br>E |
|---|---|---|---|---|---|
| | 2002-03 Year-End Estimates | 2002-03 Final Budget | Base Year Adjustments | Mid-Year Adjustments | Board Approved Base Budget |
| **Appropriation** | | | | | |
| Services and Supplies | - | - | - | - | - |
| Other Charges | - | - | - | - | - |
| Transfers | - | - | - | - | - |
| Total Appropriation | - | - | - | - | - |
| **Revenue** | | | | | |
| Use of Money & Prop | - | - | - | - | - |
| Other Gov't Aid | - | - | - | - | - |
| Total Revenue | - | - | - | - | - |
| Operating Transfer In | - | - | - | - | - |
| Total Sources | - | - | - | - | - |
| Fund Balance | | - | - | - | - |

**GROUP:** Economic Development/Public Works
**DEPARTMENT:** Redevelopment Agency - VVEDA Housing
**FUND:** Special Revenue MPW 644

**FUNCTION:** General
**ACTIVITY:** Other General

**ANALYSIS OF 2003-04 BUDGET**

| | E | F | E+F G | H | G+H I | J | I+J K |
|---|---|---|---|---|---|---|---|
| | Board Approved Base Budget | Recommended Program Funded Adjustments | 2003-04 Department Request | Vacant Position Impact | 2003-04 Proposed Budget (Adjusted) | Recommended Vacant Restoration | 2003-04 Recommended Budget |
| **Appropriation** | | | | | | | |
| Services and Supplies | - | 230,252 | 230,252 | - | **230,252** | - | 230,252 |
| Other Charges | - | 2,600 | 2,600 | - | **2,600** | - | 2,600 |
| Transfers | - | 19,833 | 19,833 | - | **19,833** | - | 19,833 |
| Total Appropriation | - | 252,685 | 252,685 | - | **252,685** | - | 252,685 |
| **Revenue** | | | | | | | |
| Use of Money & Prop | - | 2,804 | 2,804 | - | **2,804** | - | 2,804 |
| Other Gov't Aid | - | 40,800 | 40,800 | - | **40,800** | - | 40,800 |
| Total Revenue | - | 43,604 | 43,604 | - | **43,604** | - | 43,604 |
| Operating Transfer In | - | - | - | - | **-** | - | - |
| Total Sources | - | 43,604 | 43,604 | - | **43,604** | - | 43,604 |
| Fund Balance | | 209,081 | 209,081 | - | **209,081** | - | 209,081 |

**Recommended Program Funded Adjustments**

| | | |
|---|---|---|
| Services and Supplies | 230,252 | Increase in professional services based on fund balance. |
| Other Charges | 2,600 | Administrative costs paid to the City of Victorville for overseeing VVEDA, |
| Transfers | 19,833 | Transfer to RDA operating fund for salary and administrative costs. |
| Total Appropriation | 252,685 | |
| Revenue | | |
| Use of Money & Prop | 2,804 | Estimated interest revenue. |
| Other Gov't Aid | 40,800 | VVEDA housing estimated tax increment. |
| Total Revenue | 43,604 | |
| Fund Balance | 209,081 | |

**COUNTY FIRE**

## POLICY DESCRIPTION FORM

**Department/Group:** County Fire Department **Budget Code:** SKX-106
**Title:** Request for Fire Seasonal Supplemental Appropriation

**PRIORITY:** Rank 1 of 2 **FUNDING:** Full Year ☐ Other ☐ 6 Months
**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

The San Bernardino County Fire Department is requesting a Supplemental Appropriation of $1,317,000 for the 2003 Fire Season to allow additional staffing at eight (8) fire stations and the fire dozer that directly serve the San Bernardino Mountain communities.

Due to the unprecedented tree mortality in our local mountains and the extreme fire danger, this office is requesting supplemental funding for staffing at specific fire stations during the 2003 fire season period. These stations are in the areas of greatest risk to our communities and will be of extreme value for initial attack suppression and support structure protection activities. If this staffing plan is approved, these resources will greatly enhance our ability to control any fire, support mutual aid activities between local government agencies, and leave adequate resources in place when state and federal resources are committed on other incidents.

Fire season typically runs from May into December, although these months can fluxuate based on fuel moisture and weather patterns for all types of fuels. This request is for six months, beginning July 1 and ending on December 31, 2003, and utilizes existing personnel, equipment and supplies. Attached is a memorandum, which outlines the fire stations requiring additional staffing and related cost.

If this proposed supplemental funding and staffing plan is approved, all positions would be filled using either overtime personnel, our existing PCF personnel, which will allow for down staffing during weather related periods. Also, this would enable fire suppression support across the mountain to County Fire areas and other Fire Districts without abandoning local community fire protection, ambulance, and emergency medical services. These additionally staffed resources would be kept in county and not available for out of county response. This increased staffing is for the protection of our communities, our residents and our visitors to our local mountain.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 1,317,000 | $ 0 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| various | Overtime staff and existing PCF | $1,317,000 |

| | | |
|---|---|---|
| **Services & Supplies** | 0 | 0 |
| **Other (specify)** | 0 | 0 |
| **Equipment** | 0 | 0 |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| | | 0 | 0 |
| **Reimbursements (specify)** | | 0 | 0 |
| | **Total:** | $ 1,317,000 | $ 0 |
| **REVENUE (specify source)** | | | |
| | | | |
| | | | |
| | **Total:** | $ 0 | $ 0 |
| | **LOCAL COST** | $ 1,317,000 | $ 0 |

# INTEROFFICE MEMO

**DATE:** **MAY 5, 2003** **PHONE: 387-5649**

**FROM:** **PETER R. HILLS** **MAIL CODE: 0450**
Fire Chief/Fire Warden
San Bernardino County Fire Department

**TO:** **JOHN GOSS**
Assistant Administrative Officer

**SUBJECT: Request for Fire Season Supplemental Appropriation**

## Request

The San Bernardino County Fire Department is requesting a Supplemental Appropriation of $1,317,000 for the 2003 Fire Season to allow additional staffing at eight (8) fire stations and the fire dozer that directly serve the San Bernardino Mountain communities.

## Background

Due to the unprecedented tree mortality in our local mountains and the extreme fire danger, this office is requesting supplemental funding for staffing at specific fire stations during the 2003 fire season period. These stations are in the areas of greatest risk to our communities and will be of extreme value for initial attack suppression and support structure protection activities. If this staffing plan is approved, these resources will greatly enhance our ability to control any fire, support mutual aid activities between local government agencies, and leave adequate resources in place when state and federal resources are committed on other incidents.

Fire season typically runs from May into December, although these months can fluxuate based on fuel moisture and weather patterns for all types of fuels. This request is for six months, beginning July 1 and ending on December 31, 2003, and utilizes existing personnel, equipment and supplies. Listed below are the fire stations requiring additional staffing and related cost.

**Fawnskin (Station 49)**
Within the Bear Valley, only three other local government fire engines are staffed. The fulfilling of this request would provide a fourth staffed fire engine in the valley. The local fire chiefs are requesting six engines on initial dispatch for all fires due to the mountain's fire risk. Current staffing for this station is one company officer (captain or engineer) plus a limited term firefighter. This station covers an engine or ambulance, based on the call type, and relies on paid call firefighters to cover additional apparatus. The paid call company is unable to guarantee station coverage or additional engine responses during weekday hours. Our request is to daily staff the fire engine with a captain, engineer and limited term firefighter while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from two to five, for a net increase of three daily.

**6 Month Cost** **$330,000**

**Lucerne Valley (Station 111)**
The fulfilling of this request would provide a fifth engine to assist the Big Bear Valley and be of great value to fires originating in the northern part of the mountains. We have experienced many fires in this area that do threaten the communities of Baldwin Lake and Fawnskin. The local fire chiefs are requesting six engines on initial dispatched for all fires due to the mountain's fire risk. Current staffing for this station is one captain, one firefighter/paramedic and a limited term firefighter. This station covers the engine with the captain while a firefighter/ paramedic and a limited term firefighter cover the ambulance. The paid call company is unable to guarantee station coverage or additional engine staffing. Our request is to staff the fire engine with a captain, engineer and limited term firefighter, while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from three to five, for a net increase of two daily.

**6 Month Cost** **$189,000**

**Angelus Oaks (Station 15) & Forest Falls (Station 128)**
On the eastern side of the San Bernardino Mountains there are two communities that have no fulltime staffing. Responses into these areas come from the paid call stations and are supported by fulltime crews from Mentone, Redlands and Yucaipa, which equates to a 20+ minute response. The paid call companies have difficulty with weekday coverage due to the community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at

these stations for 10 hours a day with three PCF's. This will increase each stations daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

**6 Month Cost** **$110,000**

**Lake Arrowhead (Station 92)**

The Lake Arrowhead area has been the hardest hit community on the mountain from the bark beetle tree mortality. The trees continue to die in this area at a rapid rate and any fire in this area will spread at rates that most firefighters have never experienced before. Fires not controlled within minutes will turn into major disasters and most likely affect homes and loss of lives. Our request is to staff an additional fire engine with a captain, engineer and a limited term firefighter, thus providing four engines for initial attack suppression efforts and the ability to provide mutual aid to Crest Forest and Running Springs Fire Departments without depleting resources in Lake Arrowhead. This will increase daily staffing from three to six, for a net increase of three daily.

**6 Month Cost** **$350,000**

**Green Valley Lake (Station 129)**

The community of Green Valley Lake has a PCF station and is one of the first fire engines into the backcountry, north of Green Valley Lake and Fawnskin. This community is fairly isolated and routinely asks for assistance from Arrowbear and Running Springs on all fires. Responses from these adjoining communities are approximately a 15+ minutes response. The paid call company has difficulty with weekday coverage due to community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at this station for 10 hours a day with three PCF's. This will increase daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

**6 Month Cost** **$ 55,000**

**Wrightwood (Station 101)**

Wrightwood has seen its share of fires during the past 5 years; these include the Narrows, Turtle, Blue Cut and Louisiana Fires. Wrightwood only has one staffed station for its community and must rely on support from the Phelan and Pinion Hills fire stations, which have a response time of 10+ minutes. Request for more than three local government engines must come from Hesperia, Victorville and Apple

Valley. This leaves this community vulnerable during initial attack fires and puts homes and property at risk. Current staffing for this station is one captain, one engineer/paramedic and a limited term firefighter. This station covers the engine with the captain while the engineer/paramedic and limited term firefighter cover the ambulance. The paid call company is unable to guarantee station coverage or additional engine staffing. Our request is to staff the fire engine with a captain, engineer and limited term firefighter while maintaining ambulance staffing of a firefighter/paramedic and a limited term firefighter. This will increase daily staffing from three to five, for a net increase of three daily.

**6 Month Cost** **$178,000**

**Lytle Creek (Station 20)**

The community of Lytle Creek has a PCF station and is one of the first fire engines into the surrounding canyons and is threatened every year by wildland fires. This community is fairly isolated and routinely asks for assistance from Devore, Fontana and Rialto on all fires. Responses from these adjoining communities are approximately a 12+ minutes response. The paid call company has difficulty with weekday coverage due to community population working off the mountain, thus leaving this area very vulnerable. Our request is to hard cover the fire engine at this station for 10 hours a day with three PCF's. This will increase daily staffing from zero to three for 10 hours per day, for a net increase of three for 10 hours daily.

**6 Month Cost** **$ 55,000**

**Dozer Staffing**

In 2000/01 budget year, the County General fund had provided the County Fire Department $500,000 for providing county-wide unban-interface wildland fire protection. This original concept consisted of a fire dozer program, handcrew program and a fire/sheriff helicopter enhancement program but all money was later shifted to solely support the dozer program. We have operated this program through fiscal year 2002/03 and will be unable to continue as a dedicated program due to loss of funding. For the 2003 fire season, County Fire's dozer will be reduced to a "Call When Needed" status. This will delay emergency responses for the dozer to fires. Our request is to fund an operator assigned to the dozer program for six months. This will increase daily staffing from zero to one 4/10 work schedule, for a net increase of one.

**6 Month Cost** **$50,000**

## Summary

If this proposed supplemental funding and staffing plan is approved, all positions would be filled using either overtime personnel, our existing PCF personnel, which will allow for down staffing during weather related periods. Also, this would enable fire suppression support across the mountain to County Fire areas and other Fire Districts without abandoning local community fire protection, ambulance, and emergency medical services. These additionally staffed resources would be kept in county and not available for out of county response. This increased staffing is for the protection of our communities, our residents and our visitors to our local mountains.

**Total Request for Supplemental Appropriation $1,317,000**

**COUNTY FIRE**

## POLICY DESCRIPTION FORM

**Department/Group:** County Fire Department **Budget Code:** SKX-106

**Title:** Baker Fire Station - Construction and staffing for a new fire station

**PRIORITY:** Rank 2 of 2 **FUNDING:** Full Year ☒ Other ☐ _____ Months

**ITEM STATUS:** Restoration ☐ Program Change ☐ Workload ☒

**OPERATIONAL AND/OR FISCAL IMPACT:** **Clearly explain the impact on services (attach additional pages if required)**

County Fire currently provides fire, rescue, and EMS service to the Baker vicinity. Service is provided by the use of two apparatus, 2 paid-call firefighter (PCF) daily staffing, which is augmented with 3-4 Cornell prison inmate daily staffing. The Baker fire staff is part of a regional response system, which serves the unfunded areas surrounding the community of Baker, and includes areas along the I15, I40, and Hwy 127 traffic corridors. Baker fire staff is generally the first-in responders to approximately 3,800 square miles of service area.

There is no fire station in Baker, PCF staff respond from a rented motel/apartment during their shift, and the apparatus is housed in a maintenance building at the Baker Community Services District. Due to the lack of a facility and staffing needed to adequately support fire services in the Baker area, the department is requesting consideration to approve funding in connection with the construction and operation of a new 8,000 square foot fire station facility. Total project construction costs are $1,750,000 and consist of construction ($1,104,000), contractor costs ($308,520), contingencies ($127,127), and design/miscellaneous fees ($210,353).

Due to firefighter safety issues, limited staff, and marginally trained staff (inmate labor), the department is requesting consideration to approve 15 budgeted staffing with annual salary/benefits funding of approximately $1,200,000, plus $200,000 in operations and maintenance.

| | 2003-04 | Ongoing 2004-05 |
|---|---|---|
| **APPROPRIATIONS** | | |
| **Salaries & Benefits (attach additional page if required)** | $ 0 | $ 1,200,000 |

**CLASSIFICATIONS**

| Budgeted Staff | Title | Amount |
|---|---|---|
| 2.0 | Fire Captain | |
| 3.0 | Fire Engineer | |
| 3.0 | Firefighter/paramedic | |
| 7.0 | Conversion of existing PCF's to regular firefighters and engineer positions | |

| | | |
|---|---|---|
| **Services & Supplies** | | |
| **Other (specify)** Fire station annual operating expenses | $0 | $200,000 |
| **Equipment** | $0 | $0 |

**FIXED ASSETS**

| Item | Amount | | |
|---|---|---|---|
| 8,000 square foot fire station | $1,750,000 | $1,750,000 | $0 |
| | | | |
| **Reimbursements (specify)** | | $0 | $0 |
| | **Total:** | $ 1,750,000 | $ 1,400,000 |
| **REVENUE (specify source)** | | | |
| | | | |
| | **Total:** | $ 0 | $ 0 |
| | **LOCAL COST** | $ 1,750,000 | $ 1,400,000 |